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Your Locker Advantage!

How to Install Zephyr Lock Built-in Combination Locks

To maintain administrative records, install all locks following control book sequence and as directed by the packaging.
Record the assigned locker numbers on all tags, as well as in the control book.
Remove combination tag & record locker number before separating front and back assemblies.

1. Set dial to the number zero at red marker.
2. Separate front dial from back case. Make certain not to mix front dial from one lock with a back case from another.
3. Insert front dial with red dial marker up and dial still set at “0” through holes on the front of the locker door.
4. Line up two holes in back case with screw bolts on inside of locker door.
   If the two assemblies do not fit flush to locker door, turn knob until units fit into position.
5. Place locking nuts on screw bolts and tighten, however DO NOT exert excessive pressure.

How to Change Combos:

1. Starting process at any number spin dial clockwise two complete turns.
2. Open door with key and leave in unlocked position.
3. FIRMLY press button located on back case of lock and hold.
4. Turn dial clockwise three numbers then release button on back case and return key to original position.
5. Slowly turn dial clockwise until you feel or hear a click.
6. Remove key from dial and run next combination in series to ensure it has been changed.

How to Open Locks on Models 1954 & 1955:

1. Turn RIGHT three whole turns until you reach the first number of the combination.
2. Turn LEFT one time past above number and continue until you reach the second number.
3. Turn RIGHT until you reach third number. The lock will open automatically.

How to Open Locks on Models 1930 & 1931:

1. Turn RIGHT three whole turns until you reach the first number of the combination.
2. Turn LEFT one time past above number and continue until you reach the second number.
3. Turn RIGHT until you reach the third number. Stop. LIFT HANDLE.

How to Open Locks on Models 1970 & 1971:

1. Turn RIGHT three whole turns until you reach the first number in the combination.
2. Turn LEFT one time past above number and continue until you reach the second number.
3. Turn RIGHT until you reach the third number. The lock will open automatically.
4. To relock, close door and turn dial to LEFT two whole turns.

How to Open Lock Model 1990:

1. Turn RIGHT three whole turns until you reach the first number of the combination.
2. Turn LEFT one time past above number and continue until you reach the second number.
3. Turn RIGHT until you reach third number. The lock will open automatically.

Note: The overall security of your locker system is dependant on your safeguarding the control charts and supervisory key.