Taymor®

CONCIERGE 300

PROFESSIONAL SERIES

ELECTRONIC DEADBOLT

IMPORTANT: Before first use, please read page 22 in the User Guide for important instructions.

USER GUIDE

REV. 04/15

® REGISTERED TRADEMARK OF TAYMOR INDUSTRIES LTD.

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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.

Note: Electronic mechanisms may be sensitive in cold, harsh conditions particularly if the environment is also humid. In these conditions, the manual key may be the most convenient method to operate the lock.

⚠ 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 user entry codes). Please use the last page of this booklet as your reference.
5. Please change the programming code before operating this lockset.

⚠ CARE AND MAINTENANCE

The following care instructions should be followed:

1. Remove locks, or do not install locks, prior to painting your door.
2. Periodically clean with mild soap and a soft cloth only.

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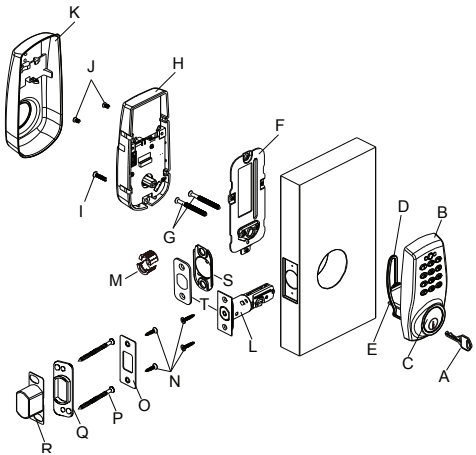
TOOLS NEEDED FOR NEW INSTALLATION

- PENCIL
- CHISEL
- TAPE MEASURE
- HAMMER
- PHILLIPS SCREWDRIVER
- 1" (25 mm) & 1/8" (3 mm) DRILL BITS
- 2-1/8" (54 mm) OR 1-1/2" (38 mm) HOLE BORING KIT
- POWER DRILL
- 2" (51 mm) 6D COMMON NAIL
- 4 - AA ALKALINE BATTERIES

COMPONENTS OF ELECTRONIC KEYPAD DEADBOLT



A. Key (2)
B. Exterior Assembly
C. Cylinder
D. Power Strip
E. Cylinder Torque Blade
F. Mounting Plate
G. 2-1/8" (54 mm) Mounting Bolt (2)

H. Interior Assembly
I. 13/16" (20 mm) Screw (1)

J. 5/16" (7.8 mm) Screw (2)

K. Interior Cover
L. Latch (Square or radius faceplate or drive-in)
M. Drive-in Collar (Optional)
N. 3/4" (19 mm) Wood Screw (4)

O. Strike Plate
P. 3" (76 mm) Wood Screw (2)

Q. Reinforced Strike Plate
R. Dust Box
S. Mortise Back Plate (Optional)
T. Square or Radius Mortise Face Plate (Optional)

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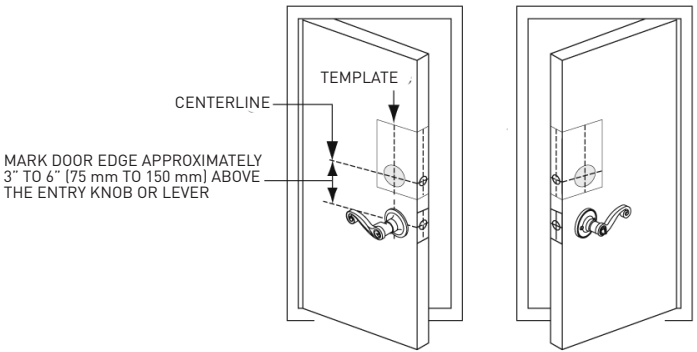
DOOR PREPARATION

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.

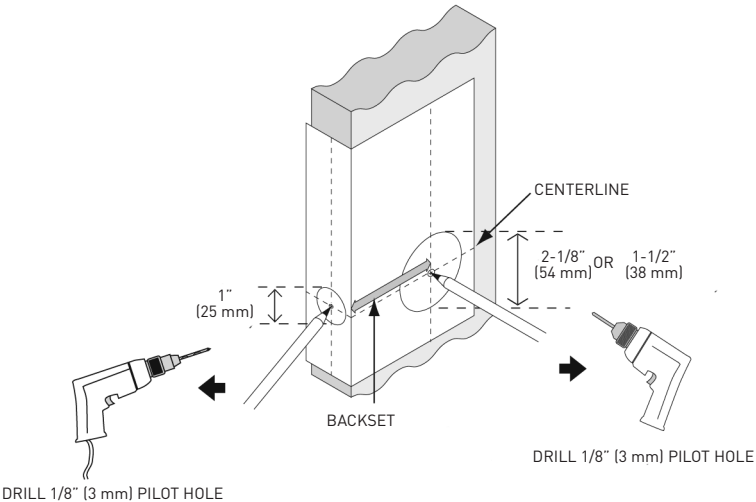
b. Stand so door swings towards you. Align template on centerline and fold template as shown.



