



BEYOND SECURITY

KABA[®]

E-PLEX[®] 3x00 SERIES NARROW STILE LOCK INSTALLATION INSTRUCTIONS

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E-PLEX 3x65 Deadlatch/Exit Mortise Model E-PLEX 3x66 Deadbolt/Swing Bolt Mortise Model

This lock is designed to function with new or existing Adams Rite® Hardware for Deadlatch, Deadbolt, and Exit applications. These Adams Rite Hardware models (1850, 1950, 4500, 4700, 4900, MS1850S, MS1950S, and 8400 Series) are sold separately. The specific applications for this model are for narrow stile aluminum and glass doors, 2" minimum width and 1 3/4" thick.

WARNING: This lock is designed to be used with Adams Rite® brand hardware only. Improper use or installation of this product will void the warranty.

Shipping Package Includes (See Figure 1):

- (1) E-Plex 3x00 Lock Assembly
- (1) Outside Lever (Lever Model Only)
- (1) Screw Pack
- (1) Battery Housing with four AA Batteries (alkaline)
- (2) Keys (Schlage C or Kaba 90 Keyway)
- Documentation pack consists of:
 - (1) Installation Instructions (this manual)
 - (1) Operations Manual
 - (1) Lock Set-up Guide
 - (1) Quick-Reference Guide
- a. 54579-Upper Mounting Screws (2)
- b. 44229-Mounting Bushings (4)
- c. 54275-Lower Mounting Screws (2)
- d1. 75271-Kaba Cam Plug Deadlatch (1)
- d2. 75262-Kaba Cam Plug Deadbolt (1)
- e1. 75272-Lock Assembly with Thumbturn (1)
- e2. 75273-Lock Assembly with Thumbturn (1)
- f. 54725-Pinned Torx Screw (2)
- g. 34298-Lever Cap (1)
- h. 34309-Lever (1)
- i. 44226-"D" Bushing (2)
- j. 54685-Battery Pack (1)
- k. 24554-Battery Cover (1)
- l. 54725-Pinned Torx Screws (1)

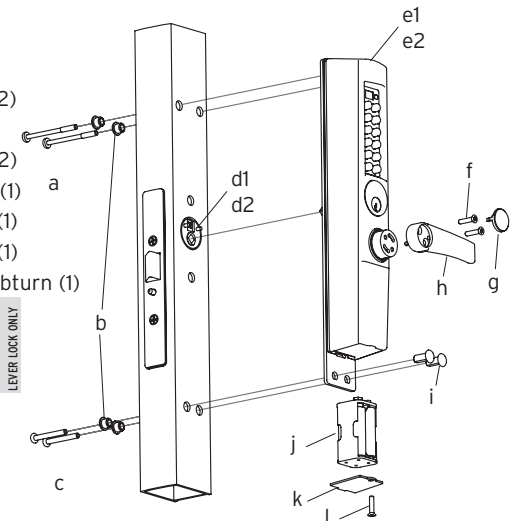


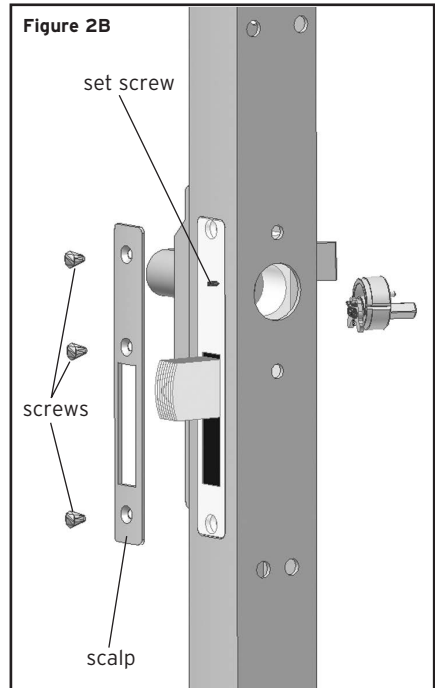
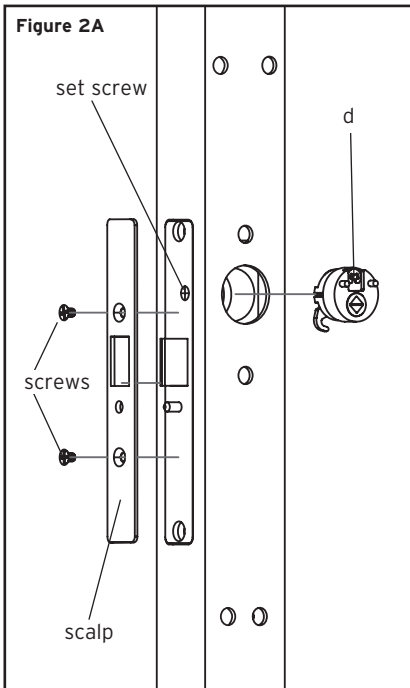
Figure 1

