

UCS QUICK-CHANGE SHACKLE AND CYLINDER INSTRUCTIONS

UCS Quick-Change Shackle Instructions (Shackled Padlocks)

Tools needed:

1. 2.5mm Allen wrench/hex key
- In this demonstration, we'll cover how to change the shackle on PACLOCK's Universal Cylinder System (or UCS for short).
- The technique shown applies to both the aluminum and hardened steel shackled UCS locks.
- NOTE: A 3/32" Allen wrench will work in place of the 2.5mm Allen wrench/hex key, but we recommend a 2.5mm hex key.

Procedure

1. Step 1: Remove the shackle retaining screw

- a. The shackle retaining screw is located on the back of the padlock
- b. Use a 2.5mm Allen wrench to remove the retaining screw, turning it counter clockwise

2. Step 2: Remove the shackle

- a. Remove the shackle by unlocking the padlock
 - i. NOTE: As the shackle is under tension from the shackle spring, it's good technique to hold the shackle to ensure it doesn't fly out
 1. Best technique is to hold the lock body with the back, retaining screw side facing you, the key in your right hand, and shackle pointing left – this will help ensure that the ball bearing and shackle spring stay in their respective positions
- b. Insert the key into the lock, rotate the key (unlocking the padlock) and hold the key in the fully unlocked position
- c. Remove the shackle

3. Step 3: Install the shackle

- a. Ensure that the ball bearing and shackle spring are in their correct positions
 - i. The ball bearing should be in the ball bearing cavity
 - ii. The shackle spring should be at the bottom of the shackle cavity
- b. Rotate the key to the unlocked position and hold the key in the fully unlocked position
- c. Insert the shackle into the padlock
- d. With the shackle completely pushed into the padlock body, release the key and return to the locked position

4. Step 4: Install the shackle retaining screw

- a. Use a 2.5mm Allen wrench to install the retaining screw, turning it clockwise until tightened
 - i. Note that there is no need to place thread locking adhesive on the retaining screw as it comes pre-applied with Nyloc
- b. Insert the key back into the padlock and unlock the padlock to ensure it works properly

UCS Quick-Change Cylinder Instructions: Shackled Padlocks (UCS-1, 2, 3, 4, 10)

Tools needed:

1. 7/64" Allen wrench/hex key
- In this demonstration, we'll cover how to change and install the cylinder on PACLOCK's Universal Cylinder System (or UCS for short).
 - The technique shown applies to both the aluminum and hardened steel UCS-1, 2, 3, 4 and 10 padlocks.

Procedure

- 1. Step 1: Remove the cylinder security screw**
 - a. Use the key to unlock the padlock
 - b. Twist the shackle out of the way of the shackle cavity
 - c. Use a 7/64" Allen wrench to remove the cylinder security screw by turning the screw counter clockwise
- 2. Step 2: Remove the cylinder**
 - a. Slide the cylinder out of the padlock
- 3. Step 3: Insert the cylinder**
 - a. Insert the new cylinder into the padlock, ensuring the cylinder fully seats into the padlock and is flush with the bottom of the padlock
 - i. NOTE: If the padlock is not flush with the bottom of the padlock, turn the key while applying light pressure to the cylinder to help align the driver and cylinder
- 4. Step 4: Install the cylinder security screw**
 - a. Hold the cylinder in the padlock and use a 7/64" Allen wrench to install the cylinder security screw, turning the screw clockwise until tightened
 - b. Ensure the cylinder is fully seated into the padlock and flush with the bottom of the padlock
 - c. Close the shackle
 - d. Insert the key back into the padlock and unlock the padlock to ensure it works properly

UCS Quick-Change Cylinder Instructions: UCS-6

Tools needed:

1. 7/64" Allen wrench/hex key
 2. 2.5mm Allen wrench/hex key
- In this demonstration, we'll cover how to change and install the cylinder on PACLOCK's Universal Cylinder System (or UCS for short).
 - The technique shown applies to both the aluminum and hardened steel UCS-6 lock.
 - A 3/32" Allen wrench will work in place of the 2.5mm Allen wrench/hex key, but we recommend a 2.5mm hex key.

