SCHLAGE

Dexter Rekeying Manual

Ingersoll Rand
Security Technologies

Rekeying is easy with Dexter by SCHLAGE!

Since 1925, Schlage has led the industry in quality, design and craftmanship. Dexter by Schlage builds upon this tradition with a lockset line that features superior security, quality and convenience. Dexter's defining characteristic in terms of convenience is ease of rekeying. All Dexter locksets feature a Schlage 'c' keyway and can be keyed to the same combination as any Schlage lockset. This book offers step-by-step instructions to rekeying your Dexter lockset or deadbolt.

TABLE OF CONTENTS

DEXTER Key Kits Provide Everything You Need To Get The Job Done!

Key Kit J250-007 Includes everything you need to reykey the most popular Dexter knobs, levers and JD-Series deadbolts. This kit includes bottom pins, top pins, pin springs, cylinder caps, retaining clips, pins, key gauge, follower bar and cap removal tool.

STEP #1 - REMOVE THE KNOB

A

Insert the key into the cylinder (with teeth of key facing up).

Turn the outside knob counter-clockwise until the knob catch is visible and aligns under the knob catch hole (as shown).

B

Use the knob catch tool to depress and release the knob catch.

C

Apply pressure to the rose with your thumb and forefinger, and pull the knob off the spindle.

STEP #2 - REMOVE THE CYLINDER

A

Push forward on the key until the knob sleeve disengages from the back of the knob. Remove the sleeve and set it aside.

B

Remove the key from the cylinder and remove the cylinder from the back of the knob.

STEP #3 - REMOVE THE CYLINDER RETAINING CLIP

A

Re-insert the key into the plug. Use the end of the removal tool to push the clip out.

B

Remove the clip with the hook of the removal tool.

STEP #4 - REMOVE THE CYLINDER PLUG

A

Turn the key clock-wise to the 3:00 position.

B

Hold the follower bar firmly against the cylinder plug and carefully slide it through the cylinder body until the plug and the front of the follower have passed completely through the cylinder body.

IMPORTANT: Ensure that the follower bar remains inside the cylinder body to prevent the top pins from coming out of the shell.

The cylinder body should end up in the middle of the follower bar. Set these items aside.

C

Empty the bottom pins from the cylinder plug, and remove the old key.

STEP #5 - LOAD NEW BOTTOM PINS

Use the numbers on the key bow or the key gauge to determine a new combination. Insert a new key completely into the key plug.

Load the new pins into the cylinder plug with pins from the rekeying kit that correspond to the new key combination.

Example for key code 56234:

From the key kit insert a #5 size bottom pin into the first hole closest to the key bow. Load #6 bottom pin into the second hole, and so on.

Verify that all inserted pins are flush with the top of the cylinder plug.

Step #6 - Reinsert The Cylinder Plug

A

Turn the key to the 3:00 position. Push on the follower bar to reinsert the cylinder plug into the cylinder body.

B

Reattach the retaining clip to the back of the cylinder plug by pushing it into the groove until it snaps back into place.

IMPORTANT: Remove key only when the retaining key is back in place.

Step #7 - Reassemble The Knob

A

Line up the cylinder body with the opening on the backside of the knob, keyway first.

B

To place the sleeve into the backside of the knob, line up the notched piece on the sleeve with the opening and press into place.

STEP #8 - REATTACH THE KNOB

A

Align the slot of the knob shank and rollback. Push the knob all the way back until the knob is firmly retained by the knob catch.

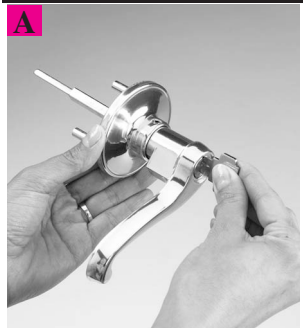
B

Test the knob to ensure that it functions correctly.

Reinsert the key to ensure that it functions correctly.

STEP #1 - REMOVE THE LEVER

A



Insert the key into the cylinder (with teeth of key facing up).

Turn the outside lever counter-clockwise until the lever catch is visible an aligns under the lever catch hole (as shown).

B

Use the lever catch tool to depress and release the lever catch.

C

Apply pressure to the rose with your thumb and forefinger, and pull the lever off the spindle.

STEP #2 - REMOVE THE CYLINDER

Push forward on the key until the cylinder retaining clip disengages from the back of the lever.

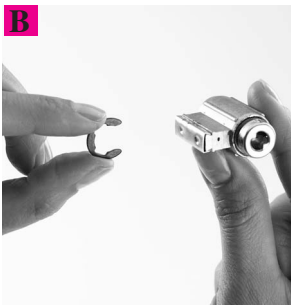
Remove the sleeve and set it aside.

