

CL3500 Series

ANSI/BHMA Grade 1

Key-In-Lever

Cylindrical Lockset



⚠ WARNING

This product can expose you to lead which is known to the state of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65warnings.ca.gov.



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Attention Installer

Please read these instructions carefully to prevent missing important steps.

Notes

- Improper installation may result in damage to lock and void factory warranty.
- Other product brand names may be trademarks or registered trademarks of their respective owners and are mentioned for reference only.

1

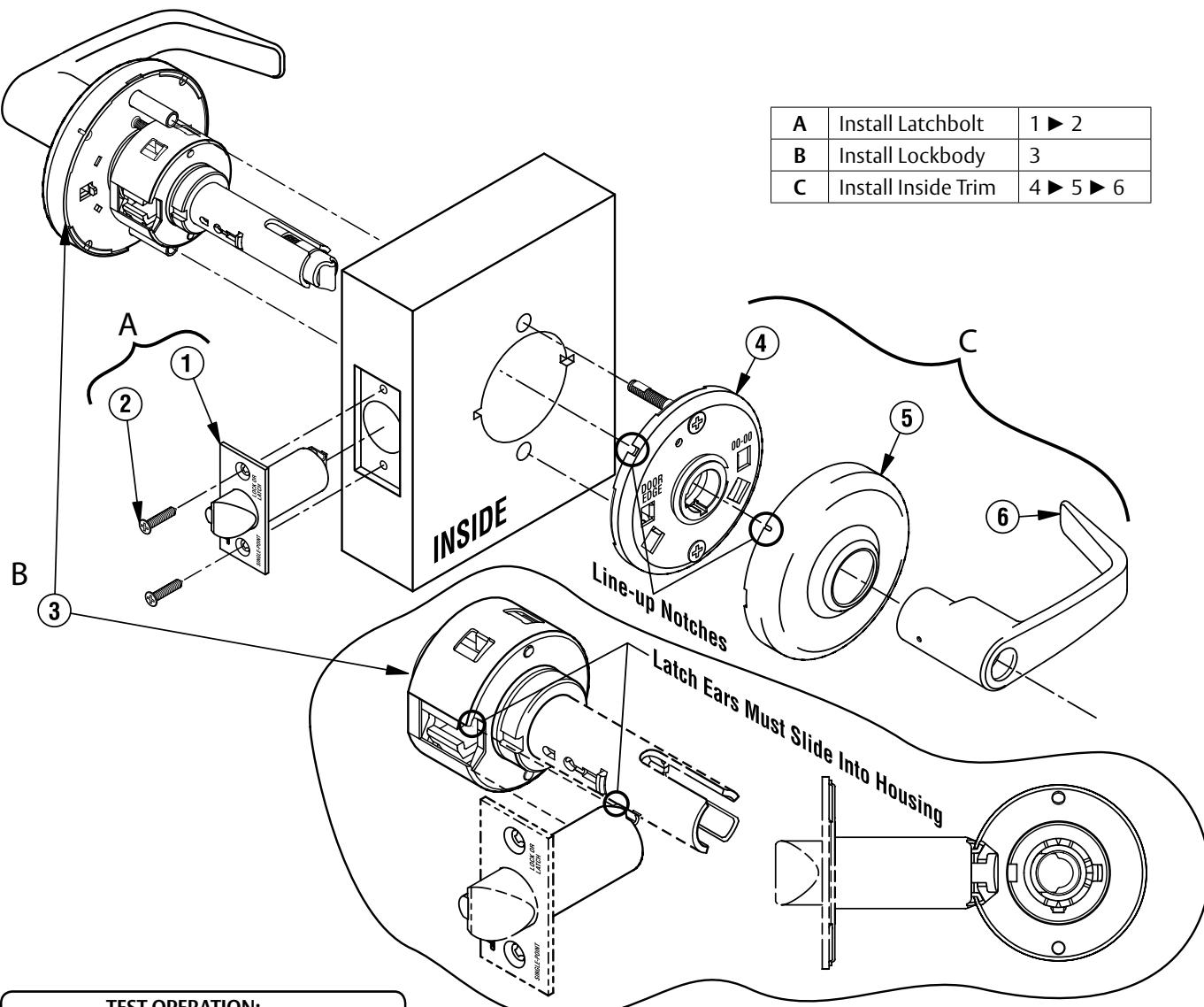
Standard Installation

a

Install Latchbolt, Lockbody and Inside Trim

Important

The accuracy of door preparation is critical for proper functioning and security of lever handle lock. Misalignment can cause premature wear and lessening of security.