TOOLS REQUIRED

- Power Drill with $\frac{3}{8}$ " (10mm) drill bit
- Tape
- Center Punch or Awl
- Hex Allen Wrench Set
- Phillips Head Screwdriver
- Small Flat Blade Screwdriver
- Safety Glasses

A. DOOR PREPARATION—REMOVE EXISTING OUTSIDE HARDWARE

- A-1** Remove any existing Outside Hardware such as Lever Entry Trim, Latch Pull, Key Cylinders, etc.
- A-2** Remove and retain the screws and Armored Face Plate (Scalp) from the face of the Deadlatch (**See Figure 2A**) or Deadbolt (**See Figure 2B**).
- A-3** Loosen the set screw and remove the existing hardware assembled from the outside to the Deadlatch or Deadbolt Mortise, including the Adams Rite Cam Plug 4580 (d).
- A-4** Set Scalp and screws aside for reassembly later.



Disclaimer: While reasonable efforts were made to ensure the accuracy of this document at the time of printing, Kaba assumes no liability for any errors or omissions. This information is subject to be revised without notice, and changes may be incorporated in future releases.

B. STILE PREPARATION

- B-1** Install the Kaba Cam Plug d1 or d2 into the Deadlatch or Deadbolt. Face of Cam Plug must be flush or below the surface of the stile, make sure set screw is snug but do not tighten it yet. (See Figure 2 on page 3).

Note: Refer to the Adams Rite Cam Plug Instructions for Right Hand/Left Hand Installations (located in the Screw Pack). (For Deadlatch Models)

- B-2** Affix the appropriate model Template to the outside face of the door stile. Ensure the pins from the Cam Plug are through the proper holes, the template is straight and aligned with the edge of the door, and that "TOP" is facing up and "BOTTOM" is facing down (See Figure 3).
- B-3** With a center punch or awl, mark the four drilling points.
- B-4** Utilizing a power drill with $\frac{3}{8}$ " drill bit, drill four holes as marked completely through the door (interior and exterior of the stile). Tip—you may want to first, drill pilot holes, then drill from each side to keep holes straight through and minimize burrs.

