

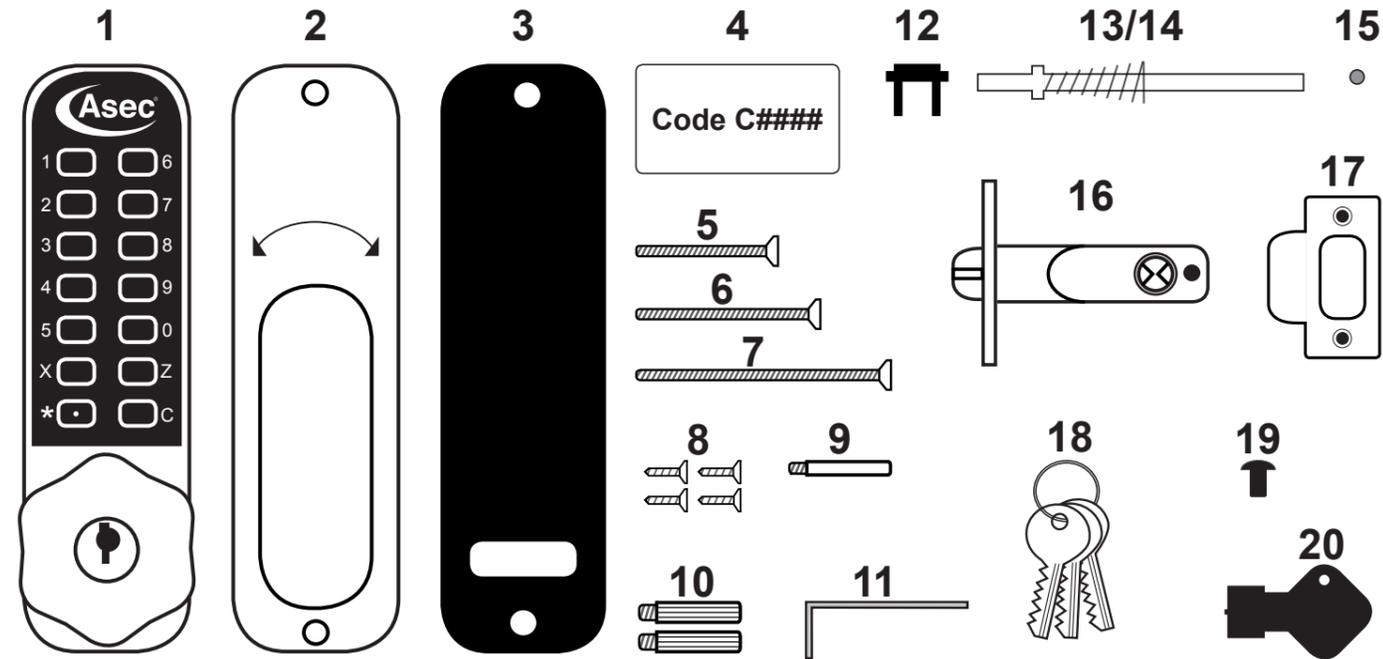
## Installation Problems

Problem	Cause	Solution
The latch cannot be withdrawn when entering and turning the knob.	The unit has been fitted to a left hand hung door.	All units are set to suit a right hand hung door. The unit needs to be removed and reversed. See 'determining the hand of the door' (Page No. 2).
Both inside and outside knobs retract when turned towards the door frame.	The spindle has been set for the wrong hand of door.	Remove the unit from the door and reposition the spindle. See 'fitting & positioning the spindle' (Page No. 4 & 5).
The knob will not turn after the code has been changed.	The code has not been changed correctly.	Revert back to the 'code change' (Page No. 8) and ensure that all of the tumblers are facing the correct way and that all of the tumblers square notches are facing towards the outside edge of the keypad.
The latchbolt does not move smoothly in and out.	The lock has not been installed correctly and may be too tight on the door or the spindle is too long.	Check that the hole for the spindle in the back of the keypad and inside handle are in alignment with the hole in the latch. Check that the latch is positioned horizontally and the forend of the latch is parallel to the door edge. Also check the spindle length, it may be too long and binding against the inside handle or keypad spindle holes.
The keypad knob turns after entering a correct code but does not retract the latch.	The spindle has been cut too short or has been positioned incorrectly.	If the spindle is too short it will not engage with the keypad knob or inside handle. If the spindle has been placed incorrectly please refer to 'fitting & positioning the spindle' (Page No. 4 & 5).

## After Installation Problems

Problem	Cause	Solution
The keypad knob turns freely without having to enter any code.	The code has been changed and a new code has not been set. The knob has been forcibly turned without the correct code being entered.	Follow the code change instructions on (Page No. 8) to set a code. If the knob has been forced the keypad will need to be returned to supplier for repair.
The inside handle lever does not return to the upright position after turning.	The inside handle return spring has broken.	Please contact your supplier for a replacement handle return spring or inside handle.
The latchbolt does not engage with the strike and the door remains in the open position.	The latch is not entering the hole in the strike plate.	Your door or frame may have warped since the lock was installed. Check that the latchbolt is in line with the hole in the strike plate. Re-align position of the strike if necessary. Make sure the anti-thrust pin on the latch does not enter the hole in the strike plate. See Page No. 6 & 7.