Remove the key from the cylinder and remove the cylinder from the back of the lever.

STEP #3 - REMOVE THE CYLINDER RETAINING CLIP

Re-insert the key into the plug.

Use the end of the removal tool to push the clip out.



Remove the clip with the hook of the removal tool.

STEP #4 - REMOVE THE CYLINDER PLUG

A

Turn the key clock-wise to the 3:00 position.

B

Hold the follower bar firmly against the cylinder plug and carefully slide it through the cylinder body until the plug and the front of the follower have passed completely through the cylinder body.

IMPORTANT: Ensure that the follower bar remains inside the cylinder body to prevent the top pins from coming out of the shell.

The cylinder body should end up in the middle of the follower bar. Set these items aside.

C

Empty the bottom pins from the cylinder plug, and remove the old key.

STEP #5 - LOAD NEW BOTTOM PINS

Use the numbers on the key bow or the key gauge to determine a new combination. Insert a new key completely into the key plug.

Load the new pins into the cylinder plug with pins from the rekeying kit that correspond to the new key combination.

Example for key code 56234:

From the key kit insert a #5 size bottom pin into the first hole closest to the key bow. Load #6 bottom pin into the second hole, and so on.

Verify that all inserted pins are flush with the top of the cylinder plug.

Step #6 - Reinsert The Cylinder Plug

A

Turn the key to the 3:00 position. Push on the follower bar to reinsert the cylinder plug into the cylinder body.

B

Reattach the retaining clip to the back of the cylinder plug by pushing it into the groove until it snaps back into place.

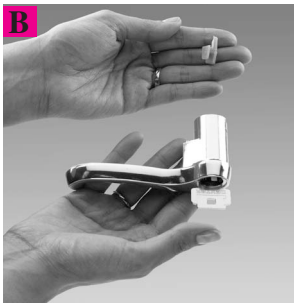
IMPORTANT: Remove key only when the retaining key is back in place.

Step #7 - Reassemble The Lever

A

Line up the cylinder body with the opening on the backside of the lever, keyway first.

B



Place the cylinder into the backside of the lever and slide the cylinder retaining clip back into the lever housing until it snaps back into place.

STEP #8 - REATTACH THE LEVER

A

Align the slot of the lever shank and rollback. Push the lever all the way back until the lever is firmly retained by the lever catch.

B

Test the lever to ensure that it functions correctly.

Reinsert the key to ensure that it functions correctly.

STEP #1 - PREPARATION

A

Remove the deadbolt cylinder housing and insert the key.

STEP #2 - REMOVE THE CYLINDER CAP

A

Match the grooves on the cylinder cap with the teeth on the cylinder cap removal tool.

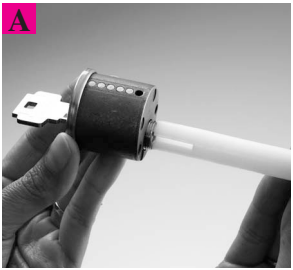
Push down and turn counterclock wise until the cap comes off.

B

Remove the cylinder cap, tailpiece, pin and spring from the cylinder and set aside.

STEP #3 - REMOVE THE CYLINDER PLUG

A



Turn key clockwise to the 3:00 position.

B

Hold the follower bar firmly against the cylinder plug and carefully slide it through the cylinder body until the plug and the front of the follower have passed completely through the cylinder body.

IMPORTANT: Ensure that the follower bar remains inside the cylinder body to prevent the top pins from coming out of the shell.

The cylinder body should end up in the middle of the follower bar. Set these items aside.

C

Empty the bottom pins from the cylinder plug and remove the old key.

STEP #4 - LOAD NEW BOTTOM PINS

Use the numbers on the key bow or the key gauge to determine a new combination. Insert a new key completely into the key plug.

Load the new pins into the cylinder plug with pins from the rekeying kit that correspond to the new key combination.

Example for key code 56234:

From the key kit insert a #5 size bottom pin into the first hole closest to the key bow. Load #6 bottom pin into the second hole, and so on.

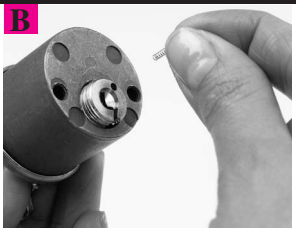
Verify that all inserted pins are flush with the top of the cylinder plug.

STEP #5 - REINSERT THE CYLINDER PLUG

A

Turn the key to the 3:00 position. Push on the follower bar to reinsert the cylinder plug into the cylinder body.

B



Reload retaining spring. Reload retaining pin.

C

Screw on cylinder cap and driver with the cylinder cap removal tool.

IMPORTANT: Remove key only when retaining clip is back in place.

