

# MANIFOIL Combination Lock Instructions



## The Factory Setting is 40 – 50 – 60 – (Final Number)

The final number in the combination will depend on the position of the locking bolt. The most common number is 25. This number can not be changed.

When choosing the third number in your new combination please keep in mind that depending on the “final number” you may not be able to use the following range of numbers.

### Final Number

0	- Do not use numbers between 95 and 10
25	- Do not use numbers between 20 and 35
50	- Do not use numbers between 45 and 60
75	- Do not use numbers between 70 and 85

### To Open

- 1 Turn the dial right (clockwise) stopping when the first number comes to the arrow mark on the fifth time.
- 2 Turn the dial left (anti-clockwise) stopping when the second number comes to the arrow mark on the fourth time.
- 3 Turn the dial right (clockwise) stopping when the third number comes to the arrow mark on the third time.
- 4 Turn the dial left (anti-clockwise) stopping when the final number comes to the arrow mark on the second time.
- 5 Turn the dial right (clockwise) slowly until the lock operates and the dial refuses to turn any further.
- 6 If the bolts are operated by a separate handle they may now be withdrawn and the door or drawer can be opened.

## To Lock

1. Turn the dial left (anti-clockwise) at least five turns.

## Changing the Combination

1. With the door or drawer open, throw the bolts and turn the dial at least five full turns to the left (anti-clockwise) to lock the combination lock.
2. Choose your three new numbers.
3. Using the change mark (straight line on the left) dial in the existing combination of the lock.
4. Insert the change key into the back of the lock until the wing of the key has passed all the way into the change key hole. Turn the change key 90 degrees to the left (anti-clockwise). Leave the change key in this position.
5. Let's assume that you are using the numbers 40 – 50 – 60 for your new combination.
  - Turn the dial right (clockwise) stopping when the first number (40) comes to the change mark (straight line) for the fifth time
  - Turn the dial left (anti-clockwise) stopping when the second number (50) comes to the change mark (straight line) for the fourth time
  - Turn the dial right (clockwise) stopping when the third number (60) comes to the change mark (straight line) for the third time
  - WITHOUT MOVING THE DIAL FROM THIS POSITION turn the change key back to the right (clockwise) 90 degrees and remove carefully from the lock
  - The lock is now set to 40 – 50 – 60 – (Final Number)

**\*Please Note\* It is very important at this stage to test the combination at least three times before locking the container.**

We can assist you if you require any help or advice in using or changing your combination. We can also supply and fit SCEC Electronic Safe Locks, and Service your Safe. Please contact us for pricing and details.