LOCKER MAINTENANCE GUIDE

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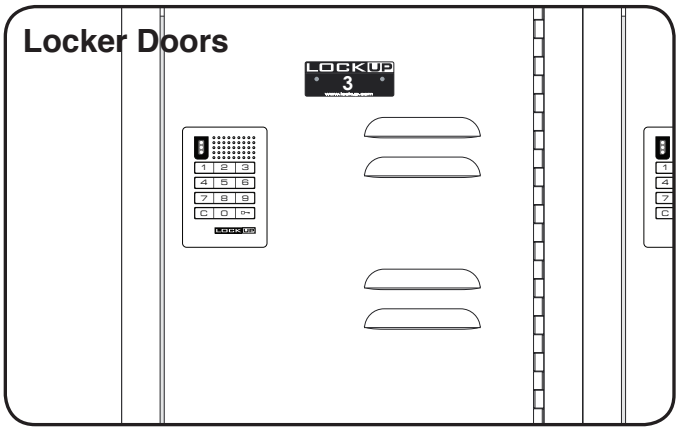
ROUTINE MAINTENANCE

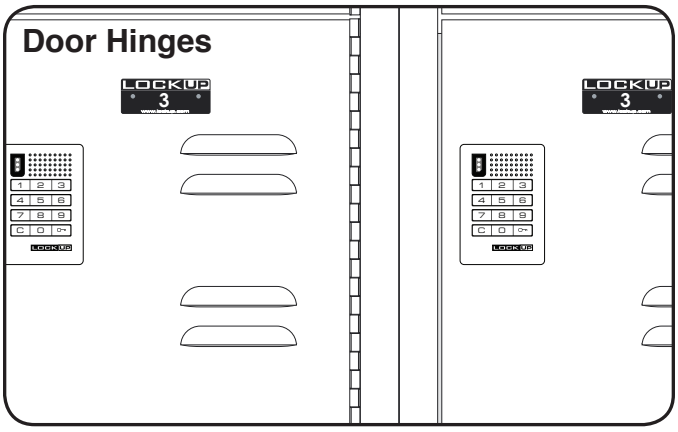
Inspect

Locker Doors



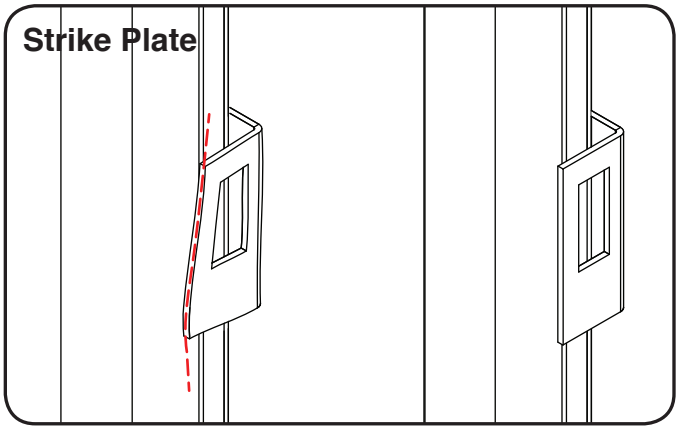
Ensure locker doors move freely without sagging, sticking, or rubbing.

Door Hinges



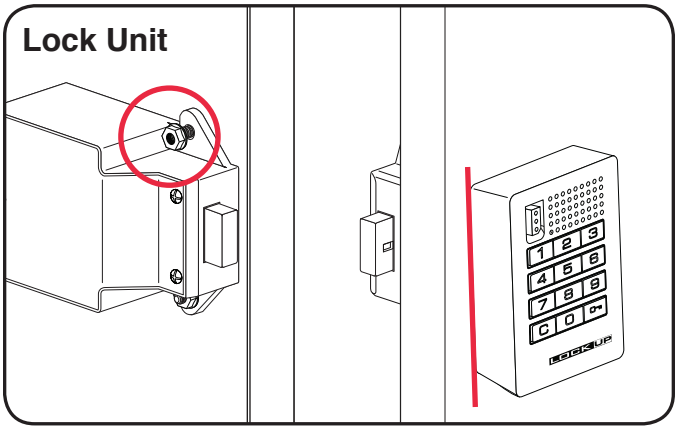
Inspect locker hinges for damage and excessive wear.

Strike Plate



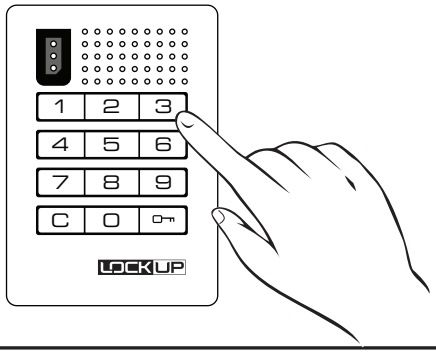
Check strike plates and mounting hardware are aligned, secured, and properly installed.

Lock Unit



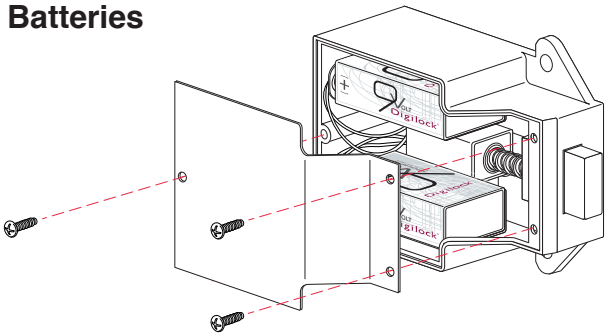
Check locks' keypad for sticking and loose mounting hardware.

Lock Operation



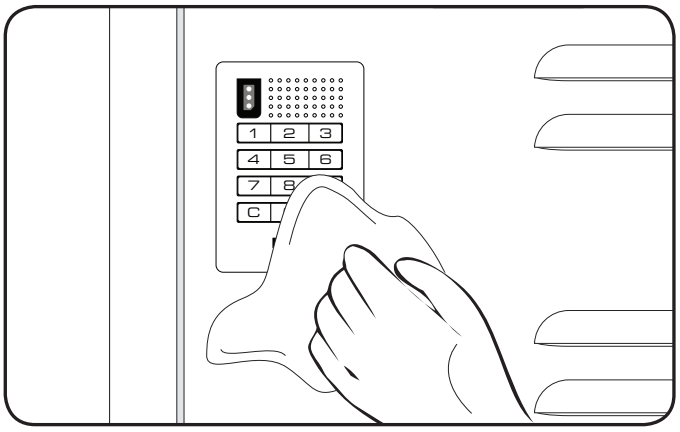
Test locks for normal operation.

Batteries

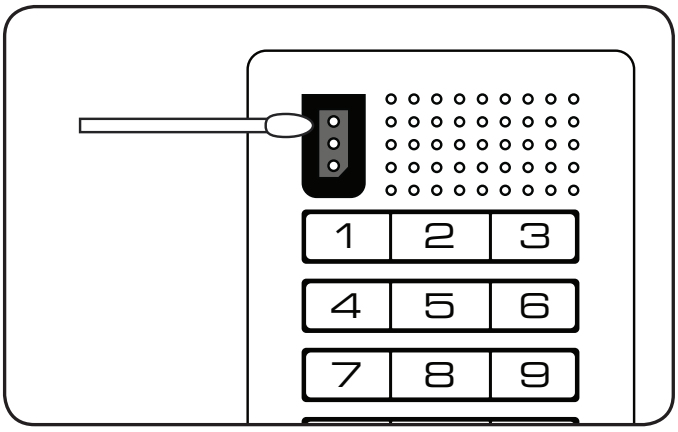


Check if batteries need replacement.

