AMQ

Glide Leveling and Shelf Adjustment Uptake Lockers

⚠ WARNING

TIP OVER HAZARD

DO NOT:
- Pull down on doors (if equipped)
- Move unit or adjust glides if loaded

You MUST:
- Install this unit against a wall or gang to a similar unit.
- See Assembly Directions for further instruction, available from Steelcase dealer or call 1-888-783-3522

FOLLOW THESE INSTRUCTIONS TO PREVENT UNIT FROM TIPPING OVER AND CAUSING INJURY.

⚠ WARNING: TIP OVER HAZARD

Individual Single Wide or Double Wide lockers cannot stand alone. They must be ganged to other lockers or secured to the building structure. Minimum locker numbers are required for stability unless the lockers are secured to the building structure

DO NOT:
- **pull down on doors**
- **move unit while loaded**
- **move unit by lifting from its top**
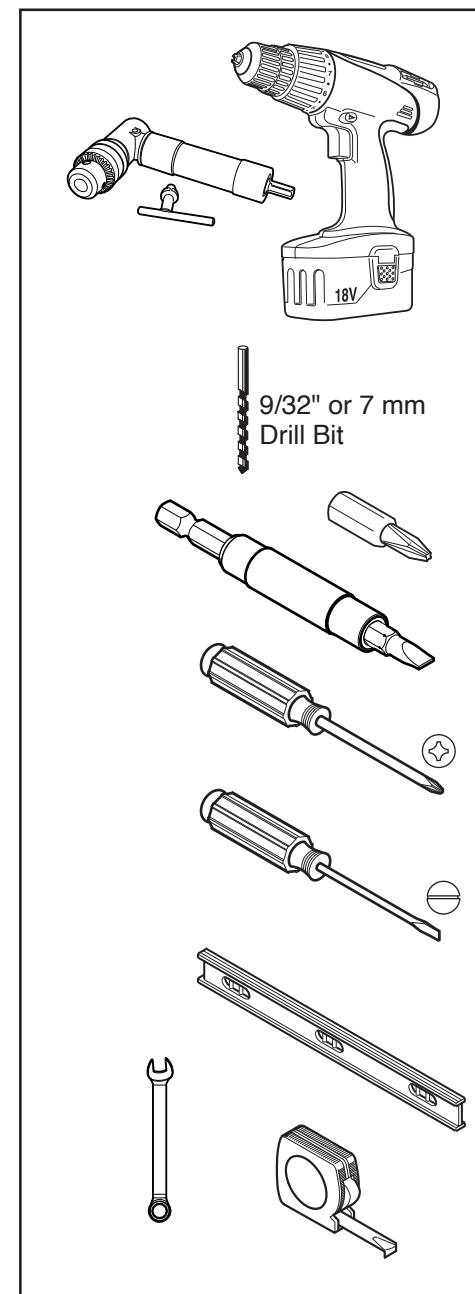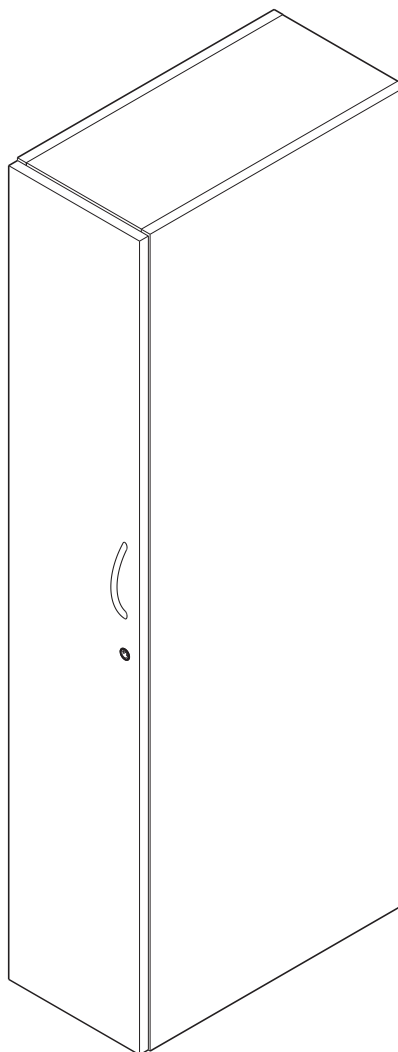
If you have a problem, question, or request, call your local dealer, Steelcase Line 1 at **888.STEELCASE** (888.783.3522) or AMQ Customer Care (877.801.0370) for immediate action by people who want to help you.

9/32" or 7 mm Drill Bit

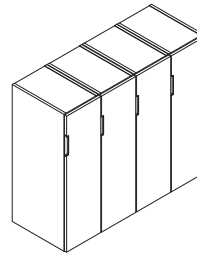![AMQ logo]

Stability Rules

Single Run of Lockers

Individual single- or double-wide lockers cannot stand alone. They must be ganged to other lockers or secured to the building structure.

Minimum locker number depends on depth and width, and are shown in the chart below.

If locker widths vary in the application, rules for the narrowest width applies. A double wide locker counts as two lockers. These guidelines apply to all locker heights (41.75"-72").

| Locker Depth (inches)	Locker Height (inches)	Locker Width (inches)	Minimum Locker Number
18≤ D ≥24	≤70	any	3
	>70	≥15	4
		<15	6

Back-to-Back Lockers

Individual lockers cannot stand alone. They must be ganged to other lockers or secured to the building structure. Minimum locker numbers are required for stability unless the lockers are secured to the building structure.

If locker depths are different on both sides, then the rules for the shallower depth applies. A double-wide locker counts as two lockers. These guidelines apply to all locker heights (41.75"-72").

