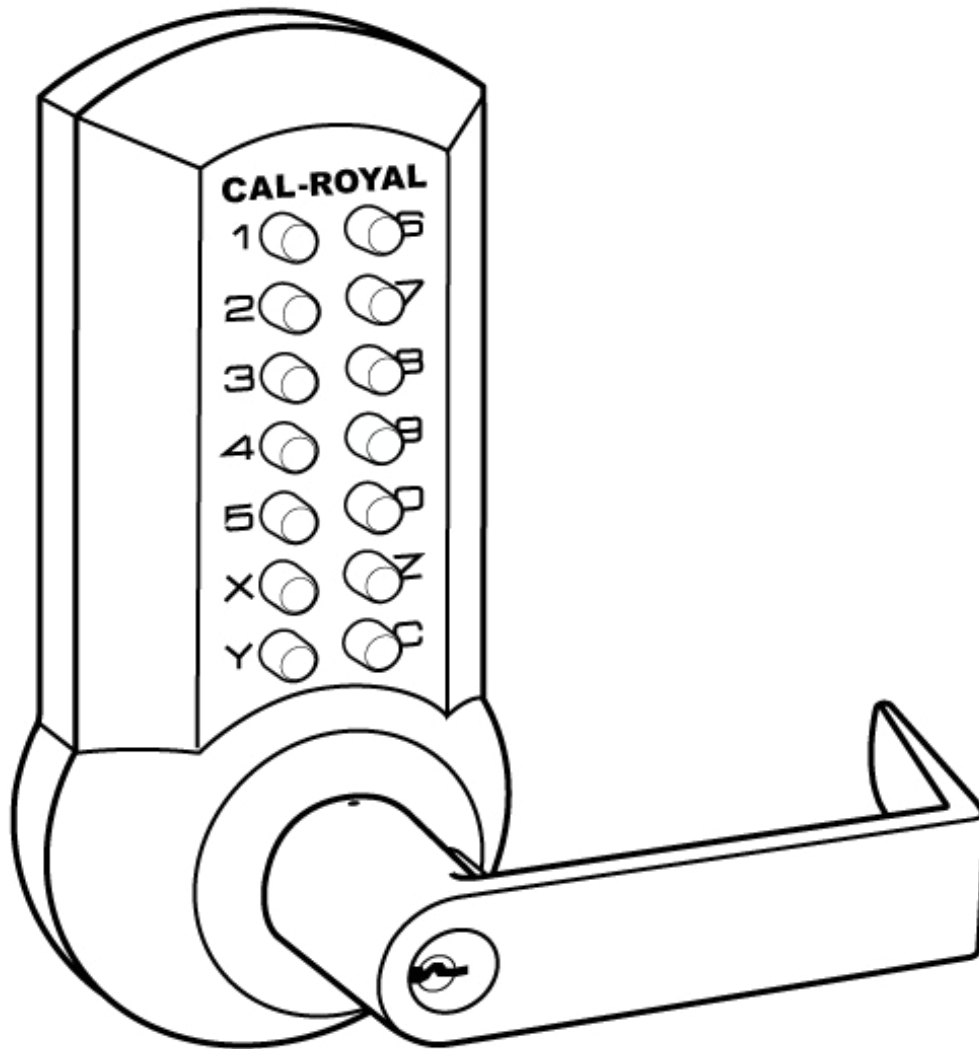


# CRCODE-203

## Mechanical Lock

### Instruction and Programming Manual



#### Before Installing:

1. Please read the instructions carefully to prevent missing important steps.  
\*Note: Improper installations may result in damage to the lock which will void the factory warranty.
2. Please keep this Instruction Manual for future reference.
3. Contact dealer if particular installation is needed.



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**IMPORTANT NOTICE:**

1. If entered code does not work, push the “C” button followed by the code. Otherwise, it is not necessary to push the “C” button before entering the code.
2. The digits after the “C” button can be entered in any order to confuse tailgaters watching over your shoulders.

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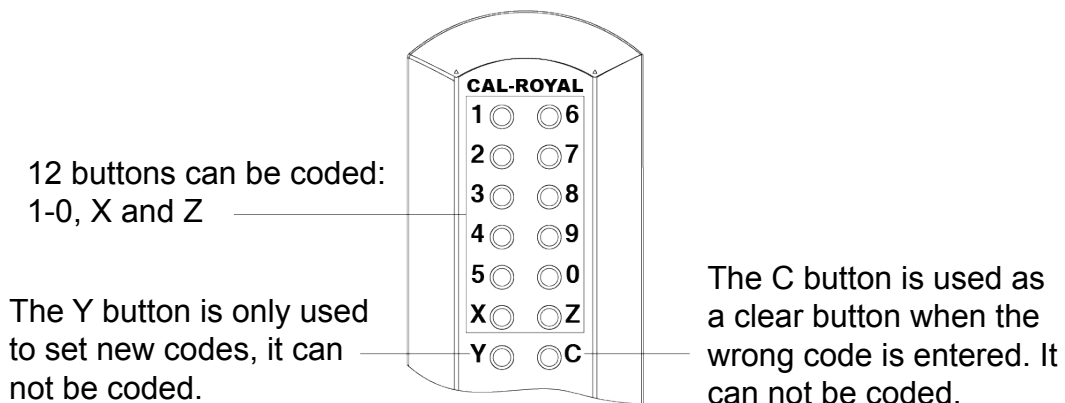
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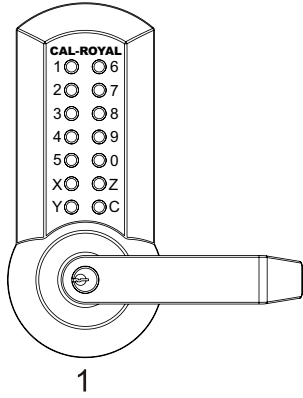
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**Introduction**

