

LA GARD MECHANICAL 3-WHEEL COMBINATION LOCK INSTRUCTIONS

OPENING WITH THE FACTORY SET COMBINATION ON 50.

1. Using the OPENING INDEX turn the dial to the LEFT and pass 50 **three** times and stop exactly on 50 the **fourth** time.
2. Turn the dial RIGHT until it stops. The combination lock bolt will retract and the vault may be opened.
3. Rotate the 3-Spoke door handle clockwise into the "Open" position and pull door open.

Note: For help visit <http://www.youtube.com/watch?v=h8YNx83h63g>

OPENING WITH A PREVIOUSLY SET COMBINATION (Example: 10-20-30)

1. Turn the dial to the LEFT four complete times to clear the lock to accept the combination.
2. Using the OPENING INDEX, turn the dial LEFT and pass the first number of the combination, 10, **three** times and stop exactly on 10 the **fourth** time.
3. Turn the dial to the RIGHT and pass the second number, 20, **two** times; and stop exactly on 20 the **third** time.
4. Turn the dial to the LEFT and pass the third number, 30, **once**; and stop exactly on 30 the **second** time.
4. Turn the dial RIGHT until it stops. The combination lock bolt will retract and the vault may be opened.
5. Rotate the 3-Spoke door handle clockwise into the "Open" position and pull door open.
6. To relock, turn the dial to the LEFT four complete turns.

Note: For help visit <http://www.youtube.com/watch?v=ulNKpu7wwfs>

CHANGING THE COMBINATION (Example: from 10-20-30 to 60-70-80)

1. To change the combination, you will need access to the existing combination and a La Gard Group 2 Change Key.
2. Turn the dial to the LEFT four complete times to clear the lock to accept the combination.
3. To change the combination, you must first open the vault door by dialing the existing combination (example: 10-20-30). Make sure the bolt is fully retracted (lock open).
4. Open the vault door, remove the small screw in the lower right corner and slide out the inside door panel to access the Change Key keyhole in the combination lock.
5. Before changing the combination, verify that the dial stops between 90 and 100 on the OPENING INDEX.
6. Next, redial the existing combination, 10-20-30, on the CHANGING INDEX, stopping the dial on 30 (the last number of the combination).
7. In the back of the door, insert the Change Key into the keyhole. If the Change Key will not go in, the wheels are not lined-up to be changed, and you must redial the combination on the CHANGING INDEX.
8. Turn the Change Key to the RIGHT until it stops (approximately $\frac{1}{4}$ turn). Leave the key in the lock. Select a new combination (example: 60-70-80). **Never select a number from 0-20 as the last number of the combination.**
9. Using the CHANGING INDEX, turn the dial to the LEFT and pass 60 **three** times and stop exactly on 60 the **fourth** time.
10. Turn the dial to the RIGHT and pass 70 **two** times and stop exactly on 70 the **third** time.
11. Turn the dial to the LEFT and pass 80 **once** and stop exactly on 80 the **second** time. **Leave the dial at 80.**
12. Turn the Change Key to the LEFT until it stops and remove key.
13. Dial the new combination, 60-70-80, on the OPENING INDEX several times to make sure the combination lock will open before you lock the vault door.

Notes:

- After changing combinations, always dial the new combination and retract the locking bolt several times before shutting and locking the vault door.
- For help visit <http://www.youtube.com/watch?v=N9RdcTqHI-w>