## Parts List



Part No.	Description	Model (Contents supplied with unit)		
		AS3301	AS3302	AS3303
1	Keypad	•	•	•
2	Inside handle	•	•	•
3	Gaskets (Pair)	•	•	•
4	Code Card	•	•	•
5	35mm Machine Screw (Pair)	•	•	•
6	50mm Machine Screws (Pair)	•	•	•
7	80mm Machine Screws (Pair)			•
8	Wood Screws (x4)	•	•	•
9	Latch Support Post	•	•	•
10	Hexagon Fixing Posts (Pair)	•	•	•
11	Hex Key			•
12	Hold back Snib Blank	•	•	•
13	108mm Sprung Spindle	•	•	
14	120mm Sprung Spindle			•
15	Rubber Grommet (Spare)			•
16	Tubular Latch (60mm Backset Standard)	•	•	•
17	Strike Plate & Box Keep (To Suit Tubular Latch)		•	•
18	Key Override Keys (x3)			•
19	Deactivating on door code change plug	•	•	•
20	Code Change key	•	•	•

**Guarantee:** If your lock should develop a fault within 1 year from date of purchase, due to inferior materials or workmanship the goods will be repaired or replaced free of charge.

Please call our the help line for spares, repairs and technical advice.

**Disclaimer:** Under no circumstances should the lock be dismantled as this will invalidate the warranty.

# Preparation

Please check that all the parts are working correctly. Enter the factory preset code as on the code card (**Part No.4**), rotate the knob on the keypad one turn clockwise, re-enter the code and turn the knob anti-clockwise ensuring that the follower on the back of the keypad rotates each time. The knob should return easily under its spring pressure. If you intend to change the code please refer to 'code change' instructions (**Page No.8**), the code can be changed with the keypad fitted on/off the door.

Make sure that the Inside handle (**Part No.2**) rotates freely and returns under its spring pressure.

Check that the latch bolt on the tubular latch (**Part No.16**) moves freely by pressing the latchbolt at the end, and also turning the spindle (**Part No.13/14**) in the hour glass shaped follower on the tubular latch.

## Determining the hand of the door

Many of the installation instructions refer to the handing of the door. The hand of the door is determined with the door in its closed position from the exterior or keypad side of the door.

**A)** Right hand door – door opens inward (push), hinged on the right side.

**B)** Left hand door – door opens inward (push), hinged on the left side.

**C)** Right hand inward opening – door opens outward (pull), hinged on the right side.

**D)** Left hand inward opening – door opens outward (pull), hinged on the left side

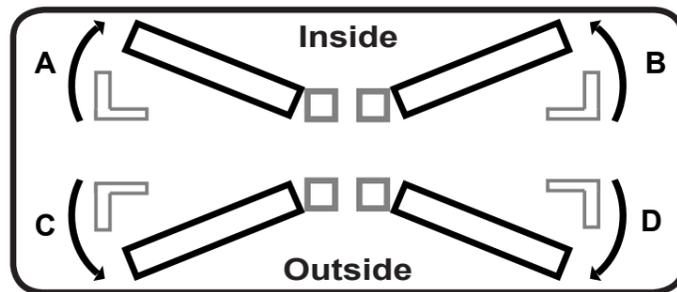


Fig.1

## Changing the Handing of the Unit

If the unit is being fitted to a right hand hung door as per the 'determining the hand of the door' nothing will need to be changed on the unit.

If the unit is being fitted to a left hand hung door the only part that will need to be changed would be the blue handing screw on the back of the inside handle from point **A** to point **B** as per Fig.2.

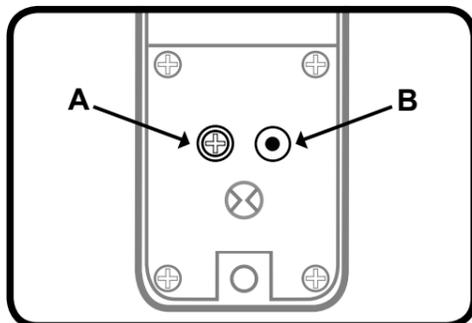


Fig.2

## Fitting the Latch Support Post

Fit the latch support post (**Part No.9**) in hole **A** for a right hand hung door or **B** for a left hand hung door as per Fig.3.

Please refer to the 'determining the hand of the door' if you are unsure what hand of door the unit is fitted to.

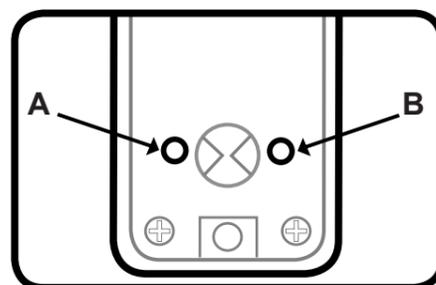


Fig.3

# Operating & General Use

## Operating the Keypad with the Code

When operating the keypad using the code, the 'C' button is to be pressed before entering the code. Pressing the 'C' button ensures that the coding chamber is clear of any buttons that may have accidentally been pressed.

1. Press the 'C' button to clear any pressed buttons.
2. Enter the code.
3. Rotate the knob handle away from the edge door. The door can be pushed/pulled to open.
4. The knob handle can be released and the unit will reset. The door can be closed and the unit will be locked from the keypad side.

## Operating with the Key Override

The following instructions are only applicable for the AS3303 model with built-in key override.

1. Insert the one of the correct keys (**Part No.18**) into the cylinder in the keypad knob handle.
2. Rotate the key away from the edge of the door. Clockwise (right) for a right-handed door or Anti-clockwise (left) for a left hand hung door.
3. Pull/push the door open.
4. With the door open, the key can be removed from the cylinder. The door can be closed and the unit will be locked from the keypad side.