Depth	Locker Width	Minimum Locker Number side-to-side
Any	≥ 12"	2
	<12"	3

![AMQ logo]
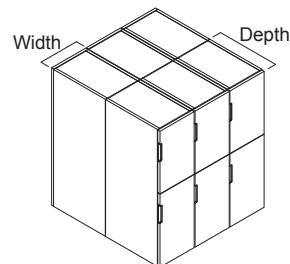
PH = UNIT HEIGHT
PD = UNIT DEPT
PW = UNIT WIDTH

VERIFY WALL CONSTRUCTION

CAUTION! Adequate wall construction is
required to support the weight of loaded
cabinets.
Minimum wall construction must be capable of
supporting C.G. lb./In. ft. as shown in
Equation

C.G. Wt=.02604 lbs. X .75(2(PDXPH)+2(PWXPH)+Number of Doors(PWXPD))

MINIMUM REQUIRED WALL CONSTRUCTIONS:

Drywall with Metal Studs

- Must be at least 25 ga. (0.01 a· min. thk.} 33 Ksi steel studs 1.5" x 3.5"
- Studs on maximum 24" centers
- Must be at least 5/8" thick Type X gypsum drywall
- #6 x 1-1/4" drywall screws on 12· centers

Drywall with Wood Studs

- Stud grade SPF, OF-Lor Hem-Fir 1.5" x 3.5"
- Studs on 24 • centers
- Must be at least 5/8" thick Type X gypsum drywall
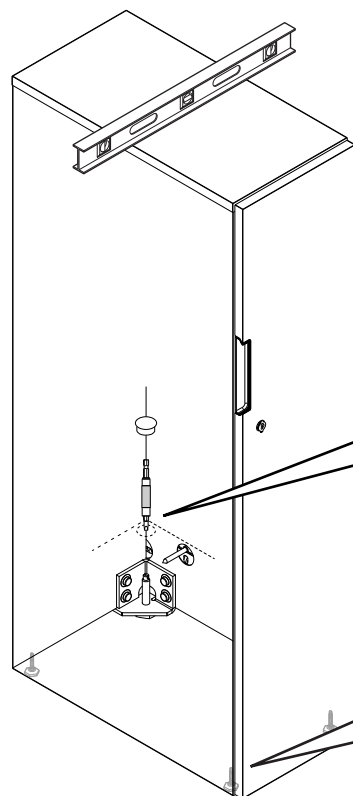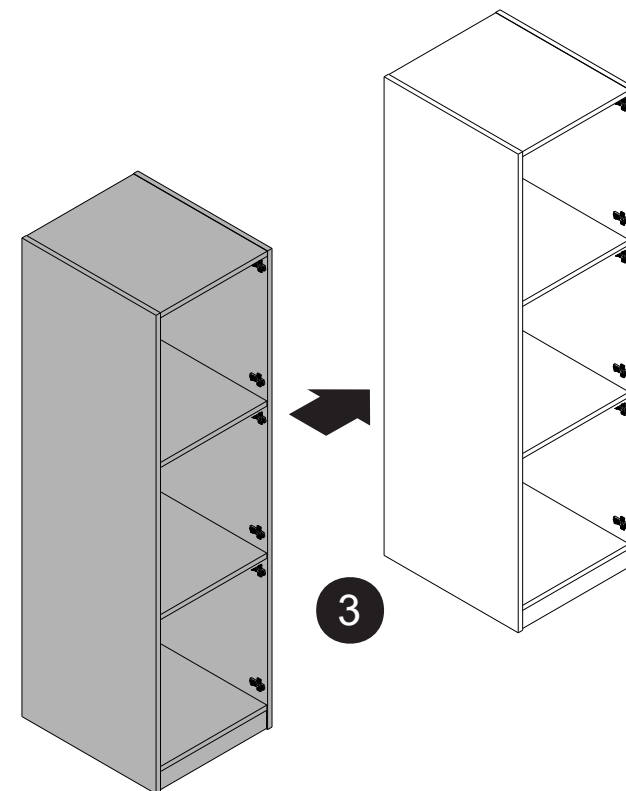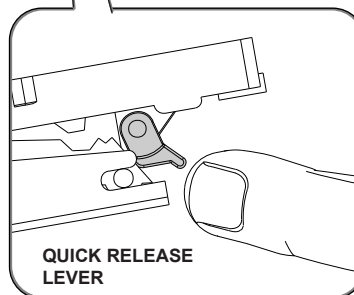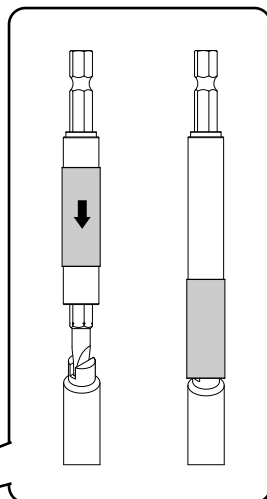- #6 x 1-1/4" drywall screws on 12· centers

