



# OPERATING INSTRUCTIONS

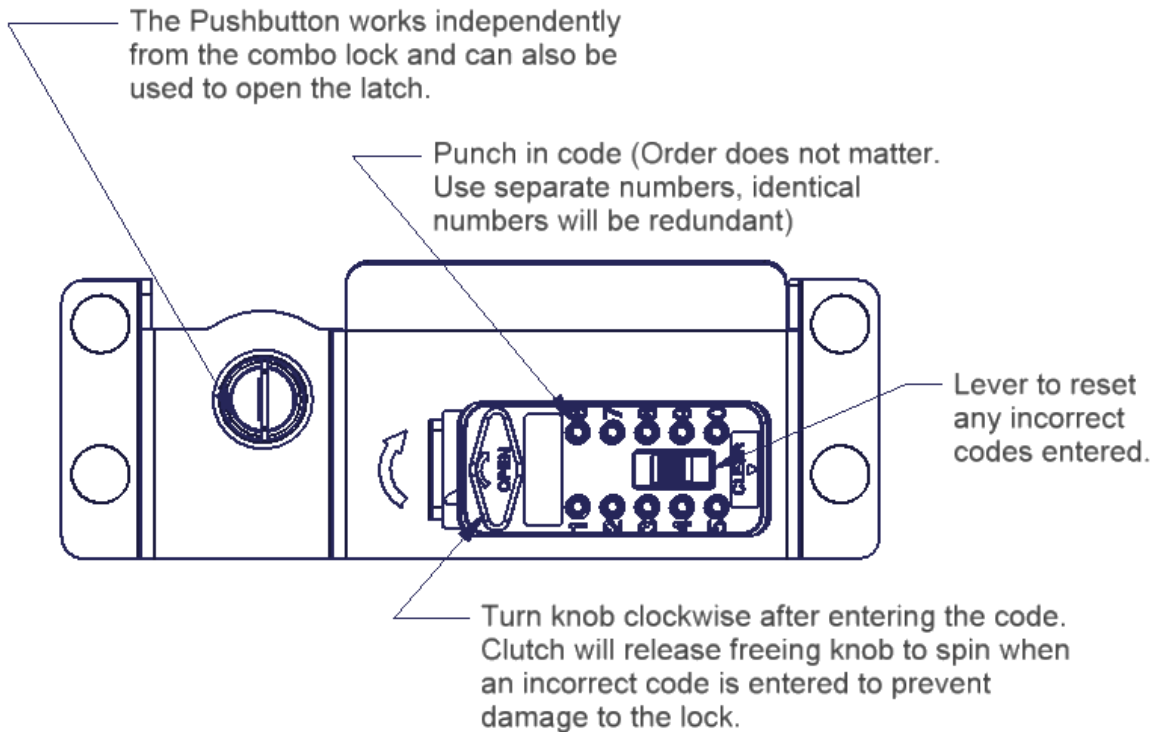
089 COMBO LOCK MOUNTED IN LATCHRTC90CMBO

## Instructions for changing the combination

**Attention:** The combination pushbutton lock is typically shipped from the factory with either no code entered yet or “12345” and will need to be reset by the customer. Alternative pre-programmed code is \_\_\_\_\_

1. Selecting your combination
  - 1.1. Please look at the front of the combination lock. There are buttons numbered 1 through 0. There is also an OPEN lever and a CLEAR button. (See Figure 1)
  - 1.2. Select your own combination and keep the combination in a safe place.
  - 1.3. For best results, select between four and seven numbers in your combination. Each number can only be used one time. Do not use number combinations that can be easily guessed.

**Figure 1**



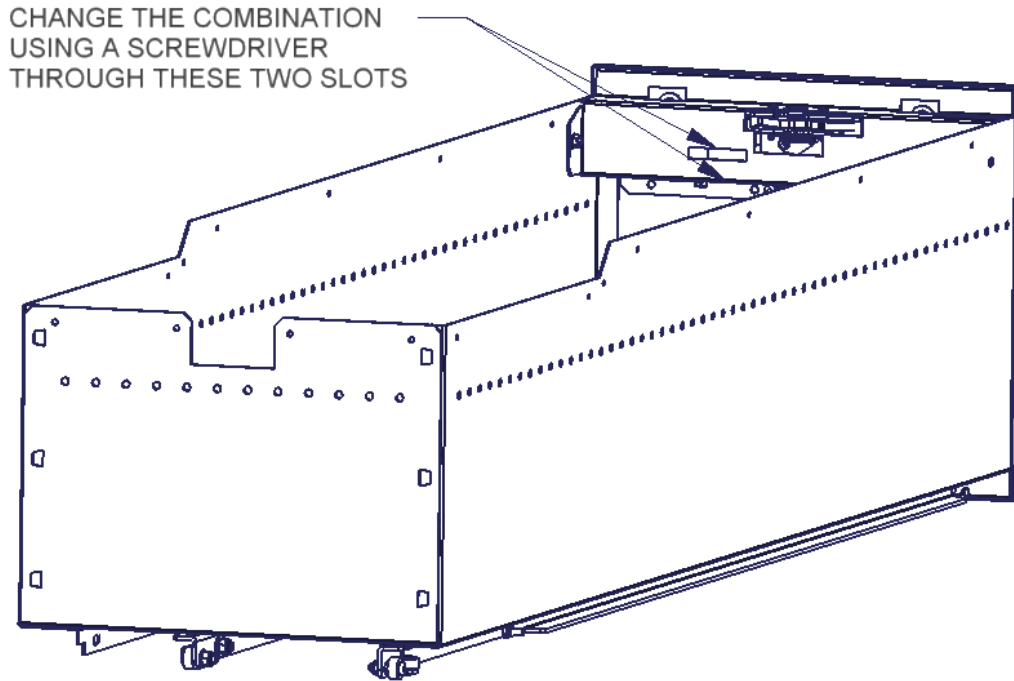
**ATTENTION!** Be sure to hold the knob open while pulling the drawer open or the latch will re-engage when the lever is released preventing the drawer from opening

2. Setting your combination

**WARNING:** Improperly setting the combination is not covered under the warranty. Do not disassemble the lock. Doing so voids the warranty.