DOOR PREPARATION

2 MARK AND DRILL PILOT HOLES

Select backset. Mark and drill pilot holes as shown.



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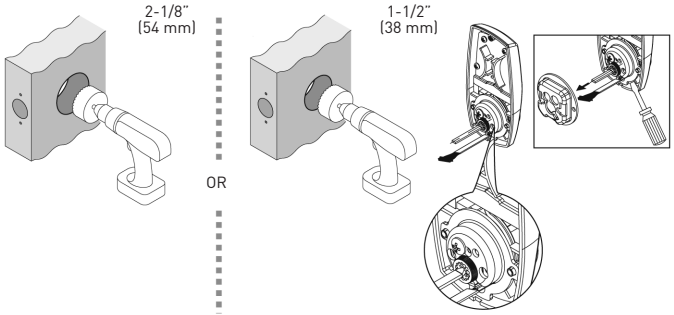
DOOR PREPARATION

3.1 DRILL HOLES

a. Drill a 2-1/8" (54 mm) or 1-1/2" (38 mm) hole on the door face from both sides to avoid wood splitting.
b. Use a 2" (51 mm) 6d common nail and press it from inside the 2-1/8" (54 mm) or 1-1/2" (38 mm) hole through the pilot hole to mark centerlines on jamb exactly opposite center of deadbolt latch hole.



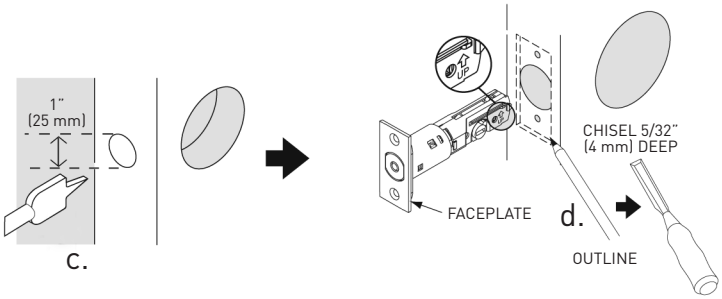
DOOR PREPARATION

3.2 DRILL HOLES

c. Drill a 1" (25 mm) hole in the door edge for the latch.

d. Use faceplate as a pattern for mortise and pilot holes. Chisel 5/32" (4 mm) deep. Faceplate should fit flush. *Note: For drive-in latch, simply insert latch.*

e. Install as shown for appropriate latch type. Ensure bevel faces door jamb.



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DOOR PREPARATION

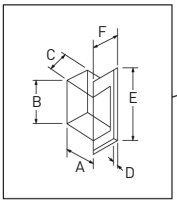
4 PREPARE DOOR JAMB AND INSTALL STRIKE PLATE

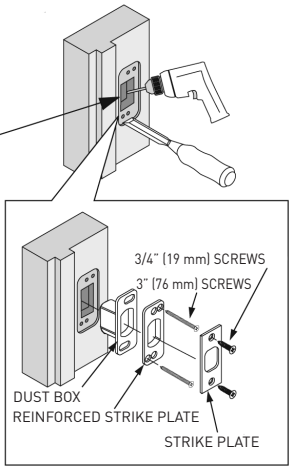
Door jamb hole dimensions

a. 1-3/16 (30 mm)
b. 1-9/16" (40 mm)
c. 1" (25 mm)

Strike dimensions

d. 3/16" (4.5 mm)
e. 2-3/4" (70 mm)
f. 1-1/8" (28 mm)





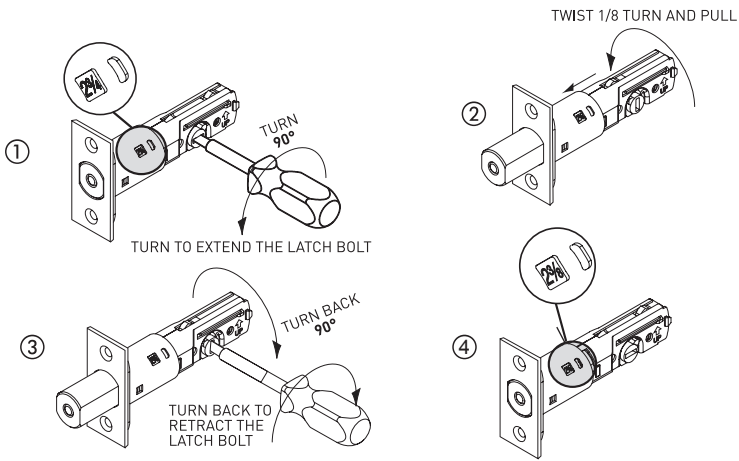
Note: The dust box and reinforced strike plate are optional. Please install for maximum security.