Clean the Lock



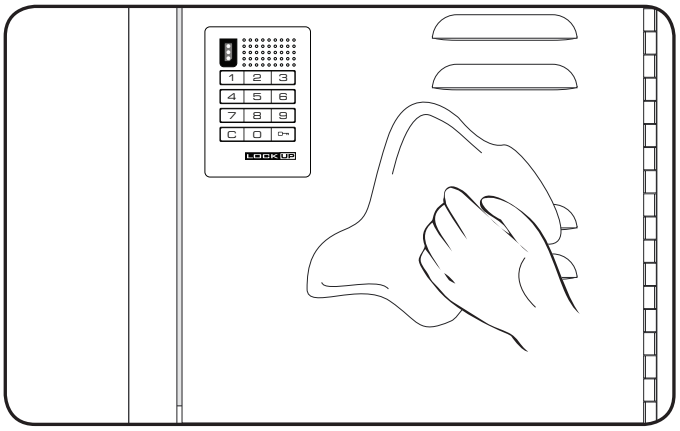
Wipe down the lock with a moistened wipe followed by a dry, clean cloth to prevent build-up.



If the key slot requires cleaning, go over the contact pins with a cotton swab lightly moistened with rubbing alcohol.

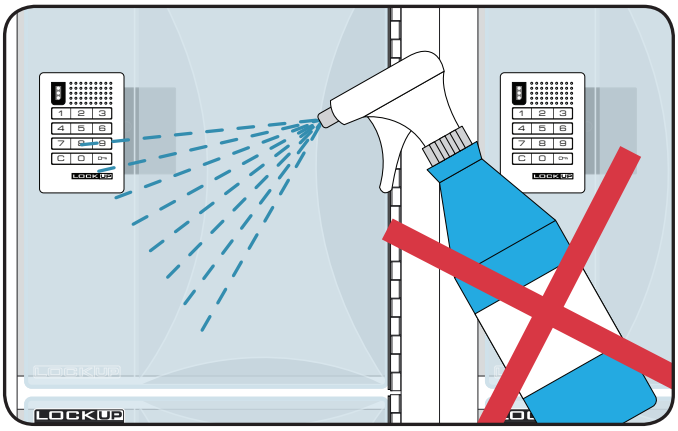
Warning: No form of liquid cleaner should be used directly on the locks as these may cause corrosion and/or lock failure.

Clean the Locker



Wipe down the exterior and interior of the locker using a non-abrasive cloth.

Warning: Do not spray cleaning solution directly on the locker or lock; apply first to the non-abrasive cloth.

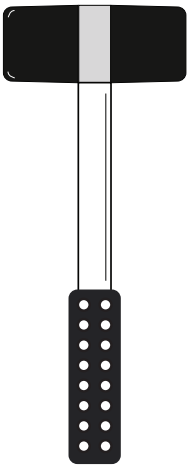


Warning: Do not use any abrasive, acidic, or alkaline chemicals as these may harm the finished surfaces.

LOCKUP ALIGNMENT & ADJUSTMENT GUIDE

Required Tools

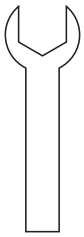
Soft Jaw Needle Nose Pliers



Soft Face, Non-Marring Mallet

3/8" Socket
(deep socket required)

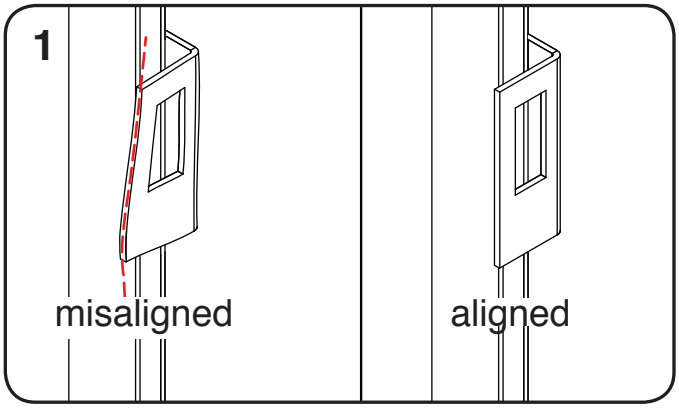
or



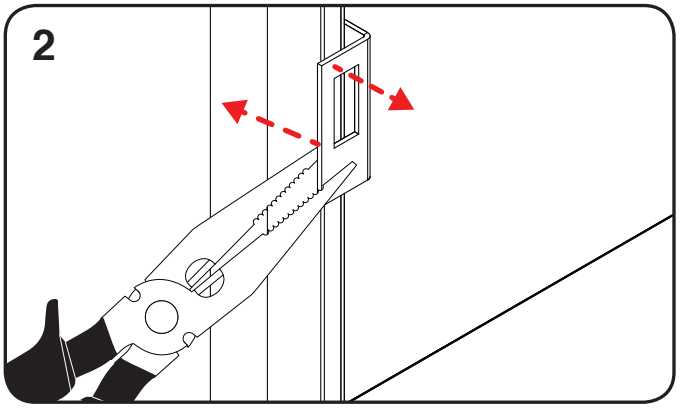
3/8" Crescent Wrench

Strike Plate

Warning: Do not apply forceful pressure as it could break the welds of the strike plate which will require the locker to be replaced.

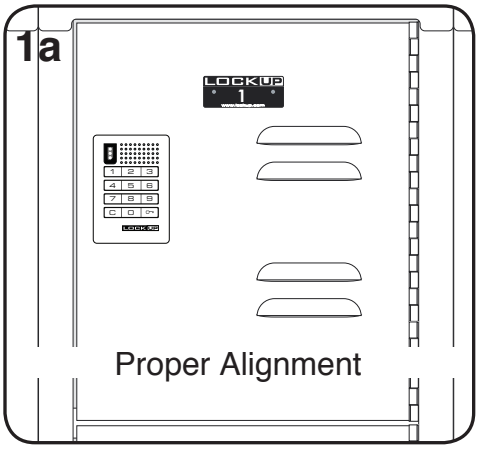


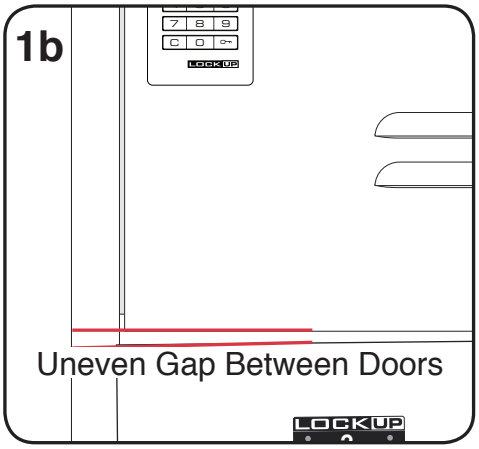
Ensure that strike plate is properly aligned.

