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EasyKeys W618

EasyKeys Office Depot W618 File Cabinet Replacement Keys User Manual

Model: W618

INTRODUCTION

This manual provides essential information for the proper use and care of your EasyKeys Office Depot W618 replacement keys. These keys are designed to operate Office Depot file cabinets requiring the W618 key code.



Image: Two EasyKeys Office Depot W618 replacement keys.

SETUP AND KEY IDENTIFICATION

Before using your new replacement keys, ensure they match the lock code of your Office Depot file cabinet. The W618 key code is specific to certain Office Depot file cabinet locks.

Identifying Your Lock Code

Your lock code can typically be found in several locations:

- **On the original key:** If available, the code is often stamped on the key itself.

- **On the lock face:** The code may be engraved or printed on the visible part of the lock cylinder.
- **Inside/Behind the lock:** For some cabinets, the code is on a label or stamped directly on the lock mechanism, accessible when the drawer is open or the lock is partially disassembled.
- **On the cabinet/door label:** Check for labels on the inside of the cabinet door or drawer.

Where to Find Your Lock Code



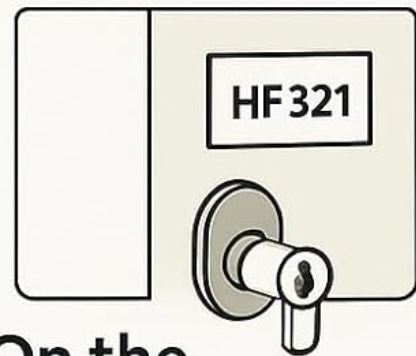
On the Key



On the Lock Face



**On a Label Inside/
Behind the Lock**



**On the
Cabinet/Door Label**



Important Notes

- Order by Manufacturer → Lock codes are manufacturer-specific.
- Key Cuts Differ → Even if codes look similar, they vary by brand.

Image: Guide on where to locate your file cabinet's lock code.

Important Note: Lock codes are manufacturer-specific. Even if codes appear similar, key cuts can differ significantly between brands. Ensure your cabinet requires a W618 key.

OPERATING INSTRUCTIONS

To operate your Office Depot file cabinet lock with the W618 replacement key:

- 1. Insert the Key:** Gently insert the W618 key into the lock cylinder of your file cabinet. Do not force the key.
- 2. Turn the Key:** Turn the key clockwise (typically) to lock the cabinet or counter-clockwise to unlock it. The direction may vary depending on the lock mechanism.
- 3. Remove the Key:** Once the cabinet is locked or unlocked, remove the key. It is recommended to store one key in a secure, accessible location and keep the other as a spare.

MAINTENANCE

Proper maintenance ensures the longevity and smooth operation of your keys and lock.

- **Cleaning:** If the keys become dirty, wipe them with a soft, dry cloth. Avoid abrasive cleaners.
- **Lubrication:** If the lock mechanism feels stiff, a small amount of graphite lubricant or a silicone-based spray can be applied directly into the keyway. Avoid oil-based lubricants as they can attract dust and debris.



Image: Example of a suitable lubricant for lock mechanisms.

- **Storage:** Store keys in a dry place to prevent corrosion.
- **Avoid Bending:** Do not use excessive force or attempt to bend the keys, as this can damage them or the lock.

TROUBLESHOOTING

If you encounter issues with your W618 replacement keys, consider the following:

Problem	Possible Cause	Solution
Key does not insert fully.	Incorrect key code, debris in lock, or bent key.	Verify the lock code (W618). Check for obstructions in the keyway. Inspect the key for damage.
Key inserts but does not turn.	Lock mechanism is stiff, internal damage, or incorrect key cut.	Apply lock lubricant. Ensure the key is fully inserted. If the issue persists, the lock may require professional service or replacement.
Key feels loose or wobbly.	Worn lock cylinder or incorrect key cut.	Confirm the key code. A loose key might indicate a worn lock cylinder that needs replacement.

SPECIFICATIONS

- **Model:** W618
- **Brand:** EasyKeys (for replacement keys), Office Depot (for original cabinet)
- **Material:** Metal

- **Color:** Gold
- **Included Components:** 2 Keys
- **Special Feature:** OEM (Original Equipment Manufacturer) compatible
- **Recommended Use:** Utility Lock for Office Depot file cabinets

WARRANTY INFORMATION

For information regarding the warranty of your EasyKeys replacement keys, please refer to the seller's return policy or contact EasyKeys directly. Typically, replacement keys are covered against manufacturing defects.

Note: The product listing indicates a 30-day return policy for refund/replacement.

CUSTOMER SUPPORT

If you require further assistance or have questions regarding your EasyKeys Office Depot W618 replacement keys, please contact EasyKeys customer support through their official channels or the retailer where the product was purchased.

For general inquiries, you may visit the [EasyKeys Store](#) on Amazon.