

# Timing Instructions: Sargent 10G26 & 10G38 Locks

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## How to Time Sargent 10G26/Store or Storeroom or 10G38 Classroom Security Locks

1. Install lock in door per instruction.
2. Remove outside and inside levers.
3. Position two flat tipped screwdrivers (as shown below).
4. Rotate both screwdrivers clockwise until resistance is felt in both screwdrivers.
5. Align outside cam (slot) to horizontal position (for std cyl) & vertical position (for interchangeable cores).
6. Install outside lever with cylinder first.
7. Remove key from outside lever and install inside lever with cylinder.
8. Test both cylinders with key before closing the door.

### FOR 10G38 LOCKS:

- Key in outside lever locks/unlocks the outside lever
- Key in inside lever locks/unlocks the outside lever
- Inside lever always retracts latch

### FOR 10G26 LOCKS:

- Latch by either lever
- Key in either lever locks or unlocks both levers