For electronic deadbolts, it is essential that the strike is completely aligned with the extended bolt. For example, ensure that all pressure from weather stripping on the closed door is carried by the spring latch.

INSTALLATION

1a LATCH BACKSET ADJUSTMENT

Latch backset adjustment only needs to be made if your door needs a 2-3/8" (60 mm) backset. Please follow diagrams below as reference.
Skip this if your door has a 2-3/4" (70 mm) backset



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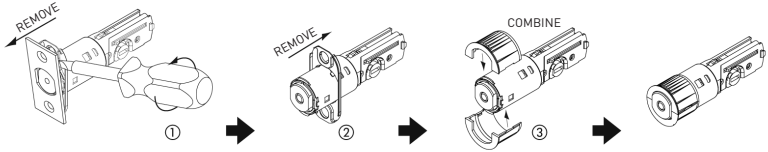
INSTALLATION

1b DRIVE-IN COLLAR or FACEPLATE ADJUSTMENT

In addition to 2-3/8" (60 mm) or 2-3/4" (70 mm) adjustable backset, you may change the faceplate to drive-in collar. (If your door is not a drive-in latch type, please skip this step)

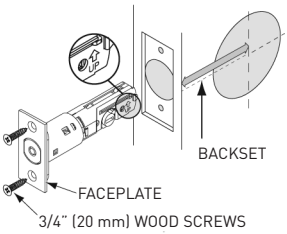


Note: Reverse the above steps if you need to change the drive-in collar to the faceplate.

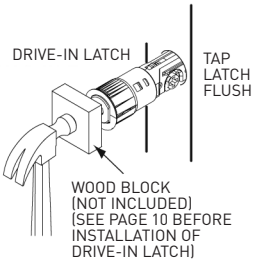
INSTALLATION

2 INSTALL LATCH IN MORTISED AREA OR INSTALL DRIVE-IN LATCH

If the backset of your door is 2-3/8" (60 mm), please install it now. 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 type latch, please tap it in place.



OR



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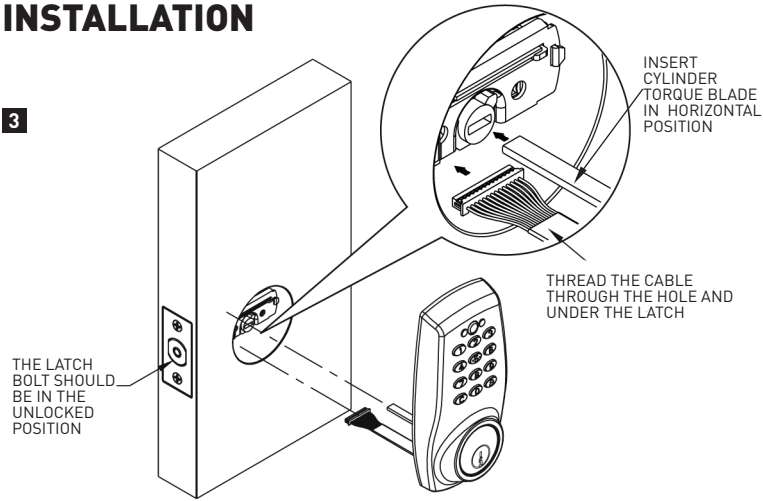
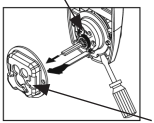
INSTALLATION

3



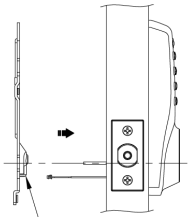


FOR INSTALLATION INTO 1-1/2" (38 mm) BORE HOLE:

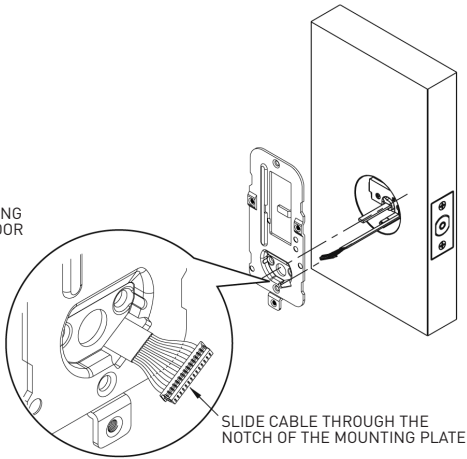
1. Remove adapter collar by releasing cylinder mounting screw.
2. Once adapter collar is off, reinstall cylinder mounting screw.

