

## Y12662 3-Person Digital Office Storage Locker Assembly Instructions








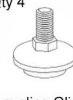


**Applies to:**  
CHAR3PERSLKR & WH3PERSLKR

**Questions? Please call 1-800-443-5117.**

**Customer Service available 8:30 - 5:00 Central Time, Monday - Friday**

### List of Hardware:

Part	Part	Part
Qty 20  Wood Dowel	Qty 12  Shelf Pin	Qty 4  Staggered Hinge for Left & Center Doors
Qty 20  Cam Pin	Qty 3  Door Pull & Screws	Qty 2  Flat Hinge for Right Door
Qty 20  Cam Lock	Qty 4  Leveling Glides	

### Tools Needed:

- Phillips Screwdriver
- A Helper

1) Begin by laying out Back, Left and Right Sides, Bottom and Top as shown (Fig. 1). To help identifying parts please note the following:

Top: finished on all edges  
Back: largest panel  
Bottom: finished front edge only  
Left & Right Sides: 2-sided adhesive tape & inserts for leveling glides on bottom edge.

2) Attach hardware as follows:

Top: 8 cam pins & 8 dowels  
Back: 4 cam locks  
Bottom: 4 cam pins & 4 dowels  
Left & Right Sides: 2 cam locks, 4 cam pins and 4 dowels each Side

3) Attach Bottom to Right Side. Lock in position with cam locks.

4) Attach Back to Right Side. Lock in position with cam locks.

5) Attach Left Side to Back and Bottom. Lock in position with cam locks. Stand upright. (Fig. 2)

Fig. 1



Fig. 2



Fig. 3



Fig. 4

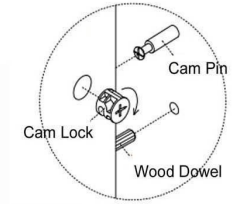
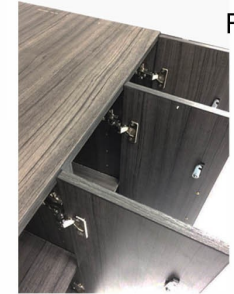


Fig 5



6) Place 4 cam locks in each Center Support. Center Supports are identified by 2 rows of holes on each side which are used for shelf pins. Attach each center support with unfinished edge facing back. Make sure slot for lock catch is toward top front (same as it is on the left side panel). (Fig.3)

7) Connect Top by carefully positioning all cam pins and dowels over holes in unit. Press in position and tighten all cam locks. It may be necessary to move and turn cam pins slightly for alignment to get unit to tighten together properly (Fig. 4).

### 8) Attaching Doors

Lay out 3 doors as shown. Attach 2 hinges and 1 handle to each. Note that doors are the same width, but there are two types of hinges: flat hinges and staggered hinges. The door mounting to the right of the unit will have the flat hinges. The left and center doors will have the staggered hinges for proper alignment.

9) Attach the 6 "+" portion of the hinges to the interior side panels as shown. Only tighten these "+" hinge plates half way so there is up and down play in positioning when attaching the door hinge.

10) Now attach 3 doors by sliding hinge over "+" plate and tightening screw. Doors can be adjusted up and down by adjusting "+" plate and aligned left and right by adjusting two bolts in hinge. **IMPORTANT** – Door with flat hinges attaches to Right Side. Staggered hinges attach to Left and Center for proper alignment (Fig. 5).

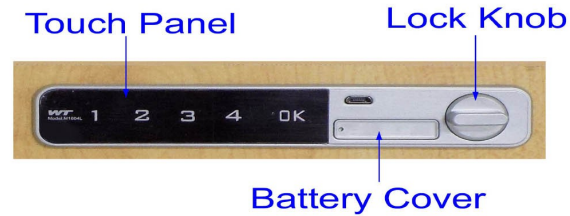
11) Use shelf pins to place shelves at desired height. Note there are two different compartment widths as well as shelf widths to match. Note: Four leveling glides are provided for the underside if unit is to be used on the floor. If using stacked, remove one side of the two-sided adhesive on the underside of the side panels and then carefully place on top of lower unit.

Video on Hinge Door Adjustment available at link:

<http://www.modernofficefurniture.com/office-furniture-assembly-instructions.html>

"How to Adjust Hinges on 4-Door Hutch"

## Digital Lock User Guide



### Inserting the Battery

Insert the provided pin into the hole on the battery cover. Press in and the cover will pop out. Use the pin to gently pry the battery compartment completely open. Install battery with lettering down for horizontal locks and lettering to the left for vertical locks. The last passcode will not be lost after changing the battery.

### Locking & Unlocking

- 1- Input the factory initial passcode to unlock "1 2 3 4 + OK"
- 2- The buzzer will beep and the green open lock indicator will light up. Manually turn the locking knob clockwise to unlock within 3 seconds of the beep. The digital lock can be left in the unlocked position for any length of time while compartment is in use. When ready to lock, just turn the dial counterclockwise and it will lock again.

Note: If an incorrect passcode has been entered you will hear 3 rapid beeps. The lock will shutdown for 60 seconds after an incorrect passcode has been entered 4 times in a row.

### Changing Your Passcode

- 1- Input current passcode and hit "OK". Green unlock indicator will light up. While green light is on, hold finger on "OK" for 2+ seconds until you hear chime and green light starts blinking.
- 2- While green light is blinking enter new desired passcode and press "OK". Your new passcode is set.

Note: Passcode can be from 4-15 digits long.

### Lost or Forgotten Passcode

Please contact Modern Office with the lock serial number located on the top edge of the lock. Modern Office will contact the lock factory and a decode number will be provided for this particular lock. The passcode will then be changed to the initial factory passcode.

Problem	Primary Cause	Solution
When inputting the passcode, 2 beeps are heard and indicator lights flash once.	Battery voltage is low	Change the battery (CR2032 Battery needed)
When inputting the passcode, 2 beeps are heard and "low voltage" light stays on – lock cannot be opened.	Knob is not in the right position	Turn knob to the right
No sound on buttons, lock can open.	Buzzer is broken	Replace the digital lock