



# AccuLock, Inc.

Texas Locksmith License Number B13269

9901 S. Interstate 35 W.  
Grandview, TX. 76050  
Phone: 817-866-3918  
Fax: 817-866-3921  
Email: [sales@acculock.com](mailto:sales@acculock.com)  
<https://acculock.com>

## Technical Bulletin

ID: How To Drill A Lock

Key Word: drill. Lock:

Description: how to drill a lock:

Date released: 05/06/2002

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" drill bit by marking it with a strip of tape 2-1/4" inches from the tip of the drill bit.
2. Remove the outside handle of the door 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 bit breaks through or the tape lines up with the outside edge of the handle shaft. You must be delicate or you will make the job harder.
4. Remove the drill bit 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 heavy handed with the drilling procedure, the clutch will not move and the door will not open. You will need to drill further into the handle shaft, 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 will not open please call the Tech Support Department for further instructions.