

THE UNIVERSAL COIN OPERATED DOOR AND GATE LOCK

INSTALLATION AND MAINTENANCE INSTRUCTION GUIDE



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION

**PLEASE READ CAREFULLY
BEFORE INSTALLING!**

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TROUBLE FREE OPERATION
REQUIRES PROPER INSTALLATION!

NOTE: An automatic door closer is required for proper operation. Please install the door closer according to the instructions furnished with that unit. The door must open and close smoothly to allow the lock to operate properly.

ALL EXISTING DOOR KNOBS AND
LATCHES MUST BE REMOVED



Please consult a professional for installation!

The lock is manufactured according to information furnished by the customer when the lock is ordered. Before drilling or cutting anything, please read through the instructions carefully and completely to make certain the lock received conforms to your specific needs and application.



MONARCH
COIN & SECURITY INC.



1-800-462-9460 • PH: 859-261-4421 • FX: 859-261-7403

WWW.MONARCHCOIN.COM • COVINGTON, KENTUCKY

WARRANTY INFORMATION

Your Universal Coin Operated Door and Gate Lock is warranted to be free from defect in material for one year from date of purchase.

THIS WARRANTY DOES NOT COVER DAMAGE DUE TO VANDALISM, MIS-USE, ABUSE, OR INAPPROPRIATE APPLICATION OR INSTALLATION.

With the type of application that these locks are used there must be some understanding that damage may occur due to the nature of the situation. Monarch cannot provide a device that is damage proof and that is impenetrable. These units are not intended to withstand extreme amounts of damage and in the event that they are mistreated, replacement parts may have to be purchased.

Units out of warranty, or those damaged for reasons not covered under warranty, will be repaired with charges based on parts, labor, and shipping charges.

MONARCH WILL NOT ACCEPT ANY UNIT SENT TO OUR FACILITY WITHOUT AN AUTHORIZATION NUMBER. IN THE EVENT A UNIT IS SENT BACK, THE UNIT WILL BE KEPT AND NO CREDIT WILL BE GIVEN TO SENDER!!

This mechanism has limited sensitivity. Its ability to distinguish between coins is limited and is not guaranteed to eliminate similar coins or tokens. You may, on occasion, find smaller coins in the coin box. The person inserting those coins did NOT get in. Small coins will fall through the unit without releasing the door.

Monarch Coin and Security, Inc. makes no assertions, nor assumes any liability for installations in areas where any state, federal or local ordinances may forbid such devices. Most of the restrictions that we are aware of have been lifted. Please check with your local authorities for further clarification.

Your coin lock has been manufactured based on the information furnished at the time of order. We rely on you to furnish accurate information to produce your unit. In the event the information provided to us is incorrect and the unit does not operate properly, Monarch will replace any needed items at YOUR expense. We are not responsible for any information received that is inaccurate.

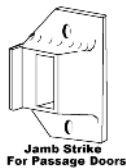
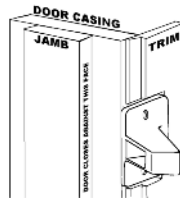
BEFORE YOU START YOU WILL NEED THE FOLLOWING ITEMS

- PENCIL / TAPE
- SCREWDRIVERS (FLAT HEAD AND PHILLIPS)
- HAMMER AND CENTER PUNCH (TO MARK HOLE LOCATIONS)
- DRILL WITH BITS (appropriate to the door's material) 3/4", 1/4" & 5/32"



YOU MAY ALSO NEED A CHISEL TO MAKE AN AREA FOR MOUNTING THE STRIKE ON THE FRAME OF AN OUTSWING DOOR

PLANNING YOUR INSTALLATION



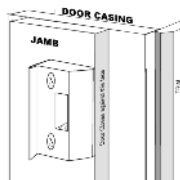
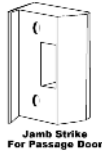
The coin lock is “handed”. There is one for a door with hinges on the right, and a different one for doors with the hinges on the left. The strikes are not handed but merely turned over to match the side required. Out-swinging doors use the strikes illustrated immediately to the left. The in-swinging doors use the strike below.

SEE TEMPLATE

Examine the casing surrounding your door and determine the best way to mount the lock. The centerline of the bolt should be the same as the centerline of the opening in the strike which should be mounted after the lock. This should be approximately 35-38” above the floor. This will allow the lock to be operated by children and handicapped people but it is not so low as to be difficult for standing adults. Some variation above this level is possible to allow for irregularities in the door or the door frame. If you place the lock too high you will not be in compliance with the Americans with Disabilities Act.

The out-swing strikes are surface mounted to the casing, but with clearance for the door to pass without binding. The strikes should be well anchored with screws of sufficient length to be secure.

In-swing strikes are surface mounted on the jamb. Screws should be strong enough to assure security. It is important to drill pilot holes in wood doors to avoid splitting the wood. Metal doors will require holes appropriate for the self tapping screws being used.



