



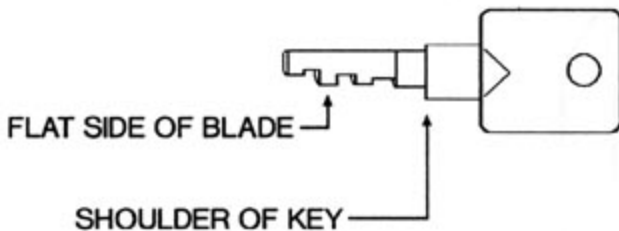
# Sargent & Greenleaf

## 0883 & 0885 PADLOCK

### Operating and Cleaning Procedures

#### Unlocking the padlock

1. Inspect your padlock key. A twisted, bent, or worn key may jam in the lock, damage the lock, or leave the lock in a less than fully secure condition during the re-locking procedure.
2. Looking at the bottom of the padlock, orient the key with the flat side of the blade facing as shown in the right-hand illustration.



BOTTOM VIEW OF PADLOCK



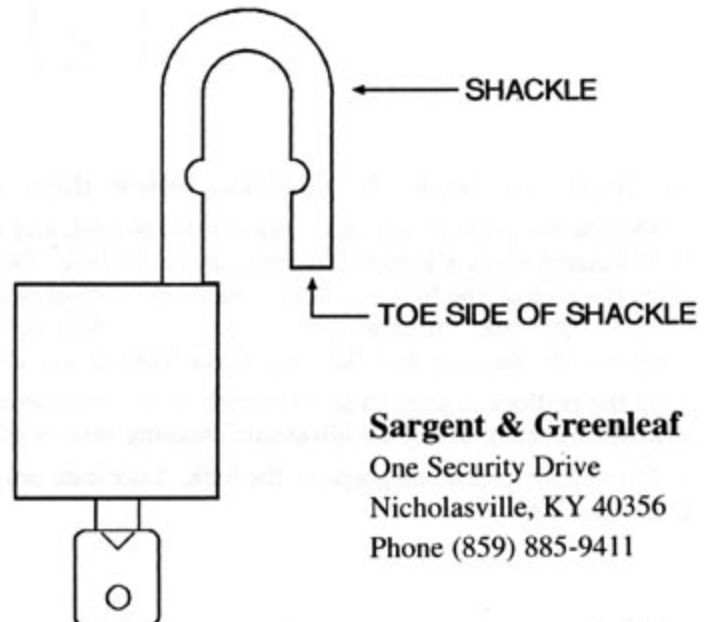
3. Insert the key fully, until its shoulder rests against the body of the padlock.

Note: If resistance is felt before the key is fully inserted, it may be necessary to wiggle the key slightly to align internal discs. If the keyway feels dirty, gritty, or the key insertion is sluggish, refer to the CLEANING section.

4. Rotate the key clockwise approximately 200 degrees until you feel a positive stop.
5. Leaving the key in this position, pull the shackle straight up and away from the padlock body until the toe end of the shackle clears the body. Now the shackle can be rotated to allow padlock removal from the equipment it secures. The key cannot be removed from the lock while it is open. **Do not attempt key removal at this time, or damage to the lock may result.** If the shackle is difficult to pull away from the lock, the lock body may be tapped lightly with a soft-faced hammer to facilitate opening. If this is necessary, refer to the CLEANING section.

#### Locking the padlock

1. Re-install padlock on the device it is to secure.
2. Align the toe end of the shackle with the shackle hole in the top of the padlock, and push the shackle into the padlock body until you feel a positive stop. If there is any resistance to closing, refer to the CLEANING section.
3. Rotate the key counterclockwise approximately 210 degrees to a positive stop. **Failure to completely rotate the key can lessen the security built into this padlock.**
4. After rotating to the positive stop, pull the key straight out of the keyhole.
5. Pull on the padlock shackle to make sure it is secured in the locked position.