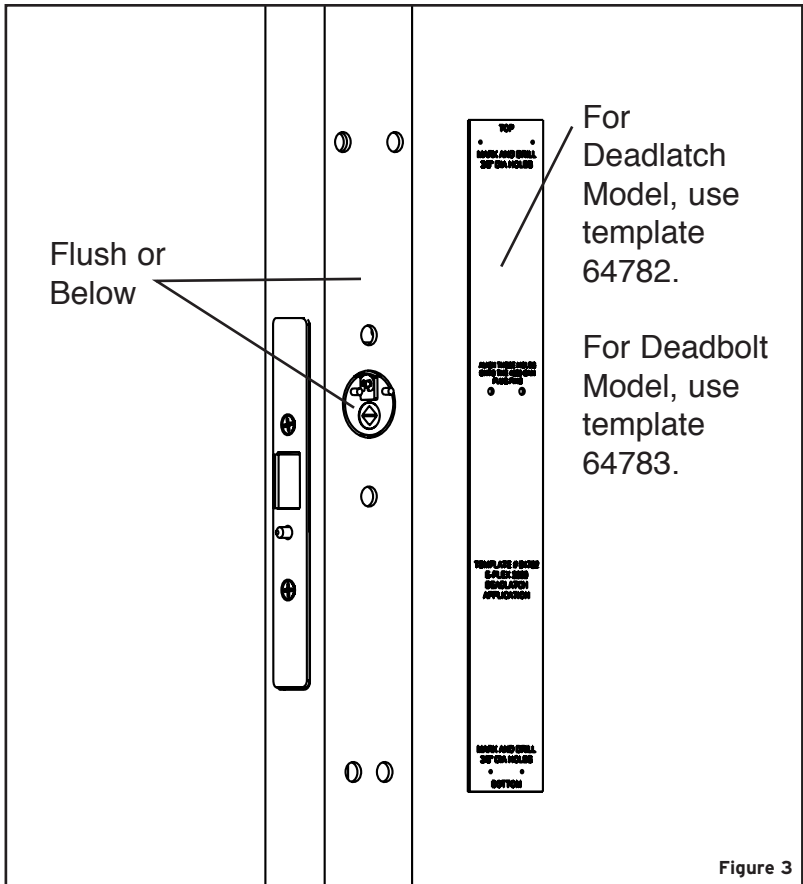


Figure 3

C. LOCK PREPARATION

C-1 On Deadlatch Model only, remove Handing Screw (**FIG 4**): **Caution: The appropriate handing screw must be removed for proper lock function after installation.**

Inside the battery compartment, the lock comes with both handing screws installed. Based on the door application handing, Left Hand (LH) or Right Hand (RH) one screw must be removed as noted in **FIG 4**.

Deadbolt Models, are shipped with no handing screws attached. If present, they must be removed for Deadbolt applications.

Note: A RH Deadlatch lock is shown in **FIG 4**.

For Deadlatch Locks only, orient the lock as shown in **FIG 4** (spindle up) and remove the appropriate shipping screw, left screw for LH or right screw for RH.

Remove left handing screw for left hand application.

Note: Right Hand application shown, Left Hand application would show the lever on the opposite side.

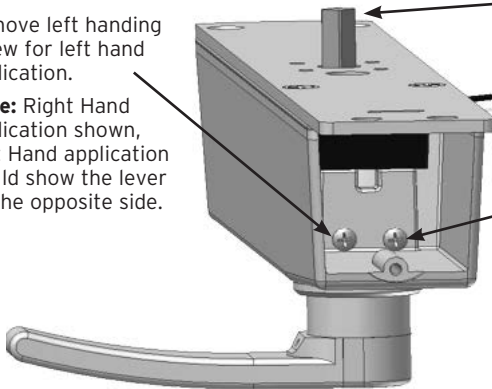


Figure 4

Spindle Assembly:
Deadlatch—Upper Hole (Deadlatch assembly shown)
Deadbolt—Lower Hole

Remove right handing screw for right hand application.

Note: Right Hand application shown.

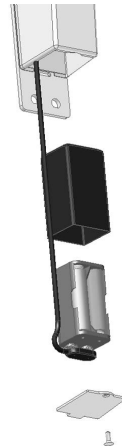


Figure 5

C-2 Battery Pack Installation

Secure the connection end of the Battery Pack to the Cable Harness. After the connection, the lock will set itself and you should hear an audible sound, spinning of the inside motor, and see a green light—all simultaneously. Upon connection, place the Battery Pack into the rubber battery housing, harness connection up, and slide the assembly into the battery compartment (**see Fig 5**). Secure in place with the Battery Cover and Torx Screw.

The lock can now be programmed prior to installation if desired.

Note: If your application requires a change of cylinder, that step should be done at this time, before installation. If not required, skip to section D.

C-3 Changing the Key Cylinder:

A standard, factory installed cylinder (54450) has been provided with the E-Plex 3000. To change/replace the cylinder, carefully follow the steps below.

1. Change Master Code and place lock in Passage Mode.

STEP 1. Enter # to Start the Programming Mode

STEP 2. Enter the 8-Digit Factory Default Master Code: 1 2 3 4 5 6 7 8 #

STEP 3. Enter Change Master Code Code Command: 0 0 0 #

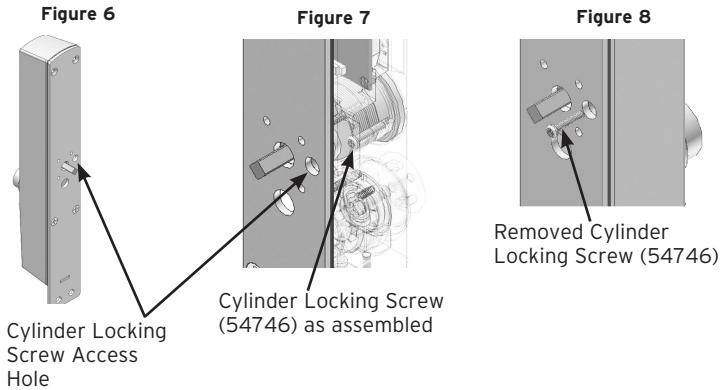
STEP 4. Enter New 8-Digit Master Code: 8 7 6 5 4 3 2 1 #

