



SARGENT & GREENLEAF, INC.
 1 SECURITY DRIVE • NICHOLASVILLE, KENTUCKY 40356
 TELEPHONE: (606) 885-9411 TELEEX: 21-8459

Installation & Combination Changing
 Instructions For

8550 Series MP Locks

Models 8550, 8555, 8560 & 8565

**NOTE: READ COMPLETE INSTRUCTIONS
 BEFORE INSTALLATION:**

The following instructions should be followed when installing Sargent & Greenleaf's 8550 Series Locks.

Caution: Lock mounting bedplate and dial ring mount surface must be parallel. Dial ring center line must be precisely aligned with lock spindle center line (see Fig. 3).

Locate exact position you want the lock on the bedplate. Using the template included with these instructions, drill and tap four holes for the attaching screws (1/4 x 20).

Drill hole for spindle through bedplate utilizing the template. For tube locks, the hole should be 13/16" diameter. For locks without tubes, the hole should be 1/2" diameter.

It is necessary to remove only the cover when attaching this lock. All other parts should remain in place as received from the factory.

INSTALLATION INSTRUCTIONS: (Lock without tube)

1. Remove lock cover. Place lock bolt in the extended position and the accelerator spring in the loaded position (Fig. 1—**CAUTION: Do not remove the drive cam.**)