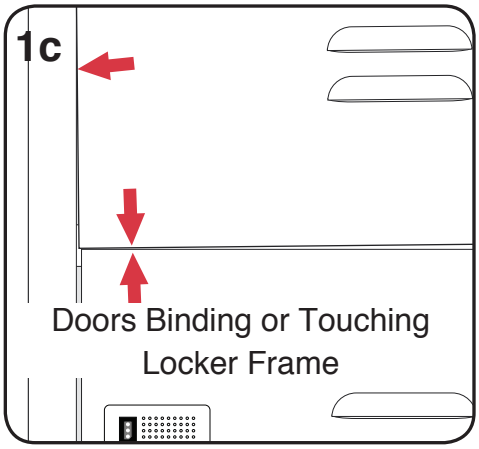


If misaligned, use a needle nose plier to gently bend the strike plate so that it is parallel with the locker frame.

Locker Door

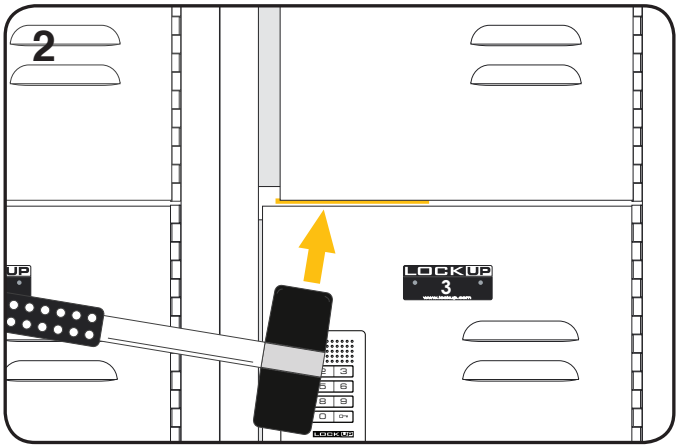




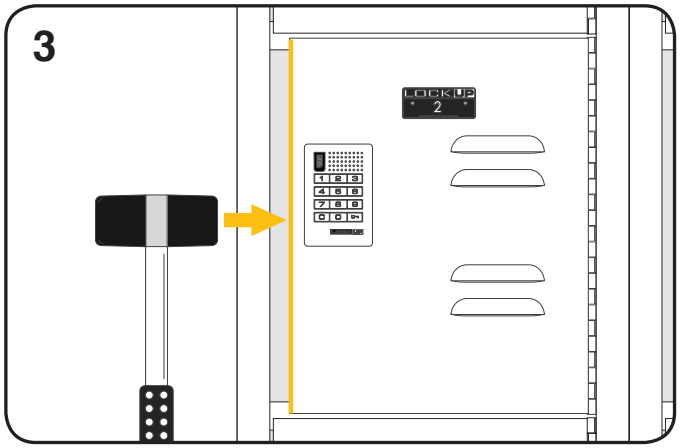


Ensure locker doors are aligned.

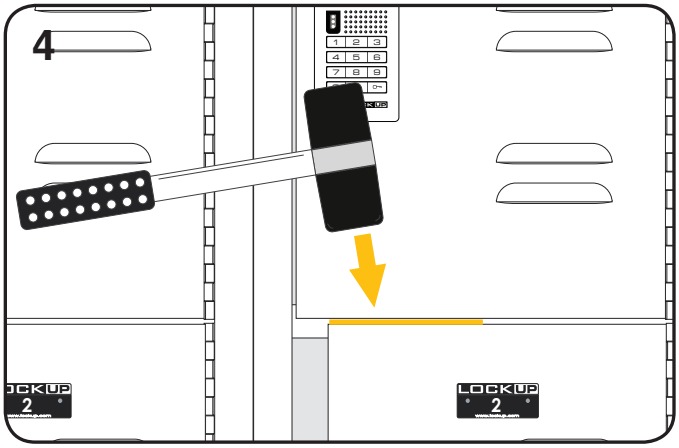
Warning: Do not strike the interior lip of the door as it could cause damage to the perimeter or the finish of the door. Covering the edge with a masking or painter's tape will help protect the finish.



If the door is making contact with the frame or with the door below it, open the door so that it is 90 degrees to the frame. Gently tap upwards on the lower outer edge of the door until sufficient clearance is achieved.



If the door is making contact with the outer edge of the frame near the strike plate, open the door 90 degrees. Gently tap inwards on the outer edge of the door. Close and inspect for clearance.

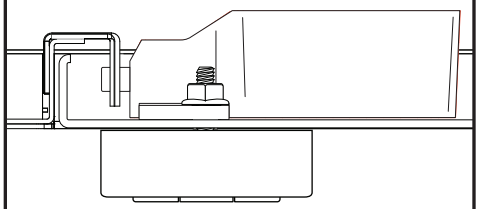


If the door is making contact with the door above it, first inspect the doors on the higher tiers and adjust as necessary. If additional adjustment is required, tap downwards on the upper edge of the lowest door making contact.

Lock

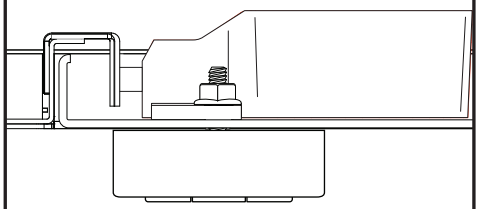
Warning: Do not overtighten locking nuts.

1a



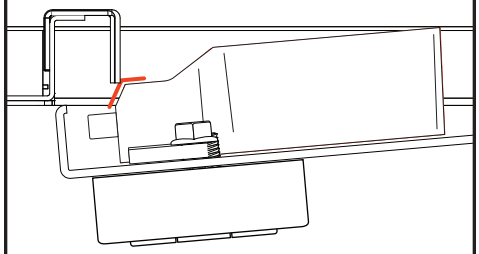
Proper Alignment

1b



Bolt Not Reaching Strike Plate

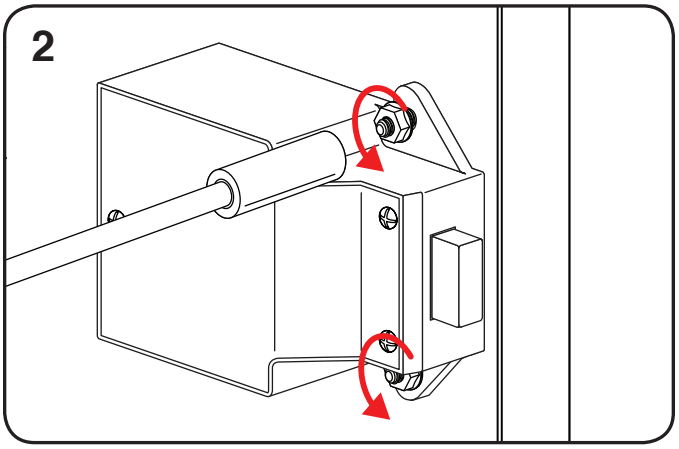
1c



Rear Unit Hitting Strike Plate

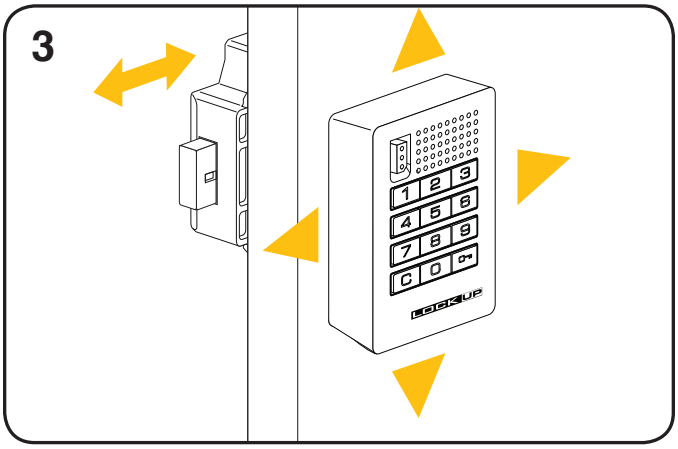
Ensure locks are mounted properly.