PD/2

PH - 70.38

PH/2

AMQ
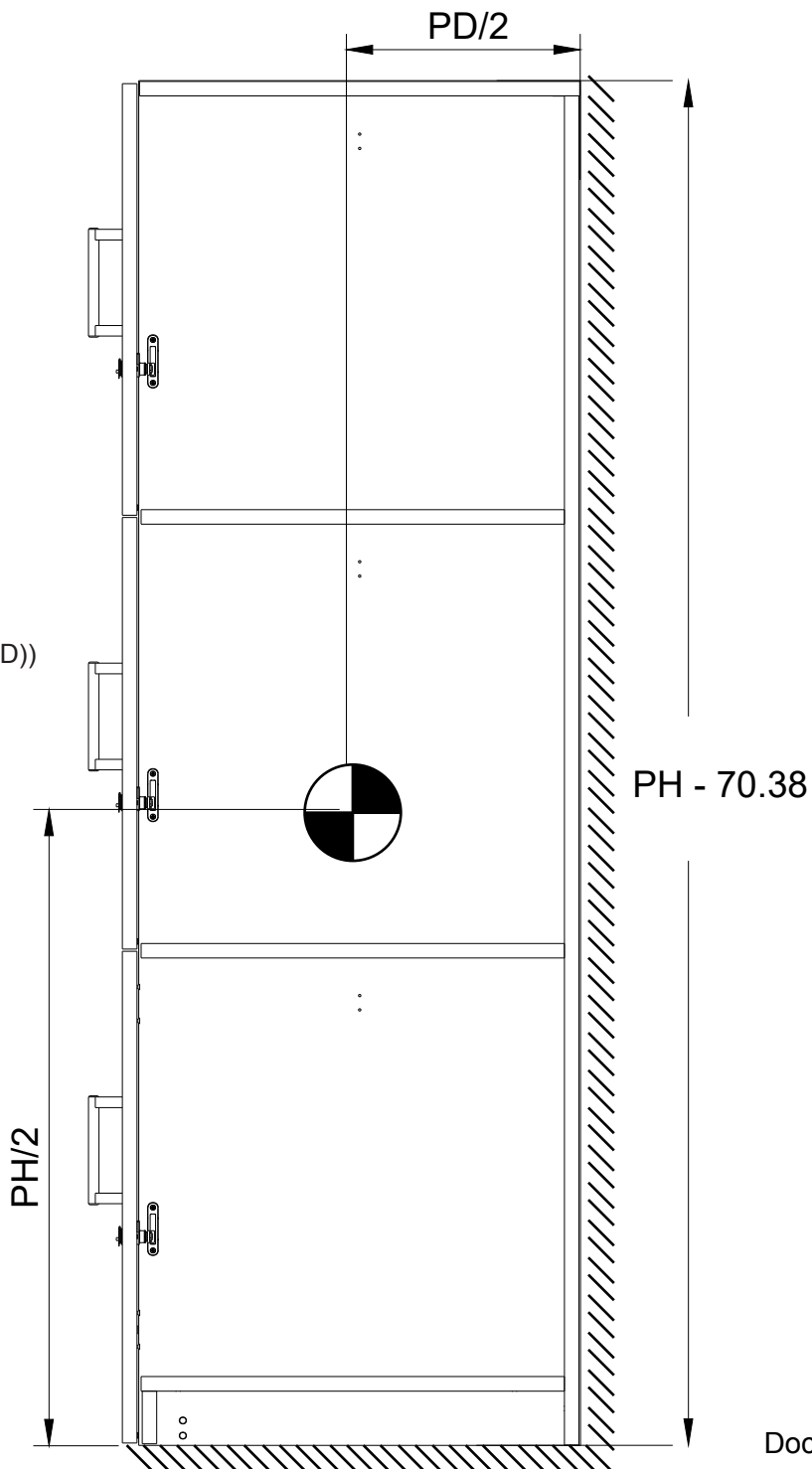
Leveling a Cabinet
without Drawers

1. Adjust leveling glides.
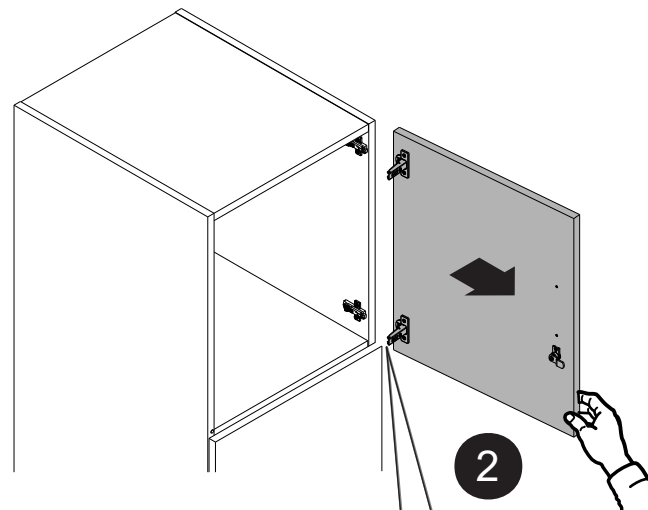
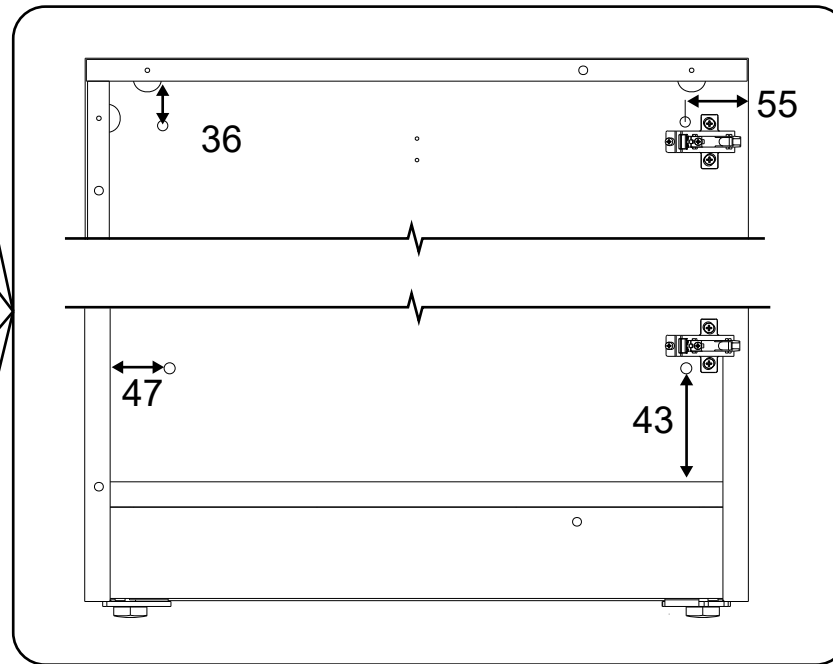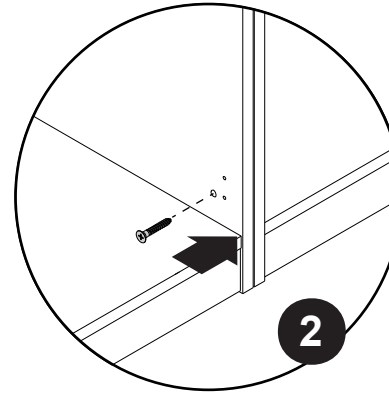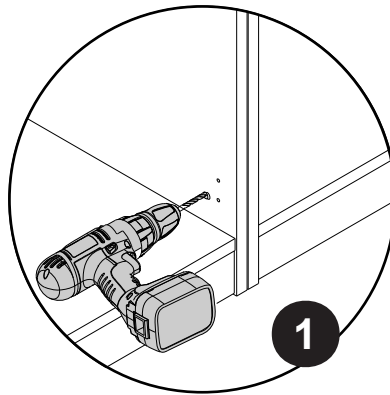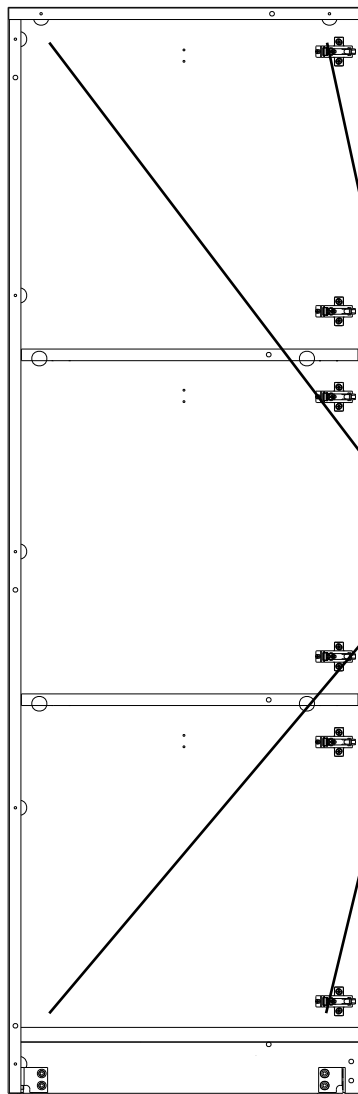Adjust back leveling glides.

