

## **SP-MB Lock Kit Installation Guide**

(for Mobile Pedestals, Box/File, Box/Box/File, File/File)

### **Lock Body Installation**

**Note:** May be easier to drill lock hole with Top Drawer Face removed, however is not necessary to remove Drawer Face to do the installation.



#### **To remove Top Drawer Face:**

- First remove **Pulls** from **Top Drawer Face** by removing screws located inside **Drawer Box**.
- Next Remove **Top Drawer Face** from **Drawer Box** by removing the remaining screws located inside **Drawer Box**.

#### **Drilling Lock Hole**

- Tip: Place a **Backing Board** onto back side of **Drawer Face** where **Lock Hole** will be drilled to help prevent blow out.
- Clamp **Lock Hole Jig** and **Backing Board** to top of **Drawer Face**. Make sure Top of **Lock Hole Jig** is up and using the correct side for left or right **Lock Hole** (Lock Hole Jig will be labelled for left and right locking).
- Use **5/8" Drill Bit** to drill **Lock Hole** and mount **Lock Body** into hole, use **5/8" Screw** to secure it to the back side of the **Drawer Face** the **Lock Hole** and Reassemble Drawer Face and Box.

### **Lock Bar installation**

- Remove Drawers, and then remove hardware from Pedestal Side matching the side of Drawer Face where lock is installed (EG: Right Lock = Right Side).
- Place **Lock Bar** into lock bar groove (located in pedestal's side) and put Pedestal Side hardware back on.
- **Box Drawers:** Mount **Lock Bar Pin** into **Lock Bar** "one finger distance" or about 3/8" **below** bottom of Drawer Slide.
- **File Drawers:** Mount **Lock Bar Pin** into **Lock Bar** directly **above** Drawer Slide (without spacing).



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### **Drawer Box Hardware (Lock Wedge)**



- **Box Drawers:**
  - Set **Lock Wedge Jig** on the side of the **Drawer Box** flush to the back of the **Drawer Face** on the under-side of the Slide (to align with Box's **Lock Bar Pin**).
  - Place **Lock Wedge** into slot of **Lock Wedge Jig** and mount it to **Drawer Box** with **7/16" Screw** through only the slotted hole in **Lock Wedge** (will use round hole later but this allows for adjustment.)
  
- **File Drawer:**
  - Rotate **Lock Wedge Jig** onto its side and Set on the side of the **Drawer Box** flush to the back of the **Drawer Face** on the topside of the Slide (to align with File's **Lock Bar Pin**).
  - Place **Lock Wedge** into slot of **Lock Wedge Jig** and mount it to **Drawer Box** with **7/16" Screw** through only the slotted hole in **Lock Wedge** (will use round hole later but this allows for adjustment.)
  
- Make sure **Lock Body** is in the down position and Re-insert Drawers into Pedestal Body to check if hardware is aligned. Insert **Lock Core** into **Lock Body** with Drawers Closed and check if unit successfully locks.
  
- Adjust **Lock Wedges** as needed and then secure with second **7/16" Screw** through round hole.