STEP 5. Reenter New Master Code to Confirm: 8 7 6 5 4 3 2 1 #

STEP 6. Enter Code Command: 399 # 1 # to Activate Passage

STEP 7. Enter # to Exit Programming

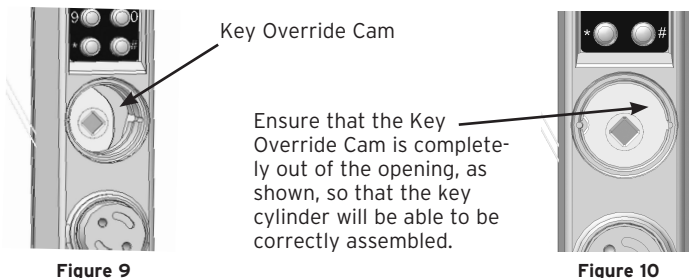
2. With a Phillips Head screwdriver, remove and retain the Cylinder Locking Screw (54746) that secures the factory installed cylinder into the housing. **(Fig's. 6, 7, and ,8)**



3. Remove the existing cylinder from the housing assembly.

Tip: You can insert the key half way into the key way and use it as a tool to aid in rotating the cylinder out far enough to remove it by hand.

4. Inside the cylinder hole of the housing, ensure the Key Override Cam is positioned clear **(Fig's 9 & 10)**.



KABA E-PLEX® 3x00 SERIES LIMITED WARRANTY

KABA ACCESS CONTROL WARRANTS THIS PRODUCT TO BE FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP UNDER NORMAL USE AND SERVICE FOR A PERIOD OF THREE (3) YEARS. KABA ACCESS CONTROL WILL REPAIR OR REPLACE, AT OUR DISCRETION, E-PLEX 3000 SERIES LOCKS FOUND BY KABA ACCESS CONTROL ANALYSIS TO BE DEFECTIVE DURING THIS PERIOD. OUR ONLY LIABILITY, WHETHER IN TORT OR IN CONTRACT, UNDER THIS WARRANTY IS TO REPAIR OR REPLACE PRODUCTS THAT ARE RETURNED TO KABA ACCESS CONTROL WITHIN THE THREE (3) YEAR WARRANTY PERIOD.

This warranty is in lieu of and not in addition to any other warranty or condition, express or implied, including without limitation merchantability, fitness for purpose or absence of latent defects.

ATTENTION: This warranty does not cover problems arising out of improper installation, neglect or misuse. All warranties implied or written will be null and void if the lock is not installed properly and/or if any supplied component part is substituted with a foreign part. If the lock is used with a wall bumper, the warranty is null and void. If a doorstop is required, we recommend the use of a floor secured stop.

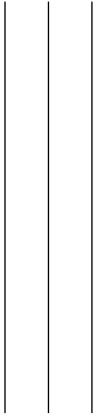
The environment and conditions of use determine the life of finishes on Kaba Access Control products. Finishes on Kaba Access Control products are subject to change due to wear and environmental corrosion. Kaba Access Control cannot be held responsible for the deterioration of finishes.

Authorization to Return Goods

Returned merchandise will not be accepted without prior approval. Approvals and Returned Goods Authorization Numbers (RGA Numbers) for the E-Plex 3x00 Series are available through our Customer Service department in Winston-Salem, NC (800) 849-8324. **The serial number of a lock is required to obtain this RGA Number.** The issuance of an RGA does not imply that a credit or replacement will be issued.

The RGA number must be included on the address label when material is returned to the factory. All component parts must be included in the package with return. All merchandise must be returned prepaid and properly packaged to the address indicated.

PLACE
STAMP
HERE



KABA ACCESS & DATA SYSTEMS AMERICAS
2941 INDIANA AVE
WINSTON-SALEM, NC 27199-3770

Register your Kaba lock online at www.kaba-adsamericas.com/register

or fill in this product registration card and return to Kaba Access & Data Systems Americas (postage required to mail).

