

Tools Required:

1. 3/8 metal drill bit (**MOUNTING BOLTS ARE PACKED INSIDE OF TUBES**)
2. Electric drill
3. Adjustable wrench or socket

Setting your combination The lock is preset from the factory at 0000.

1. Unlock the mechanism and insert the special key in the keyhole, pressing in firmly, and turn one quarter turn in either direction. (Key will click into place.)
2. Set numerical combination. Return the key to original position, remove from locking device and store in a safe place. **Remember the combination you have selected!**
3. To lock, depress mechanism and scramble the numbers.

Installing the Job Site Office Door Lock.

1. Insert the smaller half of the Job Site Office Door Lock into the larger half aligning the holes with the lock mechanism. (Hole side in first)
2. Adjust the Jobsite Office Door Lock while against the outside of the door you wish to secure so approximately 2" overhangs on each side of the door.

(Be sure the locking pin and hole align for this 2" overhang)

3. Depress locking mechanism so the pin enters the appropriate hole.
4. Install the mounting brackets--one on each side of the office door lock.
5. Hold the Job Site Office Door Lock against the door at the desired position.
6. **(Allowing approximately 1/4" 'play' at either end.)** Mark the hole location for each mounting bracket keeping them as close to the door edges as possible and while keeping the Job Site Office Door Lock as level as possible.

NOTE: A goal is to drill your mounting holes through the door jam or framework for a more secure fit. Recommend mounting is 4-6 inches above the door knob.

6. **Prior to drilling**, take note to what is on the opposite side. Remove damageable items, wiring, etc. Using a 3/8" metal drill bit, drill completely through where you have marked your holes.

7. Once you have drilled all four holes, insert the four carriage bolts provided through the mounting brackets. Be sure the one long bolt provided will be on the door knob side at the **bottom** position. **(Bolts packed inside of tubes.)**

(This is where you will store the Job-site Office Door Lock inside.)

8. Install both brackets from the outside with the carriage bolts provided, and place the plate washers accordingly on the inside.

9. Use the nuts provided to secure the brackets and tighten them with an adjustable wrench or socket.

10. Store your Job-site Office Door Lock hanging it on the longest carriage bolt inside, next to the door knob. (See step 3 under remove and store)

Secure your Office Door.

Be sure all personnel are out of the area prior to it being secured!.

1. Insert key and turn a quarter turn to the clockwise direction allowing the lock mechanism plunger to 'pop out.' Return key one quarter turn counter clockwise and remove. Secure key in a safe location.
2. Align the Job Site Office Door Lock with its brackets, having the lock mechanism facing **down**.
3. Extend both ends outward inserting them into the brackets firmly.
4. Depress the locking button (slight adjustment may be needed for pin to align).

Remove and store your Job Site Office Door Lock

1. Insert key and turn one quarter turn clockwise or turn dials so lock mechanism 'pops out'. (Slight adjustment may be needed to remove pressure from the pin).
2. Retract both ends from the mounting brackets and remove.
3. Invert the inner tube so the holes are **furthest out**. Depress the locking mechanism at the shortest position and store it hanging inside on the longest carriage bolt close to the door knob. (Figure 4) Remove the key and store in a safe location.
4. Train yourself and employees to install the Job Site Office Door Lock at the end of each day. **Be sure all personnel are out of the area prior to it being secured!.**