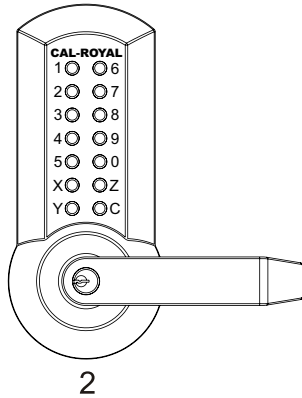
1. This is a mechanical lock. It does not need a power supply.
2. There are 12 buttons that can be coded: 1 to 0, X and Z. The Y button is only used for setting the new code. The C button is to clear the buttons if the wrong code is entered.
3. The numbers in the code can be interchanged and does not need to be typed in order. Password combinations can be from 1-12 digits but 4 to 6 digit codes is suggested for security purposes.
4. The lock is suitable for door thickness 1 3/8" - 1 3/4". Choose the appropriate length of screws according to the door thickness. If the door thickness is out of range, please contact dealer to get special parts.
5. This lock can be installed on wood and metal doors. To install on a fire door, please purchase accessories needed for fire doors.



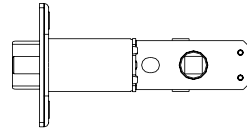
## Parts



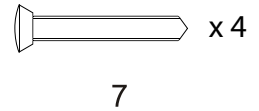
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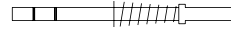
2



3



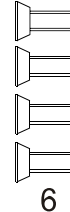
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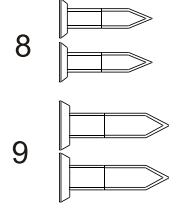
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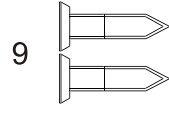
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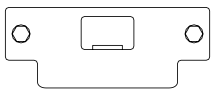
6



8



9



10



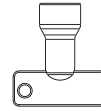
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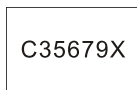
12



13



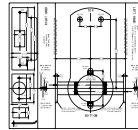
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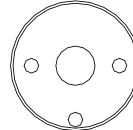
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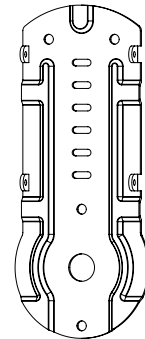
16



17



18



19

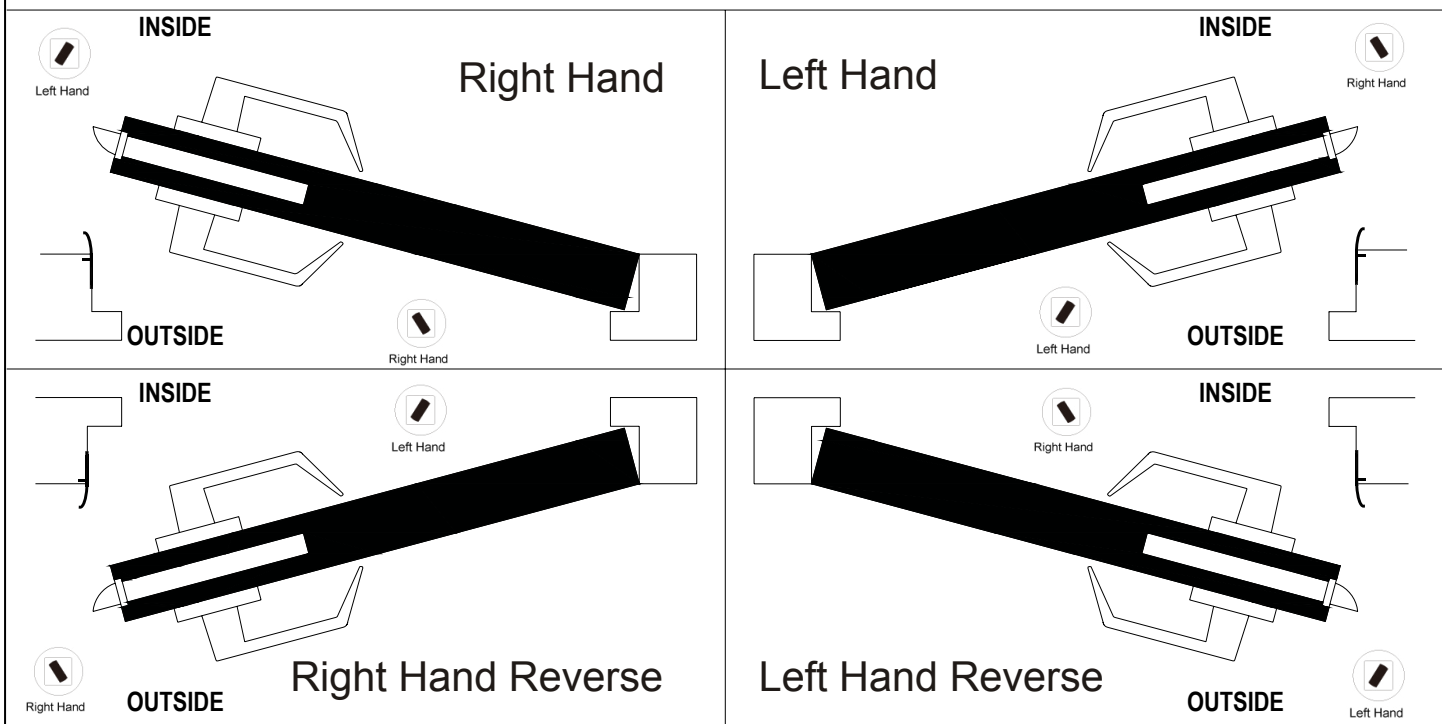
	PARTS	PCS	REMARKS
1	Outside Lock	1	
2	Inside Lock	1	
3	2 3/4 backset fire latchbolt	1	70mm 2 3/4" backset
4	Spindle R	1	Right Hand (Blue) or "R"
5	Spindle L	1	Left Hand (Red) or "L"
6	8-32 X 3/8" screws	4	backplate fixing bolts
7	10-32 X 1 3/16" screws	4	front plate fixing bolts for door thickness 44mm
8	8-32 3/4" screws	2	latch fixing screws
9	12-24 X 1" screws	2	strike plate fixing screws
10	ANSI strike	1	
11	SC Keys	2x2	SCHLAGE "C" Keyway
12	Pin for lever latch	1	lever handle direction change tool
13	Alignment post for latchbolt	1	
14	Easy code change key	1	code change tool
15	Factory Set Code	1	default code
16	Instruction Manual	1	
17	Template / Installation Instructions	1	
18	Fire Cup	1	only provided in the UL fire rated products
19	Mounting Plate	1	

