Reinstalling Space Bar

If your space bar inadvertently comes off the keyboard, please review the following steps to put it back in place:

Step 1: Fit the two wire ends into the tabs next to each scissors assembly as shown.

Step 2: Flip the solid end of the wire down as shown.

Step 3: Gently fit the bar or two tabs at the top of each scissors assembly into the top of the space bar key cap as shown.

Step 4: Gently flip the key down.

Step 5: Before you press down on the key to click it into place, be advised that if you press too hard, you may break the underlying scissors assemblies. If this happens, you need to contact Technical Support for repair.

Now, press down gently on the key, one side at a time, until you hear it click into place.

In the unlikely possibility that one of your device's keys becomes separated from its row location, you can probably reinstall it yourself. Before attempting to do so, please review all the reinstallation instructions below.

The piece involved in a key reinstallation is the keycap itself, but may also include the underlying 2-piece, white plastic scissors assembly. Instructions for reinstalling the scissors assembly follow the key reinstallation instructions below.

Reinstalling the Key

If only the keycap itself has come off your keypad, begin by looking closely at the underside of the keycap to make sure there are no broken prongs, which are the protruding u-shaped clasps and hooked pegs that help to keep the key in place. (Note also the plus sign in the center, which we’ll reference below.) The photos below show the two main styles of keys. Although they look different from each other, they have the same basic structure.

Call with any questions about reinstalling any of your keys or space bar.
Reinstalling the Key (Cont.)

If the prongs appear undamaged and the key’s underlying scissors assembly is still in place on your keyboard (as shown at left), begin the repair by gently lifting the bottom of the scissors assembly and fitting the bar or two tabs at the top of the assembly into the top of the key cap as shown. Gently flip the key down.

Before you press down on the key to click it into place, be advised that if you press too hard, you may break the underlying scissor pieces. If this happens you would need to contact the Technical Support Department for repair.

Now press down gently until you hear the key click into place on the left and right sides. If it clicks in place on one side, carefully push on the opposite side until it clicks.

NOTE: If you don’t have it perfectly aligned, wiggling the key slightly as you press down may help.

Reinstalling the Scissors Assembly

If one or both of the white scissors assembly pieces are still attached to the keycap, separate them from the keycap. Now place the two scissor pieces in front of you, so the square piece is on your left and the round piece is on your right. (There are two types of round assemblies; you may have either type. Both are shown to the right.) For correct assembly, the pieces need to have their correct sides facing up. The square piece should be tilted slightly towards the right and the round piece should tilt slightly towards the left.

Reinstalling the Scissors Assembly (Cont.)

Now slide the round piece underneath the square piece and come up through the center of the square piece. Halfway up, maneuver the small knobs on each side of the round piece into the holes on each side of the square piece one at a time, to create the scissoring action.

NOTE: The four arrow keys and the top row of keys have a left-right orientation to the scissors. All other keys have an up/down orientation. Directions on below are given for a left/right scissor orientation. If your scissors have an up/down orientation, then the square piece goes at the top, or “up.”

Take the two joined pieces, which are now one piece, and place the assembly onto the keypad.

Study the space where the scissors piece fits. The left side has two little “slider” bars. The right side has a narrow vertical channel.

Place the left side or square part of the scissor piece to the far left of the keypad area where it is to fit and then slide it underneath the two slider pieces. Slide it all the way to the right.

Now, you should be able to click the right side into the narrow channel just by pressing down. You should hear it click soundly into place. It should end up looking just like the image at right.

Now follow the previous steps outlined to replace the keycap.

If you are still unable to correctly reinstall the key, please contact Technical Support Department toll free at (800) 338-4204, 6:30 a.m.-7:00 p.m. Central Time, or email us at: support@renlearn.com to secure an estimate for key replacement and/or repair.