

- 1. First take the cover plate off the Sharelox.**
- 2. Place the Sharelox in the location to be mounted.**
- 3. With a pencil reach inside the Sharelox and trace around the oval holes located on the top and bottom.**
- 4. Set the Sharelox aside and drill a 3/8 inch hole all the way through the tube in the center of both of the pencil outlines.**
- 5. Place the backing plates over the holes and push the bolts through as seen in Fig. 1**
- 6. Take the Sharelox and slide the oval holes over the bolts on the tube, put the self-locking nuts on and tighten them down.**
- 7. Slide the cover plate back on the Sharelox.**

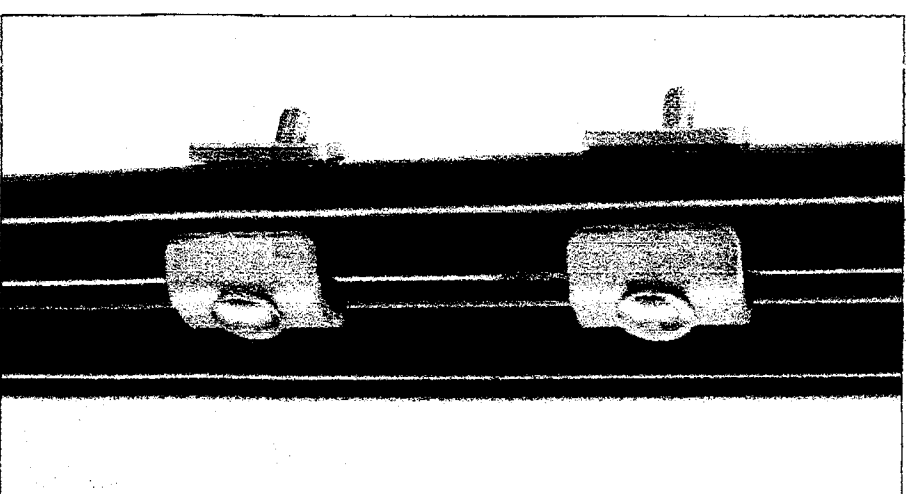


Fig. 1

How to change the function of a push bolt

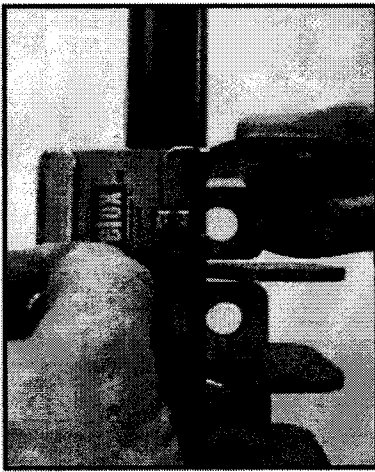


FIG. A

First remove the cover plate by taking your padlock key and pushing in on the cover tab, at the same time push in on the master push bolt (FIG. A). You will feel the cover tab push in. Make sure the tab is pushed in as far as it will go. Let up on the master push bolt, which will hold the cover tab down. Now slide the cover plate off (FIG. B).

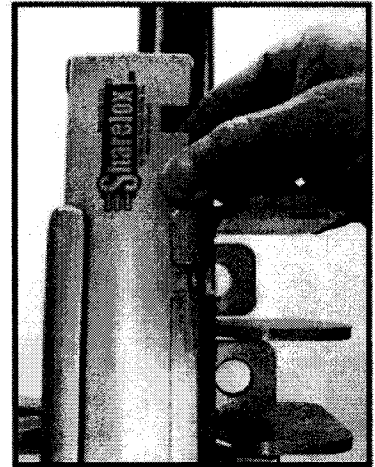
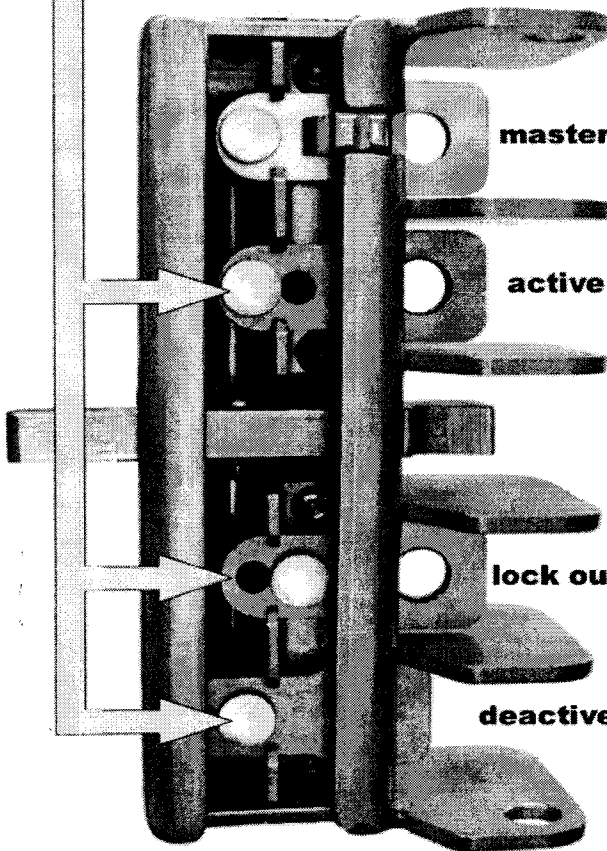


FIG. B

Push bolt pin location

pull the push pin out and relocate for the function needed



master push bolt

● This space is for the person in charge of security.

active push bolt

● This position allows a person with their padlock to have access to the property.

lock out push bolt

● This position allows a person to keep their padlock on but denies them access.

deactive push bolt

● This position is for when there is no padlock need. Also keeps a padlock from being placed here accidentally.