D

Reinsert and turn key to ensure cylinder is working properly. In the event of binding, loosen or tighten the cylinder cap until the cylinder works smoothly.

Chassis	The body of the lock itself without any trim.
Cylinder	The portion of a lock containing plug with keyway and a body with pin tumbler mechanism. The properly cut key allows the cylinder to rotate the driver mechanism which unlocks the door.
Hand	A term used to indicate how a door swings.
Pin Tumbler Mechanism	Most key operated locks provide limited access through the use of pin tumblers.
Pin Tumblers	Small sliding pins in a lock cylinder that work against coil springs. They prevent the cylinder plug from rotating until the appropriate length pin is raised to the proper height by corresponding notch depth cut in the key. Pin tumblers usually consist of bottom pins, top pins and master pins.
Bottom Pins	Usually a cylindrical shaped tumbler which is often flat on both ends and is installed directly under a coil spring in the spring stack.
Top Pins	Usually a cylindrical shaped tumbler which is often bullet shaped and comes in a variety of lengths that correspond to the depth of the cut of notch in the key.
Master Pin	Usually a cylindrical shaped tumbler which is often flat on both ends, placed between the top and bottom pin to create an additional shear line.
Rose	A circular trim plate attached to the door under the knob or lever.
Shear Line	The area where the top surface of the plug and cylinder housing meet. the height which the bottom pins must be raised by the key in order to rotate the key cylinder.
Spindle	Bar which connect knobs or levers through door and operates lock mechanism.
Trim	Decorative as well as functional components of a lockset, including knob, lever, rose, etc.

Ingersoll Rand's Security Technologies Sector is a leading global provider of products and services that make environments safe, secure and productive. The Sector's market-leading products include electronic and biometric access control systems; time and attendance and personnel scheduling systems; mechanical locks and portable security, door closers and exit devices, steel doors and frames, architectural hardware and technologies and services for global security markets.

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Rekeying Quick Start Guide

Rekeying: What You Need to Know

Rekeying is a precise process that requires expertise—particularly when it involves rekeying multiple products. By offering this service at your store, you're helping customers make their keys match by taking advantage of the safest and most reliable rekeying method on the market.

In this guide, you'll find detailed, easy-to-follow instructions for rekeying any Schlage lock cylinder. Each section—organized by product function—includes a list of features and benefits to help guide your conversation with customers and reinforce their choice in Schlage—the one most trusted by consumers.

Additionally, you'll find expanded product views that outline the components of each product, as well as helpful hints and quick tips to further your knowledge of Schlage products. All of this is designed to support your role as a key resource, both to consumers and in-store.

Recommend Electronic Locks and Change a Code Not Keys
If you sense managing keys is becoming a challenge for your customer, you may want to recommend a Schlage keypad lock.

- **Schlage Keypad Deadbolts:** *Consumer Digest* Best Buy for two years running
- **Schlage Keypad Levers:** ideal for doors with a single-hole prep

More and more customers are finding that our keyless products are much more convenient…not to mention a better investment over the long run with no more keys to lose, hide, carry or forget. Best of all, they can unlock their door—at any time—with a simple four-digit code they designate.

When security really matters and your reputation is on the line, recommend Schlage products.

DID YOU KNOW?

Camelot
Keypad
Deadbolt

Plymouth
Keypad
Deadbolt

The Schlage keypad deadbolt is a manual throw deadbolt because the engineers at Schlage wanted to ensure the deadbolt locks securely in place even as doors contract and expand from temperature and humidity changes outside. Rated ANSI Grade 2 by BHMA, Schlage Keypad Locks provide great security for residential openings.

