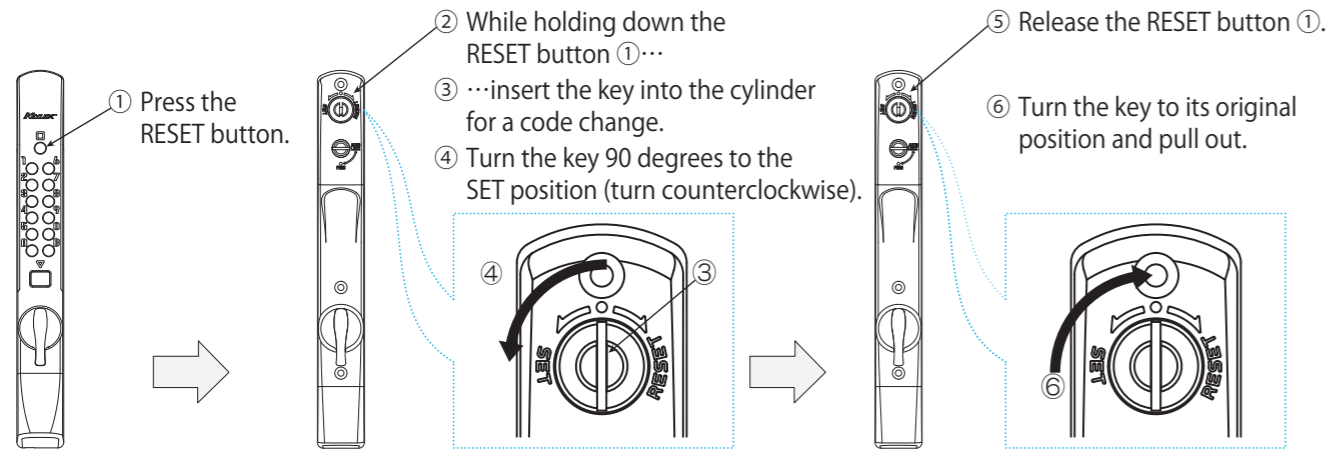## ⚠ If unlock fails after changing the code

If the buttons for code entry or the ENTER button no longer function after you press the RESET button or if entering the set code fails to unlock the door, do the following to clear all set codes:

① Press the RESET button.

② While holding down the RESET button ①···

③ ···insert the key into the cylinder for a code change.

④ Turn the key 90 degrees to the SET position (turn counterclockwise).

⑤ Release the RESET button ①.

⑥ Turn the key to its original position and pull out.

⑦ Press the RESET button, then press the ENTER button. Check to confirm that the lock is disengaged when you turn the lock turn.

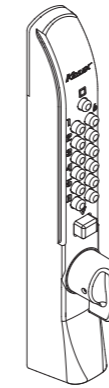⑧ Set a new code. Refer to "How to change the set code" on top of page 3.

⚠ CAUTION Observe the following precautions to ensure safe use of the product:

■ Caution during installation
- ● Always use a manual screwdriver to tighten mounting screws. Do not use an electric screwdriver.

■ Loosening mounting screws
- ● Tighten mounting screws periodically. Loose screws compromise protection against burglaries and may cause the product to come loose and fall off.

■ Excessive protrusion of strike plate
- ● If the edges of the strike plate extend too far from the mounting surface, they can cause injury or catch on and tear clothing. Ask the contractor performing the installation to replace the present strike plate with an appropriate one.

■ Use for other purposes
- ● Do not hang on the lock turn by hand, use the lock turn as a foothold, or hang objects on the lock turn. Doing so may lead to hazardous conditions.
- ● Avoid any operations not specifically described in these operating instructions.

◆ Caution for use (to prevent malfunctions)
- ● Do not attempt to disassemble or modify the product.
- ● Do not close the door with the deadlatch or deadbolt extended.
- ● Do not operate the lock turn while pressing buttons.
- ● Press the buttons one at a time. Do not push the buttons at the same time.

◆ How to extend the useful life of the product
- ● Do not apply lubricant to the lock case.
- ● To clean the product surface, wipe with a soft dry cloth. Wipe the buttons and surrounding area regularly. If they are visibly dirty, clean with a neutral detergent.

If you see any abnormalities in the door or fittings to which the product is installed, consult a certified locksmith.

