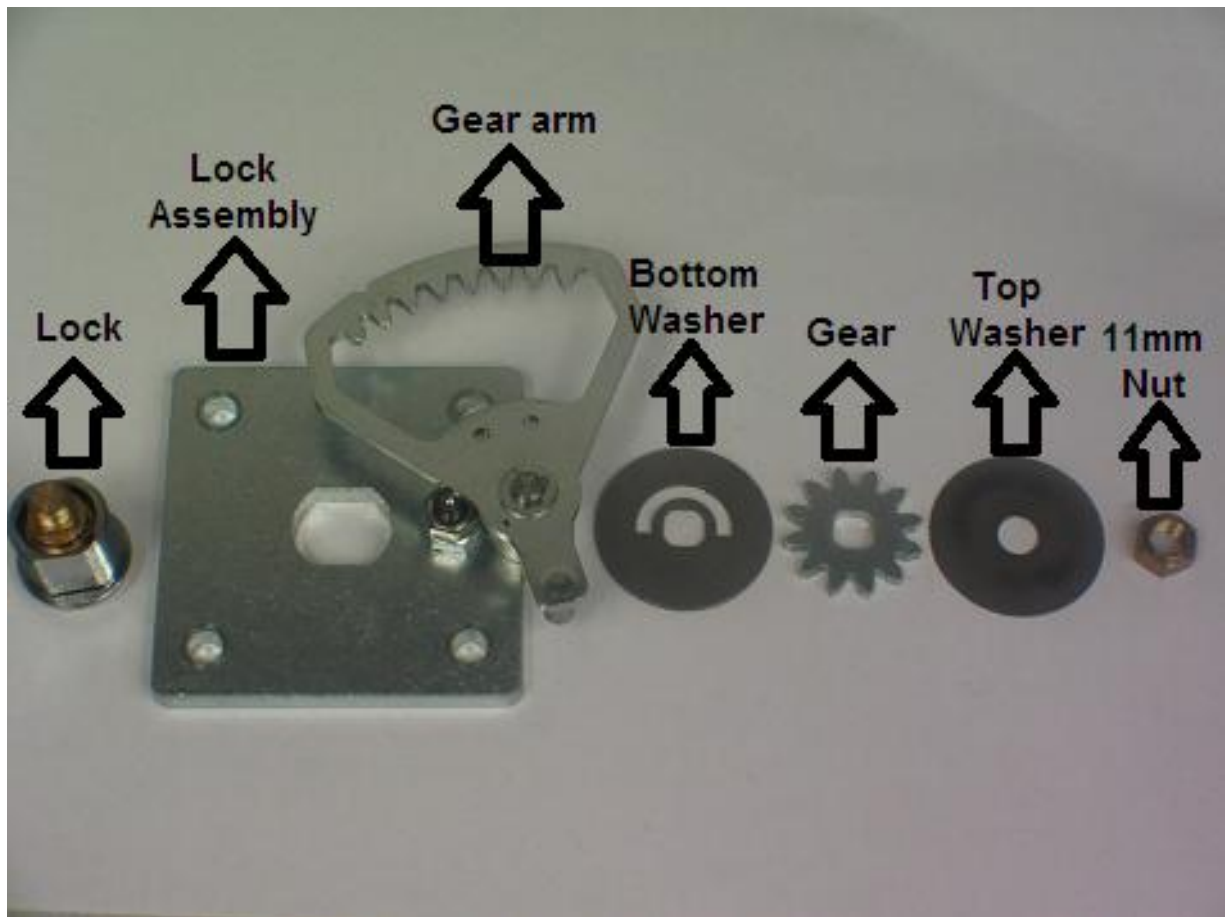


Change Locks Procedure Level 2

### Bottom Cabinet Locks

Tools & Parts needed to perform this task:

- 10mm wrench and socket or nut-driver
- 11mm wrench and socket or nut-driver
- Replacement Bottom Cabinet Lock



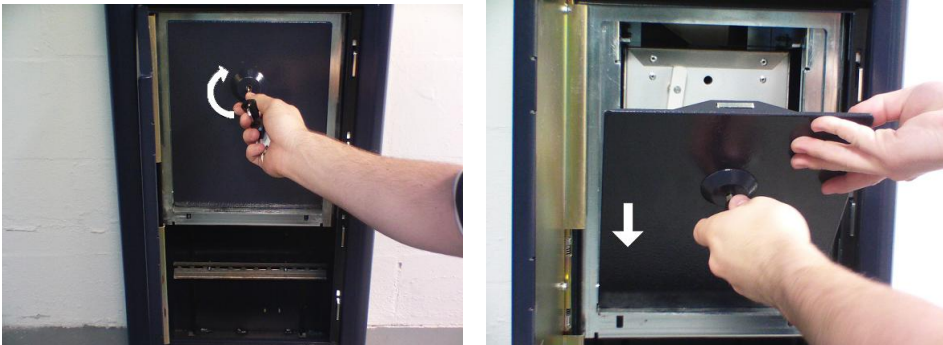
1. Insert bottom cabinet key and turn clockwise, to open the bottom cabinet door.



