



Procedures for Installing an Overly AR5 Vault Door Pair with a Split Frame

1. Clear all debris and foreign matter from around the opening, both on the walls and floor.
2. Uncrate the unit removing all internal packing and check that the following items are included:
 - A. Door & Frame Parts:
 - Two (2) Vault doors:
 - One (1) Active Leaf
 - One (1) Inactive Leaf
 - Two (2) Frame Halves:
 - One (1) Left Frame Half
 - One (1) Right Frame Half
 - B. Two (2) inside clamping frame vertical jamb sections, notched at top end only.
 - C. One (1) inside clamping frame head section notched at each end.
 - D. One (1) bag containing 1/2" dia. by 1-1/2" long hex head bolts, for attaching the back frame section.
 - E. Two (2) aluminum thresholds, notched at one end with 1/4" dia. by 1-1/2" long flat-head stainless steel mounting bolts and expansion anchors.
 - F. Two (2) door stops, with related screws and anchors.
 - G. One (1) stainless steel spreader, which serves as the flush-bolt strike, with 1/4" dia. by 1-1/2" long flat head stainless steel mounting bolts and expansion anchors.
 - H. One sealed envelope marked **"Confidential Information"**, which contains the combination lock instructions and change key. This

envelope also contains two (2) **"Emergency Release Keys"**, one of which must be supplied to the inside installer before closing the door.

3. Lay both frame halves, with the 3-5/16" trim facing up, on level ground.
4. Slide the left and right frame halves together. Install the (6) 3/8-16 flat-head socket cap screws into the holes located at the field splice that were predrilled and tapped in the factory. Do not try to stand the frame upright before welding. The screws are not designed to support the weight of the frame. They are only designed to hold the frame halves in proper alignment when welding the splice.
5. Measure the jamb opening width of the frame. The jamb dimension should match what is shown on the shop drawings.
6. Attach the frame spreader across the bottom of the frame using the (4) 3/8"-16 flat-head socket cap screws provided.

Note: Verify that the flush-bolt prep in the spreader is aligned with the flush-bolt hole in head of frame.

7. Measure the diagonals on the door opening to ensure that the frame is square.
8. Weld the two frame halves together at the field splice.
9. Remove the 1/4-20 screws from the splice. Plug weld the outer frame to the steel bars at each hole that a screw is removed.
10. Turn the frame over so that the 3-15/16" trim is facing the ground.
11. Measure the diagonals on the door opening to ensure that the frame remained square.
12. Weld the frame halves together at the field splice.

13. After welding, the frame should be repainted in the area of the splice. This can be done now or after the frame is installed.
14. Raise the frame into vertical position and insert it into the opening.
15. Insert the two all thread rods into the anchor blocks located on the interior side of each jamb. Choose two anchor pads that are approximately half way up each jamb. Tighten the all thread and remove the nuts and washers. Place the temporary clamping bar over the all thread and secure the frame into position using the two nuts and washers that were applied.
16. Insert the two wood spreaders. Upper spreader is placed 18" from the top of the frame. The lower spreader is positioned 18" above the floor. These spreaders must be maintained in position throughout the plumbing and shimming operations.
17. The outside installer using a 6' or 8' spirit level, places it:
 - A. Across the frame head flange to ensure that it is dead-level horizontally. If not, use a pry bar and shims at the bottom to the appropriate jamb to achieve a true horizontal condition.
 - B. On the face of the jambs, to ensure that each side is in true vertical position. If not, use shims behind the outer flange.
 - C. On the edge of the hinge jamb flange, to ensure that it is truly plumb.
18. The inside installer, using a 3/4" flat open-end wrench, extend the vertical jambs and head jamb adjustment bolts until they contact the wall plus 1/2 turn.

Do not torque; racking in the frame may occur and cause binding.

19. Take the inside clamping frame head section and temporarily insert it into position. Install the 1/2" dia. x 1-1/2" long hex head bolts in each location.

Using an open end box end or socket wrench, tighten the bolts until they are snug.

20. Attach each door leaf to the appropriate hinge jamb on the frame. All holes for the hinges in both the doors and the frame have been pre-drilled and tapped at the factory.
21. After tightening all hinge attaching bolts, check that both doors swing freely.
22. Place one installation person inside the vault with a flashlight, a pry bar, vise grips, hammer, a 3/4" flat open-end wrench or an adjustable wrench, the complete temporary installation kit (as described in part 2.G above), an emergency release key, and the three inside clamping frame sections. It is advisable to provide ear plugs where necessary.

