ACE
How to Rekey Your Ace Brand Lockset

1 — Getting the New KW1 Key Ready

BITTING CODE

FIG 1   FIG 2

Determine the bitting code of the new key. The bitting code is the sequence of cut depths.

In some cases, the bitting code of the new key may already be stamped on the key (as shown in FIG 1).

If there is not a code on the key, use a KEY DECODER to determine the bitting code.

2 — Using the KEY DECODER

To use the KEY DECODER to determine the bitting code of the key...Insert the key through the large end of the cutout until the first key cut (closest to the head of the key) is aligned with the KEY DECODER.
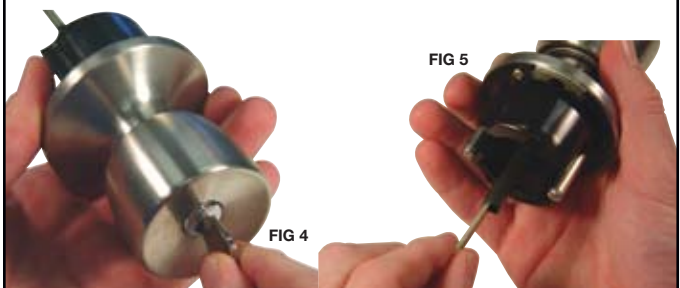
Slide the key towards the smaller end until the key stops and note the pin number directly above or closest to where the key stopped.

Record the pin number. This number is also the cut depth. Repeat for the remaining cuts on the key.

FIG 3

3 — Unlocking the Lock Assembly

Make sure the lockset is UNLOCKED. The lockset can be unlocked by using the key (FIG 4) or by turning the flat blade coming out of the center drive shaft (FIG 5).
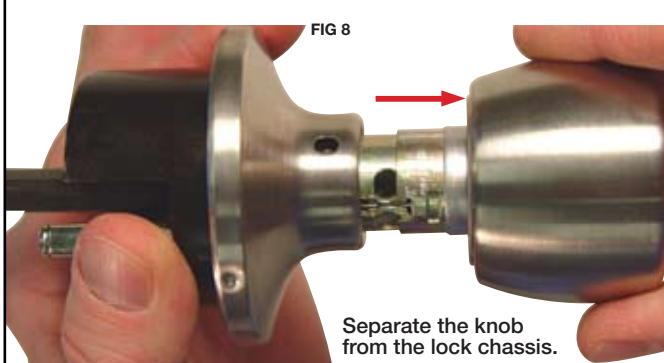
FIG 5

FIG 4

4 — Removing the Knob From the Lock Assembly

FIG 6   FIG 7

Turn the knob until the release button is visible through the hole at the base of the knob (FIG 6).

Using a small screwdriver, depress the release button while applying a slight pulling force on the knob (FIG 7).

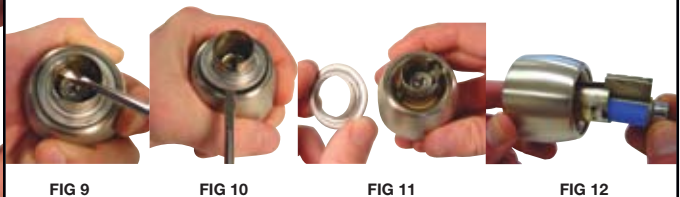## 5 — Removing the Knob From the Lock Assembly (Cont.)

FIG 8

Separate the knob from the lock chassis.

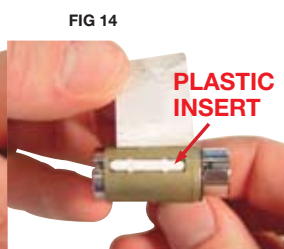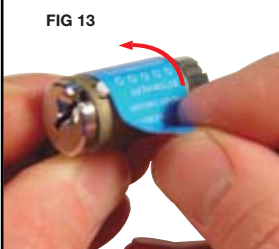## 6 — Removing the Cylinder From the Knob Assembly

Remove the Knob Cylinder Cover Plate (FIG 9, FIG 10, FIG 11).

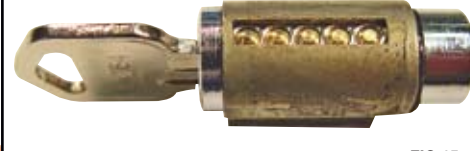Carefully remove the cylinder from the knob (FIG 12).

FIG 9   FIG 10   FIG 11   FIG 12

7 — Removing the Decal From the Cylinder

Remove the blue decal and the plastic insert that covers the pins in the bottom slot (FIG 13 & FIG 14).

FIG 13   FIG 14

PLASTIC INSERT

8 — Inserting the Original Key

Insert original key into the cylinder and rotate 1/2 turn (180˚) until the pins are visible through the holes at the bottom of the cylinder (FIG 15).

FIG 15

9 — Removing the Original Pins

Dump the pins out.

FIG 16

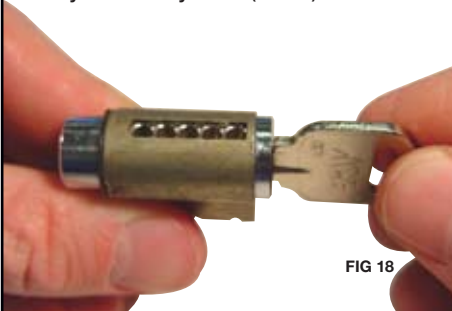It may be helpful to move the key slightly back and forth to help eject the pins (FIG 16).

