

**GEN 4 – REV C
LOCKER INSTALLATION MANUAL**

Locker Type	Model	Locker Type	Model
Main	A4B.E	4 Door	A4G.E
Add On	A4D.E	44 door	A4X.E
All Medium	A4E.E	All Small (w/4 med. doors)	A4M.E
Oversized	A4F.E	Custom Configuration	A4K.E

PRE-INSTALLATION

STEP 1: RECEIVING LOCKER DELIVERY AND PLACEMENT

4-7

Technical Support: **415-390-0123 x992**

Step 1: Receiving locker delivery and placement

Our logistics team will schedule the delivery:

- This is a white glove service meaning they are responsible for un-packing the locker(s), placing the locker(s) where you specify based on the floor plan and locker type, and removing all packaging materials. Upon the delivery team's arrival confirm these expectations.
- Take pictures of the lockers prior to the lockers shipping materials being removed, this helps determine if any damage is concealed or occurred during transit. If there is ANY damage to the shipping materials, note this on the delivery BOL.
- If any damage occurs during the delivery, take pictures of any damage that occurs due to the delivery of the lockers or placement of the lockers.
- You are responsible for the transfer of the lockers and their safe delivery and placement. Complete a thorough walk around of each locker to ensure there are no dings, dents, creases, or scratches. Any of these must be photographed and brought to the attention of the Project Manager before the delivery team leaves.
- All issues with the locker delivery (damage to the lockers or property must be noted on the BOL from the delivery team). If the damage is not noted on the BOL the install team will be responsible.
- Lockers received in proper shape must be signed for and a copy of the paperwork photographed and provided in the installation recap.

SEAU

1100 ARLINGTON HEIGHTS ROAD
SUITE 600
ITASCA, IL 60143
Station: SMF Phone: 9164051201 Fax: 9168600503

Door 57

5/24 9 AM

Delivery Receipt
TSE2588350

Ship Date	Service	Due Date / Time	CTRL	Origin	Dest	House Waybill #
05/09/2018	SEKO 3-5 Day	05/18/2018 09:00	SMF	SMF	CLT	TSE2588350

Shipper		Consignee	
SEKO SMF 3940 SEAPORT BLVD STE 100 WEST SACRAMENTO CA 95691	UPS STORE #4091 137 CROSS CENTER RD DENVER NC 28037	Reference: Attention: 0000000000 / SEKO SMF Phone: 0000000000	Reference: Attention: (704) 650-6361 / JOHN Phone: (704) 650-6361

Total Pieces	Total Weight	Bill to Party
1	1133	LUXER CORPORATION

Description			Delivery Contact
*Main Locker (Multicolor), *Add On Locker (MultiCo)			
Appt. Date	Appt Start	Appt End	Appointment Notes
5/18/2018	9:00 AM	9:00 AM	<i>Note: minor dent on left front corner of Addon Locker. Does not affect function of large locker door. Dent is about 37" from bottom. Minor scratch on floor during place -</i>
COD Type	COD Amount	Insurance Value	
	\$0.00	\$6,000.00	

DELIVER 5/18 ONLY AT 0900 HOURS. 2MAN INSIDE UNPACK DETRASH ROOM OF CHOICE LIFTGATE REQUIRED. *DELIVERY CHECKLIST MUST BE FILLED OUT AT TIME OF DELIVERY AND DRIVER TEAM MUST CALL SEKO SACRAMENTO PRIOR TO LEAVING DELIVERY LOCATION (916)405-1201**

Pieces Detail						
PIECES	WEIGHT	LENGTH	WIDTH	HEIGHT	DESCRIPTION	SERIAL NUMBER
1	1133	48	40	81	*Main Locker (Multicolor), *Add On Locker (MultiCo)	

Inner Contents						
PIECES	WEIGHT	LENGTH	WIDTH	HEIGHT	DESCRIPTION	SERIAL NUMBER
2	1133	0	0	0	*Main Locker (Multicolor), *Add On Locker (MultiCo)	
2	Inner Contents					

