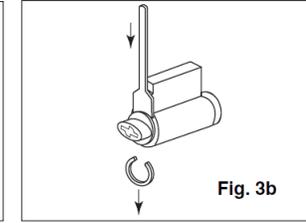
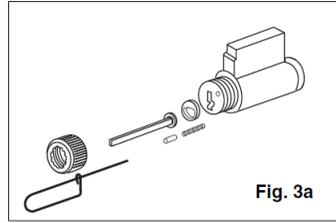
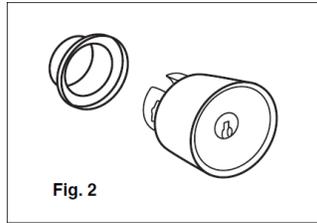
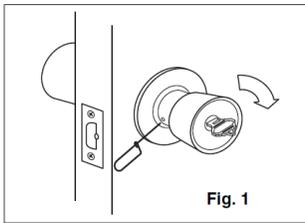


# Schlage Type "C" Entrance lock rekeying instructions

## A. Removing the knob or lever assembly (Note: You are not required to remove the lock assembly from the door):

1. Place key in lock and turn one full stop.
2. Place end of wire tool in small hole at bottom of lock assembly.
3. Push, depressing spring clip.
4. Pull knob/lever assembly away from the door lock assembly. (Fig. 1)



## B. Removing cylinder housing

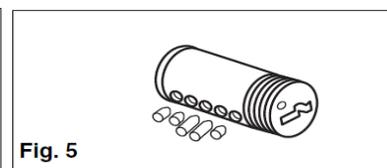
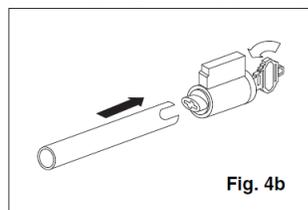
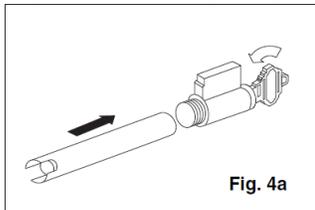
1. Remove key from lock assembly. Separate knob/lever assembly from knob/lever assembly ring. (Fig. 2)
2. Use finger to push cylinder housing from lock assembly.

## C. Opening cylinder housing (Note: One of two types of cylinders will be found in your lock):

1. If your cylinder housing unit has a cylinder plug topped by a cap with a pin on top, do the following:
  - a. While holding cylinder plug, depress pin with wire tool.
  - b. Unscrew cap. Take pin, spring and tailpiece from cylinder and set aside. (Fig. 3a)
2. If your cylinder housing unit has a cylinder plug with a retainer clip on it, do the following:
  - a. Using retainer removal tool, push against retainer ring until it pops off cylinder plug. (Note: make sure to push ring in opposite direction of your body; piece is small and likely to fly loose if pushed too hard). (Fig. 3b)

## D. Removing cylinder plug (Note: Use end of plug follower appropriate to your cylinder plug type):

1. Place key in lock. Turn to left or right approximately 1/8 turn.
2. If you have a cylinder plug with a round end, then use the non-slotted end of the plug follower (Fig 4a). If you have a cylinder plug with an oval end, use slotted end of plug follower. (Fig 4b) Then do the following:
3. Place appropriate end of plug follower against cylinder plug and push slowly, using consistent pressure, until the plug is completely out of the cylinder. **Leave the plug follower tool in the cylinder and go to next step.**
4. **Caution!** Should top pins or springs fall from cylinder housing during this step, remove cylinder plug and plug follower, and follow instructions in step (O) below for replacing top pins and springs. If not, you're good to go onto the next step.

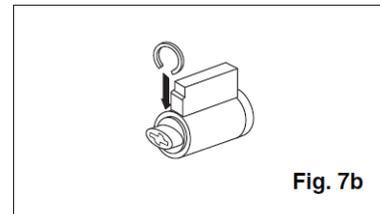
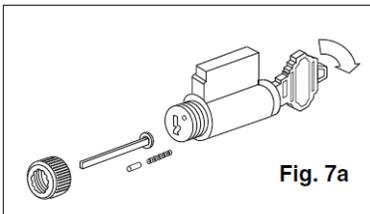
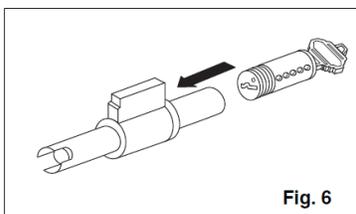


## E. Keying new lock:

1. Remove key from cylinder plug. Rotate cylinder until the pins drop out (Fig. 5).
2. See the label on the back of your lock kit insert for the new pin code, and insert the new pins into the plug in the order shown. The pins will come in bags that are numbered to match the numbers on the label. **Note: Install new pins with pointed end down.**

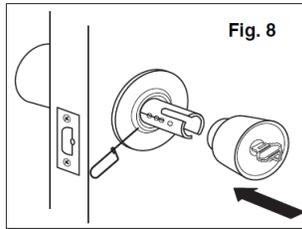
## F. Reassembling cylinder housing:

1. To avoid a pin spill, make sure cylinder plug is turned approximately 1/8 turn to the left or right so that cylinder pins, top pins and slot in follower do not align. Slowly push cylinder plug into place (Fig.6). **Note: keep consistent pressure against plug follower while sliding cylinder plug back into cylinder housing. Do not stop or pull on the plug while doing this step!**



### G. Reassembling knob and lock

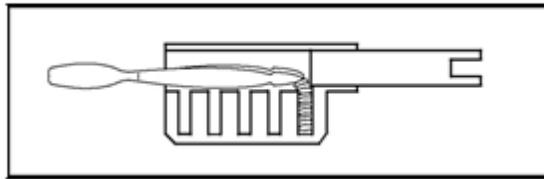
1. Align slot in knob/lever assembly with slot in knob/lever assembly ring and push.
2. With knob/lever assembly together, align slot in knob/lever assembly with one of slots on lock assembly and push (Fig. 8).
3. Return key to lock. Turn to the right and then to the left until knob/lever assembly clicks into position.
4. Knob/lever assembly should now be secure, and should not be able to be removed from the door.
5. Turn the key all the way to the left, and then to the right, to verify that the lock properly locks, and unlocks as normal.