## Operating the Inside Handle

1. Rotate the paddle handle away from the edge door/towards the hinges. The door can be pushed/pulled to open.
2. The handle can be released. The door can be closed and the unit will be locked.

## Operating the Holdback Function

To operate the holdback function the handle will need to be turned a full 90° to the left or right (depending on the handing of the door as per Fig.20).

If the unit is fitted to a left hand hung door the handle will need to be turned to the right (clockwise) and the snib will need to be pushed to the left. If the unit is fitted to a right hand hung door the handle will need to be turned to the left (anti-clockwise) and the snib will need to be pushed to the right. When the snib has been pushed across the handle will stay in the rotated position and the latchbolt in the edge of the door will be withdrawn.

To release the holdback function a small amount of pressure will need to be applied to the handle to allow you to push the snib across. With the snib pushed across the handle will spring back to its vertical position and the latchbolt in the edge door will now be visible.

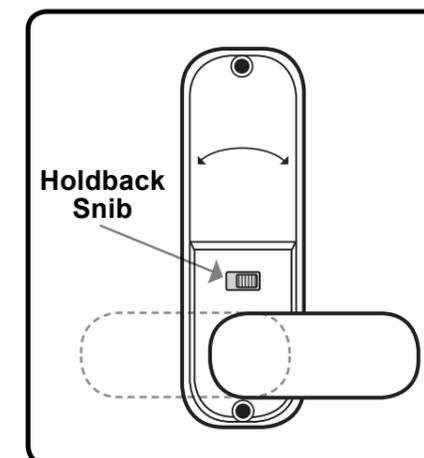


Fig.20

# Removal & Change of Key Override Cylinder

# Preparation

## Removal & Change of Key Override Cylinder

The following is only applicable for AS3303 model only which has built-in key override.

**If the key override cylinder needs to be changed and replaced for another cylinder this is done as follows. To remove the cylinder, the correct keys for the cylinder are required. The cylinder is best removed from unit prior to being fitted onto the door.**

1. Remove the grey grommets located either side of the keypad knob handle; this will expose the head of the grub screws underneath.
2. Using the hex key (**Part No.11**) loosen the grub screws either side of the keypad knob handle until they are flush with the hole. With the grub screws loosened the knob handle will come away and leave the knob handle holder and cylinder exposed.
3. Put one of the correct keys (**Part No.18**) into the cylinder, rotate 90° clockwise/anti-clockwise and pull the key. This will allow the keys, cylinder, cylinder plug and retainer to come out as one as per **Fig.17**.
4. If a different cylinder is to be fitted, the cylinder plug and retainer will need to be removed from the back of the original cylinder and fitted onto the new cylinder. **Note that the cylinder plug is a tight fit into the brass sleeve.**

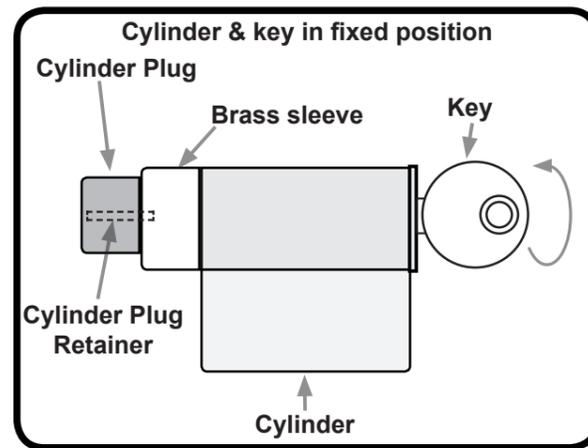


Fig.17

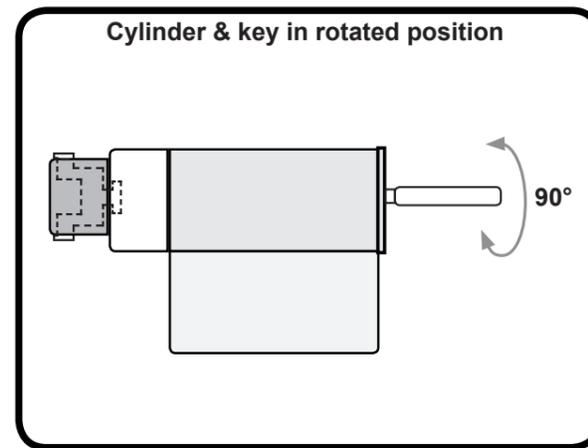


Fig.18

5. When fitting the cylinder plug and retainer to the new cylinder, place the **cylinder plug retainer** in first and rest it on the 2 notches on the **brass sleeve**. When in place, the **cylinder plug** can be pushed into the hole in the brass sleeve as per **Fig.19**.

6. Put one of the correct keys into the new cylinder, rotate 90° clockwise/anti-clockwise and push back into the hole in the knob handle holder as per **Fig.18**. When in position rotate the key back to the fixed position (**Fig.17**) and remove the keys and the cylinder should now be held into the knob handle holder.

7. The knob handle can now be placed back over the knob handle holder, the grub screws tightened and the grommets replaced. Spare grommet (**Part No.15**) supplied in accessory pack.