INSTALLATION

4



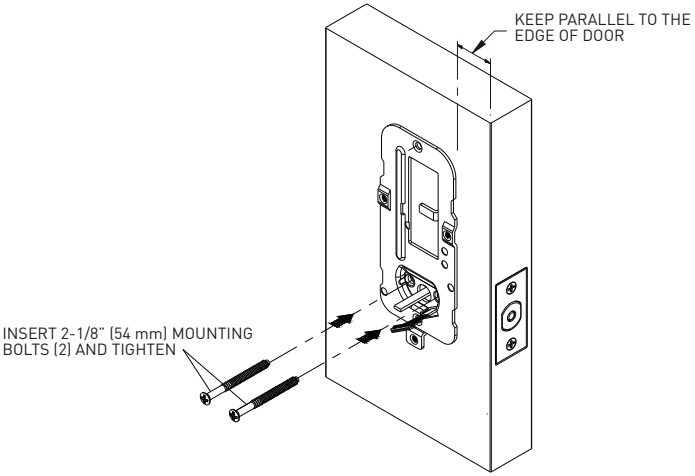
THE BULGED PART OF THE MOUNTING PLATE MUST FACE TOWARD THE DOOR



SLIDE CABLE THROUGH THE NOTCH OF THE MOUNTING PLATE

INSTALLATION

5



INSTALLATION

6 REMOVE THE INTERIOR COVER BY PUSHING THE THUMBTURN THROUGH

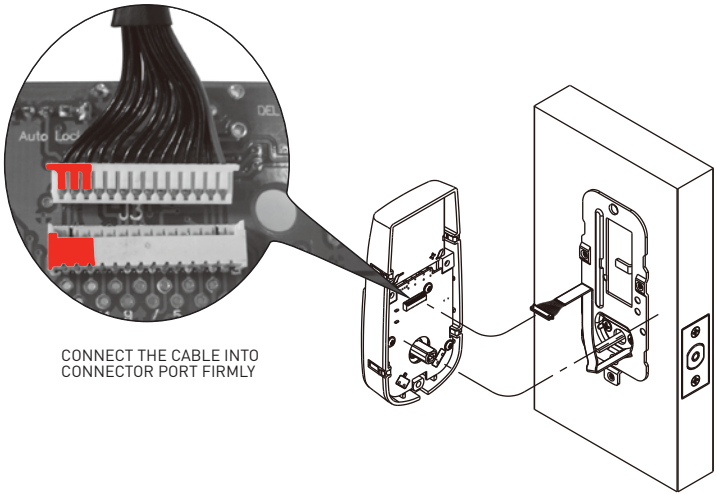
1.

2.

3.

INSTALLATION

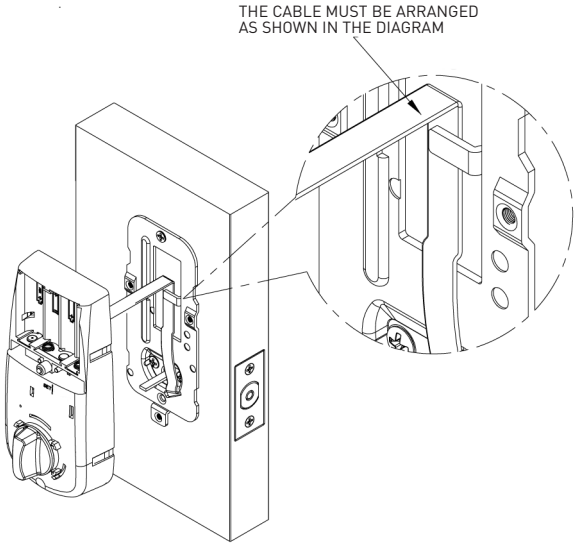
7



Note: The metal connector side should face outside.

INSTALLATION

8



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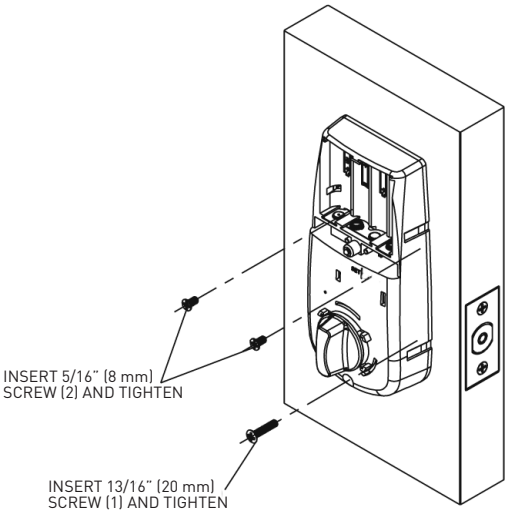
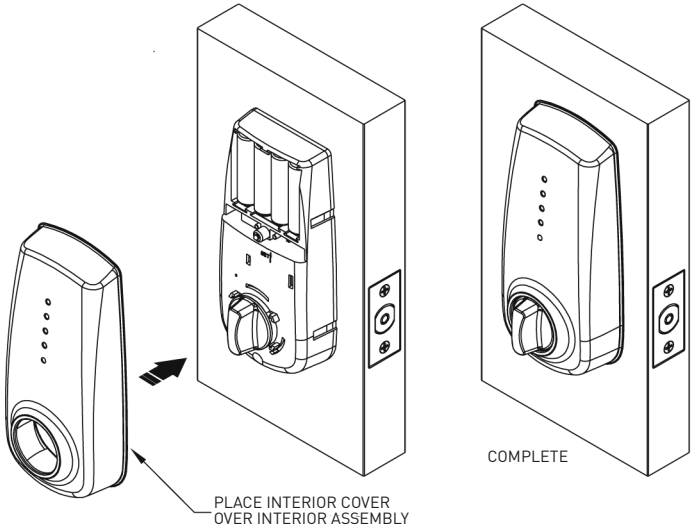
INSTALLATION