10 — Measuring the New Pins

Use the Key Decoder to confirm the lengths of the new pins. Lay out the pins in the order of the bitting code.
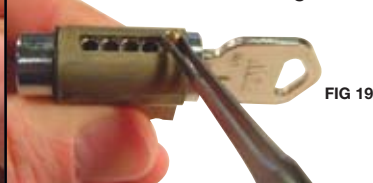
FIG 17

KEY DECODER - KW1

You don't have to take apart ACE's Bottom Loaded Cylinder

10 — Inserting the New Key

Remove the key and insert the new key into the cylinder (FIG 18).

FIG 18

11 — Inserting the New Pins

Insert the correct length pin into each hole. Using the bitting code, insert the correct pin into each hole in the plug.

For example, if the bitting code is 43664...insert pin #4 into the first hole, pin #3 into the second hole, and pin #6 into the third hole, and likewise for the remaining chambers.

FIG 19

12 — Checking the New Pins

FIG 20

Confirm that each inserted pin is flush with the PLUG diameter not with the outer shell (as shown in FIG 21 & 21A)

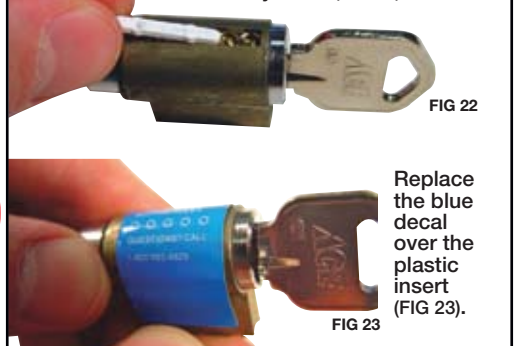If the correct length pins are used, the plug should rotate easily in the cylinder shell.

If the inserted pin(s) are not flush with the plug diameter, dump out that pin(s) and...
• Make sure that the correct pin length was used.
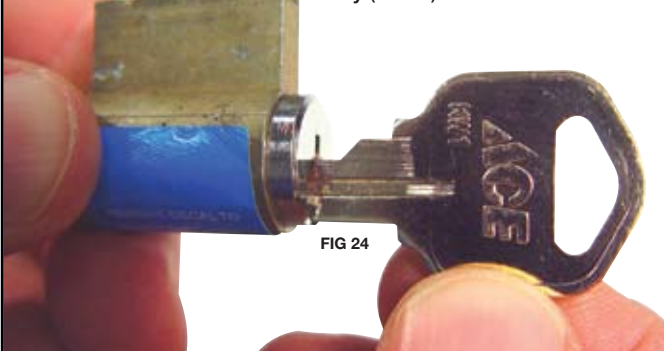• Make sure that the key was cut to proper depth.

Too Low   Flush   Too High

FIG 21   FIG 21A

Outer Shell Not Shown

13 — Replacing the Blue Decal

Replace the plastic insert in the slot in the cylinder (FIG 22).

FIG 22

Replace the blue decal over the plastic insert (FIG 23).
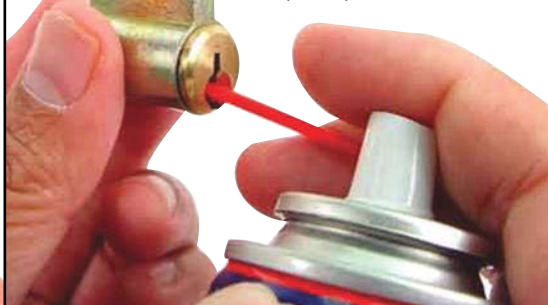
FIG 23

14 — Removing the New Key

Rotate the Cylinder back 1/2 turn (180˚) and remove the key (FIG 24).

FIG 24

15 — Lubricating the Cylinder

For smoother operation, it may be necessary to lubricate the cylinder assembly. A dry film lubricant is recommended, instead of graphite powder or wet spray lubricants. (FIG 25).

FIG 25

16 — Assembling the Knob

Carefully insert the cylinder back into the knob (FIG 26).

FIG 26

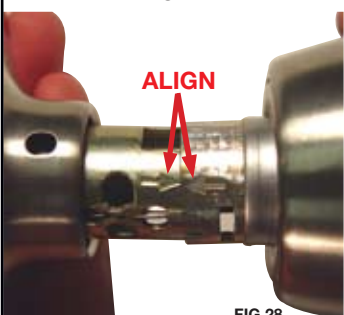Replace the Knob Cylinder Cover Plate back onto the knob (FIG 27).

FIG 27

17 — Assembling the Knob (Cont.)

Insert the stem of the lock chassis into the knob making sure that the arrow on the knob stem is aligned with the arrow on the chassis stem. This insures that...
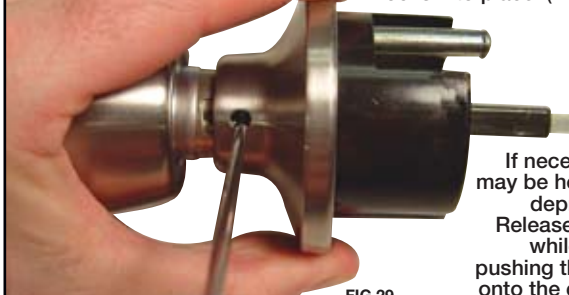
ALIGN

• The Release Button in the lock chassis is aligned with the Release Button Hole in the stem of the knob. (FIG 28).

• The slot in the stem of the lock chassis is aligned with the flat, top portion of the cylinder.

FIG 28

18 — Assembling the Knob (Cont.)

Press the lock chassis into the knob until the knob locks into place. (FIG 29).

Note: If necessary, it may be helpful to depress the Release Button while gently pushing the knob onto the chassis.

FIG 29

19 — Checking the Lockset Operation

Insert the new key and confirm that the lockset is fully operational. (FIG 30).

FIG 30

CONGRATULATIONS!!!
You have successfully rekeyed your lockset and it is ready to be installed.

HAMPTON®