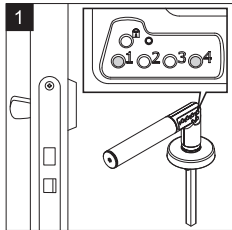# Installation instructions

1) Setting the administration code

- The administration code is 6-digit code used for entering the handle's programming mode.
- The administration code is required for changing the user codes and for setting the handle's locking mode and sound signal.
- The handle is supplied without any administration code.

IMPORTANT!
The administration code can only be set when the spindle points downwards (see Illustration 1). Therefore is must be set BEFORE the handle is fitted to the door.

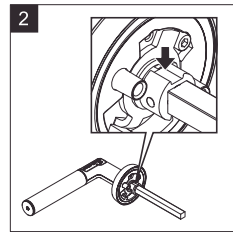### Setting the handle's initial administration code:

- Position the handle horizontally, with the spindle pointing downwards.
- Press buttons No.1 and No.4 at the same time. The LED flashes red.
- Release the buttons. The LED turns green and stops flashing.
- Enter a 6-digit administration code. The green light flashes rapidly.
- The new administration code is now valid.

PLEASE NOTE: To reset the code at a later time follow the same procedure. All user codes are deleted when the handle is reset.
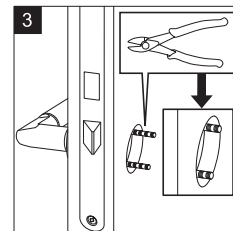
2) Installing handle onto the door

Turn the spindle so the track points upwards, as shown in Illustration 2. Keep the spindle in this position when fitting the handle onto the door.
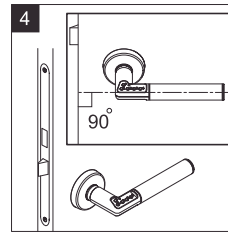
- Program and test at least one user code before fitting the handle onto the door (see Operation Instructions) overleaf.
- Ensure handle fixing centres are at 38mm.

- Place the enclosed screws in the screw holes in the handle.
- Place the inner handle on the door.
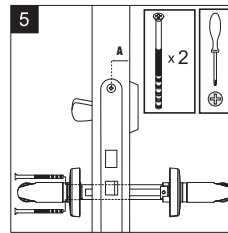- Press the screws fully through.

- Cut the screws close to the outer face of the door, maximum 6mm outside the door face.
- A 22mm (minimum) hole through the door is needed to accommodate the spindle cam.
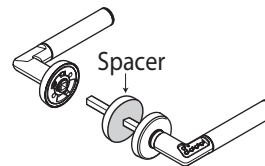- Fit the handles onto the door (the handle with the keypad is the external/secure side).

Make sure the handles are kept horizontal

- Attach the inner and outer handles to each other with the screws.
- Check that both handles can operate freely.

NOTE: This product fits doors thicknesses of 35-80mm. With a 'A' measurement of at least 21mm (see illustration 5). For smaller 'A' measurement 14-20mm use a Code-It spacer (sold separately see part number 59040002).
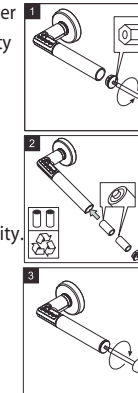
Spacer

3) Changing the Batteries

- The handle is powered by two CR2 type lithium batteries.
- Normally the handle is delivered with the batteries fitted inside.
- Batteries last for approximately 100,000 operations or about 5 years.
- When batteries are low the LED flashes red whenever a button is pressed and after a correct code is entered. The handle will remember the codes while the batteries are replaced.

To change the batteries follow the steps shown in illustrations 1-3:

1 Unscrew the battery cover with the enclosed security bit.
2 Press the handle down and let the old batteries slide out. Place two new batteries inside the handle, observing polarity.
3 Screw the battery cover back in place.

Battery safety precautions

Install the batteries with the correct polarity
Do not mix new and used batteries. Change both batteries at the same time.
Do not leave batteries near heat source or fire
Do not leave batteries within reach of children.
Properly dispose of the used batteries according to the rules and regulations of your particular country.
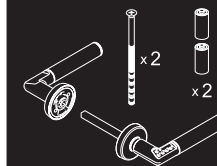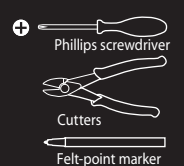
Code·It™
Electronic Security Handle

Fitting and operating instruction

Package contents

Tools needed

×2
×2

Phillips screwdriver

Cutters

Felt-point marker

MUL·T·LOCK®

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The handle is supplied:

- With no codes stored in the memory
- With the sound signal on
- With auto-lock off

4) Initiating Programming Mode

- Initiate the programming mode by holding down the Lock button. A red light starts flashing, then goes off, and finally reappears as a steady red light.
  Now you may release the Lock button.
- Enter the administration code within 5 seconds. The LED turns to a constant green.