Name _____

This lock will be used in what type of facility?

Airport

Commercial Building

Daycare/Childcare

Education – K-12 Facility, College/University

Financial/Bank

Government

Hospital/Healthcare

Industrial/Manufacturing

Military/DOD Operations

Public Safety

Residential

Retail

Telecommunications/Utilities

Other _____

This Kaba Lock is:

A new installation

Replacing a conventional keyed lock

Replacing an electronic lock (specify brand) _____

Replacing a mechanical lock (specify brand) _____

Date of Purchase _____

Lock Model Number _____

Serial Number _____

What area is being secured with this lock?

(e.g., front/back door, cabinet, common door, office) _____

Check here to be advised of important product and software updates

IMAN

How did you learn about Kaba Locks?

Advertisement

Contract Hardware Dealer

Direct Mail

Internet

Kaba Sales Representative

Locksmith

Maintenance

Previous Use

Security Hardware Distributor

Systems Integrator

Trade Show

Training Class

Word of Mouth

Other _____

What was your reason for buying this lock?

Who installed your lock?

Contractor

Locksmith

Maintenance

Security Company

Self

Systems Integrator

Other _____

5. Orient the lock to keep the Key Override Cam clear and insert the new cylinder (**Fig 11**).

Allow gravity to assist in keeping the Key Override Cam out of the opening.

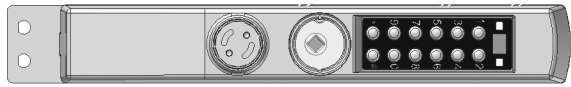


Figure 11

6. Insert the new cylinder all the way until the MS Cam bottoms out on the Gear Pack. Once it bottoms out, back rotate the cylinder until the plug is at the Six O'clock position. (**Fig's 12, 13, and 14**)



Figure 12

Gear Pack

A/R MS Cam

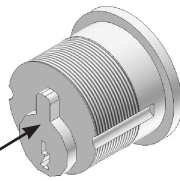


Figure 13

Six o'clock position

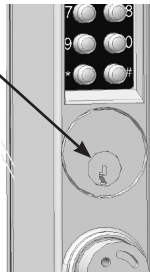


Figure 14

7. Clear the lock out of "Passage Mode."
STEP 1. Enter # to Start the Programming Mode
STEP 2. Enter the Master Code: 8 7 6 5 4 3 2 1 #
STEP 3. Enter Code Command: 399 # 0 # to De-activate Passage
STEP 4. Enter # to Exit Programming
8. Test the function of the cylinder by holding the cylinder in place and rotating the key 90 degrees clockwise. The Lever or Thumb Turn should be able to freely move, as if you were opening a door. Return the key to its original position and remove. Attempt to rotate the Lever or Thumb Turn. The lock should remain secure.
9. If lock performs adequately, secure cylinder in place with the original cylinder locking screw. Screw must be fully inserted, bottoming out on the cylinder/housing.

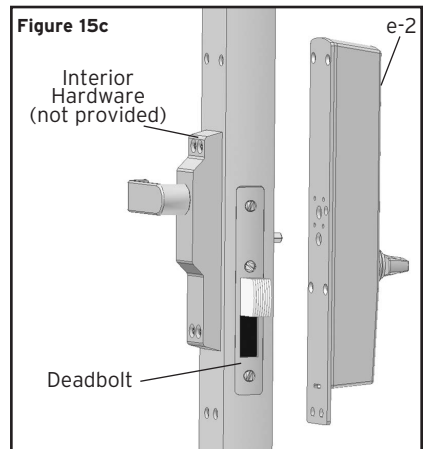
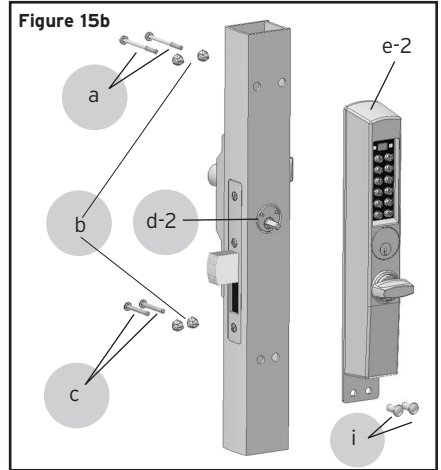
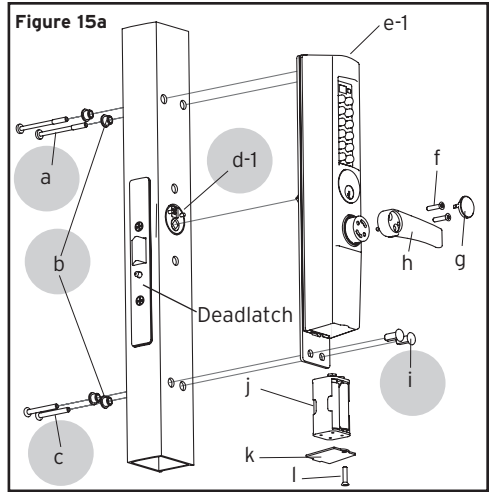
If the lock fails to perform as intended, place the lock back into passage mode and return to step #3.