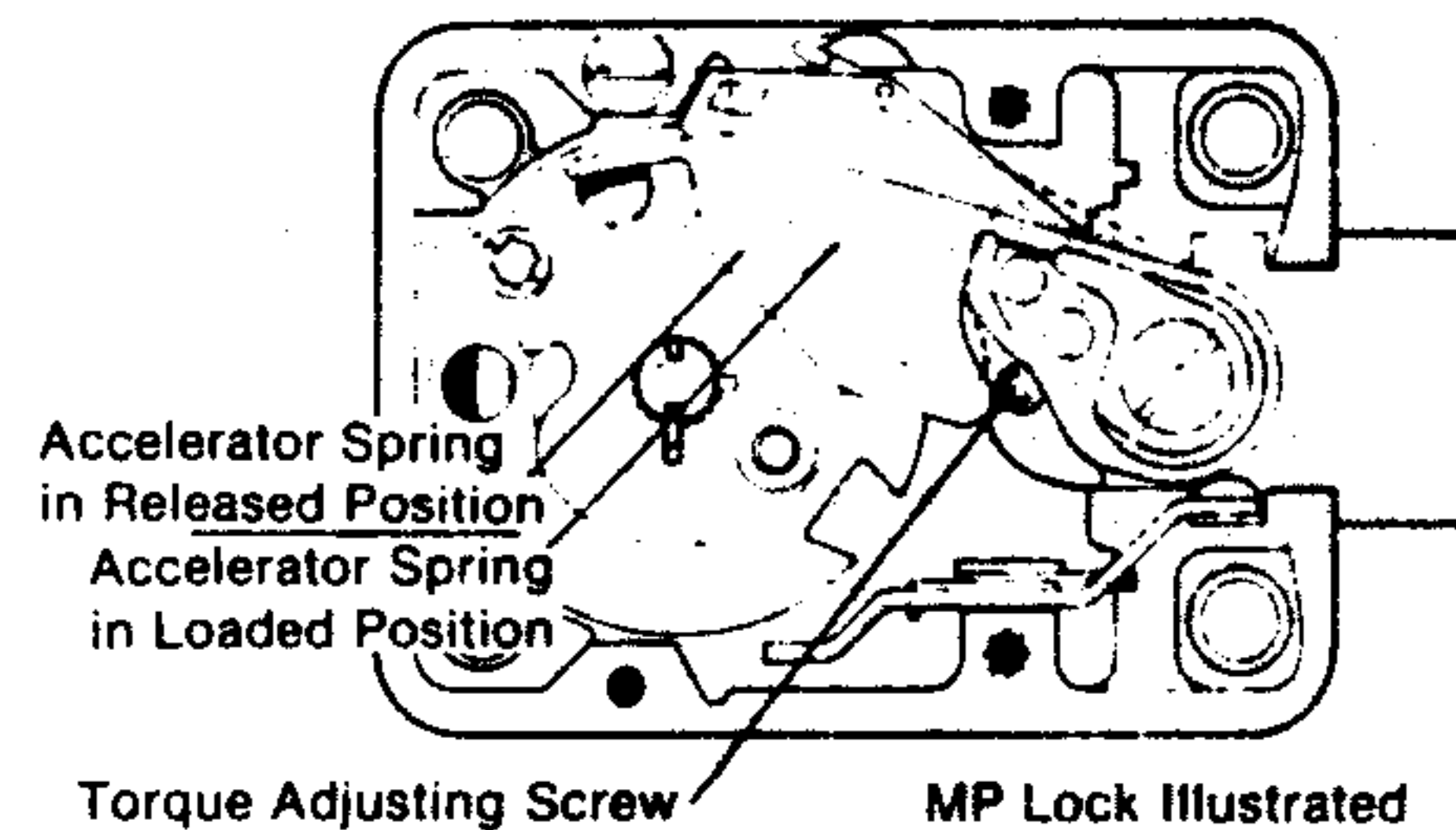


Figure 1

2. Mount the lock in place with four 1/4 x 20 attaching screws (provided).

3. Attach the dial ring by lightly tightening the attaching screws to hold the dial ring in place for alignment. (Dial ring opening index should be at 12 o'clock center position.)

4. To install dial, hold the drive cam in place with one hand and thread the dial into the cam until the dial comes to a stop against the surface of the dial ring.

Caution: When threading dial into cam do not allow cam to slide outward against accelerator spring. Accelerator spring can be easily damaged in this manner.

5. The alignment of the dial and dial ring is critical to the operation of the lock. Perfect alignment must be obtained. The dial should be flush and centered with the surface of the dial ring, for true center (Fig. 2).

