

## Assembly Instructions

# Commercial File Lock Kit

### Lock Kit Includes:

1 Lock	2 Keys
1 Spring Clip	1 Lock Bar

### Tools needed:

Punch  
Hammer

### 1 Removing the Knock-Out

Your commercial cabinet has an oval knock-out die-cut in the top right corner of the cabinet frame (as you face the cabinet). To install this lock, you must first remove the knock-out space by placing a punch on the outside of the cabinet at the center of the knock-out and tapping the end of the punch with a hammer (see illustration 1a).

### 2 Installing the Lock Bar Attachment

On the right side wall of the inside of the cabinet (as you face the drawer) you will find a lock bar running vertically against the cabinet side. There are two horizontal slots at the top of the lock bar (bar may need to be pulled up to access the slots). Insert the bottom edge of the lock bar attachment into the lower slot (the piece will need to be angled with the top away from the lock bar) then snap the top edge into the upper slot of the lock bar (see illustration 2a).

### 3 Installing the Lock

Start with the lock in the unlocked position. Key should be upright and pin in back of locking mechanism is positioned at bottom. Key should turn in a counter-clockwise direction to rotate locking pin (see illustration 3a). From the front of the cabinet, push lock through the die cut hole fully so that the locking pin fits inside the left (facing the drawer) of slot on the lock bar attachment. Once the locking mechanism has been fully inserted, slide the spring clip over the lock mechanism just behind the cabinet front so that the prongs of the clip fit the grooves on the lock mechanism. The flange of the spring clip should be facing the back of the cabinet (see illustration 3b).

If the lock has been installed correctly, when you lock the cabinet the lock pin will slide across the slot of the lock bar attachment and lift it.

