Taymor

CONCIERGE 100
PROFESSIONAL SERIES
ELECTRONIC DEADBOLT

USER GUIDE

CONTENTS

IMPORTANT SAFETY INFORMATION

⚠ WARNING
1. Do not use any abrasives or any chemical products containing any substance of alcohol, benzene, hydrochloric acid or nitric acid, and avoid sharp or scratching objects to clean this lockset.
2. Do not let any water or liquid into lockset during installation process.

⚠ IMPORTANT SAFETY INSTRUCTION
1. Do not attempt to disassemble any internal components of the lockset personally. You may run the risk of voiding the limited warranty.
2. Do not drop or hit the lockset.
3. Do not use sharp objects to press key buttons.
4. Always create a backup of information you want to keep (such as programming code and use codes). Please use the last page of this booklet as your reference.
5. Please change programming code before operating this lockset.
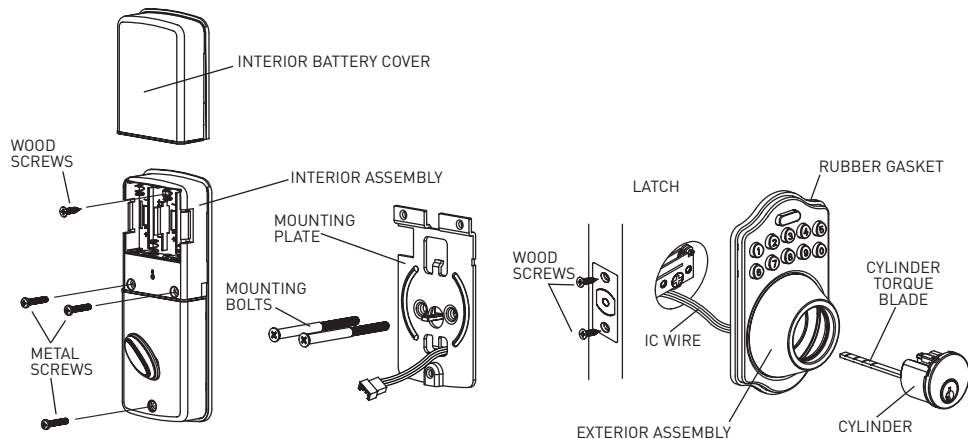
⚠ CARE AND MAINTENANCE
The following care instructions should be followed to ensure a long lasting finish:
1. Remove locks, or do not install locks, prior to painting your door.
2. Periodically clean with mild soap and a soft cloth only.

TOOLS NEEDED FOR NEW INSTALLATION

- PENCIL
- CHISEL
- TAPE MEASURE
- HAMMER
- PHILLIPS SCREWDRIVER
- 1" (25 mm) & 1/8" (3 mm) DRILL BITS
- 2-1/8" (54 mm) HOLE BORING KIT
- POWER DRILL
- 2" (51 mm) 6D COMMON NAIL
- 4 - AA 1.5V ALKALINE BATTERIES

2

COMPONENTS OF ELECTRONIC KEYPAD DEADBOLT

INTERIOR BATTERY COVER

WOOD SCREWS

INTERIOR ASSEMBLY

MOUNTING PLATE

MOUNTING BOLTS

METAL SCREWS

LATCH

WOOD SCREWS

IC WIRE

RUBBER GASKET

CYLINDER TORQUE BLADE
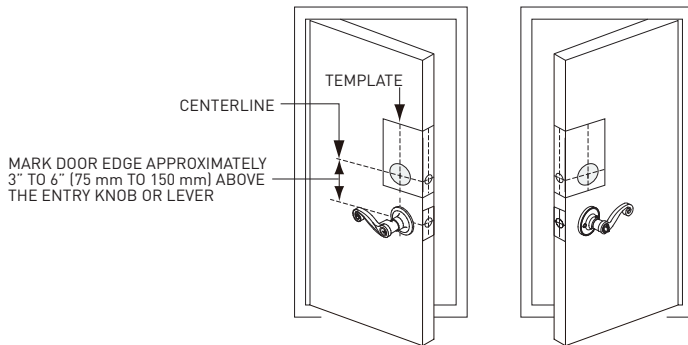
EXTERIOR ASSEMBLY

CYLINDER

DOOR PREPARATION

1 MARK DOOR WITH TEMPLATE (ATTACHED SEPARATELY)

Note: If replacing an existing lock or installing in a pre-drilled door, begin with page 8.

a. Use TEMPLATE to mark centerline on door for deadbolt about 3" to 6" (75 mm to 150 mm) above the existing knob or lever.

b. Stand so door swings towards you. Align template on centerline and fold template as shown.

