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## EasyKeys HW254

# EasyKeys Haworth HW254 Office Furniture Replacement Key User Manual

## INTRODUCTION

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Welcome to your EasyKeys Haworth HW254 replacement key manual. This guide provides essential information for identifying, using, and maintaining your new key. This key is a genuine original equipment part designed for Haworth office furniture locks with the HW254 code.

# 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: The EasyKeys Haworth HW254 replacement key, made of brass.

### KEY IDENTIFICATION AND VERIFICATION

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Before using your new key, it is crucial to verify that it matches your lock. The Haworth HW254 key is

specifically designed for locks bearing the HW254 code.

## How to Find Your Lock Code

To ensure compatibility, locate the lock code on your office furniture. This code can typically be found in one of the following locations:

- **On the Original Key:** If you have an existing key, the code is often stamped directly on it.
- **On the Lock Face:** The code may be engraved or printed on the visible part of the lock cylinder.
- **On a Label Inside/Behind the Lock:** For some furniture, the code is on a sticker or label located inside a drawer or cabinet, or directly on the lock mechanism itself.
- **On the Cabinet/Door Label:** Occasionally, the lock code is part of a larger label on the furniture itself, often near the lock.

## Important Notes:

- **Order by Manufacturer:** Lock codes are specific to the manufacturer. Ensure your lock is a Haworth lock.
- **Key Cuts Differ:** Even if codes appear similar, key cuts vary by brand and model. Always match the exact code and manufacturer.



Image: Visual guide showing common locations for lock codes on keys, lock faces, and labels.

## OPERATING INSTRUCTIONS

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### Inserting the Key

Gently insert the Haworth HW254 replacement key into the lock cylinder. Do not force the key. Ensure the key is oriented correctly to align with the keyway.

### Locking and Unlocking

Once fully inserted, turn the key clockwise to lock the furniture or counter-clockwise to unlock it. The key should turn smoothly without excessive resistance. If resistance is met, do not force the key; refer to the troubleshooting section.

### Removing the Key

After locking or unlocking, return the key to its original vertical or horizontal position before gently pulling it out. Do not attempt to remove the key while the lock mechanism is engaged, as this can damage the key or the lock.

## MAINTENANCE

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To ensure the longevity and smooth operation of your lock and key, follow these maintenance tips:

- **Lubrication:** If the lock mechanism feels stiff or the key is difficult to turn, apply a small amount of graphite lubricant into the keyway. Avoid using oil-based lubricants as they can attract dust and debris, potentially worsening the problem over time.
- **Cleaning:** Keep the key clean and free from dirt or foreign objects. Wipe with a dry cloth if necessary. Avoid using harsh chemicals that could corrode the brass material.



Image: A tube of graphite lubricant, recommended for lock maintenance.

## TROUBLESHOOTING

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If you encounter any issues with your Haworth HW254 replacement key, refer to the table below for common problems and solutions:

| Problem                                      | Possible Cause                             | Solution  |
|--|--|---|
| Key does not insert fully                    | Incorrect key or obstruction in lock.      | Verify the key code matches your lock (HW254). Check the keyway for debris and gently try to remove it. Do not force the key.   |
| Key turns but lock does not engage/disengage | Internal lock mechanism issue or worn key. | Ensure the key is fully inserted. If the issue persists, the lock mechanism may require professional inspection or replacement. |
| Key is stiff or hard to turn                 | Lack of lubrication or minor obstruction.  | Apply graphite lubricant to the keyway. Ensure the key is clean. Avoid oil-based lubricants.                                    |

## PRODUCT SPECIFICATIONS

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- **Brand:** EasyKeys
- **Manufacturer (for compatible locks):** Haworth
- **Model Name:** HW254
- **Part Number:** HW254-haworth-key-494752
- **Lock Type:** Cam
- **Material:** Brass
- **Dimensions (L x W x H):** Approximately 0.5 x 0.5 x 1 inches
- **Item Weight:** Approximately 0.25 Pounds (4 ounces)
- **Special Features:** Adjustable Fit, Durable, Genuine Original Equipment Part
- **Included Components:** 1 Key

## WARRANTY AND SUPPORT

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EasyKeys products are designed for durability and reliability. For specific warranty information or support inquiries, please refer to the EasyKeys official website or contact their customer service directly. You can visit the EasyKeys Store on Amazon for more information:[EasyKeys Store](#)