\*Standard 70mm (2 3/4") backset latch. Contact the distributor if 60mm (2 3/8") backset latch is required.

**Checklist before installation:**

1. Door Material	Wood / Steel
2. Door Thickness	1 3/8" - 1 3/4"
3. Mounting Plate	
4. Door Handing	Right Hand / Left Hand
5. Complete Accessories	

**Door Handing**



**CHANGE THE LEVER HANDLE AND LATCH DIRECTION ACCORDINGLY**

**\*THE EXAMPLE IN THIS MANUAL IS A RIGHT HAND DOOR**

**Installation Procedures**



## Mark and Drill Door

1. **Attach TEMPLATE** onto door and verify backset and latchbolt center, before marking and drilling holes on the door.

2. **Drill holes on the door.**

\*Drilling a hole from both sides is recommended to avoid splintering wood doors.

2.1 Drill 2 1/8" diameter thru holes. **(A)**

2.2 Drill two two 3/8" holes on top, per TEMPLATE. **(B)**

2.3 Drill two 3/8" thru holes, on top and bottom of the bore hole vertically. **(C)**

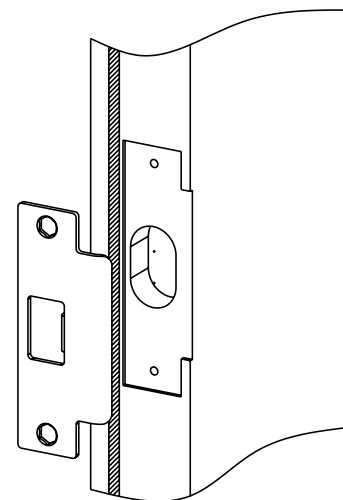
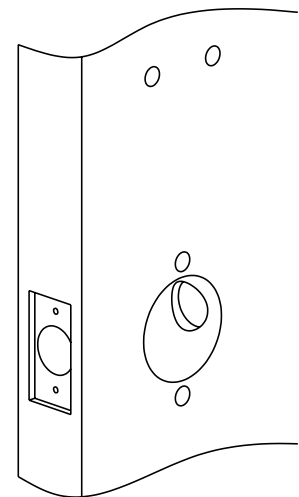
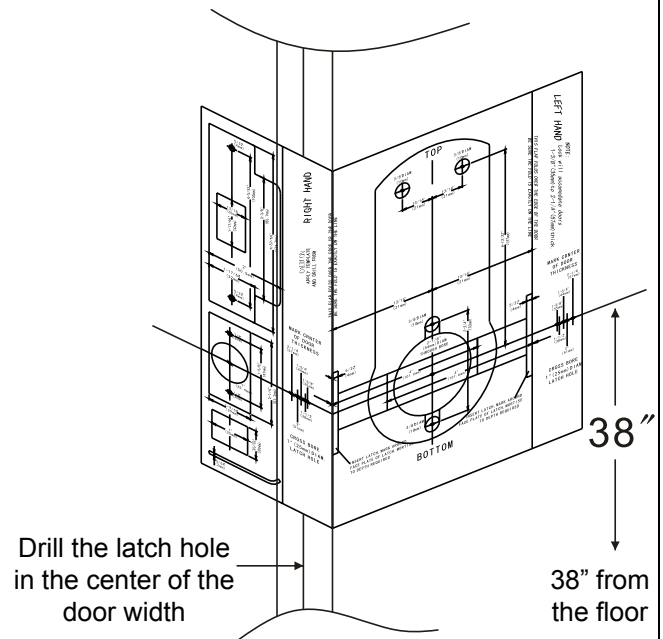
2.4 Drill 1" hole on the edge of the door. Chisel a rabbet 1/8" deep to allow latch face flush fit with door edge. Mortise for latchbolt front 1 1/8" width x 2 1/4" height x 5/32" deep.