- 2.1. Press on the CLEAR to reset the combination lock. (See Figure 1)
- 2.2. Looking through the slots in the latch cover on the inside of the drawer you will see ten numbered buttons with arrows. (These are actual upside down the way the latch is installed) These numbers correspond to the numbered button on the front of the lock. (See Figure 2 and 3)

**Figure 2**



2.3. The arrows on the screws are pointing in the direction which the previous codes were set to. (See Figure 3)

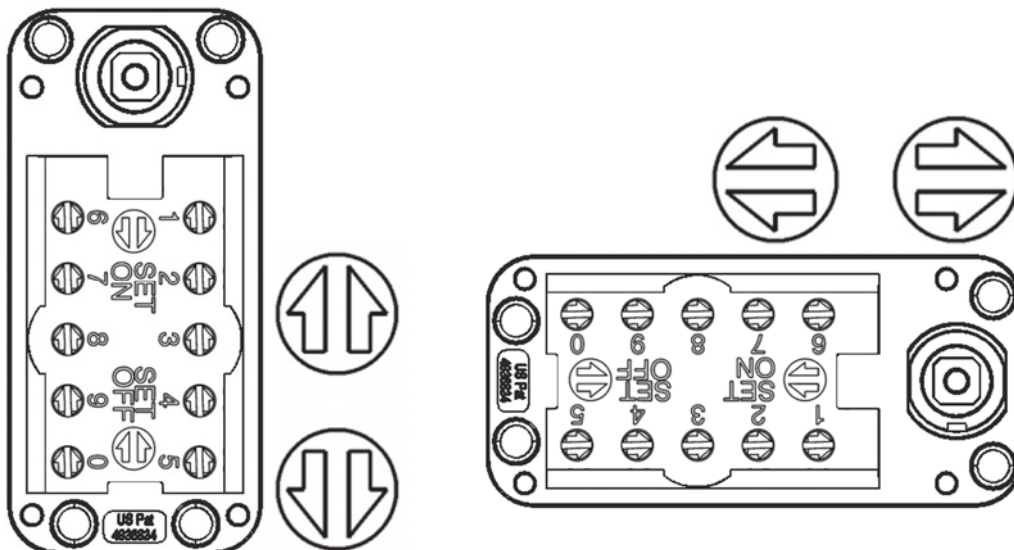
**IMPORTANT: Open knob must be in LOCKED position before the code can be changed.**

2.4. Use a small screwdriver to rotate the arrows. For each number in your combination, apply light pressure and rotate a half turn so that the arrow points correctly (SET ON) and snaps up. Be sure to reset all the arrows to SET OFF before entering the new combination. (See Figure 3)

2.5. Check to make sure that the arrow of any number that is not in the combination is pointing the correct direction (SET OFF). (See Figure 3)

**CAUTION: Arrows must point either direction (SET ON or SET OFF). An arrow pointing differently indicates that it has not snapped up, the combination will not work. Test the combination before locking the drawer.**

**Figure 3**



3. Testing your combination before closing the drawer.

**Please note: This product is equipped with a clutch mechanism to protect it from forced entry. Do not be alarmed if the OPEN lever turns even if the correct combination has not been entered.**

- 3.1. Do not close the drawer. Press on the latch mechanism on the inside of the box to engage the latch.
- 3.2. Make sure OPEN lever is in home position. If not, turn OPEN lever counterclockwise until it's in the home position. On the front of the lock, push only the numbered buttons in your combination. If a mistake is made, shift the CLEAR lever and re-enter the combination. (See Figure 1)
- 3.3. Turn the OPEN lever clockwise to disengage the latch mechanism. When the latch mechanism disengages it will spring back open again. If you have entered an incorrect combination, you can return the buttons to their original setting by shifting the CLEAR lever. (See Figure 1)
- 3.4. When you turn the lever, the combination will clear. (See Figure 1)
- 3.5. To relock the combination lock turn the OPEN lever counter-clockwise. (See Figure 1)

4. Test the combination lock by closing, unlocking and reopening the drawer.

**ATTENTION: The OPEN lever must be turned clockwise and held in position while at the same time the drawer is pulled open. The drawer has an anti-rattle feature which requires moderate force to initially pull the drawer open then it moves smoothly on the slide system.**

- 4.1. Close the drawer until the latch engages.
- 4.2. Make sure OPEN lever is in home position. If not, turn OPEN lever counterclockwise until it's in the home position. On the front of the lock, push only the numbered buttons in your combination. If a mistake is made, shift the CLEAR lever and re-enter the combination. (See Figure 1)
- 4.3. Turn the OPEN lever clockwise to disengage the latch mechanism and pull the drawer open while holding the OPEN lever clockwise. Releasing the lever before pulling the drawer open will allow the latch to re-engage preventing the drawer from opening. (See Figure 1)