

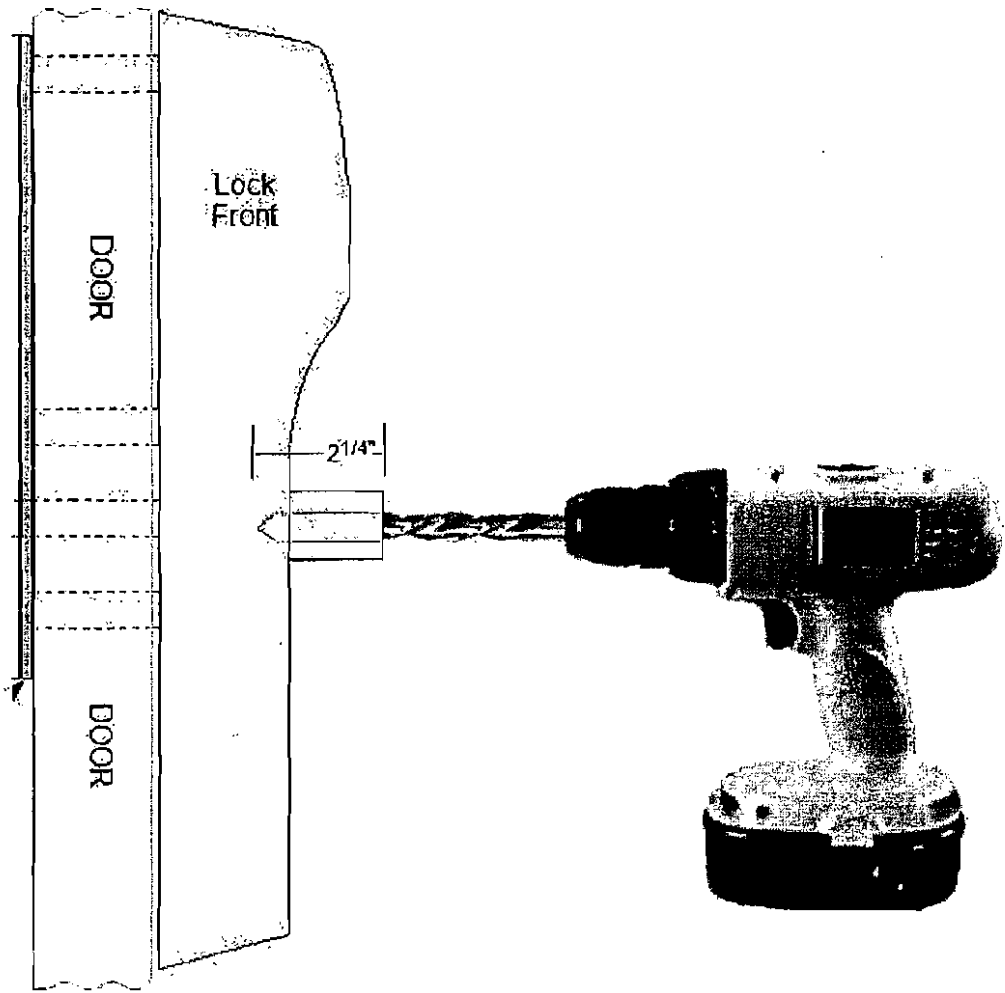
Technical Bulletin

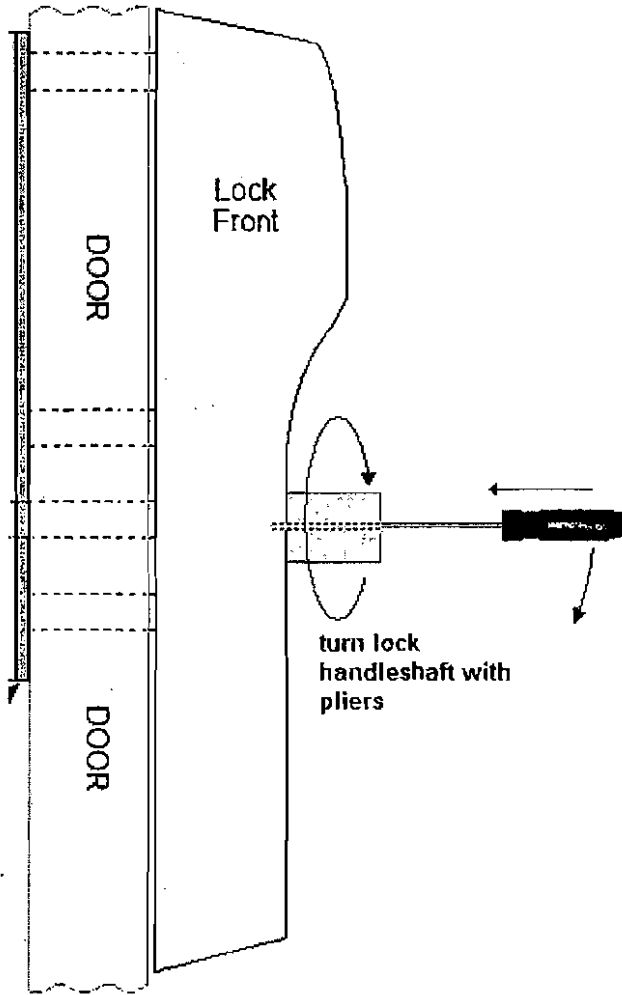
ID: How to drill a lock.
Keywords: drill, lock
Description: How to drill a lock
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This procedure should only be attempted when a guest room lock will not open to either an Emergency Key, or to the Portable Programmer, and there is no other way into the room such as an adjoining door.

1. Prepare a 1/4" inch diameter drill bit by marking it with a band of tape 2-1/4" inches from the tip of the drill bit.
2. Remove the outside handle of the lock. You may need to turn the handle to access the TORX screw.
3. Drill into the handle shaft until the tape lines up with the **outside edge** of the handle shaft. Drill carefully and don't use too much pressure. Stop as soon as the drill breaks through or the tape lines up. You must be delicate or you will make your job harder.
4. Remove the drill and insert a probe, or scribe, to lift up the clutch. While the clutch is being held up, turn the handle shaft with a pair of pliers or vice grips and the door should open.

NOTE: *If you are too heavy handed with the drilling procedure, the clutch will not move and the door will not open. You will then need to drill further into the handle, but this time apply enough pressure to cause the bit to bind into the handle shaft. This binding process should rotate the shaft and cause the lock to open. If it still will not open, please call back to the Tech Support Department for further instructions.*





Push phillips head screwdriver into the drilled hole firmly AND then press downward on the screwdriver handle. While pushing in and pressing down on the screwdriver handle, turn the lock handle shaft with pliers.

turn lock handleshaft with pliers