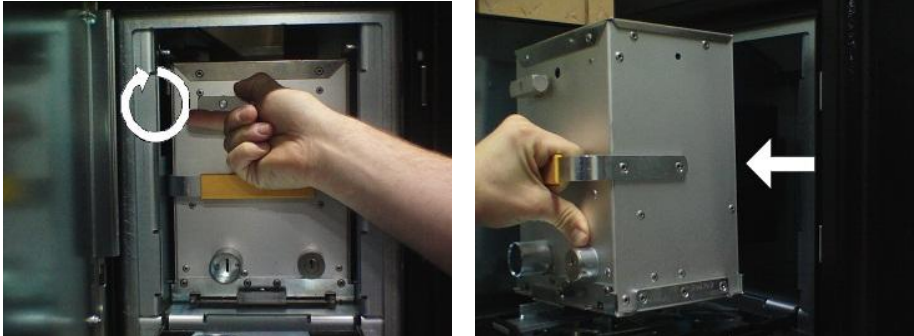
2. Then turn the key counter-clockwise.



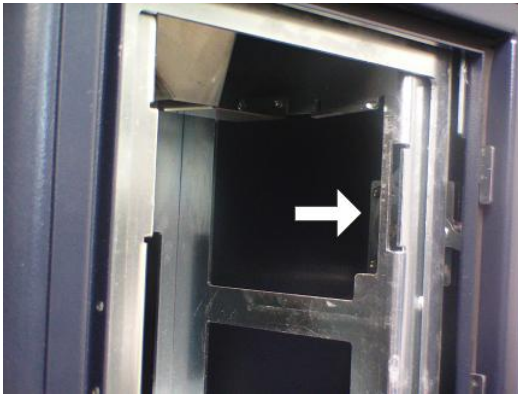
3. Insert your key into the coin vault door, turn the key clockwise and use your other hand to gently drop the coin vault door until it is in its stable position.



4. Turn the latch lever on the front of the coin box in a clockwise direction, making the latch lever horizontal, and then carefully pull the coin box out.



5. Locate the lock assembly behind the coin vault frame. It is positioned inside the cabinet on the opposite side of the key hole.



6. Remove the three 10mm nuts that are accessible. It will be easier if the socket wrench has an extension on it.



7. Now turn the bottom cabinet key clockwise.



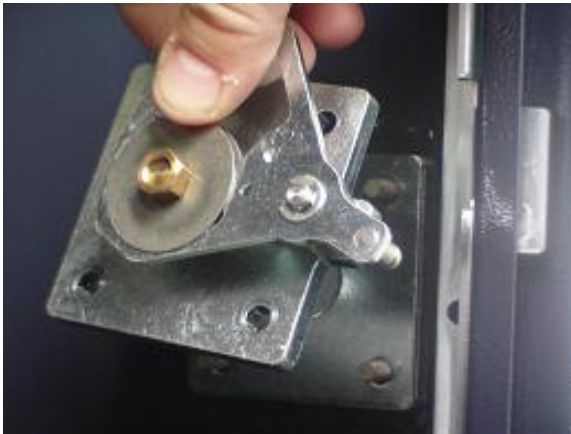
8. Remove the last remaining 10mm nut.



