

Glossary of Terms

A

ACCESS CONTROL - Any barrier or device, either natural or manmade, that limits or prohibits, free or unlimited access

ACCELEROMETER - An instrument for measuring acceleration or for detecting and measuring vibrations

ACTUATOR - A device, which when activated, causes a lock mechanism to operate

ALARM SYSTEM - A system of electrical and/or electronic components which detect and report dangers, such as fire or intrusion

ARCHITECTURAL HARDWARE - 1. fittings applied to protect a surface of or facilitate use of movable members in a building such as doors, windows, or cabinets,

ASTRAGAL – A molding attached to the active leaf of a pair of doors and overlapping the inactive leaf

AUDIT TRAIL - A specific group of events selected from transaction records and listed sequentially

AUXILIARY LOCK- Any lock installed in addition to the primary lockset

B

BACKPLATE – The back cover of a lock as viewed from the face of a lock. Sometimes doubles as the mounting flange/surface.

BACKSET - Distance between the center of a cross-bore and the bolt edge of a door or drawer

BARREL - A cylindrical shaped component of a mechanical lock that houses the core and/or various working components.

BITTING- The actual cut(s) or combination of a key

BLADE - The portion of a key which may contain the cuts and/or millings

BLANK (Key Blank) - A Key that is shaped to the proper keyway but has not been cut or notched to a specific coding to operate a lock

BOLT - Any movable projection which blocks the movement of one object relative to another

BOW - The portion of the key which serves as a grip or handle

BOW TO TIP - A specification that a bitting combination is recorded starting at the bow and proceeding to the tip

BY-PASSING SLIDING DOOR- Two doors mounted on tracks parallel to each other that when one or both are slid to opposite extremes block the opening. Typically, one may be moved behind the other to allow access.

C

CABINET LOCK – Generic term to include all locks of any type used on showcases, cabinets or other furniture

CAM - A lock or cylinder component which transfers the rotational motion of a key or cylinder plug to the bolt works of a lock

CAM LOCK - A complete locking assembly in the form of a cylinder whose cam is the actual locking bolt

CAP (of the lock): Removeable cover of a lock

CAPTIVE – An optional locking feature which only permits removal of the key when the bolt is in the locked position

CARD ACCESS SYSTEM - An access control system that utilizes a controlled security card as the credential

CARD READER - a device which interprets coding resident on or in RFID cards

CATCH - Any device that holds a door closed and may be released by simply pushing or pulling on the door

CCTV – Closed-circuit television is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors.

CENTRES – Vertical measurement on a vertical (rim or mortise) lock between the center of the keyhole and the center of the follower hole.

CERTIFICATE OF OCCUPANCY – (CO) A document granted by the authority having jurisdiction, permitting occupancy or use

CHAMBER - Any cavity in a cylinder plug and/or shell which houses the tumblers

CHANGE KEY – Also called an OPERATOR key which operates only one cylinder or one group of keyed alike cylinders in a keying system

CLASSROOM FUNCTION - A lockset controlled by using a key in the outside cylinder. The inside lever always provides free egress. The outside lever can be locked / unlocked only by someone with the key

CLOVERLEAF CAM - A style of mortise cylinder cam with three lobes: a ball shaped longer center and angular projections on either side

CLUTCH - The feature of a lever handle lockset which allows free movement of the lever when locked

CODE - A designation assigned to a particular key combination for reference when additional keys or cylinders may be needed.

COMBIMATE - To set a combination in a lock, cylinder or key

COMBINATION - The group of numbers which represent the bitting of a key and/or the tumblers of a lock or cylinder

COMBINATION LOCK - A lock which is operated by local input of a specific series or sequence of numbers or letters

COMBINATION WAFER - Type of disc tumbler used in certain binary type disc tumbler key-in-knob locks. Its presence requires that a cut be made in that position of the operating key(s)

CORE – the part of a lock Cylinder which the key enters into & turns.

CONSTRUCTION CORE - An interchangeable or removable core designed for use during the construction phase of a building. The cores are normally keyed alike, and, upon completion of construction, they are to be replaced by the permanent system's cores.

CONTROL KEY - A key whose only purpose is to remove and/or install an interchangeable or removable core

CONTROL LUG - That part of an interchangeable or removable core-retaining device which locks the core into its housing

CONTROLLER - Device that has decision making capability by way of authentication or lookup in a database.

