



**Installation instructions for the locking mechanism**

1. Remove top drawer and cradle from file.
2. From the outside of the file tap out the "knockout" with a screwdriver by hammering at point X. NOTE: Wide part of screwdriver blade should be parallel to the long side of the "knockout".
3. Install spring in position shown by hooking one leg of spring over the lock bar. Push into place against the front and side of the file.
4. Assemble snap-in clip into the hole in the bell crank. Seat head of snap-in clip firmly.
5. Hook tab of bell crank into the slot in the lock channel. Align snap-in clip with the top hole in the front channel.
6. Assemble nylon lock pin into the snap-in clip as shown. Seat head firmly, tap lightly if required.
7. Insert lock bracket into front of the knockout hole with hole in bracket to the top as shown. Push lock clip into slot on lock bracket as shown.
8. Pivot bell crank rearward, Insert plunger lock into front of lock bracket with locking pin up, push into bracket until locking pin snaps into hole in bracket.
9. Allow brank crank to rotate forward so that bell crank hook engages the roll pin in the rear of the plunger lock. Lock mechanism is now ready for use.

