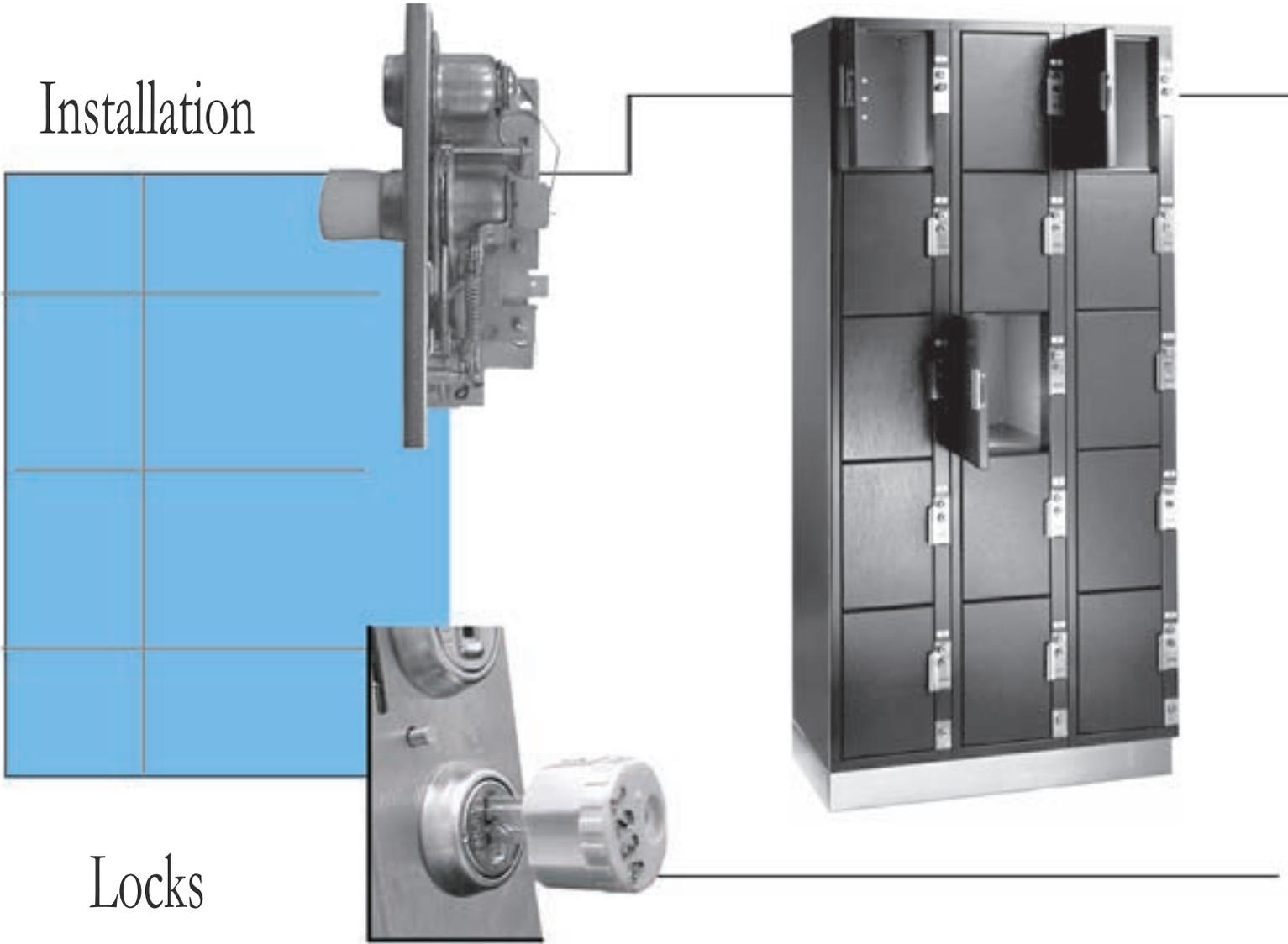


Not all the lockers in the world...  
just the world's finest.

Installation



Locks

Operation

Care

Worldwide Service Center  
**Service Manual**

## **Limited Warranty**

American Locker Security Systems, Inc. (ALSS)

warrants that all locker products and component parts thereof, to be free from defects in material and workmanship for a period of one year from date of shipment.

This warranty shall be in effect for the noted period, exclusive of normal wear, abuse, misuse, vandalism, acts of God or use/acts not involving the products' intended function.

Replacement or repair shall be at the sole discretion of American Locker Security Systems, Inc., and shall include freight to original F.O.B. point only. Installation or removal is not included.

## **IMPORTANT!**

**WARNING:** FOR THE PROTECTION OF YOUR CUSTOMER, IT IS ESSENTIAL THAT YOUR LOCKERS BE INSTALLED PROPERLY. IF NOT INSTALLED AS RECOMMENDED BY AMERICAN LOCKER SECURITY SYSTEMS, THE LOCKERS MAY BE SUBJECT TO BEING TIPPED OVER AND CAUSING SEVERE PHYSICAL INJURY AS WELL AS POSSIBLE LEGAL ACTION.

The lockers you have just purchased are manufactured from the finest material available, which will provide you and your patrons with exceptional security. To ensure this security, added protection and strength are built into the door openings and locking mechanisms which are located in the front area of each locker. As a result, these lockers tend to have more weight concentrated in the front and if not securely fastened to a wall, can be tipped over.

**FOR YOUR PROTECTION**, we insist you:

- Bolt all modules together.
- Fasten all lockers to a wall securely.\*
- Secure all lockers back to back as instructed.\*

**Please** take the time now to install your lockers as recommended before they are put into operation.



(800) 828-9118  
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info@americanlocker.com



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www.canadianlocker.com  
E-mail: clc@aztec-net.com

Many of our service parts are  
available for purchase through the  
American on-line catalog.  
www.americanlocker.com

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## Receiving Your Locker

Immediately upon receipt of your shipment, inspect all cartons carefully for possible freight damage. If cartons are damaged in any way, note "Damage" on the delivery receipt before signing. Unpack and inspect them thoroughly for concealed damage. Current regulations limit the amount of time you have for reporting claims of this nature. Follow the procedures printed on the cartons and "Notice of Shipment" letter. Your lockers are completely factory assembled and the job of placing them in service is a relatively simple task.

