

# Installing Key retaining set screw into 936/937 Padlocks

## Transforming to key-retained style

1. Open Shackle of 936/937 Padlock
2. Remove key from lock
3. Place 936/937 Padlock on flat surface with key way facing down towards table.
4. Rotate shackle 90 degrees so you can view and have access to plug retaining plate screw
5. Using a Phillips screw apply firm consistent pressure and loosen and remove the plug retaining plate screw
6. Flip 936/937 padlock on its side with shackle pointing away from you.
7. Plug retaining plate and plug retaining plate nut should now be loose. Remove both and set aside. Plug retaining plate screw should fall out of shackle guide hole as well, set aside as well.
8. Insert key into lock plug and remove, set aside with key still inside lock plug.
9. Using a 1.5mm Allen wrench, affix supplied set screw to end of allen wrench
10. Pick up 936/937 padlock which should now be void of lock plug and look down and into lock plug recess of padlock.
11. Locate 3mm threaded set screw hole, which appears on Brass actuator still assembled in lock and which resides (when lock is fully assembled) in back of lock plug.
12. Carefully insert and screw 3mm set screw into brass actuator until snug (do not over tighten).
13. As a quality check make sure top of set screw is below the surface of triangular shaped protrusion of brass actuator as if it is not reassemble issues will develop with lock plug not seating correctly.
14. Pick up lock plug (with key still inserted) and rotate key 90 degrees clockwise so key is perpendicular to pin tumbler column. (this rotation is necessary so plug seats correctly onto brass actuator, otherwise the lock plug would hit the previously installed key retaining set screw and not seat correctly) Reinstall lock plug into padlock housing.
15. Close 936/937 padlock shackle, key should rotate back to home position (locked position) and now enable you to remove the key from the plug.
16. Remove lock plug with key still installed from padlock housing once again, once removed, remove key from lock plug being careful not to rotate the plug from its home position.
17. Install lock plug (less key) back into padlock housing. Lock plug will only fully seat correctly one way. Make sure lock plug is fully seated before continuing.
18. Reinstall Plug retaining plate. plug retaining plate is installed correctly when it is completely flush with outside of padlock housing surface.
19. With keyway facing towards you insert key and open padlock shackle.
20. Reinstall plug retaining plate nut, twist if necessary until flush with plug retaining plate.
21. While applying light pressure on plug retaining plate nut and key, flip 936/937 padlock over in your hands and reinstall plug retaining plate screw down open shackle hole.
22. While still holding padlock, tighten plug retaining plate screw down until snug. Apply consistent firm pressure for best results as screw does have a thread locking compound applied to it and can be difficult to turn at times.
23. If you cannot remove the key at this time with shackle in the open position, you have successfully converted the 936/937 padlock to a key-retained version!
24. Rotate shackle and snap closed and key should return home to the locked position and allow you to remove the key.
25. Repeat open/close function several times to confirm 936/937 padlock has been transformed to key-retained style.



Lock Plug      Plug Retaining Plate

Plug Retaining Plate Nut



Plug Retaining Plate Screw