Rekeying Quick Start Guide

INTRODUCTION
Rekeying and Rekeying Kit

SECTION 1
Lever Rekeying

SECTION 2
Knob Rekeying

SECTION 3
Deadbolt Rekeying

SECTION 4
Keypad Lock Rekeying

SECTION 5
Keypad Deadbolt Rekeying

SECTION 6
Handleset Rekeying

SECTION 7
Appendix
Cylinder Repinning, Disengagement, Glossary of Terms

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.



Schlage Keypad Locks

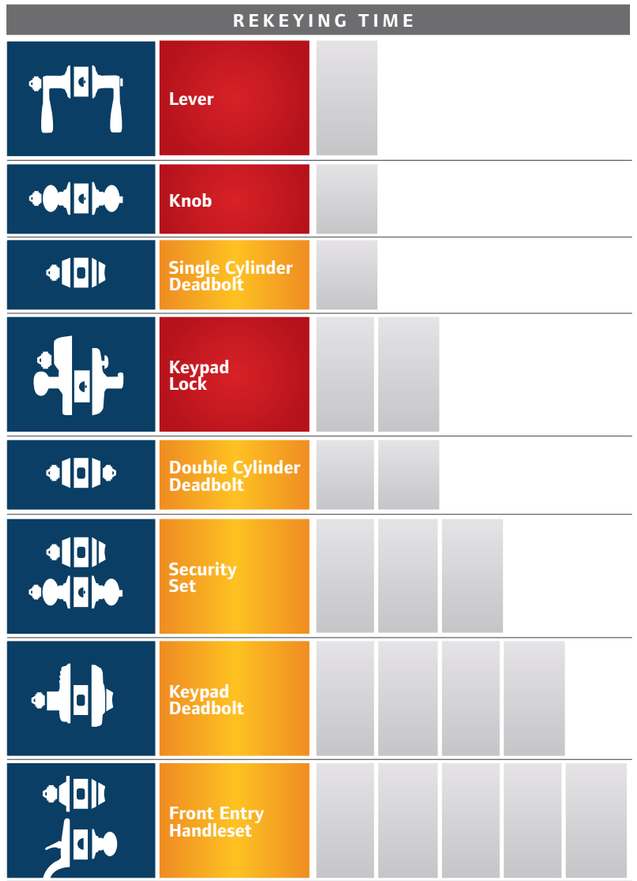
- Programmable at the lock—holds up to 19 different user codes
- Easily installed with just a screwdriver—no wiring required
- Powered by a 9V battery that lasts up to three years



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

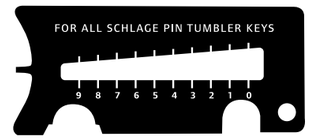
Use caution when using a duplicate (aftermarket) key in the rekeying process. Duplicate keys wear faster and can result in key cut discrepancies during the rekeying process that cause the cylinder to stick when locked and unlocked after the cylinder is repinned.

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.)

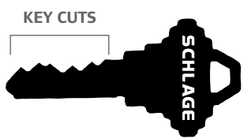
If you are rekeying from a duplicate, follow these steps:

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).

