

# 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:

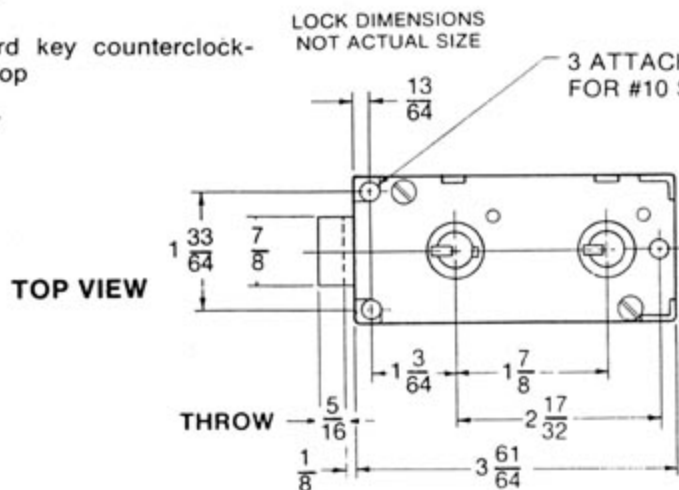
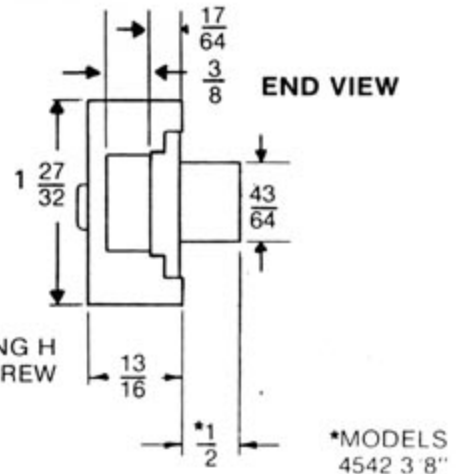
STEP 1 -Rotate renter's key counterclockwise until stop

Remove key

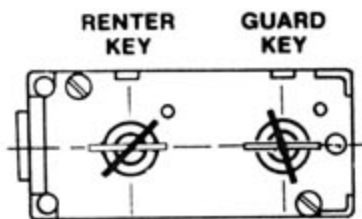
STEP 2 -Rotate guard key counterclockwise until stop

Remove key

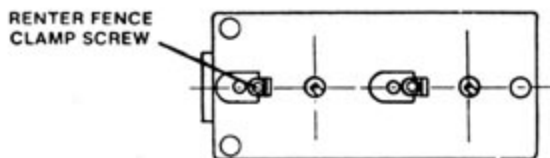
LOCK SERIES: 4500



### PERFORM CHANGE FUNCTION TO CHANGE RENTER KEY



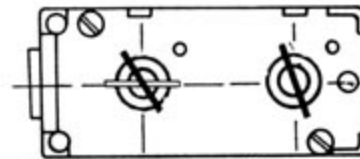
STEP 1 -Insert guard key - rotate clockwise until stop  
STEP 2 -Insert renter key - rotate clockwise until stop



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



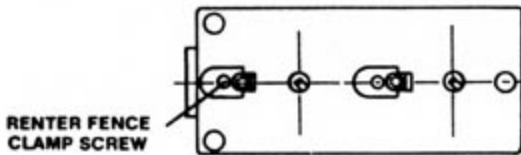
STEP 4 -Rotate renter key clockwise to change slot position - remove key



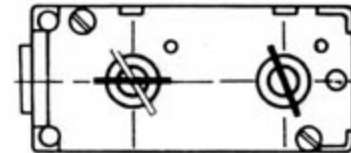
STEP 5 -Insert new renter key - rotate counterclockwise until stop

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

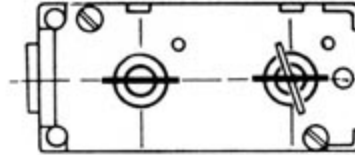
## PERFORM CHANGE FUNCTION TO CHANGE RENTER KEY



STEP 6 -Tighten reenter fence clamp screw clockwise

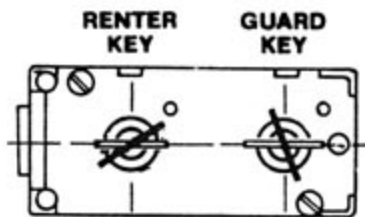


STEP 7 -Rotate reenter key to lock position - remove key



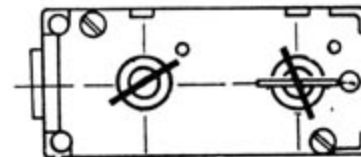
STEP 8 -Rotate guard key to lock position - remove key

## TO CHANGE GUARD KEY

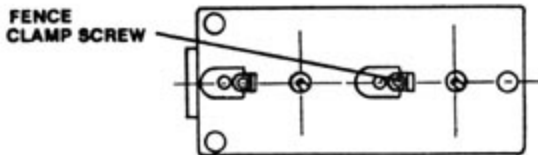


STEP 1 -Insert guard key - rotate clockwise until stop

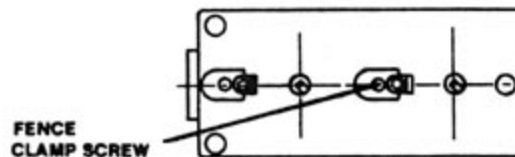
STEP 2 -Insert reenter key - rotate clockwise until stop



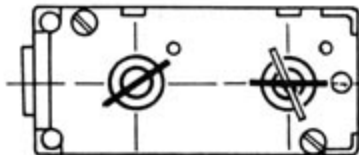
STEP 5 -Insert new guard key - rotate clockwise until stop  
CAUTION: MAKE SURE KEY DOES NOT MOVE FROM STOP POSITION WHILE TIGHTENING CLAMP SCREW



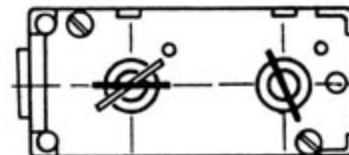
STEP 3 -Loosen guard fence clamp screw (on back of lock) with change wrench 3 1/2 turns counterclockwise



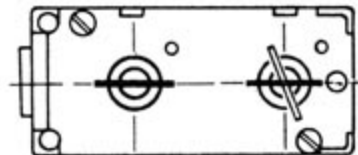
STEP 6 -Tighten guard fence clamp screw clockwise



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**