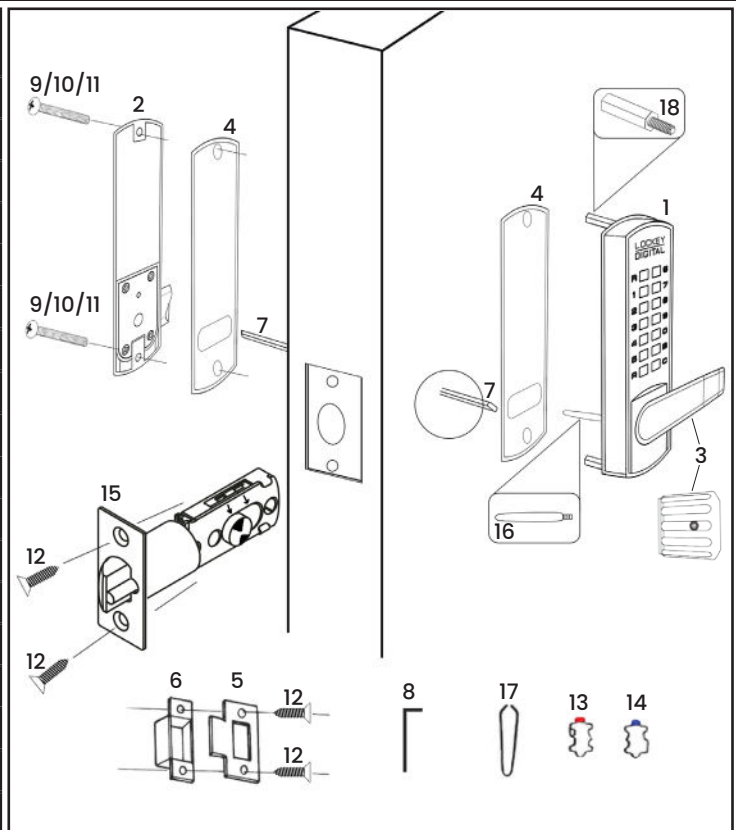


Part #	Part Name	# Included	DC Lock # Included
1	Outside Body	1	1
2	Inside Body	1	1
3	Lever/Knob	2/2	2/2
4	Rubber Trim Plate	2	2
5	Strike Plate	1	1
6	Mortised Striker	1	1
7	Spindle	1	1
8	Allen Wrench	1	1
9	Machine Screw M4 x 30mm	2	2
10	Machine Screw M4 x 40mm	2	2
11	Machine Screw M4 x 50mm	2	2
12	Wood Screw M4 x 16mm	4	4
13	Extra Code Tumblers (Red)	1	2
14	Extra Non-Code Tumblers (Blue)	2	3
15	Adjustable Latch (2 3/8" - 2 3/4")	1	1
16	Support Pin	1	1
17	Tweezers	1	1
18	Hex Bolts	2	2



### Important information about your lock:

- When the door is closed, the system locks automatically.
- From the inside, unlock using the knob or lever. For DC locks, unlock using the User Code, followed by the knob or lever.
- From the outside, unlock by pressing 'C' (CLEAR), followed by your User Code.
- Your lock is equipped with a PASSAGE FUNCTION, allowing you to leave the door unlocked.**

#### To enable the passage function:

Press 'C' (CLEAR), then 'R' (PASSAGE), then enter User Code.

#### To disable the passage function:

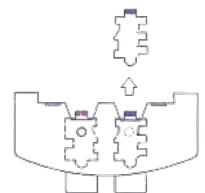
Press 'R' (PASSAGE), followed by 'C' (CLEAR).

#### To disable the passage function PERMANENTLY:

Remove the 'R' (PASSAGE) tumbler, leaving that slot empty.

**IMPORTANT:** Always press and hold the 'C' Button when removing and inserting Tumblers. Refer to 'How to Change Code' instructions on reverse side.

R Tumbler



### Installing your lock:

**Step 1: Before installing, if you would like to change the user code, follow instructions on reverse side.**

#### Step 2: Prepare door for installation with template.

Place the supplied template on door and fold along the door edge. Mark holes for 2 3/8" or 2 3/4" backset. Drill holes as instructed.

#### Step 3: Identify door handing, attach support pin (#16), attach hex bolts (#18)

**Right Hand Doors**- From exterior of door, hinges are on the right side.

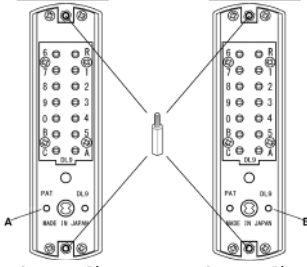
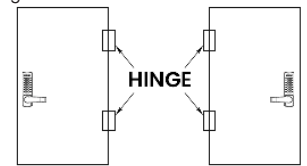
If you have a Right Hand Door, screw support pin (#16) into position A.

