



OPERATING and CHANGING Instructions For Models:
8550, 8555, 8560, 8565

READ THESE INSTRUCTIONS THOROUGHLY BEFORE OPERATING THE LOCK OR ATTEMPTING TO CHANGE THE COMBINATION

Note: To assure proper operation, all combination safe locks should be serviced by a qualified safe technician annually, more often if used in a hostile environment (dust, dirt, high humidity, etc.).

The dial ring for your lock has two index marks. The one located at the twelve o'clock position is the OPENING INDEX. Numbers on the dial aligned with this index to open the lock.

The mark at the eleven o'clock position is the CHANGING INDEX. It is aligned with numbers on the dial only when preparing the lock insertion of the changing tool and when entering new numbers to install a new combination.

OPERATING INSTRUCTIONS

GENERAL DIALING TIPS:

- 1) When performing any dialing operation, always view the dial straight on.
- 2) If you turn past a number you meant to stop on, you cannot back up to it. Start the entire dialing procedure again, from the very beginning. This is especially critical when changing the lock's combination.
- 3) In dialing instructions, left is counter clockwise and right is clockwise.
- 4) Each time the desired number of the dial comes into alignment with the index being used, it is counted as a turn of the dial. For instance, if the dial is set with 45 aligned to the OPENING INDEX and the next number to be entered is 40, rotating the dial immediately left (counterclockwise) to 40 is considered one time left to 40.

- 5) Never force the dial. A dial, which cannot be turned with light to moderate hand pressure, indicates the lock is open or that the mechanism needs to be serviced by a qualified safe technician.

TO OPEN:

- 1) Your lock may be set on a factory shipping combination, or it may be set on a true, three-number combination. To open a lock set on a factory shipping combination, turn the dial left until "50" aligns with the OPENING INDEX the fourth time. Turn the dial right, stopping when "0" aligned on the OPENING INDEX.
- 2) With the "0" aligned with the index, push the dial in firmly and release. This activates the lever assembly. The dial is spring-loaded and should return to its normal position when you release it.
- 3) Continue turning the dial right until the dial stops (at approximately 85). This draws back the locking bolt. If the combination has been correctly dialed, the safe or cabinet may be opened.

3 NUMBER COMBINATION LOCK (OPENING)

If your lock is set on a true, three number combination, follow these steps to open:

- 4) Turn the dial left until the first number of combination () aligns with the OPENING INDEX the fourth time.
- 5) Turn the dial right until the second number of the combination () aligns with the OPENING INDEX the third time.
- 6) Turn the dial left until the third number of the combination () aligns with the OPENING INDEX the second time.
- 7) Turn the dial right, stopping when "0" is aligned with the OPENING INDEX.
- 8) With the "0" aligned with the index, push the dial in firmly and release. This activates the lever assembly. The dial is spring loaded and should return to its normal position when you release it.
- 9) Continue turning the dial to the right until the dial stops (at approximately 85). This draws back the locking bolt. If the combination has been correctly dialed, the safe or cabinet may be opened.

Note: Remember to dial exactly to the numbers of the combination on the OPENING INDEX. Dialing a combination number even a small amount past the OPENING INDEX will cause the lock to remain locked. This is part of the mechanism's security.

- 10) To relock the combination lock, turn the dial four complete revolutions to any non-combination number.

COMBINATION CHANGING INSTRUCTIONS

PREPARE FOR COMBINATION CHANGE:

- 1) NEVER Insert a changing tool into the lock unless the lock's cover is in place.
- 2) It is advisable to cover the OPENING INDEX with a small piece of opaque tape to avoid aligning any numbers with it during the combination changing procedure.
- 3) All changing operations are performed with safe door open. THE SAFE DOOR SHOULD NEVER BE CLOSED UNTIL THE NEW COMBINATION IS SUCCESSFULLY TRIED AT LEAST THREE TIMES!!

SELECTING A NEW COMBINATION:

Observing the following rules will help you select a new combination which is secure and which will optimize the design strengths of your Sargent & Grenleaf lock.

- 1) Do not select numbers which all end in "0" and "5". An example of poor combination is "50-15-30". An example of a good combination is "52-15-37".
- 2) Do not select numbers in an ascending or descending sequence. An example of a poor combination is "22-41-68" An example of a good combination is "22-68-41"
- 3) Leave at least a ten number margin between adjacent numbers of the combination. An example of a good combination is "41-30-66"
- 4) Do not use a number between "90" and "10" for the third (or last) number of the combination. This can cause a condition, which will inhibit the mechanism from locking correctly.
- 5) Avoid using easily guessed numbers (birth dates, house and phones numbers, etc.)

