

Set-up and key change instructions

KL3909

Changeable key lock



Set-up instructions (at delivery only)

When delivered the lock is keyed to the set-up key (black plastic key). To set the lock to an operating key you will need a set of operating keys, a change key and the black set-up key. Use set-up key to open safe door and then extend the safe bolts with door in the open position. Turn set-up key CCW to stop (locked) and then CW until change mark on bow is aligned with change mark on the escutcheon. Now insert the change key into the change key hole on the back of the lock-case (some safes have hole in the back panel enabling access to lock, if your safe does not the back panel will have to be removed). The design of the change key and hole is such that key can only be inserted one way. Make sure the change key has entered fully and then turn it CW until stop (1/4 turn). Now turn the set-up key on the front of the safe CCW to stop and take it out of the lock. Insert a operating key and turn CW to stop. Turn change key on the back of the lock CCW to stop (1/4 turn) and take it out of the lock. Now turn the operating key CW to stop and check that bolt is retracted (lock open) by turning the safe handle to the open position. Turn safe handle back to locked (still with the door open) and turn key CCW to stop and take the key out of the lock. Check that the lock is locked by trying safe handle. Open the lock with the new key 4 times before safe door is closed.

Never leave the key in the lock when closed!!

Key change instruction

To set the lock to new keys you will need one of the current operating keys (this will be called "old key in this instruction), a new set of keys and a change key. Use the old key to open safe door and then extend the safe bolts with door in the open position. Turn old key CCW to stop (locked) and then CW until change mark on bow is aligned with change mark on the escutcheon. Now insert the change key into the change key hole on the back of the lock-case (some safes have hole in the back panel enabling access to lock, if your safe does not the back panel will have to be removed). The design of the change key and hole is such that key can only be inserted one way. Make sure the change key has entered fully and then turn it CW until stop (1/4 turn). Now turn the old key on the front of the safe CCW to stop and take it out of the lock. Insert a new operating key and turn CW to stop. Turn change key on the back of the lock CCW to stop (1/4 turn) and take it out of the lock. Now turn the operating key CW to stop and check that bolt is retracted (lock open) by turning the safe handle to the open position. Turn safe handle back to locked (still with the door open) and turn key CCW to stop and take the key out of the lock. Check that the lock is locked by trying safe handle. Open the lock with the new key 4 times before safe door is closed.

Never leave the key in the lock when closed!!

Remember:

If one key is lost, the lock should be changed to a new key immediately.

Never use excessive force during any stage of use or when changing keys. Should the lock feel hard to operate, contact a qualified engineer immediately. The lock must **NEVER** be lubricated or greased.

Always keep any spare key(s) and/or cutting code in a safe of equal quality as the safe where the lock is fitted (not the same one).