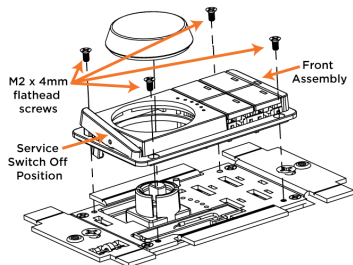


## Removal

1. Remove the front faceplate by pulling the faceplate away from the faceplate retainer.
2. Remove power from the keypad by toggling the **Service Switch** to the **Off** position.
3. Remove the (2) 6-32 x ¼ inch flathead screws from the faceplate retainer and remove the retainer.
4. Remove the round knob by grasping the beveled portion at bottom of the knob with your thumb and forefinger and pull knob outward.
5. Using a small Phillips screwdriver, remove the (4) M2 x 4 mm flathead screws (See image).
6. Remove the **Front Assembly** from the body of switch.



## Installation (Skip steps 1 and 2 if converting a WIF)

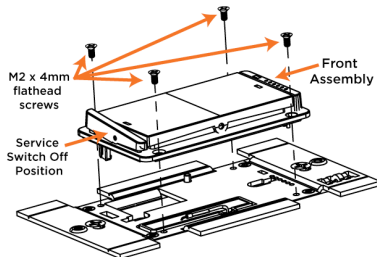
1. If converting a WIK-xxx104, position the keypad buttons into their desired position with the small light pipe window oriented towards the top of the **Front Assembly** (Keypad buttons are not preinstalled).
2. Press firmly in the center of each button until all four corners snap into position.
3. Toggle the **Service Switch** on the new **Front Assembly** to the same position as the **Front Assembly** removed.
4. Carefully set the **Front Assembly** onto the body of the Metropolitan device. Verify the assembly is oriented correctly.
5. Install the four screws removed earlier that secure the **Front Assembly**. Do not overtighten screws.
6. Install the retainer using the (2) 6-32 x ¼ inch screws removed earlier.
7. Install the faceplate over the faceplate retainer.
8. Toggle the **Service Switch** to the **On** position. After software loads, verify operation of the Metropolitan device.

## Removal

1. Remove the front faceplate by pulling the faceplate away from the faceplate retainer.
2. Remove power from the keypad by toggling the **Service Switch** to the **Off** position.

**Note:** The WI3 does not have a **Service Switch**. Power will need to be switched **Off** at breaker box.

3. Remove the (2) 6-32 x ¼ inch flathead screws from the faceplate retainer and remove the retainer.
4. Using a small Phillips screwdriver, remove the (4) M2 x 4 mm flathead screws (See image).
5. Remove the Front Assembly from the body of switch.



## Installation

1. Toggle the **Service Switch** on the new **Front Assembly** to the same position of the Front Assembly removed.
2. Carefully set the **Front Assembly** onto the body of the Metropolitan device. Verify the assembly is oriented correctly.
3. Install the four screws removed earlier that secure the **Front Assembly**. Do not overtighten screws.
4. Install the retainer using the (2) 6-32 x ¼ inch screws removed earlier.
5. Install the faceplate over the faceplate retainer.
6. Toggle the **Service Switch** to the **On** position. After software loads, verify operation of the switch.