2.5 Drill Pilot hole for latchbolt screws 7/64". **(E)**

3. **Prepare and install strike.**

3.1 Close door and mark center or latch center line from the center of the template to the frame of the door.

3.2 Align hole of the strike with vertical line. Tighten strike plate using two screws provided.

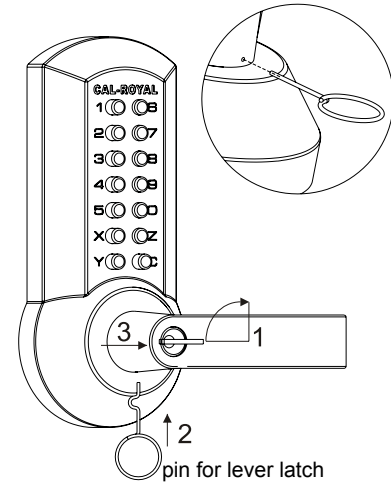


## To Change Handing

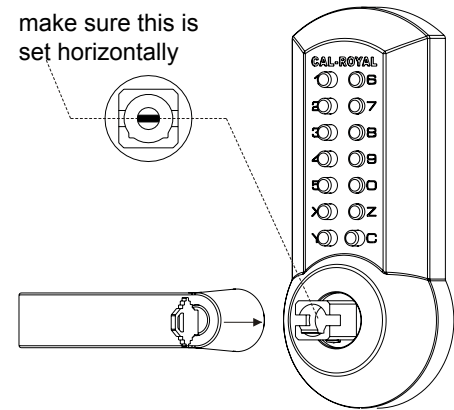
### OUTSIDE LOCK

(Lever shipped Right Handed)

1. Insert key and turn 90° clockwise.
2. Insert pin for lever latch on the bottom of the lever.
3. Pull lever off.
4. Install lever to the desired handing of the door.
5. Turn key 90° clockwise and push lever until it clicks.
6. Pull out key.

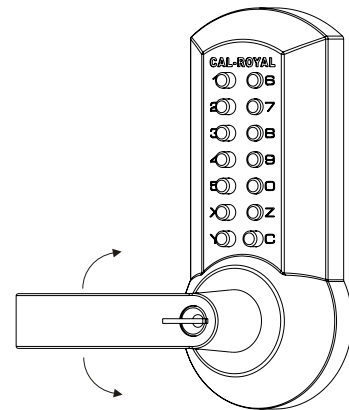


make sure this is set horizontally



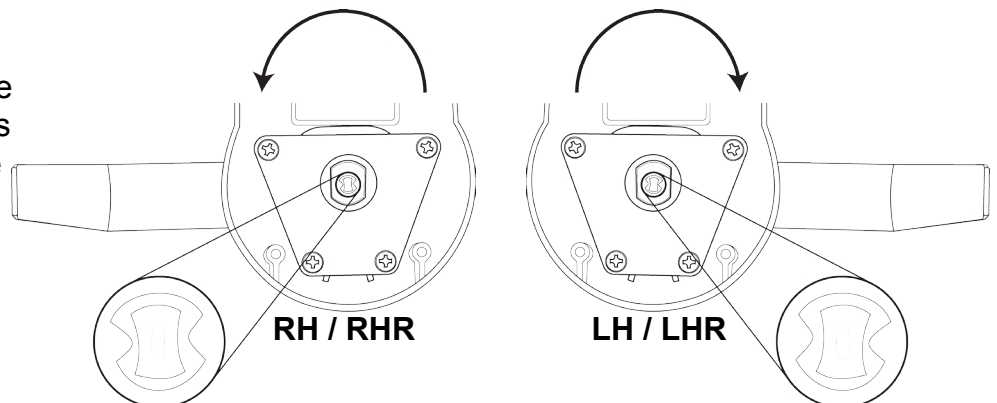
### INSIDE LOCK

1. Insert key and turn 90° clockwise.
2. Insert pin for lever latch on the bottom of the lever.
3. Pull lever off.
4. Install lever to the desired handing of the door.
5. Turn key 90° clockwise and push lever until it clicks.
6. Pull out key.



### Check Spindle Timing:

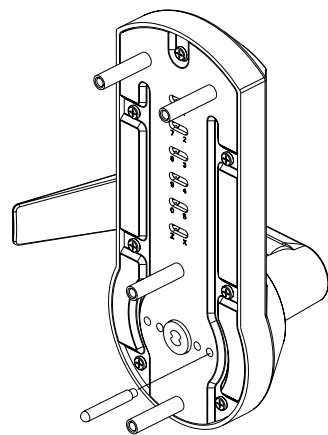
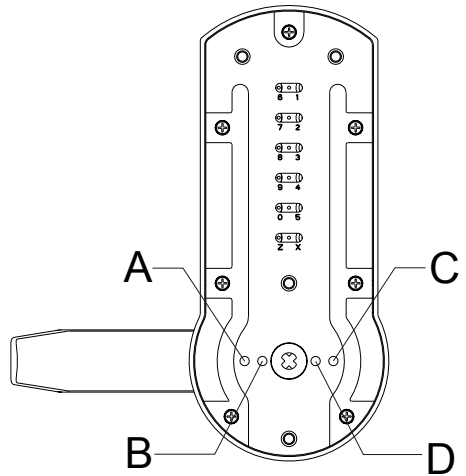
Using a screwdriver, turn the spindle timing guide towards the direction of the tip of the lever until it stops.