Note: Emergency Release Key MUST be supplied to inside installer.

DO NOT CLOSE vault doors without having someone inside the vault.

23. With one person inside the vault, close both doors. Check the gap between the doors and frame. This gap should be consistent from top to bottom of each door at the meeting stile. It should also be consistent from the left hand jamb to the right hand jamb above the door. If the gap is not consistent, check to see if the frame has slipped out of alignment. (see Section 11 and 17).
24. Open the active door by pressing down on the lever handle. Using only moderate force, test for free movement of locking bolts and door within frame. This unit was pre-hung in the factory and inspected for free and easy movement of all parts. All locks are shipped in the unlocked position.

Do not attempt to force the lever handle downward as it contains a shear pin that will break, rendering it inoperable. Excessive force on the inside lever handle when following the "Emergency Escape" procedure may damage it.

25. If the door does not open easily, one of two conditions has occurred:

- A. The frame has slipped out of alignment. Double-check the frame placement with a spirit level and make the appropriate adjustments.
- B. Someone has manipulated the combination dial from its factory setting, locking the door. This can be determined if the inside installer following the **"Emergency Escape"** procedure is able to unlock and open the door.

Factory preset combination must be dialed and lock bolts retracted following procedure described under the section of the instructions entitled 'Activating Combination Lock at Factory Settings.'

26. The outside installer then checks the edge of each jamb flange to ensure that it remains plumb. If not, instruct the inside installer to tighten or loosen adjusting screws until the hinge side jambs are plumb.

27. Remove the inside clamping frame head section from the frame on the inside of the vault.

28. Working across the head of the frame. Tighten the adjustment in all locations. Then working from top to bottom, adjust the bolts on the side jambs of the frame to contact the wall. Do not over-tighten bolts and warp the frame.

29. Reinstall the inside clamping frame head section from inside the vault. Tighten all bolts until they are snug. At this point, remove the clamping bar, all thread, and temporary spreaders.

30. Install the two vertical inside clamping frame jamb sections in the same manner as the head section. Install and

tighten all 1/2" diameter x 1-1/2" long hex head bolts. To final torque bolts, turn each bolt approximately 1/2 turn.

Do not apply excessive torque on the bolts as this could deform the back frame and damage the unit. If the door has been installed correctly and is plumb in all directions, it should now open easily and freely.

31. With the doors in the open position, place the aluminum thresholds on either side of the stainless steel spreader between the jambs. Mark the floor at each hole location in the thresholds and floor strike, drill 1/2" diameter holes to receive the expansion shields, and install the thresholds and strike with the supplied fasteners.

32. Install door stops.

Avoid Lockouts

Maintain one person inside the vault while working on the door or manipulating the combination lock. This person can override the combination by following the Emergency Escape procedure printed on the label on the face of the access panel. Setting of the combination should be done only by a qualified vault door and safe specialist. Overly will not pay charges for correcting lockouts.

Activating Combination Lock at Factory Settings

The Overly door is equipped with a GSA approved, UL Group IR or Group I, Style K key change combination lock. The lock has a factory-applied seal that will break if the back cover of the lock is removed. Combination changes are made without removing the cover.

All doors are shipped with factory preset combination and with lock bolt in retracted position to simplify early stages of door installation. In this condition both the interior and exterior handle should turn downward freely.

Should someone inadvertently or maliciously manipulate the dial, locking the door, the factory set combination should be re-dialed and the lock bolt retracted. Refer to the lock manufacturer's Instruction Manual enclosed in the **"Confidential Information"** packet for factory settings.

Changing Combination from Factory Setting

Instructions for changing the combination from the factory setting, maintenance instructions, and the change key, are in the separate packet marked **"Confidential Information"**. The installer shall give this directly to the buyer or his security officer.

Resetting from the factory combination should only be accomplished by or under the supervision of a qualified safe or vault door specialist.

Operation

Overly AR5 Security Vault Doors operate in the same manner as most other swinging doors -unlock, depress lever handle to retract locking bolts, and swing door open. The complicating factor in the operation if this door as opposed to operating a standard key lock door, is the need to release the bolt-work through the operating lock. (See **"Activating the Combination Lock"**).