**Please note if the knob does not return under its own spring pressure after entering the correct code and rotating, the grub screws may be too tight and will need to be loosened.**

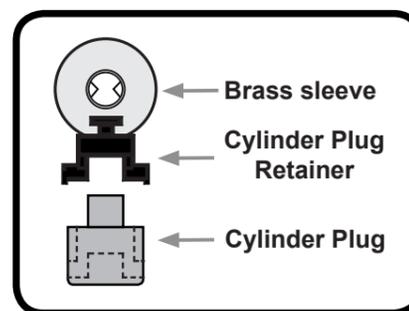


Fig.19

## Fitting the Hexagonal Support Posts

Screw both of the hexagonal support posts (**Part No.10**) into the top and bottom threaded holes of the keypad **A** and **B**, as shown in **Fig.4**.

**Please note the AS3302 and the AS3303 comes with the hexagonal support post already fitted.**

**Do not over tighten the hexagonal support posts as this may strip the thread on either the post itself or the thread in the back of the keypad.**

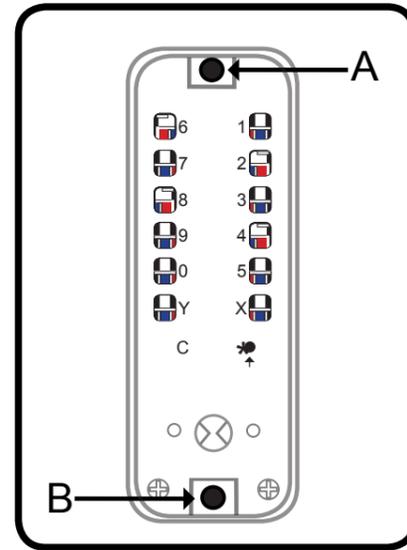


Fig.4

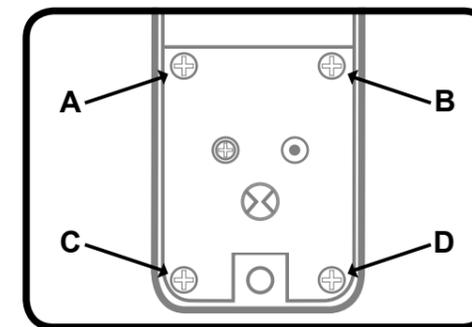


Fig.5

## Removing the Holdback Function

If you do not require the holdback function on the inside handle (**holdback models model only**) this feature can be removed.

On the back of the inside handle (**Part No.2**), unscrew all of the screws as shown on points **A, B, C** and **D** on **Fig.5**.

With the 4 screws removed the plate can now be lifted out of position, this will reveal the holdback snib, which has a spring and ball bearing attached. Remove the holdback snib, spring and ball bearing and place the hold back snib blank (**Part No.12**) in the void.

## Deactivating on the Door Code Change

In the event where it is known the code will never need to be changed on the door, the deactivating on door code change plug (**Part No.19**) from the accessory pack can be fitted prior to the unit being fitted to the door.

On the back of the keypad you will see a hole with a indicating arrow in the top centre.

Using the on door code change deactivation plug (**Part No.19**), insert into the hole with the indicating arrow. Ensuring that the dome part facing upwards as per **Fig.6** below.

Please note that if the on door code change deactivation plug is fitted and the unit is fitted to the door, the code will not be able to be changed on the door. If at a later date the on the door code change function is required, the unit will need to be removed from the door and the on door code change deactivation plug removed.

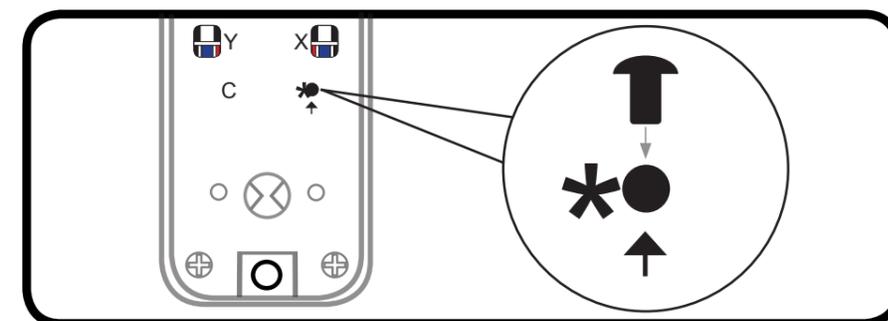


Fig.6

# Installation

## Apply the Drilling Template

Tape the template to the door and ensure that the dotted line on the template is aligned to the edge of the door as per Fig.7.

Mark all four holes (3x8mm & 1x13mm) of the holes as shown on the drilling template.

Mark on the door 'centre line of latch' ensuring that the centre line for the latch is in the centre on the edge of the door.

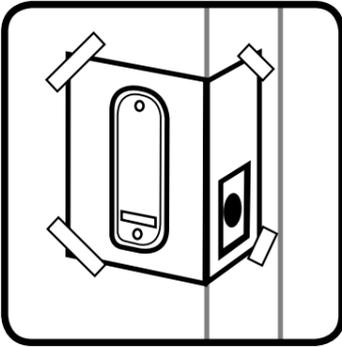


Fig.7

## Drilling the Door & Fixing the Latch

With all the drilling points marked out on the door, the holes can be drilled.

All of the 3x8mm holes and 1x13mm will need to be drilled through the door.

Where the 'centre line of latch' is marked on the template, mark in the centre edge of door and drill a 25mm wide and 85mm deep hole in the edge of the door to accommodate the barrel of the latch.

Insert the barrel of the latch (Part No.16) into the hole in the edge of the door and draw around the rectangular forend of the latch.