## Alignment post location

1. As tubular latchbolts only have one bolt hole, fasten the alignment post to the desired position, on the back plate of the Outside Lock .

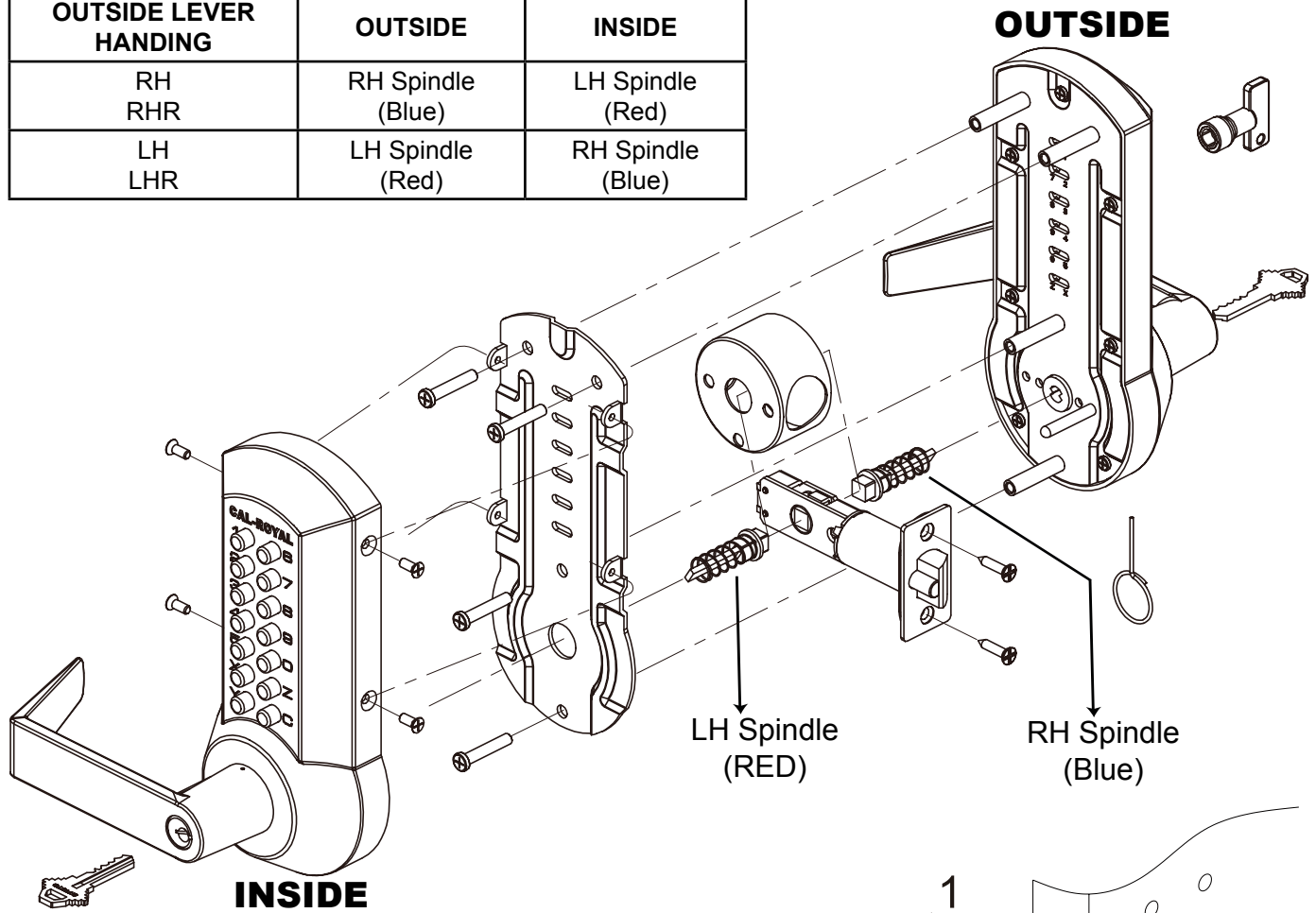
	Post positions provided for:
A	Left hand, 2 3/4" backset
B	Left hand, 2 3/8" backset
C	Right hand, 2 3/4" backset
D	Right hand, 2 3/8" backset