TEMPLATE

CENTERLINE

MARK DOOR EDGE APPROXIMATELY
3" TO 6" (75 mm TO 150 mm) ABOVE
THE ENTRY KNOB OR LEVER

® REGISTERED TRADEMARK OF TAYMOR INDUSTRIES LTD.

DOOR PREPARATION

2 MARK AND DRILL PILOT HOLES
Select backset. Mark and drill pilot holes
as shown.

CENTERLINE

2-1/8"
(54 mm)

1"
(25 mm)

BACKSET

DRILL 1/8" (3 mm) PILOT HOLE

DRILL 1/8" (3 mm) PILOT HOLE
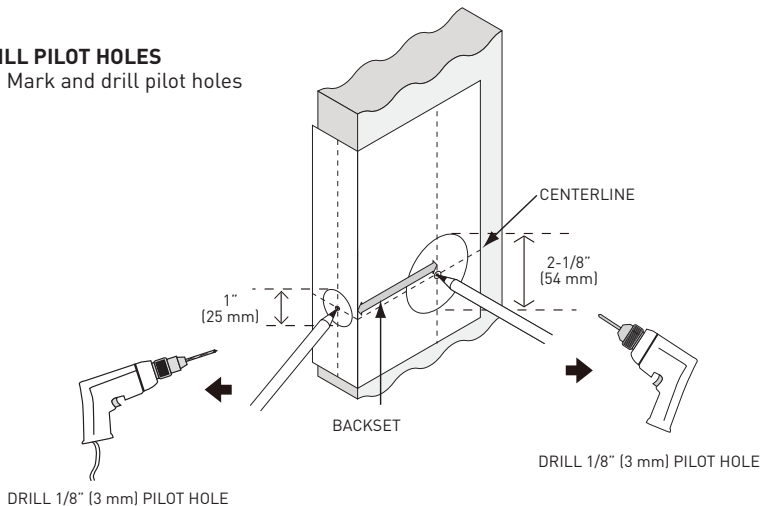
DOOR PREPARATION

3 USING THE TEMPLATE MARKS AS A GUIDE
    a. Drill a 2-1/8" (54 mm) hole on the door face from both sides to prevent wood from splitting.
    b. Drill a 1" (25 mm) hole in the door edge for the latch.
    c. Use the latch faceplate as a pattern for the mortise and pilot holes. Chisel 1/8" (3 mm) deep.
       Faceplate should fit flush.
       Note: for drive-in latch, simply insert latch.

2-1/8" (54 mm)

1" (25 mm)

CHISEL 1/8" (3 mm) DEEP

FACEPLATE

OUTLINE

a.   b.   c.

DOOR PREPARATION

a.
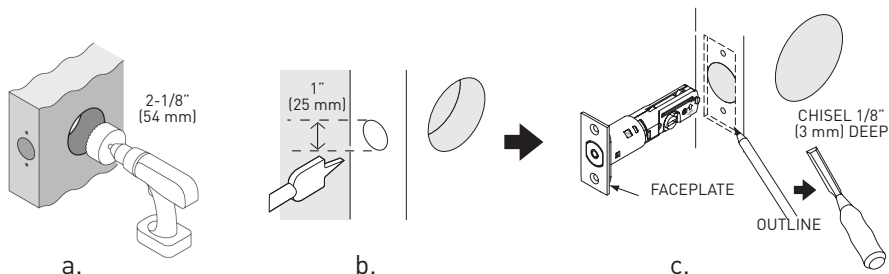
4 PREPARE DOOR JAMB AND INSTALL STRIKE PLATE

a. To identify the center of the strike: insert the latch, close the door; using the latch faceplate as a guide, mark horizontal centerline and outline of the strike. Ensure the center of the faceplate and the center of the strike are aligned.
b. Chisel 5/64" (2 mm) deep along the strike outline to allow the strike to be aligned with the door frame.
c. Insert the strike and tighten it with wood screws.

b.

