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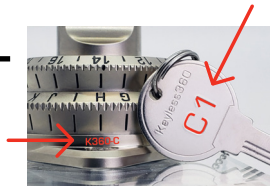
KEYLESS360 POST-INSTALLATION QUALITY ASSURANCE CHECKLIST

FOLLOWING INSTALLATION OF LOCKERS/LOCKS THE FOLLOWING ITEMS MUST BE CHECKED BY INSTALLERS TO ENSURE LOCKS ARE WORKING PROPERLY.

Locker doors should remain open until this check has been completed and installers have ensured all locks are functioning properly.

STEP 1



Ensure key codes on all Master Keys provided match the key codes located at base of all locks supplied. (Ex: On the Master Key you will see a code in the form of "**C**1" on the base of lock you will see a code in the form of "K360-**C**")

STEP 2 **While locker door remains open, insert the Master Key and turn from lock to unlock position ensuring the latch operates in sync with knob function.**

STEP 3 **If the knob still does not turn after ensuring the proper Master Key with matching key code is being used then the lock must be removed from the locker door as it is not responding to Master Key and in case of lockout the lock can only be removed by drilling the lock off of the locker.**

STEP 4 **Check that all of the cams latch properly with the strike plate, ensuring there are no obstructions which may impair the lock functionality. The lock should be able to turn from lock position to unlock position freely without any friction or force.** (if cam does not latch properly, check proper routing position and strike plate placement)

STEP 5 **Set the lock for use - Insert Master Key pointing towards the Lock symbol. Turn Master Key to the Unlock symbol. Spin each dial until it stops. Then turn the knob back to the Lock symbol and remove the Master Key. After removing the Master Key return the knob to the unlock position and scramble the dials. Leave lock in unlock position to be ready for users.**

STEP 6 **Collect all Master Keys provided and surrender them ALL to the Facility Manager.**

STEP 7 **Ensure the user instructions are placed in a clearly visible area on the inside of every locker door.** Manager instructions should be given to facility manager for management use only.

When these steps are followed there will be no actions needed to maintain or clean for these locks for many many years.

Simply Perfect. Perfectly Simple.

1825 W. Walnut Hill Ln., Suite 102, Irving, TX 75038, USA
+1 972-331-2770 | info@keyless.co | www.keyless.co