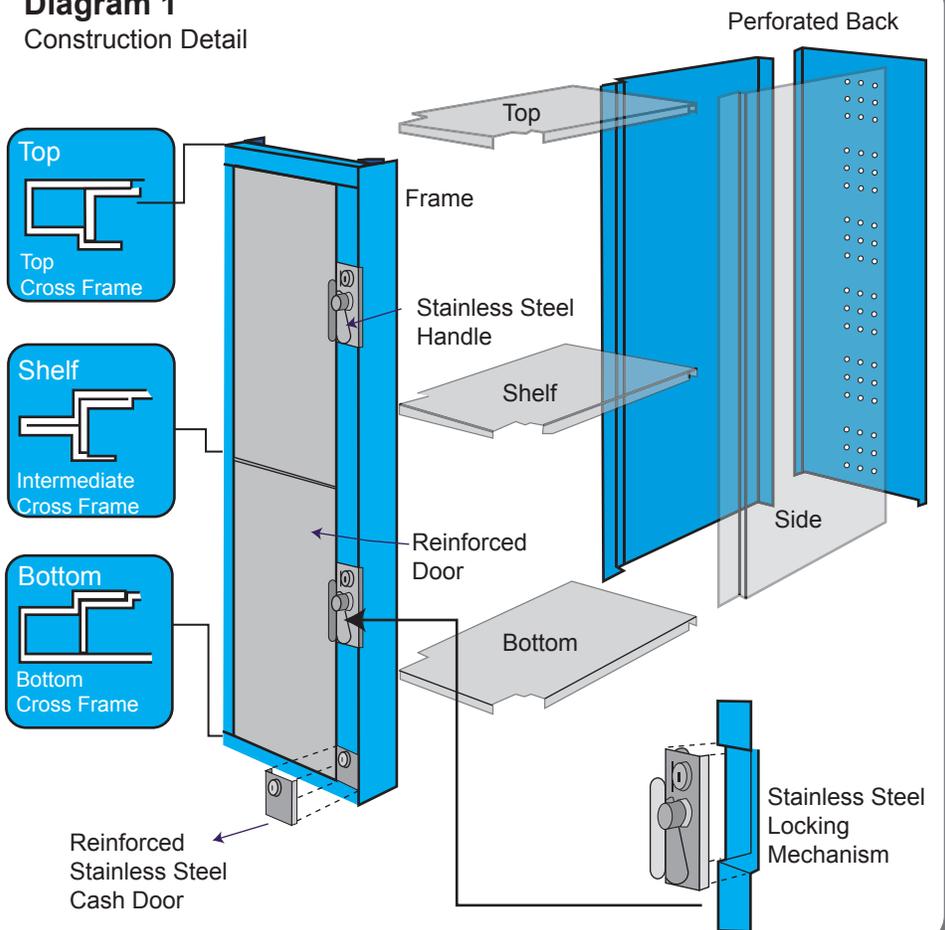
The section, entitled "Installing Your Lockers" describes this procedure in detail. Lockers are shipped in three wide locker sections whenever possible. All compartment locks are installed in the lockers and locked.

The management keys, which are used to secure locks or cash doors, were sent separately via secured method, direct to the original purchasing authority.

Should they not be in your possession at this time, please consult with your purchasing department prior to contacting ALSS.

Use the lock control key (black plastic cap) to unlock and remove the top left lock in each section (See p. 6 "Removing Locks or Cash Doors"). Packaged inside this locker will be the keys to all locks in that section. Insert these keys in the matching numbered lockers and turn the key to the left to unlock. Miscellaneous accessories and spare parts will be found in the lowest numbered lockers.

**Diagram 1**  
Construction Detail



## Strong Construction/ Easy Installation

ALSS constructs three locker frames and bodies into one strong, precision fitted section at the factory. This assembly process assures you fast, easy installation on-site, since three to eighteen individual locker compartments are contained in each locker module (depending on opening size) and are installed in one operation. Additional single or double wide sections are furnished as required to finish a row. Each and every component part is accurately formed, fitted and assembled with the latest in technology to provide the highest degree of security possible. Each locker shelf has a minimum of 8 areas where they are secured to the locker sides and backs. The frame and door assembly is mated to the locker body with stainless steel monel rivets to provide a solid, rigid product.

## Installing Your Lockers

Since each locker compartment is pre-numbered at the factory, be sure to arrange locker sections in proper sequence before final placement is made. Unlock all lockers as described in the "Receiving Your Lockers" section.

Two holes are provided on the sides of each locker section for bolting together adjoining sections. A sufficient quantity of loose bolts and nuts are supplied with your lockers. Line up the locker section and insert the bolt through to the next section. Install nut and tighten securely with wrench and screwdriver. If rear ventilation is desired, leave a space between the lockers and the wall (one inch is usually sufficient.)

It is most important that all lockers are bolted securely to a wall surface utilizing the locker to wall bracket supplied with your lockers (in the case of lockers installed back to back in rows, a bracket is supplied for bolting the lockers together). The securing of the lockers to the wall will prevent them from tipping over, which can cause serious injury and the possibility of liability problems.

Bolt one bracket to each section of lockers, push the lockers against the wall (or within one inch if allowing for airspace) and attach securely through the holes provided. There are optional filler panels available from ALSS at additional costs for finishing off the side space between lockers and the wall. Perforated top filler strips are also available to allow ventilation and to prevent debris from falling behind the lockers.

## Free Standing Lockers

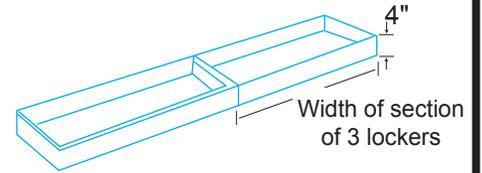
Locker sections, three units wide containing 3 to 18 lockers, are quickly installed against existing walls, or in double row islands on level ground.

Complete details for securing continuing locker sections together and for attaching to a base and/or wall are provided in the drawing, "Free Standing Lockers".