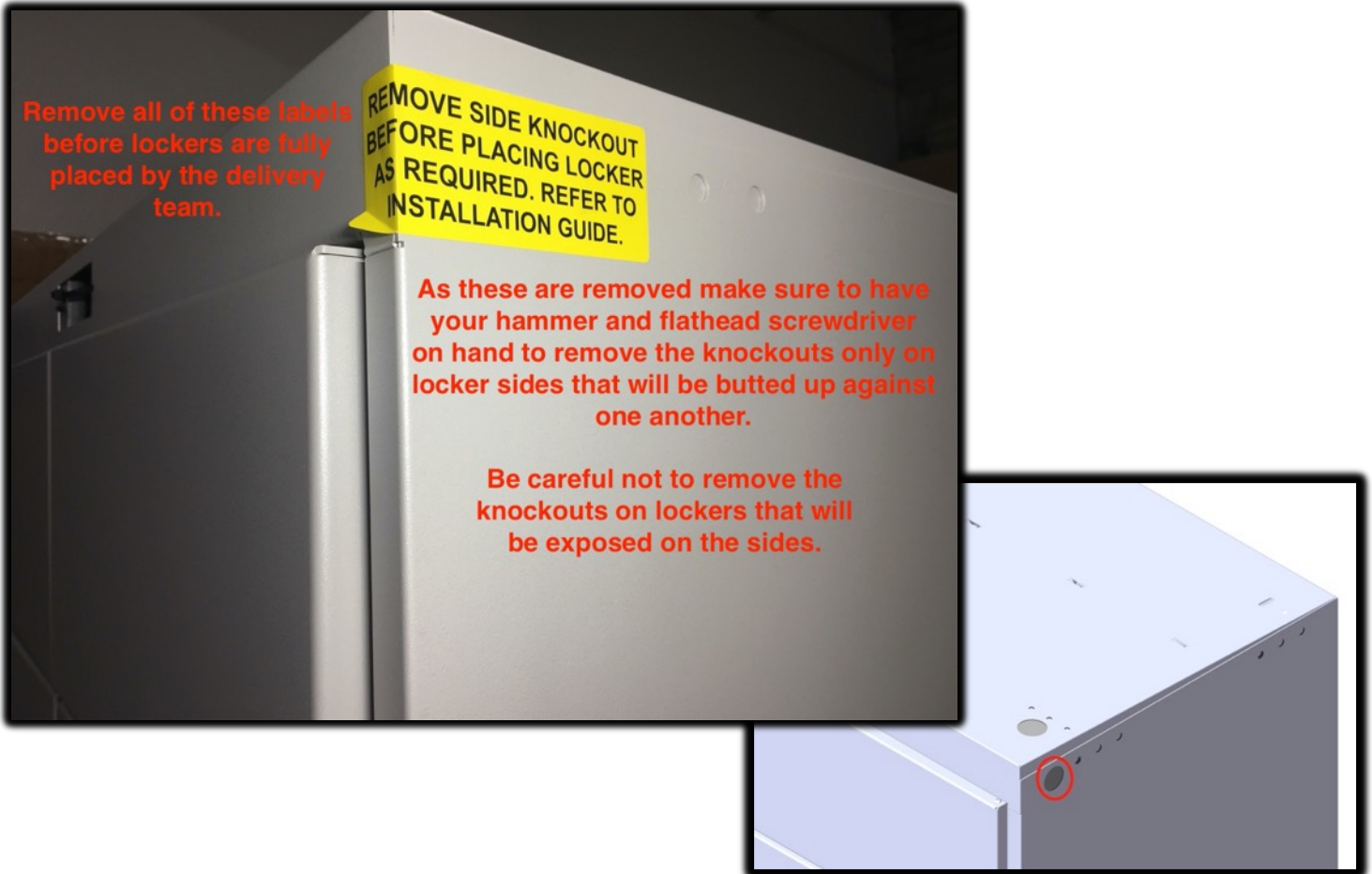
Customer: You must note carton damage on this receipt when you sign for the shipment. Driver, please allow customer to inspect carton(s).

Delivery Mileage *300.00* *22.80* *Spandex*
Name: *Spandex*
Date/Time: *May 24, 2018*

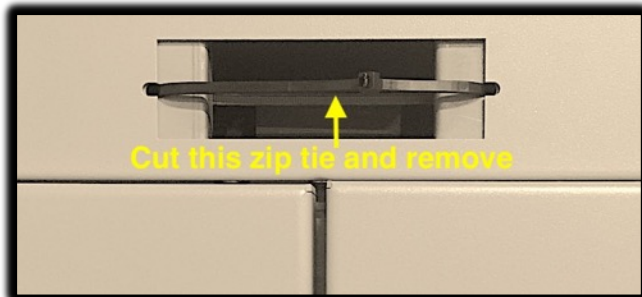
If requested above, enter consignee phone number here:
Driver: Time In *8:57* Time Out _____

Prepping Lockers During Delivery and Placement:

