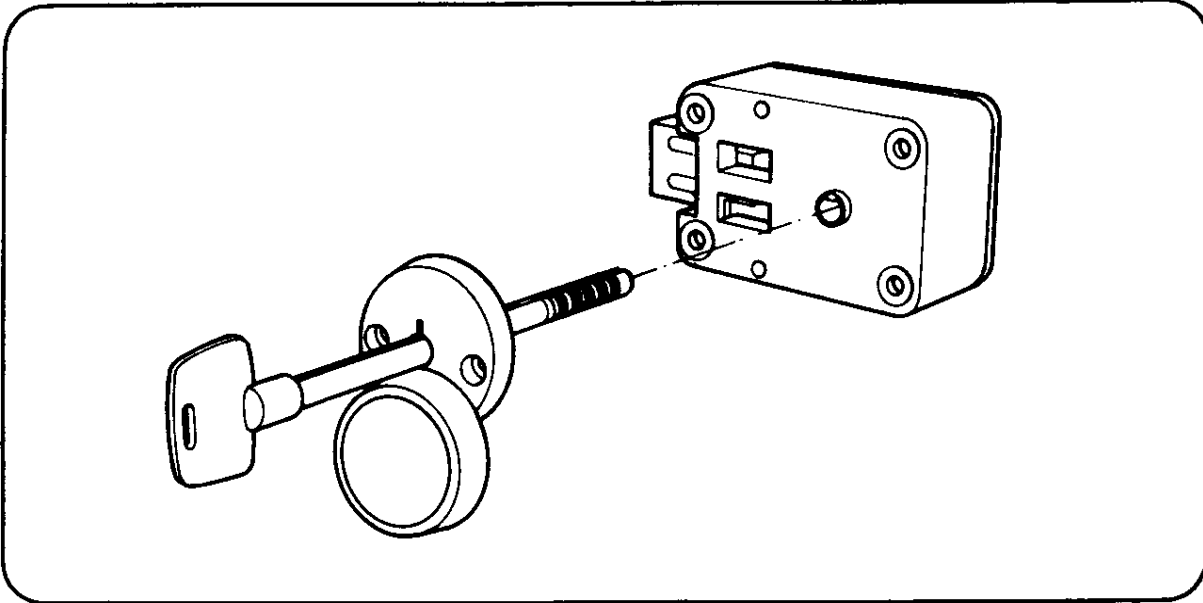




## OPERATING AND CHANGING INSTRUCTIONS 2200 SERIES KEY LOCK (Group 2, 4-Wheel)



### SETTING THE KEY LOCK TO ITS OPERATING KEY USING THE BRASS SET-UP KEY

The lock comes from the factory keyed to a brass Set-up Key. To set-up a Key Lock from the factory, after installation, you will need a brass Set-up Key, La Gard Group 2 change key, and a regular Operating Key.

On the Escutcheon, which is on the front of the safe door, is a mark called the Escutcheon Index.

On the brass Set-up Key, and the Operating Key, there is also a mark referred to as the Key Index.

Insert the Set-up Key into the escutcheon. Turn RIGHT until it stops and open the safe.

With the safe door open, turn the key all the way to the LEFT, which locks the lock. **Do not remove the Set-up Key.**

Turn the Set-up Key slowly RIGHT until the Key Index is lined-up the the Escutcheon Index. The lock bolt should not be retracted.

Insert the change key into the change key hole in the back of the lock. Turn the change key RIGHT until it stops (approximately one-quarter turn). Leave the change key in the lock.

Turn the Set-up Key LEFT and remove.

Using a regular Operating Key, turn slowly to the RIGHT until the Key Index is lined-up with the Escutcheon Index.

Leave the Operating Key in this position. Turn the change key LEFT and remove.

Turn the Operating Key all the way to the right several times and retract the lock bolt before closing the safe door. After closing the safe door, turn the Operating Key LEFT and remove. **The Operating Key can not be removed if the lock is open.**

## **TO CHANGE OPERATING KEYS**

Insert the currently-used Operating Key. Turn RIGHT until it stops and open the safe.

With the safe door open, turn the key all the way to the LEFT, which locks the lock. **Do not remove the Operating Key.**

Turn the Operating Key slowly RIGHT until the Key Index is lined-up with the Escutcheon Index. The lock bolt should not be retracted.

Insert the change key into the change key hole in the back of the lock. Turn the change key RIGHT until it stops (approximately one-quarter turn). Leave the change key in the lock.

Turn the Operating Key LEFT and remove.

Using a NEW Operating Key, turn slowly to the RIGHT until the Key Index is lined-up with the Escutcheon Index.

Leave the new Operating Key in this position. Turn the change key LEFT and remove.

Turn the new Key all the way to the right several times and retract the lock bolt before closing the safe door. After closing the safe door, turn the new Key LEFT and remove. **The new Key can not be removed if the lock is open.**