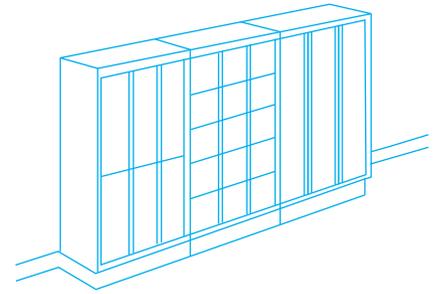
A base is essential and ALSS's 4" high stainless steel base (optional) allows total flexibility for later rearrangement or for moving. Poured concrete bases (by others) should be 4" or more in height and have a wood sleeper. (See diagram 4)

## Diagram 2

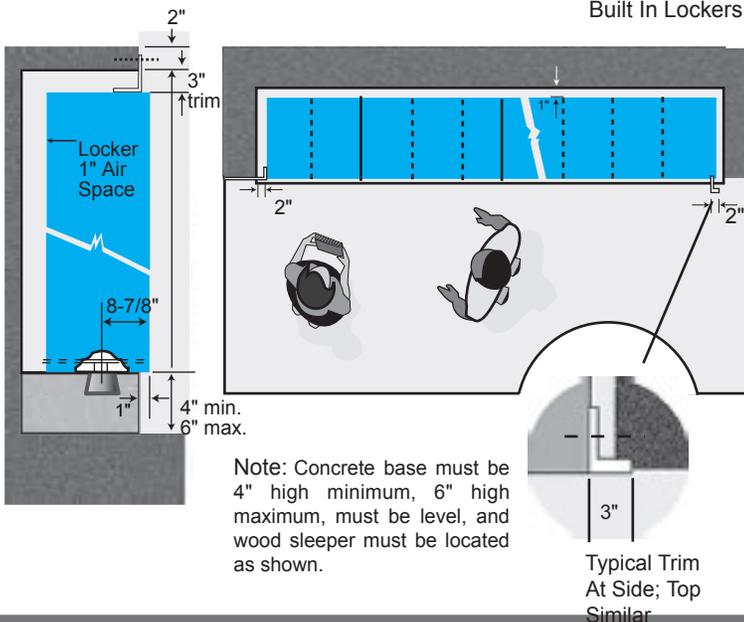
Type 304 Stainless, 16 Gauge, Provides 1" Toe Space And Flow Thru Ventilation.



Free Standing Lockers With ALSS Bases



## Diagram 3 Built In Lockers

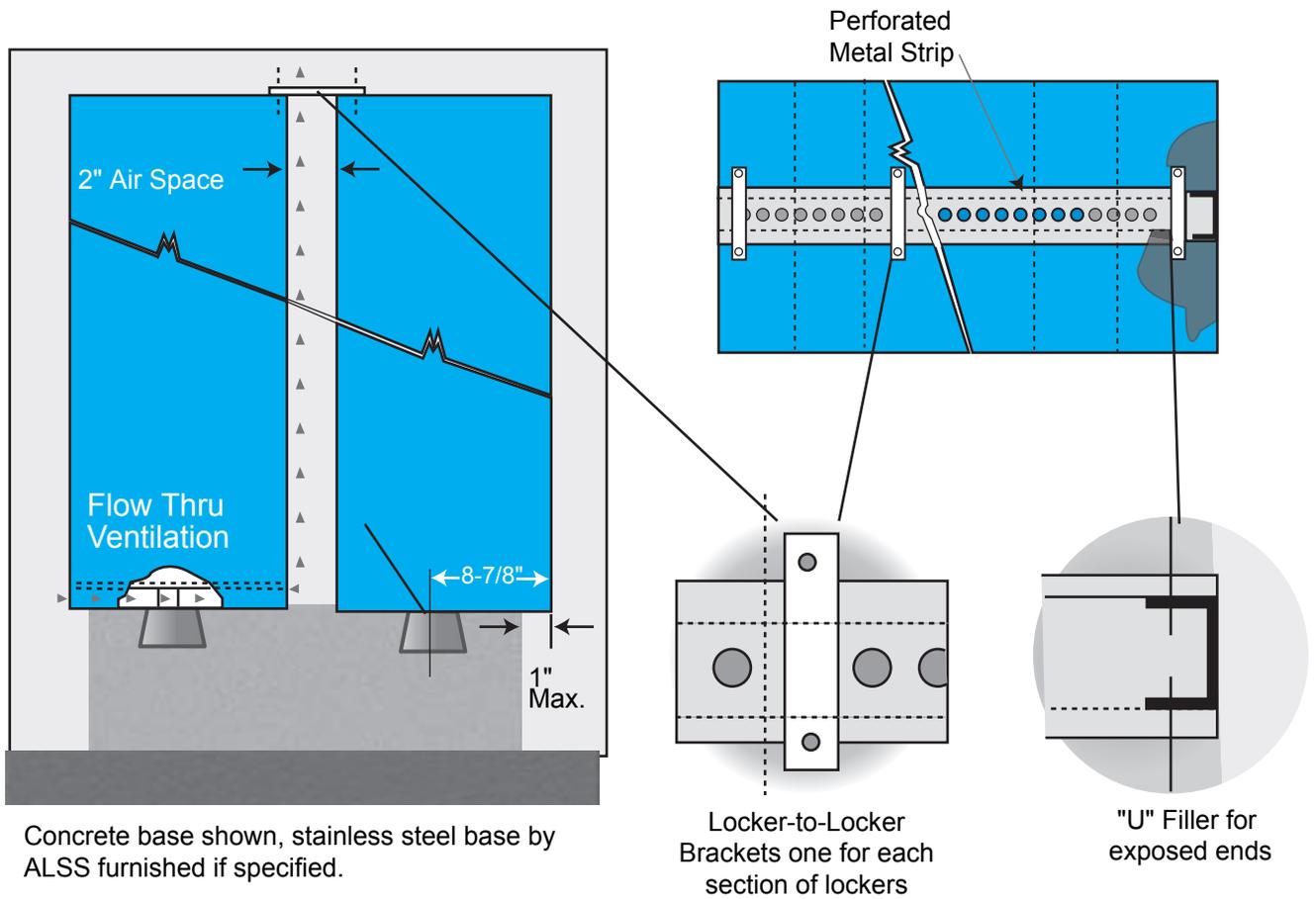
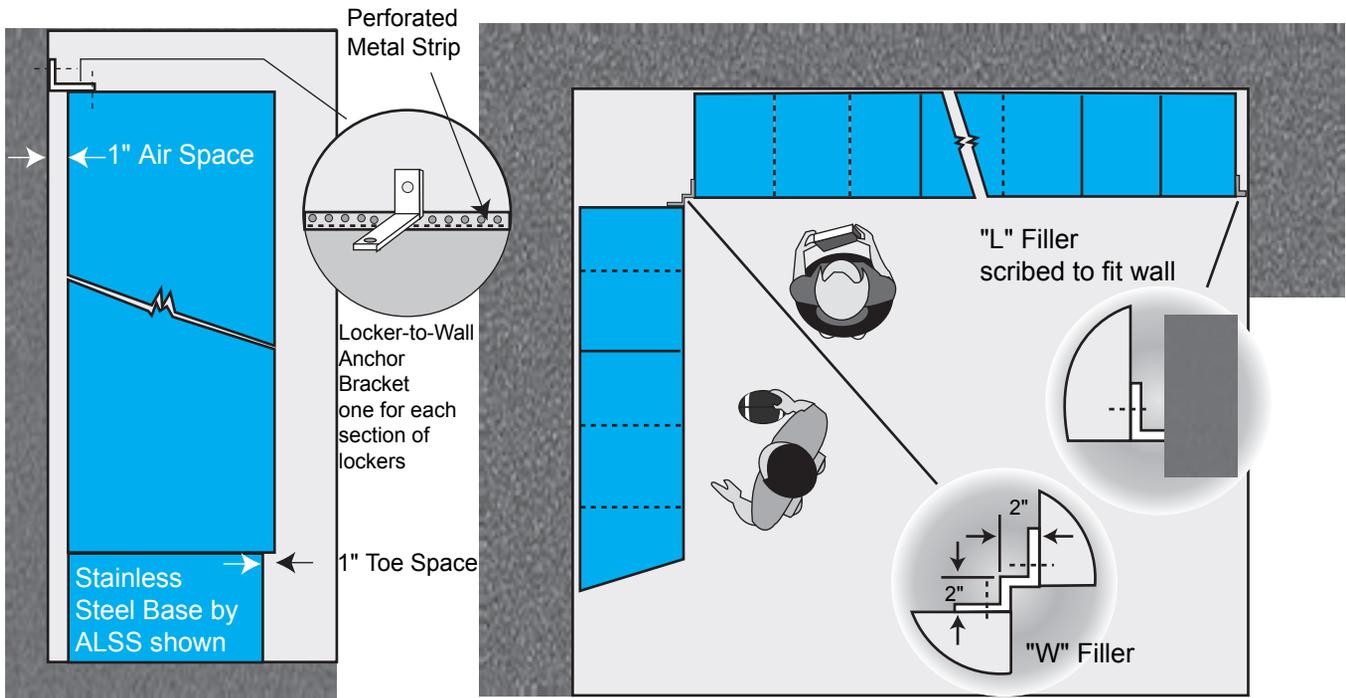