**TEST OPERATION:**

Rotate levers to be sure latchbolt moves freely.

**DO NOT FORCE.**

If lockset does not operate properly, remove lockset from door and check door preparation.

Figure 1 CL3500 Cylindrical Lockset — Standard Installation

Installation Instructions

2

Door and Frame Preparation

a

Mark Door

Locate and mark horizontal center line at desired height above floor. Fold template over edge of door, centering on horizontal line. Mark centers of holes at proper backset. Mark both sides of the door.

Note

Be sure to verify backset before marking and drilling door.

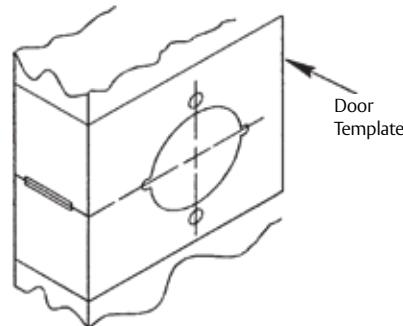


Figure 2 Mark Door

b

Drill Door

1. 2-1/8" (54mm) hole through door. Cut ANSI tab notches as shown on template (except CL3550 and CL3570).
2. Drill 1" (25mm) hole in edge of door. Cut out for latch front 5/32" (4mm) deep. 1-1/8" (29mm) wide x 2-1/4" (57mm) high. Check latch unit for proper width front and square or round corners (except CL3550 and CL3570).
3. Drill two (2) 11/32" (8mm) diameter holes through door for all functions.

Caution

To avoid splintering wood doors, drill holes from both sides.

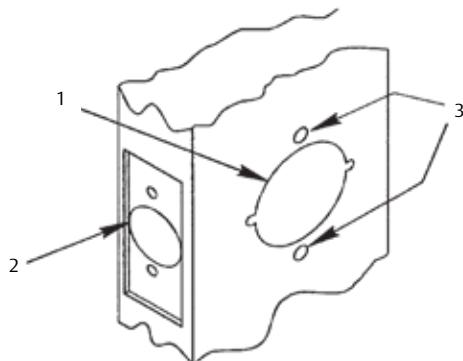


Figure 3 Drill Door

c

Install Strike

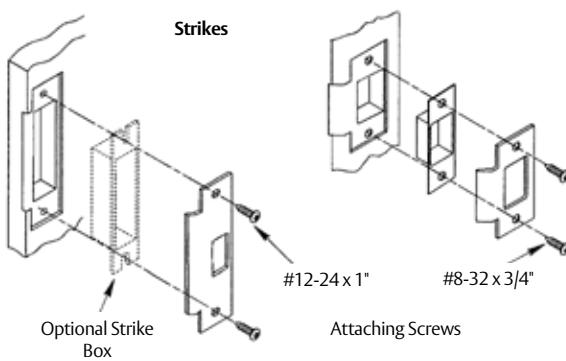


Figure 4 Install Strike

3

Optional Installations

a

For CL3580 and CL3581 Function Only

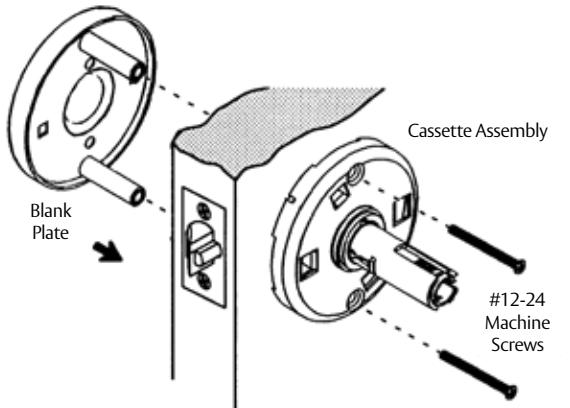


Figure 5 Optional Installation

4

Cylinder Installations

a

Interchangeable Core Installation

To install interchangeable core (with lever already installed on lock), see Figure 6:

- Install tailpiece.

