





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

 WARNING: To Prevent Danger, Please Follow the Instructions Below	
Installation Precautions	When tightening the mounting screws for each part, always use a manual screwdriver. DO NOT use a power screwdriver. 
Loose Mounting Screws	To ensure security and prevent falling, regularly check and retighten all mounting screws.
Use for Other Purposes	DO NOT hang on the lever, use it as a foothold, or hang objects on it.
Operating Precautions (Can Cause Malfunction)	<ul style="list-style-type: none"> • DO NOT disassemble or modify the product. • DO NOT operate the lever while pressing the button.

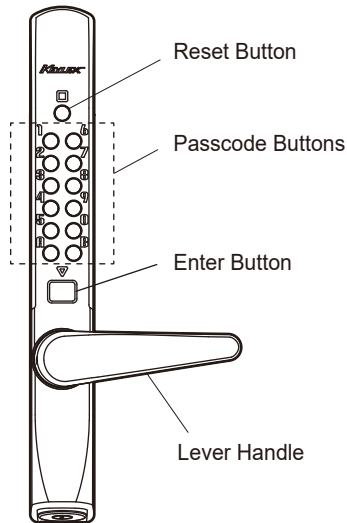
 CAUTION: Passcode Setup Precautions	
<ul style="list-style-type: none"> ● The Keylex 3100 allows you to set a passcode of 1 to 12 digits, with 4,096 possible combinations. 	
<ul style="list-style-type: none"> ● You CANNOT set a specific order for button presses. For example, if the passcode is 1-2-3, the lock will unlock regardless of whether you press 1-2-3, 2-3-1, 3-1-2, or 1-3-2. 	
<ul style="list-style-type: none"> ● Each button can only be used once in a passcode. (DO NOT set a passcode that requires pressing the same button twice.) For example, 1-1-2-3 or 1-2-2-3 CANNOT be used because once a button is pressed, it cannot be pressed again within the same entry. If a passcode is set with repeated numbers, the lock will open as soon as the first instance of each number is pressed. 	

 CAUTION: Handling Precautions	
<ul style="list-style-type: none"> ● Regularly change the passcode for security. 	
<ul style="list-style-type: none"> ● For security purposes, it is recommended to press random buttons before locking to prevent passcode tracking. 	
<ul style="list-style-type: none"> ● To ensure long-lasting use, clean the surface by wiping it with a soft, dry cloth. Pay special attention to the area around the buttons, wiping regularly. If heavily soiled, use a mild detergent. 	

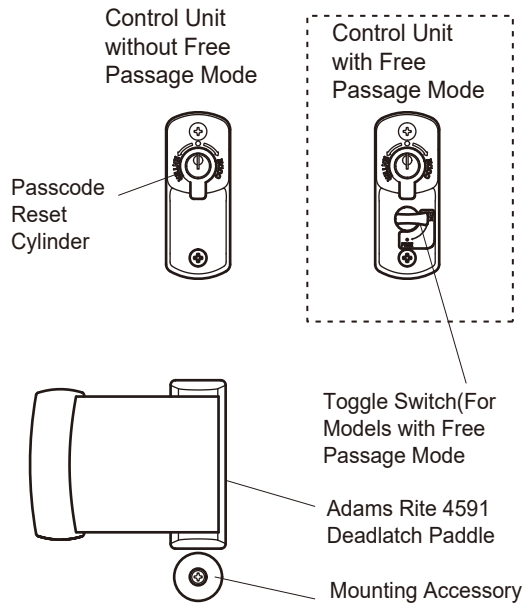
If you notice any issues with the installed door or surrounding structure, consult a professional contractor.

1. Parts Names

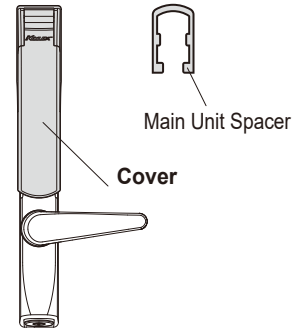
Exterior Side



Interior Side

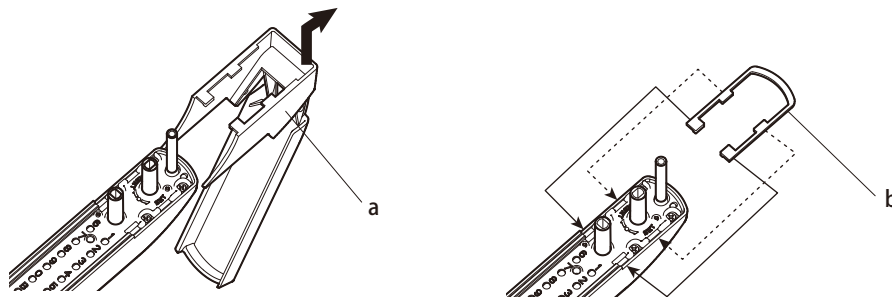


Included Parts



When Not Using the Cover

1. Remove the main unit from the door, lift Cover (a), and pull it out.
2. Align Main Unit Spacer (b) with the recess on the back of the main unit and insert it.
3. Reattach the main unit to the door and restore it to its original position.



