

Lateral File Core Removal Instructions

- 1.** When removing the core from a file lock, the lock must be in the unlocked position. If the file cabinet is locked, core key #1 can be used as a master key.
- 2.** Be certain that the core remover key is pushed into the lock until it clicks. Turn the key counter clockwise until the key has rotated 90 degrees.
- 3.** Rotate the core remover key within the lock while pulling slightly until the core is removed making sure to keep the keys in the lock. Once the key is removed, the locking pins may move out of position. Remember the orientation of the core as it is removed. The replacement core cannot be installed unless it is in the same orientation.

NOTE: Do not remove the key from the core that has been removed until the other core is installed.

- 4.** With the replacement lock core in an upright position, carefully remove the user key that came with the lock and place to the side.
- 5.** Insert core key #2 into the replacement core. **Without** turning the key, insert the new core into the lock. Check that the core has been installed with the face of the lock flush with the front of the lock.
- 6.** With the core remover key still inside in the lock, turn the key clockwise to the original position.
- 7.** Rotate the core key counter clockwise and double check that the key will not rotate, then remove the core remover key.

Check to be sure that the lock functions with the key that came with the new core.