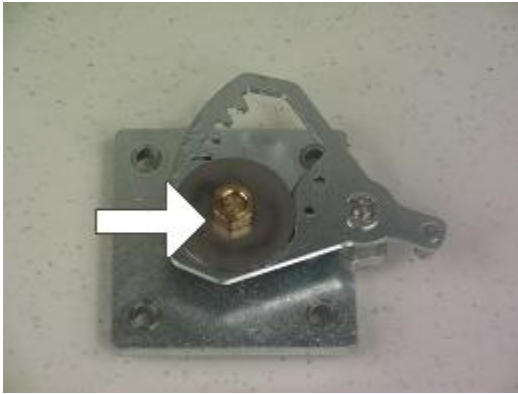
9. Turn the key counter-clockwise; **then remove the Key.**



10. Remove the lock assembly.



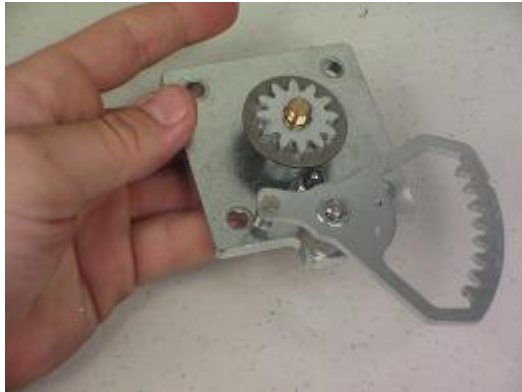
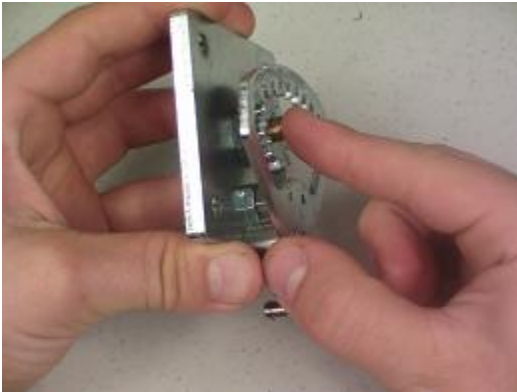
11. Now that the Assembly has been removed, remove the 11mm nut.



12. Remove the top washer.



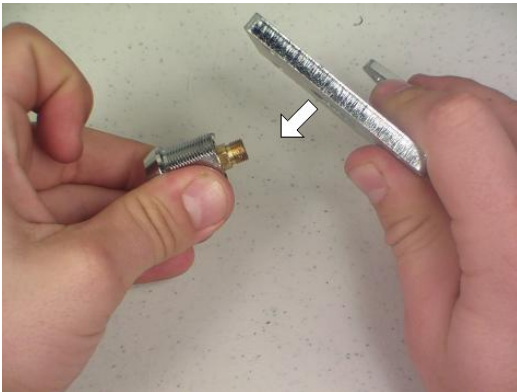
13. Push on the Lock so that the gear arm can move freely; then swing the gear arm away from the lock.



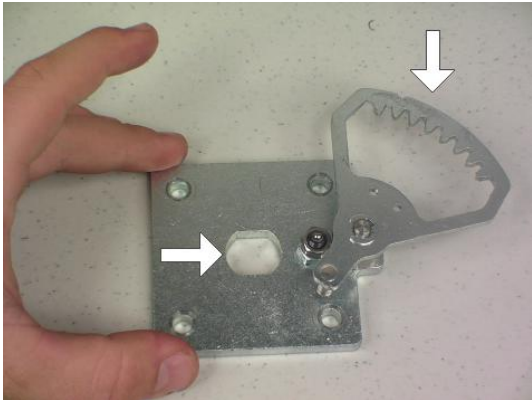
14. Now remove the bottom washer and the gear.



15. Remove the old lock by pushing it out.



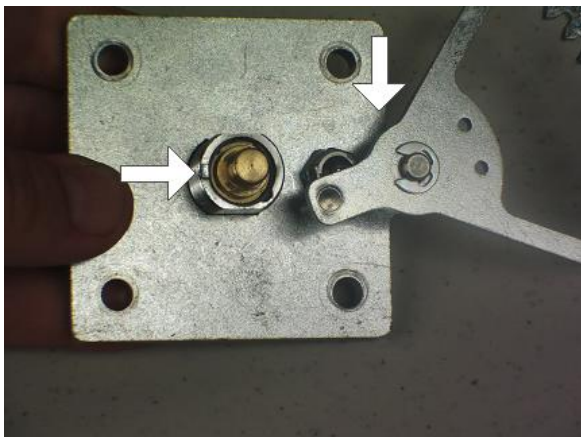
16. Now that the old lock has been removed, a new lock can be installed. Start by orienting the lock assembly so that the gear arm is to the **Right** of the center hole.