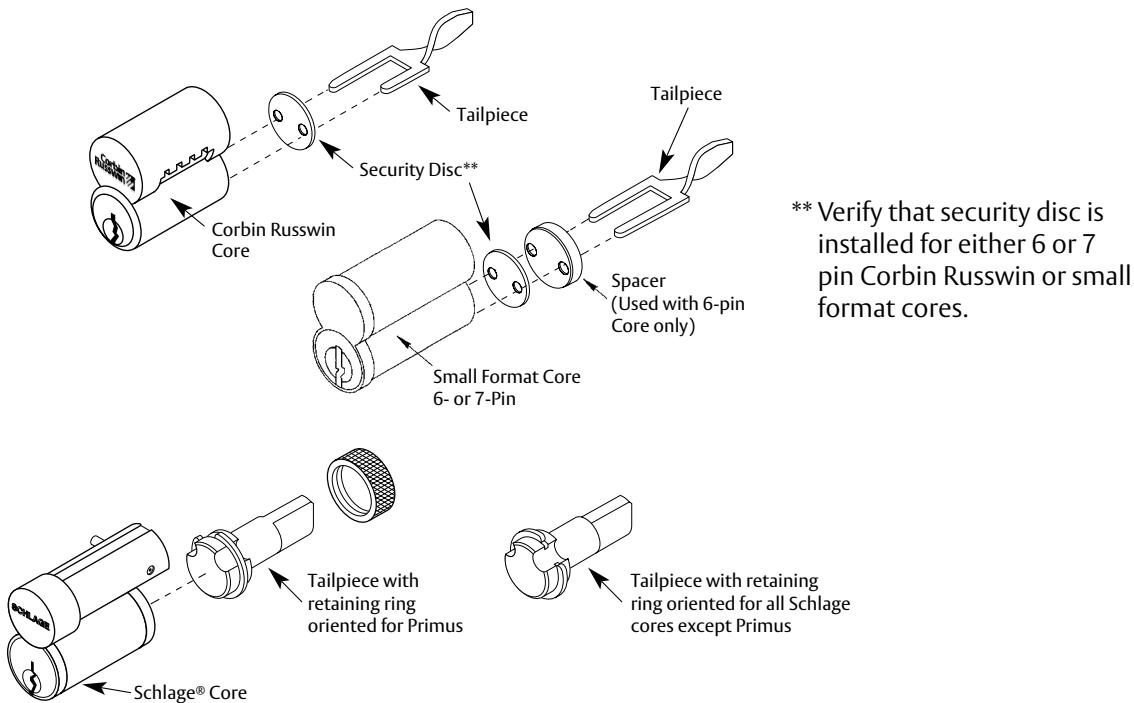


Figure 6 Tailpiece Installation

4

Cylinder Installations (cont.)

a

Interchangeable Core Installation (cont.)

- Insert key marked CONTROL and turn clockwise approximately 15°. See Figure 7.

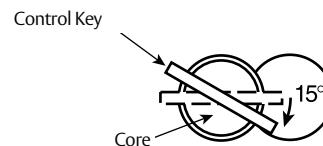


Figure 7 Interchangeable Core Installation

- Insert core into lever and return key to its original horizontal position locking core in place. See Figure 8.
- Withdraw key. Test lockset for correct function with operating key.
- Control key has no further use in lockset installation and must be safeguarded for return to security personnel when installation is complete.

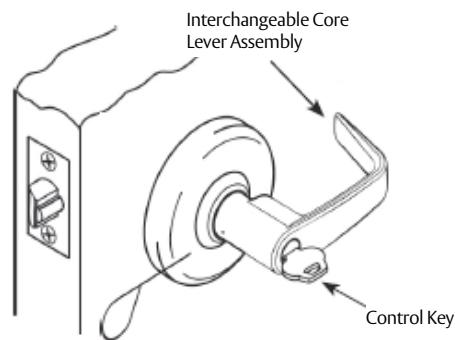


Figure 8 Locking Core

b

Interchangeable Core Removal

To remove interchangeable core:

- Insert key marked CONTROL and turn clockwise approximately 15°. See Figure 9.
- Pull core and tailpiece completely out of lever.