## Exploded View of CRCODE-203

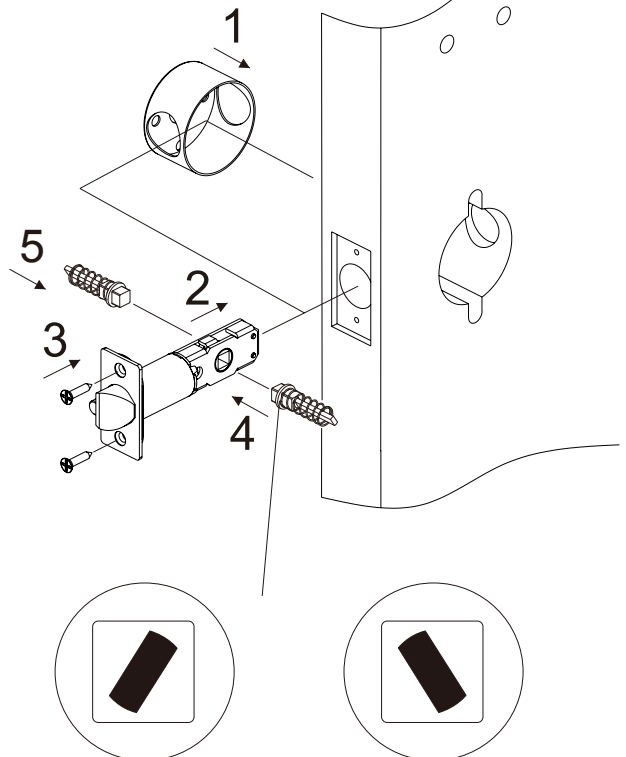
OUTSIDE LEVER HANDING	OUTSIDE	INSIDE
RH RHR	RH Spindle (Blue)	LH Spindle (Red)
LH LHR	LH Spindle (Red)	RH Spindle (Blue)



## Latch and Spindle Installation

1. Insert the fire cup into the hole. (If not using a fire cup, skip this step)
2. Insert the latch into the bore hole.
3. Fix the latch with two 8-32 x 3/4" combination wood / machine screws.
4. Fit the Right Hand Spindle (Blue) or "R" on the outside of the door for (RH/RHR door)<sup>1</sup>
5. Insert the Left Hand Spindle (Red) "L" on the inside of the door for (RH/RHR door)<sup>1</sup>

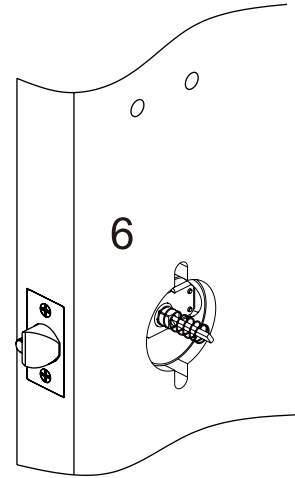
<sup>1</sup>Do the reverse for LH/LHR door.



Left Hand

Right Hand

6. Check that the latch is correctly fitted as shown on right image.

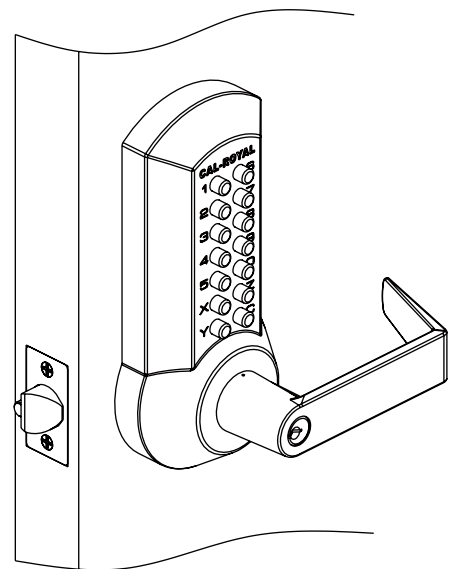
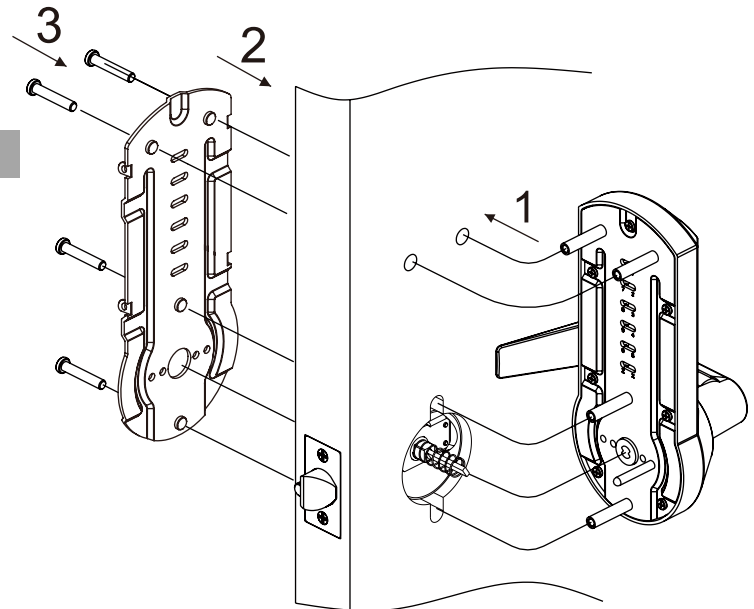