QUICK RELEASE LEVER

Adjust front leveling glides.
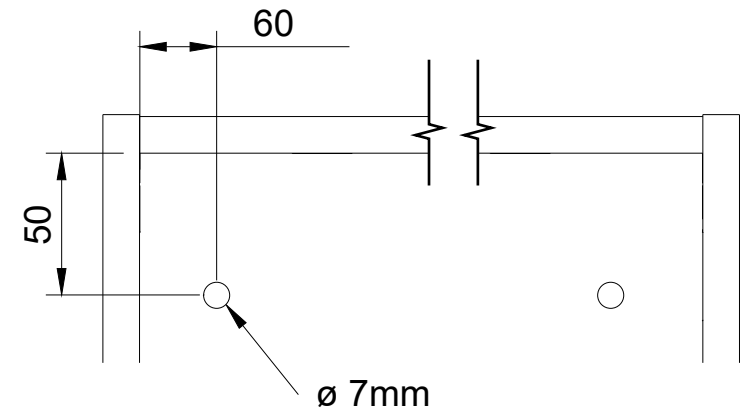
AMQ

1

2

36

55

47

43

#10-9x1.450"

AMQ
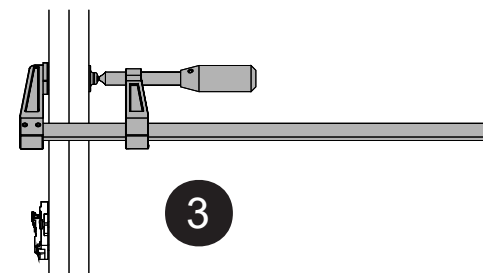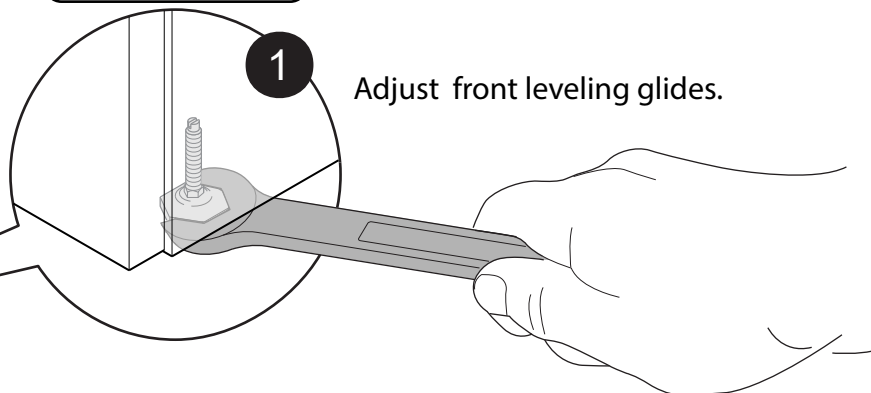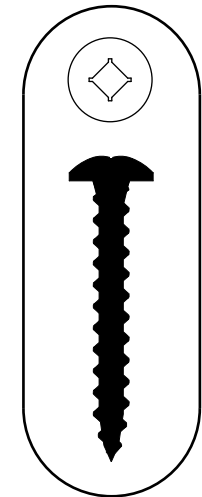
4. Attach the Lookers to the wall.
Follow fastener manufacturer's instructions.
NOTICE: Mounting hardware is to be specified/verified by the Engineer of Record or approved by AHJ.

The following hardware is NOT supplied with the product, but is commonly used for attachment to stud and wallboard construction.

Hardware	
	Toggle Bolt Anchor
	Toggle Bolt (2-1/2" - 3" Long)
	#10 x 3" Wood Stud Screw

60

50

ø 7mm

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Adjustable Shelf Installation

1. Install (4) shelf pins per shelf in desired location as shown.

2. Lower each shelf into place.
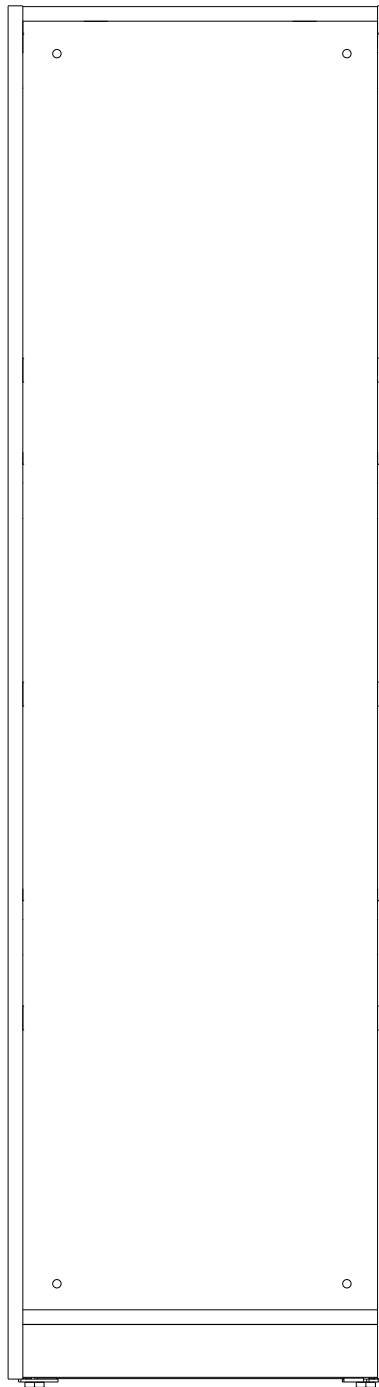
Hinge Adjustment

Adjust doors. A #2 screwdriver is recommended for adjusting hinge.

