


## Users Manual

Thank you for choosing KEYLEX USA. Please make sure to read this manual thoroughly to ensure proper use of the product.



### Warning

To ensure safety, please follow the instructions below:

Precautions During Installation	Always use a manual screwdriver to tighten parts during installation. DO NOT use an electric screwdriver as this may lead to over tightening.	
Loose Parts After Installation	If any installed parts become loose, tighten them periodically to prevent theft or accidental detachment.	
Improper Use	DO NOT hang objects, stand on, or misuse the lever.	
Operational Precautions (to avoid malfunctions)	<ul style="list-style-type: none"><li>• DO NOT disassemble or modify the product.</li><li>• DO NOT press any buttons while operating the lever.</li></ul>	



### Caution

### Notes for Setting the Code Combination

- Keylex 4000 allows you to set any combination code consisting of 1 to 15 digits (up to 32,768 possible combinations)
- The combination is not sequence-specific. For example, if the passcode is set to 1-2-3, the lock will also unlock if the buttons are pressed in any order, such as 3-2-1, 3-1-2, or 2-1-3.
- Each button can only be used once in the combination.  
(Pressing the same button multiple times in a single sequence will have no additional effect.)  
Example: Pressing 1-1-2-3 or 1-2-2-3 would function the same as pressing 1-2-3.



### Caution

### Important Handling Instructions

- Regularly update the passcode to maintain security.
- For added security, we recommend pressing buttons other than those included in the set passcode during installation or setup.
- To ensure long-term durability, clean the surface regularly with a soft, damp cloth.  
Pay extra attention to the area around the buttons. For heavy dirt or stains, use a neutral detergent.

If you notice any issues or irregularities with the installed equipment, please consult a professional technician.

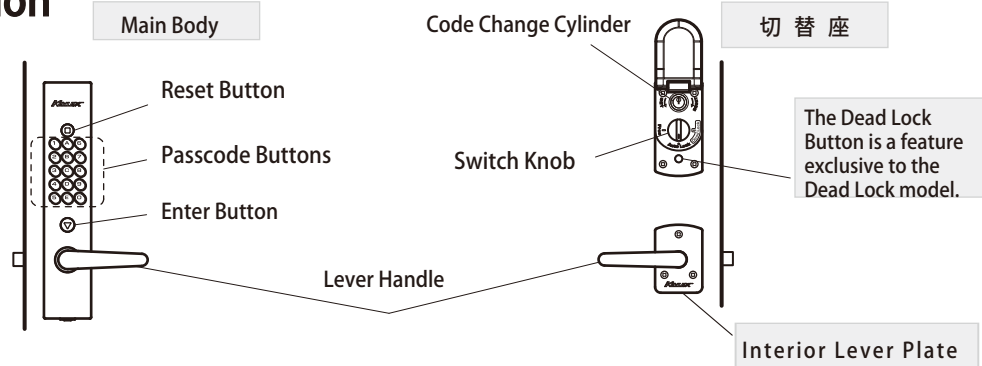
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Web : [www.keylexusa.com](http://www.keylexusa.com)  
E-mail : [support@keylexusa.com](mailto:support@keylexusa.com)

# 1. Description of Components

## 1-1. Parts Identification

- This diagram shows the right-handed configuration (it is symmetrical for left-handed configurations)



## 1-2. Switch Knob Function

The function changes depending on the position of the switch knob on the interior plate.

### ■ Auto Lock (Default Setting)

Knob Position: Auto Lock



Function: The door automatically locks when closed.

From the exterior side, the lock can be unlocked using the passcode or a key.

### ■ Free

Knob Position: Free



Function: The door does not automatically lock when closed.

The door can be opened from both the interior and exterior using the lever handle without a passcode.

### ■ Dead Lock

Exclusive to Dead Lock models.



Knob Position: Dead Lock

Function: The door automatically locks when closed.

From the exterior side, the lock can only be unlocked with a key.

**Note:** By disabling the ability to unlock the door with a passcode, the lock can only be unlocked by someone with a key, making it effective for locations where access needs to be restricted.



**Warning:** The door cannot be unlocked from the exterior without a key.  
Always carry a key when the Dead Lock mode is active.

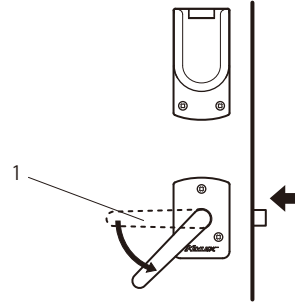


**DO NOT** switch directly from Dead Lock to Free mode.

## 2. How to Unlock

### A. How to Unlock from the Interior Side

1. The door can be opened by operating the lever.
  - From the interior side, the door can be opened using the lever handle, regardless of the switch knob's position.