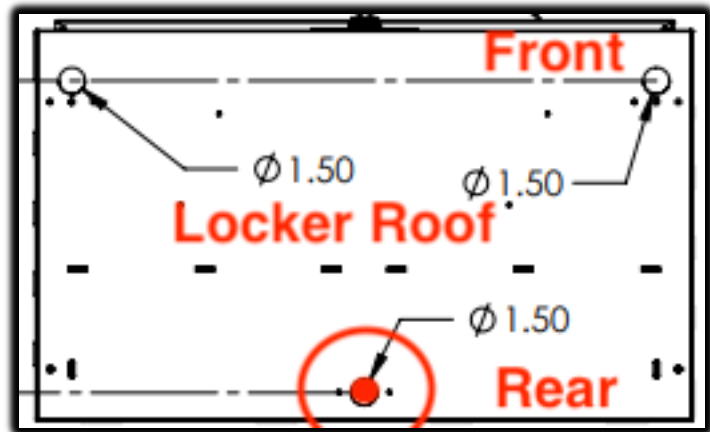
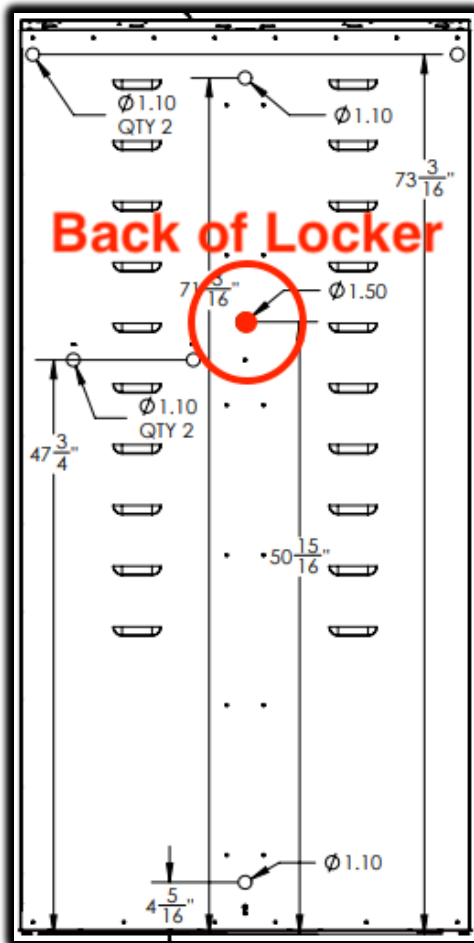
- **Moving the Lockers:**
 - It is advised to leave the bottom piece of cardboard under the lockers if the lockers may have to be adjusted during the installation. This will allow them to be slid easily without damaging the floor.
 - After the lockers have been placed remove the cardboard from underneath by tilting gently.
- **Wire channel knockouts:**
 - **Before** lockers are fully placed it is critical that the wire channel knockouts between lockers are punched out. They must be punched inward from the outside of the lockers. Use a rubber mallet and a flathead screwdriver to knock the plates out only on the lockers sides that will have wires passing through them. Be sure not to knock out any of these that will be on an exposed side.



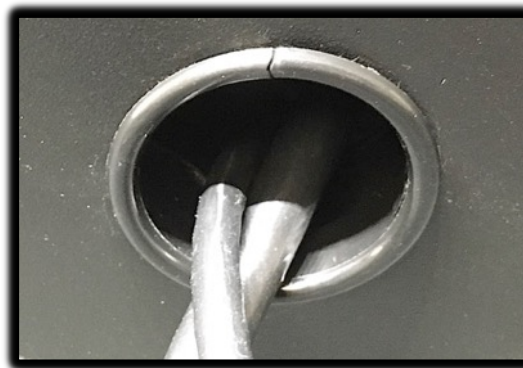
- **Manually opening locker doors**
 - Remove the zip tie holding the slides in place, then lift the red lever to open all of the doors. (Cam locks will not be installed on the lockers upon receipt. They will be stored inside one of the locker doors)



- Next determine where your power and Ethernet will enter the Main locker. There are two options.
 - One is centered on the back of the locker – Best for lockers that will **NOT** be pressed against a wall.
 - The other is centered on the back rear of the roof – Best for lockers that **WILL** be pressed against a wall



- Remove the desired knockout with your hammer and flathead screwdriver.
- Run the provided 6-foot power extension cord through the chosen knockout and into the control bay. Plug into the sites provided power outlet.
- Run a supplied 10-foot Ethernet cable through the same knockout and into the control bay. Then plug it into the sites verified live network jack.
- **Run the other Ethernet cables for Separated banks or cameras wired with Ethernet Links.**
- Insert the supplied split grommet into the knockout hole the cables are ran out of. See pics below.
- It is a requirement to use the supplied wire grommet to protect the cord edges.



- Lockers that are separated on other walls will require power and Ethernet as well. These must enter through the back rear roof knockout and route into one of the ceiling glove boxes in one of the top two lockers.
- The control components will be stored in the ceiling glove box on the locker specified in the floor plan. **Do not attempt to run through any of the knockouts on the back of the locker.**
- If there is another Main in the separated location, follow the prior steps for wiring the Main.