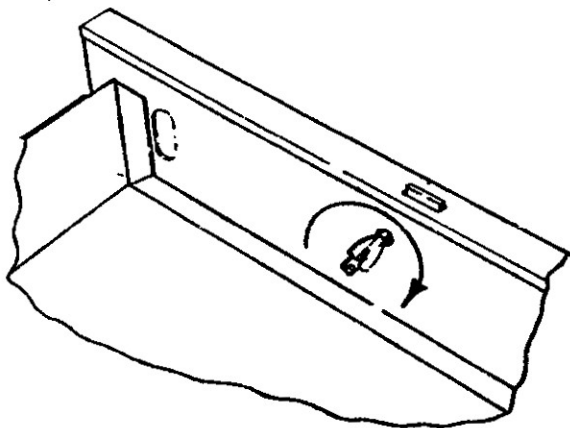


KEY CHANGING PROCEDURE
(Key Changeable Model PL-80, AL-81 and AL-82)

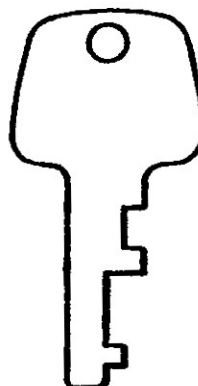
NOTE: Newly received locks or locks just re-assembled will be set to operate with the Set-Up key.

CAUTION: The key changing procedure should begin with lock in a **FULLY LOCKED CONDITION**.

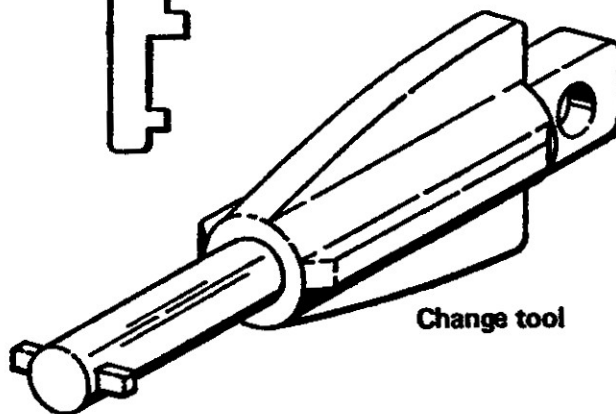
1. Using set-up key or key the lock is now set to, turn the lock **COUNTER CLOCKWISE 90 degrees (1/4 turn)** so the key is midway between its full locked and unlocked positions.
2. Insert change tool in the lock's access hole, located on the inside back of the drawer front. Turn the change tool (see illustration below) until it stops. The change tool will be captivated in the lock.



3. Grasp the key and turn the key **COUNTER CLOCKWISE TO THE FULL UNLOCKED POSITION**. Remove the key from the lock.
4. Insert a new key into the keyway, ensuring the key is fully inserted. Turn the key **CLOCKWISE UNTIL IT STOPS** (approximately 90 degrees.)
5. Without disturbing the key, grasp the change tool and turn it **COUNTER CLOCKWISE**. A distinct click will be heard or felt. Remove the change tool from the lock.



Set-Up Key



Change tool

6. Grasp the key and continue turning it **CLOCKWISE** as in Step 4. The lock bolt will extend to the locked position.
7. Turn the key back and forth, locking and unlocking the lock several times. The lock should operate smoothly and the key should be able to be removed from the lock in both a fully locked and fully unlocked condition.