LOCK ASSEMBLY INSTRUCTIONS

Use the drawing below as a key to determine which lock assembly instruction to follow. There are three different types of locks used, and the instructions for each are on the following pages.
LOCK ASSEMBLY 1
(SPRING BOLT LOCK ASSEMBLY)

This is a spring bolt lock and the hardware required to attach it to the cabinet. You will find the screws in a bag taped to the inside of the cabinet.

STEP 1
Locate the predrilled holes for the lock
STEP 2
Install spring bolt lock and spacer as shown. Note that the lock catch may point to the top or side of the door. This will depend on where the small holes on the backside of the door are located.

STEP 3
Attach spring bolt lock to door in the pre-drilled holes using the screws required. The drawing shows using a screw gun, but we recommend using a screw driver so the screws do not get stripped by over tightening. If you use a screw gun make sure to use the clutch to prevent stripping.

STEP 4
Spring bolt lock installation completed.
This is a Plunger style lock that will be used in the showcase cabinets of the connection center. The screws to attach the lock will be in a bag taped on the back side of the door.

STEP 1
Locate the glass door of the showcase that has a large hole in the metal door track at the bottom of the door. Remove the door from the showcase by lifting the side of the door closest to the center of the showcase until it stops. Now slide it towards the center of the showcase while still lifting on the one side. There is an opening in the lower track that will allow the door to pop up. When this happens make sure to note where the door finally popped up. Now keep on sliding the door in the same direction as before, but this time once you get near the position where the door popped up start lifting the other side of the door. The other side of the door should pop up and you can now tilt the bottom of the door towards your body and lower it in one motion to free the door from the showcase.

STEP 2
Turn the door over so you see the smaller holes. Now insert the plunger lock as shown. Get your screws from the bag taped to the door and use them to attach the lock. Make sure you use a screwdriver when attaching this lock.

STEP 3
Plunger lock installation complete
This is a cam lock and the hardware provided to attach it to a cabinet. There are also two pages of drawings showing the components unassembled. For reference and if any confusion occurs when assembling the lock, please refer to the drawing labeled “camlock (wood) Installation instructions”. When installing these locks we will not be using the large three fingered washer.

STEP 1
Remove the large hex nut from the cam lock, this should allow you to insert the lock into the metal cabinet. Open the metal case on top of the showcase. Place the cam lock into the hole so the number 1 on the face of the cam lock is facing up.
STEP 2
Now attach the large hex nut by finger tightening it at first and then use one of the tools pictured to the right to really get the cam lock snug.

STEP 3
Next make sure the metal lid of the cabinet is open and resting at an angle away from you. This position will help when working with the lock and the small components. Unscrew the small hex nut and remove everything but the cam positioner from the lock. If the positioner falls off refer to the pictures to the right for which way it should be placed back on the lock.

STEP 4
Now grab the cam adapter and the cam. Attach the cam adapter to the cam as you see in the picture to the right. This should be a press fit and can be removed easily with a screw driver. Make sure to note the opening of the cam adapter and how it is longer in one direction than the other. If you have a two tier metal cabinet that requires two locks make sure you turn the cam adapter 90 degrees before press fitting it into the cam.
STEP 5
Place the cam, lock washer and small three fingered washer on the lock. When installing one lock in a single tier metal cabinet make sure the cam is pointing to the right like the picture to the right. However if you have a double tier metal cabinet that requires two locks, the cam needs to point directly up or at you. If you have this style cabinet and didn’t attach your cam adapter correctly just take the cam adapter out by using a screw driver. Now turn the cam adapter 90 degrees and press fitting it back in the cam.

STEP 6
Once these items are on the lock, finger tighten the small hex nut to keep everything from falling off. Now use one of tools pictured to the right to really get the small hex nut snug.

STEP 7
Notice the small tabs of the three fingered washer. In order to guarantee the small hex nut from ever backing off the lock you must bend the tabs over the small hex nut.

STEP 8
Cam lock installation complete.