CONSUMERS DIGEST BEST BUY

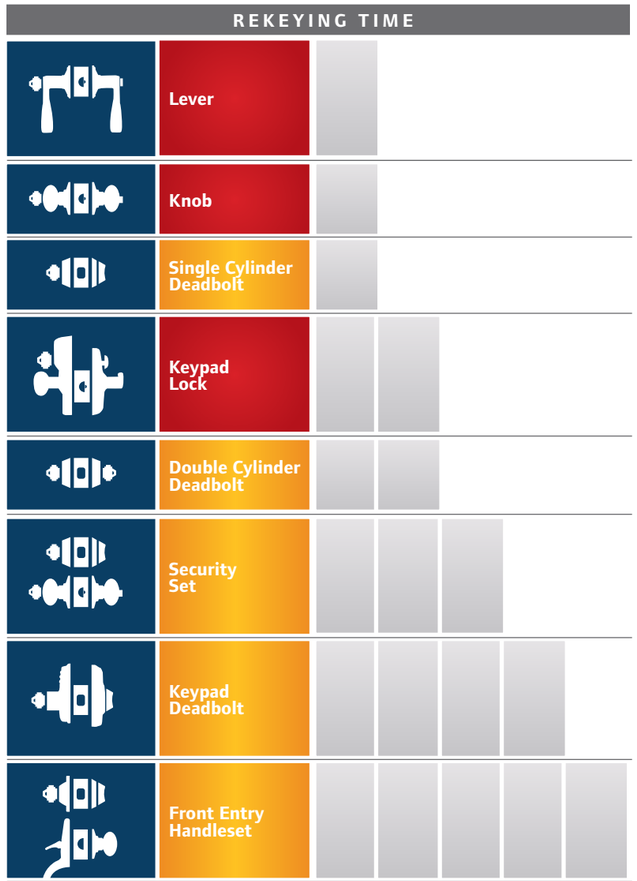
Schlage Keypad Locks

- Programmable at the lock—holds up to 19 different user codes
- Easily installed with just a screwdriver—no wiring required
- Powered by a 9V battery that lasts up to three years

Helpful Hint:
If your customer is looking for two security products that are the same function (ie. two keyed levers or two security sets) that use the same key, find two packages that have the same key alike number on the top panel of the packaging. Please note, products are not keyed alike across functions.

Which Comes First? Rekeying Multiple Products

When you are rekeying multiple products to match a key in one of the packages (not a key from the customer), you can reduce the amount of time required by strategically choosing the order in which you rekey. For instance, if you are rekeying a handleset and a knob, rekey the knob to match the keys in the handleset package. This will take you less time.



Lots of Products to Rekey?

Remind your customer that changing codes on a keypad lock or keypad deadbolt is a lot easier than changing keys or rekeying locks. In fact, on keypad locks, keys are only needed if customers ignore the low battery warning and the battery expires.

Rekeying from a Duplicate Key

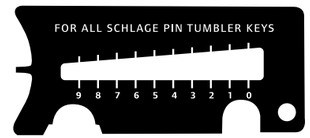
Use caution when using a duplicate (aftermarket) key in the rekeying process. Duplicate keys wear faster and can result in key cut discrepancies during the rekeying process that cause the cylinder to stick when locked and unlocked after the cylinder is repinned.

REMINDER: While you are rekeying to the duplicate key, make sure all of the bottom pins in the cylinder are completely flush. (You may have to substitute smaller or larger pins if the duplicate key is too worn.)

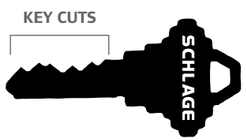
If you are rekeying from a duplicate, follow these steps:

Use the Key Gauge to Determine Pin Combinations

1. With key cuts facing up, slide key into the opening of key gauge, located near the number "0." Move key to first cut, or notch, from the key bow.
2. Slide key left until it stops on a number.
3. Write down number and proceed to the next cut.
4. Repeat until all cuts have a corresponding number—from bow to the tip of key. This five- or six-digit number is the key combination or "bitting."



KEY GAUGE



Helpful Hint:
Advise your customers to have additional keys made with the correct key cuts so they have a new key that functions smoothly in the rekeyed lock.

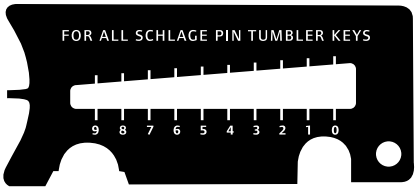
Helpful Hint:
If the key lands between two numbers, pick the lower number (shallower cut).

Keying Kit

Schlage Rekeying Kits provide everything you need to get the job done—including all the tools and parts you need for repinning the cylinders of most Schlage locksets so that they work with a single key.

The following tools are included in the Keying Kit:

FOLLOWER BAR



KEY GAUGE

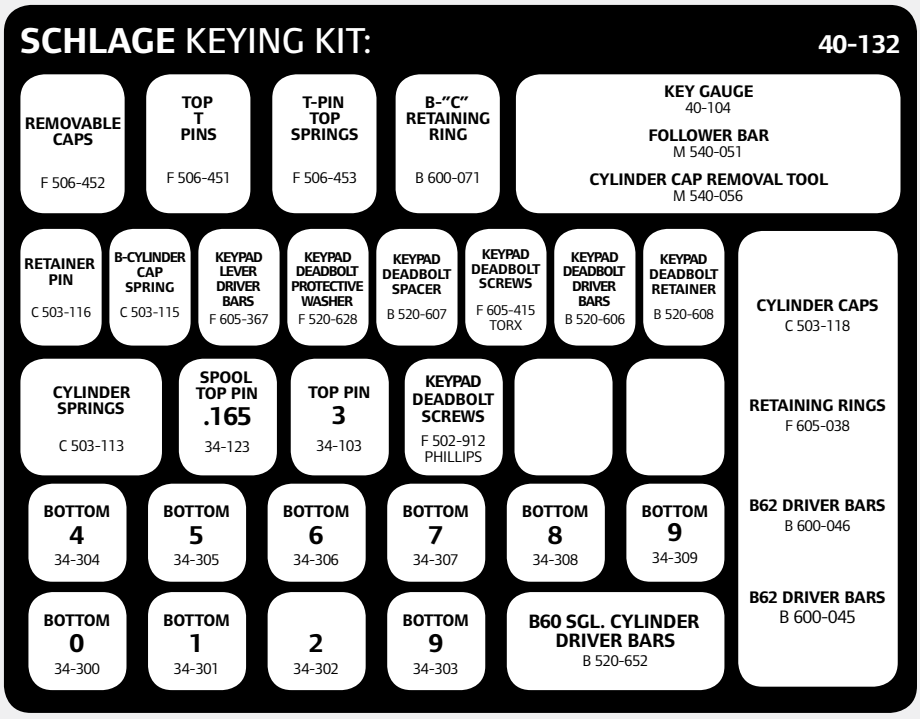
CYLINDER CAP REMOVAL TOOL

THE KIT MAP

Navigating your way through the Kit tray.

PARTS LIST:

- Bottom pins
- Top pins
- Springs
- Cylinder caps
- Cap pins
- Cap pin springs
- B-Series deadbolt tailpieces
- Key gauge
- Plug follower
- Cylinder cap removal tool
- Follower bar



Carefully remove the lever from the package by unsnapping the tabs in the upper corners of the clamshell.

LEVER REKEYING INSTRUCTIONS

1 

Unlock lever and leave key in cylinder.

2 

Use key gauge to dislodge lever from chassis.

3 

Remove lever portion from chassis.

4 

Remove key from cylinder and push cylinder out of the lever.

5 

Remove C clip from cylinder (by twisting like you are peeling an apple).

6 

Insert original key into cylinder and rotate it to the two o'clock position.

7 

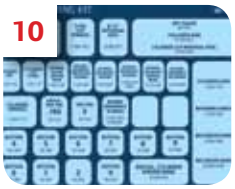
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

8 

Empty existing pins out of cylinder. **Remove original key.**

9 

Locate key cut number on new key. Insert new key into cylinder. *

10 

Review rekey kit map for pin locations and match numbers to new key.

11 

Insert correct numbered pin into first hole, reading cylinder right to left. !

12 

Insert correct numbered pin into second hole.

13 

Insert correct numbered pin into third, fourth and fifth holes.

14 

Verify all inserted pins are completely flush with top of cylinder.

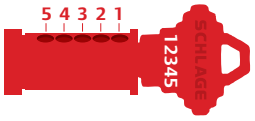
CONTINUED ON NEXT PAGE.

***tip**

If a key number cannot be located or if rekeying from a duplicate key, use key gauge to determine appropriate pin height. See page iii for more information.

Follower bar must remain in housing while cylinder is removed. ! [7]

Key numbers read left to right. ! [11]



Lever Rekeying Guide

LEVER REKEYING INSTRUCTIONS

15 

Slide cylinder housing from follower bar back over cylinder.

16 

Insert C clip back on cylinder. **Remove the key.**

17 

Insert complete cylinder assembly back into lever component.

18 

Place lever component with cylinder back on chassis. !

! **18 Helpful Hint:** *You will hear a clicking sound or feel the tab click into place if done correctly.*

19 

Insert new key and rotate until you can lock the lever component in place.

20 

Simulate locking and unlocking the product to confirm rekey success.

21 Repackage product.

Carefully remove the knob from the package by unsnapping the tabs in the upper corners of the clamshell.

KNOB REKEYING INSTRUCTIONS

1 

Unlock knob and leave key in cylinder.

2 

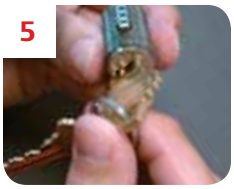
Use key gauge to remove knob from chassis.

3 

Remove key from cylinder and push cylinder out of knob.

4 

Remove C clip from cylinder (by twisting like you are peeling an apple).

5 

Insert original key into cylinder and rotate it to the two o'clock position.

6 

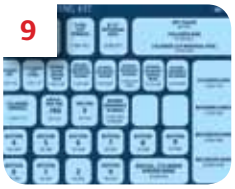
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

7 

Empty existing bottom pins out of cylinder. **Remove original key.**

8 

Locate key cut number on new key. Insert new key into cylinder. *

9 

Review rekey kit map for pin locations and match numbers to new key.

10 

Insert correct numbered pin into first hole, reading cylinder right to left. !