QUICK RELEASE LEVER

UP/DOWN

IN/OUT

SIDE TO SIDE

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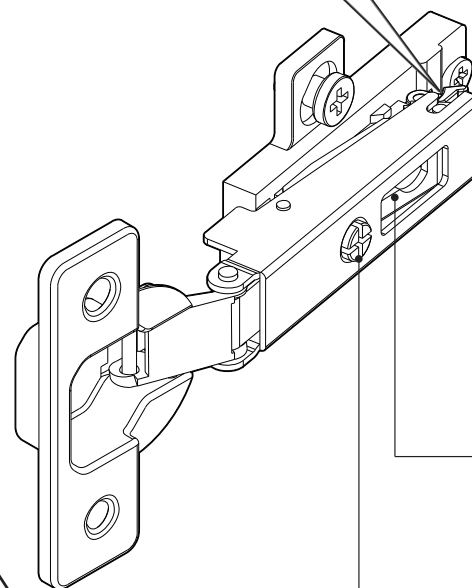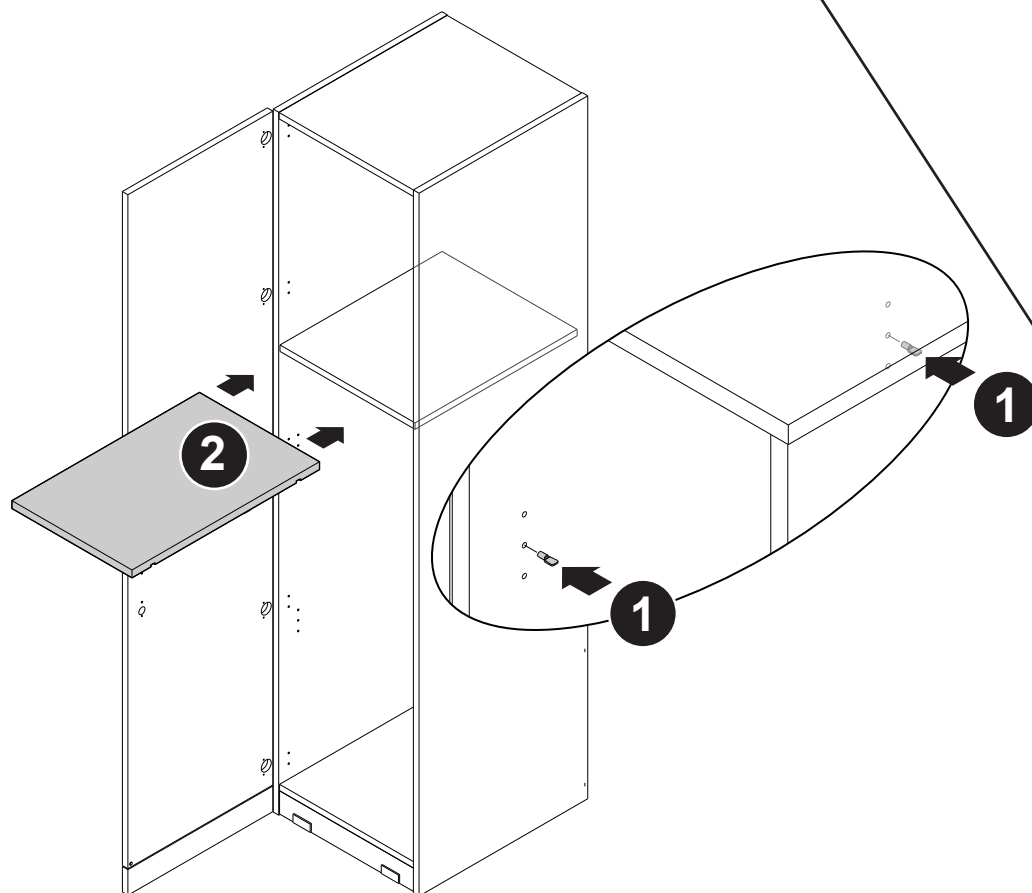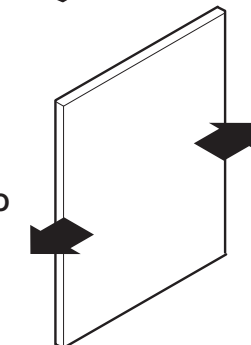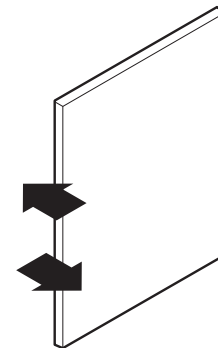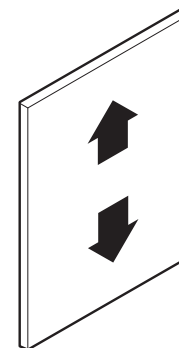## SHARED FUNCTIONALITY

Versa locks with a keypad interface are operated by a 4-7 digit User Code. Manager Keys provide management access and external power. Programming is accomplished via a Programming Key unique to the lock system.

