

Commercial File: Lock Kit Assembly Instructions

IMPORTANT! Use caution near sheet metal corners and edges which may be sharp.

BEFORE YOU BEGIN

Open, identify, and count all parts prior to assembly.
Read all of the instructions.

LOCK KIT

- A. (1) Lock Bar Attachment
- B. (1) Lock
- C. (2) Key
- D. (1) Spring Clip

ADDITIONAL TOOLS REQUIRED

- 1. Hammer
- 2. Punch

HOW TO INSTALL THE FILE LOCK

**If replacing a lock use the replacement lock instructions located on the back side of this page.*

1. Use a hammer and a punch to remove the oval knock-out in the upper right corner of the cabinet. (Fig. 1)

Note: Tap the oval knock-out through the top of the cabinet from the outside.

2. Locate the lock bar on the inner right side wall. The lock bar will have two horizontal slots located at the top. (Fig. 1 & 2)
3. Insert the lower tab of the Lock Bar Attachment (A) into the bottom slot of the lock bar. Snap the upper tab of the Lock Bar Attachment (A) into the top slot in the lock bar. (Fig. 2)
4. Insert the Lock (B) and Key (C) through the knock-out hole with the pin located in the unlocked position. Align the pin to fit through the opening on the Lock Bar Attachment (A). (Fig. 3)

IMPORTANT! Key must turn counter-clockwise to lock.

5. Inside the cabinet, slide the Spring Clip (D) into the grooves on the Lock (B). (Fig. 3)

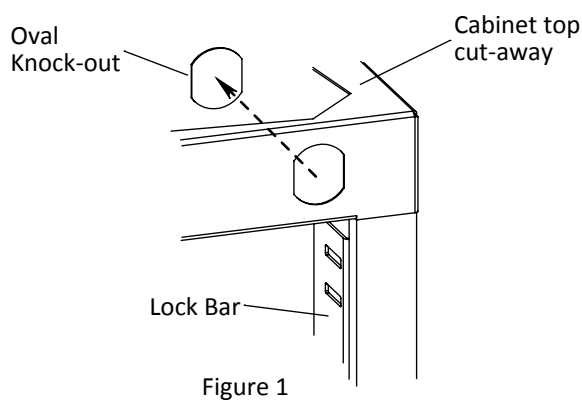
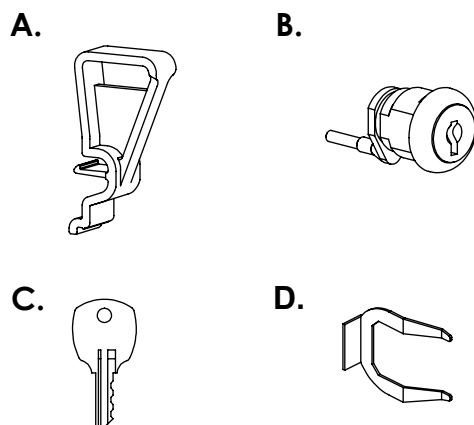


Figure 1

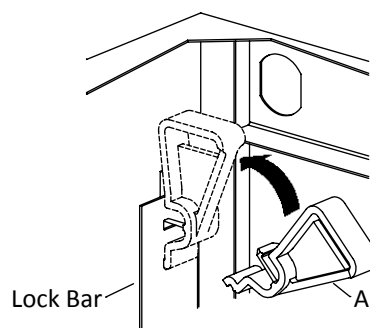


Figure 2

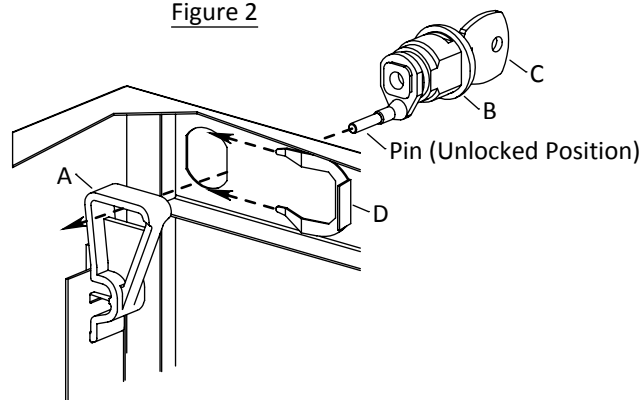


Figure 3

Commercial File: Lock Kit Replacement Instructions

IMPORTANT! Use caution near sheet metal corners and edges which may be sharp.

BEFORE YOU BEGIN

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TOOLS REQUIRED

1. Flathead Screwdriver

HOW TO REMOVE THE FILE LOCK

1. Remove spring clip with a flathead screwdriver from the back of the lock and remove lock.

**Proceed to Step 2 and complete the remaining steps of the Commercial File: Lock Kit Assembly Instructions on the back side of this page.*