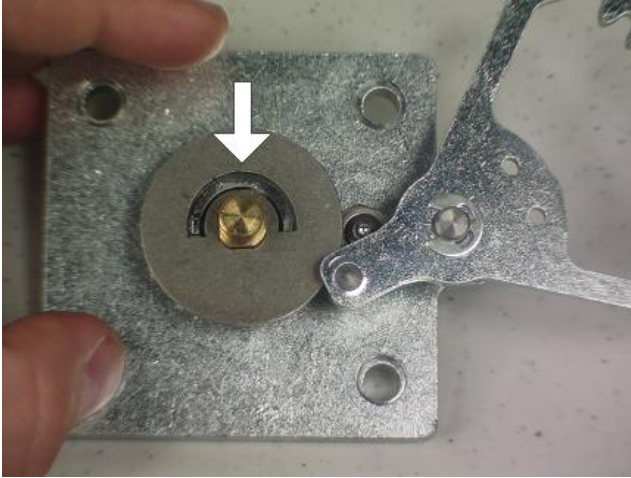
17. Now locate the metal tab on the backside of the lock.



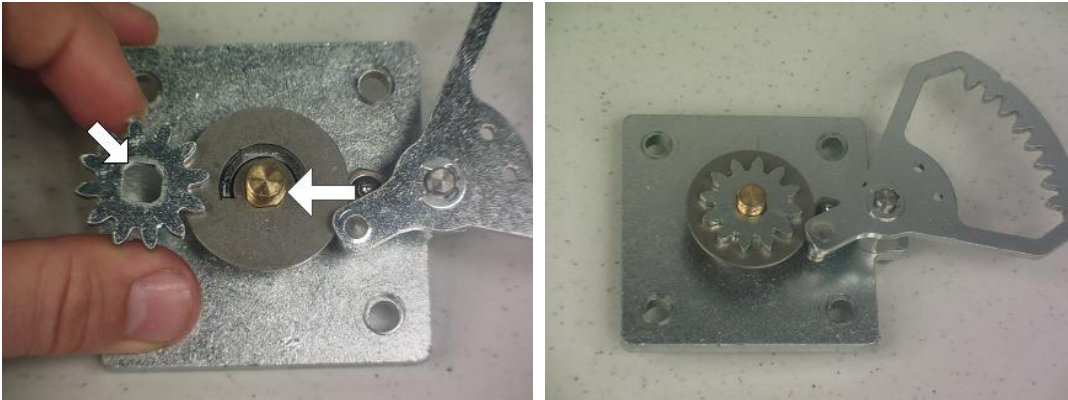
18. Insert the lock into the lock assembly. Make sure the metal tab is on the opposite side of the gear arm.



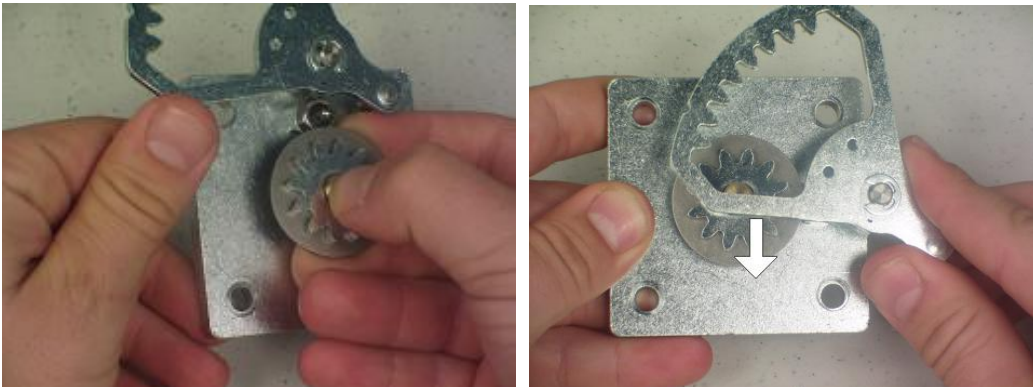
19. Now take the washer with the arch cut-out on it and place it on top of the lock assembly. Make sure that the metal tab is visible in the arch cut-out. You do not want to have the metal tab underneath the washer. Also make sure that the cut-out is horizontal. (Refer to the picture for orientation.)



20. Take the gear and line up the inner square center with the square section on the lock. Place the gear on the lock on spin it until the gear is flush with the bottom washer.

