

INSTALLATION INSTRUCTIONS.

302 OUTSIDE ACCESS DEVICE.

INSTALLATION INSTRUCTIONS

This Outside Access Device provides a locking entry with master keying 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.

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 2/3) 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. For 305/306 mortice exit devices first use template FD 2/8 to establish the actuators fixing position, then use template FD 2/3 template (by aligning the centrelines) to establish the position of the additional holes for this outside access device.

In addition using template FD 2/3: Mark and drill the drive spindle hole $\text{Ø}14\text{mm}$ through the door. Drill the three Outside Access Device mounting holes $\text{Ø}6\text{mm}$ 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 washers on the supplied M5 x 80 countersunk screws. For steel doors do not use the dished washers. Trial fit these screws through the door. Cut the M5 x 80 screws to length to provide 30mm maximum projection of thread from the outside door face. *The supplied screws should suit doors up to 50mm thick. For thicker (solid core) timber doors the countersunk holes may be bored deeper into the door face to provide extra length. For Steel skinned doors (or as an alternative for timber doors) longer M5 x 100 screws (Ref: SCR605100) are available on request. These will suit doors up to 70mm thick.*

- D.** Measure the door thickness add 27mm 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 76mm thick. For thicker timber doors a 140mm long spindle is available on request. This will suit timber doors up to 113mm 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:

- Insert the key and turn it anti-clockwise one complete revolution (The key can now 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:

- 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 hand doors & Clockwise for Right hand doors.

CYLINDER PREPARATION

The 302 master keying outside access device is normally supplied complete with a EN1303 cylinder lock:

- Model: 302EC - supplied with Euro profile cylinder
- Model: 302OC - supplied with UK Oval profile cylinder

To suit master keying situations the outside access device can be supplied without a cylinder but with appropriate pre-formed aperture to suit:

- Model: 302EA - Euro profile cylinder aperture (no cylinder supplied)
- Model: 302OA - UK Oval profile cylinder aperture (no cylinder supplied)

Each will however accept most EN 1303 40mm single cylinders of the same profile. In all cases The cylinder selected must be drilled and tapped M5 as shown.

CYLINDER FITTING

Place the cylinder into the shaped body aperture and fix securely through the back plate with the supplied M5 x 10 countersunk head screw.

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.