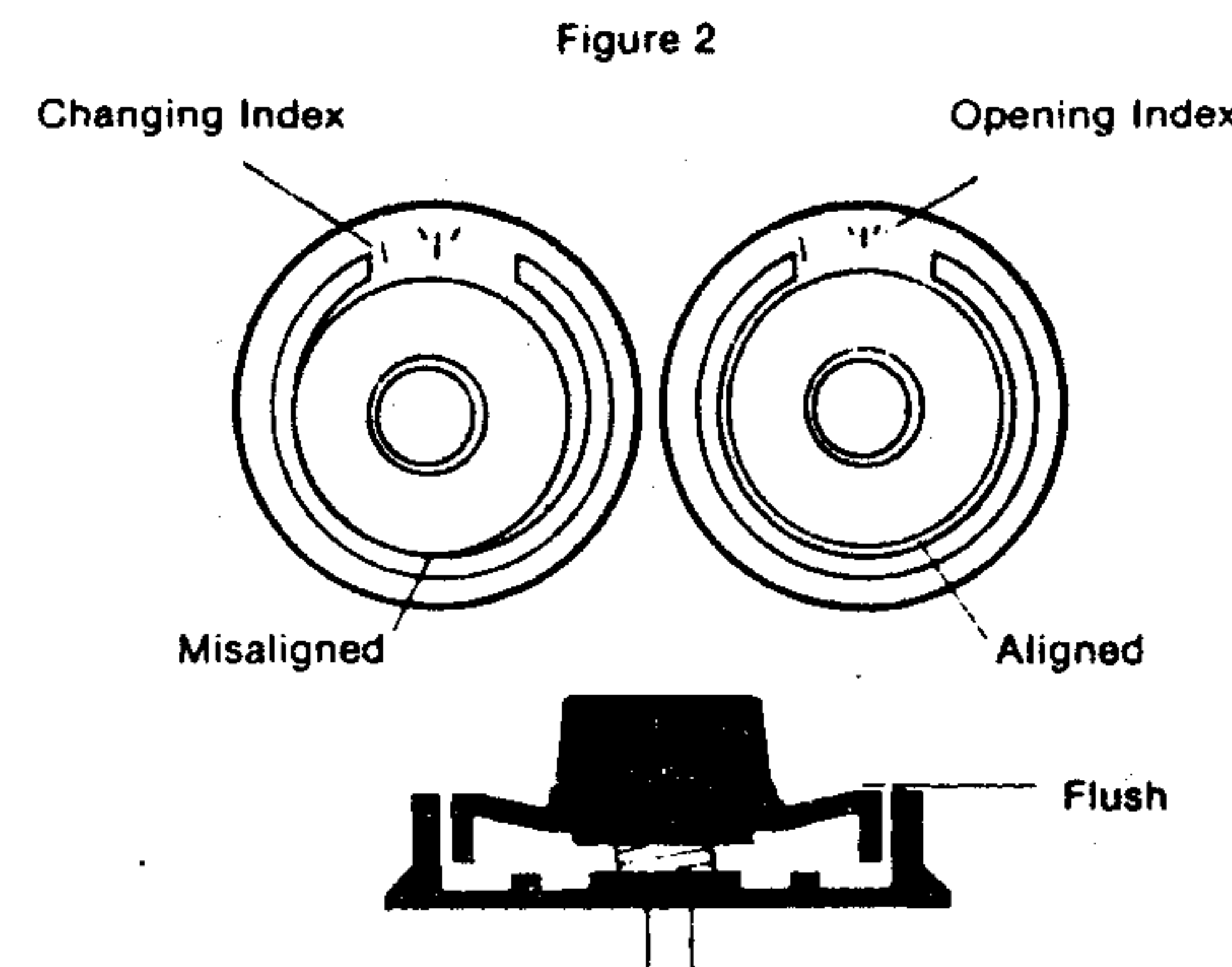


Figure 2

6. Measure the excess spindle that projects beyond the drive cam (Fig. 3).

7. Remove the dial, cut off excess spindle and remove burrs.

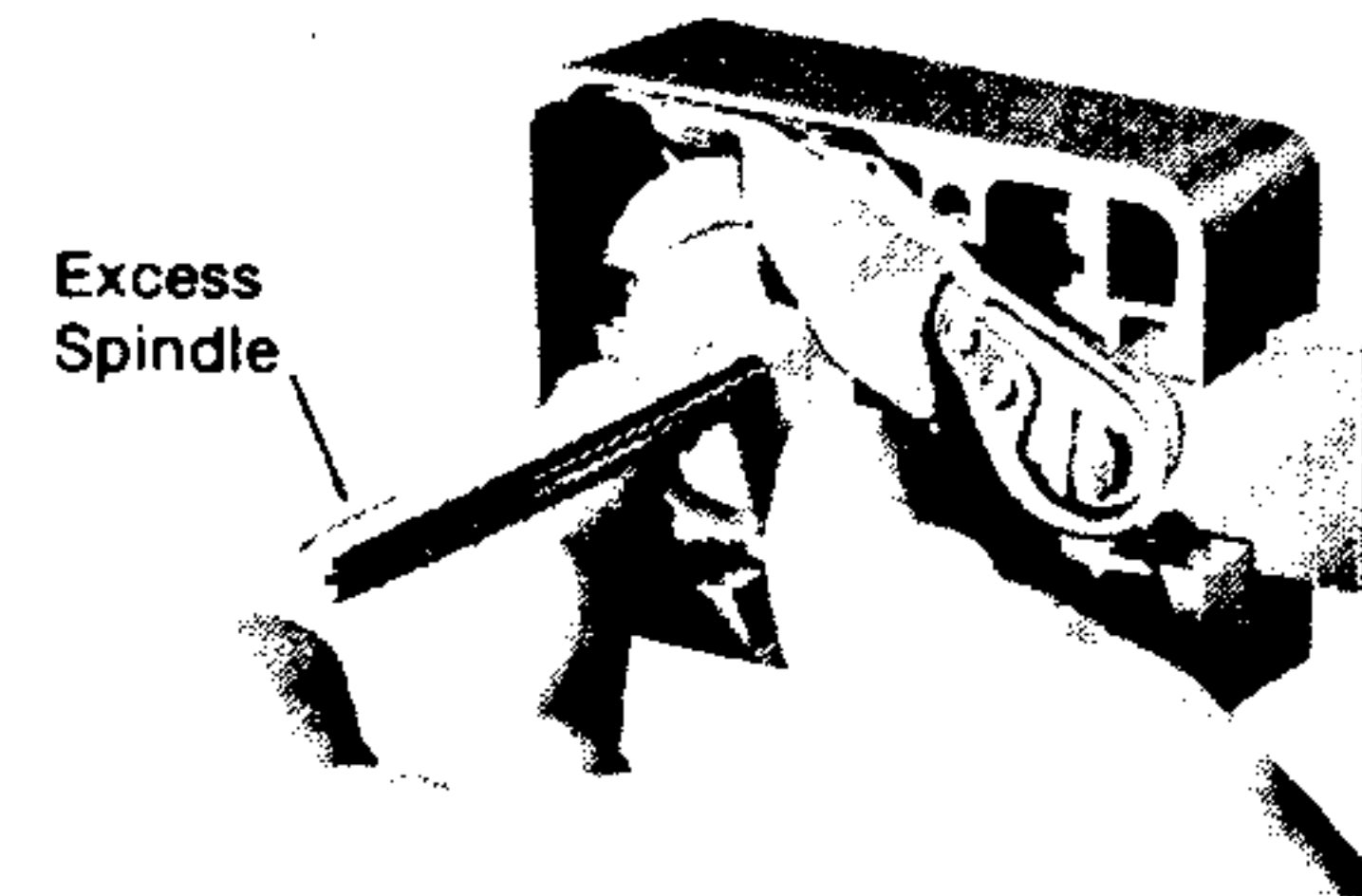


Figure 3

8. Tighten the dial ring screws.

