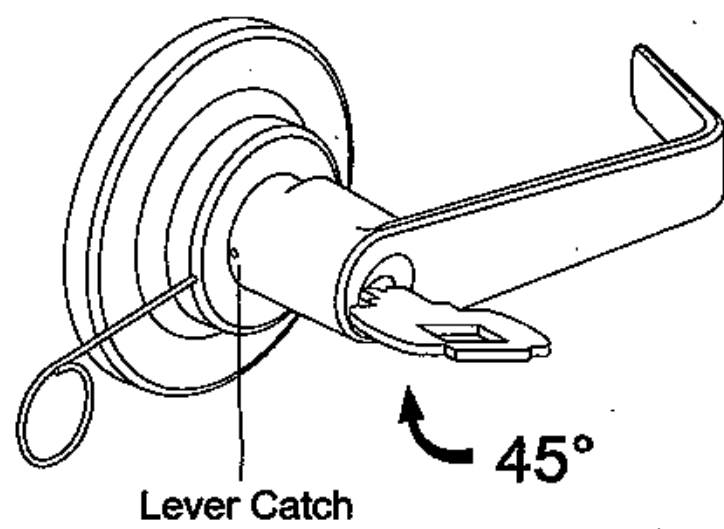


# INSTRUCTIONS FOR REMOVING KEYED LEVERS

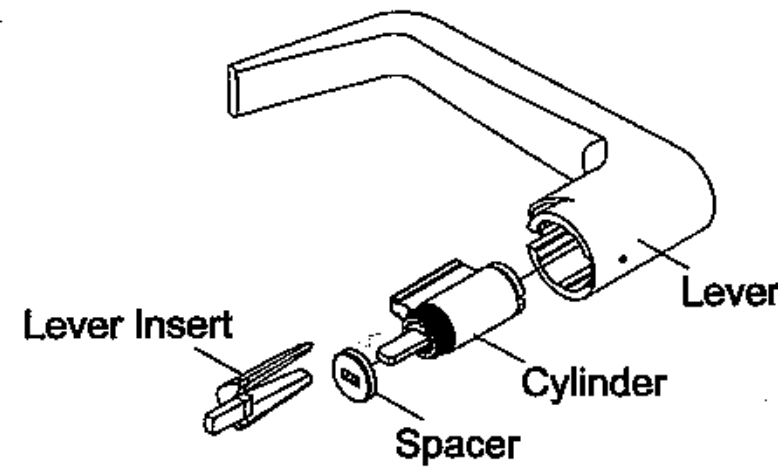
## 2.1 Removing Levers

- For Outside Levers Only: Turn key **45° clockwise** and hold.
- Depress lever catch and pull off lever and cylinder.



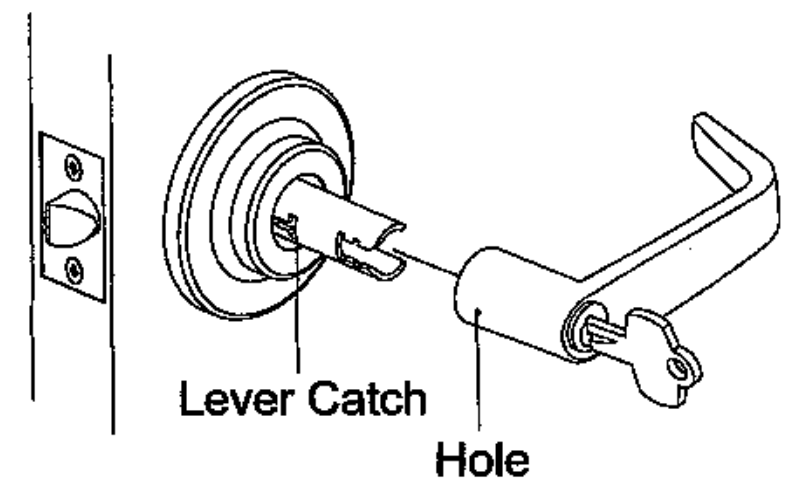
## 2.2 Installing Standard Cylinders Into Levers

- Attach a spacer on tailpiece.
- Insert cylinder into lever.
- Insert key into cylinder to hold and align cylinder.
- Insert cylinder retainer into lever to secure cylinder.