With the forend marked, remove the latch from the hole in the door. Now remove 3mm of material from the door so that the face plate of the latch sits flush with the door edge. With the latch positioned in the door it can now be secured using two of the woods screws (Part No.8) via the two screw holes in the forend of the latch.

## Fitting the Keypad

Place one of the rubber gaskets (Part No.3) around the back of the keypad, ensuring that the gasket is the correct way up and that the spindle follower is still visible. As per Fig.8.

The fixing posts at the top and bottom on the reverse of the keypad will sit in the very top and bottom 8mm holes drilled in the face of the door. When in place ensure that the spindle is located into the spindle follower on back of the keypad.

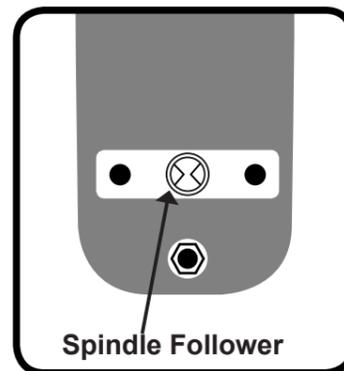


Fig.8

## Spindle Fitting & Direction

### Spindle Fitting

Using the sprung spindle (Part No.13/14), place the long side of the spindle through the 13mm hole in the door and through the latch. The spring will sit on the side of the latch - keeping the spindle firmly engaged in the back of the keypad as per Fig.9.

**Please note if the spindle is to be cut down, only the long side of the spindle is to be cut down. If the short side of the spindle is cut down the key override will not work.**

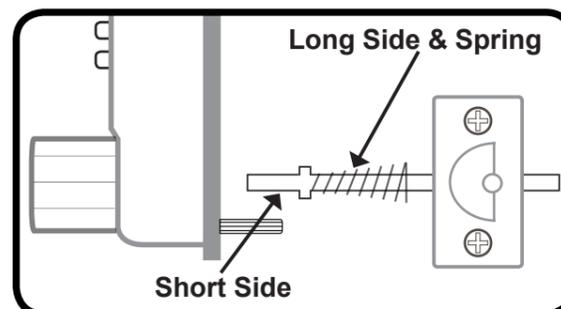


Fig.9

# Identifying Lost Code

## Identifying a lost code

**In the event of a code that has been lost or forgotten the unit will need to be removed from the door.**

1. With the unit removed from the door turn the keypad over and you will see that there is 12 portholes which correlate with the buttons of the keypad, through these holes you will see blue and red lines.

2. Press the 'C' button to reset any buttons which may have been pressed.

3. To identify the code the keypad has been set to, you are looking for the red lines which are closest to the centre of the portholes.

4. As per Fig.16 below, you will see that the red lines on digits 2, 4, 6 and 8 are closest to the centre of the porthole and is the code. All the other holes will show a blue line - these are not in the code. Once all the coded buttons have been pressed all of the 10 holes will have a blue lines in the centre of the portholes.

5. There is no sequence to the code so as long as all the buttons in the code are pressed the knob will rotate.

6. Once you have identified the correct code of the unit, make a note of the code before refitting the unit to the door. The code can be changed with the unit on/off the door - see page 8 for code change.