Closing the door automatically throws the bolt but does not activate the combination lock. To lock the door, the combination lock dial must be turned several revolutions in each direction to scramble the combination and activate its locking mechanism. This may also be done while the door is open permitting the door to be secured automatically upon closing. This feature is unique to Overly Vault Doors.

As a final test, depress the lever handle several times to verify the combination lock is engaged. Cycle the door and lock mechanisms

several times to ensure that all functions are correct and reliable. If the lever handle allows the door to reopen, or any other malfunctions are observed, the security officer should be notified immediately.

Lockout Procedure

Overly's Vault Door product line is designed to be absolutely secure and to provide many years of trouble-free service. However, things do wear out and break; and unauthorized customer originated repairs to a malfunctioning Vault Door can damage the door beyond repair and/or void the warranty by Overly or the manufacturer of the combination lock. Note that warranties on locks are supported by the lock manufacturer and do not cover locksmith fees. Overly Door Company DOES NOT provide warranties for the locks.

Do not attempt to repair an Overly Vault Door without prior approval from Overly Door Company.

Please read the instructions below and keep for future reference. Follow them if you encounter a problem.

1. For Vault Doors with Kaba Mas X-08, X-09, or X-10 electromechanical key change combination locks:

Contact the 24-hour service call-back system technical service department at Kaba Mas-1-800-950-4744. During normal working hours their support technicians will diagnose the problem and, if needed, make arrangements for a qualified locksmith. Non-compliance with this procedure may void the lock warranty. Kaba-Mas' web address is <http://www.Kaba-Mas.com>.

2. For Vault Doors with Sargent & Greenleaf 8500 Series three-wheel tumbler key change combination locks:

Contact the Customer Service Department at Overly Door Company-1-800-979-7300 between the hours of 8:00 a.m. and 5:00 p.m. EST. A qualified person will diagnose the problem and, if needed, make arrangements for a qualified locksmith. Non-compliance with this procedure may void the lock warranty.

Maintenance

The only maintenance required in normal operation of the AR5 Security Vault Door is an annual lubrication of the hinges with Texaco MARFAK No. 2 multi-purpose grease, or equal, to ensure smooth operation of the door swing.

Normal operation of the combination lock requires no additional lubrication, although over a period of years, some stiffness may be observed when rotating the lock dial. If this occurs, it is suggested that a qualified Vault Door Specialist be called to inspect and service the lock.

If the door should develop a binding problem, either with the bolt-work or swinging actions, please call a Vault Specialist to determine the cause. Any adjustments should be undertaken only under the supervision of a qualified Vault Door Specialist.

Day gate Installation

If a GSA day gate was specified, it is shipped in the same container as the Vault Door. Set the day gate aside until the Vault Door installation is complete.

The following elements have been provided:

- Drilled and tapped holes in the hinge side of the inside clamping frame for installation of the day gate pivots.
- A punched recess in the strike side of the inside clamping frame to receive the deadbolt.
- The day gate is equipped with a Schlage No. B662 series deadlock keyed both sides or Schlage B660 keyed one side with a thumb turn on the other. The gate is shipped with the lock bolt in the retracted position and with Oilite pivot bushings in place.
- The day gate pivots and mounting screws are in a plastic bag in the crate. The security keys are in the “**Confidential Information**” packet.

To install:

1. Install bottom pivot with supplied machine screws.
2. Insert bottom of day gate onto bottom pivot.
3. Insert top pivot into top of day gate, then mount pivot with machine screws supplied.
4. Swing day gate, adjust as needed.

Warranty

All Overly AR5 security Vault Doors are warranted to be free from defects in material and workmanship for a period of one-year from the time of installation or fifteen-months from the original ship date, whichever comes first. This warranty DOES NOT cover malfunctions due to conditions beyond our control, such as improper use or negligent care of the equipment. Installation Services provided by other than Overly approved installers are not covered by terms of this warranty.

We are delighted that you have purchased an Overly Door Company Vault Door and want you to know that we are dedicated to customer service. When you follow the instructions above Overly and the lock manufacturer will honor all appropriate warranties. Failure to follow the instructions above may void all warranties.

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