### B. How to Unlock from the Exterior Side.

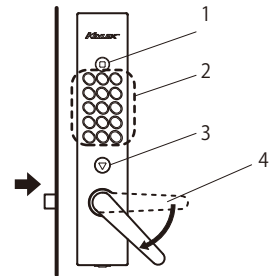
The method of unlocking from the exterior side changes depending on the position of the switch knob on the interior side.

#### ■ Auto Lock (Default Setting)

1. Press the reset button.
2. Enter the current passcode.
3. Press the Enter button.

(If the correct passcode is entered, the buttons will not remain pressed. If an incorrect passcode is entered, the buttons will stay pressed. Please restart from Step 1.)

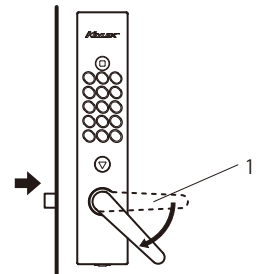
4. After entering the correct passcode and using the lever handle, the Enter button will reset to its original position.



Do not operate the handle while pressing the Enter button.

#### ■ Free

1. The door opens with the lever handle, no passcode needed.

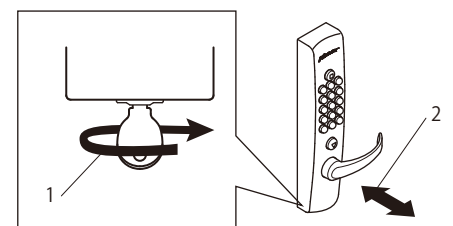


#### ■ Dead Lock

Exclusive to Dead Lock models.

The lock can be unlocked with a key, but the passcode buttons cannot be used to unlock it.

1. Insert the key into the bottom cylinder, turn it fully until it stops, and hold it in place.
2. While holding the key in place, operate the lever to open the door.



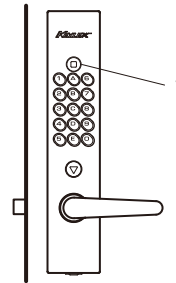
- This diagram shows the right-handed configuration (it is symmetrical for left-handed configurations)

### 3. How to Change the Passcode

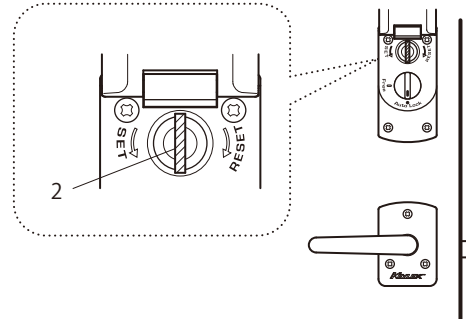


The door must be open when changing the passcode.

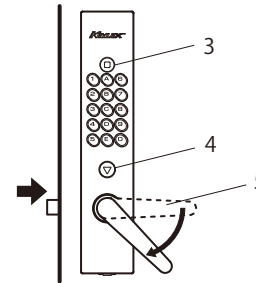
1. Press the reset button.



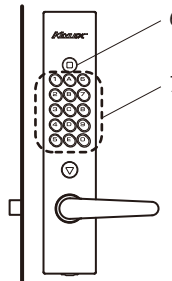
2. Insert the key into the code change cylinder, turn it 90° clockwise to the RESET position, then turn it back to its original position and remove the key.



3. Press the reset button.
4. Press the Enter button.
5. Verify that the dead latch retracts when you operate the lever.



6. Press the reset button.
7. Enter the desired passcode.

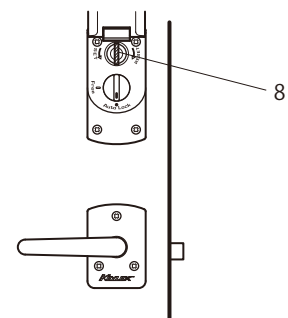


For details about the passcode, refer to 'Passcode Precautions' on page 1.

8. Insert the key into the code change cylinder and turn it 90° counterclockwise to the SET position.  
**Turn it back 90° to the original position, and remove the key.**



DO NOT perform the next steps while the key is turned to the SET position.