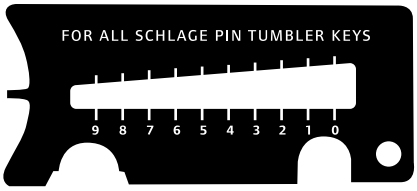
Keying Kit

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



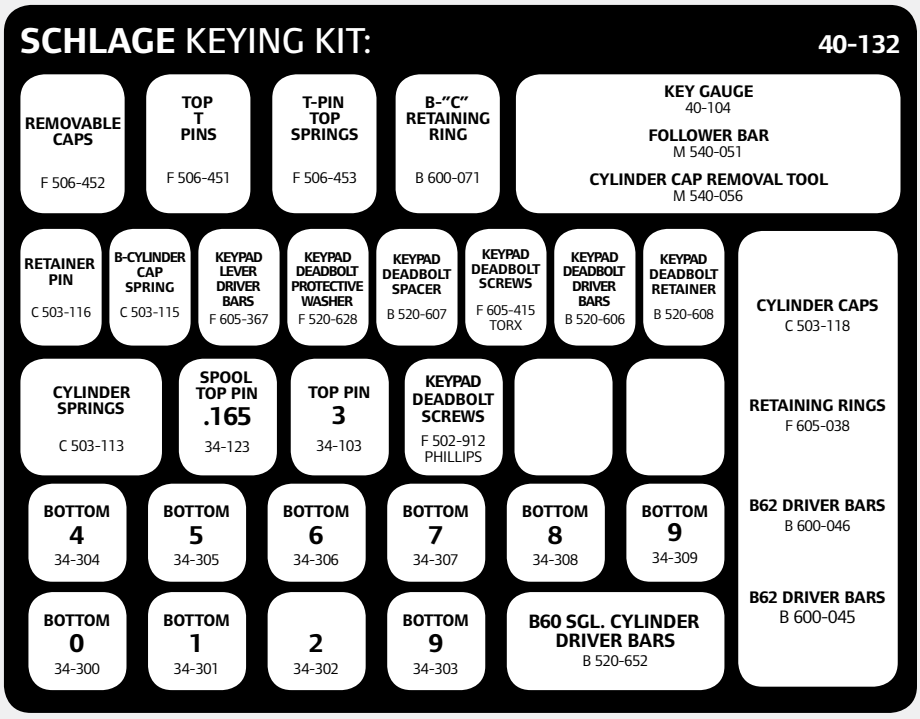
CYLINDER CAP REMOVAL TOOL

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 

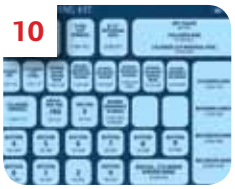
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

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.

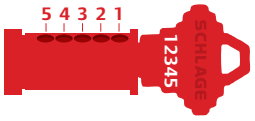
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***tip**

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 

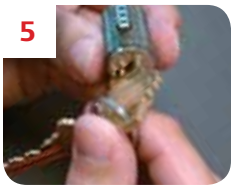
Use key gauge to remove knob from chassis.

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 

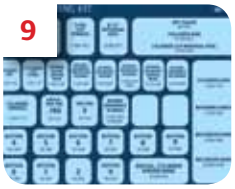
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

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.

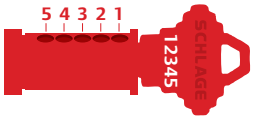
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***tip**

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



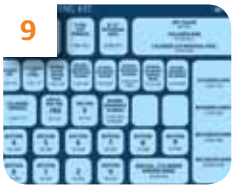
Empty existing bottom pins out of cylinder. **Remove original key.**

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



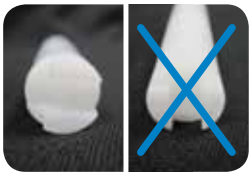
Push cylinder back into deadbolt housing using the follower bar. **Remove the key.**

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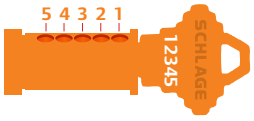
* tip

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 

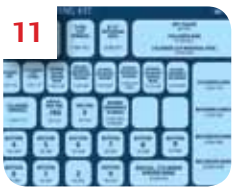
Use follower bar to slide keypad lock housing away from cylinder. Do not remove follower bar. !

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 

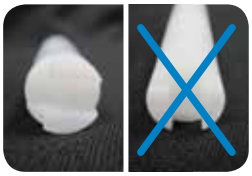
Insert correct numbered pin into third, fourth and fifth holes.

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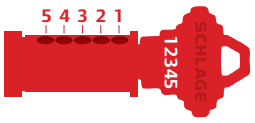
* tip

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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



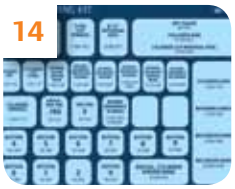
Empty existing bottom pins out of cylinder. **Remove original key.**

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



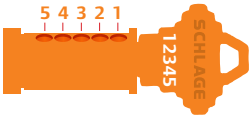
***tip**

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**

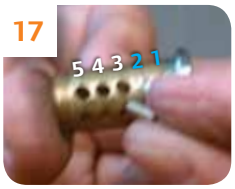
With the new key in the keyway, make sure all pins are flush with the top of the plug, forming a perfect shear line. If any extend above or below the surface, then replace with correct sizes.

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 

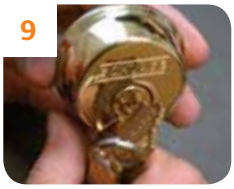
Use cylinder cap removal tool to remove cylinder cap.

7 

Remove cylinder pin.

8 

Remove spring behind cylinder pin.

9 

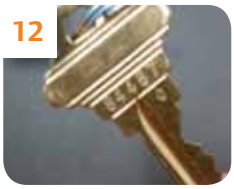
Insert original key and rotate it to the two o'clock position.

10 

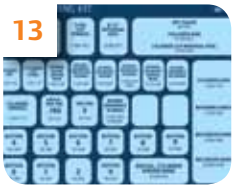
Use follower bar to slide cylinder housing away from cylinder. Do not remove follower bar. !

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.