Knox Online Ordering Guide

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

Step 2: Select the **START HERE** button on the top left corner of the screen.

Step 3: Enter the installation business name and address, then click "Set Address".

* For a Commercial **Building** select the blue "Search For Your Department" button, then enter Sacramento Metro Fire and click on the red "Confirm Department" button.

* For a **Gate** select Sacramento Co Sheriffs Office, then click on the red "Confirm Department" button.

* For a **Residence** select the blue "Search For Your Department" button, then enter Sacramento Metro Fire and click on the red "Confirm Department" button.
** For Single Family Dwellings Only, select Knox HomeBox.*

Step 4: Select the **SHOP PRODUCTS** button on the top left corner of the screen, then choose KnoxBoxes for a **commercial building**, Gate & Key Switches or Padlocks for **gates**, or HomeBoxes for a **residence**.

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

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

3200 Series - Box 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 - Vault is for larger buildings with multiple keys and key cards.

*For Gate Access:

1658 Box – For Pedestrian Gates use the Residential Knox Box 1650 series.
3782 Padlock – to chain or lock a Manual Gate.
3502 Key Switch with Mounting Plate – for Electronic Automatic Gates.
3501 Key Switch without Mounting Plate – to replace a damaged key switch.

Step 6: Click on "Add to Cart", select "Checkout", then enter the required info and select the red "Place Order" button to complete.

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.

* *For additional questions or assistance, please contact Metro Fire at: (916) 859-4330.*