

# COMBINATION CHANGE FOR THE 3000 SERIES LOCKSET

- A. Changing Combination: Read all instructions before beginning. In order to change an existing combination, you must:
- Have a OF 59 Control Key.
  - Know the existing combination.
  - Have lock set for pushbutton access to retract latch.
  - Have a small flat 1/8" blade screwdriver.
  - Keep the door open during combination change procedure.
- B. Important Tips:
- Do not force at any time.
  - Make certain to depress each button fully.
  - Clear the Jock before attempting to insert existing combination by turning thumb piece to the left (counterclockwise) to stop and release.
  - Do not hold buttons depressed while turning thumb piece.
- C. You may easily change to a new combination, using any or all buttons in any order, separately and/or pushed at the same time with other buttons. You cannot use the same button more than once in a combination.

## Step 1:(Fig. 3)

Remove the control lock assembly and trim plate using the OF 59 key provided, thereby exposing combination change sleeve as shown. (See Figure 3) Key must be turned to the left (counterclockwise rotation until control lock assembly can be removed from Jock).

## Step 2: (Fig. 1)

Turn outside thumb piece counterclockwise (to the left) to stop position and release. This will clear the lock of previously used buttons. (See Fig. 1)

## Step 3:

Depress buttons of existing combination making certain each button is fully depressed and release.

## Step 4: (Fig. 3)

Insert screwdriver into combination change sleeve slot (See Fig. 3 for slot location). Turn screwdriver to the right (clockwise) to the stop position at which time a slight click should be felt through the screwdriver. Turn screwdriver to left (counterclockwise) to stop, and remove.

## Step 5:(Fig. 1)

Clear lock of old combination by turning thumb piece to the left (counterclockwise) to stop position. (Release Knob) (See Fig. 1)

## Step 6:

Depress buttons of desired combination carefully making sure that a click is felt with each button(s) that is depressed. (Release Buttons)

## Step 7: (Fig. 2)

Turn thumb piece clockwise to stop position and note that latch is retracted. Release thumb piece. You should not be able to turn the thumb piece unless you depress buttons of newly entered code. (See Fig. 2) The new combination is now programmed in the lock.

## Step 8:

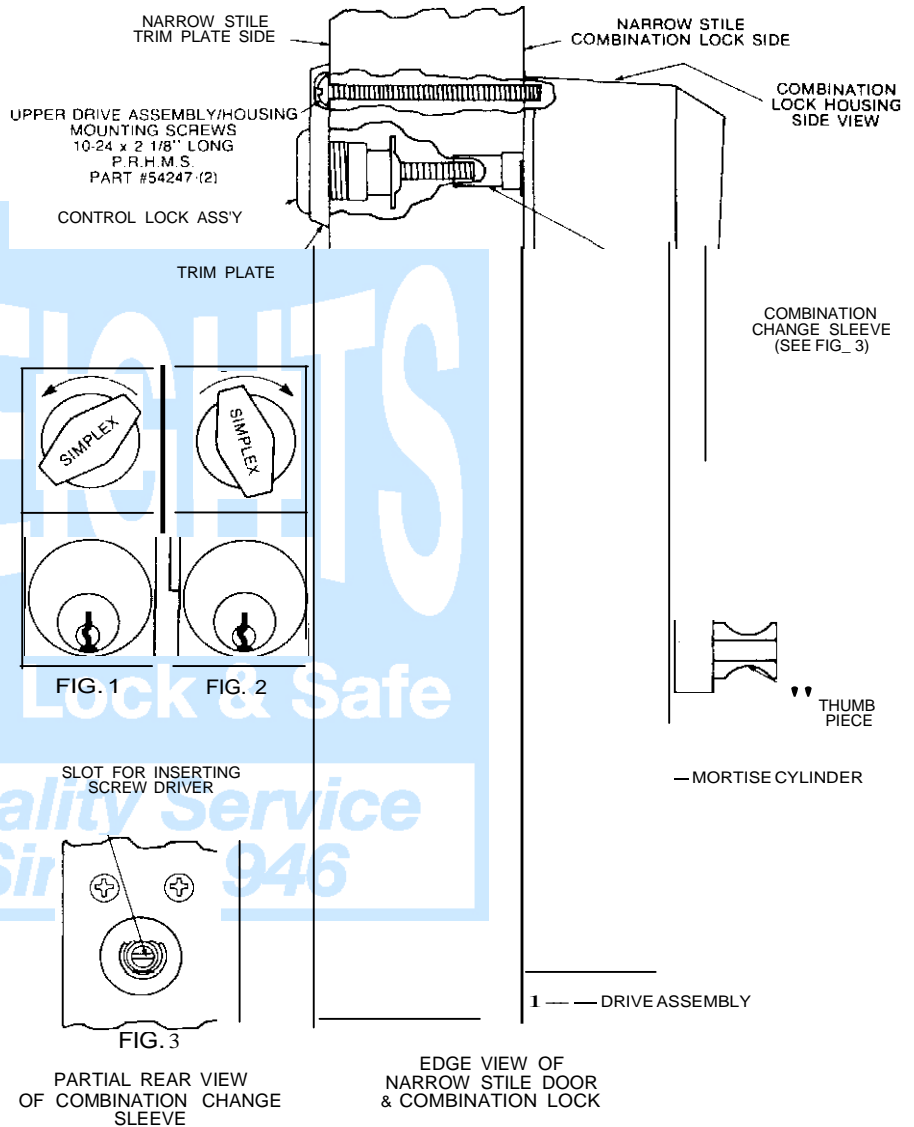
Replace control lock assembly and trim plate by inserting threaded rod portion into the combination change sleeve and turning to the right (clockwise) until trim plate is snug up against stile of door. The OF 59 key can be removed from control lock assembly in a vertical or horizontal position only.

## Step 9:

Before closing door, activate new combination and turn thumb piece to the right (clockwise) to insure proper retraction of latch.

## Warning:

If you can turn control knob right (clockwise) without pressing any combination, you are in a "0" combination because steps 5, 6, and 7 were performed out of order. To reinstate a combination, follow the above steps but omit step 3.



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