Door jamb hole dimension
a. 1-3/16" (30 mm)
b. 1-3/8" (35 mm)
c. 1" (25 mm)

Strike dimension
d. 9/32" (7 mm)
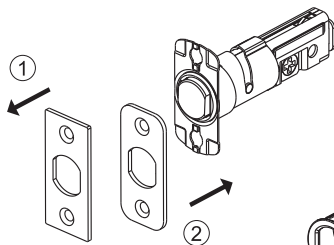e. 2-15/16" (75 mm)
f. 1-5/16" (33 mm)

c.
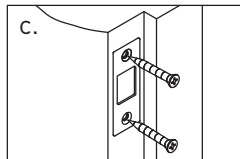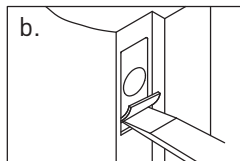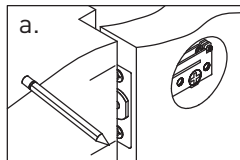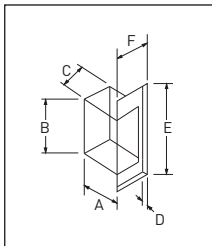
INSTALLATION 6 WAY LATCH

1 6 WAY LATCH
To Change Latch Faces
1. Use a flat-head screwdriver to separate the faceplate form the backplate.
2. Snap the selected faceplate onto the backplate.

Latch Backset Adjustment
To rotate the latch case as following illustration for backset 2-3/4" (70 mm) or reverse direction for 2-3/8" (60 mm)
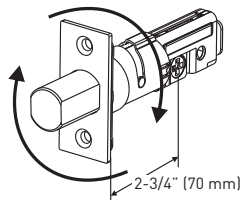

2-3/4" (70 mm)

Drive-in Installation
Make sure the round faceplate is properly aligned as illustrated and snap it to the latch case.

DRIVE-IN LATCH

INSTALLATION

2 INSTALL LATCH IN MORTISED AREA OR DRIVE-IN LATCH

If your door is set up to use a standard type latch, please install it with the 3/4″ (20 mm) screws that are provided. If you use the drive-in latch, please tap it into place.

OR

BACKSET

FACEPLATE

3/4″ (20 mm) WOOD SCREWS

DRIVE-IN LATCH

TAP LATCH FLUSH

WOOD BLOCK (NOT INCLUDED)
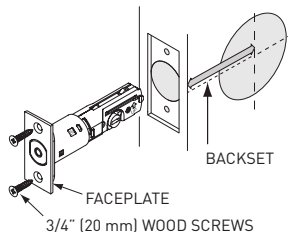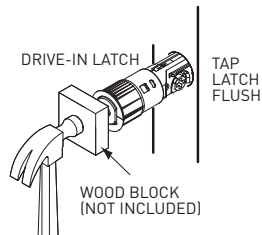
INSTALLATION

3 a. Make sure latch is in retracted position.
   b. Insert the cylinder into exterior assembly with cylinder torque blade inserted through hub of the latch in a horizontal position.
   c. Pass the IC wire under the latch to the interior side of the door.

a.   b.   c.

IC WIRE

INSTALLATION

4 INSTALL INSIDE THE MOUNTING PLATE

a. Carefully pass the IC wire through the wire hole on the mounting plate.
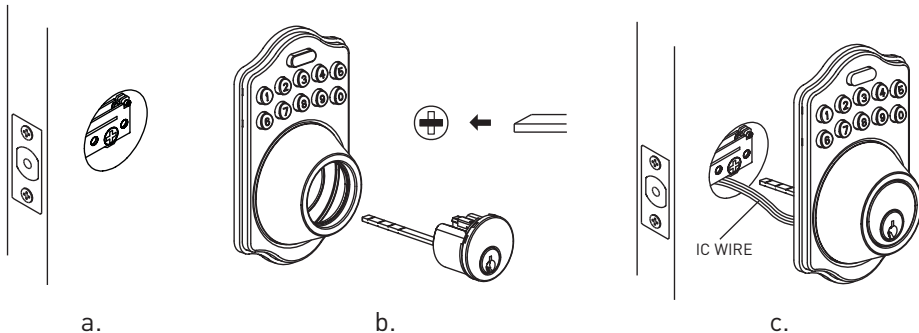b. Making sure that the exterior assembly and cylinder are pressed flush against the exterior door, insert the mounting bolts and tighten.
c. Check the vertical alignment for the mounting plate and exterior assembly.
d. Test. Using the key, retract and extend the bolt a few times to test for smooth action.
e. If action feels rough, loosen screws and realign the mounting plate and exterior assembly.

