

Retrofit Expandable Lock

Installation Manual

PROCEDURE FOR INSTALLING LOCK CYLINDER

Purpose

To properly document the correct methods and processes required to retrofit the expandable lock mechanism.

Before Beginning Installation

Review drawing and field Conditions

- Make sure you have drawings for fabrication, not approval drawings.
 - Verify opening dimensions against drawings.
 - Make sure existing building walls are properly reinforced for jamb attachments at each end of the opening.
 - Examine pocket and/or stack area for proper clearance and adequate depth.
 - Look for any job site conditions that could interfere with installation or operation of the partition.
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- **All discrepancies must be corrected before installation can begin**
 - **Read installation instructions completely**
 - **Call the Modernfold Tech Line if you have problems or questions with installation at 1-866-561-8324**
 - **Verify all parts against the packing list**
 - **Locate and lay out all pieces**
 - **Be prepared to verify track level and straightness with laser or other leveling instruments. Finished track installation must be straight and level.**

EQUIPMENT REQUIRED

- Ladder /scaffolding
- Utility knife
- Good quality double contact adhesive
- Johnson pry bar
- ½ “ drive socket set
- Jig saw / metal blades
- Drill / bit set
- Cleaning materials
- Allen wrench set
- Standard toolbox
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PROCEDURE

Service / Retrofit

1. Locate panel for rework, secure in proper work area, shim under bottom of the Nose section so it does not move when being released.
[NOTE: this movement could damage both the nose and the floor.]
2. Pull out the removable plastic seal in the astragal area.
3. For removal of astragal, [mark the location of mounting screws with a white marker, then remove all screws] the white mark will make reinstall faster.
4. Before removing the nose from the panel mark a reference line on the slave bolts, this will show proper location for remounting of nose to panel. Then remove all 7/16 head 1/4- 20s, then remove the nose from the panel.
5. Before removing the mechanism and the 3-inch round face plate, measure from the edge of the panel [Nose side] to the center of the nose operating area in the 3-inch round face plate, approximately 10 inches from the edge of the panel, from that point measure from the center of the 3-inch round face plate, down to the bottom of the panel, this will determine the height of handle area. This information will help with the re-location of the NEW LOCK TYPE handle face plate.
6. Remove the 3-inch round face plate by taking out 2 small machine screws Philips type #2. then remove the old mechanism by removing four flat head Allen set screws with a 5/32 Allen wrench; also remove slave connecting rod from mechanism if attached then slide out all existing parts.

7. Modifying panel for new lock mechanism parts, single and double-sided style. Tape over the old 3-inch cover plate hole in the face of the panel. Return back to step 5 to determine location of new key lock panel face plate. REMEMBER the new crank handle location stays the same as the old handle area. Mark on the taped area where the old crank handle hole was located. IF the mechanism is a double-sided type, mark both sides of panel face in the proper location. Using the new key lock face plate as a template place it over the old area aligning the old crank handle area with the new crank handle hole. Square up the key lock face plate with the panel. At this time, make sure the front of the cover plate is facing out; hold firmly against the panel with the key area toward the bottom of the panel, then trace around the back of the New Key Lock plate. This will determine where to cut out material from the face of the panel. Drill four 1/4-inch holes in the four inside corner areas. CUT ON THE LINE when removing material will help in alignment of the face panel... Before cutting material tape over the panel covering so the Jig Saw will not damage the panel surface. Note: before cutting anything makes sure the new mechanism works.
8. Go to the notched area where the old mechanism was removed. Then go to the bottom area of notch and measure down Approx 3 inches. Center and punch, then drill with a 2-inch hole saw, this 2-inch hole clearance will be for locking down set screws on the New Key Lock Mechanism.
9. Reinstall new parts. Starting with New Key Lock Mechanism crank it to out position. This will let you angle it into panel edge for proper positioning. At this time lock down the mechanism by using four 5/32 Allen head sit screws. Check and make sure the new cover plate matches the new mechanism as well as fitting into the cut-out area. Once it fits lock down the new cover plate or plates to the new mechanism with two flat head machine screws Philips type #2. Then operate the mechanism to see if it operates correctly.
10. Install the key cylinder into the new mechanism. Once set into proper position take a 5/64" Allen wrench [flexible screwdriver type] 9 inches to 10 inches long. Go to the edge of the panel where the 2-inch hole was drilled. This area will let you lock the two set screws to hold the key cylinder into proper position.
11. Before installing the Nose, check and make sure the Crank & Lock work proper. Return shims to proper position on the floor area under the bottom end of Nose area. Then reinstall the panel Nose to the panel in its proper position. Reinstall 1/4-20 bolts to anchor Nose to panel mechanism. NOTE, before installing the Nose section to the panel, if the slave rods were disconnected you must reconnect in the proper position.
12. After the rework is complete make sure the panel operates proper. At this time if it works ok unlock the panel from the floor and clean-up and repeat this process on the next panel if necessary.
13. ANY PROBLEM CALL 800-869-9685

This information is presented as a guide to the care and maintenance of the Modernfold product. It is based on the best information available at the present time and is subject to revision as additional knowledge and experience becomes available. No guarantee of results and no responsibility are assumed whatsoever in connection with this information.


IDENTIFICATION FOR THE DISTRIBUTOR

This label with the appropriate numbers applied is installed on the top retainer between the sweeps of the panel assembly. It can help you later, if this partition should ever need repairs.

ORDER # _____	LEAD
WALL: _____	→
PANEL # _____	EDGE

IDENTIFICATION FOR THE END USER

This label is installed on the trail edge of the number one panel on your partition.

	FOR SERVICE AND PREVENTATIVE MAINTENANCE CALL 1-888-FX WALLS FOR YOUR AUTHORIZED SERVICE CENTER
	JOB # _____



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Tech Line: 866.561.8324



Form No. 2470

Manufacturer reserves the right to change design or specifications at any time without notice.

Please contact your local Modernfold distributor for further assistance, or visit our website at www.modernfold.com