**Left Hand Doors**- From exterior of door, hinges are on the left side.

If you have a Left Hand Door, screw support pin (#16) into position B.

Next, screw hex bolts (#18) into the top and bottom as shown.

Right Hand Doors      Left Hand Doors



Support Pin Position A

Support Pin Position B

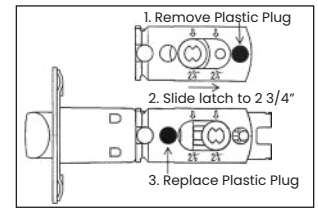
#### Step 4: Install Handles (3830 Knobs or 3835 Levers)

Using the allen wrench, install handles (#3) to the inside and outside lock bodies. Secure with set screws.

**\*\* IMPORTANT \*\* 3835 Lever handles should point toward door hinges.**

Note: 3835 has a slip clutch to prevent damage during an attempted forced entry.

If you find the lever handle pointing down, pull lever back to desired position.

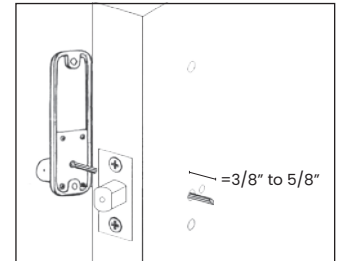


#### Step 5: Adjust Latch (#15) (if necessary) and Install

Adjustable latch is preset to 2 3/8" backset.

To adjust: remove plastic plug, slide to 2 3/4", and replace plastic plug.

Insert Adjustable Latch into the door. Secure with two wood screws.



#### Step 6: Verify Correct Spindle (#7) Length

After installing latch, hold Inside Body (#2) and Rubber Trim Plate (#4) to door.

Place Spindle through latch, into the Inside Body as far as possible.

Spindle should extend from exterior of door 3/8" minimum to 5/8" maximum.

If Spindle is too long, cut it to the correct length using pliers.

**\*\* IMPORTANT \*\* SPINDLE LENGTH**

If spindle extends less than 3/8", it may not engage the lock.

If spindle extends more than 5/8", it will cause the lock to bind.

#### Step 7: Install the Lock

Place the Rubber Trim Plate on the backside of the Outside Body.

Hold Outside Body (#1) to the door.

Hex bolts should extend into the top & bottom holes.

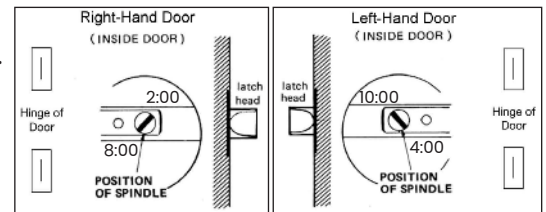
Support pin should extend through the hole in the latch.

**\*\* IMPORTANT \*\* SPINDLE ANGLE**

Insert the spindle as directed below:

**Right Hand Doors: From inside, insert spindle through latch, into Outside Body in 2:00/8:00 position.**

**Left Hand Doors: From inside, insert spindle through latch, into Outside Body in the 10:00/4:00 position.**



Hold the Inside Body with the Rubber Trim Plate on the backside on the inside of the door.

Using a #2 screwdriver & screws (#9/#10/#11, dependent on door thickness), secure the lock to the door.

Test the operation of the latch by turning the inside knob/lever.

Locate the position where the latch strikes the door frame and install the Strike Plate and Mortised Striker.

**TEST YOUR LOCK:** Press C button, followed by your combination. Turn knob/lever and the lock will open.

**TEST PASSAGE MODE:** Press C button, then press the R button, followed by your combination. The lock will remain in passage mode (unlocked).

**TO LOCK/DISABLE PASSAGE:** Press the R button, followed by the C button. Lock will remain locked.

**NOTE:** If lever/knob must be turned up to unlock, change spindle angle.

If latch sticks, make sure Support Pin is in place and verify spindle is the correct length.