9



INSTALLATION

10



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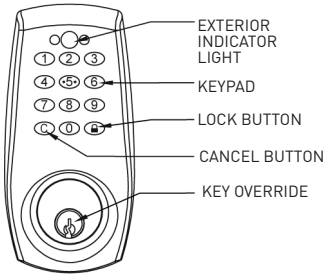
OVERVIEW OF FUNCTIONS

EXTERIOR INDICATOR LIGHT

1. Green light: Indicates the user entry code entered is a valid code.
2. Red light: The user entry code entered is an invalid code / Under programming mode.
3. Yellow light: Low battery warning.

✻ *All 4 batteries should be replaced for home security.*



KEYPAD

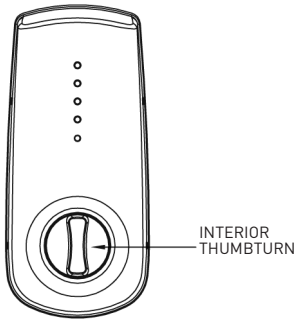
1. To unlock the lockset by entering a valid user entry code.
2. To program the lockset.
3. Press Ⓒ button to cancel any mistyped numbers.
4. Press 🔒 button to lock the lockset.

KEY OVERRIDE

1. To unlock the lockset with a valid key.

INTERIOR THUMBTURN

1. To lock or unlock the lockset manually.



CODE INFORMATION

PROGRAMMING CODE

1. Programming Code provides the ability to fully program and re-program the deadbolt, add/change/delete user entry codes or unlock the deadbolt.
2. Programming Code is restricted to 6 digits. The factory preset Programming Code is: 1-2-3-4-5-6.

USER ENTRY CODE

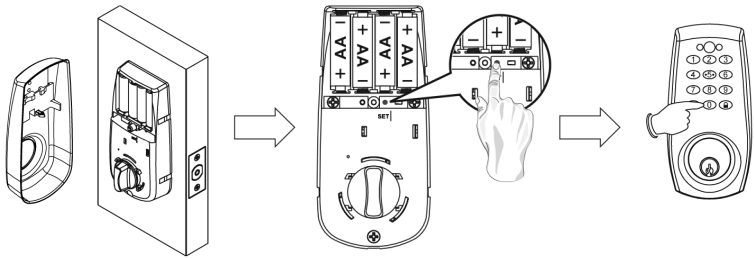
1. User Entry Code allows the individual user to lock and unlock the deadbolt.
2. User Entry Code can be 4 to 6 digits long.
3. Maximum of 10 User Entry Codes can be programmed into one deadbolt.
4. User Entry Codes can be added/changed/deleted to the lockset only by using the Programming Code.

PROGRAMMING

AUTOMATIC BOLT DIRECTION ADJUSTMENT

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

1. Make sure the deadbolt is in the unlocked position.
2. Press (SET) button for 2 seconds until the Red LED lights up and a “beep” sounds twice. You are now in the programming mode.
3. Enter factory preset Programming Code 1-2-3-4-5-6 and then press the button. Enter [00] and press the button. The Red LED will light up and stay on for 10 seconds. The deabolt throw direction is now set.

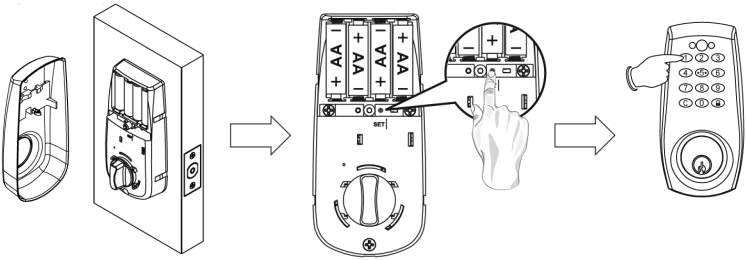


PROGRAMMING

CHANGING PROGRAMMING CODE

IMPORTANT: The factory preset Programming Code is 1-2-3-4-5-6 and needs to be changed to a unique 6 digit number before operating the deadbolt.

1. Press (SET) button for 2 seconds until the Red LED lights up and a "beep" sounds twice. You are now in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button.
3. Enter [10] and press the button.
4. Enter a new unique 6 digit Programming Code and press the button. The Red LED light will remain on for 10 seconds in case any further changes need to be made.