KEYLEX 3100 ®
KEYLEX 3100
Surface-Mounted Automatic Lock for Sliding Door

7264404

Instruction Manual (for Owner)

Thank you for your purchase. Please provide this Instruction Manual to the owner or tenant. Be sure to read this manual. After reading, keep in a safe place for ready reference.

We recommend pressing random buttons (other than those used to enter the set code).

K328C／K328CM

< Record of set codes >		
year	month	day
year	month	day
year	month	day
year	month	day
year	month	day
Current set code		

Important note regarding code setting

- ● The code set for the KEYLEX 3100 can be from one to 12 digits (4,096 combinations).

- ● The order in which the set numbers is entered cannot be set and does not affect the validity of the code entered.
  Example: When the set code is 1 – 2 – 3
  The lock can be unlocked by pressing 1 – 2 – 3, 2 – 3 - 1, 3 – 1 - 2, or 1 – 3 - 2.

- ● Each button can be used only once in entering the code. (Codes requiring more than one press of the same button is invalid and cannot be set.)
 Example: 1 – 1 – 2 – 3 or 1 – 2 – 2 – 3 cannot be set.

Names of parts

Main unit

- RESET button
- Buttons for code entry
- ENTER button
- Lock turn

Exterior side

Interior escutcheon

- Cylinder for code change
  (Used to change the set code)
- Free passage switching plug
  (Used to change automatic locking)

Interior side

Accessories

Cover

Main unit spacer

For use without cover

Remove the main unit from the door. Lift the cover as shown in the illustration, and pull out.

Fit the main unit spacer into the recesses on the rear of the exterior-side main unit.
Secure the main unit to the door.

How to unlock the door
*These instructions apply for right-opening installations. Reverse for left-opening installations.

1 Unlocking the door using the buttons
*The lock turn turns freely when the lock is engaged.

① Press the RESET button.
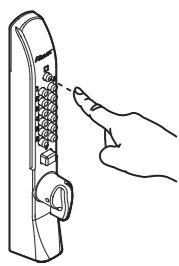
② Enter the set code.

If the entered code is invalid, press the RESET button and reenter the set code.
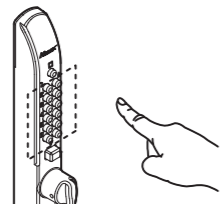
③ Press the ENTER button.

The button is released if the entered code is invalid. The button remains depressed if the code is valid.
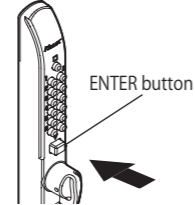
④ Turn the lock turn to disengage the lock.

⚠ NOTICE
Do not move the lock turn while pressing the ENTER button downwards.

ENTER button

○   ✕
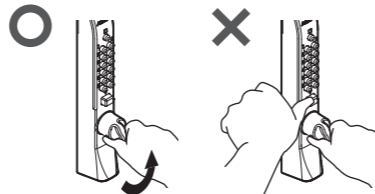
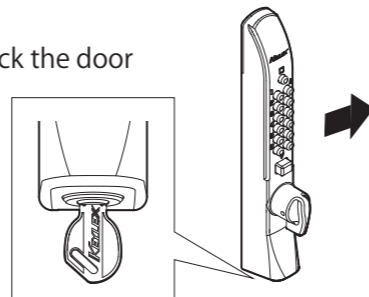## 2 Unlocking the door from the interior side

◆ Turn the lock turn to disengage the lock
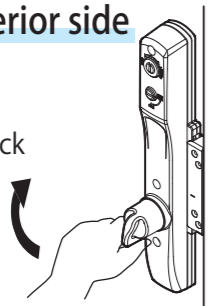
3 Unlocking the door using the key

◆ For the type with key, you can unlock the door without pressing the buttons for code entry, by using the key.

Insert the key into the cylinder on the bottom of the main unit.
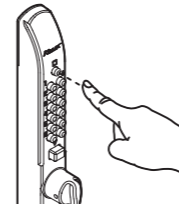Turn and remove the key, then open the door.

⚠ NOTICE   ◆ Remove your hand from the lock turn when opening the sliding door. Use another handle fitted to open.
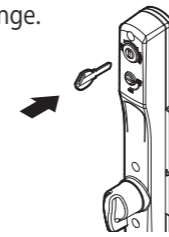

How to change the set code   ⚠ NOTICE Keep the sliding door open when making changes.