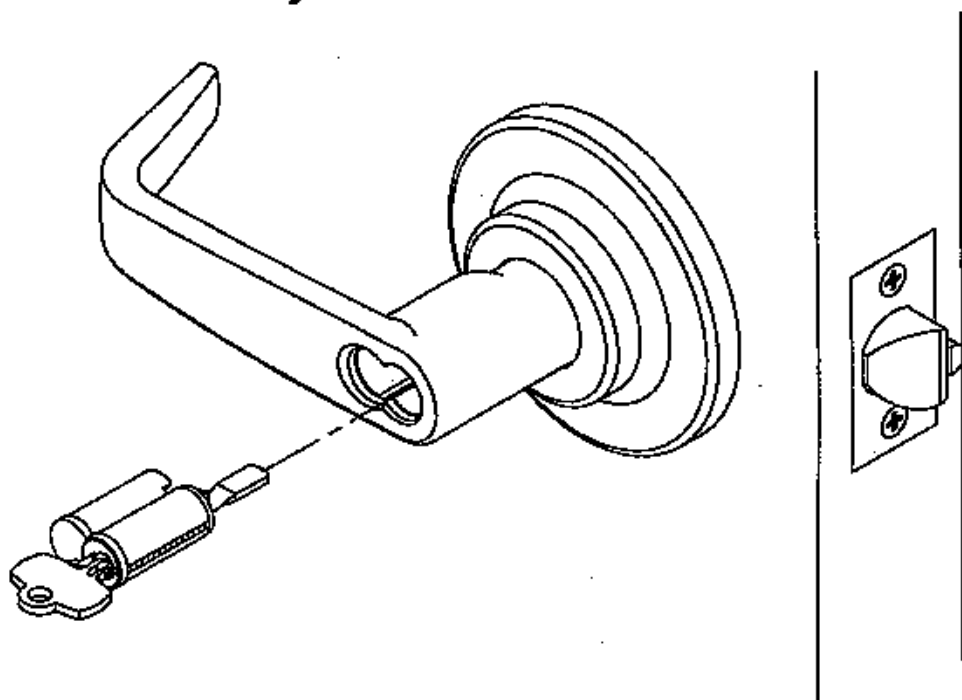
## 2.3 Installing Standard Cylinders & Levers

- Align hole in lever with lever catch on spindle assembly and slide lever up to lever catch.
- For Outside Levers Only: Turn key or button **45° clockwise** and hold.
- Push lever in to engage lever catch.
- Check function before closing door.



## 2.4 Removing IC Core

- Unlock lockset.
- Turn control key **15° clockwise** or until key stops.
- Pull key to remove IC core.

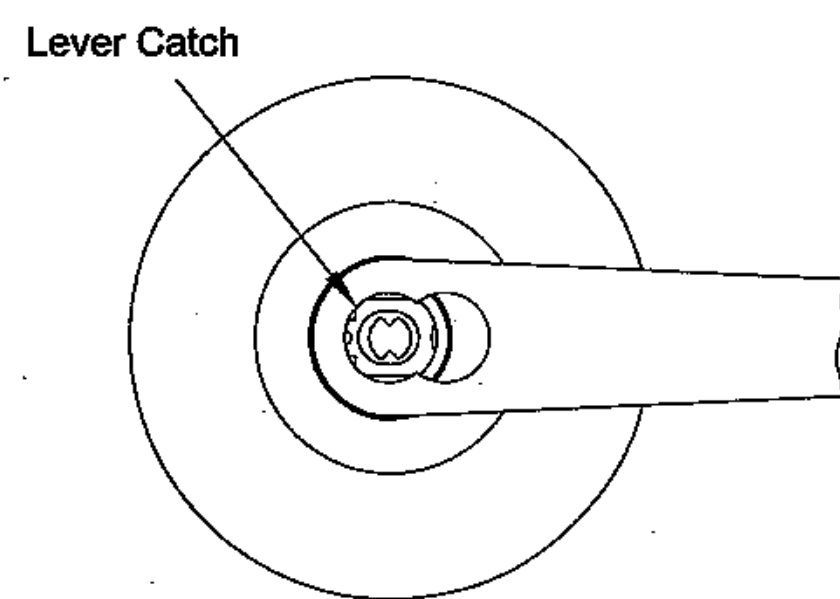


## 2.5 Installing IC Core

- With control key in core rotate key **15° clockwise** and insert fully into lever.
- Turn the key counter-clockwise and remove key.
- Check function before closing door.