## Outside Lock Installation

1. Place **Outside Lock** on door.

2. Align hub onto the spindle and 4 screw posts through prep doors.

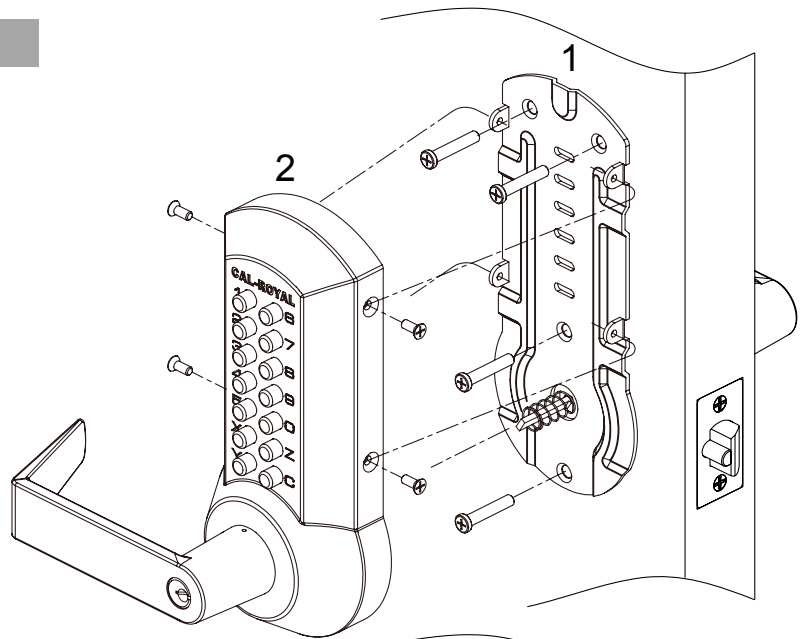
3. Align the mounting plate of the Outside lock and fasten with 4 screws.



## Inside Lock Installation

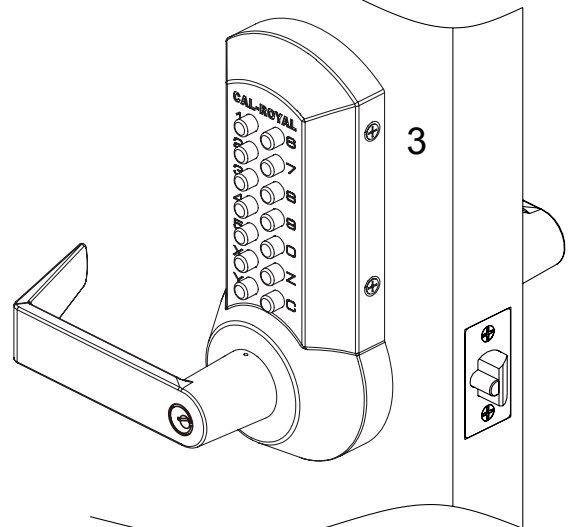
1. Place Inside Lock onto the door.
2. Push lever onto the hub until it clicks.
3. Fasten with 8-32 X 3/8" screws.

After entering the correct code, check the lever if it is correctly installed by pushing the lever down. If the latch retracts, push the lever again without entering a code. If it goes to breakaway mode, the lever is installed correctly; if the latch retracts, refer to **Check Spindle Timing** on page 5 and adjust the timing.



