

Changing Cylinders (Schlage Knobset)

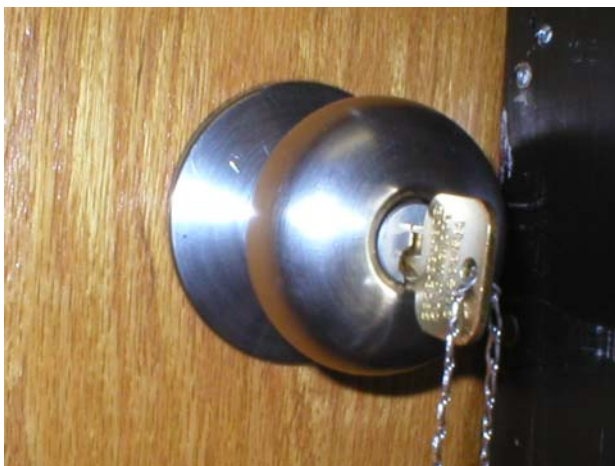
Schlage Style Lockset

Schlage style lockset cylinders can be swapped out using the following procedures:

1. Determine the locks to be exchanged (one door to the next or door to spare cylinder set, spare cylinder to door. Please keep track of changes so locks are not swapped back to the same door.



2. Use a working key for the lock you are trying to change. Insert key into lock.



3. Turn key either direction (depending on function of the lock to about 45 degrees to 90 degrees.



4. Look on the side of the lock (key side).



5. Use a poke tool or Heavy-duty paper clip to depress retainer. (Without turning the knob, key must be turned to do this).



6. The retainer is spring-loaded, so maintain pressure on the retainer and pull out on the knob.



7. Knob and cylinder should slide out from door.



8. Look at the back of the knob notice the ring around the knob. If you are replacing one knob to another door skip to #15 if you are replacing the cylinder continue to #9



9. You have to take off the back cover to remove the cylinder.



10. Press in on the cylinder face. This will normally give you a small gap in the cover to knob area, use a flat tool or small screwdriver to pry off the over. Be careful not to cut yourself or bend the cover.



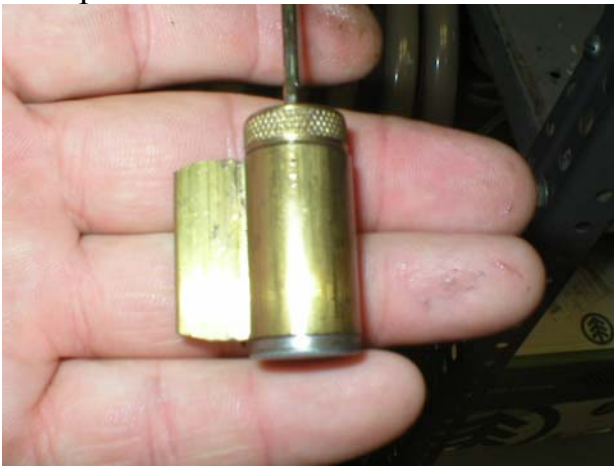
11. With the cover off you can pull straight out on the tailpiece and remove the cylinder.



12. The lock cylinder in hand to rekey or replace.



15. Make sure cover is fully seated on knob (keeps the sharp edges from cutting someone).



13. Install cylinder into knob.



16. Check the slot in the spindle for tailpiece of cylinder.



14. Slide cover back over back of knob.



17. Slide on knob onto spindle.



18. Make sure the cylinder is right side up the cuts on the key are on the top of the key (Teeth up).

depress the retainer again (the key has to be turned to do this same as removing the cylinder).



19. Insert key to align tailpiece to correspond with the angle in the spindle.

21. Slide the knob on the rest of the way.



22. Seat the knob (pull out on the knob to make sure it locked in place.)



20. You may have to turn the key one way or another to get the tailpiece to align the knob will slide on partway, insert the poke tool into the hole and



23. Check operation of lock (making sure the key can be removed each time you try it {if it is upside down

remove as in step #3 and turn the key over before returning to step #15} if too much pressure is used to remove the key from the lock it can damage the cylinder)

24. Record your changes for future reference.