## Built-In Lockers

Security lockers are frequently installed in recessed areas and ALSS has made provisions for attaching required trim and for securing the locker to the base or wall. A 4" to 6" high smooth and level base must be provided. Base can be poured concrete with a properly located wood sleeper (by others) or ALSS's 4" stainless steel base (optional).

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[info@americanlocker.com](mailto:info@americanlocker.com)

**Diagram 4**  
Free Standing Lockers



Concrete base shown, stainless steel base by ALSS furnished if specified.

**Note:** Fillers optional

## Removing Locks or Cash Doors

1. Insert proper management key and turn to right (clockwise). (Diag. 5 & 6)
2. Pull out on key, which will pivot the cash door outward on a locking lip located on the top of each cash door. The lock will pivot outward on a locking lip located on the bottom of each lock.
3. Pull upward and the cash door, or lock unit, will come free from the cabinet.

## Installing Locks or Cash Doors

1. Insert proper management key and turn to right (clockwise). (Diag. 5 & 6).
2. Place lock or cash door in opening with the locking lip behind face of cabinet.
3. Pivot inward until flush with face of cabinet.
4. Turn key counter clockwise to vertical position and withdraw key.

**NOTE:** Be sure locking lip is behind cabinet face.

**CAUTION:** The management black and white keys are the key to your security. **Guard Them Carefully!**

## To Open Locker and Reinstall Lock

At certain times you will be required to open a locked locker. This usually occurs when a key has been lost or broken.

**CAUTION:** Require positive identification of the patron and the contents before opening the locker. It is a good idea to require a signed release and positive identification from any person claiming property from a locked locker. Refer to "Lost Key" section.

## To Open Locker

Insert lock control key (Black) (Diag. 5) and turn clockwise. Using key as a handle, pivot lock forward, then slide upward using right hand. At the same time, pull door handle with left hand. Door will open with lock coming free of cabinet.

## To Replace Locked Lock on Cabinet

Enter lock bolt in the slot door. (Diag. 9) Close door slowly and insert locking lip of lock behind opening in cabinet. (Diag. 5) Pivot lock inward until flush with face of channel. At the same time, depress the A-pin (Diag. 5) with your left hand so that it clears beneath the door handle. Turn lock control key counterclockwise to vertical and remove.

## Lock and Key Replacement

Your locks have an easy to remove patron cylinder. (Diag. 8) This feature eliminates the need for returning the entire lock when only a new replacement key is needed. It is recommended that whenever a new key is needed, the entire cylinder be exchanged for a cylinder of a different combination. This prevents anyone finding the lost key from opening the locker and will maintain the integrity of your locker system. An exchange of cylinders also provides a perpetual maintenance system for your cylinders as they are inspected and cleaned each time they are returned to our Worldwide Service Center.

Instructions for obtaining replacement locks, keys and other accessories follows. These items may be obtained from our Worldwide Service Center whose address will be found on page two of this manual. Be careful not to exhaust your supply of spare cylinders before exchanging cylinders or ordering replacement keys.

Diagram 5

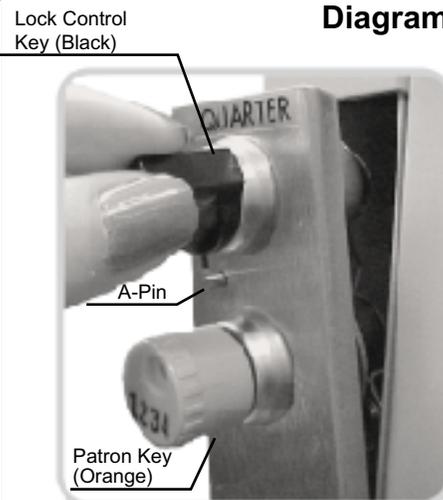


Diagram 6

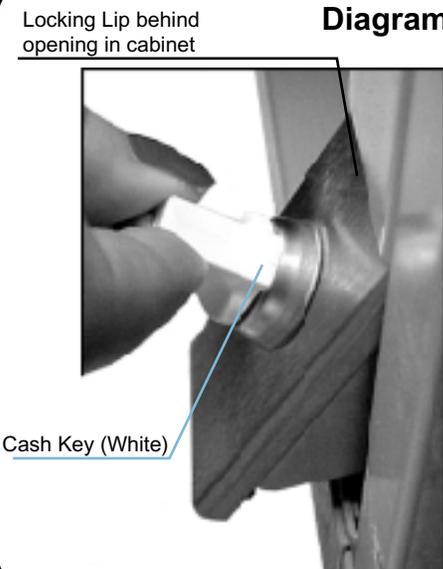
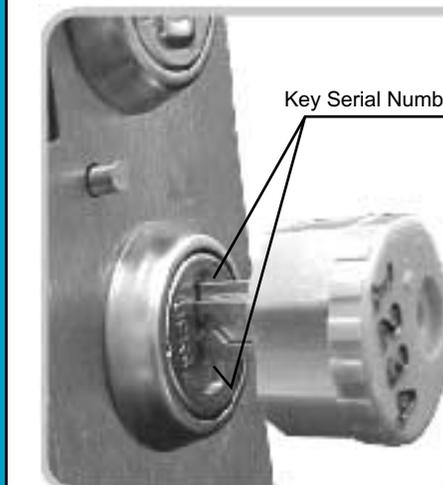