D. LOCK INSTALLATION

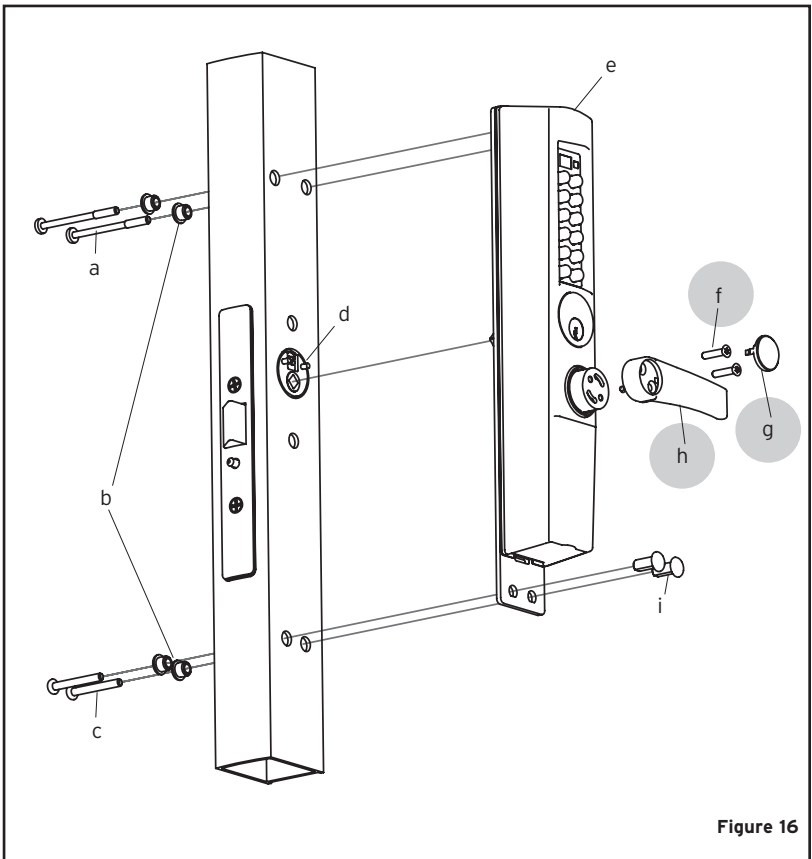
(See Figs. 15a, b, and c)

Note: This step is to be done with the door open.

- D-1** From the Screw Pack, place the two Mounting Bushings (b) into the upper, interior $\frac{3}{8}$ " holes.
- D-2 Deadlatch:** Place one end of the square spindle into the upper hole of the lock (marked "L" on backplate) and the other end into the square opening of the Cam Plug (d-1), bringing the lock towards the face of the stile until the two pins of the Cam Plug mate into the two holes of the lock mounting plate.
- Deadbolt:** Align spindle end of cam (d-2) to lower hole of the lock (marked "B" on backplate) bringing the lock towards the face of the stile until the two pins of the Cam Plug mate into the two holes of the lock mounting plate.
- D-3** From the Screw Pack, place two Mounting Plate Bushings (b) into the lower, interior $\frac{3}{8}$ " holes.
- D-4** Secure the upper portion of the lock to the stile with two 10-24 x 2 $\frac{3}{8}$ " screws (a), inserting the screws directly into the upper portion of the lock.
- D-5** From the screw pack place the mounting plate bushings (i) through the "D" shaped holes and Through the lower, interior $\frac{3}{8}$ " holes.
- D-6** Secure the lower portion of the lock to the stile with two 10-24 x 1 $\frac{1}{2}$ " screws (c), inserting the screws into the other two Mounting Plate Bushings (b).