KEEP PARALLEL

MOUNTING PLATE

MOUNTING BOLTS

IC WIRE
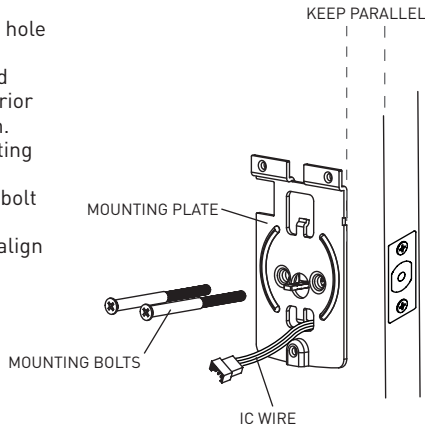
INSTALLATION - DOOR HANDING

5 IDENTIFY THE DOOR HANDING
a. Face the door from inside
b. The door is "left-handed" if the hinges are on the left hand side of the door.
c. The door is "right-handed" if the hinges are on the right hand side of the door.
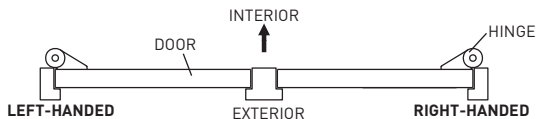
6 ADJUST INTERIOR TURN PIECE
a. Turn the turn piece to the left when it is a "right-handed" door.
b. Turn the turn piece to the right when it is a "left-handed" door.

INSTALLATION - RECEIVER MODULE

7 **INSTALL RECEIVER MODULE**
   a. Remove the battery cover (push it up and pull it out).
   b. Connect the IC wires and ensure the cylinder torque blade is engaged with the turn piece then attach the interior assembly to the door with the metal screws.
   c. Insert 4 (AA) 1.5V alkaline batteries and place the cover back onto the interior assembly.

BATTERY COVER

WOOD SCREWS

METAL SCREWS

a.   b.   c.
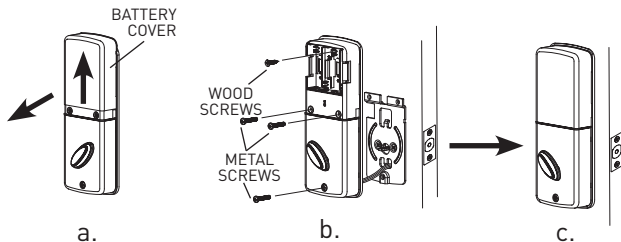
OVERVIEW OF FUNCTIONS

1. **PROGRAMMING BUTTON**
   Programming Button is for entering codes,
   clearing errors, and setting functions.
   It's also a "Lock" Button.
2. **KEYPAD WITH NUMBER BUTTONS**
   For inputting codes, 4-10 digits in length.
3. **CYLINDER**
   Retract/Expand latch bolt by key from outside.
4. **RUBBER GASKET**
   To prevent water leaking through
   exterior assembly.
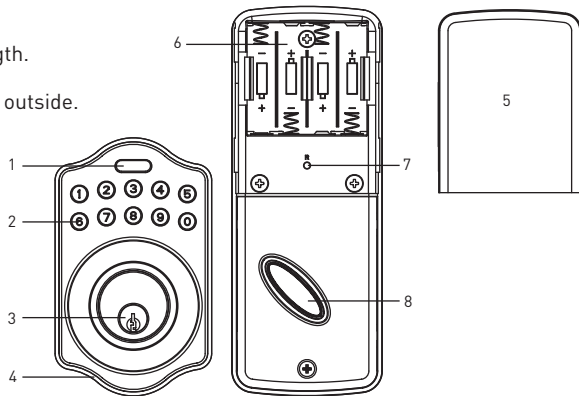5. **BATTERY COVER**
6. **BATTERY HUB**
   Four (AA) Alkaline Batteries
   (sold separately)
7. **"R" BUTTON (RESET)**
   Restore default setting
8. **TURN PIECE**
   Retract/Expand the latch bolt
   from inside.

14

KEYPAD LIGHTS & WARNINGS

LED INDICATOR LIGHT
1. Flashes "Green" <u>once</u> when operating function is performed properly.
2. Flashes "Green" <u>twice</u> when programming function is performed properly.
3. Flashes "Red" <u>three times</u> when operating function was not performed properly.
4. Flashes "Red" <u>five times</u> following five unauthorized entry attempts - the keypad will be disabled for 45 seconds.
5. Flashes "Orange" <u>three times</u> when system was restored to default setting.
6. Flashes "Orange" slowly while in programming mode.

AUDIO WARNINGS
1. <u>One</u> "Beep" - operating function was performed properly.
2. <u>Two</u> "Beeps" - programming function was performed properly.
3. <u>Three</u> "Beeps" - operating function was not performed properly.