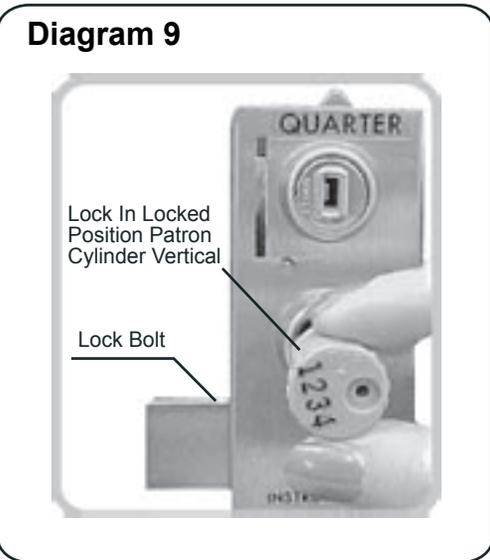
Diagram 7



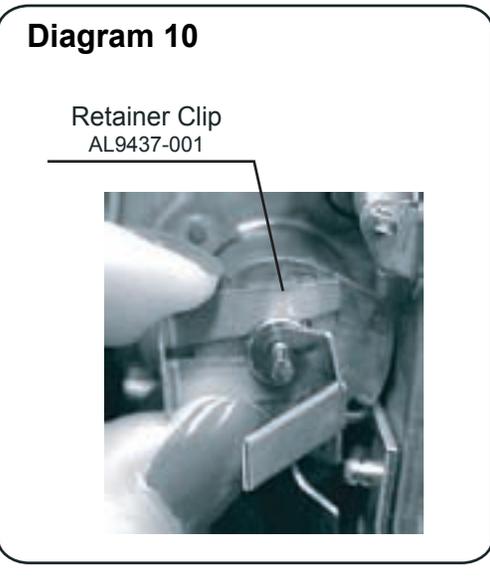
**Diagram 8**



**Diagram 9**



**Diagram 10**



**Ordering and Exchanging Keyless Cylinders**

After you have accumulated several keyless cylinders, package securely and ship with your most convenient carrier, along with your purchase order to the Worldwide Service Center. (It is a good precaution to insure the package in case of loss.) The cylinders will be exchanged for cylinders of a different combination and returned to you. This method of obtaining replacement cylinders maintains the security of your locker system by assuring that a person either stealing or finding a key will not be able to open one of the lockers and remove another person's property. The price of service is outlined on the ALSS Parts Price List.

Depending on your lock model and options purchased, there are two methods of cylinder removal and installation. The standard method requires the lock to be removed from the locker channel. The other method requires an optional feature, which allows the cylinder to be removed and installed without removing the locks from the channel.

**Standard Method**

1. To remove the patron cylinder in the standard method remove the Cylinder Retainer Clip. Part No. AL9437-001. (Diag. 10)
2. Slight pressure on the pin protruding from the back of the cylinder will assist in moving the cylinder out through the face of the lock.
3. Cylinder is now loose and may be pulled free.

**Optional Feature**

1. To remove the patron cylinder with the optional feature, insert the black control key in the control cylinder and turn counterclockwise.
2. In the keyless patron cylinder, insert the core removal tool provided and pull out the cylinder. (Diag. 13)

**To Install Cylinder:**

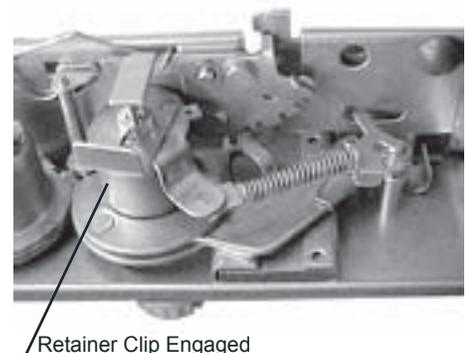
**Lock In Unlocked Position**

1. Insert cylinder in housing with key approximately 45 degrees to the left of vertical. (Diag. 12)
2. Turn slightly back and forth until cylinder seats in housing. Be sure key is about 45 degrees to the left of vertical. Push inward until the square shank of the cylinder is seated.
3. For the standard method, replace cylinder retainer clip, being sure it engages the groove in the rear of the cylinder. (Diag. 11) For locks with the optional feature, simply turn the control key clockwise back to vertical and remove.

**Lock In Locked Position**

1. Insert cylinder in housing with key in vertical position. (Diag. 9)
2. Turn slightly back and forth until cylinder seats in housing. Be sure key is in the vertical position. Push inward until the square shank of the cylinder is seated.
3. For the standard method, replace cylinder retainer clip, being sure it engages the groove in the rear of the cylinder. (Diag. 11) For locks with the optional features, simply turn the control key clockwise back to vertical and remove.

**Diagram 11**



## Locks

There are several lock models, which provide the versatility to meet every requirement from coin, token, padlock, key, or electronic operation. The two most common types of locks allow you to vary the coin fees - Coin Collect and Coin Refund. Both locks (Diag. 15) are extremely versatile and can be adjusted to perform various functions. Their design permits the owner to adjust the operations as follows.



### Coin Refund

This lock type can be adjusted to accept various coins and tokens and can be operated on either a coin retain or coin refund system. When this lock is set for "coin retain", the coin is deposited to the cash box when the lock is locked. When the lock is set for "coin refund", the coin is used as a deposit on the key while the locker is in use. Upon unlocking the locker, the coin is refunded to the user. The key remains captive until another coin of the correct denomination is inserted.