CORE - A complete unit, often with a “figure eight” shape, which usually consists of the plug, shell, tumblers, springs, plug retainer and spring cover(s). It is primarily used in removable and interchangeable core cylinders and locks. Sometimes referred to as a plug.

CREDENTIAL - Any identifying or authorizing instrument, other than a mechanical key, that can cause entry to be allowed

CUT - to make cuts into a key blade specific to a bitting code

CUT KEY – Key that has been bitted or combined

CUT CABINET LOCK – a door or drawer lock that has the flange recessed into the edge of the drawer or door.

CYLINDER – A complete operating unit which usually consists of the plug shell, tumblers, springs, plug retainer, a cam/tailpiece or other actuating device and all other necessary operating parts.

CYLINDER HOUSING – the main body of the cylinder with all component parts removed.

CYLINDER LOCK OR LATCH - any lock or latch mechanism which is contained in a cylinder

D

DAYLOCK - A locking device, other than the primary lock, used to maintain the safe in a locked condition

DEADBOLT - A square end bolt that requires a key to extend and retract it and which resists end pressure in the unlocking direction when fully extended.

DIAL -The typically rotatable member of a combination lock that may be used to differentiate locations on the combination wheels and cause operation of the lock

DIAMOND BACK - Pertaining to a rim cabinet lock whose mounting flanges and case forms the general shape of a diamond

DIRECTION OF ROTATION - Usually specified as clockwise (cw) or right (r), or counterclockwise (ccw) or left (l).

DISC TUMBLER (WAFERS) – Small shaped discs (usually metal) in the disc tumbler mechanism which are the means of providing different combinations.

DISC TUMBLER LOCK – Cylinder lock having discs instead of pin timbers.

DOG -To place an exit device in the holdback mode - Dogging a lock is when the “latch” is held in the open position allowing free access from both sides.

DOGGING DEVICE - In an exit device, a mechanism used to temporarily disable the latch from locking.

DOOR CLOSER - device for closing a door or gate automatically after opening.

DOUBLE BITTED KEY - A key typically bitted (cut) on two opposite surfaces

DOUBLE-D - A shape consisting of two opposing arcs and two opposing flats

DOUBLE THROW BOLT - A deadbolt that has two distinct extended positions, both of which are deadlocked

DRIVER – A part of the lock that transmits motion - "fork" or "prong" is an extension (or "legs) on the driver that allows it to be inserted into the core or locking mechanism.

DUAL CUSTODY - A function designed to require the presence of two persons with two different keys, combinations or codes to operate the same device

DUMMY CYLINDER - A non-functional facsimile of a rim or mortise cylinder used for appearance only, usually to conceal a cylinder hole

DURESS CODE - A special combination or operation sequence which conveys an alarm or other signal to a remote location while allowing access

DUST COVER - A device designed to prevent foreign matter from entering a mechanism through the keyway

E

EAS – Electronic Article Surveillance - A security system for preventing theft in retail stores that uses disposable label tags or reusable hard tags attached to the merchandise

EGRESS - a place or means of going out - Exit

ELBOW CATCH - An "L" shaped latching mechanism typically mounted to the inside of the inactive leaf of a pair of cabinet doors

ELECTRIC STRIKE - An electro-mechanical strike, which secures or releases the latch via applied current

ESCUTCHEON - A surface mounted trim which enhances the appearance and/or security of a lock installation

EXIT ALARM - An annunciator that signals the opening of an exit door

EXIT DEVICE – A door lock/latch mechanism which releases in the direction of exit travel via a bar or panel extending across the major width of the door

EXIT DOOR - A door which has no provision for ingress, 2. a door which fills some or all the code requirement for safe egress of the occupant load from a building or portion of a building

F

FACE - The finished component of a lock visible on the edge of a door

FAIL-SAFE - A feature of a security device designed to release, for safety purposes, during a power loss

FAIL SECURE – A feature of a security device designed to remain engaged, for security purposes, during a power loss

FINISH- A material, coloring and/or texturing specification

FIRE EXIT HARDWARE - Exit devices, which may legally be installed, on fire doors. Distinguished from other exit devices because it: 1. is labeled for both fire and panic and 2. has no means of locking the latch in a retracted position

FLUSH BOLT – door bolt that can be recessed flush into the edge or face of a door or a lock body.