2



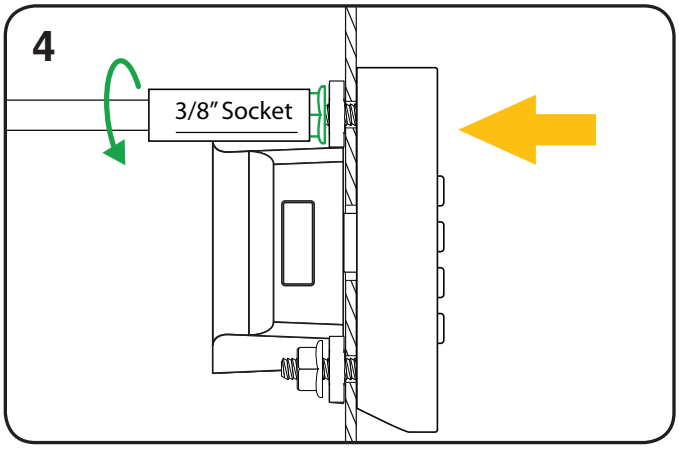
To adjust, loosen both locking nuts.

3



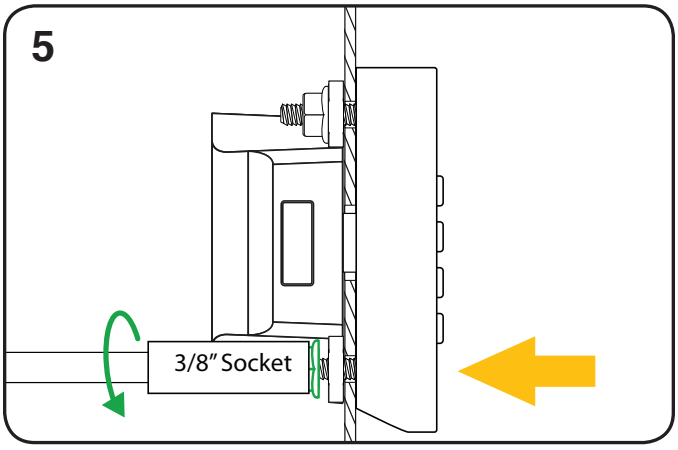
Adjust the front or rear unit to proper position.

4



Apply light clockwise pressure on the upper portion of the front unit while securing the upper nut.

5

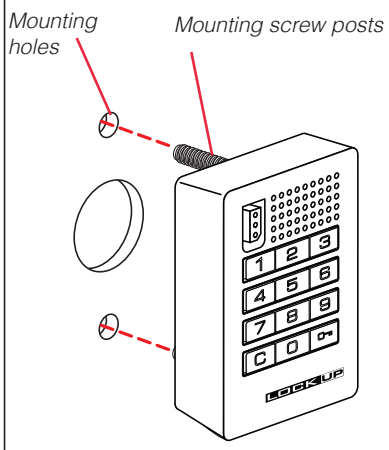


Secure the lower nut while applying light counter clockwise pressure to the lower portion of the front unit.

6 Inspect and test for normal lock operation.

REPLACEMENT LOCK INSTALLATION

1

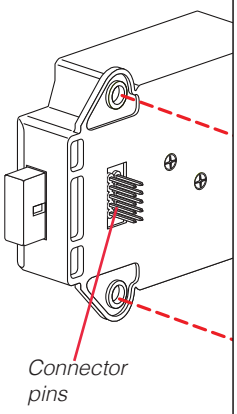


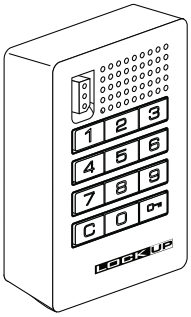
On the front unit, while disconnected from the rear unit, press C for 3 seconds.

Place the mounting screw posts of the front unit through the mounting holes on the front of the door.

2

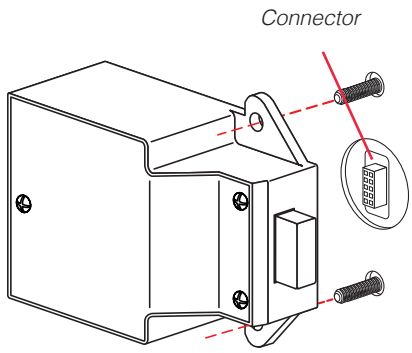
Warning: Do not touch the connector pins of the rear unit against any metal or conductive surface. This may short the batteries and/or damage the lock.





While holding the front unit against the front of the door, place the rear unit against the rear of the door. Align the mounting holes of the rear unit with the mounting screw posts.

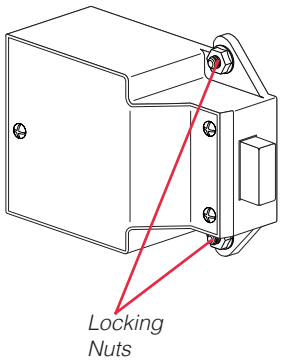
3



Slide the front and rear units together making sure that the connector pins align with the connector.

4

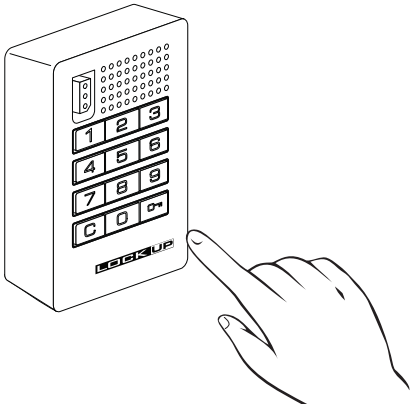
Warning: Do not overtighten locking nuts.



Place the locking nuts over the mounting screw posts and tighten to secure.

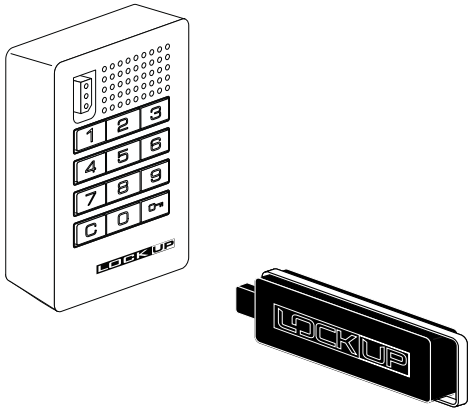
A triple beep will be heard and the LED will flash 3 times to indicate proper connection. If no feedback, separate the units, press C on the front unit and reconnect the units on the door.

5



Test the lock's operation by pressing C then 🔑.
If it operates, the lock is not initialized.