### Coin Collect

This lock also can be adjusted to accept various coins and tokens. This lock is very similar in appearance to the "Coin Refund" lock except this lock has no refund slot in the faceplate. This lock is strictly a "Coin Retain" lock and cannot be adjusted for "Coin Refund." The key also remains captive until another coin of the proper denomination is inserted.

## Conversion From One Coin Fee To Another

Both the Coin Refund and Coin Collect locks can be changed from one coin fee to another. This change can be either from a lower fee to a higher or vice-versa. The conversion is relatively simple and with the help of the following instructions, diagrams, and necessary parts, can be quickly learned and easily performed.

For detailed instructions on converting your locks from one coin fee to another please refer to the following or contact our Worldwide Service Center for guidance.

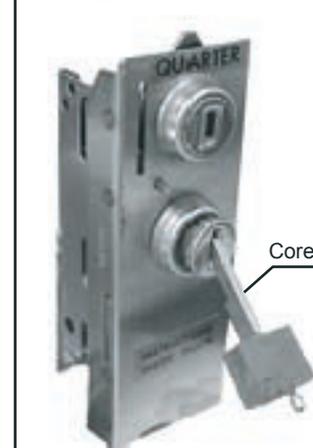
### Diagram 12

Lock in Unlocked Position



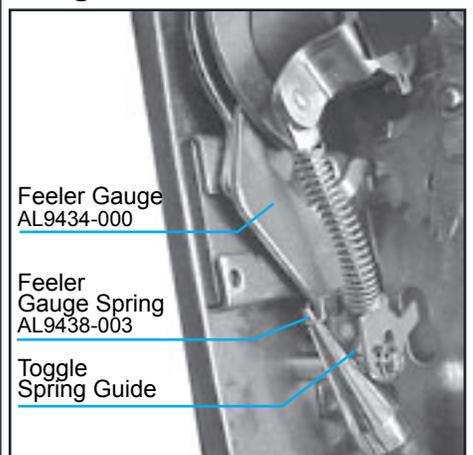
Patron Cylinder  
approx. 45°  
to left

### Diagram 13



Core Removal Tool

### Diagram 14



Feeler Gauge  
AL9434-000

Feeler  
Gauge Spring  
AL9438-003

Toggle  
Spring Guide

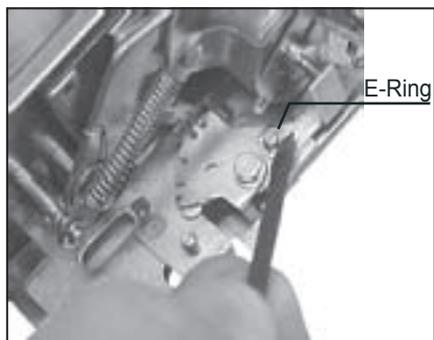
## Coin Selector (Part No. AL-9709-801)

The Coin Selector (Part No. AL9709-801) is used, in part, to determine the coin setting of your lock for single coin operation. Your locks will come from the manufacturing plant preset on the coin fee you requested. If this selector should accidentally be moved please refer to Diag. 18 for the correct setting. If you are going to change your lock setting from one fee to another, detailed instructions and diagrams are as follows:

### Conversion From Coin Fee To Free Use

To convert your lock from coin operation to free use is relatively quick and easy. Locate the feeler gauge spring (Part No. AL9438-003) which is attached over the coin feeler gauge. (Part No. AL9434-000) With a small instrument, such as the end of a ballpoint pen, push down on the spring, while at the same time forcing the spring away from the coin feeler gauge. Then disconnect the opposite end from around the post. Leave the spring free on both ends. Your lock is now on free use. (Diagram 14)

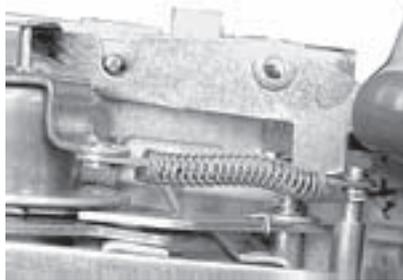
**Diagram 16**



## Converting 1 Quarter Locks To 2 Or 3 Quarter Acceptance

1. Remove the Quarter Selector by removing the "E" Ring from the stud using a small screwdriver. (Diag. 16)
2. Inspect the Coin Chute and straighten if bent or not perpendicular to the face-plate.
3. Install the 2 Quarter Selector (Part No. AL9553-001) or 3 Quarter Selector (Part No. AL9325-800) on the lock by aligning the hole with the lower stud and the slot with the upper stud. Install "E" Rings on each stud to hold Selector in place. (Diag. 17)
4. Install Selector Spring. See the instructions to install Selector Spring to the tip of the Selector.
5. Replace the Quarter Decal with a new "2 or 3 Quarters" Decal.
6. Check the functioning of the lock by inserting two or three quarters, hold in the A-Pin and turn the key.

**Diagram 17**



## Troubleshooting

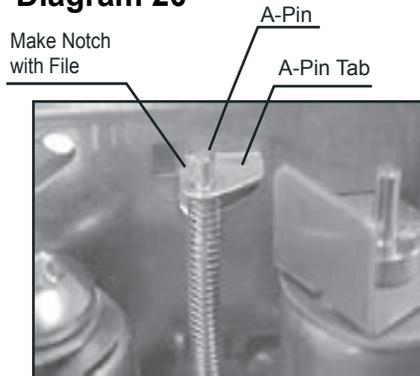
What to look for if locks fail to work properly after conversion.

1. Make sure Selector Spring is not hitting the A-Pin. (See #4 in section entitled "Instructions for Converting 1 Quarter Locks to 2 or 3 Quarter Locks.)
2. If your lock has a Toggle Spring Guide (Diag. 14), make sure the point is turned away from the Coin Chute. If not, this will prevent the quarters from falling. Correct by simply removing the Toggle Spring Guide, turn it over and replace.
3. When the lock is in the locked position, make sure the tip of the Selector is not binding on the Cylinder Cap Assembly (Diag.18). If so, slightly bend the tip of the Selector towards the Coin Chute.
4. If the Selector is not dropping far enough to release the quarters, slightly bend the ramp on the Cylinder Cap Assembly down. Do this just enough so that the quarters fall through. Do not bend too low or the lock will not open.
5. Should you have any questions, call our Worldwide Service Center at: (800) 323-9428.