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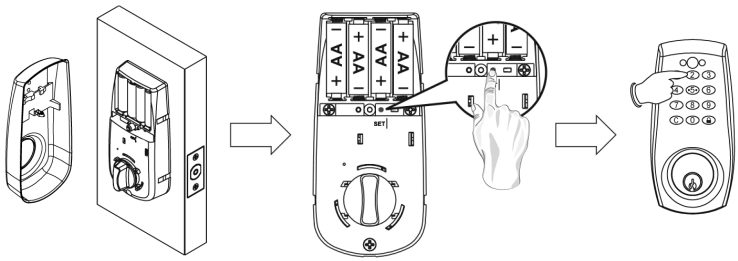
PROGRAMMING

ADD NEW USER ENTRY CODE

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now the in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button. Enter [20] and press the button. Enter new user entry code (4 to 6 digits) and press the button. The Red LED will light continuously for 10 seconds in case any further changes need to be made. The new User Entry Code is now added to the lock.



❇ *Code capacity: 10 sets maximum.*

PROGRAMMING

ADD ONE OR MORE SINGLE-USE USER ENTRY CODES

IMPORTANT:

1. **The single-use user entry code can be used for only one successful entry and will be invalid when the lockset is locked again.**
2. **The auto-lock mode should be activated prior to the following steps so the door is locked when the single-use user leaves the building.**
3. **Maximum single-use user entry code capacity is 5 user entry codes (4 digits).**

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the (🔒) button. Enter [21], press the (🔒) button, enter the Single-Use User Entry Code (4 digits) and press the (🔒) button. The Red LED will light continuously for 10 seconds in case any further changes need to be made.

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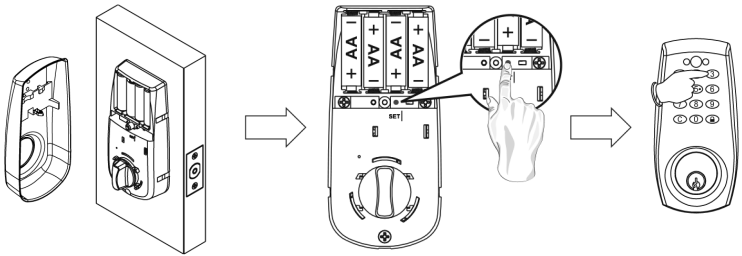
PROGRAMMING

DELETE EXISTING USER ENTRY CODES

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a “beep” will sound twice. You are now in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button. Enter [30] and press the button. Enter existing user entry code (that you wish to delete) and press the button.The Red LED will light continuously for 10 seconds in case any further changes need to be made. The User Entry Code has been deleted.

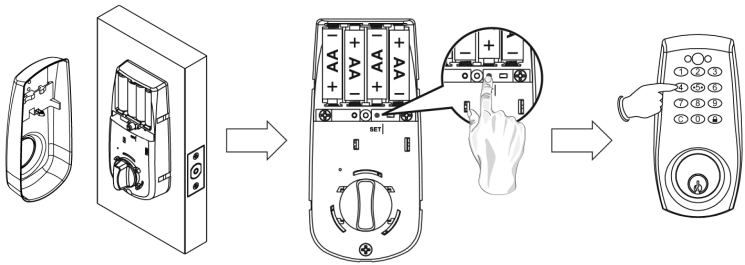


PROGRAMMING

DELETE ALL EXISTING USER ENTRY CODES AT ONCE

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now in programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button. Enter [40] and press the (🔒) button. Press the (C) button for 3 seconds (one audio beep and Green light will be on). The Red LED will light continuously for 10 seconds. All exisiting User Entry Codes have been deleted.



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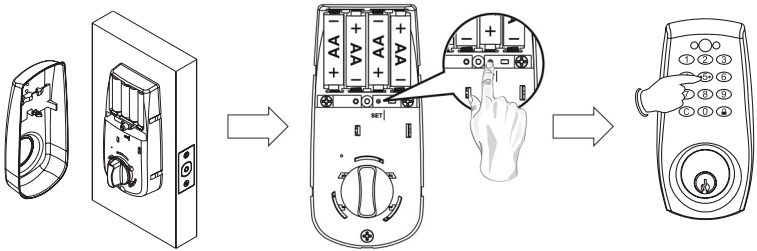
PROGRAMMING

TEMPORARILY DISABLE ALL USER CODES (VACATION MODE)

IMPORTANT: A valid key is required to unlock the door or the current programming code to TURN OFF the Vacation Mode

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button. To TURN ON Vacation Mode, enter [50], press the button, enter [0] and press the button. To TURN OFF Vacation Mode, enter [50], press the button, enter [1] and press the button. The Red LED will light continuously for 10 seconds. Programming is completed.



