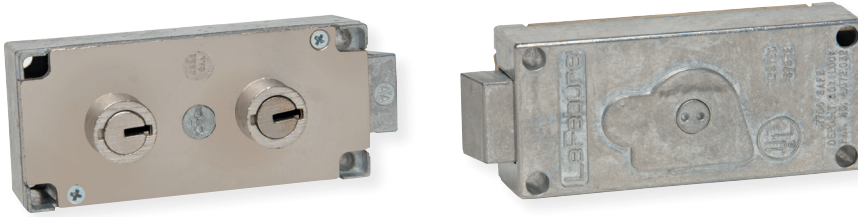


# LeFebure 7700 Series

## Change Instructions



1-800-364-4899 [bullseyesdlocks.com](http://bullseyesdlocks.com)



### Operating procedures for your double key changeable safe deposit box lock

Your financial institution has purchased the most modern and innovative safe deposit boxes available. The locks on these boxes are key changeable allowing you to change the keys to boxes without removing the locks. This will save you time and add security to your entire vault.

These instructions explain how to change the lock to a different key. You should read them carefully and practice on a lock until you are confident of the procedure. These instructions should be kept in your security manual. They should be required reading for everyone authorized to change locks and should be reviewed periodically. You will find that once you have changed the lock several times you will become proficient in the operation.

### It is important that you follow these instructions precisely. (see illustrations)

1. Open the safe deposit box door as usual. (Figure 1)
2. After the door is open you should turn the guard key again the same direction you did to open it until it stops. (it will move about another 1/16 of a turn) (Figure 2)
3. Insert change key in change pivot in the rear of the lock and turn CLOCKWISE until it stops. \*It will turn about 1/16 of a turn. DO NOT FORCE. (Figure 3)
4. Now turn the customer and guard keys toward the hinge so that the key plugs end up 180 degrees from the position they were in when the door was locked closed. (Figure 4)
5. Remove key(s) to be changed (guard and/or customer key can be changed at this point) Place new key(s) in appropriate slot.
6. Turn guard key back toward the bolt as far as it will go. (Same direction that you came from originally. It will go only one way.) (Figure 5)
7. Turn customer key back as far as it will go. The bolt will extend slightly when this is done. (Figure 6)
8. Insert the change key in change pivot in the rear of the lock and turn COUNTER CLOCKWISE until it stops. \*Tool will turn approximately 1/16 of a turn. (Figure 7)
9. Turn both keys back toward the bolt so that the key slots are pointing away from the hinges. (Guard key cannot be turned until customer key is turned back in this step.) (Figure 8)
10. Remove both keys and then re-insert them in the door. Notice the customer key cannot be fully inserted until the guard key is turned to the unlocked position. Check the lock by unlocking it and locking it at least three times before closing the door.
11. After locking the door closed recheck the lock by unlocking it and re-opening it several times.

**NOTE:** Guard key must be turned before the customer key is turned in this step.

**NOTE:** If lock must be removed from door before change key can be inserted in change pivot then the change key should be turned opposite way instructed in Steps 3 and 8.

On doors that swing left, the guard and customer keys will turn the opposite way shown.

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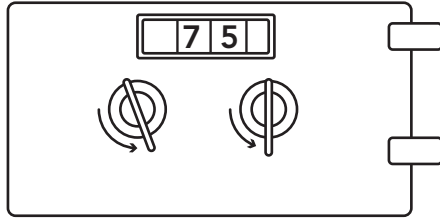
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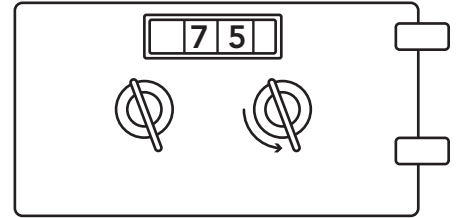
**FIG. 1**

Open door by turning guard key first, then customer key



**FIG. 2**

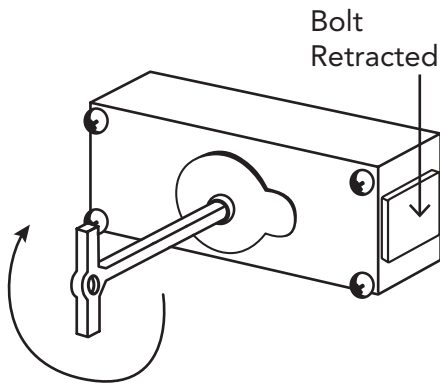
**AFTER DOOR** is open turn guard key again until key stops



**FIG. 3**

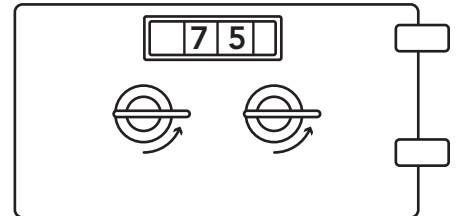
Bolt retracted

Turn change key **CLOCKWISE**



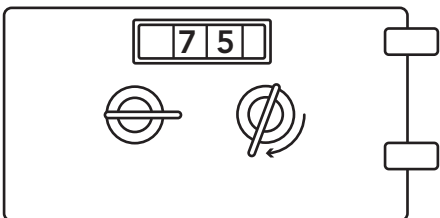
**FIG. 4**

Turn both keys toward hinges



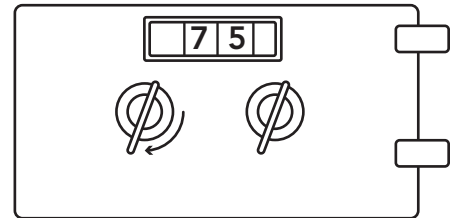
**FIG. 5**

Insert new keys - turn guard key back until it stops



**FIG. 6**

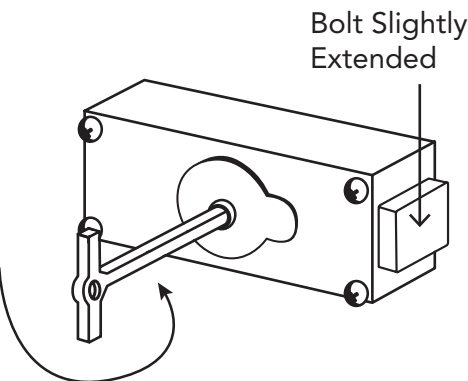
Turn customer key back until it stops. Lock bolt must extend slightly



**FIG. 7**

Bolt slightly extended

Turn change key **COUNTER CLOCKWISE**



**FIG. 8**

Turn customer key, then guard key back toward bolt

