

**Changing the combination can take as little as 30 seconds. Keep door open when changing combination.**

1. Turn **outside** thumbturn counterclockwise to stop position and release clearing any previous button depressions.
2. Press in existing combination (initial factory combination is 2 and 4 pressed together, release, then 3, release).
3. Use the provided spanner wrench to loosen the collar of the **inside** knob (approximately 5 counterclockwise turns). (see Figure 12)
4. Gently pull the trim plate back from the door far enough for it to disengage from the reinforcing plate and hang freely from the sleeve (see Figure 13). The combination change hole is now visible.

**CAUTION: Do not use excessive force.**

5. Insert spanner wrench in hole, engage combination change mechanism (Figure 14A) and **gently** turn clockwise no more than 1/8" (3 mm) (Figure 14B). A slight "click" should be felt. Turn counterclockwise to original position and remove wrench. (Figure 14C)
6. Turn **outside** thumbturn counterclockwise to stop position and release to clear old combination. (Figure 15 on page 10)
7. Still with the door open, carefully depress your new combination and write it down (on page 13).

**NOTE: You can use some or all of the buttons, together or individually, to create your own combination. However, no button can be used more than once. We do not recommend the use of single button codes.**

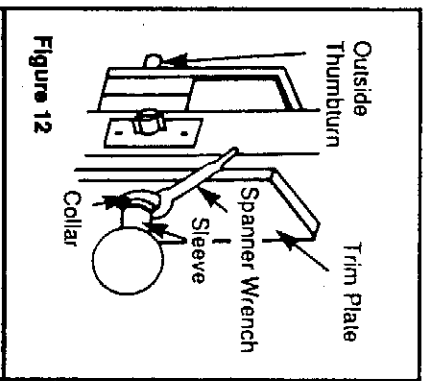


Figure 12

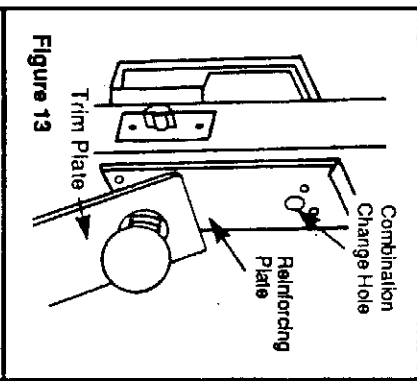


Figure 13

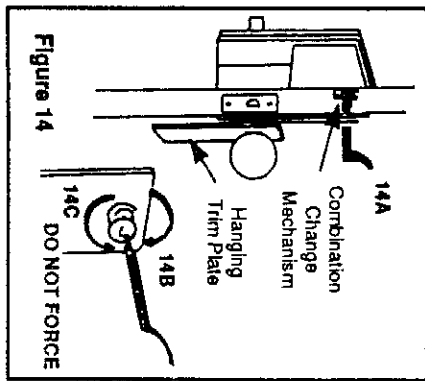


Figure 14

8. Turn the outside thumbturn to the right or clockwise once, until it stops, hold in this position and check if latch is retracted, (see Figure 16). Release. Try again to turn the thumbturn clockwise. Thumbturn will not turn, unless the correct combination is entered.

**NOTE: Excessive force will result in slipping the thumbturn 180°. The slipping mechanism, or force proof clutch, protects the lock from forced entry by twisting the thumbturn.**

9. Turn the thumbturn counterclockwise. This should clear the previous combination. Press in the correct new combination. Turn the thumbturn clockwise. The thumbturn should rotate. The latch will be retracted flush with the face plate. Re-assemble the trim plate and collar using the spanner wrench. The correct combination must be entered each time you want to unlock the door.
10. Rubber bumpers may be used to improve the operation of the dead latching feature of the latch mechanism. When door is closed, the dead latch should rest against the strike plate. If the dead latch is permitted to go into the strike box, then stick rubber bumpers to the door's stop. This will prevent the door from travelling beyond the point at which the dead latch should function properly.

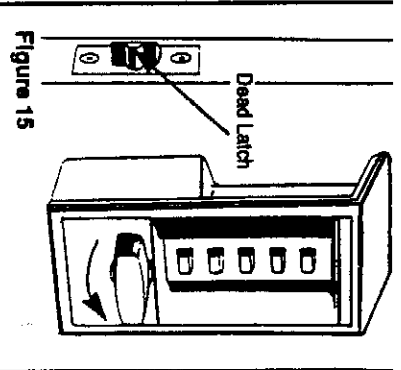


Figure 15

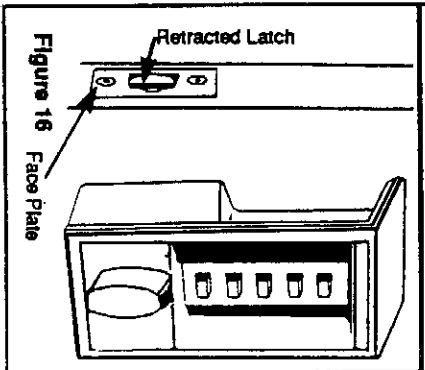


Figure 16

## TROUBLESHOOTING

SYMPTOM	CAUSE	REMEDY
Outside thumbturn when turned always retracts latch without depressing any buttons.	Lock is in zero combination.	Follow the procedure for changing a combination (Step 6 on page 9); omit step 2 - the pressing in of existing combination.