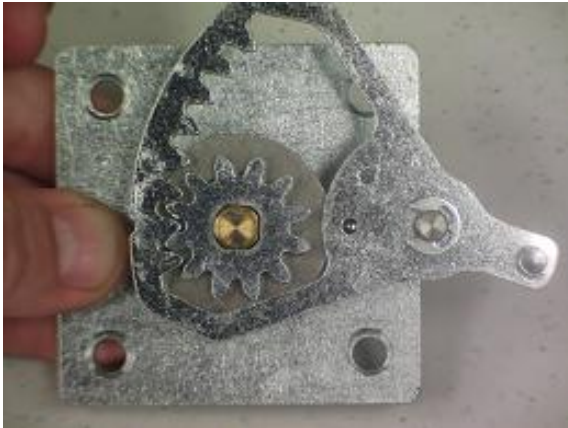


21. Without spinning the bottom washer and the gear, carefully press on the lock and pull up on the washer and gear. This will allow for the gear arm to swing into place.





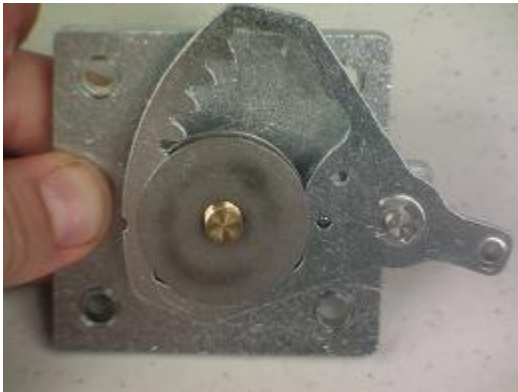
22. Make sure that gear is all the way to the bottom of gear arm as possible. (Refer the picture for the correct orientation.)



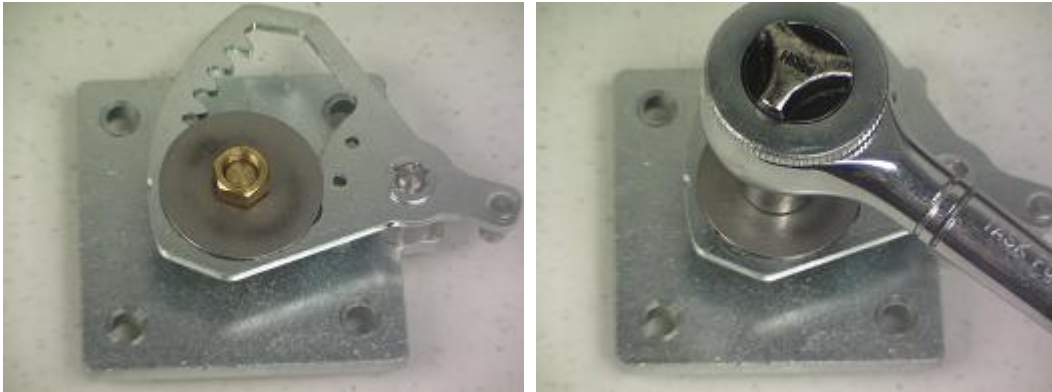
23. Now press on the lock to make the gear become flush with the gear arm. Also make sure the bottom washer is flush with the bottom of the lock. If the washer or the gear spins and does not become flush; then remove the gear and washer and star back on step 17.



24. Now place the top washer on top of the gear arm.



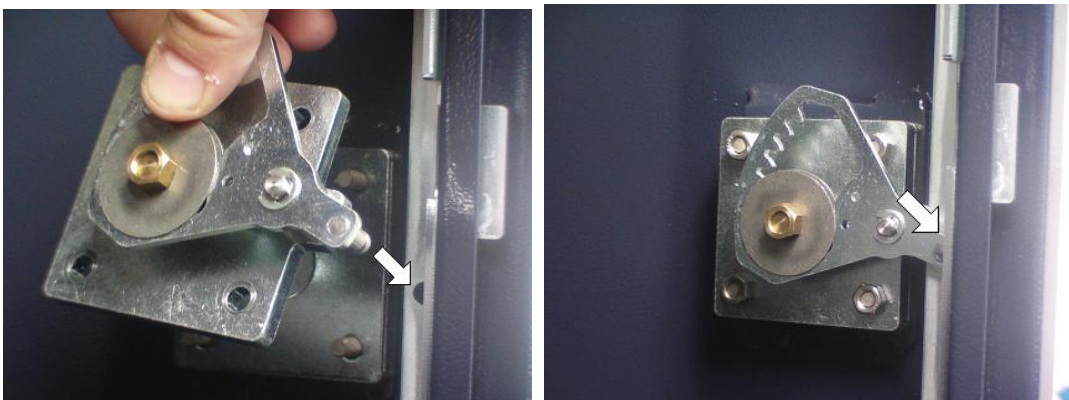
25. Install and tighten down the 11mm Nut. Do Not torque down the 11mm nut, doing so will cause the lock not to spin.