LOCK ORIENTATION

Standard Front Unit

Alpha Numeric Keypad

C Button — Key Button

Key Slot

LED Usage Indicator
🔴 Shared Use
🟢 Assigned Use
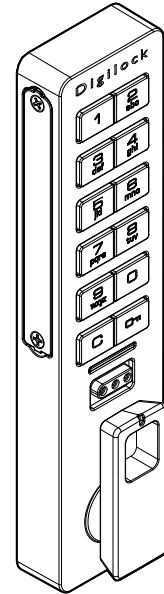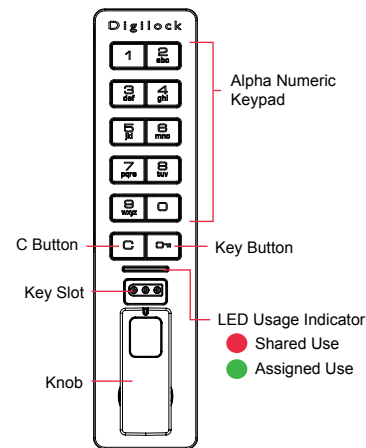
Knob

Vertical with Knob on Bottom

KEYS
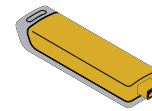
	Manager Key [1]	Programming Key [2]
Operates the lock	•	•
Overrides user access	•	•
Allows management inspection	•	•
Provides external power	•	•
Programs Manager Keys to the lock		•
Assigns User Credentials (in assigned use functionality)	•	
Sets lock functionality		•

AMQ

1. 1 Programming Key allowed per lock system.
2. Up to 6 Manager Keys may be programmed to each lock.
3. Up to 20 User Credentials may be assigned to each lock.

KEY INSERTION
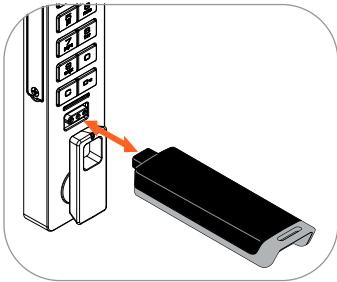
Refer to above image for proper key insertion.

SETUP

Locks are shipped with factory default settings (operates by pressing $\boxed{C}$ $\boxed{0}$). Each lock must be set up to operate with a Programming Key and Manager Keys.
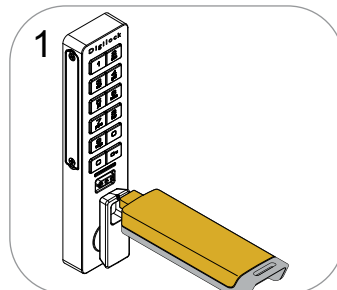
1 Insert the Programming Key. A two-tone beep will be heard and the LED will turn on.
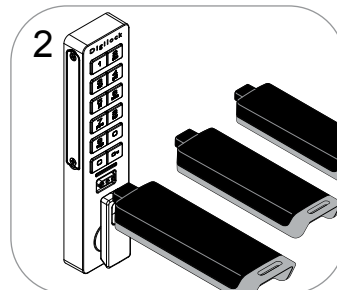
2 While the LED is solid, insert one Manager Key at a time. A two-tone beep will be heard for each Manager Key programmed.
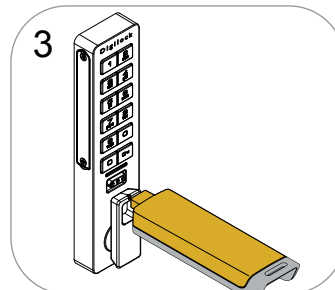
3 Insert the Programming Key. A two-tone beep will be heard and the LED will turn off.

4 Repeat above steps for each lock or follow instructions to Express Register Manager Keys to setup all locks.

PROGRAMMING INSTRUCTIONS

Express Register Manager Keys

The Programming Key can quickly program multiple locks to operate with the same Manager Keys.

1

Go to a lock already programmed to operate with the Manager Keys.
Press C 0⊷ 6 1 0⊷
The LED will turn on.
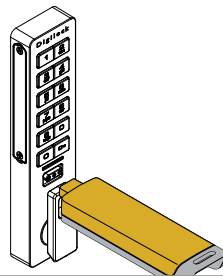
2

While the LED is solid, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.
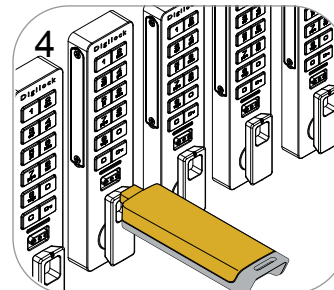

3
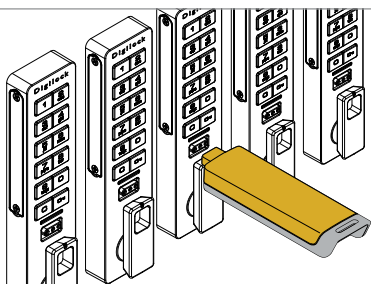
Insert the Programming Key to program each lock to operate with the same Manager Keys.
Two sets of two-tone beeps will be heard to indicate successful programming.

4
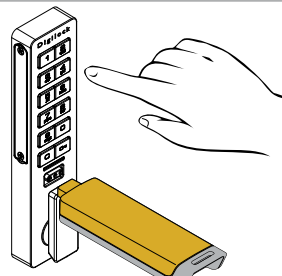
End Express Registration mode.*
Go to any programmed lock.
Press C 0⊷ then insert the Programming Key. A two-tone beep will be heard and the lock will engage.

*The Programming Key will continue to function in Express Registration mode until it is used to operate a lock.

PROGRAMMING INSTRUCTIONS

Add Manager Keys

Manager Keys can be programmed to the locks at any time.
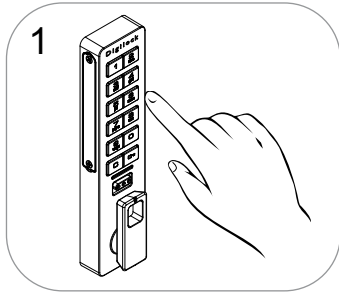
1 Go to a lock requiring additional Manager Keys. Press C 0- 5 5 0- The LED will turn on.

