

# HOW TO SET LOCK TIMING & RE-INSTALL LEVER/CYLINDER FOR AUTO RELEASE FEATURE TO FUNCTION PROPERLY (For Dormitory/Corridor Function only)

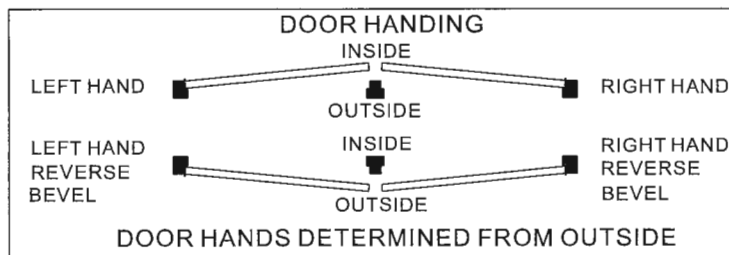
To ensure auto release feature functions properly lock timing must be set correctly and keyway must also be in correct position when re-installing levers. The steps below must be followed ONLY if:

1. Lock with standard cylinder is being changed or re-keyed requiring the lever/cylinder to be removed & re-installed.
2. Lever is being changed requiring re-installation of new lever with standard type cylinder.
3. Small Format IC Core's are being used.

**IMPORTANT :** Since locks prepared for Small format IC cores are shipped less core the tailpiece slot could be out of proper position and should be set/checked to be in correct position when installing the IC Core.

**Note :** Make sure to follow correct steps for the type of cylinder being used either: Standard cylinder or Small Format IC Core.

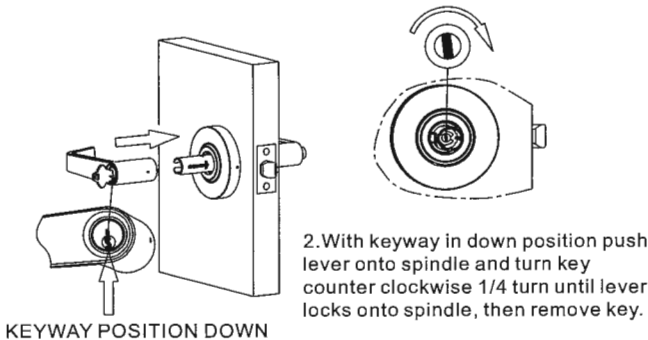
If timing is not set correctly or keyway is in improper position when lever is reinstalled or IC core is installed the auto release feature will not operate. If this occurs, remove lever/cylinder or IC core, re-adjust tailpiece slot to proper position and reinstall lever/cylinder or IC core.



## FOR STANDARD CYLINDER

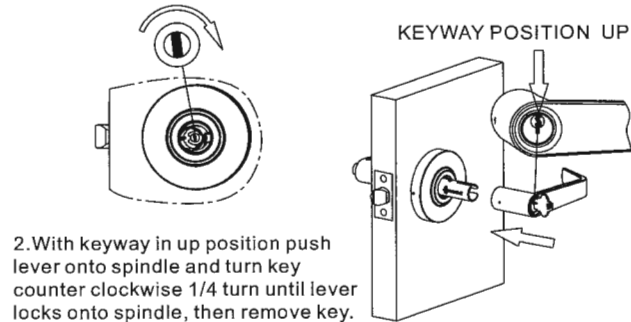
### LEFT HAND

1. Insert flat blade screwdriver into slot inside lock spindle and turn clockwise all the way retracting latch and making sure push button is released.



### RIGHT HAND

1. Insert flat blade screwdriver into slot inside lock spindle and turn clockwise all the way retracting latch and making sure push button is released.

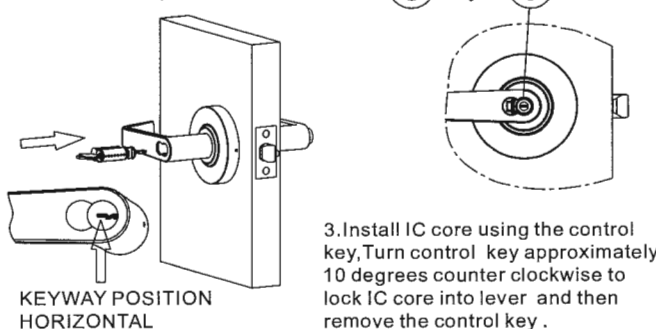


## FOR SMALL FORMAT IC CORE

### LEFT HAND

1. Insert flat blade screwdriver into slot inside lock spindle and turn clockwise all the way retracting the latch and making sure push button is released. Then turn back counter clockwise until tailpiece slot is horizontal.

2. Push lever onto spindle until it locks into place.



### RIGHT HAND

1. Insert flat blade screwdriver into slot inside lock spindle and turn clockwise all the way retracting the latch and making sure push button is released. Then turn back counter clockwise until tailpiece slot is horizontal.

2. Push lever onto spindle until it locks into place.