※The number and positioning of the guide posts on the back vary depending on the model specifications.

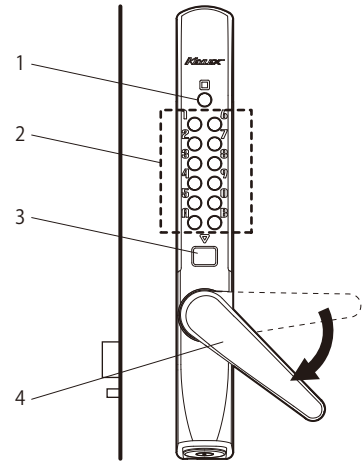
2. Unlocking Method

A. Unlocking with Passcode

1. Press the Reset Button.
2. Enter the current passcode.
If you make a mistake, press the Reset Button again and re-enter the passcode.
3. Press the Enter Button.
If the passcode is incorrect, the button WILL NOT depress.
If the passcode is correct, the button will remain depressed.
4. Turn the Lever Handle to unlock the door.



DO NOT operate the handle while pressing the Enter Button.

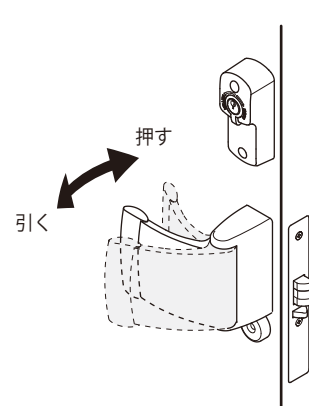


※ This diagram shows the right-hinged configuration (mirrored for left-hinged doors).

Note: When locked, the Lever Handle will rotate freely without engaging the latch.

B. Unlocking from the Interior Side

You can unlock the door by operating the paddle.

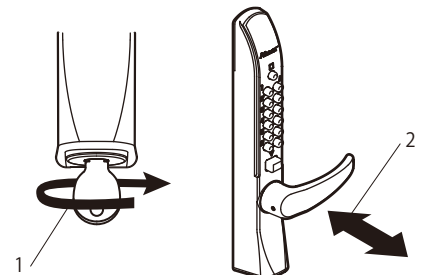


※ This diagram shows the right-hinged configuration (mirrored for left-hinged doors).

C. Unlocking with a Key

You can unlock the door with the key without using the Passcode.

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

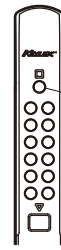


3. How to Change the Passcode



When changing the passcode, ensure the door is open before proceeding.

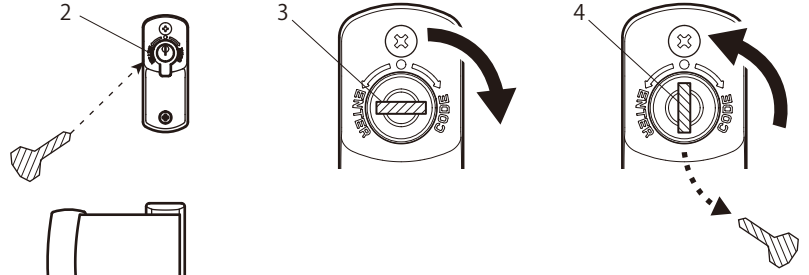
1. Press the Reset Button.



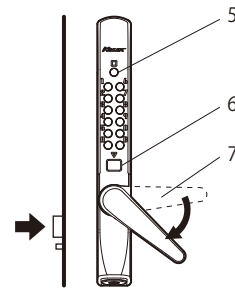
※ This diagram shows the right-hinged configuration (mirrored for left-hinged doors).

Illustration shows the cover removed.

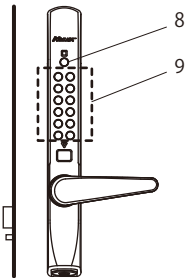
- 2. Insert the key into the Passcode Reset Cylinder.
- 3. Turn it 90 degrees to the right to where it says CODE.
- 4. Turn it back to its original position and remove the key.



- 5. Press the Reset Button.
- 6. Press the Enter Button.
- 7. Operate the Lever Handle and confirm that the deadlatch retracts.



- 8. Press the Reset Button.
- 9. Enter the desired passcode.

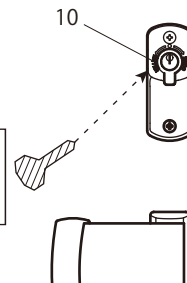


For details on passcode settings, refer to "Passcode Setup Precautions" on Page 1.

10. Insert the key into the Passcode Reset Cylinder, turn it 90 degrees to the left in the ENTER direction, then turn it back to its original position and remove the key.



DO NOT perform the next steps while the key is still turned in the ENTER direction.



11. Confirm the new passcode by following the unlocking procedure in "2. Unlocking Method" → "A. Unlocking with Passcode."