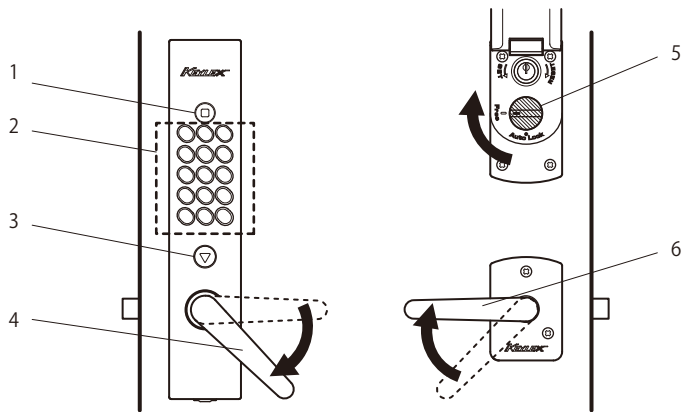
9. Refer to Section 2, Part B: 'Unlocking from the Exterior Side,' under 'Auto Lock,' and verify the settings by performing the described unlocking operation.

## 4. Free Mode Description

You can set the door to stay unlocked when closed.

### 4-1. Switching to Free Mode

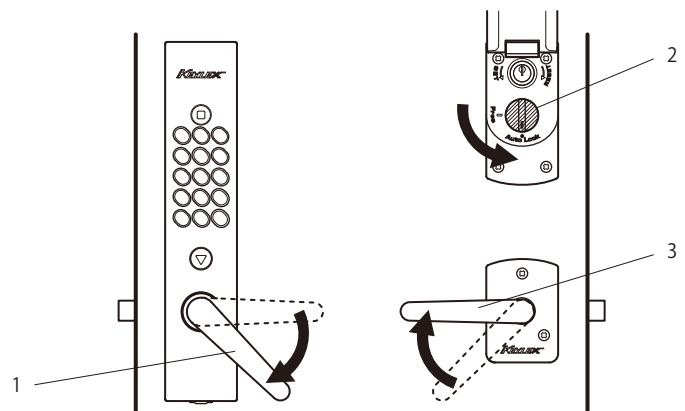
1. Press the reset button.
2. Enter the current passcode.
3. Press the Enter button.
4. Lower the lever handle and hold it.
5. While holding the lever down, turn the knob on the switch plate to Free.
6. Return the lever handle to its original position.



- This diagram shows the right-handed configuration (it is symmetrical for left-handed configurations)

### 4-2. Switching from Free to Auto Lock

1. Lower the lever handle and hold it.
2. Turn the knob on the switch plate to Auto Lock.
3. Return the lever handle to its original position.



- This diagram shows the right-handed configuration (it is symmetrical for left-handed configurations)

## 5. Dead Lock Function Description

The following features are available for Dead Lock models (optional).

Notes:

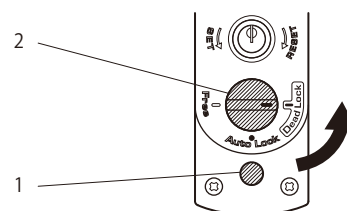
- Dead Lock restricts exterior unlocking to key use only. Disabling the passcode buttons ensures that only keyholders can unlock the door, making it ideal for locations where access needs to be controlled.

### 5-1. Switching to Dead Lock

1. Press and hold the Dead Lock button.
2. Turn the knob on the switch plate to Dead Lock.



**Important:** The door cannot be unlocked from the exterior without a key. Always carry a key when Dead Lock mode is active.

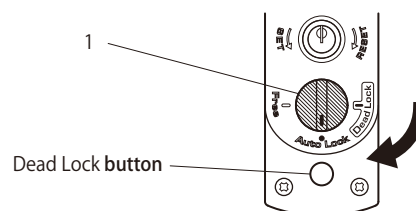


### 5-2. Switching from Dead Lock to Auto Lock

1. Turn the switch knob on the switch plate to Auto Lock.  
(Do not press the Dead Lock button.)



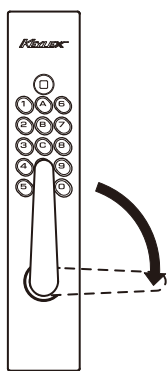
**DO NOT** switch directly from Dead Lock to Free mode.



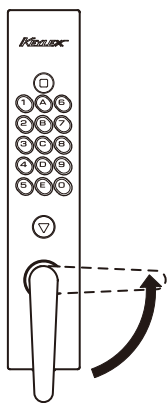
## 5. When the lever handle is not in the correct position

If the lever handle rotates freely and stops in the upward (or downward) position, apply firm pressure to return the lever to its normal position.

The lever handle is equipped with an 'Anti-Tamper Safety Mechanism' that causes the lever to spin freely if forcefully operated without using the passcode buttons. This protects the internal components and is not a malfunction.



If the lever is stuck in the upward position, lower it back to its correct position.



If the lever is stuck in the downward position, raise it back to its correct position.