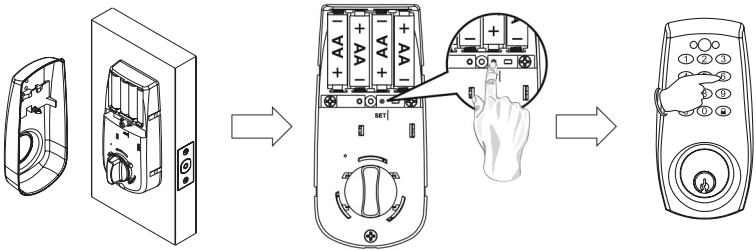
PROGRAMMING

DISABLE BUTTON SOUND (MUTE MODE)

IMPORTANT: The mute function will not affect button sounds in the programming mode

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button. To TURN ON Mute Mode, enter (60), press the button, enter [0] and press the button. To TURN OFF Mute Mode, enter [60], press the button, enter [1] and press the button. The Red LED will light continuously for 10 seconds. Programming is completed.



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PROGRAMMING

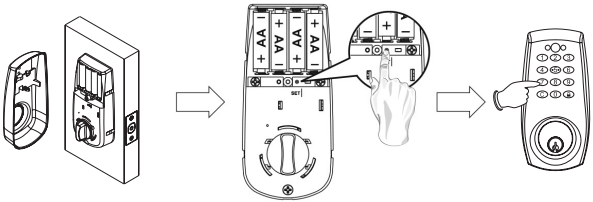
SET UP AUTO-LOCK TIME DELAY

IMPORTANT:

1. **Default auto-lock time delay: 10 seconds.**
2. **Auto-lock time delay range: 10-90 seconds.**
3. **Three flashes and beeps will be presented if incorrect amount is entered e.g. less than 10 or more than 90 seconds.**

Follow these steps:

1. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now in the programming mode.
2. Enter 1-2-3-4-5-6 (or current Programming Code) and press the (🔒) button. Enter [70], press the (🔒) button, enter new amount (10-90 seconds) and press the (🔒) button. The lockset will beep once after each step as confirmation. The Red LED will light continuously for 10 seconds. Programming is completed.

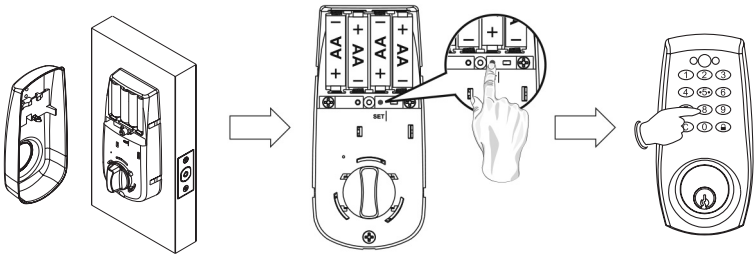


PROGRAMMING

TURN ON/OFF THE AUTO-LOCK FUNCTION

Follow these steps:

3. Press [SET] button for 2 seconds. The Red LED will light up and a "beep" will sound twice. You are now in the programming mode.
4. Enter 1-2-3-4-5-6 (or current Programming Code) and press the button. To TURN ON Auto-Lock function, enter [80], press the button, enter [0] and press the button. To TURN OFF Auto-Lock function, enter [80], press the button, enter [1] and press the button. The Red LED will light continuously for 10 seconds. Programming is completed.



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PROGRAMMING

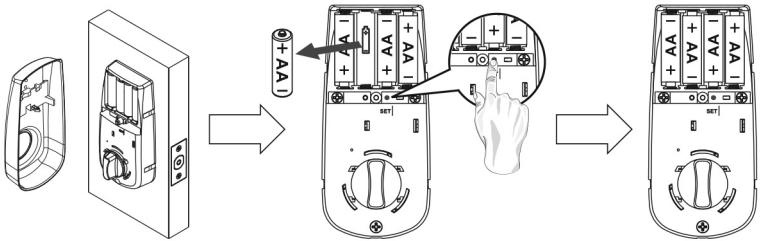
RESTORE FACTORY SETTING

IMPORTANT:

1. All existing user entry codes and the current programming code will be deleted.
2. The lock will be restored to preset programming with the programming code of 1-2-3-4-5-6.
3. Please change the programming code and add a new user entry code immediately before operating the lock.

Follow these steps:

1. Remove one battery out from the battery pack.
2. Press [SET] button and place the battery back simultaneously. The Green LED will light up and a "beep" will sound twice. All functions will be restored back to the factory setting.