additional Manager Keys.
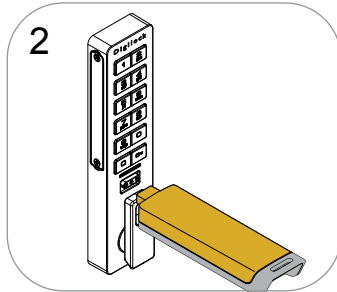
2 While the LED is solid, insert the Programming Key. A two-tone beep will be heard.
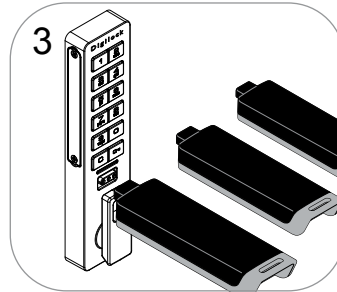
3 While the LED is solid, insert each additional Manager Key one at a time. A two-tone beep will be heard for each Manager Key programmed.
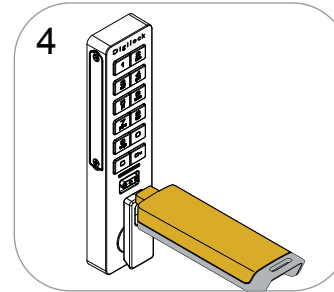
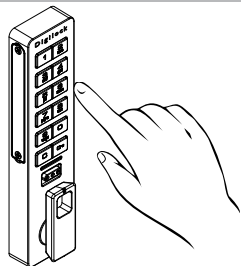**4** Insert the Programming Key. A two-tone beep will be heard and the LED will turn off. Repeat above steps for each lock or follow instructions to Express Register Manager Keys to quickly program multiple locks to operate with the same Manager Keys.

Replace Keys

The locks must be reprogrammed to prevent lost/stolen keys from operating a lock.

To Replace the Programming Key
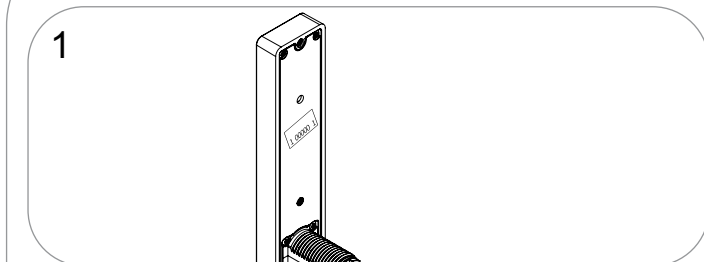
1 Note the order or serial number (found on the lock's rear).

2 If you have a problem, question, or request, call your local dealer, Steelcase Line 1 at **888.STEELCASE** (888.783.3522) Customer Care (877.801.0370) for immediate action by people who want to help you.

PROGRAMMING INSTRUCTIONS - IN SHARED USE FUNCTIONALITY

Auto Unlock

When in shared use functionality, each lock can be programmed to auto unlock after a set number of hours. The default setting is OFF (does not auto unlock).

To Turn On Auto Unlock

1a **1b**
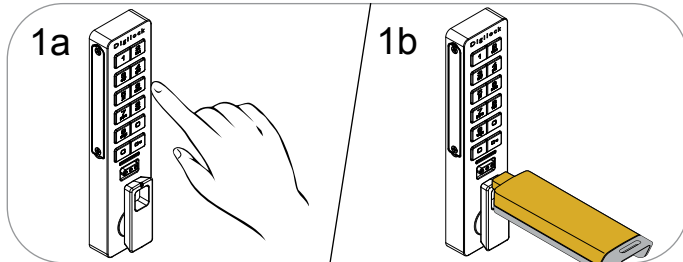
Press C 0⇥ 9 5 0⇥
The LED will flash.
While the LED is flashing, insert the Programming Key.
A two-tone beep will be heard and the LED will continue to flash.

2

While the LED is flashing, enter the number of hours from 1 - 9 9 then press 0⇥
Two sets of two-tone beeps will be heard and the LED will turn off.
For example:
Press 5 0⇥ to set the lock to auto unlock 8 hours after locking.

To Turn Off Auto Unlock

1

Press C 0⇥ 9 4 0⇥
The LED will flash.

2

While the LED is flashing, insert the Programming Key.
A two-tone beep will be heard and the LED will turn off.

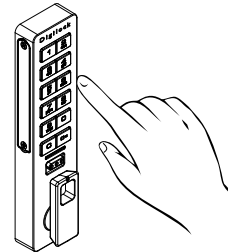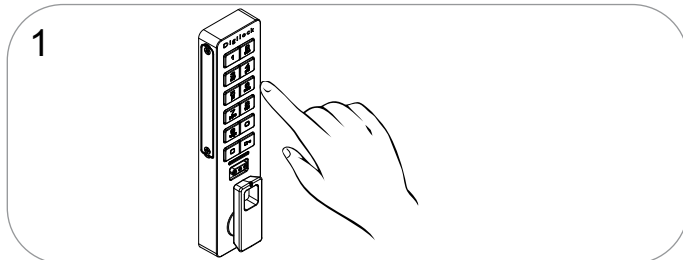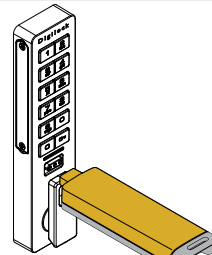## OPERATING INSTRUCTIONS - IN SHARED USE FUNCTIONALITY

In shared use functionality, the user enters any 4-7 digit User Code or inserts any User Key to lock and the same User Code or User Key to unlock. Once unlocked, the lock is available for a different user.

Operate with a User Code

1a 1b
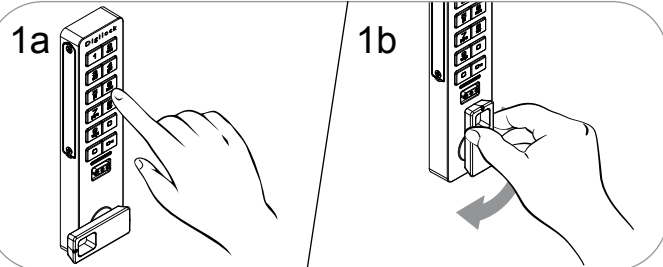
Lock: Close the door. Press C **[any 4-7 digit code]** [O⎯] then turn the knob to the locked position.

