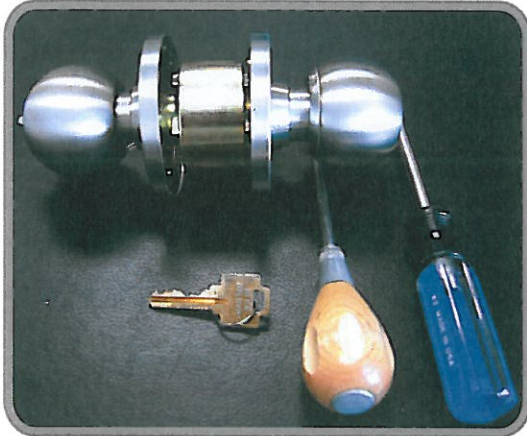


# KC2300 SERIES KNOBSET

## HOW TO CHANGE A CYLINDER, Page 1 of 5



**1.** Start with lockset, key and awl (or ice pick).



**2.** Make sure the lock is UNLOCKED and the key is in the knob. (master key is fine)



**3A.** Hold lockset in your hand and turn the knob until the small brass button appears in the release hole



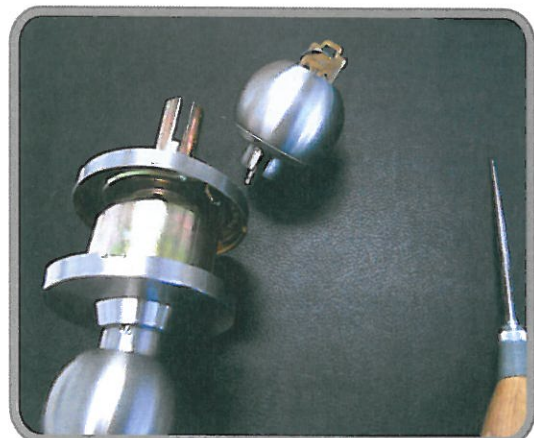
**3B.**



**3C.**



**4.** Once you see the button, **then turn the key in the lock**, insert the awl and push the button in and slightly up. If the knob doesn't immediately release don't force it, just turn the key the opposite direction and try again. You will feel the knob release. Then separate the parts.



**KC2300 SERIES**

**HOW TO CHANGE A CYLINDER / HOW TO INSTALL THE LOCKSET ON THE DOOR**

# KC2300 SERIES KNOBSET

## HOW TO CHANGE A CYLINDER, Page 2 of 5

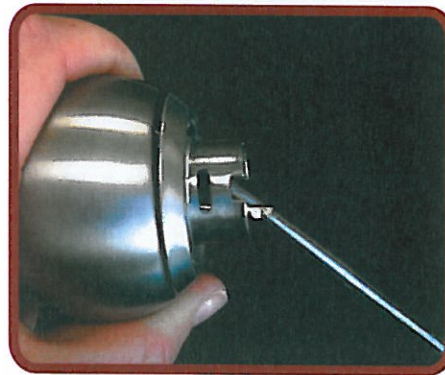
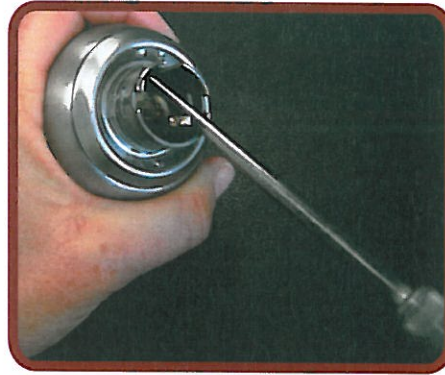


**5.** Remove the key.

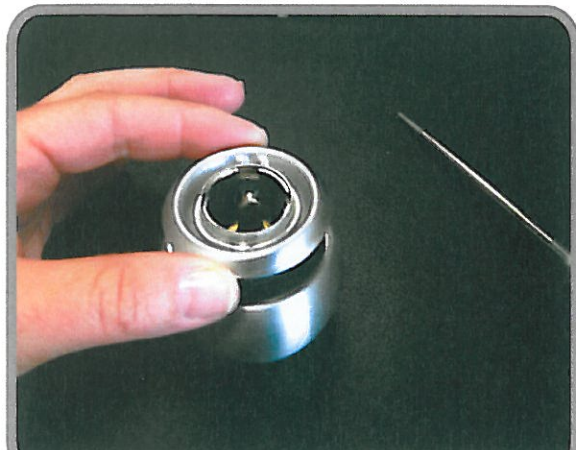
**6.** Set the cylinder  $\frac{1}{2}$  of the knob in front of you with the long slot at 12 o'clock. This important for the rest of the steps.



