

# OPERATION AND CHANGING INSTRUCTIONS

## GROUP 2 MECHANICAL COMBINATION SAFE LOCK

### TO OPEN:

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 of 50, turn the dial **LEFT** until "50" aligns with the **OPENING INDEX** (12 o'clock position on the dial ring) the fourth [4th] time. You must dial the combination precisely without backing up. Now turn the dial **RIGHT** until it comes to a complete stop. The dial should stop at about "85" indicating the lock bolt has been retracted.

If your lock is set on a true, three-number combination, for example, 50-20-30, follow these steps to open:

1. Turn the dial **LEFT** (counter clockwise) until the first [1st] number of the combination 50 aligns with the **OPENING INDEX** the fourth [4th] time.
2. Turn the dial **RIGHT** (clockwise) until the second [2nd] number of the combination 20 aligns with the **OPENING INDEX** the third [3rd] time.
3. Turn the dial **LEFT** (counter clockwise) until the third [3rd] number of the combination 30 aligns with the **OPENING INDEX** the second [2nd] time.
4. Turn the dial **RIGHT** (clockwise) until it comes to a complete stop.

If the dial does not stop, carefully repeat the entire opening procedure. Remember to dial exactly to the number of the combination with which you are working. Dialing even a small amount past a number you meant to stop on will cause the lock to remain locked. This is part of the lock's mechanism security.

**Note: The dial should stop between 80 and 100 depending on where the dial was splined at the factory indicating the lock bolt has been retracted.**

To **RELOCK** the combination lock, turn the dial FOUR complete revolutions to any **NON-COMBINATION NUMBER**.

### CHANGE THE LOCK COMBINATION:

**WARNING! BEFORE CHANGING THE COMBINATION MAKE SURE THE SAFE DOOR IS IN THE OPEN POSITION. DO NOT CLOSE THE DOOR UNTIL ALL STEPS ARE COMPLETED BELOW!**

You will need the **AMSEC Change key** in the figure to the right to access the lock and change the combination.

To Change the combination, please first open the lock, with bolt fully retracted (Refer to the [To Open] Section above)

If your lock is set on the factory shipping combination on 50:

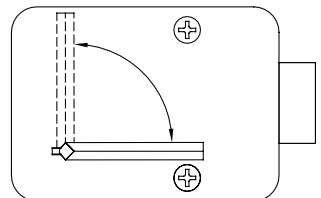
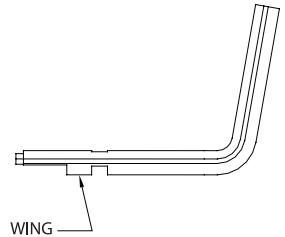
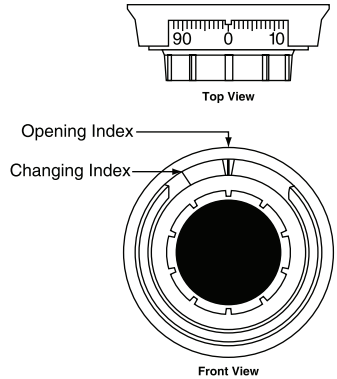
Turn the dial **LEFT** until the number "50" aligns with the **CHANGING INDEX** the fourth time. Go directly to the step titled **"INSERT THE CHANGING TOOL"**.

If your lock is set on a true, three-number combination:

1. Turn the dial **LEFT** (counter clockwise) until the first number of the combination aligns with the **CHANGING INDEX** the fourth time.
2. Turn the dial **RIGHT** (clockwise) until the second number of the combination aligns with the **CHANGING INDEX** the third time.
3. Turn the dial **LEFT** (counter clockwise) until the third number of the combination aligns with the **CHANGING INDEX** the second time.