LOW BATTERY WARNING
LED indicator flashes "Red" and constant "Beep" sound is on for 10 seconds. Please replace batteries.

Note: • The lock can still be operated via regular key.
• All settings are stored in the memory and will not be affected even when the batteries are replaced.

CODE INFORMATION

PROGRAMMING CODE
1. Programming code provides ability to program/reprogram the deadbolt, and change/delete/add individual user codes.
2. Programming code cannot be used to unlock the deadbolt.
3. Only one programming code is allowed, 4-10 digits in length.
4. The factory preset programming code is 0-0-0-0, and can be changed anytime if needed.

USER ENTRY CODE
1. User entry code allows the individual user to lock and unlock the deadbolt.
2. The factory preset user entry code is 1-2-3-4. Please delete it and create your personal, unique user entry code as soon as the deadbolt is installed.
3. User entry code can be 4-10 digits in length.
4. Maximum of 6 user entry codes can be programmed into one deadbolt.
5. An individual user entry code can be changed/deleted/added to the lockset only by using a valid programming code.

PROGRAMMING

AUTOMATIC BOLT DIRECTION ADJUSTMENT

Deadbolt throw direction is automatically adjusted to left or right-handed door.

1. Deadbolt should be in unlocked position.
2. Make sure the interior thumbturn position is identified properly according to door handing. (see page 12).

FUNCTION	STEPS			
Detect Left/Right Hand Door Installation	Enter Programming Code	(Taymor)	Press "0"	(Taymor)

PROGRAMMING

CHANGE PROGRAMMING CODE

IMPORTANT: The factory preset programming code is 0-0-0-0 and needs to be changed to a unique
6 digit number <u>before</u> operating the deadbolt.

1. Deadbolt should be in unlocked position.
2. LED indicator flashes "Orange" while in programming mode. LED indicator flashes "Green" <u>twice</u>
   with 2 long "Beeps" when programming function is performed correctly. LED indicator light flashes
   <u>three</u> times with three "Beeps" when programming function is performed incorrectly.
   Note: wait for at least 6 seconds or press (Taymor) *and repeat programming steps if programming error
   was committed.*
3. Every programming step should be performed in 6 seconds or less.

FUNCTION	STEPS					
Change Programming Code	Enter Programming Code	(Taymor)	Press "**4**"	(Taymor)	Enter Programming Code	(Taymor)

PROGRAMMING

ADD/DELETE USER ENTRY CODE

1. User entry codes can be deleted individually. You can reuse the same number as a code even if it was deleted before.
2. The factory preset user entry code is 1-2-3-4. Please delete it and create your personal unique user entry code once the deadbolt is installed.

FUNCTION	STEPS					
Add New User Entry Code	Enter Programming Code	(Taymor)	Press "1"	(Taymor)	Enter New User Entry Code	(Taymor)
Delete Existing User Entry Code	Enter Programming Code	(Taymor)	Press "2"	(Taymor)	Enter User Entry Code you want to delete	(Taymor)

PROGRAMMING

DELETE ALL USER ENTRY CODES AT ONCE

1. All user entry codes can be deleted at once. You can still reuse the same numbers as new codes even if they have been deleted before.
2. "Auto-Lock" and "Keypad Lock" functions will be invalid after deleting all user entry user entry codes, and the deadbolt can only be operated by regular key. The functions will be restored when the new user entry codes are created.

FUNCTION	STEPS			
Delete all User Entry Codes at once	Enter Programming Code	(Taymor)	Press "**3**"	(Taymor)

PROGRAMMING

TEMPORARILY DISABLE ALL USER CODES

1. "Auto-Lock" and "Keypad Lock" functions will be invalid when all user entry codes are temporarily disabled. The deadbolt can only be operated by regular key at this time.
2. Repeat the programming steps to restore all user entry codes.

FUNCTION	STEPS			
Disable/Enable all User Entry Codes	Enter Programming Code	(Taymor)	Press "8"	(Taymor)

PROGRAMMING

CREATE A DISPOSABLE USER ENTRY CODE

1. Disposable entry code can only be used once.
2. You can reuse the same number as a disposable user entry code again.

FUNCTION	STEPS					
Create Disposable User Entry Code	Enter Programming Code	(Taymor)	Press "9"	(Taymor)	Enter New Disposable Entrly Code	(Taymor)

PROGRAMMING

"AUTO-LOCK" FUNCTION

1. The door will be automatically locked within 10 to 99 seconds when "Auto-Lock" function is enabled.
2. The deadbolt comes with "Auto-Lock" function disabled from the factory.
3. "Auto-Lock" time delay is preset to 30 seconds. It can be adjusted to 10 to 99 seconds if needed.
4. The system will signal an operating error if the deadbolt fails to latch properly. Re-enter valid user entry code to unlock the door and retract the latchbolt. "Auto-Lock" function is now restored.