## 2.6 Removing IC Levers

- With IC core removed, using a screwdriver, depress lever catch and pull lever to remove.

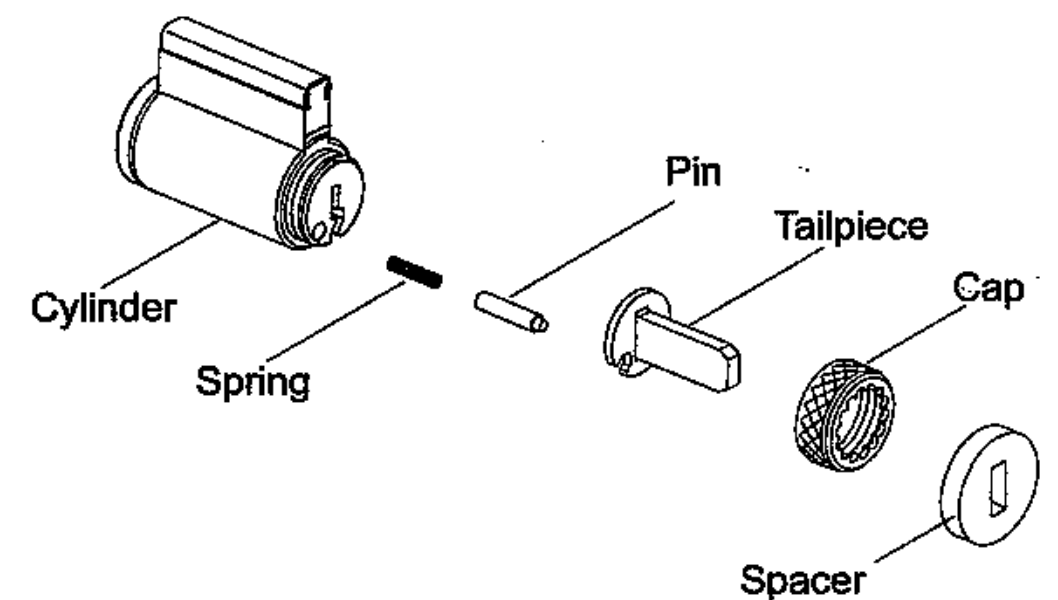


## 2.7 Installing IC Levers

- Push lever in until lever catch engages with lever.

## 2.8 Tailpiece Installation

- Insert spring and pin into cylinder.
  - Place tailpiece into cap.
  - Thread cap onto the cylinder.
  - Attach a spacer on tailpiece.
- NOTE:** The cap must be properly adjusted. If too loose, excessive plug end play will prevent the key from being withdrawn. If too tight, the plug will drag and be difficult to rotate with the key.



## 2.9 Cylinder Timing

### For Store Function:

- Install lock on door as shown in steps 1 thru 6.
- Using a 1/4" diameter philips screwdriver, turn key spindle until stop and lever is locked.
- Turn back the key spindle 1/2 turn.
- If IC go to E.. Remove standard cylinder lever.
- Insert cylinder into lever as shown in step 2.2.
- Insert lever and cylinder onto spindle and shown in step 2.3.
- Repeat A. thru F. for opposite side.
- Check Operation:**  
Outside-turn key CCW 270° to unlock.  
turn key CW 180° to lock.  
Inside-turn key CCW 270° to unlock.  
turn key CW 180° to lock.

### For Communicating & Classroom Function:

- Install lock on door as shown in steps 1 thru 6.
- Using a 1/4" diameter philips screwdriver, turn key spindle until stop and lever is locked.
- If IC go to G.. Remove standard cylinder lever.
- Insert cylinder into lever as shown in step 2.2.
- Slide lever and cylinder onto the spindle and push the cylinder in to engage the key spindle.
- Insert key into cylinder and turn CW 45°.
- For IC:** Insert cylinder into lever as shown in step 2.4.
- Check operation:**  
Outside-turn key CW 360° to unlock.  
turn key CCW 360° to lock.

This product is covered by one or more of the following patent numbers :  
4725086,4732023,4744232,4750766,4756178,4809526,4838053,4840412,4840413,4921289,4930822,5149151,  
5177987,5887465,5983683,5987947,6041630,6279360 B1,6302457 B1,6364383 B1 and other patents pending.

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