2a 2b
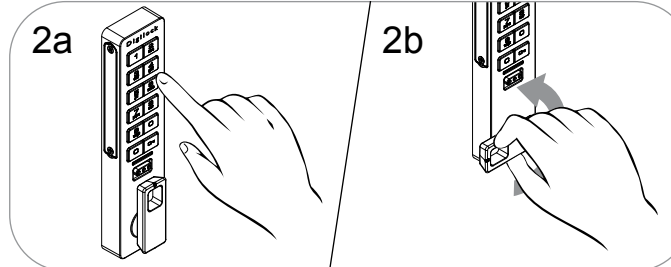
Unlock: Press C **[the same 4-7 digit code]** [O⎯] then turn the knob to the unlocked position.
Open the door.*

Operate with a Manager Key

1a 1b
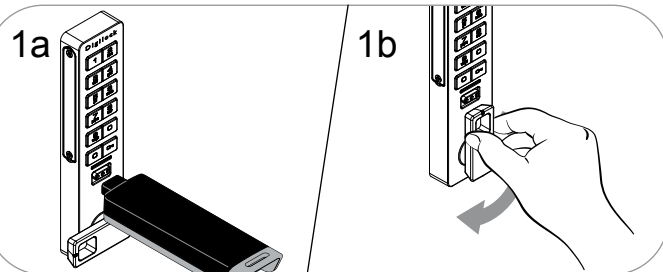
Lock: Close the door. Insert a valid Manager Key then turn the knob to the locked position.

2a 2b
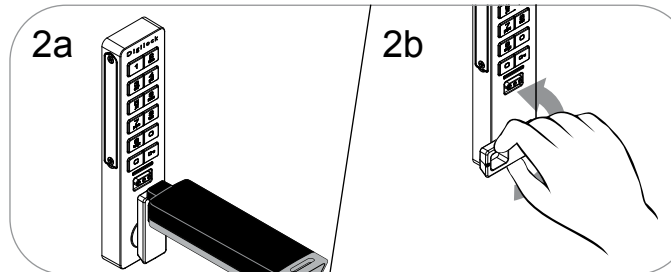
Unlock: Insert a valid Manager Key then turn the knob to the unlocked position.
Open the door.**

*After 3 consecutive incorrect User Code entries, the keypad will be disabled for 1 minute (Sleep Mode).

**If a valid Manager Key is used to relock, the previous user credential will continue to operate the lock.

*After 3 consecutive incorrect User Code entries, the keypad will be disabled for 1 minute (Sleep Mode).

†The lock will remain in the locked position if the knob is not turned within approximately 6 seconds.

SUPPORT

Sleep Mode

After three consecutive incorrect User Code entries to unlock, the lock will enter Sleep Mode for one minute. For each subsequent incorrect entry, the lock will remain in Sleep Mode for an additional minute. The keypad is disabled while in Sleep Mode. A valid Manager Key may be used to unlock while lock is in Sleep Mode.

Low Battery Indicator

After locking or unlocking, the lock emits two sets of three beeps indicating that the batteries are low. Replace the batteries.

Does Not Operate with a Manager Key

The lock does not recognize the Manager Key. Follow instructions to Add Manager Keys to program the Manager Key to the lock. For immediate access, operate with another valid Manager Key.

Does Not Operate with the Programming Key

The lock does not recognize the Programming Key. If the Programming Key has been replaced, operate with the Replacement Programming Key. Contact Digilock support for additional assistance.

No Audible Feedback when ▢ is Pressed

- The lock may be in Sleep Mode or the batteries may need to be replaced. For immediate access, operate with a valid Manager Key
  If the error condition persists, replace the batteries.
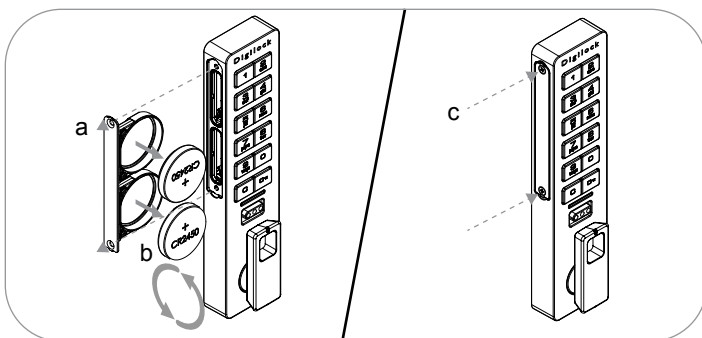
BATTERY REPLACEMENT

It is not necessary to remove the lock from the door. In case of battery failure, operate with a valid Manager Key.

Note: The Manager Key will need to be left inserted for 5 seconds or until a 3-tone beep is heard to power jump the lock.

CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from the product promptly and dispose of used batteries according to the battery manufacturer's instructions.

Standard Surface Mount

a   Remove the screws and the battery pack.
b   Replace the two premium lithium CR2450 batteries.
c   Re-Insert battery pack and screws.

BATTERY REPLACEMENT

It is not necessary to remove the lock from the door. In case of battery failure, operate with a valid Manager Key.

CAUTION: Risk of explosion or leakage if battery is replaced by an incorrect type, mixed with a different battery type, or inserted backwards. Replace all batteries of a set at the same time. Be sure to insert batteries with correct polarities. Remove exhausted batteries from product promptly and dispose of used batteries according to the battery manufacturer's instructions.
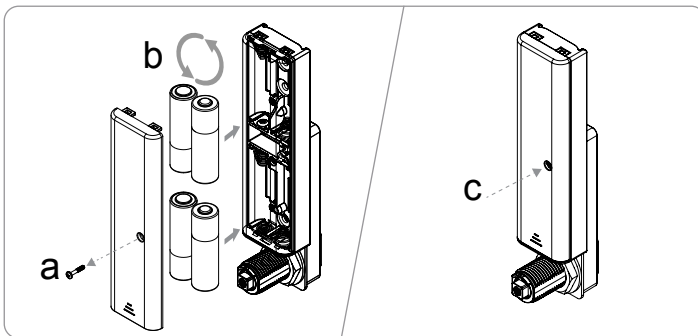
a Remove the screw and the battery cover.
b Replace the four pr emium AA batteries.
c Replace ba ttery cover and screw.

CONTACT INFORMATION

For inquiries regarding new products, please contact our sales department: 707 766 6000 x2 | sales@digilock.com

For replacement products, returns, or technical support, please contact our support department: 707 766 6000 x3 | support@digilock.com