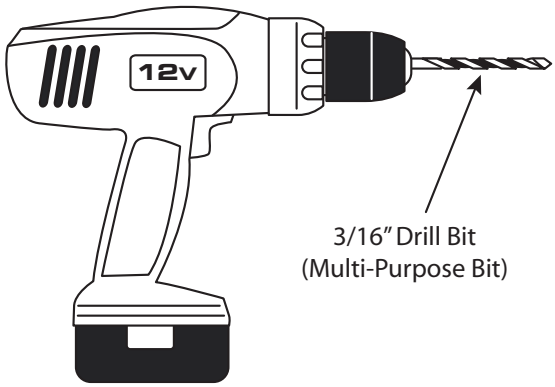
6



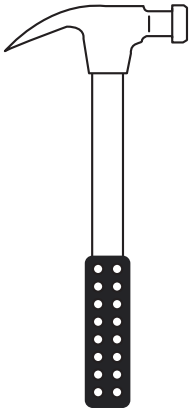
To Initialize, touch the registered Manager Flex Key to the lock.

DOOR REMOVAL & REPLACEMENT

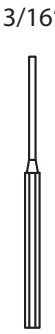
Required Tools



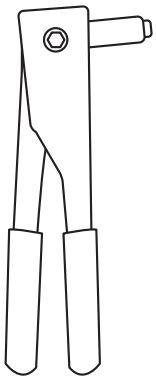
Power Drill



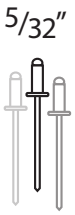
Hammer



Metal Punch



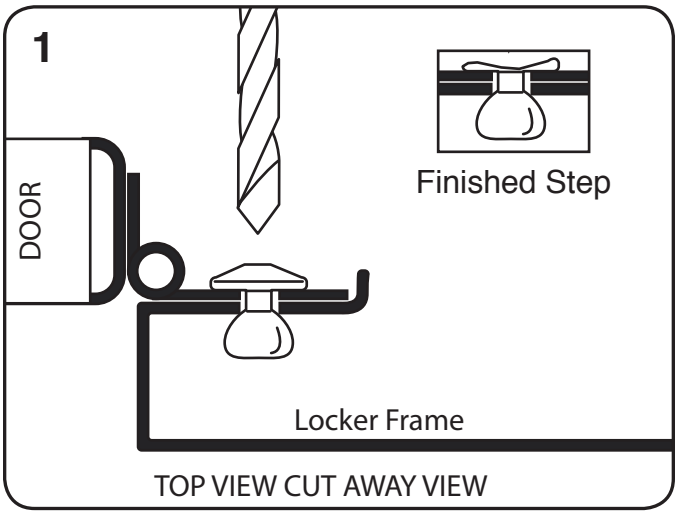
Rivet Gun



Pop Rivets

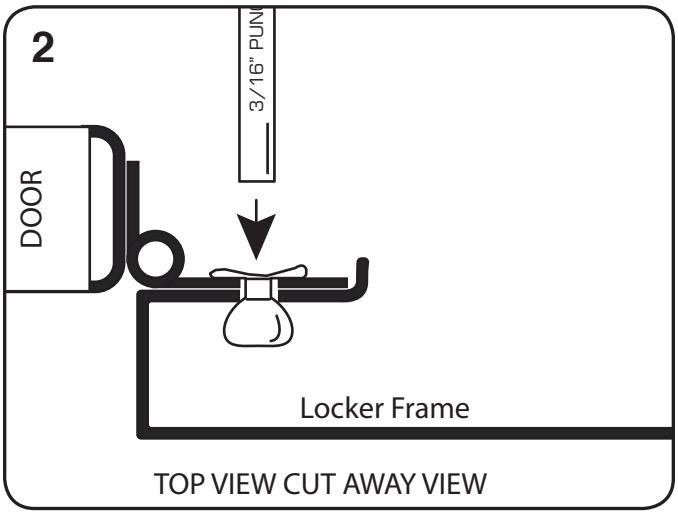
Removing Locker Doors

The number of rivets vary between door sizes.



Drill through the rivet-head using a 3/16" drill bit.

Warning: Do not drill through or pass the metal surface of the locker. The object is to only remove the head of the rivet.

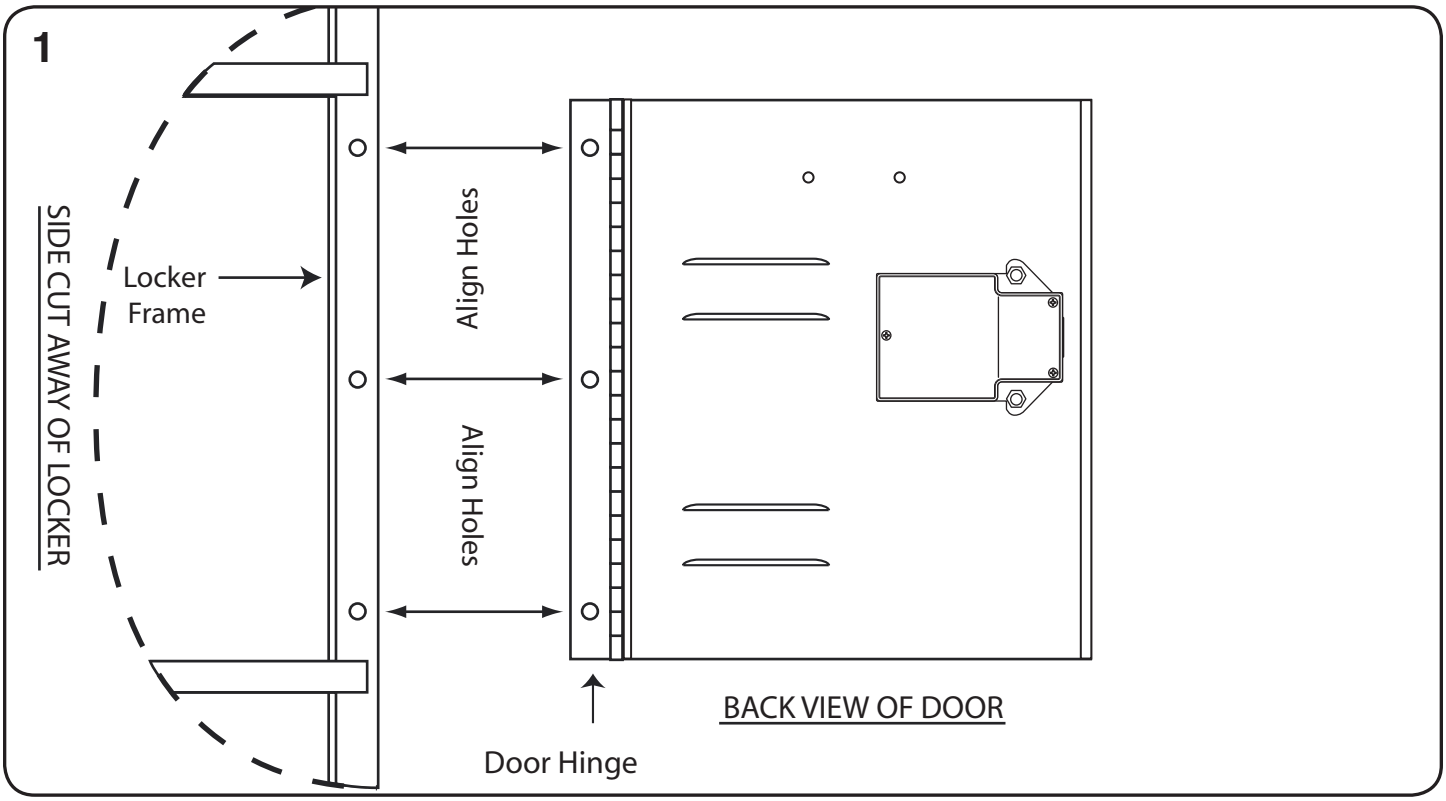


Use the 3/16" metal punch and hammer to drive the remaining body of the rivet through the shelf.