#### Changing the User Code/Combination:

**Step 1:** Using a #2 screwdriver, remove the four red screws.

**Step 2:** Carefully remove cover plate. Springs are attached to the plate.

**Step 3:** Press & Hold the C Button to release the tumblers.

C Button= Clear (DO NOT REMOVE) R Button= Passage (may be removed to disable passage)

**\*\* IMPORTANT \*\* C Button must be pressed and held down when removing and inserting tumblers. Failure to do so will damage the lock and void warranty.**

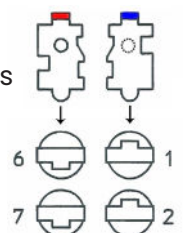
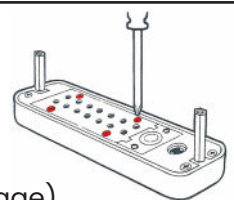
**Step 4:** While holding the C Button, remove/add Code Tumblers (RED) and Noncode Tumblers (Blue) to create your desired code.

**\*\* WARNING \*\* DO NOT FORCE TUMBLERS INTO POSITION**

**Step 5:** After changing your code, release the C Button to secure the tumblers in place.

**Step 6:** Replace the cover plate and secure with the four red screws.

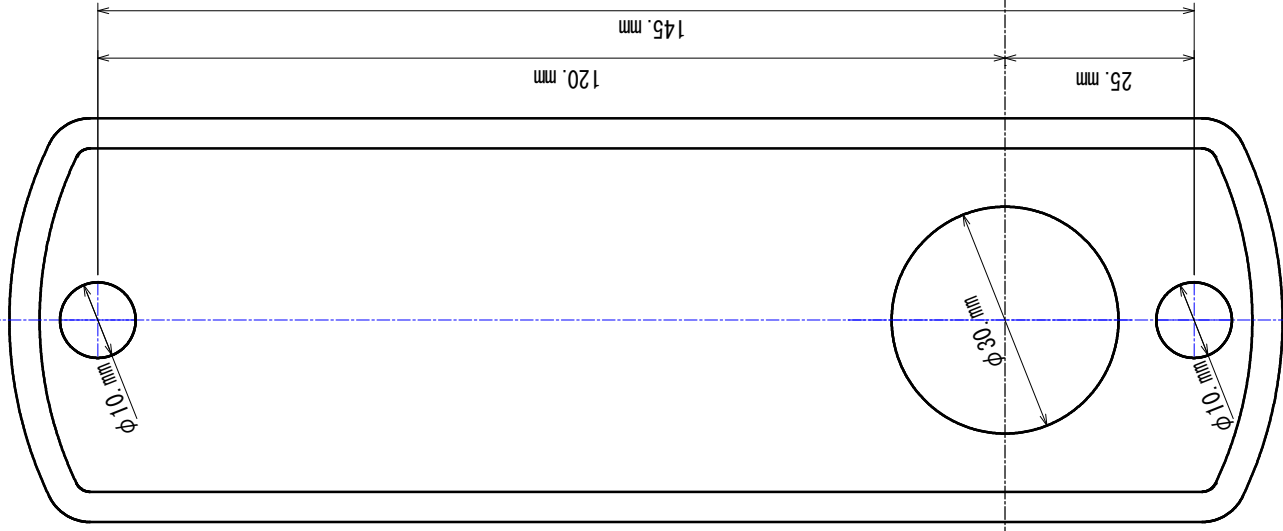
**Step 7:** Test the new User Code/Combination before installing the lock.



# TEMPLATE

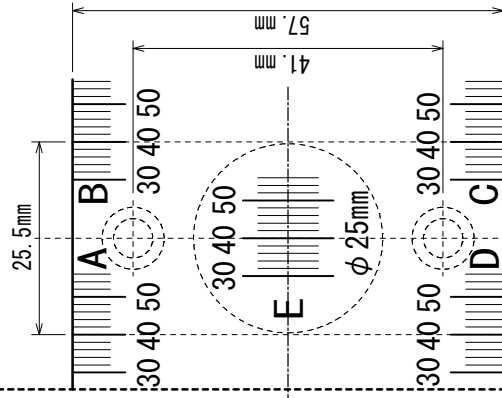
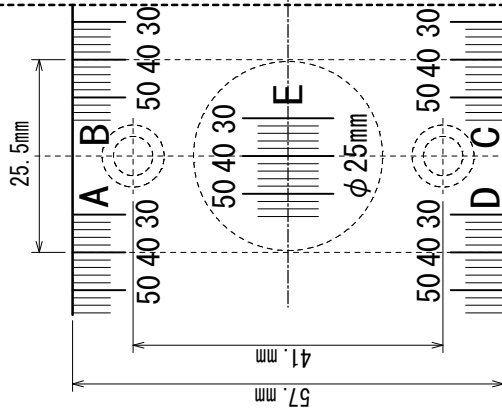
ADJUSTABLE  
RA, LATCHBOLT  
BS60

No.  
No.



