



# HOW TO ORDER A KNOX BOX



All KNOX Box ordering is done online at [www.knoxbox.com](http://www.knoxbox.com)

**Ordered before?** Use your *sign in name* and *password*. Then follow the ORDERING PROCESS below.

**New to KNOX online ordering?** Set up a Quick Use Account and then follow the ORDERING PROCESS below.



## ORDERING PROCESS

**Choose a series you desire to purchase.**

There are three options the City of Bellevue supports: the 3200, 4100, and 4400 series.



Type **Bellevue** under Department name and choose **WA** from the state drop-down list. Then click **Search Department**



Choose **Medina/Hunts Point** only for a residence in Medina or Hunts Point.

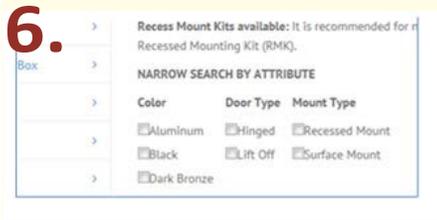
Otherwise choose **BELLEVUE FIRE DEPT.**



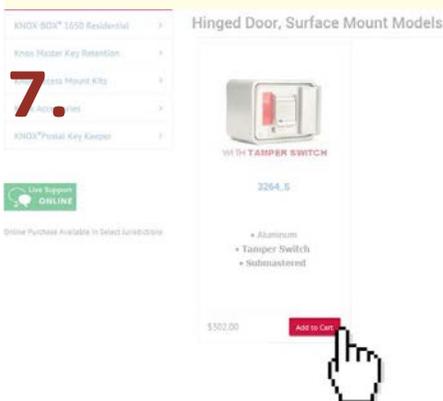
Click on **Proceed with Pre-Authorization Order.**

Steps 6-8 on other side.

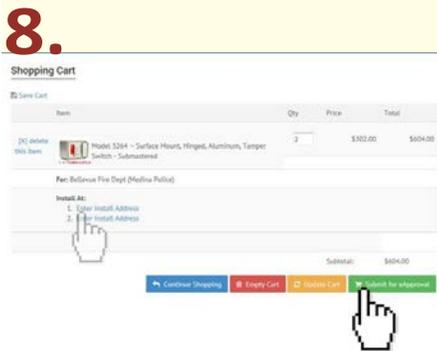
# ORDERING A KNOX BOX *continued*



Choose your Color, Door Type, Mount Type.  
Your choice; Bellevue Fire Department has no preference.



Click on **Add to Cart**



**Review cart,**  
**enter install address,**  
then click **Submit for eApproval**

## What's next?

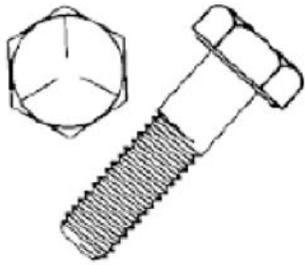
- Once Fire Prevention authorizes the order, the customer will receive an e-mail directing them to enter their payment information.
- The KNOX Box will be mailed to customer (usually 1-2 weeks); the key core will be mailed to Fire Prevention.
- When the box has been installed per manufacturer's instructions (see attachment), Fire Prevention will contact the customer (or customer may e-mail [Fire\\_Prevention@bellevuewa.gov](mailto:Fire_Prevention@bellevuewa.gov) ) to make arrangements for an officer to install the key core and insert keys.



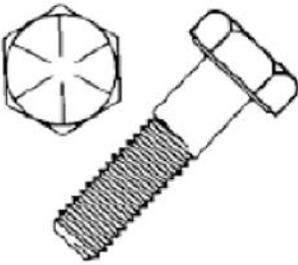
For more information please  
contact Fire Prevention at 425-  
452-6872.

[Fire\\_Prevention@bellevuewa.gov](mailto:Fire_Prevention@bellevuewa.gov)

Marks on the bolt head identify grade fastener:



**3 Marks** on bolt head identifies a **GRADE 5** fastener.



**6 Marks** on bolt head identifies a **GRADE 8** fastener.

## BASIC KNOX BOX INSTALLATION INSTRUCTIONS

1. Always mount your KNOX Box to a **secure**, solid wall, beam or post
2. For units with tamper switches, remove the tamper switch assembly and set aside for installation after the box is mounted
3. RECOMMENDATION: Securely attach KNOX Box using at least four (4) GRADE 5 or GRADE 8 Fasteners (carriage bolts, etc.) of 3/8" diameter for all installations. Units may also be welded into place.
4. Mount the KNOX Box with the green mounting marker  pointed up so that the small moisture drain hole is on the bottom. Remove green markers after installation. To prevent jamming lock, do NOT mount face-down
5. For maximum security, mount the unit properly in an area sheltered from excessive moisture. All keys stored in the unit must be hung on the key hooks supplied inside.
6. For proper weatherproofing, caulk the back of box, across top, and down each side. Leave the bottom open for drainage.

For more detailed installation instructions for your specific model, please visit the KNOX Box website, [www.knoxbox.com](http://www.knoxbox.com).