IF YOUR LOCK IS SET ON THE FACTORY SHIPPING COMBINATION:

Turn the dial left until the number "50" aligns with the changing index the fourth time. Go directly to the step titled "INSERT THE CHANGING TOOL".

IF YOUR LOCK IS SET ON A TRUE, THREE NUMBER COMBINATION:

- 1) Turn the dial left until the first number of the combination aligns with the CHANGING INDEX the fourth time.
- 2) Turn the dial right until the second number of the combination aligns with the CHANGING INDEX the third time.
- 3) Turn the dial left until the third number of the combination aligns with the CHANGING INDEX the second time.

- 4) Leave the dial with the last number dialed at the changing index and go to the next step, "INSERT THE CHANGING TOOL".

INSERT THE CHANGING TOOL:

The profile of both the changing tool and the opening in the lock's cover allow the tool's insertion only when aligned correctly. It may be necessary to wiggle the changing tool slightly in order to insert it to the point where the tool's wing is entirely inside the lock case. Do not attempt to turn the changing tool until the wing is completely inserted. Once this is accomplished, rotate the key approximately ninety degrees counterclockwise (the only direction in which it will turn). A release of tension inside the lock will be felt.

ENTER THE NEW COMBINATION:

- 1) Turn the dial left until the first new number aligns with the CHANGING INDEX the fourth time.
- 2) Turn the dial right until the second new number aligns with the CHANGING INDEX the third time.
- 3) Turn the dial left until the third new number aligns with the CHANGING INDEX the second time. Do not move the dial from the last number.

If you feel you have made any errors, however small, in the changing procedure, begin again with the first step in this section ("ENTER THE NEW COMBINATION").

- 4) Rotate the changing tool approximately ninety degrees clockwise and remove it from the lock. Note: Do not pull outward on the changing tool until it has been fully rotated to the same position as when you first inserted it.

CHECK THE NEW COMBINATION:

Uncover the opening index and check your combination by following these instructions, which are indicial to those under "TO OPEN"

- 1) Turn the dial left until the first number of the new combination aligns with the OPENING INDEX the fourth time.
- 2) Turn the dial right until the second number of the new combination aligns with the OPENING INDEX the third time.
- 3) Turn the dial left until the third number of the new combination aligns with the OPENING INDEX the second time.

- 4) Turn the dial right, stopping when “0” is aligned with the OPENING INDEX.
- 5) With the “0” align with the index, push the dial in firmly and release. This activates the lever assembly. The dial is spring-loaded and should return to its normal position when you release it.
- 6) Continue turning the dial to the right until the dial stops (at approximately 85). This draws back the locking bolt. If the combination has been correctly dialed, the safe or cabinet may be opened.

NOTE: Remember to dial exactly to the numbers of the combination on the OPENING INDEX. Dialing a combination number even a small amount past the OPENING INDEX will cause the lock to remain locked. This is part of the mechanism’s security.

- 7) To relock the combination lock, turn the dial four complete revolutions to any non-combination number.
- 8) **Combination change should be considered successful only when the new combination is successfully tried at least three times. Only then is it wise to close and lock the safe door.**

..IN CASE OF TROUBLE

Anyone can make mistakes and “lose” a lock combination in the process of changing to a new set of numbers. This section will detail steps you can take on your own to manually prepare the lock for a second attempt to enter a new combination. If you still cannot set a combination into the lock by following this procedure, call a reputable safe technician to correct the problem and service the lock. **DO NOT CLOSE THE SAFE DOOR BEFORE THIS SERVICE IS PERFORMED.**

PROCEDURE:

If the lock will not open when the new combination is dialed to the OPENING INDEX, cover the OPENING INDEX and dial the new numbers to the CHANGING INDEX. For example:

- 1) Turn the dial left until the first new number aligns with the CHANGING INDEX the fourth time.
- 2) Turn the dial right until the second new number aligns with the CHANGING INDEX the third time.
- 3) Turn the dial left until the third new number aligns with the CHANGING INDEX the second time.

Once this is done, attempt to re-insert the changing tool into the lock. Although it's acceptable to wiggle the tool slightly, do not force it. If the key will enter the mechanism to the point where the wing is entirely inside the lock case, you may turn the changing tool approximately ninety degrees counter clockwise and proceed with the steps listed under "ENTER THE NEW COMBINATION".

**WARNING: DO NOT REMOVE ANY INTERNAL LOCK PARTS.
THIS IS A PRECISION MECHANISM, WHICH SHOULD ONLY
BE SERVICED BY A QUALIFIED SAFE TECHNICIAN**