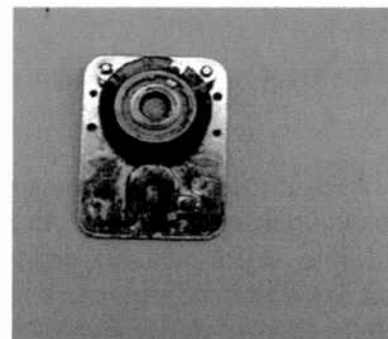


Instructions on Changing Combinations on a Rotor-change safe (vs key change)

1. Open the lock drawer and remove the thin metal cover from inside the lock drawer, just behind the dial (usually, two screws) *Phillips head*
2. You should find two heavy plates – one a bit larger and thinner than the other. The former lifts out; the latter you might have to pop out with a screwdriver as it rests right against the lock
3. Ensure the dial has been spun, and both lock bolts are protruding from the drawer sides (meaning it's locked)
4. Using a screwdriver (by the way, all screws are usually flatblade), remove the two screws from the front plate of the lock, and carefully remove the lock from the cradle it sits in. The screws might be tight the whole way out. *Flat head*
5. The lock will look similar to below:

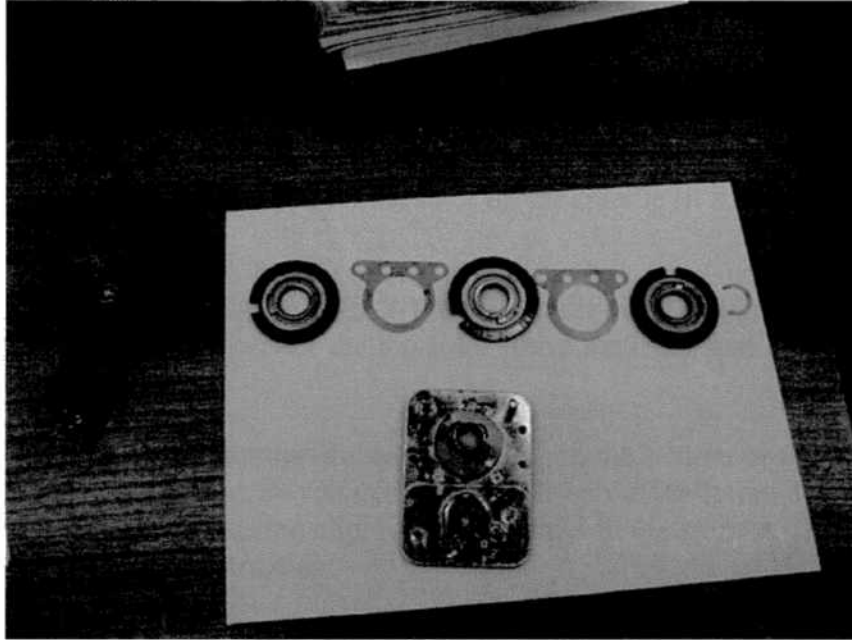


5A (FRONT)



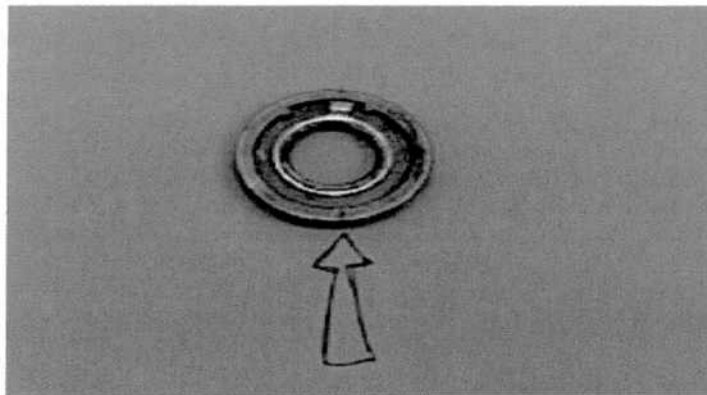
5B (BACK)

6. You will notice the construction – the rotors are made up of plastic and pot metal pieces – not exactly rigid! So you need to be VERY CAREFUL in how you manipulate the following steps.
7. Using a small screwdriver, CAREFULLY remove the spring clip on the top of the spindle (see 5B). The first time I changed a combo on one of these locks, I popped this clip off and I don't think it's landed yet.
8. Get a piece of white paper to lay the parts on. Starting from the RIGHT, place the clip, then the top rotor (third number of the combination); then a small brass plate, then the second rotor (second number of the combination); then another small brass plate, then the bottom rotor (first number of the combination; then the lock case – as shown below:



8A PARTS OF THE LOCK ,

9. Note that there are small gaps in the plastic section of each rotor - these will mean something later in this instruction.
10. Figure out a number for your combination. It goes without saying – don't use elements of your SSN, Birthday, facility address, ya da ya da ya da. I normally pick out a six-letter word, and transpose that on a phone pad to see what the numbers might look like. In doing this, keep in mind that the gaps in the rotors (see 9 above) eliminate some numbers from being used, and your combination should either be Low-High-Low or High-Low-High in design (for example, 20-60-30 is OK but 20-30-40 is not).
11. Go ahead and start setting the combination. Starting from the LEFT this time (in 8A), set the first number of the combination. You will note that the metal and plastic rotors each have teeth that must fit together. DON'T FORCE THEM. Additionally, the metal part of the rotor has a tiny hash mark to indicate where you should line up the number on the plastic piece, as shown below:



11A DETAIL OF METAL PART OF ROTOR