G

GANG LOCK - A locking mechanism with multiple bolts which locks different openings simultaneously by a single action

GRAND MASTER KEY SYSTEM - A master key system which has exactly three levels of keying

GREAT GRAND MASTER KEY SYSTEM - A master key system which has exactly four levels of keying

H

HANDED - Pertaining to hardware which is manufactured only for application on doors with a specific orientation

HASP & STAPLE – a fastening in 2 pieces for a door or box to be secured by a padlock. The hinged part is called the hasp and is fitted to the door or lid of a box and shut over the staple, located on the door frame or a leaf of a pair of doors.

HINGED BOLTS - Fixed steel protrusions fitted into the rear edge of the hinge side of doors. Closing into holes cut into the door frame to protect from forced attack on the hinge side of the door.

HOOK CAM - Cam bolt with a hook feature used to capture a striking surface notch or peg.

HOUSING - That part of a locking device which is designed to hold a core

I

INGRESS - The action or fact of going in or entering - Entrance

INTERCHANGEABLE CORE – (IC) A key removable core which can be used in all or most of the core manufacturer's product line. No tools (other than the control key) are required for removal of the core.

IoT - Internet of Things - The Internet of Things refers to the extension of Internet connectivity into physical devices and everyday objects. Embedded with electronics, Internet connectivity, and other forms of hardware, these devices can communicate and interact with others over the Internet, and they can be remotely monitored and controlled.

IR - Infrared

J

JAMB - The vertical components of a door frame

K

KA - Keyed alike

KD - Keyed different

KEEPER - The movable portion of an electric strike which captures the bolt

KEY BLANK - Any material manufactured to the proper size and configuration which allows entry into the keyway of a specific locking device and may then be bitted to become an operating key for the device

KEY CABINET - Cabinet with hooks, Velcro, or other means designed to store keys systematically

KEY CONTROL - Any method or procedure which limits unauthorized acquisition of a key and/or controls distribution of authorized keys, 2. a systematic organization of keys and key records

KEY CUT(S) - The portion of the key blade which remains after being cut and which aligns the tumbler(s)

KEY PULL(S) - A lock specification which indicates by quantity and orientation the position(s) in which a key may be withdrawn

KEY RETAINING - Optional locking feature that only permits removal of the key when the bolt is in the locked position

KEY SYMBOL – designation used for a key combination in the standard key coding systems (A, AA, AA1, etc.)

KEY SYSTEMS SCHEMATIC – Block drawing utilizing keying symbols that show the hierarchy of all the keys within a master key system. It also indicates the structure and possible expansion of the system.

KEYED – Combined. Pertaining to a function of a lock or exit device which requires a key with a specific combination

KEYED ALIKE - Two or more locks or cylinders which have or are to have the same combination.

KEYED DIFFERENT - A group of locks or cylinders, each of which is to be combined differently from the others.

KEYHOLE – a hole the key enters to operate a lock or latch. Also referred to as a keyway, especially in a cylinder mechanism.

KEYING - Any specification for how a cylinder or group of cylinders are to be combined in order to control access

KEYING CONFERENCE – meeting between the end-user and key systems provider to determine the structure, levels of keying, key symbols, plans for future expansion, etc.

KEYING SCHEDULE – detailed list of the key system. How cylinders are to be keyed, quantities, markings, shipping instructions, etc.

KEYPLAN – An organized format documenting the following specifics prior to generating a key system: location ID, (States, Districts, Regions), Company subdivisions, Store names etc., Master & Control key requirements, key stamps, etc.

KEYWAY - The opening in a lock or cylinder which is shaped to accept key bit or blade of a proper configuration, 2. the exact cross-sectional configuration of a keyway as viewed from the front.

KRC - Key Removable Core – Delta Lock product line - disc tumbler- "R" or "L" keyways

L

LARGE FORMAT INTERCHANGEABLE CORE – (LFIC) An interchangeable core format which is too large to fit into a small format interchangeable core housing

LASER CUT - A way of cutting a key so that the roots of adjacent cuts are connected by a straight-line cut; 2. a way of cutting a key so that the root of a shallow cut is widened until it intersects the included angle of an adjacent deeper cut

LATCH - A mechanical or magnetic door fastener which can automatically keep a door, gate, etc., closed

LATCH BOLT - A spring actuated bolt, normally with one or more beveled surfaces, which, when aligned with the strike, engages it automatically

LEFT HAND (man door) - An inward swinging door with hinges on the left side, using the outside of the door as reference

LEFT HAND REVERSE BEVEL (door) - A left-handed door which swings outward

LEVELS OF KEYING – breakdown of a master key system into hierarchies of access.