Using the template in the center of this booklet will help you lay out your hole patterns. Please read the instructions on the template carefully and select the options appropriate for your particular application.

Remove and examine the template in the center of this booklet. One side is for in-swing left hand hinge, and out-swing right hand hinge, the other side is for the in-swing right hand hinge, and out-swing left hand hinge mountings.

Select the side appropriate for your lock and follow the instructions for positioning it properly to the door. Place the template on the door as illustrated. Note on the template which fold to make for in-swing doors. Out swing doors should have the template positioned so the reference line is at the edge of the door, NOT the edge of the door jamb.

The door must be free of warping and sagging, creating a gap with the door jamb not to exceed $\frac{3}{16}$ th inch. If there has been existing hardware which has been removed, it is acceptable to position the lock so that it covers the remaining holes. Examine the door to see where the inside cover and the lock on the outside best use the existing holes. Using a center punch, mark the location of the holes to be drilled. Note that some holes are NOT to be drilled through. They are only to be $\frac{1}{2}$ " deep pilot holes for the screws securing the back plate. Place some tape on the drill bit to mark the depth and drill only to that depth. There are three holes that are to be drilled through the door. Two holes are $\frac{1}{4}$ " in diameter and one hole is $\frac{3}{4}$ " in diameter. There are three holes that are not drilled at all. These show the location of the holes in the back plate that secures the lock.

For In-swing doors, mark the holes for the strike and drill pilot holes. Secure to the door jamb with two special security screws supplied. Out-swing doors require a bit more preparation. The flat bottom of the strike must set on a surface that is even with the outside surface of the door. This may require cutting back the trim to make a "pocket" for the strike to set in. Once the template is positioned and inline with the mark for your strike, tape into place, mark the center of the holes to be drilled.

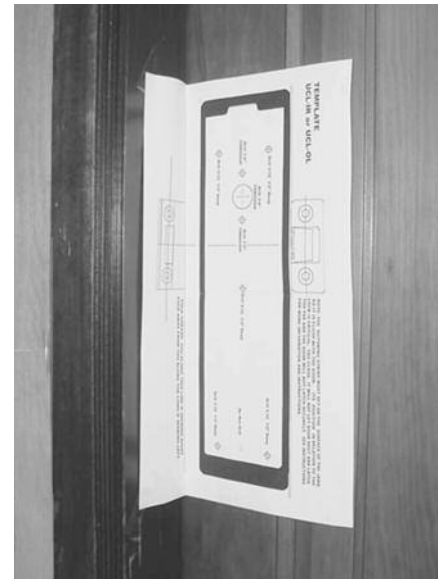
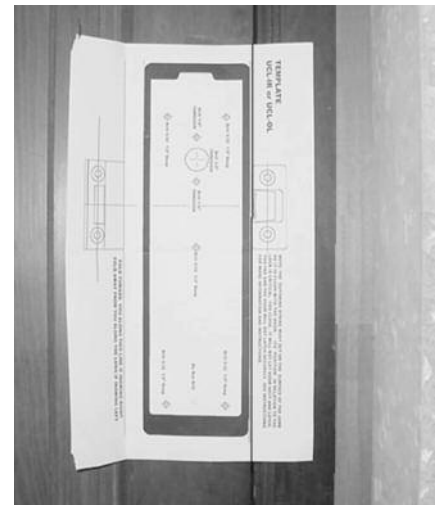
Position the back up plate and secure with screws at five points.

Using the 8-32 screws furnished attach the inside handle plate and inside handle. (See page 9)

Using the inside plate as the guide, drill 6 holes for screws furnished and attach to the inside of the door. Attach the appropriate decal. Hook the top of the lock unit to the tab at the top of the back plate and swing down and into the plate. Secure with three 8-32 screws, one at the inside bottom, and two on the cross bar at the top of the coin box area.

Insert coin box by hooking the bottom into the opening and swing in. Turn lock to secure.