- D-7 Locks with Levers**—Based on the required handing of the lock as determined in section C, install the Lever (h) and Lever Cap (g) using torx screws (f) and provided torx wrench. Secure lever cap (g) with Allen Set Screw using supplied Allen wrench. **(See Figure 16)**
- D-8** Check for proper operation of the lock using thumbturn/lever with key in override cylinder turned to the three o'clock position. Once smooth lock operation is verified, tighten cam adjustment screw on mortise face and re-install Adams Rite Scalp with 2 or 3 screws.
- D-9** Before closing the door, refer to Section E—Standard Operating Procedures, to ensure proper function.



E. STANDARD OPERATING PROCEDURES

E-1 This lock is equipped with a standard break away clutch. In the “home position,” the lever or thumb turn is horizontal to the floor with the ability to “break away” down to a detented position as the lever or thumb turn is rotated. This “break away” action protects internal components.

Note: Before entering a code, the lever or thumb turn should be positioned horizontal to the floor (home position). (See Figure 17)

E-2 Enter the factory default Master PIN (access code) by depressing the appropriate code buttons. With each button depression you should hear a short audible beep, and see a green light at the top right of the number pad. Once the last button in the code is depressed, you will hear a longer audible beep and internal motor action releasing the locking device. At this point, you have 5 seconds to retract the latch or the lock will time out and go secure.

E-3 For Dead Latch Models (Figure 17), the handing screw does not allow the lever/thumbturn to rotate up.

To Retract Dead Latch:

- Enter code or present card
- Rotate lever or thumbturn down 45°

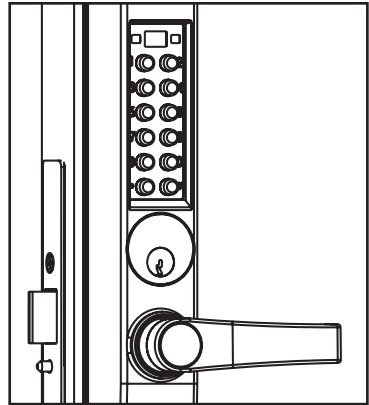


Figure 17

E-4 For Dead Lock Models, there are no handing screws.

To Throw Deadbolt:

- Enter code or present card
- Rotate lever or thumbturn down 45°

To Retract Deadbolt:

- Enter code or present card
- Rotate lever or thumbturn up 45°

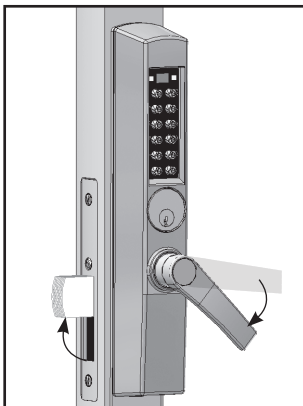


Figure 18

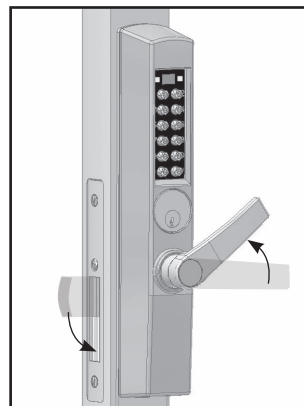


Figure 19

F. PROGRAMMING AND SOFTWARE SETTINGS:

- F-1** You must change the master Code from the factory default to another code to program the lock. For further information on how to manually program the E-Plex 3x00 Series Models, refer to the companion "E-Plex 3x00/5x00 Operation Manual." Software is required to program the E3200 Series Locks.
- F-2** When configuring the E3000 Series Locks using the optional Standard Software, choose the box that contains "Entry Lock with Passage (Cylindrical or Mortise without Deadbolt)" during lock setup.
- F-3** When configuring the E3200/3700 Series Locks using the Advanced Software, select the "Cylindrical or Mortise without Deadbolt" box during lock setup.



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