

(02-19-92) PN 182

DATE 04/12/90  
PROP302

UNITED STATES DEPARTMENT OF AGRICULTURE  
PERSONAL PROPERTY PHYSICAL INVENTORY REPORT

PAGE 1

RONALD ALLELY  
USDA-FNA. ADM SUPPRT DIV STAFF  
1520 MARKET STREET ROOM 2132  
ST LOUIS MO 63103

A.G. NO. AK-07-29-7080-04-AB PHONE FTS-279-4411

LAST DATE INVENTORIED -----

NFC RECORD I D NUMBER	NATIONAL STOCK NUMBER	DOC TYPE	SERIAL NUMBER	ACQUISITION COST	ACQUISITION DATE	DOCUMENT NUMBER	LINE ITEM	BASIC NFCID
AG0002046263	5895	838	P211876	.00	07/30/86	4064KI64914	0001	
DESCRIPTION ELECTRONIC KEY SYSTEM			NFG ID AT&T			MODEL NO NEULIN		FUND TYPE - A
AG000249843E	7025	838	2830362778	2,877.65	10/02/89	4064KI96165	0001	
DESCRIPTION PRINTER, LASER, JET II B			NFG ID HEWLETT PACKARD			MODEL NO 33447A		FUND TYPE - A
AG0002303314	7025	838	421277	3,120.00	09/21/88	4064KI84617	0001	
DESCRIPTION LASER PRINTER W/COPIER			NFG ID XEROX			MODEL NO 50		FUND TYPE - A
AG000249842E	7050	838		399.00	08/30/89	4064KI96126	0001	
DESCRIPTION VIDEO SEVEN V-RAH			NFG ID MICRO MARKETING INTERNATIONAL			MODEL NO V5VRAN		FUND TYPE - A
0700803002	7110	838		594.00	03/08/84	4064KI44367	0001	
DESCRIPTION CHAIR REV W ARMS PNEUMATIC CONTROL			NFG ID COLMAR ART			MODEL NO MOD 451-177 B		FUND TYPE - A
0700628282	7110	CONV	P0000153767	1,343.06	01/01/76	CONV		
DESCRIPTION WORK STATION			NFG ID 001			MODEL NO 001		FUND TYPE - A
0700659487	7430	FND	6090592	610.00	01/01/78	4064KI44004	0001	
DESCRIPTION IBM TYPEWRITER			NFG ID IBM			MODEL NO		FUND TYPE - A
0700628300	7430	CONV	5175356	692.00	01/01/80	CONV		
DESCRIPTION IBM TYPEWRITER			NFG ID IBM			MODEL NO 306		FUND TYPE - A
A. G. TOTAL NUMBER OF ITEMS		B	ACQ COST	9,636.71				

PROPERTY MANAGEMENT INFORMATION SYSTEM  
PERSONAL PROPERTY SYSTEM  
PROP302, PERSONAL PROPERTY PHYSICAL  
INVENTORY REPORT (By AO)

## CHANGING THE COMBINATION

Select a three number combination; for example, 28-87-42. DO NOT select a number between 0 and 20 for the last number.

CHANGE KEY



Figure 2

INSERT KEY  
POSITION



Figure 3

CHANGE  
POSITION



Figure 4

Before starting the change procedure, the door or drawer must be open allowing access to the back of the combination lock. On some products, a panel must be removed to access the back of the lock.

**CAUTION: DO NOT CLOSE THE DOOR OR DRAWER UNTIL THE COMBINATION HAS BEEN CHANGED (STEP G) AND OPERATED SEVERAL TIMES USING THE NEW COMBINATION.**

In steps A thru F, align all numbers to the **CHANGE INDEX** (Fig. 1).

- A. If the combination is 50, the factory setting, turn the dial **LEFT**, stopping when 50 is aligned with the **CHANGE** index, the **FOURTH** time then proceed to step B.  
If the lock is set on a three number combination, dial the current combination by performing steps D, E, and F below. When step F is completed, proceed to step B.
- B. Insert the **CHANGE KEY** (Fig. 2) into the **CHANGE KEY HOLE** (Fig. 3) in the lock.
- C. Turn the **CHANGE KEY**  $\times$  turn **CLOCKWISE** (Fig. 4) and leave it in that position. Return to the dial to enter your new combination; for example, 28-87-42.
- D. Turn dial **LEFT**, stopping when 28 is aligned with the **CHANGE** index, the **FOURTH** time.
- E. Turn dial **RIGHT**, stopping when 87 is aligned with the **CHANGE** index, the **THIRD** time.
- F. Turn dial **LEFT**, stopping when 42 is aligned with the **CHANGE** index, the **SECOND** time.  
If any number was turned past the index, or the opening index was used instead of the change index, repeat steps D, E, and F before proceeding to step G.
- G. Rotate the **CHANGE KEY**  $\times$  **TURN COUNTER CLOCKWISE** and remove it from the lock. The new combination you have chosen is now set in the lock.

### CAUTION

**BEFORE CLOSING THE UNIT, try the new combination several times using the operating instruction.**

19-1567