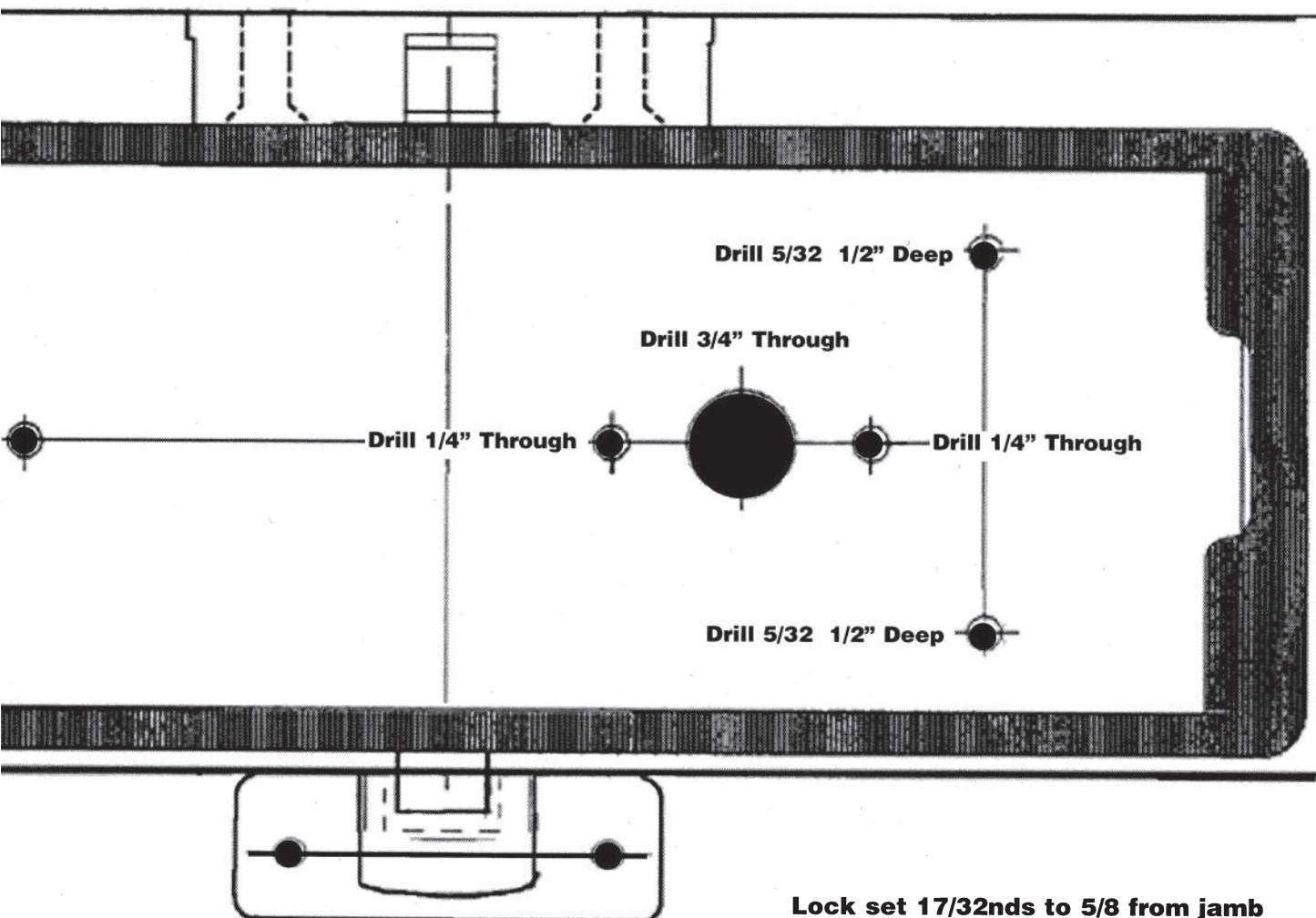
Pass keys are furnished to give access for cleaning, or opening for emergencies. The pass key will also clear coin jams should multiple coins get caught up inside the unit. Working the lock vigorously a few times will clear most jams.



UCL-OR and IR pass key turns counterclockwise.

