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Knox High Level Online Ordering Guide

Ordering **High Level** Security Knox devices can now be done directly on-line through the Knox Company website: www.knoxbox.com

Note: **Low Level** Security Devices for gates cannot be ordered on-line. To obtain the paper forms visit the Metro Fire website at www.metrofire.ca.gov and click on the Contact Us / Forms & Documents / Knox Products / Low Level Form packet or call us at (916) 859-4330.

TO ORDER ON-LINE

Step 1: Go to the Knox Company website at www.knoxbox.com and from the top of the Home page select Rapid Entry / then Property Owner from the pull-down menu.

Step 2: Select the Product, 3200 Series or 4400 Series.
*(see recommendations below)

Step 3: Now choose your Fire Department by typing in sacramento metro fire in the blue **Search Departments** box.

Step 4: Choose the yellow eApproval button and then the green Proceed with Pre-Authorization Order button.

Step 5: Scroll down the page to view the different models and color choices. Select your model and click on Add to Cart. Fill in the all the information to complete your order.

Step 6: The Knox Company will send an email approval to Sac Metro Fire and once it is approved you will be contacted for payment information.

*Metro Fire recommends:

<p>3200 Series - <u>Box</u> is the minimum size and most common box for commercial sites. 4400 Series - <u>Vault</u> is for larger buildings with multiple keys and key cards.</p>
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(Tamper Switches **do not** have to be hooked up).

If you have any questions or need additional help please contact the Community Risk Reduction Division at (916) 859-4330.