**INSTRUCTIONS TO OPEN AND TO LOCK BOX USING FACTORY PRESET COMBINATION (000)**

**TO OPEN:**
Turn all wheels to 000, which automatically opens lock.

```
1 1 1
0 0 0
9 9 9
```

**TO LOCK:**
Close cover and turn wheels to any other number to automatically lock the lock.

---

**INSTRUCTIONS FOR SETTING COMBINATION LOCK**
**PLEASE READ AND FOLLOW EACH STEP**

**TO SET YOUR PERSONAL COMBINATION:**

1. Open lock with preset combination (000 if factory set).
2. Push Change lever on back of lock (Fig. 1) toward center and toward lock openings (Fig. 2). IMPORTANT: Change lever cannot be moved into combination setting position unless combination wheel is set at present combination (000 if factory set).
3. Set wheels to your own private numbers.
   Record your numbers in space provided below—keep one record in the cash box and one in a different place.
4. After your combination is recorded move change lever back to the original position (from Fig. 2 to Fig 1).
   Your lock is now set to a new combination. IMPORTANT: before locking box test your new combination (see step 5).
5. To test your new combination, follow these steps:
   With the box still opened, turn wheel to any combination.
   Lock latch will appear through the two lock openings (Fig. 3). Turn wheel back to your combination. If the lock latch can no longer be seen through the lock openings, you have correctly set the combination. If the lock latch can be seen, return to step 2.

---

**WRITE YOUR PERSONAL COMBINATION HERE**

<table>
<thead>
<tr>
<th>LEFT</th>
<th>CENTER</th>
<th>RIGHT</th>
</tr>
</thead>
</table>

**KEEPS WITH INSTRUCTIONS IN CASH BOX**

**WRITE YOUR PERSONAL COMBINATION HERE**

<table>
<thead>
<tr>
<th>LEFT</th>
<th>CENTER</th>
<th>RIGHT</th>
</tr>
</thead>
</table>

**KEEP IN A SAFE PLACE**