

# INSTALLATION INSTRUCTIONS.

## 298 OUTSIDE ACCESS DEVICE.

### INSTALLATION INSTRUCTIONS

This Outside Access Device provides a locking entry facility for doors fitted with Exidor 200/300 Series Panic (Push Bar) & Emergency Exit (Push Pad) Equipment.

This device allows immediate exit (from inside) with the Outside Access either locked or unlocked. When the Device is Unlocked, holding or blocking the knob may render the exit device inoperable from the Inside.

The Cylinder supplied assembled in this device is not user replaceable.

For double panic / emergency exit systems fitted to double doors with rebated meeting stiles, the Outside Access Device must be fitted to the first opening (last closing) door.

Before Installation check that both frame and door are in good condition and not twisted. Ensure that the door is hung on three suitable hinges and that it opens smoothly and closes square into the frame.

### FITTING PROCEDURE

A. Working on the inside face of the door use the template (FD 2/1) to establish the fixing position for the: 294/308/311 Panic Bolt, 293/307/310 Emergency Exit Bolt, 296 Panic Latch or 297 Emergency Exit Latch, as described on the appropriate Installation Instructions.

B. In addition using the template: Mark and drill the drive spindle hole  $\text{Ø}14\text{mm}$  through the door. Drill the two Outside Access Device mounting holes  $\text{Ø}5,5\text{mm}$  through the door and countersink the inside door face:  $\text{Ø}14\text{mm} \times 90^\circ$  for timber doors /  $\text{Ø}10\text{mm} \times 90^\circ$  for steel doors.

C. For Timber doors Install the dished washers on both the supplied M5 x 70 countersunk screws. For steel doors do not use the dished washers. Trial fit these screws through the door. Cut the screws to length to provide 19mm projection of thread from the outside door face.

*The supplied screws should suit doors up to 51mm thick. For thicker (solid core) timber doors the screw heads may be counter bored deeper into the door face to provide extra length. For Steel skinned doors or where counter boring is not practical, longer M5 x 100 screws are available on request. These will suit doors up to 80mm thick.*

D. Measure the door thickness add 23mm and cut the drive spindle to this length. De-burr the cut end. Locate the spindle into the square drive in the back of the Outside Access Device, pass through the door and secure with the screws as prepared in step C. Ensure the body is square with the edge of the door and the spindle is centered in the hole & rotates freely.

With the spindle fully engaged into the outside access device it should protrude from the inside door face by 13mm. A minimum of 10mm is required for correct operation.

*The supplied 103mm long spindle should suit doors up to 80mm thick. For thicker timber doors a 140mm long spindle is available on request. This will suit timber doors up to 117mm thick.*

E. Engage the drive spindle in the square hole in the Panic / Emergency exit device. Follow the appropriate fitting procedure to finish the installation.

F. Test the operation of the Outside Access Device. Check the operation as described below and ensure that the exit device operates freely & correctly

### OPERATION

#### To open the door:

- Hold the knob to prevent it from turning.
- Insert the key and turn it anti-clockwise one complete revolution (The key can be removed if required)
- Rotate the knob until a slight click is felt. (The device is now unlocked)
- Rotate the knob approximately  $\frac{1}{4}$  of a turn to operate the exit device.

#### To disengage (lock) the Outside Access Device:

- Hold the Knob and turn the key clockwise one revolution.
- Remove the key, the knob should now freely rotate.

*For Panic / Emergency Exit Bolts the Knob will always operate: Anti-clockwise regardless of the door handing.*

*For Panic / Emergency Exit Latches the Knob will operate: Anti-clockwise for left and doors & Clockwise for Right hand doors.*

### MAINTENANCE

**Weekly:** Check for correct operation of the Outside Access Device in combination with the Panic / Emergency exit device.

**3 Monthly:** Check that all fixings are secure.

### IMPORTANT

This equipment must be installed by a competent installer. These fixing instructions must be supplied to the user by the installer when the installation is complete. If these instructions are disregarded then no responsibility can be accepted by the manufacturer.

