

# IDACS Letterbox Key Safe Installation Guide

Includes easy step by step setup, list of contents and tools required



# Overview

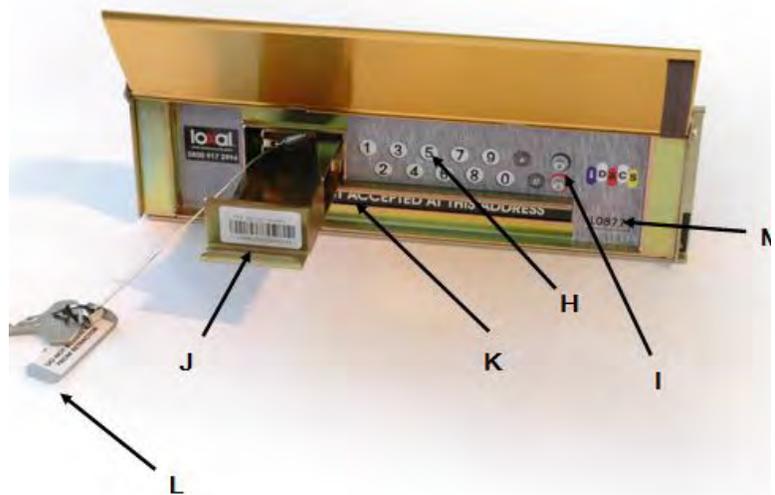
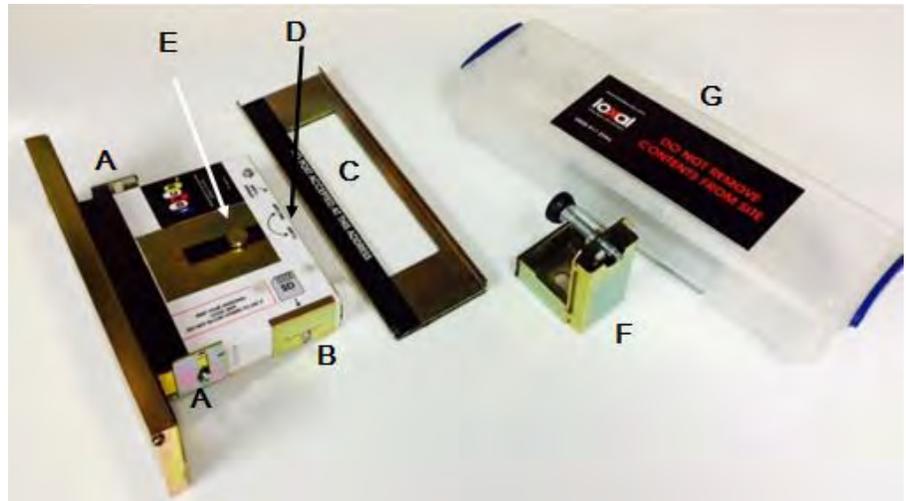
Loxal IDACS™ Letterbox Key safes are suitable for doors with an existing letter slot either vertically or horizontally mounted. If the keys are retained on the retractable cord as recommended the locks cannot be further than 85cm from the centre of the key safe. If no suitable letter slot is present we recommend you use either a Loxal IDACS S-Trap Key safe or a IDACS Door Viewer Key Safe.

All IDACS key safes are simple and damage free to install. The instructions below are for units which have been pre-programmed with IDACS codes.



You will require suitable tools to remove existing letter flap, Allen keys 3mm and 5mm, a standard flat head screwdriver, tape measure, plastic cable tie (supplied), a pair of cable snips and a valid IDACS™ code.

- A. Height Adjusters
- B. SD Slot
- C. Post Blocking Plate
- D. Clamp Screw
- E. Clamp Drive Bar
- F. Clamp
- G. Letterbox Storage Box
- H. IDACS™ Keypad
- I. Emergency Power Up
- J. Key Drawer
- K. Post Slot
- L. Key Retractor Tag
- M. Unit Number



## Preparation

1. Remove the existing letter flap and any fixings. Retain for reinstallation if required in plastic box. See Below
2. Add Post Blocking Plate "C" to the rear of the unit choosing to accept or decline post.
3. Measure the depth of the letter slot opening on the door and adjust height Adjusters "A" to required height on both sides of the key safe by releasing 3mm Hex screws. Tighten in place. If the slot has of depth of more than 62mm set to the maximum depth.



## Installation

1. Insert the key safe into the slot from the external face ensuring it is the correct way up. If installing vertically the keypad should have the number 1 button at the top. Take care to make sure the key safe is level.



2. From the inside, locate the clamp "F" onto the clamp drive bar "E" ensuring the rubber part of the clamp is facing the door. Following the directions on key safe rotate clamp screw "D" in an anticlockwise direction until it touches the door. Ensure the key safe is positioned correctly and that there are no gaps, finally fully tighten clamp screw "D".

## Install Keys on to retractor and test

1. Open drawer using your IDACS code. After entering the number you will hear a short sequence of beeps, this means the code has been accepted and you can now pull open the drawer “**J**”. Carefully pull out the retractor tag “**L**” and connect key to tab with a 100mm cable tie (supplied). Remove excess cable tie and check the keys fit into the drawer before closing.
2. Check locks operate and are reachable with the keys.



## Storage of existing fittings

There are 2 ways to store the existing letter flap onsite.

1. Clamp the existing letter flap directly between the door and the rubber ended storage screw and place the fixings in the top of the clamp. Turn the storage screw anti clockwise to tighten as shown.
2. Use the letter flap storage box provided. To use the storage box simply drop bracket into clamp as shown and turn the storage screw anti clockwise with a flat ended screwdriver until the box is held in position and cannot be removed. Store letter flap and fixings.



The Key Safe is now ready to use. Please see below for further tips and technical information

## Best practice

1. When installing IDACS™ key safes we recommend ensuring a good record is kept at all times. This is paramount to the success of the IDACS system, particularly when it comes to audits. Please ensure you record the serial number of the key safe, together with the full address and date of installation.
2. If you have been instructed to enter an installation registration code which logs the time, date and location you should enter:

**## 467 # your 6 digit code # 10 digit reference code #**

## Removing Key Safe

1. If you have been instructed to enter a decommissioning code you should enter:

**## 736 # your 6 digit code # 10 digit reference number #**

2. If you have been instructed to take an audit trail you must loosen the SD Slot cover with a 2mm Allen Key and locate the SD Slot. Insert a formatted SD card into the slot in the direction shown on the key safe. Enter the download code and wait for the beeps to stop. This will usually take around 30-60 seconds depending on the amount of data being downloaded. Once complete carefully remove card.



3. Remove storage box if fitted by turning storage screw clockwise until the box is loose and easily removed. If the letter flap has been clamped with the storage screw simply turn clockwise to release.
4. Turn clamp screw “D” clockwise until the clamp has full clearance and can be easily removed from the clamp drive bar “E”.
5. Finally replace the key Safe in transportation case for next property.

**For technical assistance contact us on 0800 917 2994**