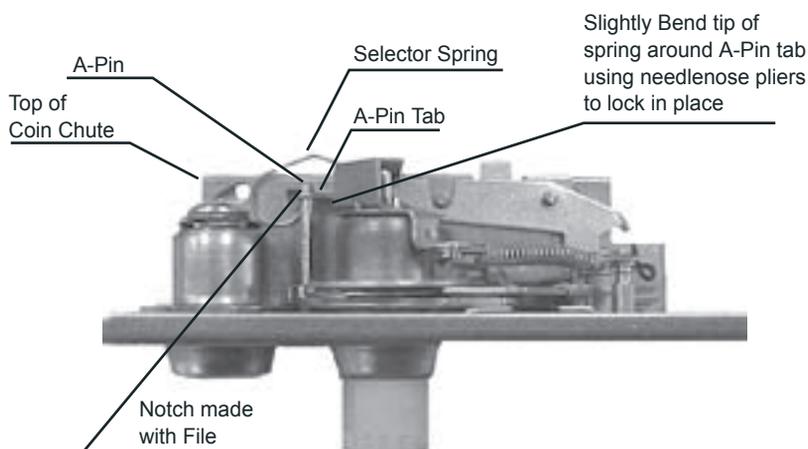
## Selector Spring Installation

1. If Coin Chute does not have notch at base of A-Pin tab, a notch should be filed in top of tab tight to Coin Chute, and to a depth equal to diameter of Selector Spring wire.
2. Clip Selector Spring on A-Pin tab (Diag. 20)
3. When Step 2 is complete, the Selector Spring should be lying in the position as shown with the top of the Spring in the notch and length of Spring lying along the Coin Chute. Slightly bend end of Spring using a pair of needle nose pliers to form around A-Pin tab and to hold in place.

**Diagram 20**

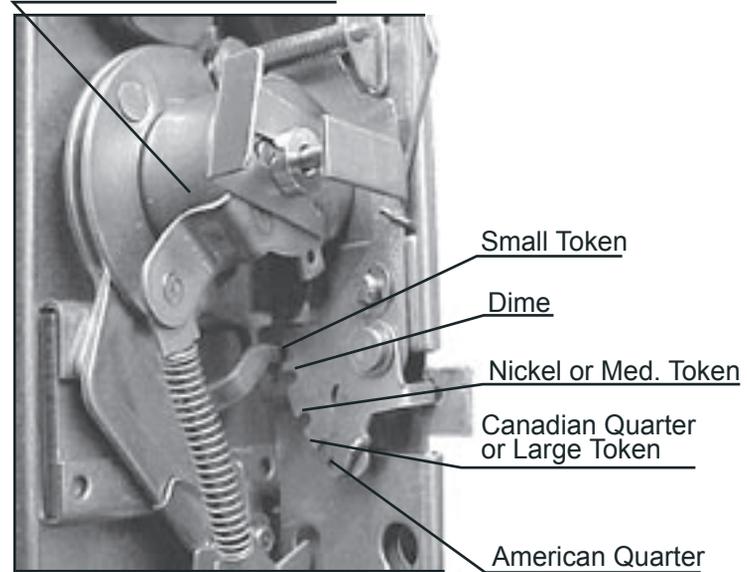


Slip Selector Spring on A-Pin Tab in notch and push end down



## Cylinder Cap Assembly

**Diagram 18**



## Accessories

### Wristbands, Safety Pins, Instruction Posters, Etc...

Accessories may be ordered from our Worldwide Service Center or on our online catalog.

[www.americanlocker.com](http://www.americanlocker.com)

Address of the Service Center can be found on page two of this manual. Prices for these items are listed on the "Replacement Service Items" of the enclosed "Parts Price List".

### Spare Cylinders

It is advisable to keep on-hand a supply of spare cylinders. This reserve should be equal to at least 10% of your total lockers, i.e., 10 for each 100 locker openings. This will allow immediate exchange of your keyless cylinders (lost or broken keys, etc.) for a keyed cylinder. Without this reserve, you could have lockers out of service awaiting exchange cylinders. Be careful not to exhaust your supply of spare cylinders prior to sending your keyless cylinders in for exchange.

### Safety Pins/ Wristbands

If your lockers are to be used in a change area, such as a bathhouse, some method of securing the key to the patron's swimsuit must be provided. For this purpose, we can provide a stainless steel pin device or wristband which solves this problem. (Diag. 19) These can be attached to the keys when exchange cylinders are ordered at a nominal cost. Please specify on your order if these are wanted.

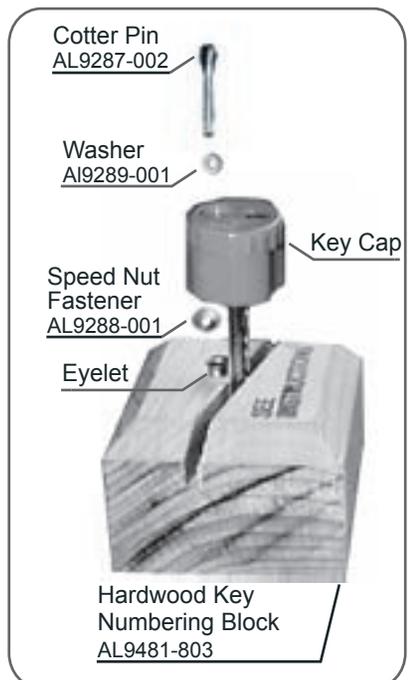


**Diagram 19**

### Key Numbering Set

Your reserve supply of spare cylinders will not have a locker number affixed (thus allowing use on any locker) and you will need some method of embossing the desired locker number on the plastic portion of the key. This kit contains the necessary items to perform this operation.

## Diagram 21



## Instructions For Replacing Stainless Safety Pins or Other Attachments

From time to time a situation may arise when you find it necessary to replace a damaged stainless steel safety pin. The key cap along with our key numbering block is designed to allow you to perform this operation.

1. If your damaged pin is still in place, it will have to be removed using the following procedure.
  - With wire cutters, cut the rounded portion of the cotter pin (protruding through the face of the key cap) off. This will allow the damaged safety pin to be removed.
  - With your needle nose pliers, pull the remaining piece of the cotter pin through the underside of the key cap.
  - Discard the speed nut fastener, cotter pin, and safety pin, but save the small washer if it is not damaged.
2. Attach the safety pin to the cotter pin.
3. Place the small washer over the cotter pin. After the washer is in place, insert the cotter pin through the hole in the front of the key cap so the washer rests in the recess and the cotter pin is all the way through the hole.
4. Using the key numbering block with the eyelet in the up position, lay the speed nut on the rivet with the bowed portion of the fastener down.
5. Insert the key with the safety pin assembly through the key numbering block so the cotter pin goes down through the speed nut fastener and the eyelet.
6. Once this assembly is in place and seated squarely over the eyelet, tap the top of the cotter pin so the speed nut fastener is forced over the cotter pin.
7. Remove the key and check to assure:
  - The fastener is securely on the cotter pin.
  - The safety pin moves freely in a full circle radius.