9. Place a washer, compression spring and washer on hub of dial (Fig. 4).

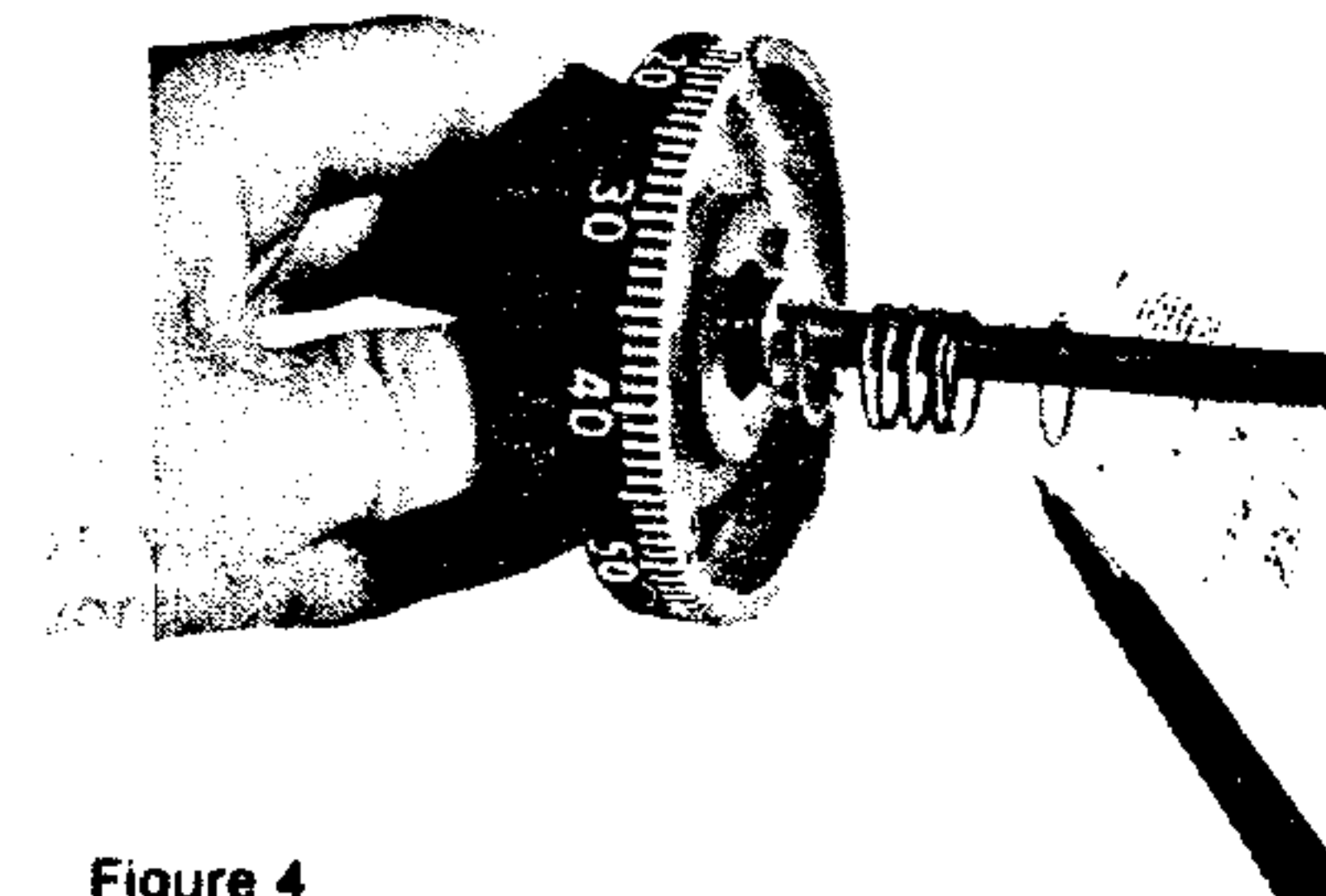
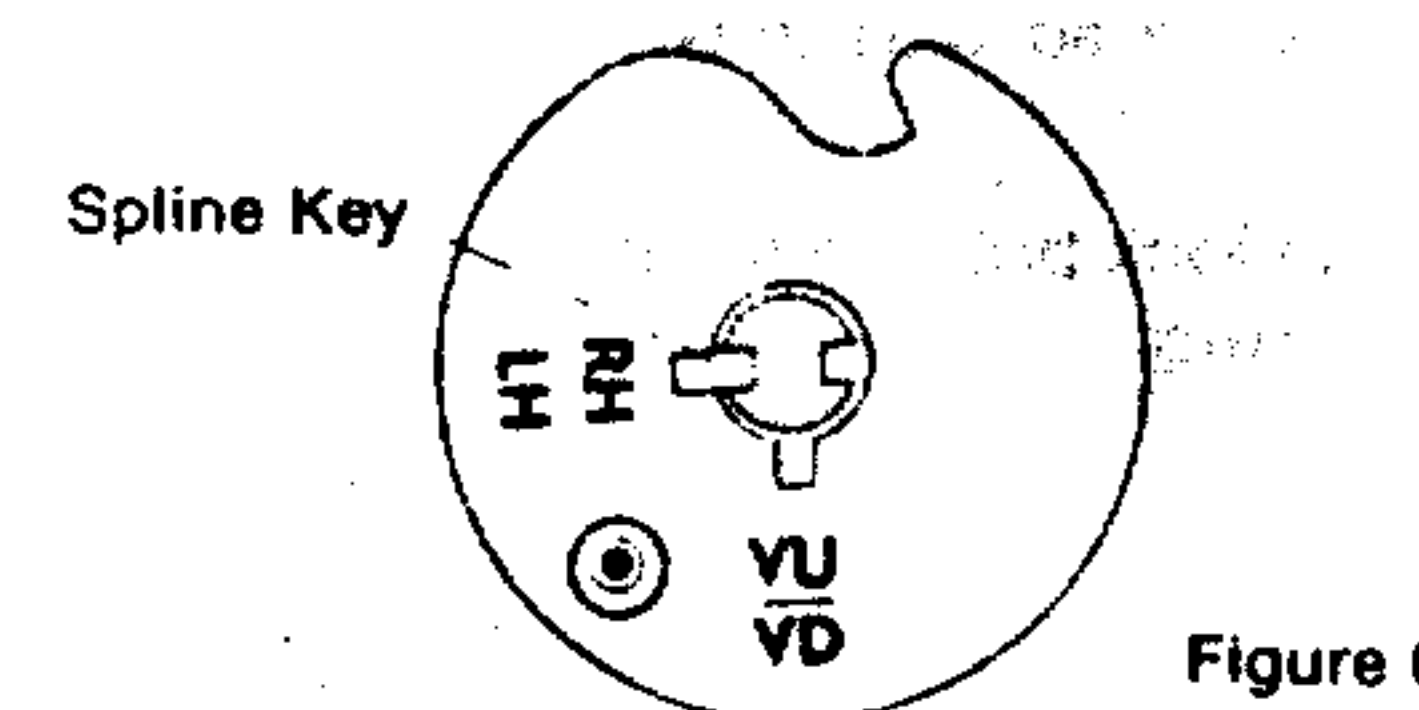


Figure 4

10. Insert dial into the lock. (Observe paragraph 4 Caution.) Hold drive cam in place, positioned to receive nose of drop lever, and thread dial into cam until the dial stops.

11. Turn the dial counterclockwise until zero on dial is aligned with opening index, then turn dial one turn further. At this time the proper spindle spline and proper cam spline should be closely aligned. Vertical-up — VU, Right Hand — RH, etc.