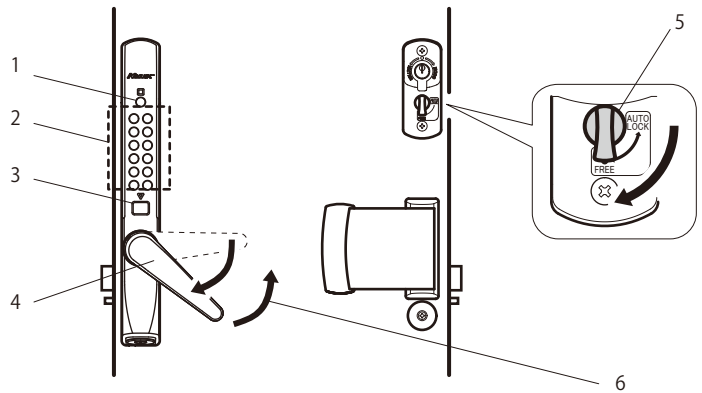
4. How to Use Free Passage Mode

The following functions are available only for models with the Free Passage Mode (Optional Feature)

4-1. Switching to Free Passage Mode

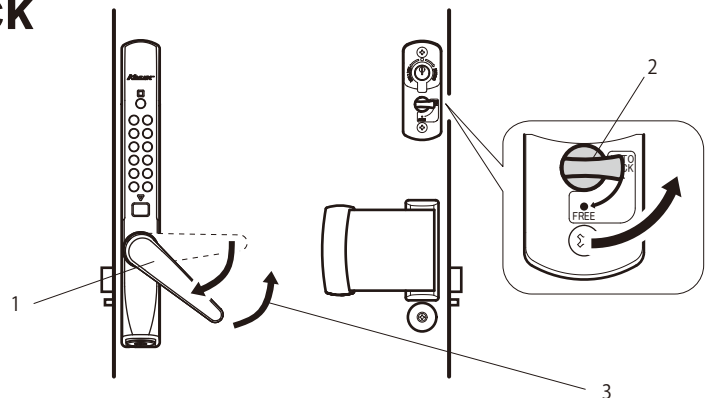
When set to Free Passage Mode, the door will remain unlocked even when closed.

1. Press the Reset Button.
2. Enter the current passcode.
3. Press the Enter Button.
4. Push down and hold the Lever Handle.
5. Turn the Toggle Knob to Free Passage Mode.
6. Release the Lever Handle back to its original position.



4-2. How to Switch from Free Passage Mode to Auto Lock

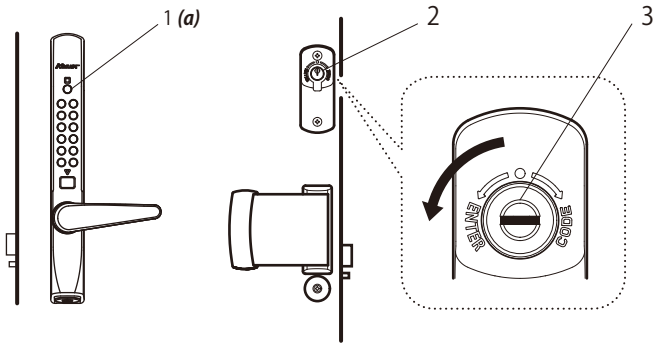
1. Push down and hold the Lever Handle.
2. Turn the Toggle Knob to Auto Lock Mode.
3. Release the Lever Handle back to its original position.



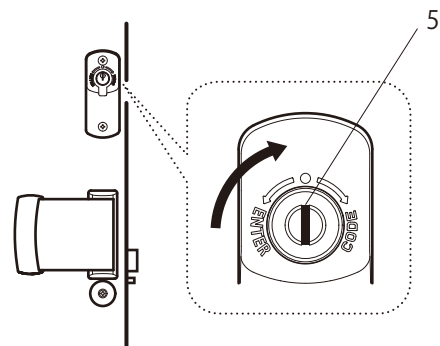
5. What To Do If a Button Cannot Be Pressed

- If the Reset Button is pressed but the passcode buttons or Enter Button cannot be pressed.
 - If the door does not unlock with the registered passcode.
- In these cases, reset all stored passcodes using the following procedure.

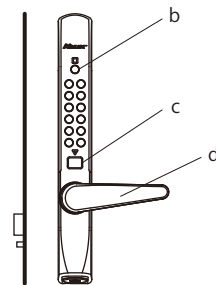
1. Press and hold the Reset Button (a).
2. Insert the key into the Passcode Reset Cylinder.
3. Turn the key 90 degrees to the left in the ENTER direction.



4. Release the Reset Button (a).
5. Turn the key back to its original position and remove it.



6. Press the Reset Button (b), then press the Enter Button (c) in order. Operate the Lever Handle (d) and confirm that the door unlocks.



7. Set a new passcode by following the steps in "3. How to Change the Passcode."