The UCL-OL and IL turn Clockwise

THE KEY MUST BE FULLY SEATED TO OPERATE



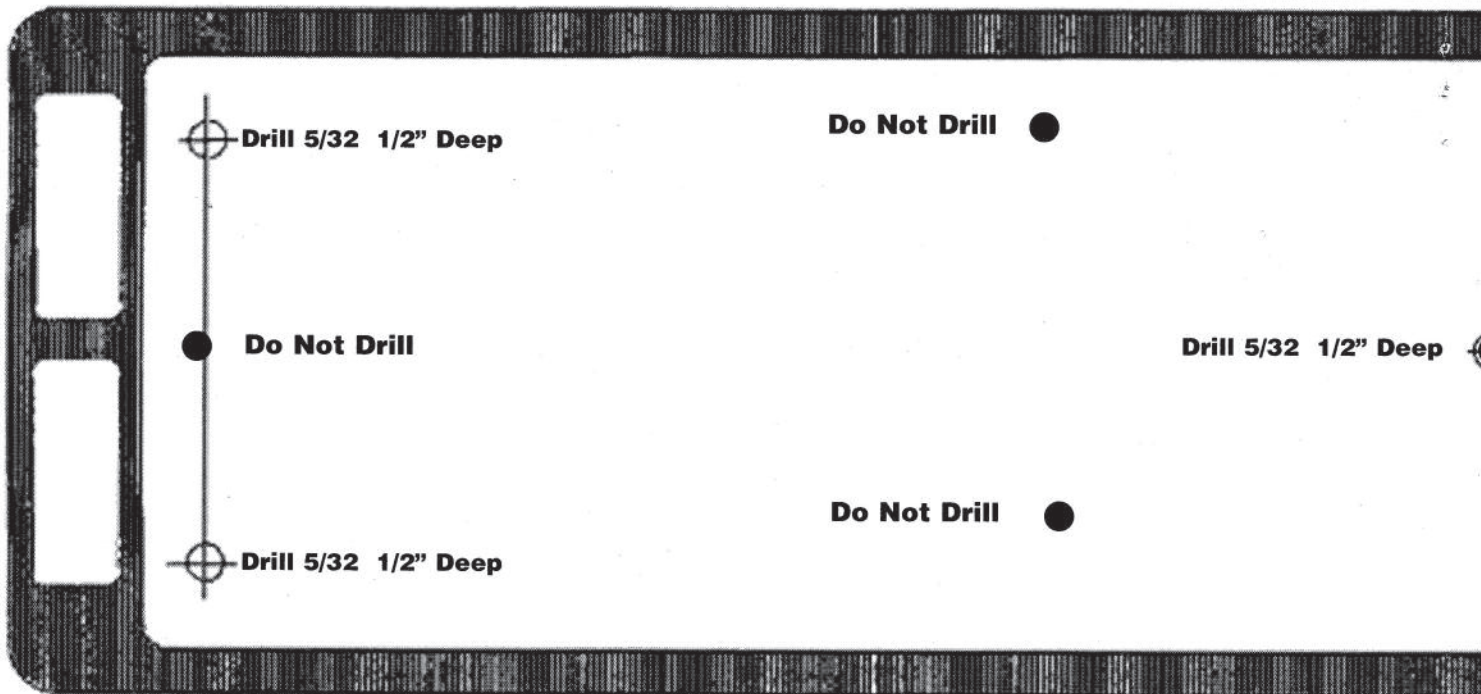
Center line of Back up plate
to be 2 3/8" from Jamb

Lock set 17/32nds to 5/8 from jamb
to allow clearance for strike

NOTE: THE INSWING STRIKE MUST SET ON THE SURFACE OF THE JAMB SO IT ALIGNS WITH THE BOLT ON THE LOCK. ITS POSITION IN RELATION TO THE LOCK IS CRITICAL. TOO CLOSE, IT WILL NOT LET DOOR SHUT AND LATCH. TOO FAR AND THE DOOR WILL NOT LATCH SECURELY. SEE INSTRUCTIONS FOR MORE INFORMATION AND INSTRUCTIONS.

NOTE: THE OUTSWING STRIKE MUST SET ON THE SURFACE OF THE DOOR CASING, SO IT IS FLUSH WITH THE EDGE. ITS POSITION IN RELATION TO THE LOCK IS CRITICAL. TOO CLOSE, IT WILL NOT LET DOOR SHUT AND LATCH. TOO FAR AND THE DOOR WILL NOT LATCH SECURELY. SEE INSTRUCTIONS FOR MORE INFORMATION AND INSTRUCTIONS.