LEVER HANDLE - A turn device in the general shape of an "L" used on certain locks and latches, as an alternate to a knob for ease of use

LOCAL ALARM - An alarm that is annunciated in the immediate vicinity of the activating device

LOCK - Any device which prevents access or use by requiring special knowledge or equipment

LOCK BIBLE – The lock bible is the part of the lock cylinder assembly that consists of: The bottom pins, the top pins, any and all master pins (master wafers), the pin stack spring (this and the previous items constitute the pin stack) and the drilled chambers that hold each pin stack. A locksmith refers to this total number of items and the drilled holes in the lock cylinder they rest in as the **LOCK BIBLE**.

LOCKSET - A locking device, complete with trim, mounting hardware and strike

LOCKSMITH - A person with the knowledge and ability to select, install, service and bypass all the components of an electrical or mechanical lock - usually have the initials "BB"

LUBRICATION - Oil should NEVER be used to lubricate pin or tumbler cylinders. Graphite is the conventional lubricant for these mechanisms.

M

MAGNETIC LATCH- A latch which uses magnetic force to stay engaged with its strike

MAN DOOR - A door designed to allow access by a person. It may be located in a wall, or in another, larger, door which has other purposes.

MASTER KEY – A key which operates all the master keyed locks or cylinders in a group, each lock or cylinder usually operated by its own change key

MASTER KEY SYSTEM - Any keying arrangement which has two or more levels of keying, 2. a keying arrangement which has exactly two levels of keying

MASTER KEYED – a lock or latch capable of being operated by a master key as well as its own operating key.

MICRO SWITCH - An electric switch that can be operated rapidly by a small movement.

MORTISE – a recess cut into the edge of a door or drawer designed to receive a corresponding projection (a tenon) on another part so as to join or lock the parts together.

MORTISE CYLINDER - A threaded cylinder used in mortise lock applications. The cylinder is threaded so it can be screwed into the lock body.

MORTISE MOUNT– To prepare by removing stock material from the edge of a door, drawer, frame or opening to create a recess which allows the flush fit or in setting of relevant lock or other hardware

MULLION – A vertical center post in the frame of a pair of doors

N

NATIONAL SERVICE PROVIDER - A nationwide maintenance contracting company who supplies the sub-contracted services of a local technician to a customer

NIGHT LATCH - A rim mounted auxiliary latch bolt

NMK – abbreviation indicating a “non-master keyed” system

NON-CAPTIVE – A lock that has more than 1 key pull (usually 2 but more are possible. The key can be removed when the lock is in the open or closed position.

NON-HANDED -Hardware that is manufactured in a way, which allows installation on doors of any orientation without requiring modification or adjustment to accommodate the door orientation

NON-KEY RETAINING -A lock whose key can be removed in both the locked and unlocked positions.

O

OFFSET CAM - A cam which is bent to have its ends in different planes

OPERATING KEY - Any key which will properly operate a lock or cylinder to lock or unlock the lock mechanism and is not a control key or reset key, see also “change key”

OVERRIDE CODE - In an electronic lock, a factory-set or user-set combination that will always open the lock

P

PADLOCK – A detachable and portable lock with a shackle which locks into its case

PANIC BUTTON - Any switching device in an alarm system designed to be activated by a person in a panic situation. It creates an immediate alarm condition

PASSAGE FUNCTION – (Privacy) There is no key cylinder. They can be locked from the inside with a thumb turn or push button for privacy, and they are typically unlocked from the outside using a tool rather than a key.

PIN TUMBLER - a lock mechanism that uses pins of varying lengths that prevent the lock from opening without the correct key.

PINNING CHART – (Load Chart) A numerical diagram which indicates the sizes and order of installation of the various pins into a cylinder. The sizes are usually indicated by a manufacturer's reference number which equals the quantity of increments a tumbler represents.

PLUG – See Core

PLUNGER LOCK - Various spring-loaded locks or cylinders which move in or out to accomplish a locking function

PROPRIETARY - A keyway and key section assigned exclusively to one end user by the lock manufacturer. It may also be protected by law from duplication.