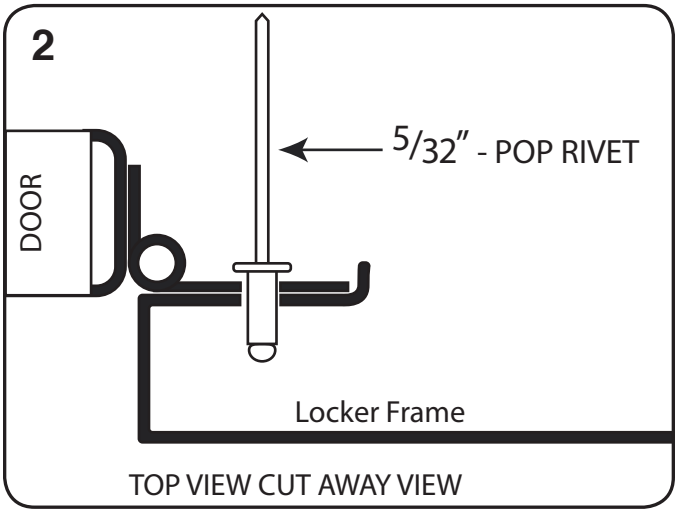
3 Repeat Steps 1 & 2 until all rivets holding the locker door are completely removed.

Door Replacement

Be sure locker frame and holes are free from any obstructions or broken parts before installing a new door.



Align replacement door hinge with the 3 corresponding holes on the locker frame.

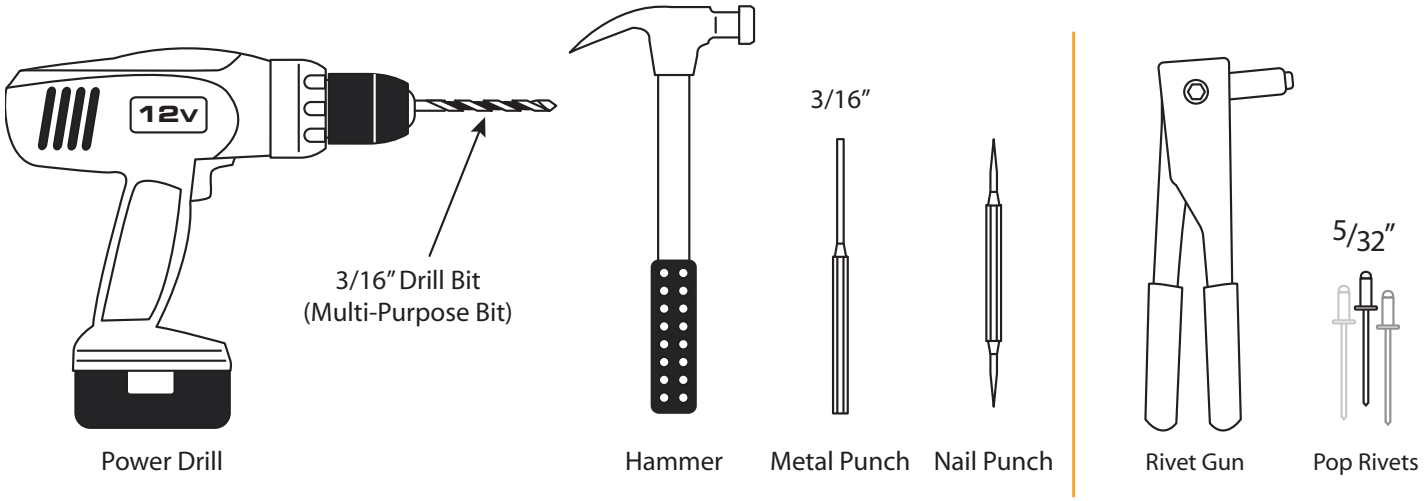


Secure door with 3 5/32" pop rivets through the corresponding holes.

3 Operate the lock with the locker door closed to test alignment of lock and strike plate. If the lock emits 10 rapid beeps, the lock is misaligned. Adjust strike plate or door and test again.

SHELF REMOVAL & REPLACEMENT

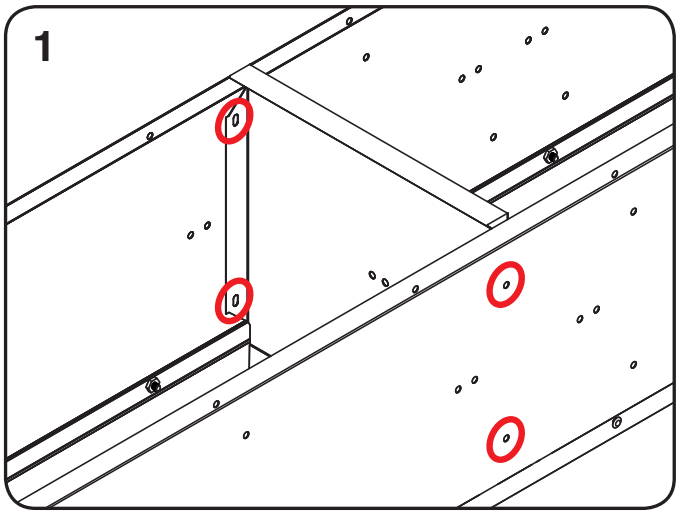
Required Tools



Power Drill | Hammer | Metal Punch | Nail Punch | Rivet Gun | Pop Rivets

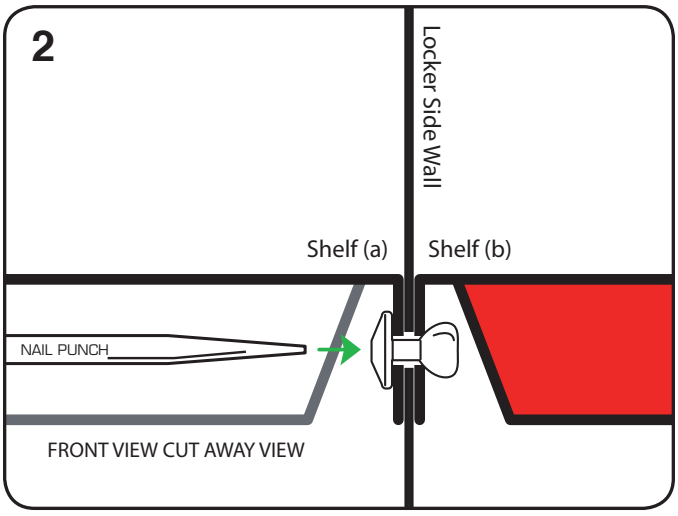
Shelf Removal

Warning: When removing shelf rivets, adjacent shelves are affected.

