

SARGENT & GREENLEAF, INC.

1 SECURITY DRIVE • NICHOLASVILLE, KENTUCKY 40356

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DOUBLE CHANGEABLE SAFE DEPOSIT LOCK INSTRUCTIONS

OPERATING & CHANGING INSTRUCTIONS

To Unlock:

STEP 1 -Insert guard key
Rotate clockwise until stop

STEP 2 -Insert renter key
ROTATE CLOCKWISE UNTIL STOP

To Lock:

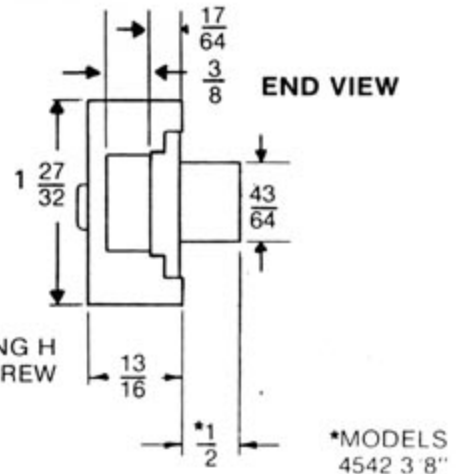
STEP 1 -Rotate renter's key counterclockwise until stop

Remove key

STEP 2 -Rotate guard key counterclockwise until stop

Remove key

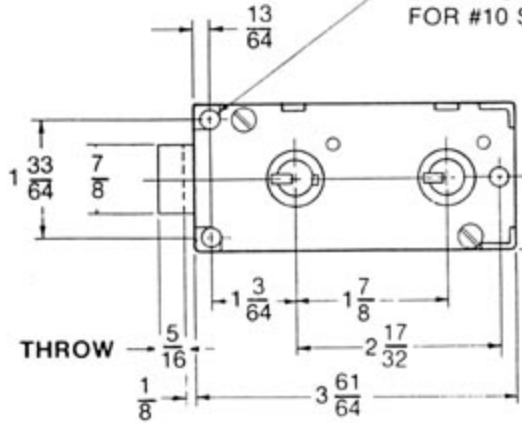
LOCK SERIES: 4500



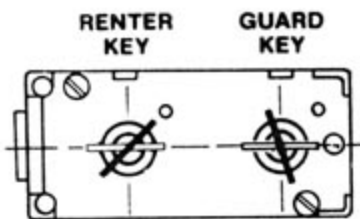
LOCK DIMENSIONS
NOT ACTUAL SIZE

3 ATTACHING H
FOR #10 SCREW

TOP VIEW

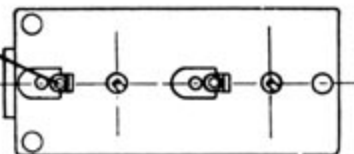


PERFORM CHANGE FUNCTION TO CHANGE RENTER KEY

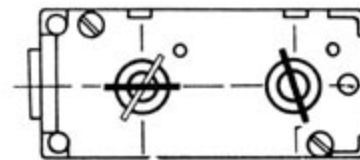


STEP 1 -Insert guard key - rotate clockwise until stop
STEP 2 -Insert renter key - rotate clockwise until stop

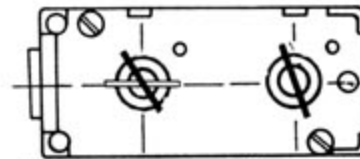
RENTER FENCE
CLAMP SCREW



STEP 3 -Loosen renter fence clamp screw (on back of lock)
with change wrench 3 1/2 turns counterclockwise



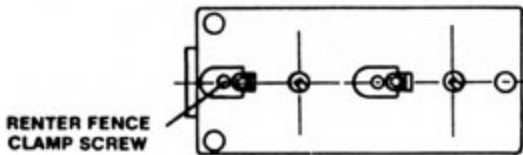
STEP 4 -Rotate renter key clockwise to change slot position -
remove key



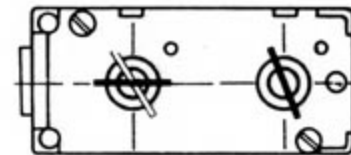
STEP 5 -Insert new renter key - rotate counterclockwise until
stop

**CAUTION: MAKE SURE KEY DOES NOT MOVE FROM
STOP POSITION WHILE TIGHTENING CLAMP
SCREW**

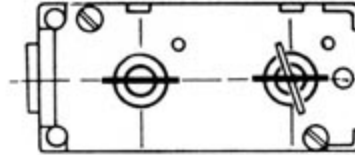
PERFORM CHANGE FUNCTION TO CHANGE RENTER KEY



STEP 6 -Tighten reenter fence clamp screw clockwise

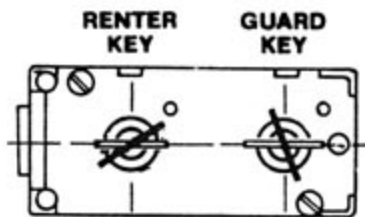


STEP 7 -Rotate reenter key to lock position - remove key



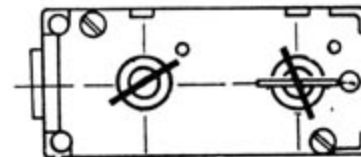
STEP 8 -Rotate guard key to lock position - remove key

TO CHANGE GUARD KEY

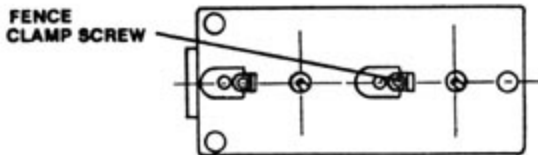


STEP 1 -Insert guard key - rotate clockwise until stop

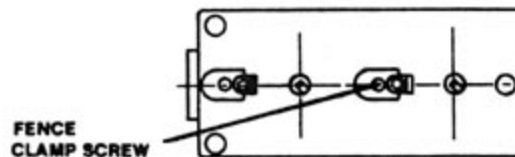
STEP 2 -Insert reenter key - rotate clockwise until stop



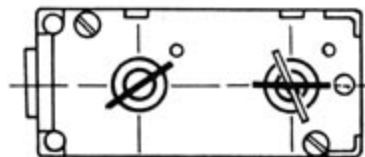
STEP 5 -Insert new guard key - rotate clockwise until stop
CAUTION: MAKE SURE KEY DOES NOT MOVE FROM STOP POSITION WHILE TIGHTENING CLAMP SCREW



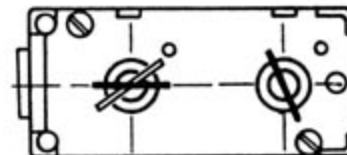
STEP 3 -Loosen guard fence clamp screw (on back of lock) with change wrench 3 1/2 turns counterclockwise



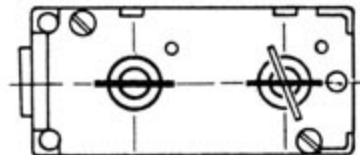
STEP 6 -Tighten guard fence clamp screw clockwise



STEP 4 -Rotate guard key counterclockwise to lock position
REMOVE KEY



STEP 7 -Rotate reenter key to lock position - Remove key



STEP 8 -Rotate guard key to lock position - remove key

NOTE: Model 4527 does NOT have guard station