PUSH BUTTON LOCK – A self-contained lock with controls that must be pressed in a specific pattern or sequence to open the lock

R

RF – Radio Frequency - Radio Frequency operates at 8.2 MHz

RFID - Radio Frequency Identification - An identification technology using short range radio frequency transmission

RAIL - The horizontal construction member located on the top and bottom of a door

RATCHET LOCK - A lock which adjusts to fit different applications by sliding one part through another, held by a pawl engaging one of several cogs

RATED - A product's compliance with one or more recognized standards such as UL.

READER - A device used in an access control system to interrogate an electronic, magnetic or optical type of credential

RECORE - To rekey by installing a different core

REKEY - To change the existing combination of a cylinder or lock

REMOVABLE CORE - A key removable core which can only be installed in one type of cylinder housing, e.g., rim cylinder or mortise cylinder or key-in-knob lock

RESET CODE - In an electronic lock, a factory-set or user-set code or combination that will restore all factory default settings except the current reset code and the audit trail

RESTRICTED - A keyway and corresponding key blank whose sale and/or distribution is limited by the lock manufacturer in order to reduce unauthorized key proliferation

RETAINER – A specific component in a lock mechanism which preserves the position of another component

RIGHT HAND (man door) - An inward swinging door with hinges on the right side, using the outside of the door as reference

RIM CYLINDER - A cylinder typically used with surface applied locks, attached with a back plate and machine screws. It has a tailpiece to actuate the lock mechanism.

RIM EXIT DEVICE - An exit device mounted on the door surface

RIM LOCK - A lock or latch typically mounted on the surface of a door or drawer

RIM MOUNT - Used to describe the installation. A rim mounted lock sits on the mounting surface, as opposed to a mortise mount which is flush with the surface (requiring surface prep).

ROSE – a cylinder Rose (or ring) is a shaped metal disc which surrounds the outer face of the cylinder

S

SAFE - A substantial, secure container with varying degrees of security and/or fire resistance, used to store valuables against fire or theft

SASH LOCK – an upright mortice lock, consisting of a latch bolt and a key operated bolt.

SECOND GENERATION DUPLICATE - A key reproduced from a first-generation duplicate

SHACKLE - The part of a padlock, which passes through an opening in an object or fits around an object and is ultimately locked into the case.

SHEAR LINE - A location in a cylinder at which specific tumbler surfaces must be aligned, removing obstruction(s) which prevented the plug from moving

SMALL FORMAT INTERCHANGEABLE CORE (SFIC) - a removeable core that can be used in most core manufacturer's product lines. Recognized by its universal figure 8 shape and small size, no tools other than the control key are needed to remove or install the core.

SMART - Pertaining to a device programmed to be capable of some independent action

SPLIT ASTRAGAL - astragal constructed of two pieces; each piece being mounted on either door of the pair and abutting to create a seal

SPRING BOLT – aka a Latch Bolt operated under spring pressure, having no dead latching feature

STAND ALONE – self-contained electronic lock device; or b) a self-contained building or structure.

STANDARD KEY CODING SYSTEM - Uniform industry standard system of designating all keys and/or cylinders in a master key system.

STAPLE – part of a hasp and staple for use with a padlock. The padlock shackle passed through the eye or hole in the staple.

STOREROOM FUNCTION – lockset function which always requires a key to retract the latch and enter the room

STRIKE PLATE OR STRIKER – a shaped flat metal plate fixed to the door frame or jamb with one or more bolt holes that the bolt slides or shoots into.

SUITE (OF LOCKS) – Group or collection of different types of locks incorporated together under a Master or Grand Master Key

T

TAILPIECE - a piece added at the end, an end piece or appendage

TENON - a projecting member in a piece of wood or other material for insertion into a mortise to make a joint

THROW - The distance a bolt or latch projects from the faceplate or case of a lock in the extended position

THUMB TURN CYLINDER - A cylinder with a turn knob rather than a keyway and tumbler mechanism

TIP TO BOW - A specification that a bitting combination is recorded starting at the tip and proceeding to the bow

TOLERANCE - The deviation allowed from a given dimension

TOP MASTER KEY (TMK) – Highest level master key in a master keyed system.

TRIM - Exposed components of a lockset or latch set, which allow operation, enhance appearance or provide protection

TRUNNION - The part of a lever lock that accepts the key and stabilizes it. Typically, a single piece or an assembly consisting of some combination of a nose, guide and foot.

V

VISUAL KEY CONTROL (VKC) - A specification that all keys and the visible portion of the front of all lock cylinders be stamped with standard keying symbols.

W

WAFERS – see disc tumblers