Door Jamb of OUTSWING - RIGHT HAND HINGE - with Strike - Part Number 24-LK-16A-P

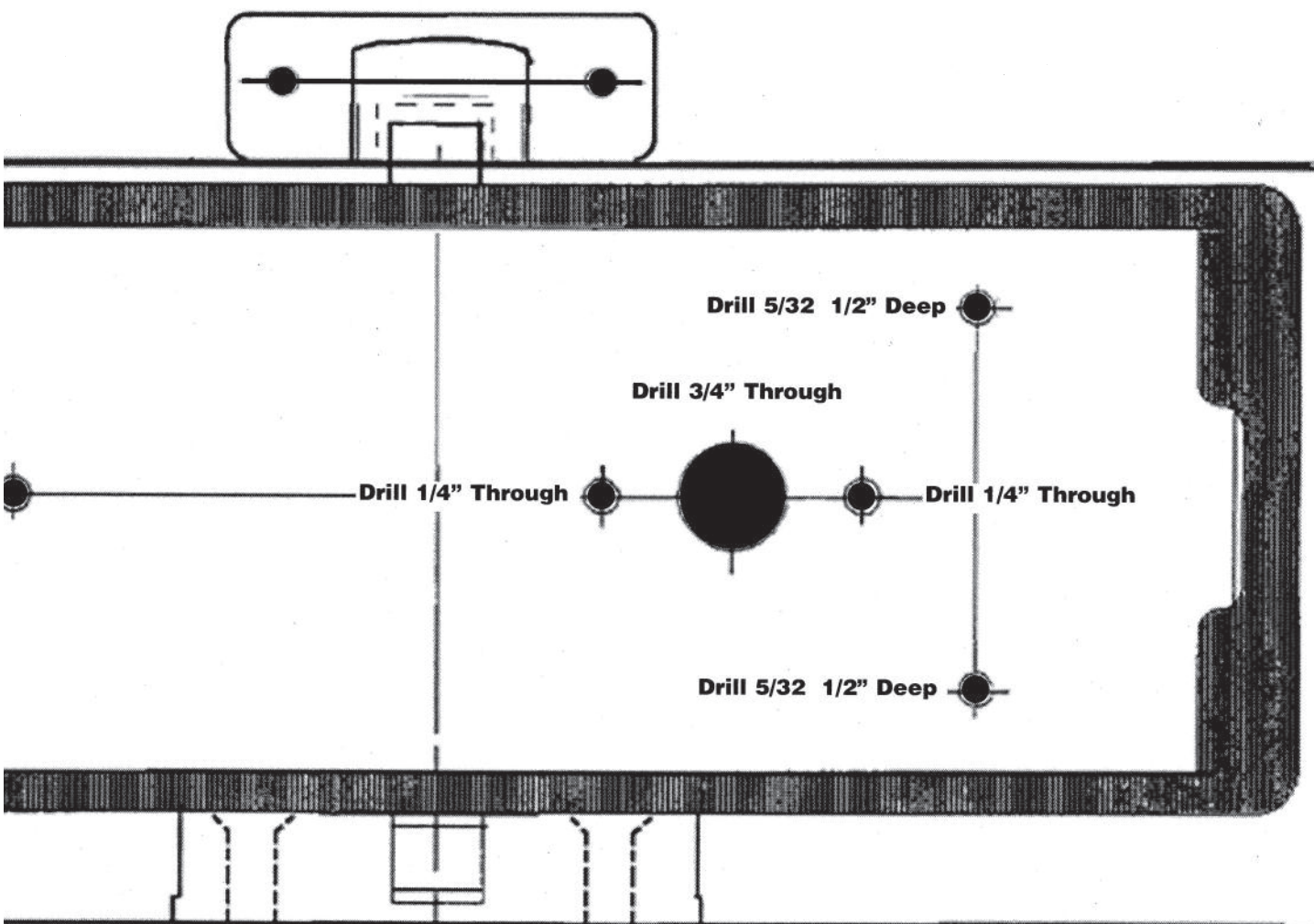


**Door Jamb of INSWING - LEFT HAND HINGE - with Strike - Part Number 24-LK-30-P (wood frame)
24-LK-40-P (metal frame)**

NOTE: TO BE MOST CLOSELY INLINE WITH ADA SPECIFICATIONS, THE CENTERLINE OF THE HANDLE (3/4" Through Hole) SHOULD BE NO MORE THAN 38" from the floor. This allows easy operation for those of short stature or handicapped persons in wheel chairs. This allows easy operation of the door handle as well as easy access to the coin/token entry slot on top.

Careful planning, aligning the centerline of the handle with the hole from pre-existing lock sets, will allow the unit to cover most of the holes that are already in the door, both on the inside and the outside of the door.

**NOTE REMOVE ANY EXISTING DOOR LATCHES
OR THE PASS KEY WILL BE INEFFECTIVE!**



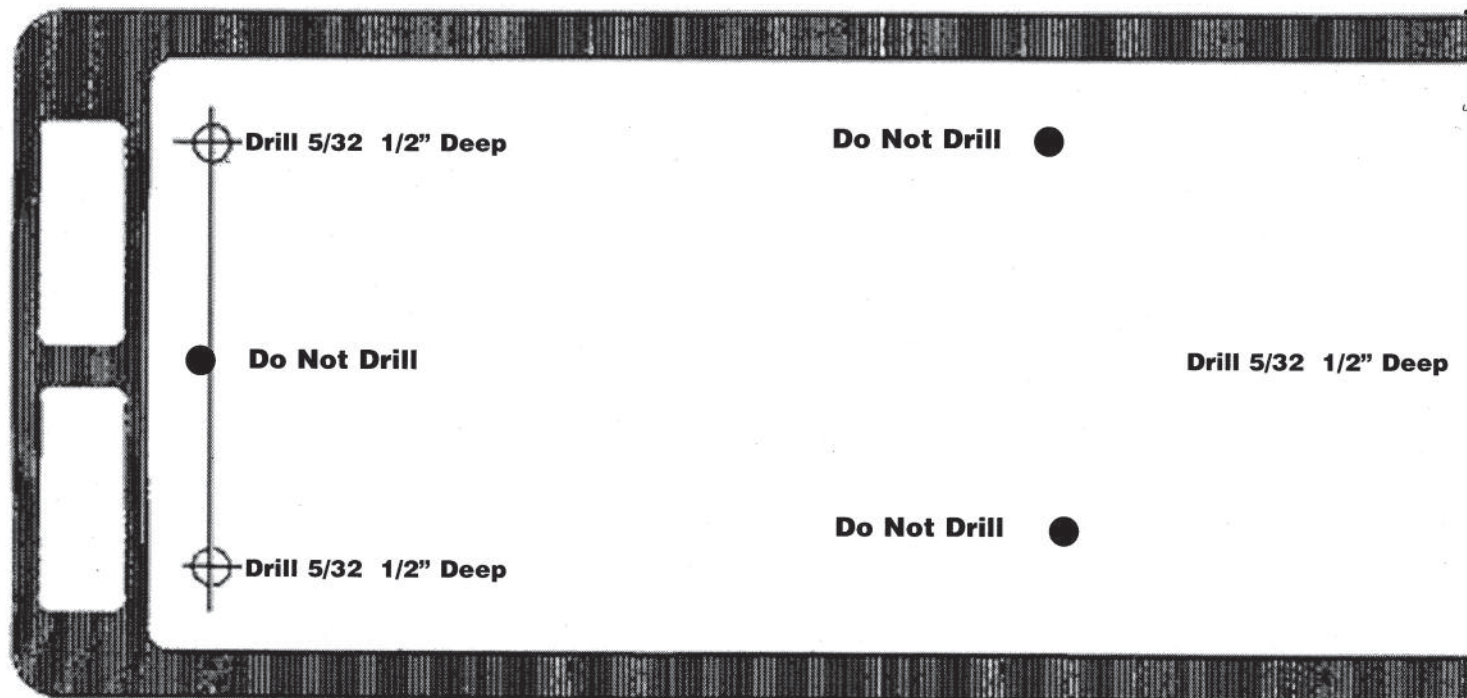
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24-LK-40-P (metal frame)**



