

HOW TO CHANGE A REGULAR LOCK CYLINDER

Grade 1 or Grade 2 Marks USA Commercial Cylindrical Locks

Grade 1 Dorma Exit Device Outside Trim (Key in Lever)

First: Remove Existing Exterior Handle

1. Insert key into lock cylinder and turn approx ¼ turn. Locate small hole in top of handle and insert end of small pin tool into hole. (You should be able to feel some spring-loaded resistance of a tab in the handle “guts”.) While pushing down, pull outwards on handle. When handle cannot move anymore because of pin, pull up on pin. Handle should be disengaged and pull the rest of the way off.

Second: Remove Existing Cylinder

2. Cylinder will remain in handle, but make sure small black spacer does not get lost by flying out and dropping on floor. Remove key from cylinder, then cylinder from old handle.
- If you are replacing the handle (but re-using the original cylinder), place original cylinder into new handle. Reinsert black spacer and insert new handle onto lock handle spindle. The key should be reinserted in upright neutral position to insure tailpiece is aligned properly.
 - If you are replacing the cylinder (but re-using the original handle), place new cylinder into handle using the same orientation as old. Reinsert black spacer and insert new handle onto lock handle spindle. The key should be reinserted in upright neutral position to insure tailpiece is aligned properly.

In either case, make sure the key is rotated so that the “spine” is away from the handle itself, and the “teeth” are pointing towards the handle. The flat of the key is turned in such a way as to be “in line” with the handle. You may have to use the key itself as leverage to help align and/or insert the tailpiece of the cylinder into the receiving hole of the lock mechanism.

Third: Reinstall handle with cylinder inside

3. When handle is almost, but not quite, snapped back into place... turn key ¼ turn (counter clockwise) to allow handle to move far enough into place that the springloaded tab pops back up to hold handle in place. You may have to wiggle either the key or the handle slightly to get the handle to “pop” back onto the spindle.
4. Pull on handle to check it is firmly attached.