11 

Insert correct numbered pin into second hole.

12 

Insert correct numbered pin into third, fourth and fifth holes.

13 

Verify all inserted pins are completely flush with top of cylinder.

14 

Slide cylinder housing from follower bar back over the cylinder.

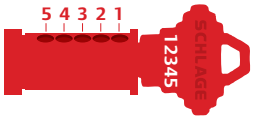
CONTINUED ON NEXT PAGE.

***tip**

If a key number cannot be located or if rekeying from a duplicate key, use key gauge to determine appropriate pin height. See page iii for more information.

Follower bar must remain in housing while cylinder is removed. ! 6

Key numbers read left to right. ! 10



***tip**

Removing the cylinder through the rear of the knob requires no more than five pounds of force (or the amount of force required to push an elevator button). If you require more force, the cylinder is not aligned correctly for removal.

Knob Rekeying Guide

KNOB REKEYING INSTRUCTIONS

15

Insert C clip back on cylinder. **Remove the key.**

16

Insert complete cylinder assembly back into the knob.

17

Place knob with cylinder back on chassis. !

! **17 Helpful Hint:** *You will hear a clicking sound or feel the tab click into place if done correctly.*

18

Insert new key and move to the unlock position. Rotate until you can lock the knob component in place.

19

Simulate locking and unlocking the product to confirm rekey success.

20 Repackage product.

Take the product clamshell out of the box. Carefully remove the deadbolt from the package by unsnapping the tabs in the upper corners of the clamshell.

DEADBOLT REKEYING INSTRUCTIONS

1

Remove deadbolt from package and insert original key.

2

Use cylinder cap removal tool to remove cylinder cap.

3

Remove cylinder pin.

4

Remove spring behind cylinder pin.

5

Rotate the key to the two o'clock position.

6

Use follower bar to slide deadbolt housing away from cylinder. Do not remove follower bar. !

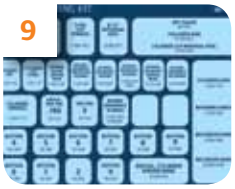
7

Empty existing bottom pins out of cylinder. **Remove original key.**

8

Locate key cut number on new key. Insert new key into cylinder. *

9



Review rekey kit map for pin locations and match numbers to new key.

10

Insert correct numbered pin into first hole, reading cylinder right to left. !

11

Insert correct numbered pin into second hole.

12

Insert correct numbered pin into third, fourth and fifth holes.

13

Verify all inserted pins are completely flush with top of cylinder. *

14

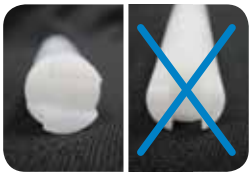
Push cylinder back into deadbolt housing using the follower bar. **Remove the key.**

CONTINUED ON NEXT PAGE.

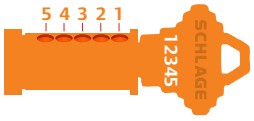
* tip

If a key number cannot be located or if rekeying from a duplicate key, use key gauge to determine appropriate pin height. See page iii for more information.

Follower bar must remain in housing while cylinder is removed and the notch in the follower bar is horizontal! !6



Key numbers read left to right. !10



* tip

With the new key in the keyway, make sure all pins are flush with the top of the plug, forming a perfect shear line. If any extend above or below the surface, then replace with correct sizes.

Deadbolt Rekeying Guide

DEADBOLT REKEYING INSTRUCTIONS

15 

Re-insert cylinder spring.

16 

Re-insert cylinder pin.

17 

Use cylinder cap removal tool to tighten cylinder cap back on cylinder.

18 

Simulate locking and unlocking the deadbolt to confirm rekey success.

19 Repackage product.

KEYPAD LOCK REKEYING INSTRUCTIONS

1

Remove interior portion of keypad lock from packaging.

2

Remove support piece from packaging.

3

Open built-in door on exterior portion of keypad lock.

4

Use cylinder cap removal tool to remove cylinder cap.

5

Remove cylinder pin.

6

Remove spring behind cylinder pin.

7

Insert original key and rotate key to the two o'clock position.

8

Use follower bar to slide keypad lock housing away from cylinder. Do not remove follower bar. !

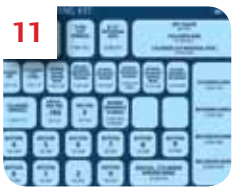
9

Empty existing pins out of cylinder. **Remove original key.**

10

Locate key cut number on new key. Insert new key into cylinder. *

11



Review rekey kit map for pin locations and match numbers to new Schlage key.

12

Insert correct numbered pin into first hole, reading cylinder right to left. !

13

Insert correct numbered pin into second hole.

