

# Changing the Combination of S&G 2740 Locks

The purpose of this video is to demonstrate how to change the combination of the S&G 2740 electromechanical combination lock with a change key.

Note: The lock's combination can be changed by use of the setup module or separate change key. Only a safe technician who has successfully completed the factory approved 2740 training class should connect a setup module to a lock.

The change key can be used by a safe custodian or security officer following the appropriate instructions.

This procedure is used for locks in Single User Mode and Dual User Mode. For Dual User Mode, each user must change their code independently

Changing the combination with the Change Key:

**Step 1:** With the safe or container open, extend the lock block to the locked position.

**Step 2:** Insert the change key into the receptacle in the lock cover on the back of the lock.

*Note: It is now time to enter your current combination again. The lock will emit one quick beep when you begin.*

**Step 3:** Turn the dial left, or counterclockwise, at least four times, then stop precisely on the first number of your current combination.

**Step 4:** Turn the dial right, or clockwise, three times, stopping on the second number of your old combination.

**Step 5:** Turn the dial left, or counterclockwise, two times, stopping on the third number of your old combination.

**Step 6:** Turn the dial right, or clockwise, until it emits three quick beeps.

*Note: It is now time to enter your new combination. For the purpose of this demonstration, we will change the combination to: 10 - 20 - 30*

**Step 7:** Turn the dial left, or counterclockwise, four times, stopping on the first number of the new combination. In this instance, 10.

**Step 8:** Turn the dial right, or clockwise, three times, stopping on the second number of the new combination, or in this case, 20.

**Step 9:** Turn the dial left, or counterclockwise, two times, stopping on the third number of the new combination. In this instance, 30.

**Step 10:** Turn the dial right, or clockwise, until it emits three quick beeps.

*Note: The new combination has been entered. It needs to be entered again for verification.*

**Step 11:** Turn the dial left, or counterclockwise, four times, stopping on the first number of the new combination. In this instance, 10.

**Step 12:** Turn the dial right, or clockwise, three times, stopping on the second number of the new combination, or in this case, 20.

**Step 13:** Turn the dial left, or counterclockwise, two times, stopping on the third number of the new combination. In this instance, 30.

**Step 14:** Turn the dial right, or clockwise, listening for five quick beeps to indicate a successful combination change. Continue turning the dial right, or clockwise to retract the lock bolt.

**Step 15:** Remove the change key from the back of the lock

*Note: Do not close the safe door or container drawer until you have checked the new combination for proper operation at least three (3) times with the door or drawer open.*

If you accidentally close the door or drawer with the change key in the lock, repeat the entire combination change procedure, beginning with step three, entering your old combination.

This completes the video for "Changing the Combination of the S&G 2740."

If you need further information, please download the S&G 2740 Operating Instructions from the Security Resources and Job Aids section of our website at:  
[www.dss.mil/seta/seta.html](http://www.dss.mil/seta/seta.html).