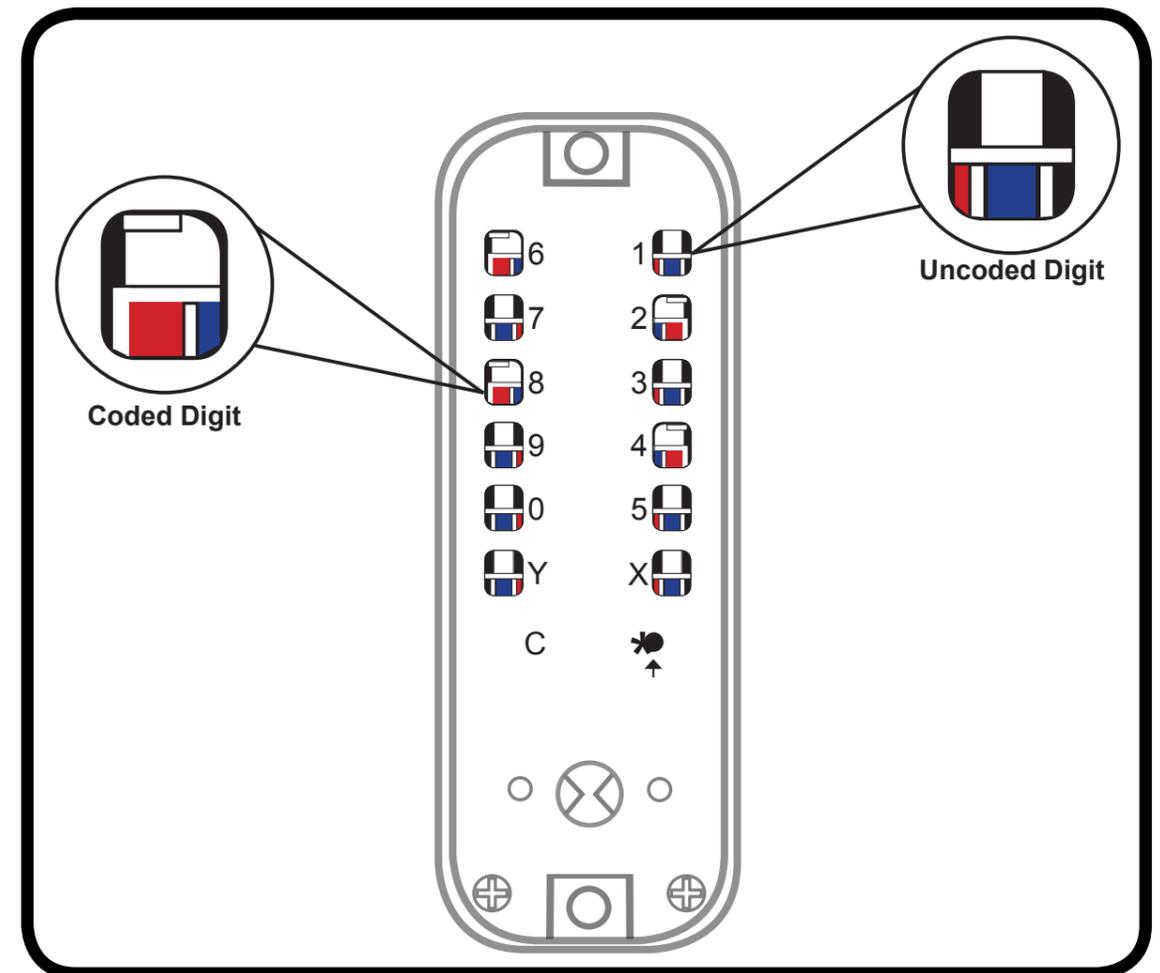


Fig.16

# Code Change

The code can be changed with the unit fitted on/off the door. The unit is non sequential, therefore if the code is set to 1234, the keypad will open if entered 4321, 3214 etc..There are over 4000 different code combinations available.

The code should be changed with the door in the open position.

To change the code you will need to know what the keypad is currently set to and have the code change tool (Part No.20).

1. Enter existing code
2. Using the code change key (Part No.20) insert into the hole in the \* button. Fully press and hold the code change key (until step 5) as per Fig.??.

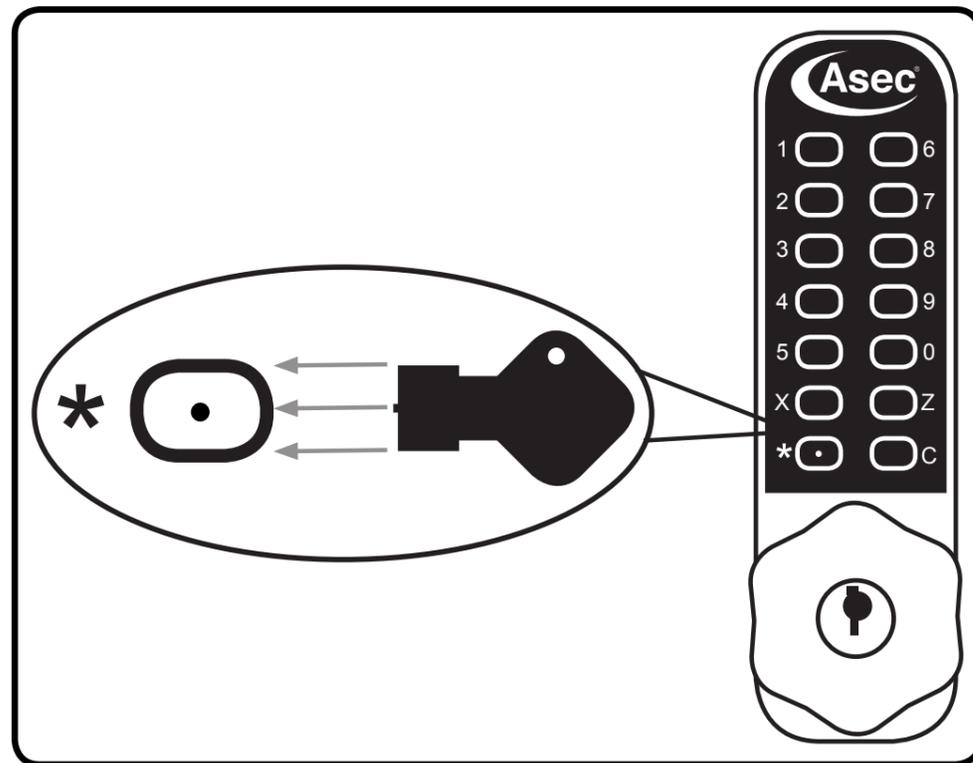


Fig.15

3. Press 'C' button to clear the existing code.
4. Press the digits that are to be in the **new code**. Once the new code has been entered, press all the digits in the code once again to ensure that all the digits in the code are set.
5. Release the code change key from hole in the \* button.
6. Press 'C' button or rotate the knob to set the new code.
7. The new code is now set and ready for use.
8. Check that the code is working 5 times and that it is withdrawing the latchbolt before closing the door.

**Please note:** If a new code has been set and it does not work, the 'C' button has not been pressed when clearing the old code and before inputting the new code; therefore the code will be a combination of the new and old code i.e. if the old code was 1234 and the new code is 6789 the code actually set is 1234-6789. Input both the old and new code and follow the code change from step 2.

If the code has been changed and the keypad knob is free turning, the new code has not been set. Follow the code change from step 2.

# Installation

## Spindle Direction

Once the spindle is at the correct length for the thickness of door. The spindle will need to be facing the correct direction. The spindle needs to face towards the top opening edge of the door. See Fig.10 as to what direction the spindle needs to be facing for the handing of door.

