

STANDARD LOCK REPLACEMENT

*You must break the lock if keys are not present for removal of existing lock.

Tools Required:

1. Cordless drill or power drill if you have power nearby
2. 1/8" drill bits = several of these may be necessary & lubrication for drilling
3. Flathead screwdriver
4. 1/2" wrench or adjustable
5. Safety goggles
6. Vise grips or pliers. Use for clip installation and removal and for turning the screwdriver when trying to open the lock.

Directions to Remove Existing Lock:

1. Place drill with drill bit near top of slot where the key goes in. This is at the top of the dust cover/shutter, **inside** the keyhole.
2. Drill the lock about 3/4" deep. The objective is to drill out in between all of the tumblers and the main body where the tumblers fall into place. Do NOT drill too fast or too slow. A common mistake is to drill too fast. Apply even pressure at all times. Use lubrication if possible such as oil, metal cutting fluid, or WD-40. There is a chance the drill bit will break so ensure extra bits are available.
3. Use a flathead screwdriver and place inside key hole and turn to unlock lock. Vise grips or pliers around the screwdriver are helpful for this procedure.
4. Open mailbox door.
5. Remove nut off the back of lock. It is holding the cam latch on.
6. Remove metal clip, which is holding lock in place on the mailbox door.
7. Remove lock

Installation of new Lock:

Tools Required:

1. Vise grips or pliers. Use for clip installation and removal.
2. 1/2" wrench or adjustable

Directions to Install New Lock:

1. **VERY IMPORTANT!** Take the keys out of the new lock. You can ruin the new lock if you attempt to tighten or loosen the nut that holds the cam latch on if the keys are not removed.
2. To remove key from lock prior to installation simply hold the threaded back of lock with one hand and with other hand on the key, pull back of lock and key at the same time with some pressure to release key. Do not force as you may damage lock.

3. While holding the cam latch and the new lock, remove the nut, with the ½” wrench, off the back of lock. Do not place too much force on the lock tumblers or body as you may damage lock.
4. Place the new lock through the lock hole in the door.
5. Position the lock clip onto the lock, with the forks facing the top of the mailbox
6. Push clip towards top of mailbox door to secure clip onto mailbox lock.
7. Install cam latch.
8. Secure cam latch with nut, using the ½” wrench. **DO NOT OVER TIGHTEN!** Hold cam latch while tightening the nut.
9. Close mailbox door.