Procedure

- 1. Step 1: Remove the shackle retaining screw**
 - a. The shackle retaining screw is located on right side of the padlock
 - b. Use a 2.5mm Allen wrench to remove the shackle retaining screw, turning the screw counter clockwise
- 2. Step 2: Remove the lock cover**
 - a. Use the key to unlock the padlock and remove the lock cover
 - i. Note: As the cover is under tension from the shackle springs, it's good technique to hold the cover to ensure it doesn't pop out
- 3. Step 3: Remove the cylinder security screw**
 - a. Use a 7/64" Allen wrench to remove the cylinder security screw by turning the screw counter clockwise
- 4. Step 4: Remove the cylinder**
 - a. Slide the cylinder out of the padlock
- 5. Step 5: Insert the cylinder**
 - a. Insert the new cylinder into the padlock, ensuring the cylinder fully seats into the padlock
 - i. NOTE: Turn the key while applying light pressure to the cylinder to help align the driver and cylinder
- 6. Step 6: Install the cylinder security screw**
 - a. Use a 7/64" Allen wrench to install the cylinder security screw, turning the screw clockwise until tightened
- 7. Step 7: Reinstall the cover**
 - a. Insert the key into the lock
 - b. Rotate the key to the unlocked position and hold the key in the fully unlocked position
 - c. Replace the cover, pushing down until the cover is flush with the base
 - d. Release the key to the locked position and the cover will stay closed
- 8. Step 8: Install the shackle retaining screw**
 - a. Use a 2.5mm Allen wrench to install the shackle retaining screw, turning the screw clockwise until tightened
 - b. Insert the key back into the padlock and unlock the padlock to ensure it works properly

UCS Quick-Change Cylinder Instructions: UCS-7, 81, 82

Tools needed:

1. 7/64" Allen wrench/hex key
 2. 2.5mm Allen wrench/hex key
- In this demonstration, we'll cover how to change and install the cylinder on PACLOCK's Universal Cylinder System (or UCS for short).
 - The technique shown applies to both the aluminum and hardened steel UCS-7, 81 and 82 locks.
 - A 3/32" Allen wrench will work in place of the 2.5mm Allen wrench/hex key, but we recommend a 2.5mm hex key.

Procedure

- 1. Step 1: Remove the cylinder sleeve**
 - a. The cylinder sleeve retaining screw is located on back side of the padlock
 - b. Use a 2.5mm Allen wrench to remove the cylinder sleeve retaining screw, turning the screw counter clockwise
- 2. Step 2: Remove the cylinder sleeve**
 - a. Use the key to unlock the padlock and remove the cylinder sleeve by sliding it out of the padlock
- 3. Step 3: Remove the cylinder security screw**
 - a. Use a 7/64" Allen wrench to remove the cylinder security screw by turning the screw counter clockwise
- 4. Step 4: Remove the cylinder**
 - a. Slide the cylinder out of the cylinder sleeve
- 5. Step 5: Insert the cylinder**
 - a. Insert the new cylinder into the cylinder sleeve, ensuring the cylinder fully seats into the padlock
 - i. NOTE: Turn the key while applying light pressure to the cylinder to help align the driver and cylinder
- 6. Step 6: Install the cylinder security screw**
 - a. Use a 7/64" Allen wrench to install the cylinder security screw, turning the screw clockwise until tightened
- 7. Step 7: Reinstall the cylinder sleeve**
 - a. Insert the key into the lock
 - b. Rotate the key to the unlocked position and hold the key in the fully unlocked position
 - c. Slide the cylinder sleeve into the padlock
 - d. Release the key to the locked position and the cylinder sleeve will stay closed

8. Step 8: Install the cylinder sleeve retaining screw

- a. Use a 2.5mm Allen wrench to install the cylinder sleeve retaining screw, turning the screw clockwise until tightened
- b. Insert the key back into the padlock and unlock the padlock to ensure it works properly