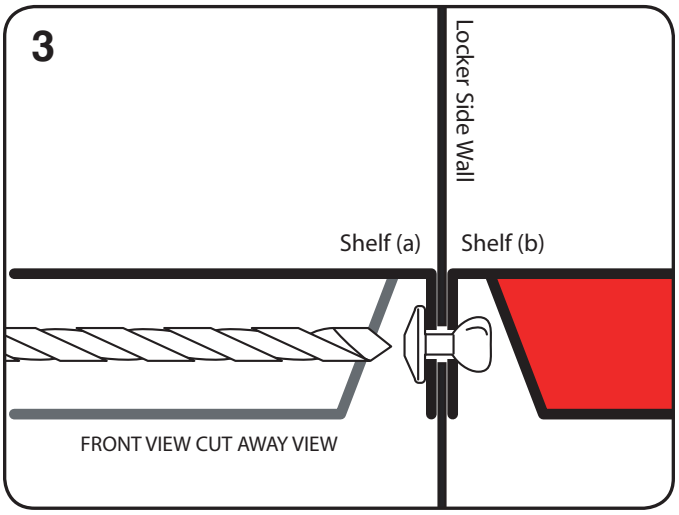


Open two locker doors; at and below the shelf to be replaced.

There are a total of four rivets per shelf that must be removed to complete a shelf replacement.

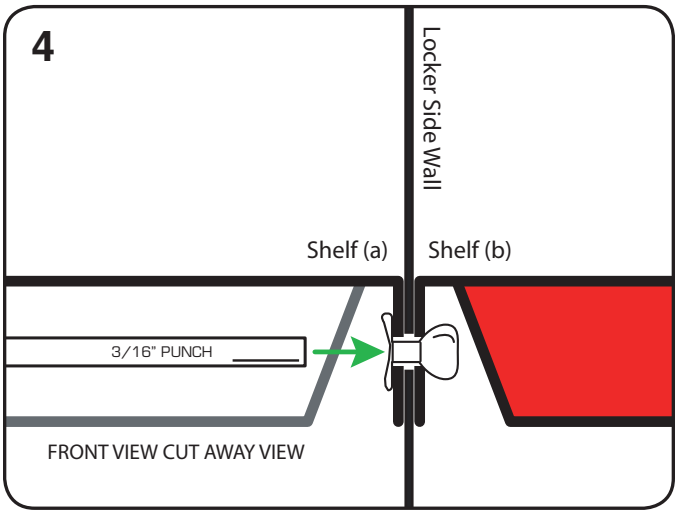


Place the nail punch into the center of the rivet to be drilled out. Tap lightly with the hammer to drive the center of the rivet inward.



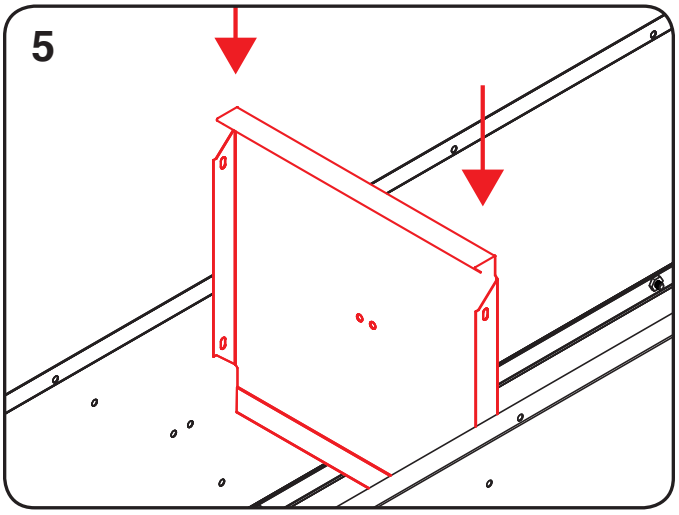
Align the 3/16” drill bit and drill into the center and through the head of the rivet. Be sure to drill out the correct rivets; the rivets are those farthest away from the perimeter of the locker.

Warning: Do not drill through the metal body of the locker. This may cause burrs, sharp edges on the metal or create a larger diameter hole preventing the replacement shelf from being securely attached to the locker body.

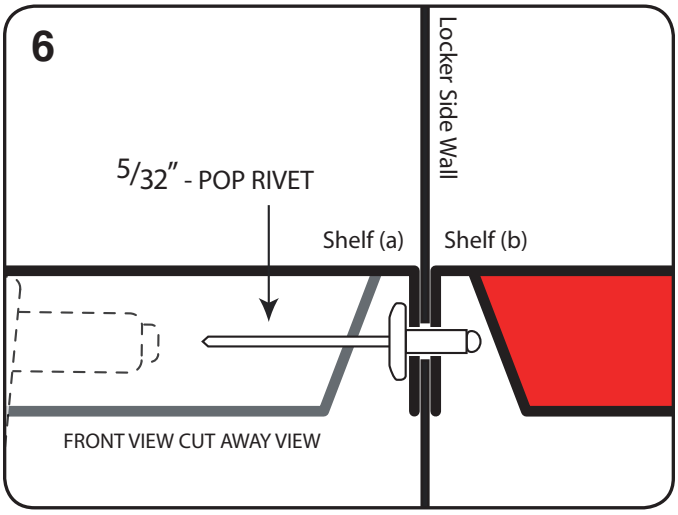


Use the 3/16” metal punch and hammer to drive the remaining body of the rivet through the shelf.

Shelf Replacement



Place the new shelf into position. It will be necessary to rotate the shelf roughly 45 degrees to get it past the door frame. Align the mounting holes of the shelf with the holes left from the previously installed rivets.

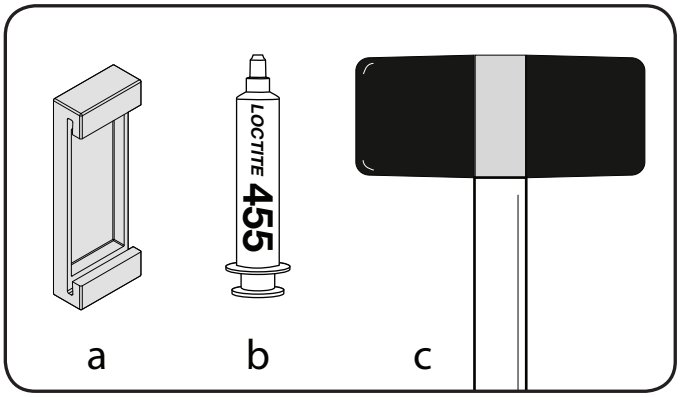


Using four 5/32” pop rivets and a rivet gun, secure the new shelf to the locker body.