### INSERT THE CHANGING TOOL:

The profile of both the change key and the opening in the lock's cover allow the change key insertion only when aligned correctly. It may be necessary to wiggle the change key slightly in order to insert it to the point where the change key wing is entirely inside the lock case and the key has fully engaged the lock case. **DO NOT** attempt to turn the change key until the wing is completely inserted and bottoms out in the lock case. Once this is accomplished, rotate the key approximately ninety degrees **COUNTERCLOCKWISE** (the only direction in which it will turn). A definite release of tension inside the lock will be felt (**SEE FIGURE AT RIGHT**).



### ENTER THE NEW COMBINATION:

1. Turn the dial **LEFT** (counter clockwise) until the first new number aligns with the **CHANGING INDEX** the fourth time.
2. Turn the dial **RIGHT** (clockwise) until the second new number aligns with the **CHANGING INDEX** the third time.
3. Turn the dial **LEFT** (counter clockwise) until the third new number aligns with the **CHANGING INDEX** the second time.
4. Turn the dial **RIGHT** (clockwise) approximately ten numbers.

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").

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.**

**DO NOT USE A NUMBER BETWEEN "95" and "99" OR BETWEEN "0" AND "20" FOR THE THIRD (OR LAST) NUMBER OF THE COMBINATION. THIS CAN CAUSE A CONDITION WHICH WILL INHIBIT THE MECHANISM FROM LOCKING CORRECTLY**

### CHECK THE NEW COMBINATION:

Check your new combination by following these instructions, which are identical to those under "TO OPEN".

1. Turn the dial **LEFT** (counter clockwise) until the first number of the new combination aligns with the **OPENING INDEX** the fourth time.
2. Turn the dial **RIGHT** (clockwise) until the second number of the new combination aligns with **OPENING INDEX** the third time.
3. Turn the dial **LEFT** (counter clockwise) until the third number of the new combination aligns with **OPENING INDEX** the second time.
4. Turn the dial **RIGHT** (clockwise) until it comes to a complete stop.

If the dial does not stop, carefully repeat the entire opening procedure at least two more times before calling a qualified safe technician. **DO NOT REMOVE THE BACK COVER OF THE LOCK AS YOU WILL VOID YOUR WARRANTY!**

5. A combination change should be considered successful only when the new combination is successfully tried at least [3] three times. Only then is it safe and permissible to close and lock the safe door.

**WARNING! AFTER CHANGING, ALWAYS CHECK YOUR NEW COMBINATION AND RETRACT THE COMBINATION LOCK BOLT SEVERAL TIMES BEFORE YOU CLOSE AND LOCK YOUR SAFE DOOR.**

## OPERATION INSTRUCTIONS (Helpful Hints):

- Don't spin, force or make abrupt stops with the combination dial. A combination lock is a precision instrument and can be damaged by abuse which leads to a costly "lockout."
- Don't slam the door. Extreme shock can damage the lock or jam the boltwork.
- Don't store the combination card inside the safe.
- Don't use oil, grease or any other lubricant on the combination lock.
- Dial the combination slowly and exactly to the number looking straight at the dial. Use your thumb as a brake to avoid passing the number.
- Restart the dialing sequence if you pass a number, it is required to dial the combination within a 1/2 number, in order to open the lock.
- Dial the numbers to the bold, highlighted or framed mark at the 12 o'clock position on the dial ring. The other mark is for servicing the lock which should only be done by a qualified locksmith.
- Always lock the boltwork and scramble the combination when you are finished using the safe.
- Keep all moving parts clean and free from obstruction, water and grease.
- If you experience a difference in the feel of the operation, inconsistency or difficulty opening or operating the safe, **DO NOT LOCK THE SAFE.** Immediately contact the security store from whom you purchased the safe. If this is not practical, contact the AMSEC service department at 951-685-9680, Ext. 1036.

### MAINTENANCE:

Mechanical Combination Locks: Mechanical combination locks will perform well for the life of the safe when operated correctly. Occasionally, they may need to be cleaned and adjusted if dialing the combination becomes difficult. When this is experienced, contact a qualified locksmith for service. Attempting to service a combination lock yourself will void the warranty and may result in a malfunction and require your safe to be drilled.