26. Before installing the lock assembly back into the meter, test the functionality lock by inserting the key and turning clockwise. Make sure that the lock turns smoothly and doesn't bind up.



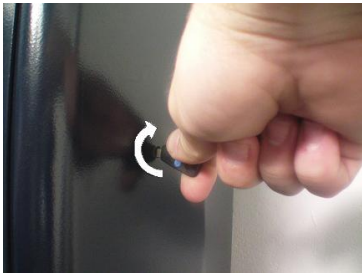
27. Now install the lock assembly back into the meter. Make sure the stud on the lock assembly is inserted into the hole on the locking bar. You may have to lift up on the locking bar for the stud to be installed correctly.



28. Once the lock assembly is installed correctly; tighten down the three 10mm nuts that are accessible.



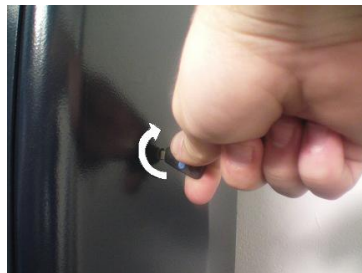
29. Insert the bottom cabinet key and turn it clockwise.



30. Install and tighten down the last remaining 10mm nut.



31. Once the lock assembly is secured; turn the key a few times to test the functionality of the lock.

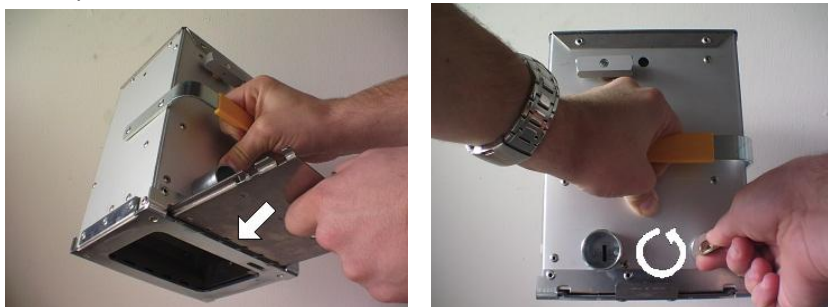


Now that the new lock assembly has been installed it is time to install the coin box back into the meter. To do this complete the following steps. Although if you are changing out the vault door locks, this would be the best time to do that, then come back to these steps.

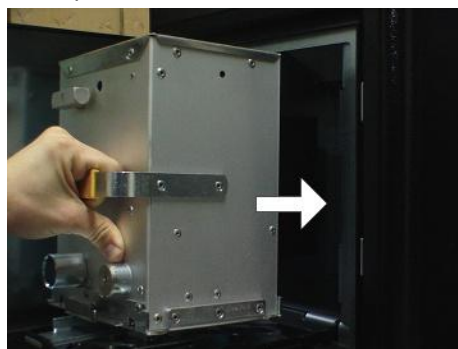
32. To reset the coin canister, insert the coin box key; turn it to the right, then open the bottom of the coin box. The bottom of the coin box needs to come completely out in order for the box to reset.



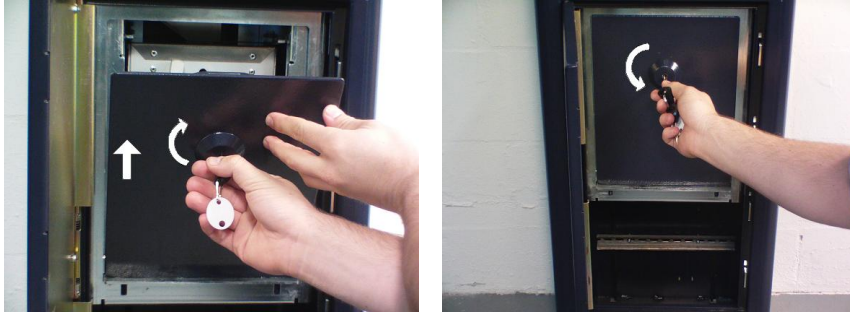
33. Close the bottom of the coin box. Now turn the key to the left, which will lock the box and allow for the box to be placed into the meter.



34. Once the coin box has been reset; place the coin canister in the coin vault.



35. With the key turned to the right as far as possible. Gently raise up the vault door until it is flush with the vault cage. Now lock the vault door by turning the key counter-clockwise and removing it.



36. Finally, shut and lock the bottom door.

