

MECHANICAL LOCK OPERATING INSTRUCTIONS

The lock on your safe is a Sargent and Greenleaf (S&G), Mechanical Combination Lock, with either a front or top reading dial and dial ring. The S&G mechanical lock is the finest, most trusted and reliable lock being used in the industry today. They are precisely made, and the brass construction of the lock tumblers, which does not require lubrication of any kind, will provide you with many years of reliable functionality with little or no service. However, the dialing instructions must be performed exactly or the lock will not open. A deviation of as little as a half number off the combination will be enough to not allow the lock to open. Practice the dialing of your combination several times when you first get your safe and you will avoid a lot of unnecessary frustration.

Make note of the following Do's and Don'ts:

DO:

1. Always dial the combination on the index mark at 12 o'clock on the dial ring. The index mark at 11 o'clock is for service only and is never used by the owner of the safe.
2. Turn your dial slowly and use finger-tip pressure only.
3. Do not pass your number in the dialing sequence, even by the slightest amount. If you do, the lock will not open, you must start over and redial your combination.
4. Have ample light on your dial for good visibility, and stand directly in front of your dial when running the combination. Do not stand to the side of the dial. The parallax view could be enough for you to go over or under your number and the lock will not open.
5. **Store this manual with your combination in a secure place other than inside your safe.**

DON'T:

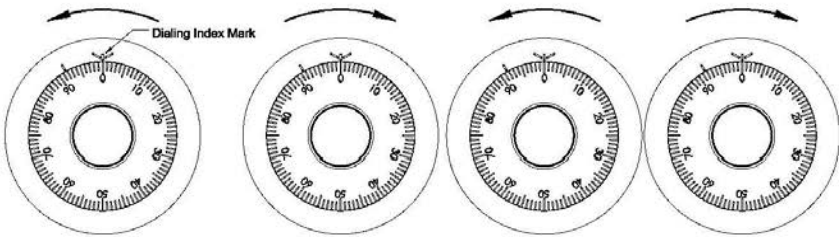
1. Do not spin the dial in a rapid motion or turn it back and forth. It could damage the lock to the point that it will not open and you will be locked out of your safe.
2. Never use lubricant of any kind.
3. Do not go past any of the numbers in your combination and continue dialing. The lock will not unlock. Start from the beginning and redial the entire combination
4. **Do not store this manual and your combination inside your safe.**

MECHANICAL LOCK DIALING INSTRUCTIONS

SERIAL NUMBER: _____

COMBINATION: _____

Record your combination from above, in the spaces below for each step.



STEP 1:

Turn the dial counterclockwise (left) at least 3 revolutions and stop when the first number comes to the index mark.

1st# _____

STEP 2:

Turn the dial clockwise (right) passing the second number twice and stop when it comes to the index mark the third time.

2nd# _____

STEP 3:

Turn the dial counterclockwise (left) passing the third number once and stop when it comes to the index mark the second time.

3rd# _____

STEP 4:

Turn the dial clockwise (right) until you feel the dial tighten slightly. Using fingertip pressure only, continue turning the dial until it stops. The lock is now open.

Rotate the safe handle clockwise and retract the bolt work before opening the door.

MECHANICAL SAFE LOCKING INSTRUCTIONS

STEP 1 - Make sure there is not any obstruction inside the safe that will block the door from closing or the movement of the locking bolts; close the door and rotate the handle counterclockwise until it comes to a solid stop.

STEP 2 - Turn the dial counterclockwise at least three revolutions. Your safe is now locked.