1 Clearing the set code
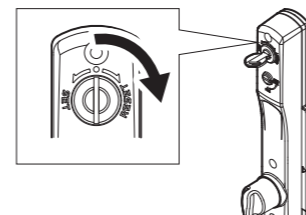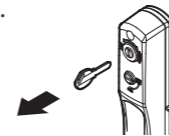
① Press the RESET button.

② Insert the key into the cylinder for code change.

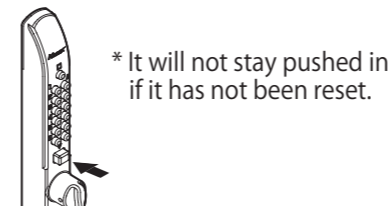③ Turn the key 90 degrees to the RESET position (turn clockwise).

④ Turn the key to its original position and pull out.

Confirm that it has been properly reset.

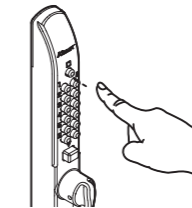⑤ Push in the ENTER button and confirm that it stays pushed in.

* It will not stay pushed in if it has not been reset.

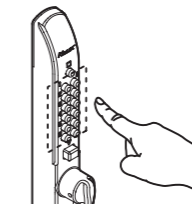⑥ Turn the lock turn and confirm that the ENTER button returns.
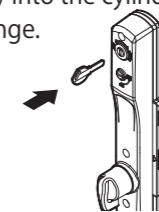
2 Setting a new code
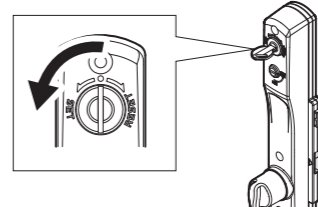
① Press the RESET button.

② Enter a new code.

⚠ NOTICE
Do not insert the key first.
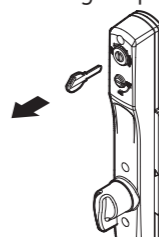
③ Insert the key into the cylinder for code change.

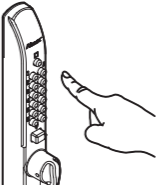④ Turn the key 90 degrees to the SET position (turn counterclockwise).

⑤ Turn the key to its original position and pull out.

Confirm that the code number is set.

⑥ Perform steps ① to ④ of "Unlocking the door using the buttons" in "How to unlock the door" on page 2 to confirm that it is unlocked.
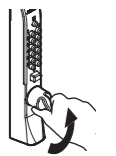
How to switch to FREE

ℹ If the product is switched to FREE, the door will not lock automatically when closed.

① Perform the unlocking operation. Perform steps ① to ③ of "Unlocking the door using the buttons" in "How to unlock the door" on page 2 to unlock.
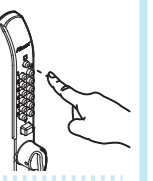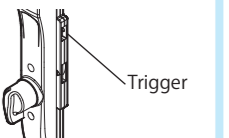
② Keep the lock turn in the unlocking position.

③ Use a coin or similar object to turn the free passage switching plug on the interior escutcheon to FREE (turn clockwise).
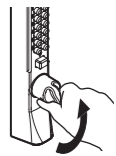
Free passage switching plug

Groove vertical
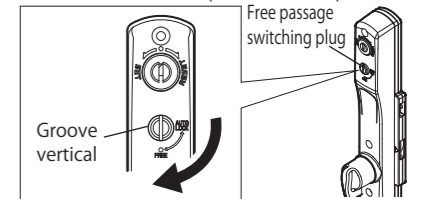
④ Confirm that the trigger is pulled in.

Trigger

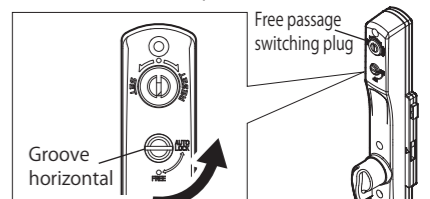## Switching to AUTO LOCK

① Keep the lock turn in the unlocking position.

② Use a coin or similar object to turn the free passage switching plug on the interior escutcheon to AUTO LOCK (turn counterclockwise).

Free passage switching plug

Groove horizontal

③ Confirm that the trigger sticks out.

Trigger

21.09.01