How to change the battery on your digital electronic lock.

The 2 most common electronic locks used on ATMs today are shown below; be sure to properly identify which lock you have before attempting to change the battery.

If your lock is not the same as the examples below, please call RapidCash ATM Network ***BEFORE*** *attempting to change your combination.*

sargent & greenleaf™

Changing SG Lock Battery

① The base of the lock housing below the SG sticker has a raised pull tab, firmlly pull the tab towards you ***until you hear a click sound***.

② Wiggle and ***pull down on the tab***, battery assembly will drop down *(in some instances needle nose pliers may be required)*.

③ Change the ***9 Volt*** battery.

④ Re-insert battery assembly ***until tab clicks into place***.

Your battery will need replacement when you start to notice that the keypad works intermittently and numbers entered are not properly registered.

* a new 9 volt batter is required

dormakaba

Changing LG (Lagaard, Kaba Mas) Lock Battery

① Push up ***firmly*** with cupped hand on base / bottom of lock assembly.

② Lock assembly will "pop off" two pins.

③ ***9 Volt*** Battery can be changed from behind.

④ Place assembly on pins and push down to assemble *(exact opposite of removal)*.

Your battery will need replacement when you start to hear a series of beeps after you enter your combination successfully.

* a new 9 volt batter is required

How to change the lock combination on your digital electronic lock.

The 2 most common electronic locks used on ATMs today are shown below; be sure to properly identify which lock you have before attempting to change the combination.

If your lock is not the same as the examples below, please call RapidCash ATM Network BEFORE attempting to change your combination.

> **NOTE:**
> Always remember to **OPEN** the vault door **BEFORE** changing the combination, failure to do so could result in costly repairs to the vault door should an error occur while modifying the combination.

Changing SG Lock Combinations	**Changing LG/Kaba Mas) Lock Combinations**
① **2,2,*** (Change Combo Command)	① **0,0,0,0,0,0** (Change Combo Command)
② Current **6-Digit** Combo followed by **#**	② Current **6-Digit** Combo
③ New **6-Digit** Combo followed by **#**	③ New **6-Digit** Combo
④ Repeat new **6-Digit** Combo followed by **#**	④ Repeat new **6-Digit** Combo

Your combination has now been changed.
Test the new combo 2 times before closing the vault and locking.

Your combination has now been changed.
Test the new combo 2 times before closing the vault and locking.

*Factory default code is: **1,2,3,4,5,6,#***

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