5) Adding user codes

- The user code is used to unlock the handle.
- The memory of Code-It can store up to 9 different user codes at a time.
- A user code may consist of 4-6 digits, each having a value of 1-4.
- User codes may be programmed - added, changed or deleted - an unlimited number of times, using the administration code.

Adding (or changing) a user code:

1 Initiate programming mode (see section 4).
2 Choose which of the 9 user codes you wish to program by pressing button No.1 the required number of times (1-9) corresponding to the chosen user code's place (e.g. press once for code no. 1, twice for code no.2 etc).
3 Wait for a constant green light.
4 Enter the new user code.
5 A constant green light indicates that the user code has been saved in the handle memory. Confirm by pressing the Lock button or wait until the green light goes off.

6 To add another user code (up to 9 different codes altogether) repeat steps 2-5.

Deleting a user code:

1 Initiate programming mode (see section 4).
2 Choose which of the 9 user codes you wish to program by pressing button No.1 the required number of times (1-9) corresponding to the chosen user code's place (e.g. press once for code no. 1, twice for code no.2 etc).
3 Wait for a constant green light.
4 Press the Lock button. The LED flashes red.
5 The code has been deleted from the handle memory.
6 To delete another user code repeat steps 2-4.

6) Setting the locking mode

The handle's locking mode can be set to either Manual or Automatic:

Manual - the handle is locked by pressing the Lock button.

Automatic - the handle locks automatically within 9 seconds after the correct code is entered (provided the handle is returned back into the horizontal position).

Changing the locking mode:

1 Initiate programming mode (see section 4).
2 Press button No.3 to alternate between manual and automatic locking mode.
- A long beep indicates auto-locking is off.
- 3 short beeps indicates auto-locking is on.
3 Confirm by pressing the Lock button or wait until the green light goes off.

Temporary Passage Mode - while the handle is set to 'Automatic' mode it is possible to leave the handle unlocked temporarily.

1 Enter a correct user code.
2 Within 3 seconds of entering the code press buttons No.1 & No.4 together.

The handle will stay unlocked until the Lock button is pressed or until a correct user code is entered again.

7) Setting the sound signal

To turn the sound signal off or on follow these steps:

1 Inititate programming mode (see section 4).
2 Press button No.2 to alternate the sound signal setting between off and on.
- A long beep indicates the sound is off.
- 3 short beeps indicates the sound is on.
3 Confirm by pressing the Lock button or wait until the green light goes off.

Memory Reset

The handle may be set back to factory settings by changing the Administration Code. To reset please refer to section 1 at the beginning of the installation instructions.

Security

When an incorrect code is entered 5 times in a row, the handle goes into lockout mode for 3 minutes. The LED will flash red every 5 seconds. To free the handle from lockout mode:
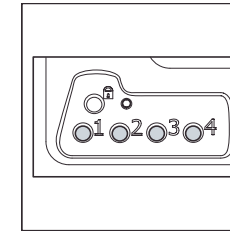
- Enter a correct user code twice.
- Enter a correct user code again to gain access.

8) Using your Code-It handle

Unlocking

To unlock the handle enter a valid 4-6 digit user code using buttons No. 1-4.
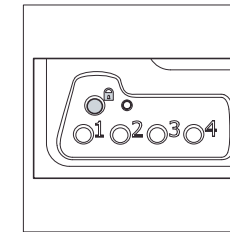NOTE: If an incorrect code is entered the LED will flash red.

Locking

Locking the handle varies depending on which mode the Code-It handle is set in.

Manual Mode: Press the Lock button, the LED will flash red and the handle will relock.

Automatic Mode: The handle automatically relocks within 9 seconds after a correct code is entered.

IMPORTANT: If the handle is not returned to the horizontal position within these 9 seconds the handle will revert to Temporary Passage Mode (see section 6).

REMEMBER YOUR CODES
Keep safe

Administration code:

Code _____

User codes:

Code 1 _____

Code 2 _____

Code 3 _____

Code 4 _____

Code 5 _____

Code 6 _____

Code 7 _____

Code 8 _____

Code 9 _____

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