



Weapons Issue Port Installation Instructions (bolt in only)

NOTE: Rough Opening needs to be a minimum of 38-1/4" height x 20" width

Disassemble Issue Port for Install

1. Remove door from Issue Port by opening all the way and lifting up off of the hinge pins.
2. Remove hinge pins from inside flange.
3. Remove 8ea. grade 8 bolts from inside of Issue Port
4. Remove Inside Flange from issue port (pull inside flange piece from top to a lying flat position for easy removal.
*****Make sure ball bearings are retained from each hinge, they may fall out when removing rear flange*****

Install Issue Port

5. Add a 1/2" bead of sealant or calking to the wall where the flange will hit on the client side of wall.
6. From client side of wall, install issue port into the opening
7. Add a 1/2" bead of sealant or calking to the wall where the flange will hit on the service side of wall (inside of armory).
8. From service side of wall (inside of armory), install back or inside flange. You will need to lay the entire inside flange flat at start at the bottom under the window sill, then lift the top up and into place.
9. Install grade 8 bolts & tighten to properly secure the two halves of issue port together. A thread locker will ensure the bolts stay tight and in place.
10. Anchor to wall thru the inseam of issue port using 1/2" x 4" concrete or wedge anchors & tighten. A thread locker will ensure the anchor bolts stay tight and in place.
11. Install ball bearings first & hinge pins second (ball bearings at the bottom) using grease for proper lubrication.
12. Hang Door (from fully open position is easiest)
13. Make sure everything functions properly
14. Wipe down and clean all surfaces.
15. Ready to use

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