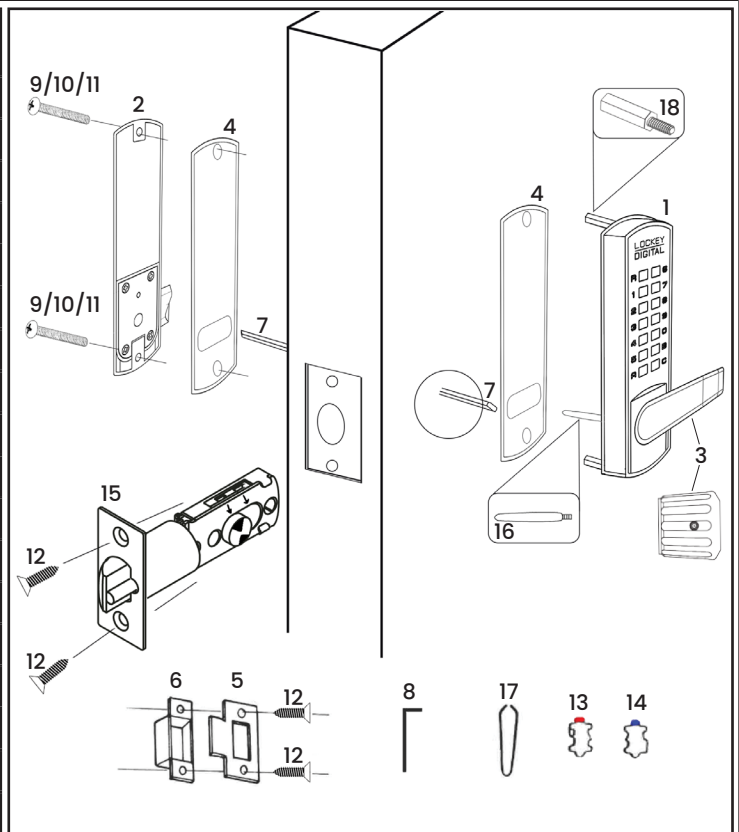


Part #	Part Name	# Included	DC Lock # Included
1	Outside Body	1	1
2	Inside Body	1	1
3	Lever/Knob	2/2	2/2
4	Rubber Trim Plate	2	2
5	Strike Plate	1	1
6	Mortised Striker	1	1
7	Spindle	1	1
8	Allen Wrench	1	1
9	Machine Screw M4 x 30mm	2	2
10	Machine Screw M4 x 40mm	2	2
11	Machine Screw M4 x 50mm	2	2
12	Wood 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:

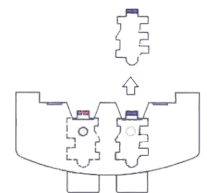
Press 'R' (PASSAGE), followed by 'C' (CLEAR).

#### 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.

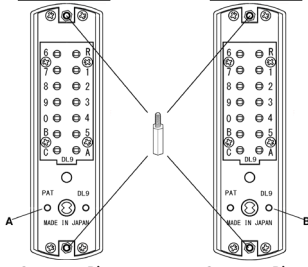
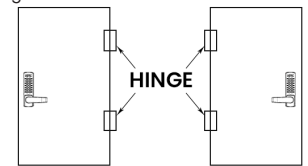
If you have a Right Hand Door, screw support pin (#16) into position A.

**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

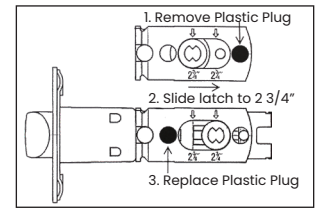
#### Step 4: Install Handles (3830 Knobs or 3835 Levers)

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.

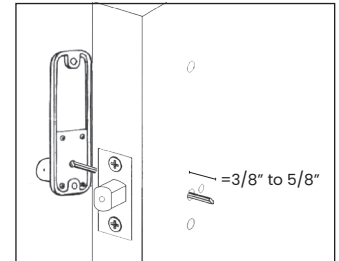
Spindle should extend from exterior of door 3/8" minimum to 5/8" maximum.

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.

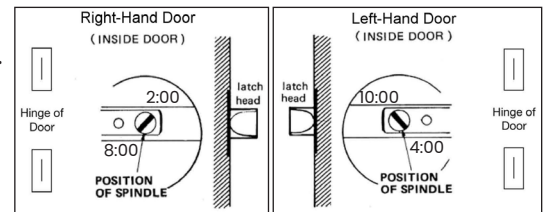
Support pin should extend through the hole in the latch.

**\*\* 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.

