

**SERIES 1105, 1205, 1305, 5100, 5200, 5260, 5300, 5360, 5530, 5560, 5570**

Using standard commercial retainer (non-key retaining feature)

**DISASSEMBLY OF PADLOCK**

- 1.) Insert key and rotate clockwise to open shackle.
- 2.) Remove the key.
- 3.) Rotate shackle to expose shackle hole.
- 4.) Using a #2 Phillips screwdriver, remove the security screw that is at the bottom of the exposed shackle hole.
- 5.) Remove the security nut and coverplate.
- 6.) Remove cylinder assembly and by-pass restriction plate.
- 7.) Using needle nose pliers, grip retainer as shown in example 2.
- 8.) While holding onto the lockbody and shackle, remove retainer.
- 9.) Remove the shackle and shackle spring.
- 10.) Remove the two ball bearings.

**REASSEMBLY OF PADLOCK**

- 1.) Insert shackle spring into shackle hole.
- 2.) Insert shackle into shackle holes and hold in closed position.
- 3.) Hold the lockbody with cylinder plug holes pointing upward and the shackle in the closed position. (Grasp body with hand and use table top to hold shackle.)
- 4.) Insert the two ball bearings one at a time through the center plug hole and into the ballnest hole. One ball toward each shackle leg so that each ball bearing is in the ball pocket of each shackle leg. (A light grease may be needed to keep the ball bearings from falling out of position.)
- 5.) Insert retainer making sure that the retainer washer tab that is holding the spring is lined up with the half round hole in the lockbody.
- 6.) Push retainer down until it bottoms out in hole. (If the retainer assembly will not go to the bottom of the hole, it may be necessary to turn the retainer clockwise while pushing down on the retainer. This will line up the retainer pockets with the ball bearings and allow the retainer to be pushed to the bottom of the hole.)
- 7.) The shackle should now be in the closed position and held in place. Use the retainer turning tool and open the shackle to check function.
- 8.) Insert cylinder assembly with key removed and with by-pass restriction plate on end of plug into the lockbody. Rotate cylinder clockwise until the bible of the cylinder stops it from turning.
- 9.) Insert coverplate and security nut.
- 10.) While holding coverplate and security nut in position, check function of padlock by opening lock with key and closing shackle. If padlock does not function properly, try to identify the problem and correct, or disassemble and restart assembly again.
- 11.) Open the padlock, rotate shackle to expose shackle hole, insert the security screw and tighten into security nut.

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**Note:**

When servicing a lock assembly with a dead lock retainer (key retaining feature), the shackle must be in the closed position any time the key needs to be rotated and removed from the cylinder assembly.