**7.** Insert the awl in the gap between the cylinder and the ring to pop up the collar.



**8.** Gently pry the collar off, you **do not need to use force**.



**9.** Drop in a new cylinder keeping the open slot at 12 o'clock. Make sure the face of the core is flat on the underside.



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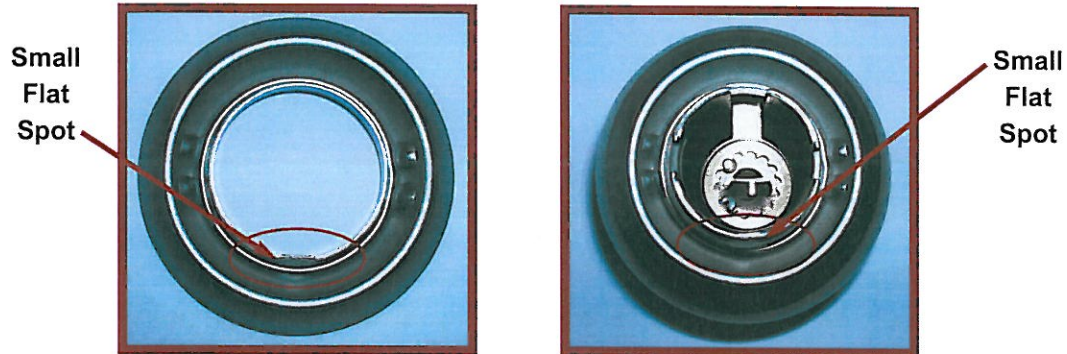
# KC2300 SERIES KNOBSET

## HOW TO CHANGE A CYLINDER, Page 3 of 5



**10.** Put the collar back on.

There is a **small flat spot** on the edge of the collar, make sure it lines up at **6 o'clock**.



**11.** Keeping the lock end of the knob face down slide the rest of the lockset into place.

A. **TIP** – *the side of lockset with the wire running down the stem is the side you want to line up with the flat spot in the collar. In other words, the wire should line up at 9 o'clock.*



**12.** Snap the lockset together and test the key



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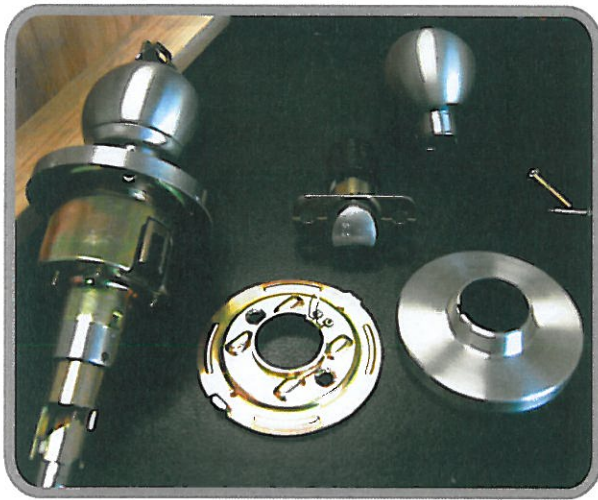
Page 3 of 5

# KC2300 SERIES KNOBSET

## INSTALL THE LOCKSET ON THE DOOR, Page 4 of 5



- 1.** Unlock the lock and leave the key in the cylinder.
- 2.** Hold the push button end of the lock in your hand, line up the release hole and press the brass button with the awl. It should pop open easily.
- 3.** Snap the rose off the brass screw plate and separate the pieces.
- 4.** Screw on the latch to the side of the door.



- 5.** Slide the key end of the lockset into the hole while pushing in the latch to catch the fingers of the latch. Screw the base of the knob to extend the knob to adjust for your door thickness.



### KC2300 SERIES

### HOW TO CHANGE A CYLINDER / HOW TO INSTALL THE LOCKSET ON THE DOOR

# KC2300 SERIES KNOBSET

## INSTALL THE LOCKSET ON THE DOOR, Page 5 of 5



**6.** Screw on the brass plate.



**7.** Snap on the rose. Push in the wire prong if you have any trouble with this. It will snap into place when it is properly secured. Test the key.



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### HOW TO CHANGE A CYLINDER / HOW TO INSTALL THE LOCKSET ON THE DOOR