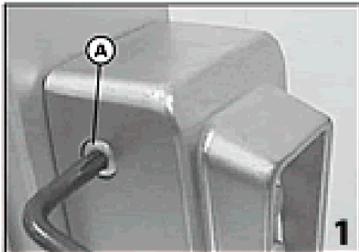


# Changing the Code/Combination Simplex 3100

**Note:** If your lock is opening on every turn of the knob or lever, except upon entering a code, this may be a ZERO CODE. Before attempting to remove the lock from the door, refer to the troubleshooting procedures outlined at bottom of this document for a zero code symptom/solution.



## 3100 Series FAQ Changing the Code/Combination

**Perform this procedure with the door open. For your security and protection the combination must be changed when the lock is installed.**

One or all five of the buttons can be used in the combination; however, each button can be depressed or used only once. Two or more buttons can be depressed simultaneously as a step in the combination.

1. Remove the tamper-proof screw (A) (*see figure 1*) on the upper left side of the outside lock housing assembly using the anti-tamper torx wrench supplied.
2. Open the door to avoid being locked out.
3. Clear the lock of any pushbutton entries by pulling the outside paddle to the stop position and release.
4. Depress the buttons for the existing combination. On new installations, use the factory-preset combination; 2 and 4 together and release, then 3 and release.
5. Push the ENTER button. A slight click indicates code was entered properly.
6. Insert the chamber code-change tool (B) (*see figure 2*) horizontally into the screw hole to a depth of approximately  $\frac{1}{2}$ " (13 mm).

**Tip: Mark  $\frac{1}{2}$ " (13 mm) on the chamber code-change tool to eliminate guesswork.**

7. Once the tool is in position, gently angle the outer end of the tool upward until you feel a slight click.

**Tip: Little force is needed. Successful contact will be felt at the enter button.**

8. Remove the chamber code-change tool and pull the outside paddle once to the stop position and release.

9. Depress the buttons for the new combination, push the ENTER button to activate the new code, and release.
10. Pull the outside paddle to retract the latch and clear the lock.
11. Re-install the tamper-proof screw.
12. Before closing the door, test the operation of the lock using the new combination.

### **Troubleshooting**

**Symptom/problem:** The lock opens when you depress the enter button and pull the outside paddle, without entering a combination.

**Cause:** The lock is in zero code (it has no set combination).

**Solution:** Reset the code by following the instructions in Chapter 13 "Changing Combination" of your manual, with the exception of step 4, since there is no existing combination.