14

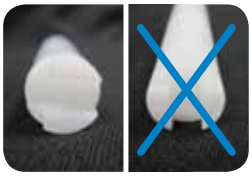
Insert correct numbered pin into third, fourth and fifth holes.

CONTINUED ON NEXT PAGE.

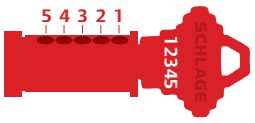
* tip

If a key number cannot be located or if rekeying from a duplicate key, use key gauge to determine appropriate pin height. See page iii for more information.

Follower bar must remain in housing while cylinder is removed and the notch in the follower bar is horizontal! ! 8



Key numbers read left to right. ! 12



Keypad Lock Rekeying Guide

KEYPAD LOCK REKEYING INSTRUCTIONS

***tip**

With the new key in the keyway, make sure all pins are flush with the top of the plug, forming a perfect shear line. If any extend above or below the surface, then replace with correct sizes.

15

Verify all inserted pins are completely flush with top of cylinder. *

16

Push cylinder back into keypad lock housing using the follower bar. **Remove the key.**

17

Re-insert cylinder spring.

18

Re-insert cylinder pin.

19

Use cylinder cap removal tool to tighten cylinder cap back on cylinder.

20

Replace built-in door back onto lock assembly.

21

Simulate locking and unlocking the keypad lock to confirm rekey success.

22 Repackage product.

Carefully remove the keypad deadbolt from the box.

KEYPAD DEADBOLT REKEYING INSTRUCTIONS

1 

Remove interior metal escutcheon from packaging.

2 

Remove inner plate from packaging.

3 

Remove the six screws from exterior portion of keypad deadbolt. !

4 

Remove deadbolt turn portion from the assembly.

5 

Remove cylinder from the deadbolt turn.

6 

Remove the three pieces attached to cylinder.

7 

Use cylinder cap removal tool to remove cylinder cap.

8 

Remove cylinder pin.

9 

Remove spring behind cylinder pin.

10 

Insert original key and rotate it to the two o'clock position.

11 

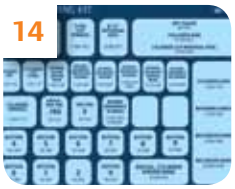
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

12 

Empty existing bottom pins out of cylinder. **Remove original key.**

13 

Locate key cut number on new key. Insert new key into cylinder. *

14 

Review rekey kit map for pin locations and match numbers to new key.

CONTINUED ON NEXT PAGE.

Screws may require a Phillips screwdriver. !3

Follower bar must remain in housing while cylinder is removed and the notch in the follower bar is horizontal! !11

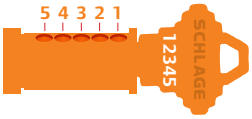
*tip

If a key number cannot be located or if rekeying from a duplicate key, use key gauge to determine appropriate pin height. See page iii for more information.

Keypad Deadbolt Rekeying Guide

KEYPAD DEADBOLT REKEYING INSTRUCTIONS

! 15 *Key numbers read left to right.*



*** tip**

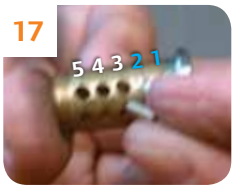
With the new key in the keyway, make sure all pins are flush with the top of the plug, forming a perfect shear line. If any extend above or below the surface, then replace with correct sizes.

15 

Insert correct numbered pin into first hole, reading cylinder right to left. !

16 

Insert correct numbered pin into second hole.

17 

Insert correct numbered pin into third, fourth and fifth holes.

18 
Verify all inserted pins are completely flush with top of cylinder. *

19 
Push cylinder back into cylinder housing using the follower bar. **Remove the key.**

20 
Re-insert cylinder spring.

21 
Re-insert cylinder pin.

22 
Use cylinder cap removal tool to tighten cylinder cap back on cylinder.

23 
Place additional parts back onto cylinder assembly.

24 
Simulate locking and unlocking the deadbolt to confirm rekey success.

25 
Place deadbolt turn with the cylinder back onto keypad deadbolt assembly.

26 
Place outer cover back onto keypad deadbolt assembly.

27 
Screw in the six screws to finish the assembly of keypad exterior portion.

28 Repackage product.

HANDLESET REKEYING INSTRUCTIONS

1 

Open handleset box.

2 

Locate keys in top of box on clip.

3 

Remove deadbolt from packaging using a Phillips screwdriver.

4 

Remove support ring from deadbolt.

5 

Remove decorative plate.

6 

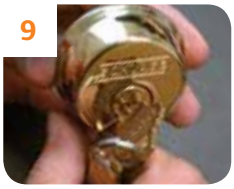
Use cylinder cap removal tool to remove cylinder cap.

7 

Remove cylinder pin.