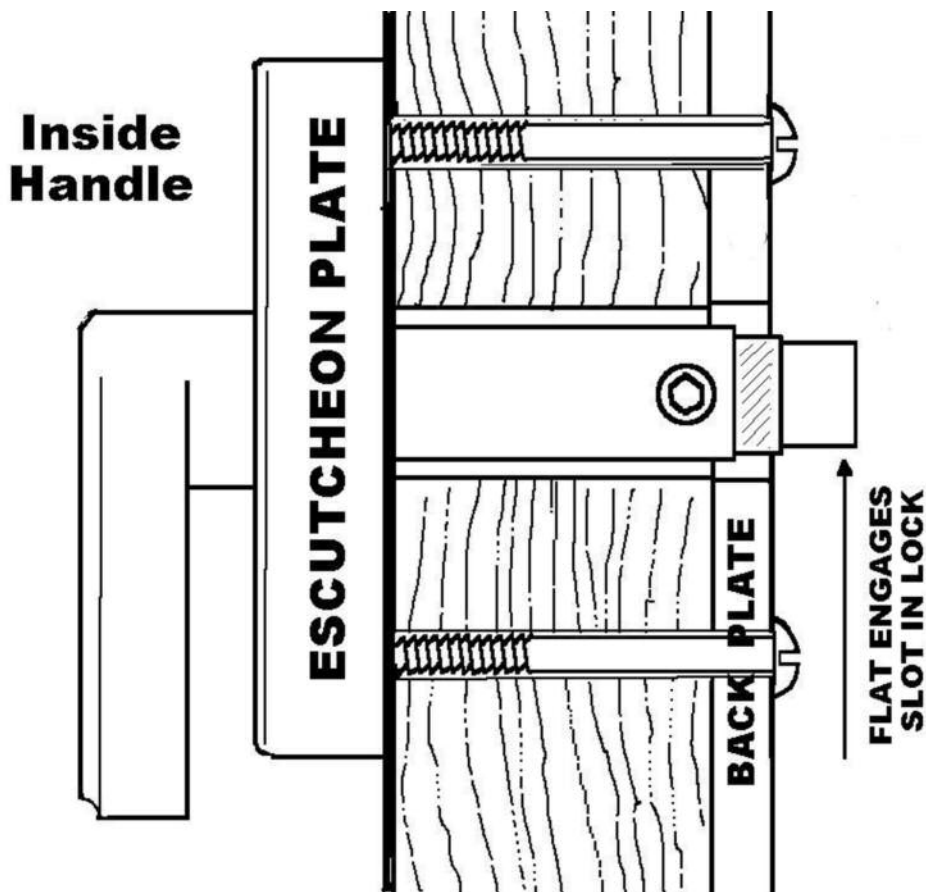
Door Jamb of OUTSWING - LEFT HAND HINGE - with Strike - Part Number 24-LK-16A-P

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Careful planning, aligning the centerline of the handle with the hole from pre-existing lock sets, will allow the unit to cover most of the holes that are already in the door, both on the inside and the outside of the door.

**NOTE REMOVE ANY EXISTING DOOR LATCHES
OR THE PASS KEY WILL BE INEFFECTIVE!**

The inside handle assembly is held by two bolts passing through the back plate on the outside, through the door and into the escutcheon plate. The handle assembly has a shaft that passes through the door. There is a spring loaded slot on the inside of the handle. Be sure to turn the handle to enable the slot to line up on the backside of the lock assembly so it engages into the groove.



