

INSTRUCTIONS FOR

Security Cabinet, Simplex Push Button Lock (#3703)

Your Simplex Cabinet Lock is presently set with a combination of:
First press #2 and #4 at the same time. Then press #3 (**See Figure 1**).
Make a habit of turning the knob **LEFT** (counterclockwise) before entering the combination.
Should anyone have attempted an improper combination, this action clears such an attempt and reactivates the buttons.

TO OPEN:

1. Turn the knob **LEFT** (counterclockwise) to activate all buttons.
2. Press the buttons in the proper order for the current combination.
3. Turn the knob **RIGHT** (clockwise) to open.

TO LOCK:

Turn knob **LEFT** (counterclockwise) until it stops.

TO CHANGE YOUR COMBINATION:

You may easily change to a new combination, using one, all five, or any number of buttons in any order. Two or more buttons may be pressed at one time as part of your new combination. Simple two-and three-button combinations are easy to remember and still provide top security. Note: A particular button can be pressed only once when establishing a new combination.

1. Open the door or drawer and relock your lock.
2. Press the correct buttons in the proper order for your **EXISTING** combination.
3. On the back side of the lock, there is a notch in the plate (at the opposite end from the bolt assembly) (**See Figure 2**).
With a pencil tip, paper clip or finger, push the notch down as far as it will go (**See Figure 3**).

Fig 1.

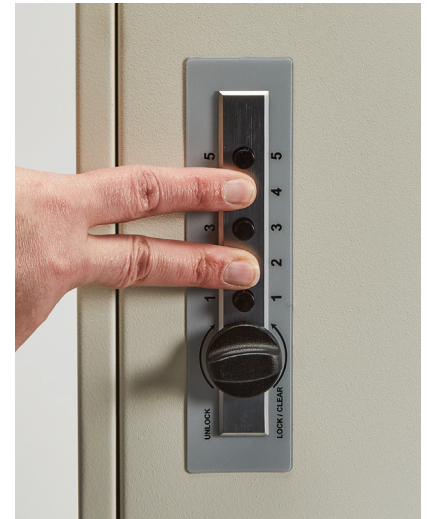


Fig 2.



Fig 3.



4. Turn the knob **LEFT** (counterclockwise) to “clear out” the existing combination.
5. Press the buttons firmly and deliberately in the desired sequence for your new combination.
6. Turn the knob to the **RIGHT** (clockwise) to apply your new combination to the mechanism.
Turn the knob **LEFT** fully to lock the lock. Your new combination is now set.

Occasionally, you may wish to keep your Simplex Cabinet Lock unlocked, with the knob free to open or close the lock at all times. Follow the combination change procedure, but skip Step 5. Should any buttons be pressed when the lock is in this condition, merely turn the knob **LEFT** (counterclockwise) and then to the **RIGHT** to continually open and close the lock. To set a combination from this state, follow the combination change procedure, but skip Step 2.

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Resetting an Unknown Combination

Remove the combination chamber from the lock.

Note: Cover removal is NO LONGER REQUIRED and should NEVER be removed for lost code retrieval.

1. Hold the chamber in one hand by the screw tab **(b)** located on each end with the key-stems **(c)** facing you and the control shaft **(d)** at the bottom **(See Figure 2)**.
2. Using pliers or equivalent, rotate the control shaft **(d)** counterclockwise and release to clear the chamber **(See Figure 3)**.
3. Look at the 5 code gears **(e)** found inside the oblong windows. If any code gear pockets **(f)** are already at the shear line (open position), ignore them. They are not used in the combination **(See Figure 3)**.

Note: Shear line (open position) references the "L"-shaped feet already aligned with the mating gear pocket.

1. Find the code gear pocket(s) **(f)** farthest away from the shear line (open position). Depress the key-stem(s) and release **(See Figure 3)**. If any code gear pockets are an equal distance away from the shear line, then they must be depressed together to reset the combination.
2. Find the code gear pocket(s) **(f)** the next farthest away from the shear line (open position). Depress the key-stem(s) **(c)** and release **(See Figure 3)**.

Note: If any of the code gear pockets travel past the shear line, the key-stems have been depressed in the wrong sequence. Start over at Step 2.

1. Repeat Step 5 until all code gear pockets **(f)** are at the shear line (open position).
2. If all the code gear pockets **(f)** are not lined up at the shear line (open position), start over at Step 2.
3. Depress the lockout slide **(g)** at the top of the chamber and release (this will look like one end of a spark plug) **(See Figure 3)**.
4. Using pliers or equivalent, rotate the control shaft **(d)** counterclockwise to clear the chamber and release. The lockout slide **(g)** should pop out (button underneath will stay depressed) **(See Figure 4)**.
5. Depress the key-stem(s) **(c)** that you want in the combination, releasing each after it is depressed **(See Figure 4)**.
6. Once all the digits in the new combination have been depressed, with the pliers or an equivalent tool, rotate the control shaft **(d)** clockwise **(See Figure 4)**. The new combination is now set.
7. Look at the code gear pockets **(f)**. The numbers in the new combination should not be at the shear line (open position) **(See Figure 4)**.

Reinstallation: Reinstall the chamber into the lock.

Testing: Turn the outside knob/lever and release (for thumb-turn models, turn counterclockwise). Enter code. Turn knob/lever (for thumb-turn models, turn clockwise). Latch should retract.

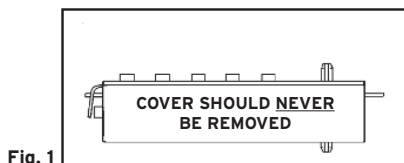


Fig. 1

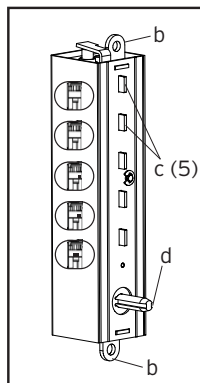


Fig. 2

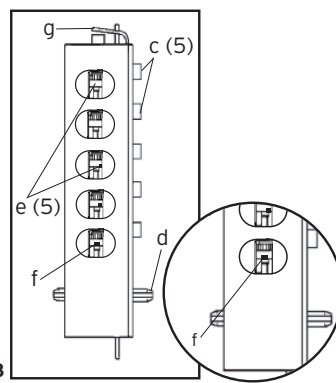


Fig. 3

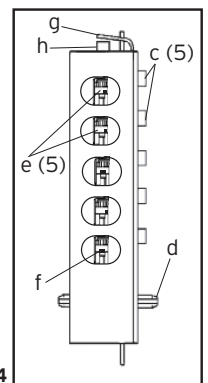


Fig. 4