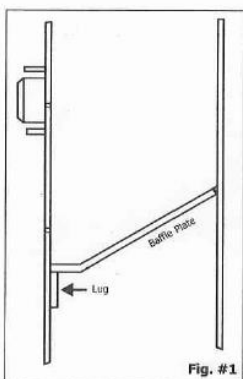


Installation Instructions

KeyPort Model – FS

**ALWAYS WEAR APPROPRIATE SAFETY EQUIPMENT
WHEN INSTALLING *KeyPort*!!!**

1. Select a location on concrete slab that is level and at least 4" from edge of concrete.
2. Using the enclosed template, transfer the hole locations to the concrete. Check that hole locations measure 5 3/8" X 7 5/8".
3. Drill straight holes using a hammer drill and carbide-tipped masonry bit. The drill bit should be 1/2" diameter and it is imperative that the hole be cleared of dust and debris using a wire brush, compressed air or vacuum. Holes are to be 4" deep.
4. Insert the wedge anchors into each hole. Spin the nut onto the wedge anchor. Leave the nut at the top of the wedge anchor to protect the threads from damage while driving the anchors into the concrete. Hammer the wedge anchors into the hole to the correct depth (4"). 1 1/2 inch of the threaded portion of the anchor bolt should be exposed above the concrete.
5. Secure the wedge to the concrete by running the nut and washer down to the concrete finger tight. Using a wrench, tighten the nut 3 to 4 turns. This will set the wedge anchor securely into the concrete. Remove nut and washer from bolts.
6. For added strength and weather protection fill the remaining hole opening with epoxy. Since wedge anchor is already set, there is no need to wait for epoxy to cure before completing installation.
7. Position *KeyPort* onto protruding bolts. Place washer and nut onto bolts and tighten securely. Access to bolts will be thru lower door opening.
8. Baffle Plate found inside of *KeyPort* is positioned as shown in Fig. #1 resting on top of lug just below door opening.



For technical assistance with installation, contact: LIS @ (918) 342-3127

SEE BACK FOR EHI BEST PRACTICE INSTALLATION



Minimize Your Risk

When installing a Key Drop Box, ensure you are following these best practices:

- The area crime picture should be assessed and considered before making the decision to deploy a key drop box. The local police department or your Regional Security Manager can assist you in assessing area crime activity.
- Key drop boxes should be placed or installed in highly visible, well-lighted locations that discourage tampering and/or breach/removal attempts. If the site has video surveillance, at least one camera should be positioned to provide coverage of drop box.
- Physical installation of key drop boxes should be completed in accordance with the manufacturer's recommended practices. This includes proper installation of all anchoring bolts and security features.
- Where feasible, freestanding key drop boxes should include connectivity to the branch alarm system. Wired or wireless solutions utilizing a basic open/close contact installed inside the access door, and/or a motion sensor are available. The alarm should be configured with the key drop box on a dedicated zone to identify a breach or tampering.
- Key drop boxes should be emptied as part of daily opening and closing procedures to reduce exposure in the event of theft.
- Additional installation and best practices information can be found on the Corporate Operations HUB site.

Manufactured in the USA by:

Longhouse Inventory

Solutions, LLC

Claremore, OK