CITY SAFES

📞 **1300 360 127**

SUPPLY
DELIVERY AND INSTALLATION
SERVICE AND REPAIR

City Safes has all of your security requirements covered

4 WHEEL S & G COMBINATION

OPERATING & CHANGING INSTRUCTIONS FOR 3 WHEEL COMBINATION
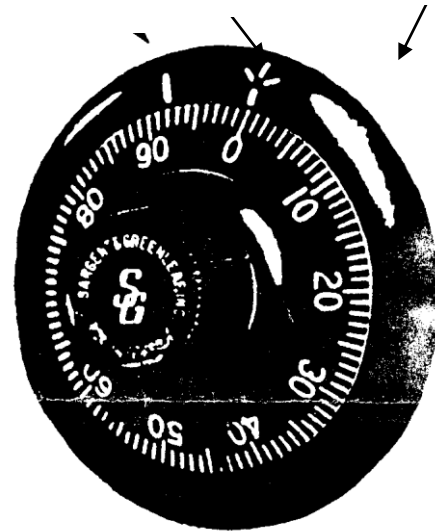
Changing Index   Opening Index

Before operating the lock or changing the combination, READ THESE INSTRUCTIONS CAREFULLY.
At the top of the dial (at 12 o'clock) an index is provided for normal dialing and opening. Refer Opening Index in diagram. To the left of the Opening Index (at 11 o'clock) a changing index is provided for use only when setting a new combination.
This is a precision lock; therefore extreme care must be used to align the combination numbers with the index. Turn the dial slowly and steadily. If after turning the correct number of revolutions, any number is turned beyond the index. The entire series must be redial from the beginning.
DO NOT TURN BACK TO REGAIN A PROPER ALIGNMENT.
Each time a selected number is aligned with the opening index, a revolution is counted.

TO UNLOCK ON A FACTORY SETTING

All safes supplied by City Safe Removals are set on 10   20   30   40

1. Turn dial to the RIGHT stopping when 10 is aligned with the opening index, the FIFTH time.

2. Turn dial to the LEFT stopping when 20 is aligned with the opening index, the FOURTH time.

3. Turn dial to the RIGHT stopping when 30 is aligned with the opening index, the THIRD time.

4. Turn dial to the LEFT stopping when 40 is aligned with the opening index, the SECOND time.

5. Turn the dial firmly to the RIGHT until the dial comes to a dead stop. Turn handle to open.

TO LOCK COMBINATION

1. Turn the dial to the LEFT at least five full revolutions.

SHOWROOM AND HEAD OFFICE
24 Garema Ct,
Kingsgrove, NSW 2208

Ph: (02) 9502 1014
Email: sales@citysafes.com.au
Web: www.citysafes.com.au

CHANGING TO A NEW COMBINATION

1. Make up a new combination selecting four sets of numbers. DO NOT use numbers between 0 and 20 for your last number (The last number must be between 21 and 99 inclusive). For maximum security, Do NOT use number ending in 0 or 5 and DO NOT use numbers in a rising or falling sequence. For example, 20-30-45-55 is not a good choice.87 – 54 – 38 – 72 for example, is maximising your security.
2. Using the changing index, dial the entire existing or factory combination as below.
3. Turn dial to the RIGHT stopping when 10 is aligned with the changing index, the FIFTH time.
4. Turn dial to the LEFT stopping when 20 is aligned with the changing index, the FOURTH time.
5. Turn dial to the RIGHT stopping when 30 is aligned with the changing index, the THIRD time.
6. Turn dial to the LEFT stopping when 40 is aligned with the changing index, the SECOND time.
7. The lock is now ready to insert the change key into the hole on the back of the lock as per diagram 1.
   **WARNING**: never insert the Changing Key in the lock when the cover is removed. Always be certain that the wing of the Changing Key is entirely within the lock

DIAGRAM 1

FIG. 3
Win
key passes
thru slot in
lock plate
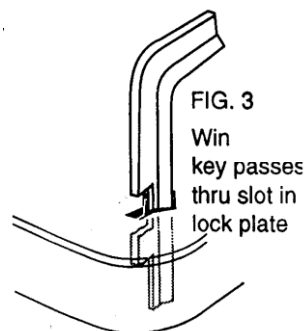
8. Turn the key one-quarter turn to the LEFT, see diagram 2. Turn the dial to the RIGHT, stopping when the first number of the new combination aligns with the changing index after the FIFTH revolution.

DIAGRAM 2
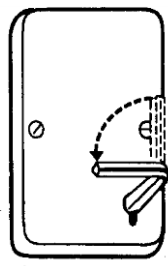
9. Turn the dial to the LEFT, stopping when the second number of the new combination is aligned with the changing index after the FOURTH revolution
10. Turn the dial to the RIGHT, stopping when the third number of the new combination is aligned with the changing index after the THIRD revolution.
11. Turn the dial to the LEFT, stopping when the last number of the new combination is aligned with the changing index after the SECOND revolution

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12. Holding the dial in this position, turn the Changing Key back to the RIGHT one-quarter and remove it - see Diagram 3. The numbers that you have dialed in are now the lock's new combination

DIAGRAM 3
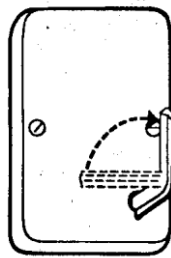
Before closing the door, try the new combination several times using the Opening Index

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