

# How to Change Mechanical & Electronic Safe Combinations

## Overview

This guide covers changing combinations for both mechanical dial locks and electronic keypads, commonly found on Amsec safes. Always change the combination when a safe changes ownership or when an employee with access leaves.

## Mechanical Dial Locks: S&G; 6730

The S&G; 6730 mechanical lock is a three-number combination with 64,000 possible combinations. The change procedure requires a change key or drilling access to the lock mechanism.

## S&G; 6730 Procedure

- Step 1:** Obtain the S&G; change key for the specific lock (key code is stamped on back of dial)
- Step 2:** Open safe with current combination
- Step 3:** Locate change key hole on lock mechanism (inside safe, typically bottom-center)
- Step 4:** Insert change key fully and turn 90 degrees clockwise (locks change mechanism)
- Step 5:** Dial to new three-number combination (e.g., 10-20-30)
- Step 6:** Rotate change key 90 degrees counter-clockwise (unlocks mechanism, combination is set)
- Step 7:** Remove change key and test new combination 3 times
- Step 8:** Document new combination in secure location (separate from safe)
- Important:** Loss of change key requires factory service or professional drilling

## Electronic Keypad Combination Change

Electronic locks vary by manufacturer and model. Amsec uses keypads from major suppliers including ProLogic, Sargent & Greenleaf, and internal proprietary designs. Procedures vary.

## Generic Electronic Lock Reset

- Step 1:** Open safe with current code
- Step 2:** Locate keypad on safe door or lock mechanism
- Step 3:** Press "Program" button (may be internal, requires cover removal)
- Step 4:** Enter default master code (typically 1-2-3 or 0-0-0, per manual)
- Step 5:** Confirm master access (indicator light or beep)
- Step 6:** Press "Change Code" option
- Step 7:** Enter new 4-6 digit code (avoid sequential numbers 1-2-3 or birthdates)
- Step 8:** Confirm new code by re-entering
- Step 9:** Exit programming mode and test new code 3 times

## Electronic Lock Types

Lock Type	Procedure	Difficulty	Notes
ProLogic	Manual procedure button	Easy	No tool required, visual indicators
S&G 6730E	Electronic override key	Medium	Requires override key or master code
Salto	Mobile app or card	Medium	Requires software access or card
Amsec Proprietary	Internal keypad, manual	Hard	Requires safe door open, check manual

## Best Practices

**Combination Security:** Avoid birthdates, anniversaries, or sequential numbers (1-2-3-4)

**Documentation:** Record combinations in secure, separate location (not on safe)

**Shared Access:** Never use single combination for multi-person access; use separate user codes

**Audit Trail:** Electronic locks maintain entry logs; review regularly for unauthorized attempts

**Default Codes:** Always change factory default master codes immediately

**Lock-Out:** If locked out, contact Amsec or licensed locksmith; emergency drilling may be required

## Common Issues & Solutions

Problem	Cause	Solution
Dial sticks	Mechanical wear	Mechanical lock may need service
Keypad beeps but wont open	Low battery (electronic)	Replace battery in electronic lock
Forgot combination	User error	Contact Amsec factory or professional locksmith
Combination appears changed	Unauthorized access attempt	Review security logs, contact police