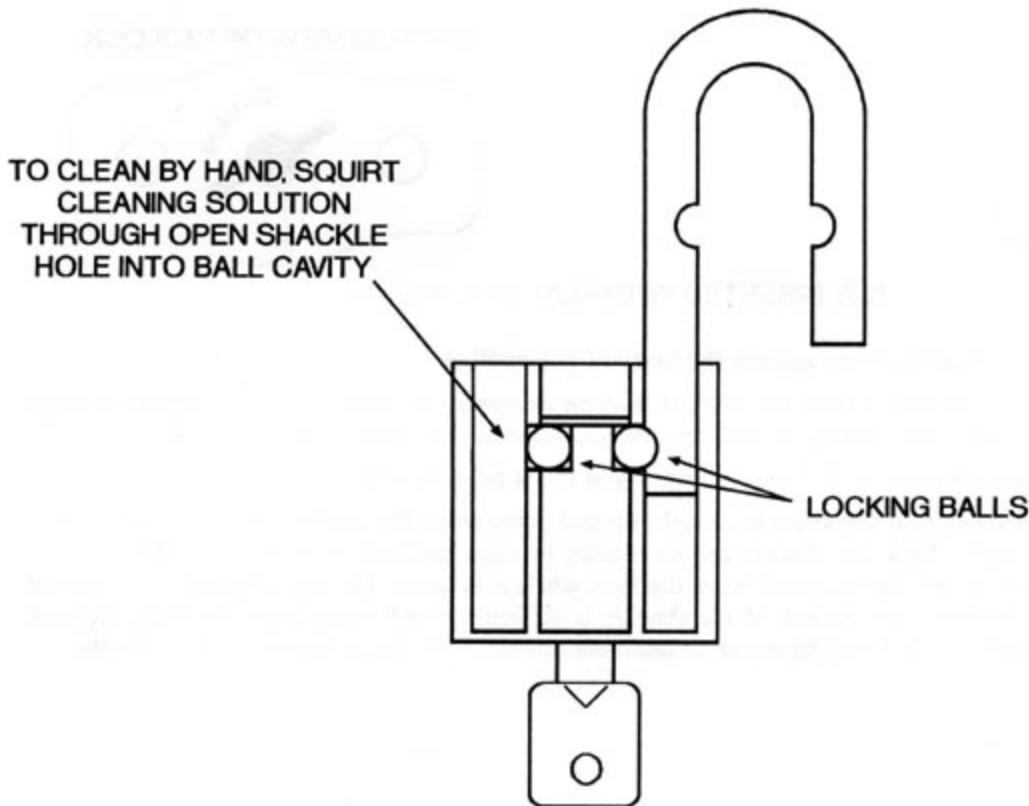
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## Cleaning the 0883 & 0885 padlock

This padlock should be serviced annually to remove dust, salt, or whatever chemicals or contaminants the local environment presents to the lock. A primary cause of lock malfunctions is dirt, especially when it accumulates around the locking balls and prevents them from moving freely. After thoroughly cleaning with a nonflammable solution, such as LPS Instant Super Cleaner/Degreaser, lubricate the lock with a product such as LPS #1 Greaseless Lubricant. **The use of oils, grease, or graphite is specifically discouraged.** Proper cleaning and lubrication of the padlock improves its performance under harsh conditions.

Annual cleaning is a good time to inspect available keys. Worn, bent or twisted keys should be destroyed and replaced with new ones. Use of **damaged or worn keys can accelerate lock wear and prevent the padlock from being properly and securely locked.**

In preparation for the winter season, it is suggested the annual cleaning and lubrication take place in late September or Early October.



### To clean and flush the padlock, follow these steps:

1. Unlock the padlock and open the shackle to soak and wash the lock thoroughly in the recommended cleaner (LPS Instant Super Cleaner/Degreaser) or equivalent. This will remove any oil, grease, and other foreign matter from the area of the locking balls. Use a non-aerosol squirt bottle to force the cleaning solution (LPS Super Cleaner/Degreaser, mineral spirits, etc.) into the locking ball cavities. Under normal circumstances, this will complete the cleaning and flushing of the locking ball area.
2. If the padlock is used in an extremely harsh environment (frequent blowing dust, salt mist, chlorine atmosphere, etc.), use of an ultrasonic cleaning tank is advised. This type of device produces superior results.
3. Do not oil, grease, or graphite the lock. Lubricate only with a light, non-grease substance, such as LPS #1 Greaseless Lubricant.