FOLD ON EDGE OF DOOR

FOLD ON EDGE OF DOOR



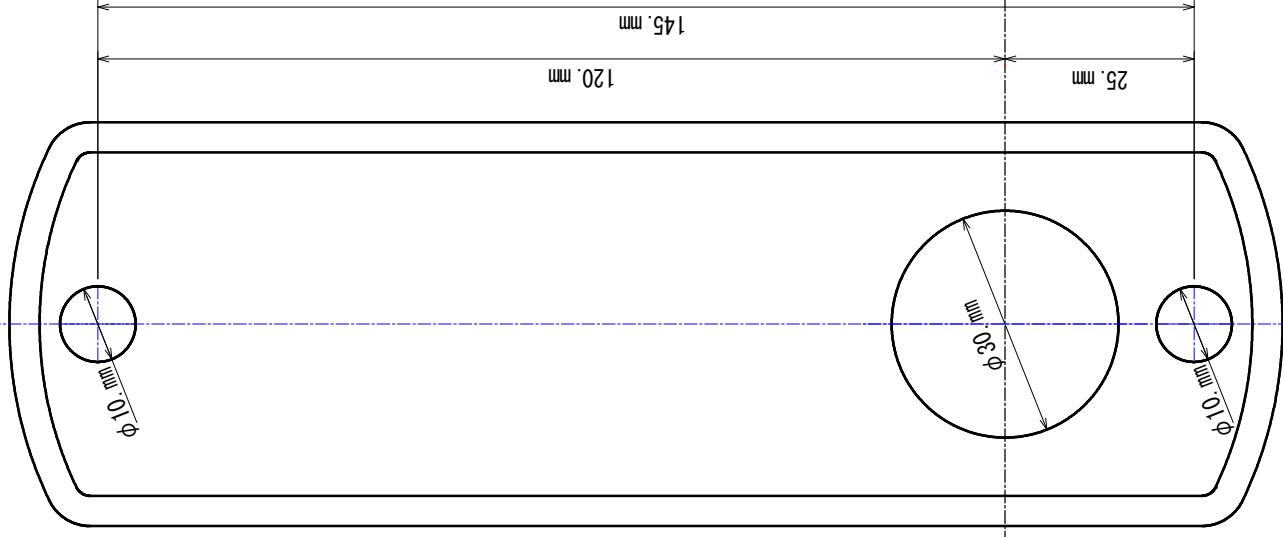
MEASURE CENTER FOR  
25mm HOLE FOR LATCH  
OR ADJUST AS NECESSARY

MEASURE CENTER FOR  
25mm HOLE FOR LATCH  
OR ADJUST AS NECESSARY

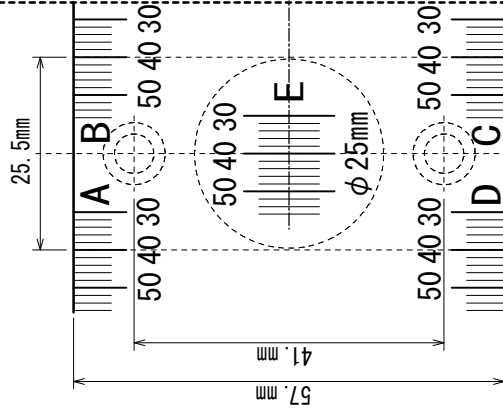
# TEMPLATE

ADJUSTABLE  
RA, LATCHBOLT  
BS70

No.  
No.

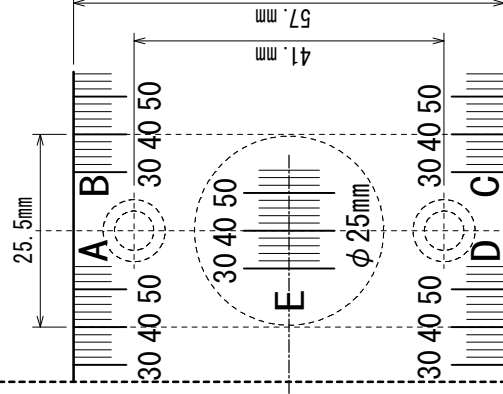


FOLD ON EDGE OF DOOR



MEASURE CENTER FOR  
25mm HOLE FOR LATCH  
OR ADJUST AS NECESSARY

FOLD ON EDGE OF DOOR



MEASURE CENTER FOR  
25mm HOLE FOR LATCH  
OR ADJUST AS NECESSARY