## Locker Operation Utilizing Spare Cylinders

When you purchased your coin-operated lockers from ALSS, it was recommended that you purchase a supply of spare cylinders. These are used to replace keys from lockers that your patrons lose. These spare cylinders give you the capability of instantly rekeying your locks so that no loss of revenue or service is encountered. For a smooth, profitable operation, it is in your best interest to always maintain a substantial supply of these spare cylinders on hand. These spare cylinders along with the exchanging of keyless cylinders can be purchased from our Worldwide Service Center listed on page two.

## Numbering Spare Cylinder Keys

1. To number your spare cylinders you will need the following items supplied in the key numbering set.
  - Hardwood key numbering block (AL9481-803)
  - Felt tip marker or paint stick (AL9487-000) or (AL9487-001)
  - Set of numbering dies
  - Small hammer (not supplied)
  - Spare cylinders to be numbered (purchased separately)
2. The area of the key cap to be numbered is the flat area on the end of the key cap below cotter pin hole. (Diagram 22)
3. Insert the key into the key numbering block, placing the cotter pin hole over eyelet in key numbering block.
4. With the key inserted in the block and seated securely, stamp the desired number on key cap using numbering set and hammer. Be certain numbers are properly positioned on the key cap and imprinted to an equal depth. If your keys have pins or other attachments, you will note that the cotter pin will fit into the eyelet allowing the key cap to seat firmly to block.
5. After desired number is stamped, remove key from block and fill in imprinted numbers with felt tip marker or paint stick. This will result in a well defined black number on the orange cap.
6. Note that the code number for the customer cylinders are stamped on the underneath side of the key blade. (Diagram 22)

## Operating Instructions and Suggestions

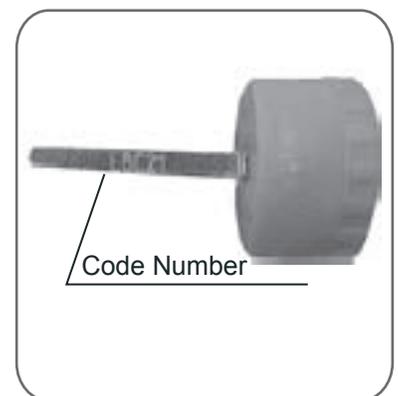
In order for your new self-service lockers to provide the best possible service, there are certain functions which should become part of the management operating routine of these lockers:

### Overtime Storage

Examine the occupied lockers (keys removed) at the same time each day, preferably at a time when the fewest lockers are in use (for example, prior to opening or just after closing your facility). Open all locked lockers using your control key.

**If the locker is locked and empty:** Record the date, locker number and make notation "Locked Empty" on your record sheet. Should the locker remain empty overnight, replace the keyless cylinder with a different keyed cylinder from your spare cylinder supply.

Diagram 22



## Replacing Door Closure Springs

1. Remove screw and nut from door allowing door closure spring to release itself.
2. Insert new door closure spring behind rail making sure spring faces up. (Diag. 23)
3. Attach end of spring behind rail to tab and place stay arm through opening in rail from back side. (Diag. 23)
4. Apply pressure to spring, pushing stay arm forward until holes line up in stay arm and door. Insert screw and tighten nut.



Diagram 23

### If the locker is locked and contains property:

Record the date, locker number and a description of the property on your record sheet. Should locker contents remain for two consecutive days, remove the property; tag it with a tag containing the date, locker number and serial number of the cylinder. Replace the keyless cylinder with a different keyed cylinder from your spare cylinder supply.

When customer returns to claim his/her property, be sure to check his/her key serial number against that appearing on the tagged property. This is the only positive proof of his/her ownership. Comparing only the locker number is not sufficient since property may have been removed from the same locker at another time. Collect a storage fee. The amount of storage fee is up to your management.

### Lost Keys

When a patron reports the loss of his/her locker key, be sure to get positive identification from the patron and a good description of the property inside the locker. Do not accept a general description of the contents as the claimant may have observed the rightful owner placing the articles inside the locker and may be attempting to fraudulently obtain someone else's property. Insist on a complete, specific description of all articles such as "Brown attache' case containing letters address to \_\_\_\_\_." Do not accept descriptions such as, "brown attache' case" or "blue bag." Prepare a simple "Lost Key Release" form. Have the individual provide proper identification of their selves and their property. Visually compare this information against driver's license, credit cards, etc... Collect a lost key fee. The amount of the lost key fee is up to your management.

## Care of Your Lockers

As with a new car, your lockers should have periodic cleaning and service. Attention to this phase of your operation will result in a long trouble free life of service.

1. Do not spray water on the lockers. Care should be taken to avoid splashing lockers when floors are being washed or hosed. If water is splashed on them, dry them immediately.
2. Harsh chemicals, often used on bathhouse floors, should not be allowed to remain on the locker surfaces; they must be promptly removed.
3. The painted finish should occasionally be wiped clean with a damp cloth, and then coated with a high quality wax.
4. If you want your lockers to be used and generate revenue they must be kept clean.
5. Do not lubricate parts on back of lock mechanism. Special lubricants can be recommended by our Worldwide Service Center.
6. All lock and cash box keyways should be sprayed with a recommended lubricant before opening for the season, once or twice during the season and again at the close. **BE SURE TO REMOVE THE PATRON KEYS WHEN APPLYING LUBRICANT.** Work the keys in and out. In this manner, the lubricant will penetrate to the innermost portions of the lock cylinder.
7. Touch up all scratches on the painted surface. If the protective finish is cut through to bare steel, rust will occur. Sand the surface smooth and cover with touch up paint. This paint is available from our Worldwide Service Center.
8. Stainless steel lockers should be cleaned periodically with stainless steel polish.



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**For American Locker replacement parts  
please contact The Worldwide Service Center.**

**Worldwide Service Center**

12 Martha Street  
Ellicottville, New York 14731-9799

Tel: (800) 323-9428 or (716) 699-2773  
Fax: (716) 699-2488

E-mail: wwservicecenter@americanlocker.com

**Keys**

Management keys are sent to facility via secure method.  
Patron keys can be found in upper left hand opening of each  
group of lockers.

See page 3 of your manual for further instructions