TO REMOVE DOOR LOCK

Note that the lock is held onto the lock plate by one screw at the bottom, two at the top of the coin box area, and by an interlocking tab at the top.

PICTURE 1

Remove the coin box. Unlock, pull the top out towards yourself and then up.

PICTURE 2

Remove 3 screws. one on bottom, 2 on top.

PICTURE 3

Pull the bottom of the housing out and away SLIGHTLY (about 1/2") The lock should swing NO FURTHER to avoid damaging the lock.

PICTURE 4

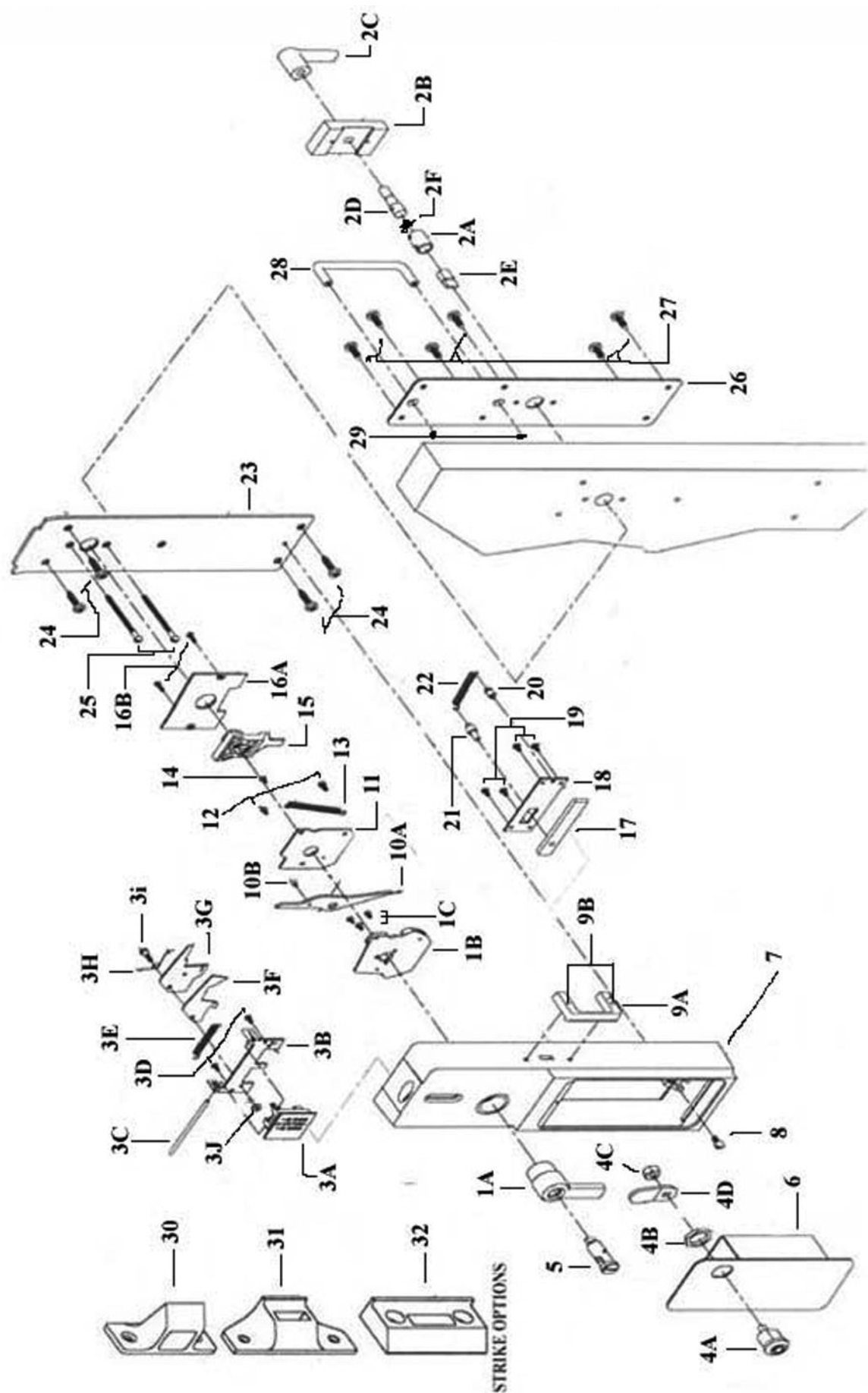
Once the bottom of the housing has cleared the edge of the back plate, PUSH UP (towards the ceiling) to disengage the housing from the tab at the top.

If you pull the housing out too far before lifting it up and off, you will tear out the metal tab that locks the top in place.