12. Insert the spline key with the lip toward edge of cam. Tap in lightly. The dial must turn freely with no rubbing or interference. **NOTE: Before attaching cover to lock, check for proper in and out travel of dial for operation of accelerator spring.**

13. Turn the dial at least one complete revolution and stop at zero. The accelerator spring should now be in the loaded position.

14. Hold the cover in place on the lock and push the dial in at zero. Release the dial. Remove the cover and check the position of the accelerator spring (spring should be in the released position). If the accelerator spring is not in the released position, the dial has not been backed out of the cam far enough and the condition must be corrected. Remove spline key, hold cam and rotate dial one additional full turn counterclockwise. Re-install spline key and repeat step 13.

15. Turn the dial at least one complete revolution and stop at "50." The accelerator spring should now be in the loaded position.

16. Hold the back cover in place on the lock and push the dial in at "50." The accelerator spring should not release. (If the accelerator spring does release, the spindle must be turned clockwise into the cam one revolution and this step repeated.)

17. Dial the factory combination (50-0) on the lock and observe the drop lever falling into the drive cam. Repeat this step at least three times.

18. When the accelerator spring is operating properly, the cover may be attached to the lock and the new combination set.

FOR TUBE LOCKS:

1. Fasten the lock to the mounting plate.
2. Measure and mark tube excess from door. Remove the lock and add 3.0 mm or .120 inch (to insert in dial ring bushing) and cut off excess tube.
3. Remove any burrs from end of tube. Replace the lock and ring on the door and proceed with Step 4 of the previous instructions.

DIALING COMBINATION TO OPEN LOCK:

Before operating the lock or changing the combination, read these instructions thoroughly.

On the dial ring, you have two indexes. The one at the top is for normal dialing and opening. The index to the left is provided for use only when changing the combination.

Turn the dial slowly and steadily. If, after turning the correct number of revolutions, any number is turned beyond the index mark, the entire series of combination numbers must be re-dialed. **Do not turn back to regain proper alignment.** Each time a selected number is aligned with the opening index, a revolution is counted. **CAUTION: Dial should not be pushed in until the combination has been dialed.**

TO UNLOCK: On a factory setting

1. Turn dial counterclockwise, stopping when "50" is aligned with the opening index the fourth time.
2. Turn dial clockwise, stopping when "0" is aligned with the index mark the first time.
3. With the "0" aligned with the index, push dial in firmly and release to activate lever assembly.
4. Turn dial clockwise until the bolt retracts. If the combination has been correctly dialed, the safe or cabinet may be opened.

TO LOCK:

Turn dial counterclockwise at least five complete revolutions for maximum security.

COMBINATION CHANGING: From (50-0)

Make up a new combination, selecting three numbers of your own choice and write them down. **DO NOT** use numbers between 90-10 for your last number.

CAUTION: Use Change Key 6720 on this series lock, other keys will not function properly.

1. Turn dial counterclockwise, stopping when "50" is aligned with the changing index, the fourth time.

2. Leave the dial with the number at the changing index and insert the changing key in the hole in the back of the lock. Insert the key until the wing is entirely inside the lock and comes to a positive stop.

WARNING: Never insert the changing key in the lock when the cover is removed. Always be certain that the changing key is entirely within the lock before turning key.

3. Turn key one quarter turn counterclockwise. With the changing key in this position, turn the dial counterclockwise, stopping when the first number of the newly selected combination aligns with the changing index, the FOURTH time.

4. Turn dial clockwise, stopping when the second number is aligned with the changing index the THIRD TIME.

5. Turn dial counterclockwise, stopping when the third number is aligned with the changing index, the SECOND time. Holding the dial in this position, turn the change key one quarter turn clockwise to relock the wheels with the new combination. Remove the key.

The new combination you have selected is now set.

BEFORE CLOSING THE CONTAINER: try the new combination several times using the opening index and observe the bolt retraction.

TO UNLOCK: On a three number setting (50-25-50)

1. Turn dial counterclockwise, stopping when "50" is aligned with the opening index the fourth time.

2. Turn dial clockwise, stopping when "25" is aligned with the opening index the third time.

3. Turn dial counterclockwise, stopping when "50" is aligned with the opening index the second time.

4. Turn dial clockwise, stopping when "0" is aligned with the index mark the first time.

5. With the "0" aligned with the index, push dial in firmly and release to activate lever assembly.

6. Turn dial clockwise until the bolt retracts. If the combination has been correctly dialed, the safe or cabinet may be opened.

