### Installation Instructions

**F-Series**  
**Keyed Locks**

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#### 1. MARK DOOR

| A. | Mark height line on edge of door approximately 38" from floor. |
| B. | Using the proper backset, mark 2 ¼" hole on both sides of the door. |
| C. | On the outside of door, mark notches. |
| D. | Mark the center of the door edge for the latch. |

#### 2. DOOR PREPARATION

**NOTCHES**

| A. | Bore 2½" hole thru from both sides of door to prevent splintering door finish. |
| B. | File notches on outside of door being careful not to exceed the 2 ½" dimension. |
| C. | Bore 1" hole for latch on door edge. |
| D. | Using the latch faceplate as a guide, trace outline and mortise door edge so latch is flush with door. |

*NOTE: Hollow metal doors must be properly reinforced for lock support. If support was not furnished contact door manufacturer.*

#### 3. INSTALL STRIKE

| A. | Use strike locating tool or pointed object to locate position for hole in frame. |
| B. | Bore 1" x ¾" deep hole. Use strike as a template and mortise to the proper depth. |
| C. | If dust box is to be used, clear area with wood chisel. |

#### 4. INSTALL LATCH SHIELD

**FOR UL LATCH OPTION ONLY**

| A. | Insert latch shield (closed end first) from the outside of the door. |

*CAUTION: Failure to use the latch shield with a UL latch will invalidate the UL listing of this product.*

#### 5. INSTALL LATCH

| A. | Insert latch into door, making certain that bevel faces direction of closing door. |
| B. | Secure with two #8 combo screws provided. |

#### 6. INSTALL OUTER TRIM

| A. | Align spindle with latch unit and insert outer trim into door. |

#### 7. INSTALL INNER SPINDLE ASSEMBLY

| A. | Align spindle assembly with square shaft and slide into place. |

*NOTE: Locking button must be positioned towards the edge of the door.*

| B. | Secure with two screws provided. |

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*NOTE: UL LATCH SHIELD IS ONLY REQUIRED WITH UL LATCHES*
IMPORTANT:
NOTCHES REQUIRED
IN EXTERIOR SIDE OF
DOOR FOR LOCK TO
MOUNT & FUNCTION
PROPERLY.

FIRST:
BORE 2½" (54mm) HOLE AT CORRECT BACKSET

SECOND:
BORE LATCH HOLE
PARALLEL TO
SIDES 1" (25mm)

RECOMMENDED TEMPLATE INSTRUCTIONS MUST
BE FOLLOWED TO ASSURE PROPER FUNCTION

8. INSTALL INSIDE TRIM
A. Snap rose over mounting plate.
B. Place lever on spindle and slide to
locking button.
C. Push lever in until button engages
hole in lever.
D. Check function before closing door.

9. REMOVING STANDARD CYLINDERS & LEVERS
A. Insert key and turn 90°
counter-clockwise to unlock lockset.
B. Depress locking button and pull off lever
and cylinder.

10. INSTALLING STANDARD CYLINDERS & LEVERS
A. Insert cylinder into lever.
B. Insert key into cylinder.
C. With notches of key facing up, align hole in
lever with locking button on spindle assy and
slide lever to locking button.
D. Push lever until lever engages button.
E. Check function before closing door.

11. REMOVING IC CORE
A. Unlock lockset.
B. Turn control key 15 degrees
clockwise until key stops.
C. Pull key to remove IC core.

12. REMOVING IC LEVERS
A. With IC core removed, depress locking button
and pull lever to remove.

13. INSTALL IC LEVERS
A. Slide tailpiece assembly into spindle,
engaging the single leg with the drive cam
in the spindle.
B. Insert spindle cap into the lever, notched
end first.
C. Push lever in until locking button
engages hole in lever.
D. With control key in core rotate key 15°
clockwise and insert fully into lever. Turn the
key counter-clockwise and remove key.
E. Check function before
closing door.

14. TAILPIECE INSTALLATION
A. Insert spring and pin into cylinder.
B. Place tailpiece into cap.
C. Thread cap onto the cylinder.
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.
## Additional Notes:

1. None

## Revision History

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**Material**

White Paper

**Notes**

1. printed two sides
2. printed black
3. tolerance ± .13
4. printed in country may vary
5. drawings not to scale
6. Barcode shows after folding

**Edited By**

J. Ellis

**Approved By**

M. Roberts

**EC Number**

xxxxx

**Release Date**

10/14

**Title**

F-Series Keyed Locks

**Creation Date**

10-22-14

**Number**

030690-000-70

**Revision**

D

**Activity**

3899 Hancock Expwy

Security, CO 80911

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