How to Re-key the Lock (if needed)

1. **IMPORTANT**: Remove lever before re-keying.
   - a. Insert the key and turn it 90° clockwise.
   - b. Loosen the pre-installed set screw.
   - c. Turn the key 90° counterclockwise.
   - d. Remove the key.
   - e. Remove the lever.

2. Re-key the lock.
   - a. Insert the key that currently operates your lock, and turn it 90° clockwise.
   - b. Insert the SmartKey tool fully and firmly into the SmartKey hole, then remove the SmartKey tool and current key.
   - c. Fully insert your new key into the lock and turn it 180° counterclockwise. Next, turn the key 90° back to the starting position, then remove it.

3. Re-install the lever.
   - a. Install the lever.
   - b. Insert the key and turn it 90° clockwise.
   - c. Tighten pre-installed set screw to secure exterior lever.
   - d. Turn the key 90° counterclockwise to remove it.