Lock Core Installation

Tools Required

- None

Package Contents

- 1 Lock Core/Key

Installation

Removing the shipping plug on metal filing

1. Do not remove the shipping lock plug until you are ready to install the lock core.
2. Remove the safety label.
3. Remove the shipping plug by pressing in tab and turning counter-clockwise to the horizontal position. Pull shipping plug backwards. You are now ready to install the lock core. (Figure A).

Installing the Hinged Lock Core:

1. The key is pre-inserted into the lock core. Do not remove the key prior to lock core installation on hinged keys.
2. Install locks in the unlocked position for all but the Bevel Profile and Metal Sliding Door overheads, which should be installed in the locked position. Prior to inserting the lock core/key be sure that the tenon on the end of the lock core is aligned with the cut-out at the back of the drawer/ door lock housing. The position of the tenon will vary for product lines. (Figure B).
3. To install the hinged key lock core, angle the core slightly so that the raised wafer (Figure B) can be inserted into the lock housing. When the wafer is inside the housing, straighten the core and push in firmly to fully seat the core in the lock housing. (Figure C).

Figure A

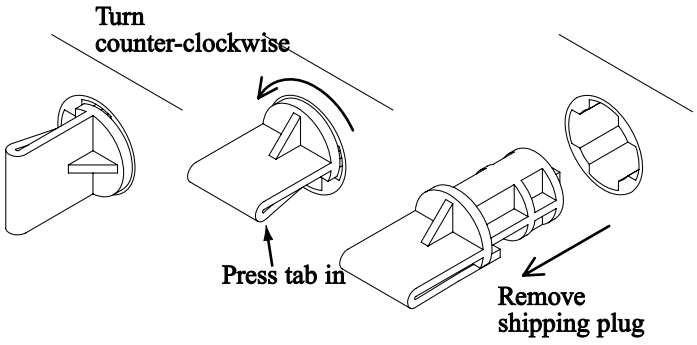


Figure B

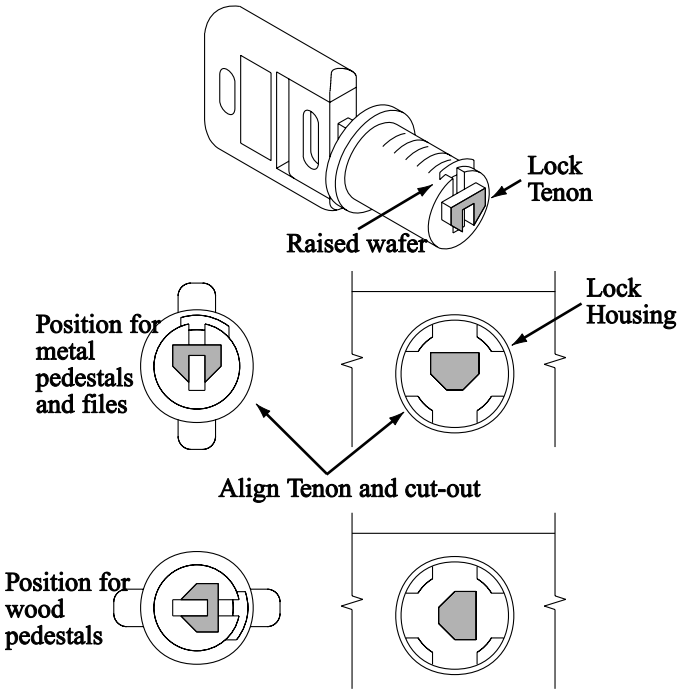
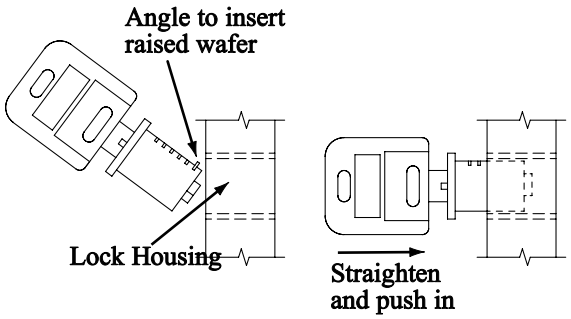


Figure C



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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Installing the Hinged Lock Core (continued):

4. The lock core will only seat properly when the lock tenon and housing cut-out are correctly aligned. You will not be able to remove the key if the core is not fully engaged and properly seated in the lock housing. (Figure D).

Note: Removal of lock cores require a yellow Change Key, ordered separately. To remove lock core using Change Key, insert Change Key when unit is in the unlocked position. Pull out the lock core.

5. Test the lock operation.

Figure D

