

## LA GARD 4-Wheel Locks

Group 1 Locks

### OPERATING AND CHANGING INSTRUCTIONS

#### Opening the lock – Using the OPENING INDEX

The lock is shipped with the factory combination of 50. To open, turn dial to the LEFT passing 50 at least five times then stop when 50 lines-up with the OPENING Index. Turn RIGHT until dial stops, this will retract the bolt.

To open the lock using a set combination, for EXAMPLE 10-20-30-40, use the following procedures:

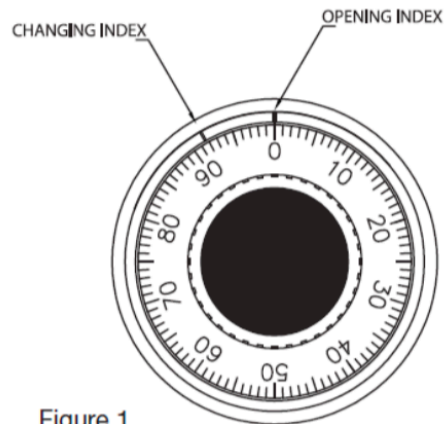


Figure 1

#### Using the OPENING Index (see Figure 1)

1. Turn the dial to the LEFT (counter-clockwise) at least five complete rotations to clear the lock; the lock is now ready to accept the combination. Never spin the dial to clear the lock.
2. Using the OPENING index, turn the dial RIGHT (clockwise) passing the first number in the combination [10] four times. Then stop exactly on the number [10] the fifth time.
3. Turn the dial LEFT (counter-clockwise) passing the next number in the combination [20] three times. Then stop exactly on the number [20] the fourth time.
4. Turn the dial RIGHT (clockwise) passing the next number in the combination [30] twice. Then stop exactly on the number [30] the third time.
5. Turn the dial LEFT (counter-clockwise) passing the last number in the combination [40] one time. Then stop exactly on the number [40] the second time.
6. Turn the dial to the RIGHT (clockwise) to open the lock. The lock bolt is fully retracted when the dial no longer turns right.

To lock the combination lock, turn the dial five complete rotations to the LEFT.

#### Change the combination – Using the CHANGING INDEX

To change the combination, you will need to know the existing combination and have a LA GARD 4-Wheel change key (P/N 1315). When selecting a combination choose a four number sequence from 0 - 99, for security purposes. It is recommended that you do not select a combination from personal data (such as birth date, phone number, etc). Never select numbers 0 to 20 as the LAST NUMBER of the combination; this is the "Forbidden Zone."

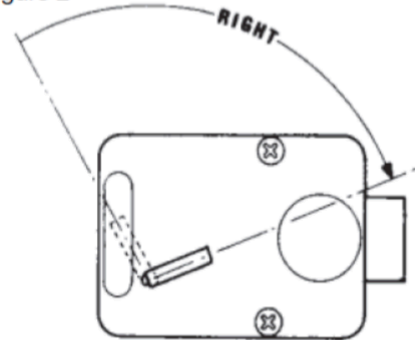
To change the combination, you must first open the safe door by dialing the existing combination using the OPENING index. **Note: before changing the combination verify that the dial stopped between 90 and 0 on the OPENING index when the bolt is fully retracted.**

## Setting a Combination – Using the CHANGING INDEX

Dial the existing combination as previously described using the CHANGING Index (see Figure 1). STOP the dial on the fourth number of the combination.

1. Insert the change key into the change key hole (see Figure 2). If the change key does not go in easily, the wheels are not aligned for changing. Redial the existing combination using the CHANGING Index.

Figure 2



GROUP 2&1 COMBINATION LOCKS

2. Turn the change key to the RIGHT until it stops (approximately one-quarter turn). Leaving the key in the lock, set the new combination. EXAMPLE 10-20-30-40

3. Next turn the dial to the LEFT (counter-clockwise) at least five complete rotations to clear the lock; the lock is now ready to accept the new combination. Never spin the dial to clear the lock.

4. Using the CHANGING index, turn the dial RIGHT (clockwise) passing the first number in the combination [10] four times. Then stop exactly on the number [10] the fifth time.

5. Turn the dial LEFT (counter-clockwise) passing the next number in the combination [20] three times. Then stop exactly on the number [20] the fourth time.

6. Turn the dial RIGHT (clockwise) passing the next number in the combination [30] twice. Then stop exactly on the number [30] the third time.

7. Turn the dial LEFT (counter-clockwise) passing the last number in the combination [40] one time. Then stop exactly on the number [40] the second time.

8. Turn the change key to the LEFT and remove the change key. The new combination has been set.

To test, dial the new combination using the OPENING index. **ALWAYS perform this test with the safe door open!** Test several times before closing the safe door. Also check that the dial stops between 90 and 0 on the OPENING index when the bolt is fully retracted.

**Note: When locking the safe always turn the safe handle, if present, to the locked position (bolts extended) before turning the lock dial (five complete rotations to the LEFT) to relock. If you notice any resistance DO NOT force the dial to turn. This may cause damage to the lock.**