SCHLAGE

Dexter Rekeying Manual



Ingersoll Rand
Security Technologies

Rekeying is easy with Dexter by SCHLAGE!

Since 1925, Schlage has led the industry in quality, design and craftmanship. Dexter by Schlage builds upon this tradition with a lockset line that features superior security, quality and convenience. Dexter's defining characteristic in terms of convenience is ease of rekeying. All Dexter locksets feature a Schlage 'c' keyway and can be keyed to the same combination as any Schlage lockset. This book offers step-by-step instructions to rekeying your Dexter lockset or deadbolt.

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DEXTER Key Kits Provide Everything You Need To Get The Job Done!



Key Kit J250-007 Includes everything you need to reykey the most popular Dexter knobs, levers and JD-Series deadbolts. This kit includes bottom pins, top pins, pin springs, cylinder caps, retaining clips, pins, key gauge, follower bar and cap removal tool.

Rekeying J–Series Knobs

STEP #1 - REMOVE THE KNOB

A



Insert the key into the cylinder (with teeth of key facing up).

Turn the outside knob counter-clockwise until the knob catch is visible and aligns under the knob catch hole (as shown).

B



Use the knob catch tool to depress and release the knob catch.

C



Apply pressure to the rose with your thumb and forefinger, and pull the knob off the spindle.

STEP #2 - REMOVE THE CYLINDER

A



Push forward on the key until the knob sleeve disengages from the back of the knob. Remove the sleeve and set it aside.

B



Remove the key from the cylinder and remove the cylinder from the back of the knob.

STEP #3 - REMOVE THE CYLINDER RETAINING CLIP

A



Re-insert the key into the plug. Use the end of the removal tool to push the clip out.

B



Remove the clip with the hook of the removal tool.

STEP #4 - REMOVE THE CYLINDER PLUG

A



Turn the key clock-wise to the 3:00 position.

B



Hold the follower bar firmly against the cylinder plug and carefully slide it through the cylinder body until the plug and the front of the follower have passed completely through the cylinder body.

IMPORTANT: Ensure that the follower bar remains inside the cylinder body to prevent the top pins from coming out of the shell.

The cylinder body should end up in the middle of the follower bar. Set these items aside.

C



Empty the bottom pins from the cylinder plug, and remove the old key.

STEP #5 - LOAD NEW BOTTOM PINS



Use the numbers on the key bow or the key gauge to determine a new combination. Insert a new key completely into the key plug.



Load the new pins into the cylinder plug with pins from the rekeying kit that correspond to the new key combination.

Example for key code 56234:

From the key kit insert a #5 size bottom pin into the first hole closest to the key bow. Load #6 bottom pin into the second hole, and so on.

Verify that all inserted pins are flush with the top of the cylinder plug.

Step #6 - Reinsert The Cylinder Plug

A



Turn the key to the 3:00 position. Push on the follower bar to reinsert the cylinder plug into the cylinder body.

B



Reattach the retaining clip to the back of the cylinder plug by pushing it into the groove until it snaps back into place.

IMPORTANT: Remove key only when the retaining key is back in place.

Step #7 - Reassemble The Knob

A



Line up the cylinder body with the opening on the backside of the knob, keyway first.

B



To place the sleeve into the backside of the knob, line up the notched piece on the sleeve with the opening and press into place.

STEP #8 - REATTACH THE KNOB

A



Align the slot of the knob shank and rollback. Push the knob all the way back until the knob is firmly retained by the knob catch.

B

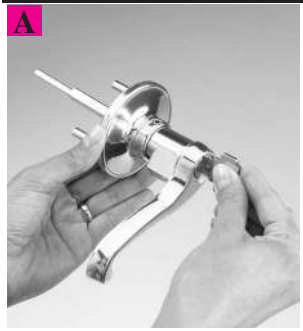


Test the knob to ensure that it functions correctly.

Reinsert the key to ensure that it functions correctly.

STEP #1 - REMOVE THE LEVER

A



Insert the key into the cylinder (with teeth of key facing up).

Turn the outside lever counter-clockwise until the lever catch is visible an aligns under the lever catch hole (as shown).

B



Use the lever catch tool to depress and release the lever catch.

C



Apply pressure to the rose with your thumb and forefinger, and pull the lever off the spindle.

STEP #2 - REMOVE THE CYLINDER



Push forward on the key until the cylinder retaining clip disengages from the back of the lever.

Remove the sleeve and set it aside.



Remove the key from the cylinder and remove the cylinder from the back of the lever.

STEP #3 - REMOVE THE CYLINDER RETAINING CLIP



Re-insert the key into the plug.

Use the end of the removal tool to push the clip out.



Remove the clip with the hook of the removal tool.

STEP #4 - REMOVE THE CYLINDER PLUG

A



Turn the key clock-wise to the 3:00 position.

B



Hold the follower bar firmly against the cylinder plug and carefully slide it through the cylinder body until the plug and the front of the follower have passed completely through the cylinder body.

IMPORTANT: Ensure that the follower bar remains inside the cylinder body to prevent the top pins from coming out of the shell.

The cylinder body should end up in the middle of the follower bar. Set these items aside.

C



Empty the bottom pins from the cylinder plug, and remove the old key.

STEP #5 - LOAD NEW BOTTOM PINS



Use the numbers on the key bow or the key gauge to determine a new combination. Insert a new key completely into the key plug.



Load the new pins into the cylinder plug with pins from the rekeying kit that correspond to the new key combination.

Example for key code 56234:

From the key kit insert a #5 size bottom pin into the first hole closest to the key bow. Load #6 bottom pin into the second hole, and so on.