**Please note** If the spindle is facing the wrong way the inside handle will not withdraw the latch and the knob on the keypad will have to be rotated towards the door frame to open. The inside handle and keypad will need to be removed from the door and the spindle repositioned for the unit to operate correctly.

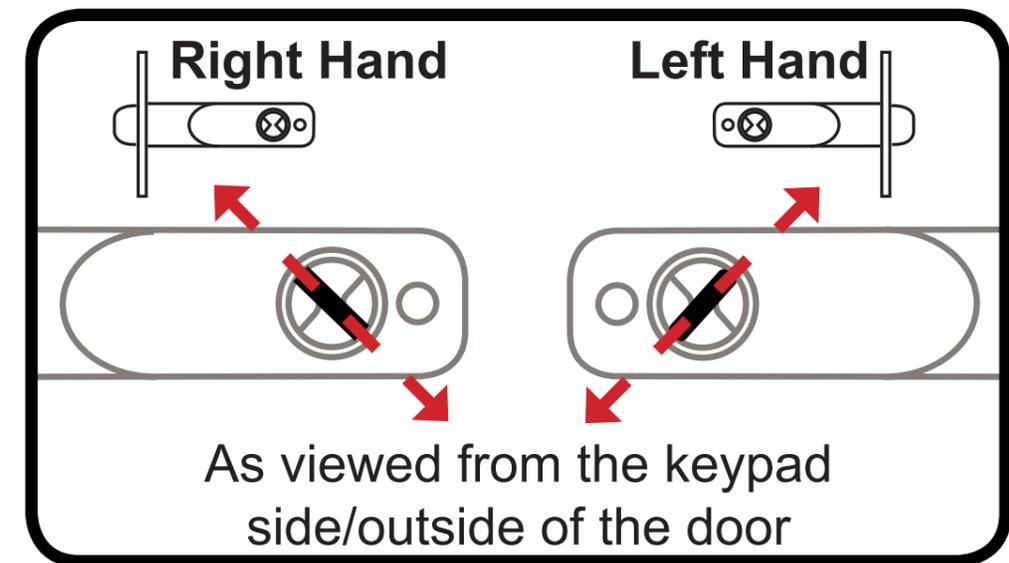


Fig.10

## Fitting the Inside Handle & Securing to the Door

Place the remaining rubber gasket (Part No.3) around the back of the inside handle and as with the keypad side the spindle follower on the back of the inside handle will need to be visible.

With the keypad in place on the door and the inside handle having the rubber gasket in place the inside handle can be offered up to the door and secured in place using one pair of the machine screws (Part No.5/6/7). The length of machine screw used would depend entirely on the thickness of the door.

Once the unit has been secured onto the door the unit can be tested on the set code. Check that both the keypad and inside handle retract the latch fully.

**Please note** if the latch does not retract, the spindle has been put in the incorrect way. Please refer to 'fitting and positioning the spindle' and/or 'spindle direction'.

If the spindle has been cut too short for the thickness of door, you will find that you will only be able to retract the latch from one side of the door (typically the inside handle) and therefore you will need to remove and replace with a longer spindle.

If you find the operation of the unit is very stiff when you are testing, either the unit has been over tightened on the door and would need to be loosened or not enough material has been removed when drilling out the hole for the barrel of the latch and the unit will need to be taken off of the door and more material removed.