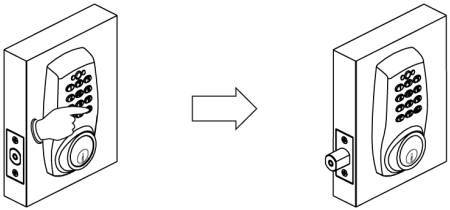


OPERATION

LOCK OPERATION

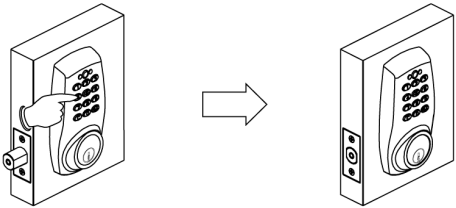
To lock:

1. Step: Press the ⓐ button to lock the door. (The Green LED will light up and a short ¨beep" will sound.)



To unlock:

1. Step: Enter a valid user entry code (4-6 digits) to retract the latch bolt.



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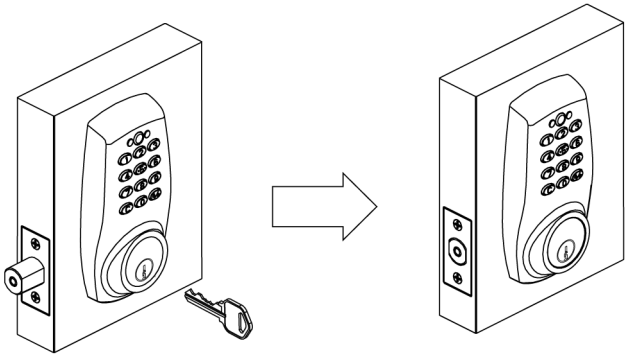
OPERATION

SECURITY MODE

1. The keypad will be automatically deactivated for 1 minute after 4 unauthorized entry attempts.
2. The deadbolt can be locked or unlocked by a valid traditional key under security mode.



TROUBLESHOOTING GUIDE - INSTALLATION

QUESTIONS	ANSWERS
A. The lockset did not operate correctly after installation.	1. Make sure that **AUTOMATIC BOLT DIRECTION ADJUSTMENT** procedure was run properly following installation. Refer to page 22. 2. Check the center of the strike hole for alignment with latch hole on the door to ensure free movement of the latch bolt. 3. Make sure the torque blade is properly inserted (in the horizontal position) in the latch drive.
B. Feel a bump while turning the thumbturn or the key.	1. Please execute lock & unlock function to allow the motor to reposition itself.

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TROUBLESHOOTING GUIDE - OPERATION

QUESTIONS	ANSWERS
A. Keypad does not respond.	1. Check to see if the batteries are properly installed. 2. Check to see if the Yellow LED light is flashing. It means "the battery is low" if the light keeps flashing. 3. Make sure the cable is well-connected to the port.
B. Cannot change programming code.	1. Complete the "CHANGE PROGRAMMING CODE" process by inputting codes within 10 seconds. 2. Make sure you have entered the new programming code twice correctly or go back to the factory setting (refer to page 32) and lockset again.
C. Cannot delete all user codes.	1. Make sure all codes are entered within 10 seconds. 2. Make sure you have entered the correct programming code. 3. Ⓒ button should be pressed for 3 seconds.

TROUBLESHOOTING GUIDE - OPERATION

QUESTIONS	ANSWERS
D. Cannot add a new user entry code.	1. Make sure all codes are entered within 10 seconds. 2. Make sure you have entered the correct programming code. 3. The new user entry code will not be accepted if 10 user entry codes are already stored in the memory.
E. What happens if the lockset cannot be opened by the keypad?	1. Make sure you have entered the correct user entry code. 2. Check to see if the Yellow LED light is flashing. If the light is flashing please replace all 4 batteries with new ones. 3. Please make sure the strike plate is installed correctly if you see the latch is jammed.
F. Unable to reset the lockset.	1. Please refer to "RESTORE FACTORY SETTING" section on page 32 and make sure all steps are followed correctly. 2. Check to see if the Yellow LED light is flashing. If the light is flashing please replace all 4 batteries with new ones.

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TROUBLESHOOTING GUIDE - OPERATION

QUESTIONS	ANSWERS
G. Red LED light is still on after setting is completed.	1. Please make sure the [SET] button is not jammed. 2. Please re-install the batteries.
H. "Auto lock" function does not work.	1. Please make sure the "Auto Lock" switch is in the [ON] position. 2. Check to see if the Yellow LED light is flashing. If the light is flashing, replace all 4 batteries.
I. Yellow LED light keeps flashing.	1. The batteries are getting low, please reinstall 4 new batteries for best performance (Alkaline batteries are recommended).
J. What should I do if wrong code was entered?	1. Press Ⓒ button once and continue to enter code according to regular procedures.
K. How to illuminate the keypad?	1. Press any button.

✻ *If the lock appears to be damaged or does not function properly, please contact Taymor Customer Service.* **taymor.com** *will provide you with contact phone numbers.*

INFORMATION PAGE

SECURITY INSTRUCTION

1. Do not share your programming code with anyone else.
2. Keep a written copy of all valid user entry 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

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CONCIERGE 300

PROFESSIONAL SERIES

ELECTRONIC DEADBOLT

WARRANTY

Taymor's **CONCIERGE 300 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**

IC REGULATIONS

This Class B digital apparatus complies with Canadian ICES-003. This device complies with Industry Canada licence-exempt RSS-210 standard.

Operation is subject to the following conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

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