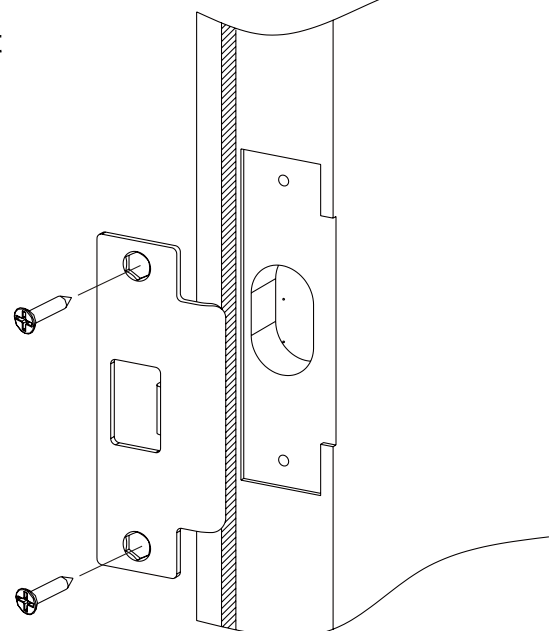
## Install Strike Plate

1. Align strike plate with rabbet.
2. Fasten strike plate with 2 screws.



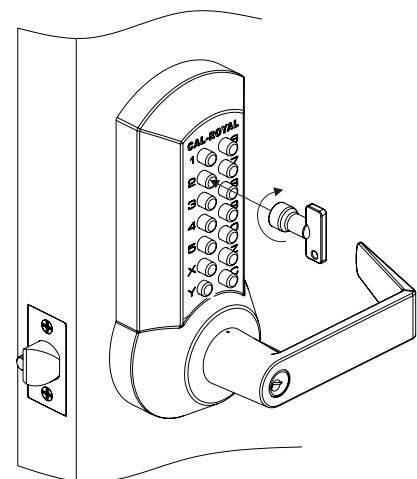
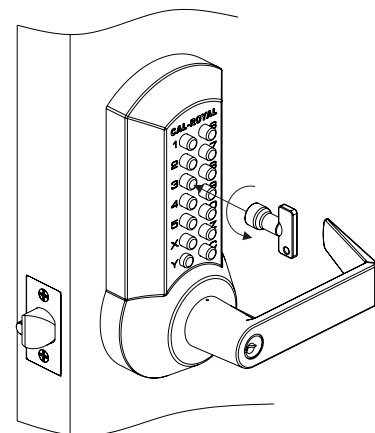
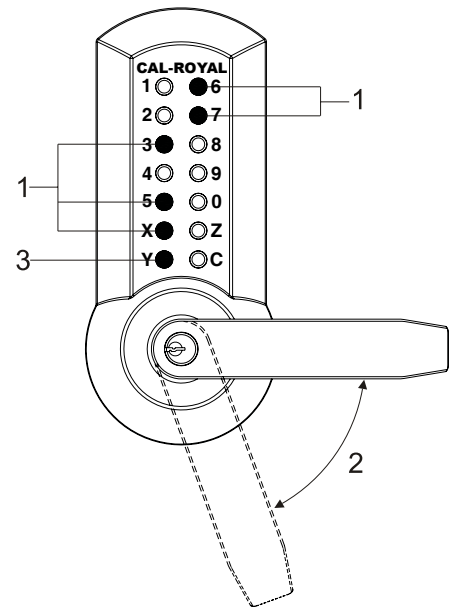
## Check & Adjust

1. Enter factory set code and make sure that the latchbolt retracts and the lever handle turns smoothly.
2. Check the operation of the inside lever handle.
3. Insert the key to check if the latchbolt retracts.
4. Close the door and make sure it closes without getting stuck. (Remove the key before closing the door)
5. Enter the code or use the key to open the door.
6. If there is no binding of the latch or handles, the lock is correctly fitted. Otherwise, loosen the fixing bolts and reposition the strike plate slightly until the correct position is found. Re-tighten the bolts.



## To Change Access Code

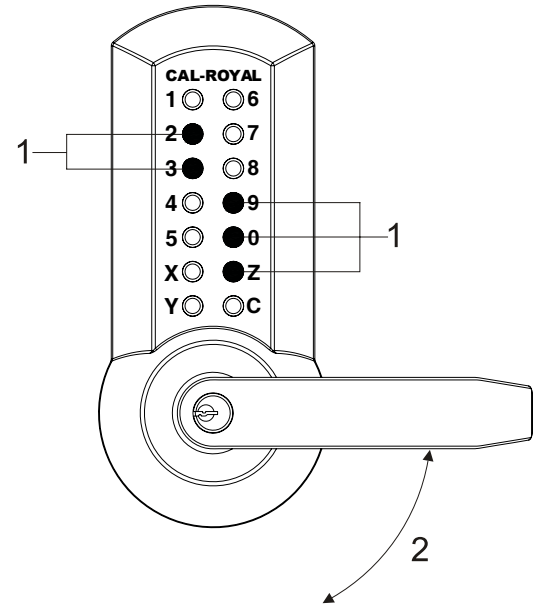
1. Press current access code.
2. Turn lever 70° and hold.
3. Press the "Y" button.
4. Release the lever first, and then the "Y" button.  
("Y" button will stay pressed until code is changed)
5. Push the code change tool onto each button in turn, pushing in the buttons approximately 2mm turn counter-clockwise 180° or until it stops turning. All buttons should now be in non-code position.
6. Test that all the buttons are in non-code by pressing the "C" button and turning the lever handle which should retract the latch and pop the "Y" button up. If the latch can not be retracted, repeat step 5.
7. Press the "Y" button.
8. Release the lever first, and then the "Y" button.  
("Y" button will stay pressed until code is changed)
7. To select button as a code button, push code tool over button. Press button in with tool approximately 2mm and turn clockwise 180° or until it stops turning.



## To Change Access Code

8. Press "C" and the new access code.
9. Turn the lever. The "Y" button will pop back up once the code is changed.

\*Before pressing the access code, make sure to press "C" button (Clear) first.

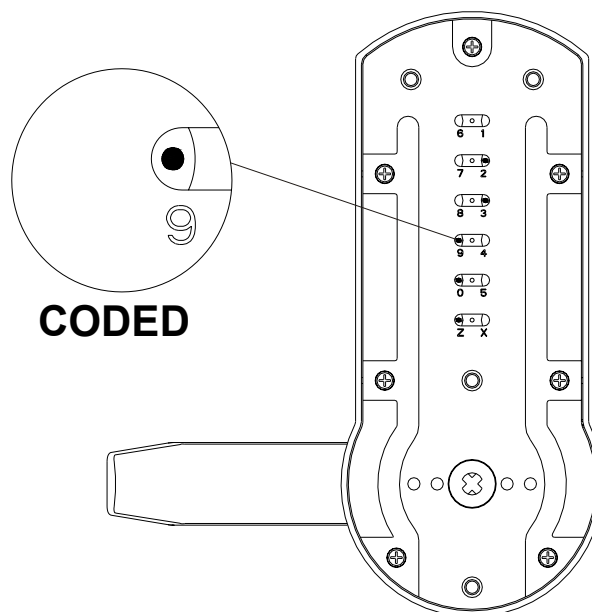


## Access Code Recovery

1. Remove the Outside Lock

\*The buttons included in the access code (**coded buttons**) will show dots above the number/letter.

\*The buttons not included in the access code (**non-coded**) buttons will be blank.









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