# Installation

## Fitting Illustration

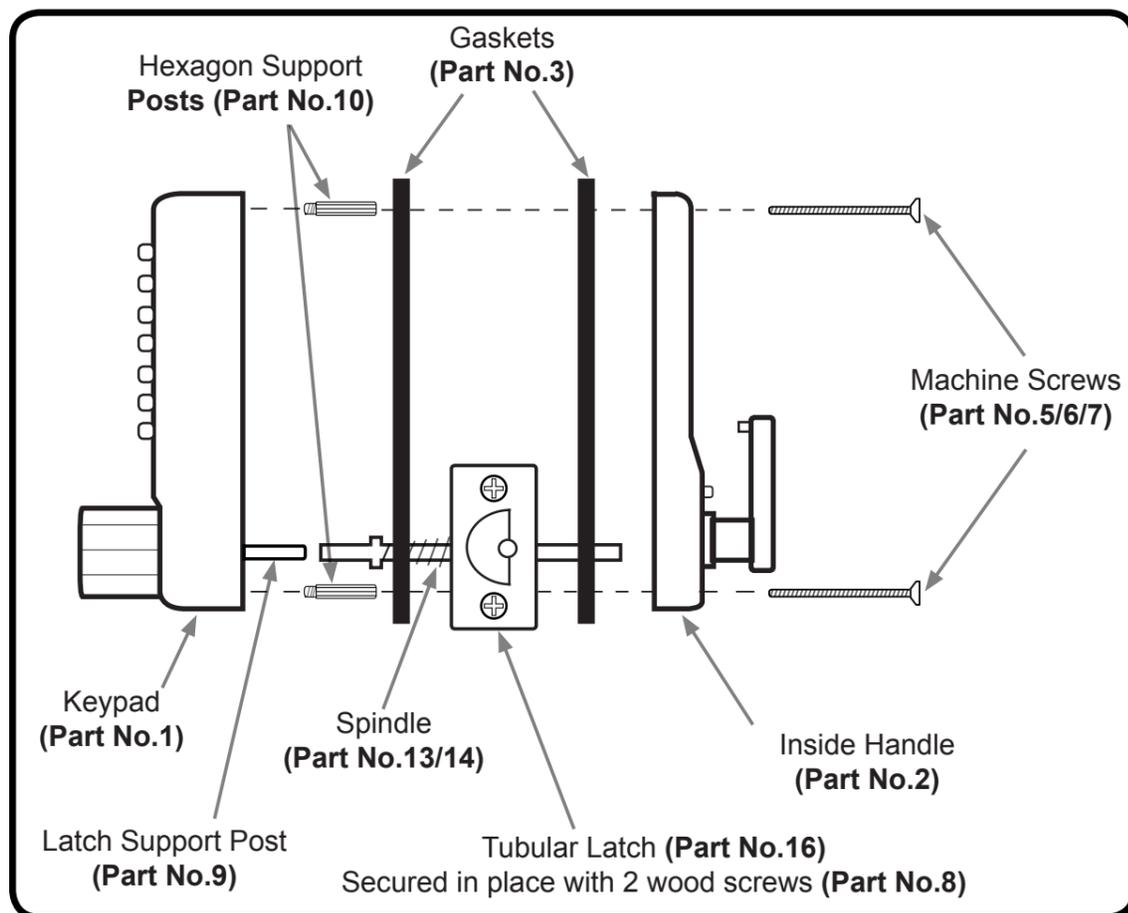


Fig.11

## Fitting the Strike Plate & Box Keep

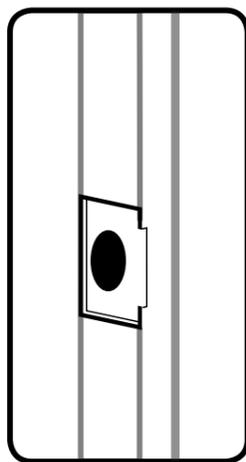


Fig.12

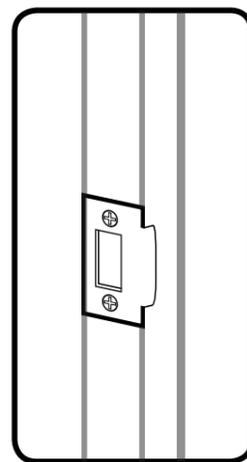


Fig.13

Push the door to the closed position and mark the area on the frame of the door where the strike plate would need to be fitted as per Fig.12 & 13.

Open the door and now mark the inner and outer edges of the strike plate. Using a sharp chisel remove 1mm of material from the frame of the door until the strike plate can sit flush. **Continued on page 7.**

# Installation

With the material for the strike plate removed from the frame of the door, the material for the box keep will need to be removed. Place the box keep in the cut-out made for the strike plate and draw around the box keep. You will need to remove 36mm high, 23mm wide and 13mm deep of material to accommodate the box keep, alternatively a 20mm diameter by 15mm deep hole can be drilled in the frame to allow the latchbolt to fully protrude when the door is in its closed position.

To secure the strike plate and box keep in place, use two of the wood screws (Part No.8). Now that the strike and the box keep have been secured in place the door can be closed. Ensure that the keypad and inside handle withdraw the latch when the door is in its closed position.

**If the operation of the lock is excessively stiff when turning the keypad or inside handle, the strike plate and box keep position will need to be adjusted.**

**Please note** the anti-thrust beside the latchbolt as per Fig.14, this deadlocks the latchbolt and protects it against manipulation. **It must not** enter the hole made for the latchbolt when the door is closed.

**If the anti-thrust pin does go into hole for the latchbolt, adjust the position of the strike plate until the anti-thrust pin sits on the face of the strike plate.**

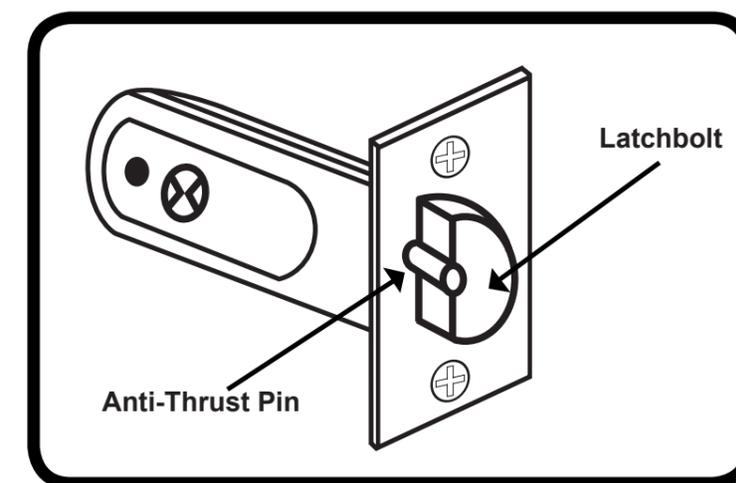


Fig.14

## Final Testing

1. Enter the code into the keypad and rotate the knob away from the edge of the door (towards the hinges). Ensure that the knob handle turns smoothly, retracts the latchbolt and returns under its own spring pressure.
2. Turn the inside handle away from the edge of the door (towards the hinges). Ensure that the handle turn smoothly, retracts the latchbolt and returns back to the vertical position under its own spring pressure.
3. If the unit has key override (AS3303) models, insert the correct key into the keyway and rotate away from the edge of the door (towards the hinges). Ensure that the key turns smoothly, retracts the latchbolt and returns under its own spring pressure.
4. Close the door and check that the latchbolt sits into the strike plate correctly. With the door closed try to push/pull the door open, if the door does not open the latchbolt and strike plate are correctly fitted.

If any of the above are not correct, please refer the troubleshooting guide on page 12.