Verify that all inserted pins are flush with the top of the cylinder plug.

Step #6 - Reinsert The Cylinder Plug



Turn the key to the 3:00 position. Push on the follower bar to reinsert the cylinder plug into the cylinder body.



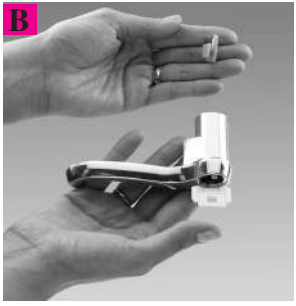
Reattach the retaining clip to the back of the cylinder plug by pushing it into the groove until it snaps back into place.

IMPORTANT: Remove key only when the retaining key is back in place.

Step #7 - Reassemble The Lever



Line up the cylinder body with the opening on the backside of the lever, keyway first.



Place the cylinder into the backside of the lever and slide the cylinder retaining clip back into the lever housing until it snaps back into place.

STEP #8 - REATTACH THE LEVER

A



Align the slot of the lever shank and rollback. Push the lever all the way back until the lever is firmly retained by the lever catch.

B



Test the lever to ensure that it functions correctly.

Reinsert the key to ensure that it functions correctly.

STEP #1 - PREPARATION

A



Remove the deadbolt cylinder housing and insert the key.

STEP #2 - REMOVE THE CYLINDER CAP

A



Match the grooves on the cylinder cap with the teeth on the cylinder cap removal tool.

Push down and turn counterclock wise until the cap comes off.

B



Remove the cylinder cap, tailpiece, pin and spring from the cylinder and set aside.

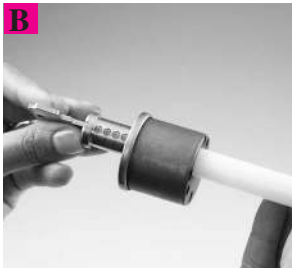
STEP #3 - REMOVE THE CYLINDER PLUG

A



Turn key clockwise to the 3:00 position.

B



Hold the follower bar firmly against the cylinder plug and carefully slide it through the cylinder body until the plug and the front of the follower have passed completely through the cylinder body.

IMPORTANT: Ensure that the follower bar remains inside the cylinder body to prevent the top pins from coming out of the shell.

The cylinder body should end up in the middle of the follower bar. Set these items aside.

C



Empty the bottom pins from the cylinder plug and remove the old key.

STEP #4 - LOAD NEW BOTTOM PINS



Use the numbers on the key bow or the key gauge to determine a new combination. Insert a new key completely into the key plug.



Load the new pins into the cylinder plug with pins from the rekeying kit that correspond to the new key combination.

Example for key code 56234:

From the key kit insert a #5 size bottom pin into the first hole closest to the key bow. Load #6 bottom pin into the second hole, and so on.

Verify that all inserted pins are flush with the top of the cylinder plug.

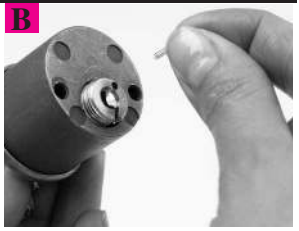
STEP #5 - REINSERT THE CYLINDER PLUG

A



Turn the key to the 3:00 position. Push on the follower bar to reinsert the cylinder plug into the cylinder body.

B



Reload retaining spring. Reload retaining pin.

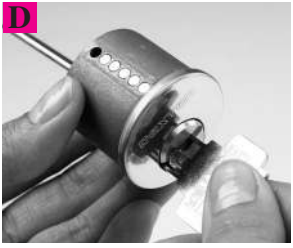
C



Screw on cylinder cap and driver with the cylinder cap removal tool.

IMPORTANT: Remove key only when retaining clip is back in place.

D



Reinsert and turn key to ensure cylinder is working properly. In the event of binding, loosen or tighten the cylinder cap until the cylinder works smoothly.

Chassis	The body of the lock itself without any trim.
Cylinder	The portion of a lock containing plug with keyway and a body with pin tumbler mechanism. The properly cut key allows the cylinder to rotate the driver mechanism which unlocks the door.
Hand	A term used to indicate how a door swings.
Pin Tumbler Mechanism	Most key operated locks provide limited access through the use of pin tumblers.
Pin Tumblers	Small sliding pins in a lock cylinder that work against coil springs. They prevent the cylinder plug from rotating until the appropriate length pin is raised to the proper height by corresponding notch depth cut in the key. Pin tumblers usually consist of bottom pins, top pins and master pins.
Bottom Pins	Usually a cylindrical shaped tumbler which is often flat on both ends and is installed directly under a coil spring in the spring stack.
Top Pins	Usually a cylindrical shaped tumbler which is often bullet shaped and comes in a variety of lengths that correspond to the depth of the cut of notch in the key.
Master Pin	Usually a cylindrical shaped tumbler which is often flat on both ends, placed between the top and bottom pin to create an additional shear line.
Rose	A circular trim plate attached to the door under the knob or lever.
Shear Line	The area where the top surface of the plug and cylinder housing meet. the height which the bottom pins must be raised by the key in order to rotate the key cylinder.
Spindle	Bar which connect knobs or levers through door and operates lock mechanism.
Trim	Decorative as well as functional components of a lockset, including knob, lever, rose, etc.



Ingersoll Rand's Security Technologies Sector is a leading global provider of products and services that make environments safe, secure and productive. The Sector's market-leading products include electronic and biometric access control systems; time and attendance and personnel scheduling systems; mechanical locks and portable security, door closers and exit devices, steel doors and frames, architectural hardware and technologies and services for global security markets.

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