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EasyKeys K168

Kimball Office K168 Office Furniture Replacement Key User Manual

Model: K168 | Brand: EasyKeys

1. INTRODUCTION

This manual provides essential information for the proper identification and use of your Kimball Office K168 Office Furniture Replacement Key. This key is designed to replace lost or damaged keys for Kimball Office, Artec, and HDSN office furniture locks within the K1-K256 series.

The K168 key is cut on an IN8 key blank, ensuring compatibility with the specified lock types.

2. KEY IDENTIFICATION AND SETUP

To ensure you have the correct replacement key, it is crucial to identify the lock code. The lock code for your furniture will be stamped in one of two locations:

- **On your original key:** If you still possess a working key, the code (e.g., K168) will be visible on the key itself.
- **On the face of your lock:** If your original key is lost, inspect the metal face of the lock cylinder on your office furniture. The code should be clearly stamped there.

This K168 key is specifically for locks marked with "K168". Using a key with an incorrect code will not operate the lock.



Figure 1: Example of a Kimball Office replacement key. Note that the image displays a K005 key, which serves as a visual reference for the appearance of a Kimball Office key. Your K168 key will have "K168" stamped on it.

3. OPERATING INSTRUCTIONS

To operate your office furniture lock with the K168 replacement key:

1. **Insert the Key:** Gently insert the K168 key into the keyway of the lock cylinder. Do not force the key.
2. **Turn the Key:** Once fully inserted, turn the key clockwise to unlock or counter-clockwise to lock, depending on the lock mechanism. The key should turn smoothly.
3. **Remove the Key:** After operating the lock, return the key to its original insertion position (usually vertical) before gently pulling it out.

4. MAINTENANCE

Proper care will extend the life of your replacement key and ensure reliable operation:

- **Keep Clean:** Avoid exposing the key to dirt, dust, or corrosive substances. Clean with a soft, dry cloth if necessary.
- **Avoid Bending:** Do not apply excessive force or attempt to bend the key, as this can damage its structure and render it unusable.
- **Proper Storage:** Store the key in a safe place where it will not be lost or damaged.

5. TROUBLESHOOTING

If you encounter issues with your K168 replacement key, consider the following:

- **Key Does Not Insert Fully:**
 - Check for obstructions in the lock keyway.
 - Ensure the key is oriented correctly.
 - Verify that the lock code on the key matches the lock.
- **Key Does Not Turn:**
 - Confirm the key is fully inserted.
 - Do not force the key; this can damage both the key and the lock.
 - The lock mechanism might be jammed or require lubrication (consult a locksmith if necessary).
 - Double-check that the key code matches the lock code.
- **Key Feels Loose or Wobbly:**
 - This could indicate wear on the key or the lock cylinder. Consider replacing the key or having the lock inspected.

If problems persist, contact EasyKeys customer support for further assistance.

6. SPECIFICATIONS

Feature	Detail
Product Name	Kimball Office K168 Office Furniture Replacement Key
Model Number	K168
Brand	EasyKeys
Compatible Lock Series	Kimball Office, Artec, HDSN (K1-K256 series)
Key Blank Type	IN8
Item Weight	0.247 ounces
Manufacturer	Kimball Office
ASIN	B0CPS3PJ2B
Date First Available	December 8, 2023

7. WARRANTY AND SUPPORT

This product is provided by EasyKeys. For any questions regarding your Kimball Office K168 replacement key, including issues with fit or function, please contact EasyKeys customer support directly.

Refer to your purchase documentation or the EasyKeys website for specific warranty information and contact details.

EasyKeys offers OEM replacement keys, ensuring quality and compatibility.