FUNCTION	STEPS				
Auto-Lock ON/OFF	Enter Programming Code	(Taymor)	Press "5"	(Taymor)		
Auto-Lock Time Delay	Enter Programming Code	(Taymor)	Press "6"	(Taymor)	Enter Seconds (10 to 99)	(Taymor)

PROGRAMMING

MUTE ON/OFF

1. Audible "Beep" alerts when pressing keypad buttons, during programming or operating errors, can be turned off if needed.
2. LED indicator light will still function when muted.
3. Motor operating sound cannot be muted.

FUNCTION	STEPS			
Mute ON/OFF	Enter Programming Code	(Taymor)	Press "**7**"	(Taymor)

PROGRAMMING

RESTORE FACTORY SETTING

1. Remove battery cover and locate "R" button.
2. Press "R" button for at least 5 seconds until you hear <u>three</u> long "Beeps".
3. The deadbolt is now reset back to the factory setting:
   - programming code 0-0-0-0
   - user entry code 1-2-3-4
4. Repeat automatic bolt direction adjustment (see page 17) before you proceed to programming any other functin into the deadbolt.

OPERATION

LOCK OPERATION

TO LOCK
1. Press (Taymor) or use regular key to lock the deadbolt from outside.
2. Turn thumbturn piece to lock the deadbolt from inside.

TO UNLOCK
1. Enter valid user entry code and press (Taymor), or use regular key to unlock the deadbolt from the outside.
2. Turn thumbturn piece to unlock the deadbolt from the inside.

OPERATION

SECURITY MODE

1. The keypad will be automatically deactivated for 45 seconds after 5 unauthorized entry attempts.
2. The deadbolt can be locked and unlocked by the regular key under security mode.

TROUBLESHOOTING GUIDE - INSTALLATION

QUESTIONS	ANSWERS
A. I just completed the installation, but am unable to operate it manually. What should I do?	1. Check the alignment between the strike hole and the latch to ensure there is unobstructed movement of the latchbolt. 2. Make sure the torque blade is properly inserted into the latch hub in a <u>horizontal</u> position. 3. Repeat the Automatic Bolt Direction routine (see page 17).
B. Sometimes when I operate the lock manually I "feel" a bump while turning the thumbturn or key.	1. The electromechanical components of the lockset are out of sync. To re-synchronize the system please "lock" and then "unlock" the deadbolt using the keypad.
C. In am pressing any button on the keypad and it doesn't seem to respond at all.	1. Check to see if the batteries are properly installed. 2. Re-install new batteries if the "Low Battery Warning" is on. 3. Check for proper connection between the IC wires.

TROUBLESHOOTING GUIDE - OPERATION

QUESTIONS	ANSWERS
A. I'm not able to change the programming code.	1. Make sure that every programming step is completed in under 6 seconds.
B. What type of batteries do you recommend?	1. For best results, please use new non-rechargeable alkaline batteries. (4 - AA 1.5V)
C. How long will the lock operate on one set of batteries?	1. Based on 15 operations per day, a single set of alkaline batteries will operate the lockset for over a year.

INFORMATION PAGE

IMPORTANT NOTE:
1. Do not share your programming code with anyone else.
2. Keep a written copy of all valid user codes in a safe place. (You may use the table below to record your information)
3. You are advised to re-program all codes if you lost any security information in the table.

NAME	USER CODE

PROGRAMMING CODE

CONCIERGE 100
PROFESSIONAL SERIES
ELECTRONIC DEADBOLT

WARRANTY

Taymor's **CONCIERGE 100 PROFESSIONAL SERIES ELECTRONIC DEADBOLT** is manufactured under the highest standards of quality and workmanship. Taymor Locks are warranted to be free from finish defects for 5 (five) years and free from mechanical, material and workmanship defects to the original consumer purchaser for the life of the product as long as the original owner owns his/her home. Taymor will replace free of charge, during the warranty period, any part that fails to meet the warranty under normal installation and use as long as the product has been cared for according to the care instructions listed in the package and on the website. Electronic components of this lock are limited to 1 (one) year from the date of purchase.

For more details see **www.taymor.com**