8 

Remove spring behind cylinder pin.

9 

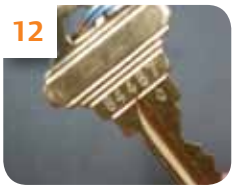
Insert original key and rotate it to the two o'clock position.

10 

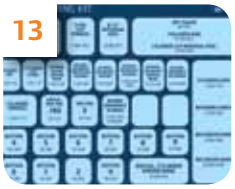
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

11 

Empty existing bottom pins out of cylinder. **Remove original key.**

12 

Locate key cut number on new key. Insert new key into cylinder. *

13 

Review rekey kit map for pin locations and match numbers to new key.

14 

Insert correct numbered pin into first hole, reading cylinder right to left. !

CONTINUED ON NEXT PAGE.

Follower bar must remain in housing while cylinder is removed and the notch in the follower bar is horizontal! ![10]

***tip**

If a key number cannot be located or if rekeying from a duplicate key, use key gauge to determine appropriate pin height. See page iii for more information.

Key numbers read left to right. ![14]

Handleset Rekeying Guide

HANDLESET REKEYING INSTRUCTIONS

***tip**

With the new key in the keyway, make sure all pins are flush with the top of the plug, forming a perfect shear line. If any extend above or below the surface, then replace with correct sizes.

15

Insert correct numbered pin into second hole.

16

Insert correct numbered pin into third, fourth and fifth holes.

17

Verify all inserted pins are completely flush with top of cylinder. *

18

Push cylinder back into cylinder housing using the follower bar. **Remove the key.**

19

Re-insert cylinder spring.

20

Re-insert cylinder pin.

21

Use cylinder cap removal tool to tighten cylinder cap back on cylinder.

22

Simulate locking and unlocking the deadbolt to confirm rekey success.

23

Place decorative back plate back onto deadbolt component.

24

Place support ring behind decorative back plate.

25

Place deadbolt assembly pack onto packaging.

26

Fasten packaging support piece back onto deadbolt.

27 Repackage product.

Cylinder Repinning

Compressible cylinders can also be rekeyed from the top of the cylinder by following these easy steps:

1

Remove stainless steel cap.

2

Empty bottom pins, top T-Pins and top springs from cylinder.

3

Insert new bottom pins into the holes on the top of cylinder.

4

Re-insert top T-pins and springs on top of bottom pins.

5

Attach a new stainless steel cap to top of cylinder body by aligning the holes in top cap with holes in springs. !

Helpful Hint: ![5]
Each spring should encircle each hole on the cap.

Disengagement of Top Pins and Springs

1

Insert square notched end of follower bar into cylinder shell from rear.

2

Install spring into back chamber and balance top pin (#3) on top of spring.

3

Using follower bar groove as a guide, push pin into its chamber against spring pressure with flat edge of tweezers or small flat blade screwdriver.

4

Slide follower bar forward to hold pin and spring in place.

5

Repeat until all chambers are loaded.

Glossary of Terms

ANSI	American National Standards Institute.
backset	The distance from the edge of door to the center line of prep.
bottom pin	A bullet-shaped tumbler that comes in a variety of lengths that correspond to the depths of the key cuts.
chassis	The body of the lock itself, without any trim.
cylinder	The portion of a lock comprised of the plug, shell, pins (tumblers) and springs. A properly cut key allows the plug to rotate the tailpiece or drive mechanism which unlocks the lock.
hand	The direction a door swings, always referenced from the outside.
housing	A larger portion of some cylinder assemblies which encases the cylinder (plug and shell).
latchbolt	A spring operated bolt with a beveled face to permit latching action when door closes.
master pin	A cylindrical-shaped tumbler which is flat on both ends, placed between the top and bottom pin to create an additional shear line.
pin tumbler	Today's standard tumbler mechanism consists of a series of bottom pin, mechanism top pin and spring for each cut (notch) of the key.
pin tumblers	Small sliding pins in a lock cylinder that work against coil springs. They prevent the cylinder plug from rotating unless all are aligned simultaneously by cuts of the proper depths in the key.
plug	The portion of a cylinder which contains the keyway and rotates with the key.
rose	A circular trim plate attached to the door under the knob or lever.
shear line	The area where the top surface of the cylinder plug and inside surface of the shell meet, and the height to which the bottom pins must be raised by the key in order to rotate the plug.
shell	The portion of the cylinder immediately surrounding the plug.
strike	The metal plate recessed in the frame that receives latch or bolt when the door is closed.
top pin	A cylindrical-shaped tumbler which is flat on both ends and is installed directly under a coil spring in its chamber.
tailpiece	A usually flat actuator which extends from the back of the cylinder plug and engages in the lock to operate the latch or bolt.