### STEP (O)- Use the following instructions in case of accidental dislodging of the top springs and pins:

#### X. Reinsertion of Top Pins and Springs within Cylinder Housing:

1. Sort and count top pins and springs (there should be five of each).
2. Place plug follower into end of cylinder housing until it reaches center hole. Working from center hole first, do the following:
3. Using tweezers, place a top spring in center hole. Gripping very top of top pin with tweezers, press pin into place over spring. With pin entering hole, move follower against pin to hold in place. Continue to push pin down with tweezers. With pin pushed down, push follower tool forward to hold pin and spring in place.
4. Stop at edge of second hole. Place spring in second hole and cover with pin as noted above. Move plug follower forward to hold pin and spring in place. (see illustration below)
5. After replacing third pin, push follower through to uncover remaining two holes. Repeat replacement of springs and pins, pushing follower through to cover each pin. When all top pins and springs are in place and covered by follower, **return to step E above.**

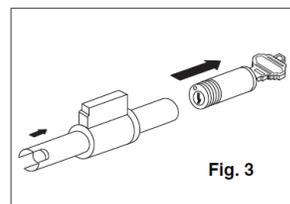
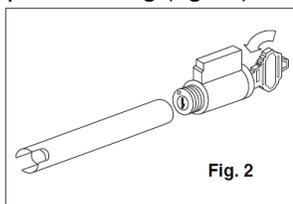
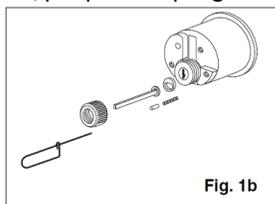
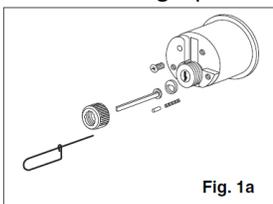


Notice how the plug follower tool will hold the springs in place as you go. Take your time on this, and make sure you do not bend or distort the springs. Springs that do not have the right amount of tension, will cause pin jams.

## Schlage Type "C" deadbolt lock rekeying instructions

### A. Removing tailpiece (Note: Remove lock assembly from door. Lock will be one of two types):

1. If your lock has a screw holding the plug cylinder in place, do the following:
  - a. Using wire tool, depress pin sitting within cap. While holding down pin with tool, use fingers to unscrew cap.
  - b. After removing cap and tailpiece, pull pin and spring from cylinder housing.
  - c. Using Phillips head screwdriver, remove screw holding cylinder plug in place. Remove cylinder plug from lock assembly. (Fig. 1a)
2. If your lock does not have a screw holding cylinder plug in place, do the following:
  - a. Using wire tool, depress pin sitting within cap. While holding down pin with tool, use fingers to unscrew cap.
  - b. After removing cap and tailpiece, pull pin and spring from cylinder housing. (Fig. 1 b)

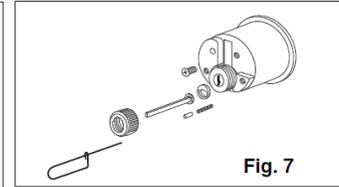
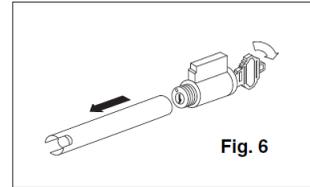
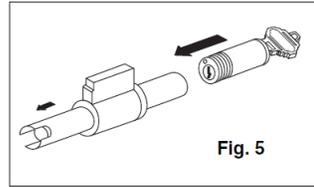
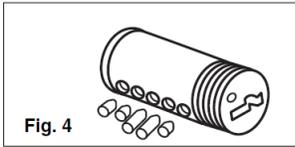


### B. Removing cylinder plug:

1. Place key in lock and rotate approximately 1/8 turn to left or right. Place beveled end of plug follower at back of cylinder plug. (Fig. 2)
2. Using slow consistent pressure, push plug follower through cylinder housing to remove cylinder plug. (Fig. 3)

### C. Re-keying lock:

1. Remove key. Rotate cylinder until pins drop out. (Fig. 4)
2. See the label on the back of your lock kit insert for the new pin code, and insert the new pins into the plug in the order shown. The pins will come in bags that are numbered to match the numbers on the label. **Note: Install new pins with pointed end down.**



### D. Reassembling cylinder housing:

1. With new key and cylinder plug rotated approximately 1/8 turn to the left or right, push cylinder plug against plug follower. Remember to maintain slow, consistent pressure against plug follower. (Fig. 5) This pressure will keep top pins and springs from popping loose. If any pins or springs do fall loose, remove plug follower and cylinder plug from cylinder housing and refer to step (O) above, for instructions on reinserting top pins and springs.
2. Once cylinder plug is completely inserted, align pins by turning cylinder plug 1/8 of a turn to an upright (or vertical) position. (Fig. 6) Place spring, pin and tailpiece in cylinder and rescrew cap. Replace cylinder housing in lock assembly. Test and remove key. (Fig. 7)
3. Return lock assembly to door.
4. Turn the key all the way to the left, and then to the right, to verify that the lock properly locks, and unlocks as normal.

CONGRATULATIONS! You have just successfully rekeyed your door locks.