Interchangeable Lock Core
Installation & Removal Instructions

Components

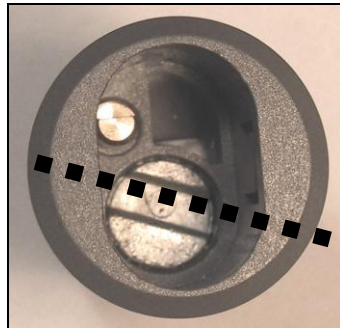**Lock Housing** **Lock Core** **Key(s)** **Core Removal Tool**

➢ Lock Core Installation Instructions

1. Insert key into the lock core and turn to the 10 o'clock or 2 o'clock position as shown in Picture A.
2. Adjust the mating piece inside of the lock housing to accept the rear of the lock core as shown in Pictures B and C below. Use the dashed lines, shown in Pictures B and C, for alignment reference.
3. Insert the lock core, with key installed, into the lock housing making sure the key stays in the 10 o'clock or 2 o'clock position. The core should slide in and sit flush with the lock core housing front, if it does not sit flush check the alignment and retry. (excess force can damage internal components)
4. Turn the key to the 12 o'clock position, the locking mechanism will catch when properly installed.
5. Test the lock function by rotating the key to lock and unlock your product.
6. Record the lock number (eg. 2C-35, 2C-2, etc.) either on a label inside the cabinet (the date label in the top left corner of the cabinet has available space) or in a secure location for future reference when ordering replacement keys.
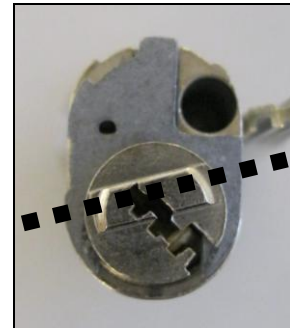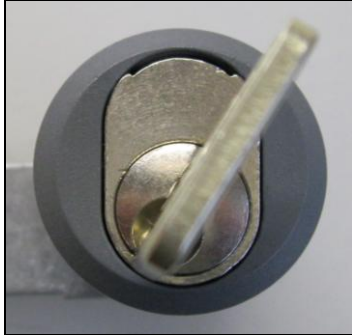
Picture A **Picture B** **Picture C**

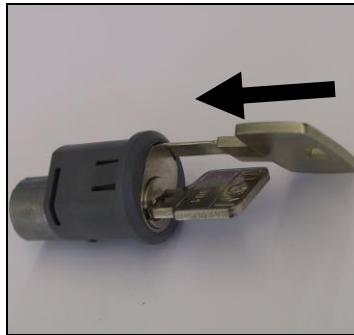**Note:** In some applications locks are rotated 180 degrees.

➢ Lock Core Removal Instructions

1. Insert the key into the lock core; the key will be in a vertical position.
2. Turn the key so it is in either the 10 o'clock or 2 o'clock position as shown in Picture C below
3. With the key in this orientation, the lock core is positioned for removal.
4. Insert the lock core removal tool fully into the half moon slot located at the top of the lock core as shown in Pictures C & D
5. Using slight inward pressure will release the mechanism as shown in picture D.
6. Remove the lock core from the lock housing by pulling on the key as shown in picture E.
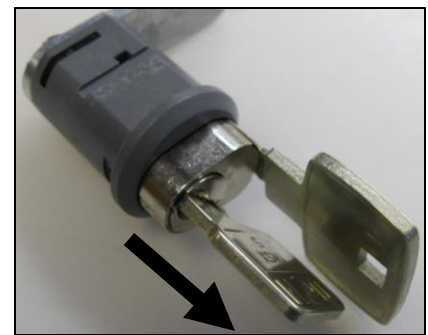
Picture C	**Picture D**	**Picture E**

Making Workspace Work™ is a trademark of Lista International Corporation.

Document Number: MD033A3 Rev 3

Revision Date: April 2011

These instructions and other assembly instructions may be found on Lista International Corporation's web site, http://www.listaintl.com/. For questions or Technical Support, please call 1-800-722-3020

Lista International Corporation
106 Lowland Street
Holliston, MA 01746-2094
Toll Free: (800) 722-3020
Phone: (508) 429-1350
E-mail: sales@listaintl.com
Web: http://www.listaintl.com/

ISO 9001 Certified

LISTA
making workspace work•