This procedure is used with any three number combination substituting selected numbers for the numbers 50-25-50.

CAUTION: Dial should not be pushed in at "0" until all three numbers have been dialed.

COMBINATION CHANGING: From (50-25-50)

1. Turn dial counterclockwise, stopping when "50" is aligned with the changing index, the fourth time.

2. Turn dial clockwise, stopping when "25" is aligned with the changing index, the third time.

3. Turn dial counterclockwise, stopping when "50" is aligned with the changing index, the second time.

4. Leave the dial with the last number at the changing index and insert the changing key in the hole in the back of the lock. Insert the key until the wing is entirely inside the lock and comes to a positive stop.

The remainder of the procedure is the same as for a single number (50-0). Refer to step 3.

TORQUE ADJUSTMENT:

The torque adjustment feature allows dial resistance to be adjusted for individual preference. To adjust torque, remove lock cover and insert a 3/32" allen wrench into the adjusting screw (See Fig. 1). Turn clockwise to tighten or counterclockwise to loosen.

NOTE: Manipulation-proof locks should not be adjusted to less than 18 inch-ounces of dialing torque.

CAUTION: Whenever lock torque is changed the combination must be reset.

SERVICING:

Periodic servicing will extend the life of your lock and is essential for maintaining proper security. To do a proper servicing job, follow these instructions:

1. Remove lock cover.

2. Remove lever screw and lever assembly. Be sure to remove the lever control tension spring so you will not misplace it.

3. Using a pair of side cutters, grip the head of the spline key as close as possible to the surface of the drive cam. Lift straight up being careful not to bend the head. The edge of the case may be used for leverage.

4. Unscrew the dial from the lock. Remove cam.

5. Remove "C" clip from wheelpack.

6. Remove wheels and associated parts and place them in sequence so that they can be replaced in proper order.

7. Remove the lock bolt, do not misplace the detent ball or ball spring.

8. Remove dial and spindle assembly from dial ring.

CAUTION: Remove the washers and spring from the dial carefully to be replaced later.

The lock is now completely disassembled and ready for servicing.

SERVICE & REASSEMBLY

1. Tighten the attaching screws on the dial ring & lock.

2. Wipe each wheel, the wheel post and other

bearing surfaces clean. Wipe complete interior of lock case clean.

3. Lightly grease the bolt while holding the relock device up and insert the bolt.

NOTE: S & G recommends GE-322L lubricant be used.

4. Be sure to carefully examine each wheel part as well as the cam and lever assembly to make sure nothing is worn or damaged.

5. Lightly grease the bearing surface of the wheel post and drive cam bearing. **Replace the wheels and parts exactly as they were before disassembly** screw the dial and cam together until snug. Hold the cam and turn the dial back one complete turn, then align the spline keyways. Insert the spline key. For correct key installation, see Fig. 6.

IMPORTANT: It is recommended that a new spline key be used each time.

6. Lightly grease the lever bushing and install the lever. Tighten the lever screw snugly and carefully position the lever control tension spring. Be careful not to bend the accelerator spring. (Lever screw torque 22-26 in.-lb.)

7. Install the lock cover. Make sure the cover screws are as tight as possible.

8. Reset the combination.

9. Check the combination at least three times before locking the safe.

ERRORS

The most frequently made error during the changing procedure is dialing the number to the wrong index. Occasionally, all the numbers may be dialed to the opening index rather than the changing index. More often, dialing part of the combination to the changing index and part to the opening index occurs. As long as the door is open, the error is easily corrected.

PROCEDURE

1. Remove the back cover of the lock.

2. Insert a straightened paper clip or similar instrument in the square keyways in the wheels.

3. Rotate each wheel until all the keyways are in perfect alignment directly over the small hole in the bottom of the case. We have two holes in our case. The keyway in the cover tells you the correct location.

4. Replace the cover and insert change key. Replace the screws. **NEVER INSERT CHANGE KEY INTO THE LOCK WHEN THE COVER IS REMOVED.** Always be certain that the wing of the change key is entirely within the lock before turning the key.

5. Turn the change key one quarter turn and dial the new combination using the changing index. **REMOVE THE KEY.**

6. With the combination now set, try the combination at the opening index at least three times before closing the door.

TEMPLATE FOR LOCK

