Knox Online Ordering Guide

Step 1: Go to the Knox Company website at www.knoxbox.com

Step 2: Select the red **BUY** button on the right side of the screen.

Step 3: Select the State: <u>California</u>, but before you select the Department you must determine whether your device is for a **Building** or a **Gate**.

For a **Building** type in <u>Metro</u>, then choose <u>Sacramento Metro Fire Dist</u>.

For a **Gate** type in <u>Sac</u>, and choose <u>Sacramento County Sheriffs</u>

Step 4: Scroll down and select the blue <u>Select Department</u> tab at right.

Step 5: Select your product
 * *See the Product recommendations below or contact your inspector for help.*

*For Building Access: (Tamper Switches **are not** required)

> **3200** Series - <u>Box</u> is the minimum size and most common box for commercial sites.
> 3261 is the most common box ordered, but you can choose others.
> **4400** Series - <u>Vault</u> is for larger buildings with multiple keys and key cards.

*For Gate Access:

> **1658** Box – For Pedestrian Gates use the <u>Residential Knox Box</u> 1650 series.
> 1658 is the most common box ordered.
> **3782** <u>Padlock</u> – to chain or lock a Manual Gate.
> **3502** <u>Key Switch with Mounting Plate</u> – for Electronic Automatic Gates.
> **3501** Key Switch without Mounting Plate – to replace a damaged key switch.

Step 6: Fill in the Installation Address Information and click **Submit.**

Step 7: The Knox Company will send an email to the correct department for their approval and once it is approved you will receive a return email asking for payment information and the delivery address. This will be the final step of the process.

* *If you have any questions or need additional help please contact Metro Fire at: (916) 859-4330.*