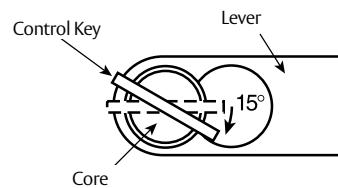


Figure 9 Locking Core

4

Cylinder Installations (cont.)

c

Standard Cylinder Installation

- Before installing cylinders, be sure lock is unlocked and cylinder tailpiece is aligned in same direction as cylinder bible.

To install standard cylinder (Figure 10):

- Slide cylinder all the way into lever.
- 6-pin cylinder:** fold retainer at hinge and press fit retainer halves together.
- 7-pin cylinder:** break retainer at hinge and discard spacer section. Remove black cylinder spacer from inside of chassis rollback for clearance.

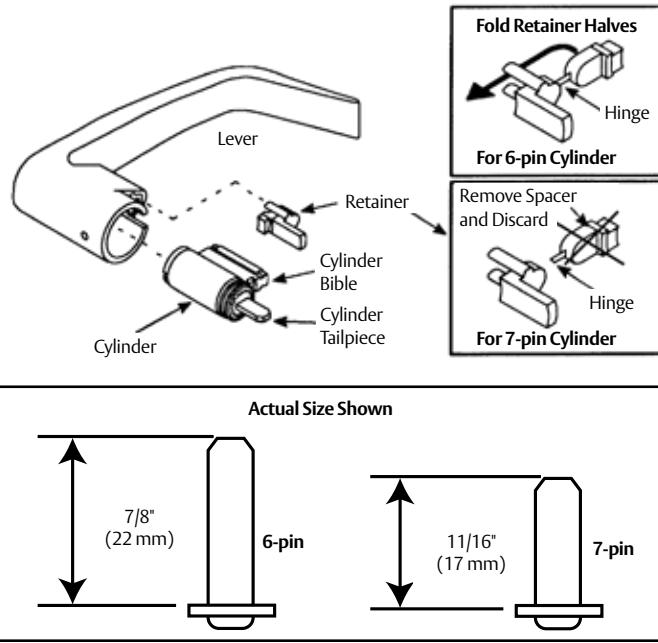


Figure 10 Cylinder Installation

d

Conversion Kit

To convert Schlage® cylinders with CL3500 lockset (Figure 11):

- Remove threaded collar and Schlage® tailpiece.
- Install CL3500 tailpiece with threaded collar. Adjust collar for proper end play of plug.

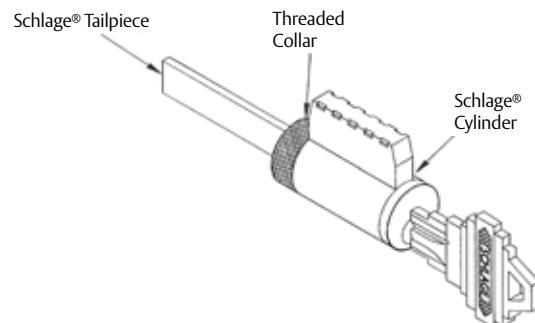


Figure 11 Conversion Kit Installation

5

Lever Removal Installation

Lever Style	Removal	Install
Push / Turn Button	Hold in button, push release tool into release hole, remove lever.	Push button in. Slide lever on. Make sure lever will not pull off.
Plain Lever	Push release tool into release hole, remove lever.	Slide lever over lever catch. Make sure lever will not pull off.
Cylinder Lever	Rotate key 45° clockwise (from shed position). Push release tool into release hole, remove lever.	Insert key and rotate 45° (from shed position). Slide lever on. Make sure lever will not pull off.
Interchangeable Core Lever	Remove core and tailpiece (page 6). Use flat blade screwdriver to pull back lever catch, remove lever.	Slide lever over lever catch. Make sure lever will not pull off.

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