7 Clean any leftover metal debris on, inside, and around the locker and/or lock.

STRIKE PLATE TAMPER GUARD

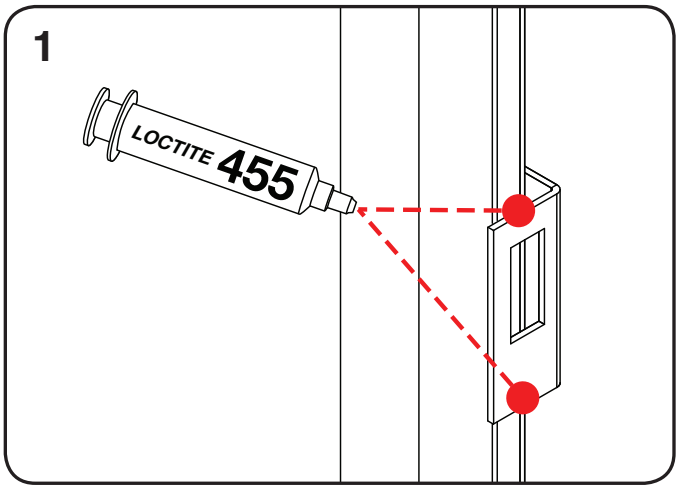
Required Tools



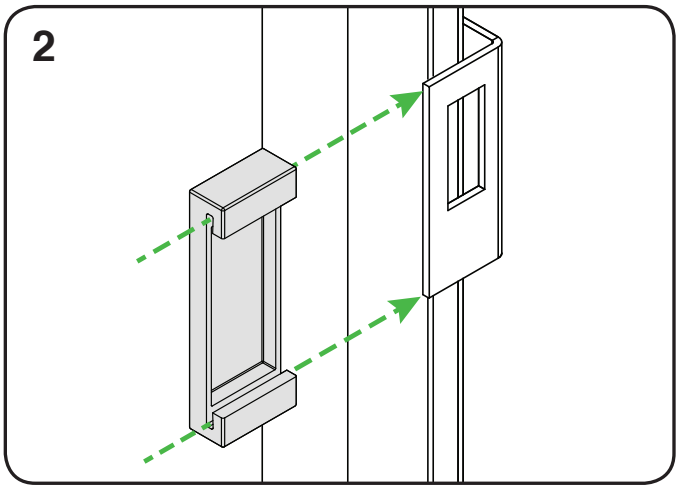
Have the following required items ready:

a) Tamper Guard
b) Recommended Glue (Loctite 455)
c) Rubber Mallet

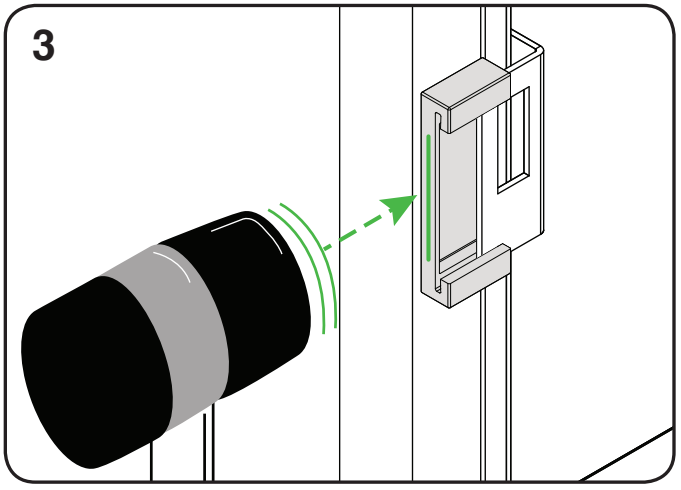
NOTE: Before you begin. Please familiarize your self with the orientation and placement of Strike Tamper Guard and the use of proper protection when attempting this installation (eye protection, respirators and gloves).



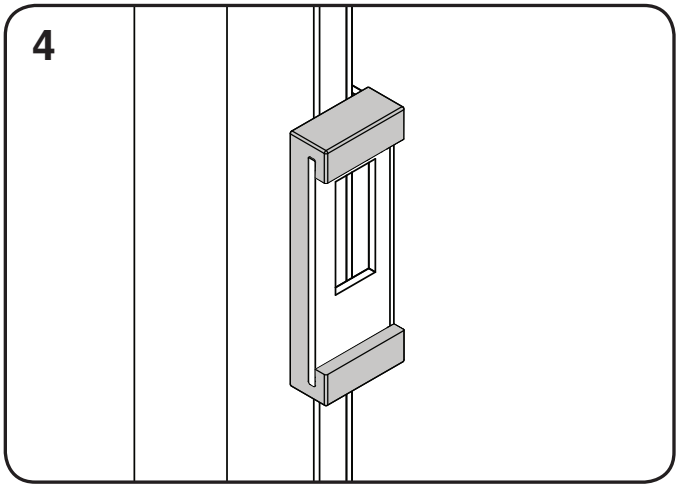
Apply a small amount of glue on the indicated points of the strike plate.



Position then slide the tamper guard by hand as far as possible over and around the strike plate.



Use the rubber mallet to drive the front surface of the tamper guard flush to the strike plate as shown in Step-4.



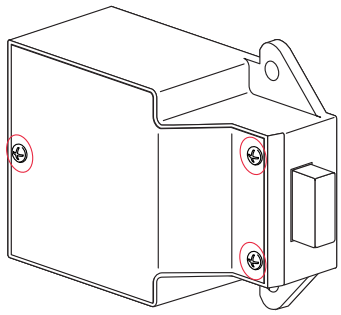
NOTE: To prevent any glue vapor residue from accumulating around the strike area or on the door. Please leave the door wide open for a recommended time of 24 hours.

BATTERY REPLACEMENT GUIDE

The batteries are located in the rear unit of the lock.

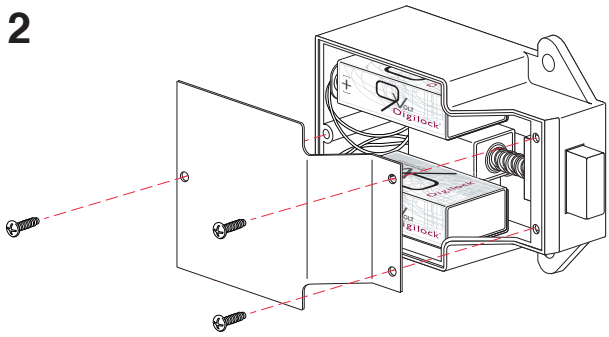
Note: It is not necessary to remove the lock mounting hardware or remove the lock from the locker door to change the batteries.

1



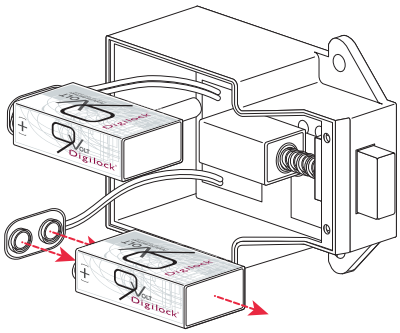
Remove the three screws located on the rear unit.

2



Remove the cover plate.

3

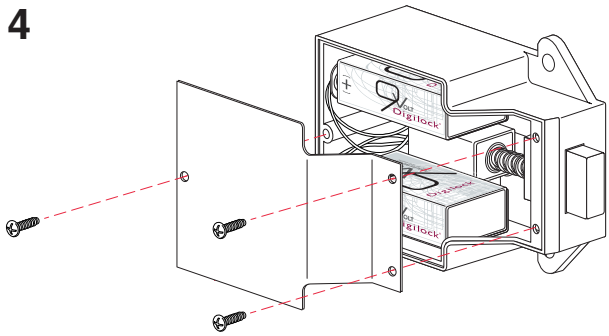


Gently remove both batteries from the snap connectors.

Replace both batteries with 9V high alkaline batteries for optimal performance.

Note: Removing the batteries does not affect the programming of the lock.

4



Reinstall the cover plate.