This is not covered by warranty!



UCL PARTS SHEET



MAINTENANCE NOTES

As with any mechanical device, this unit is not indestructible. In the event that there is an issue, please keep in mind that it should come as no surprise being that you are having to lock the door to begin with. Most of the people that you are trying to keep out of the area will be a little upset at the thought of having to use this unit, and may be more inclined to try to damage this unit.

The exterior components are powder coated to protect the mechanism from the weather. Occasionally wiping down the unit with a rag and mild detergent will help to maintain the appearance of the coating and keep your unit looking good.

DO NOT ATTEMPT TO SERVICE THE UNIT YOURSELF. Disassembly of the device may void your warranty. Any unit that has been returned to us that has been altered , disassembled, packed incorrectly or worked on will void the warranty. We cannot determine the cause of the malfunction once it has been worked on. **YOU WILL ASSUME RESPONSIBILITY FOR THE REPAIR COST.**

One common “malfunction” is a coin jam. This is created when two coins are inserted without the first one properly clearing. This is caused by the door being held open. The coin will not release until the door closes. Once the door has been closed, the coin will drop into the coin box and the unit will reset. If a second coin is added before the first coin drops, this will cause a jam. The use of the pass key will clear the coins and solve your issue. Insert the key and fully operate the unit a few times and the coins should fall clear.

Depending on the use of the unit and the environment in which it has been placed, an occasional lubrication may be necessary. **DO NOT USE WD-40!!** This is an oil based product. No oil based lubricants should be used to maintain this product. We recommend the use of a silicone based lubricant to prevent any damage to the mechanical parts. This type of lubricant will displace moisture and lubricates without leaving a greasy residue that holds dirt and dust. A brief squirt down the coin slot will work its way through the mechanism and lubricate it adequately. A short squirt in the locks will help keep them operating smoothly as well.

If you are having an issue with the lock feel free to give us a call but prior to doing that please try the following: Prop open the door and place a coin in the slot and determine if it falls through and releases the latch. If it works properly while the door is held open you most likely need to adjust the positioning of your keeper.

For more information visit us at www.monarchcoin.com

Or give us a call

Monday - Friday 7 a.m. to 3 p.m. EST

1-800-462-9460

TO ENTER
 INSERT QUARTER
 TURN HANDLE
 HOLD AND PULL
ENTRADA
 DEPOSITE UNA PESETA
 VOLTEE MANGO
 AGARRE Y JALE

**DOOR OPENS
 WITH
 TOKEN OR COIN**
CUSTOMERS
 May Request
 Free Tokens From
ATTENDANT

**DOOR OPENS
 with
 TOKEN ONLY**
 Request
 Token from
 The
COUNTER

TO ENTER
 INSERT QUARTER
 TURN HANDLE
 HOLD AND PUSH
ENTRADA
 DEPOSITE UNA PESETA
 VOLTEE MANGO
 AGARRE Y EMPUJE

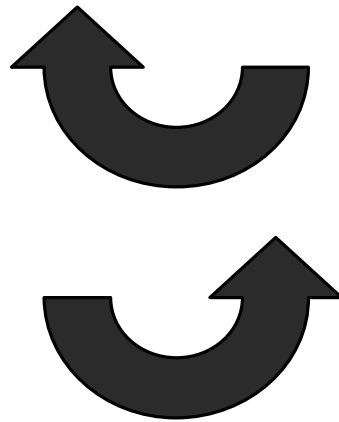
TO ENTER
 INSERT QUARTER OR TOKEN
 TURN HANDLE
 HOLD AND PUSH
ENTRADA
 DEPOSITE UNA PESETA O FICHA
 VOLTEE MANGO
 AGARRE Y EMPUJE

**CUSTOMERS
 ONLY**
 REQUEST TOKEN
 FROM
CASHIER

TO ENTER
 INSERT TOKEN
 TURN HANDLE
 HOLD AND PUSH
ENTRADA
 DEPOSITE UNA PESETA
 VOLTEE MANGO
 AGARRE Y EMPUJE

TO ENTER
 INSERT TOKEN
 TURN HANDLE
 HOLD AND PULL
ENTRADA
 DEPOSITE UNA PESETA
 VOLTEE MANGO
 AGARRE Y JALE

**VANDALISM
 IS COSTLY**
 TO HELP WITH THESE
 COSTS & SO WE MAY
 CONTINUE TO OFFER THE
 USE OF THE RESTROOM
 WE HAVE INSTALLED THIS
 SECURITY LOCK
**YOUR
 COOPERATION IS
 APPRECIATED**



Decals are furnished according
 to the particular lock you have
 ordered.

Place decals in an appropriate
 location for the patrons to see
 and understand what they must
 do.

Tokens for token operated locks, or quarter/token
 locks, are available in bags of 100, with a minimum
 order of 200 tokens. Call for pricing and
 availability.



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