



5500 SERIES

MEDIUM DUTY COMMERCIAL LEVERS



This installation manual uses the 5200 model. However, the installation steps are the same for all models in the 5000 series.

1

Do this first:

Hardware Installation

Need some help?



Visit us online.

simpleaccess.devicewebmanager.com



We're here to help.

1 (833) 413 0212

support@simpleaccess.com

Here's what you'll need:

- ✓ Four AA Batteries
- ✓ Phillips Screwdriver
- ✓ Power Drill
 - 2 1/8" Hole Saw (optional if the door is not preconfigured with this hole)
 - 1" (25mm) Drill Bit (for the middle hole and edge borehole if the door is not preconfigured)
 - 3/8" (10mm) Drill Bit (for the upper two support holes)
- ✓ Measuring Tape
- ✓ Adhesive Tape

What's in the box?

Let's make sure you have everything you need.

If you're missing anything, contact

support@simpleaccess.com.

NOTE: Optional items can be provided upon request for fire rating purposes.



Interior Lock



Exterior Lock



Lever Handles



2 3/8" (60mm) and
2 3/4" (70mm) latch



2 Strike Plates



2 Rubber Gaskets



Cylinder Cover



2 Keys



Fire Cup
(Optional)



Cable Tube
Fire Cap
(Optional)



Alignment
Insert



Storeroom
Tailpiece
(Optional)



Support Post



Threaded
Cable Tube
(Optional)



Spindle



Hardware Set



You are here.

1

Install your lock.

Use this Hardware Installation Guide to get your lock installed.

2

Get connected.

Use the Connection Guide to get your lock online and registered.

3

Take control.

Now your lock is fully functional and can be managed from anywhere.

Find more help online.

For additional installation instructions and troubleshooting tips, be sure to visit our online support site:

simpleaccess.devicewebmanager.com

Or contact us via phone or email:

1 (833) 413 0212

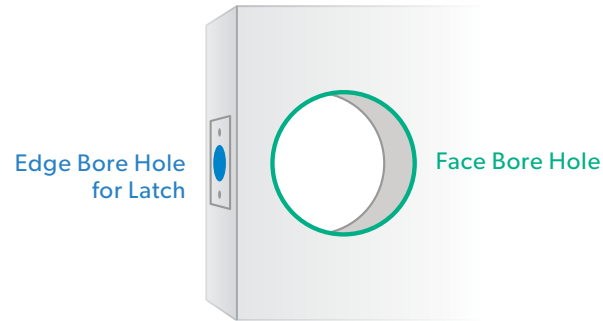
support@simpleaccess.com

Let's get started.

First things first, let's get your new lock installed.

Drilling new holes?

Most doors will have an existing hole drilled for a lever installation. If your door needs to be drilled, you'll need to drill a 2 1/8" (54mm) face bore hole for the lockset on the face of the door, as well as a 1" edge bore hole for the latch on the edge of the door.

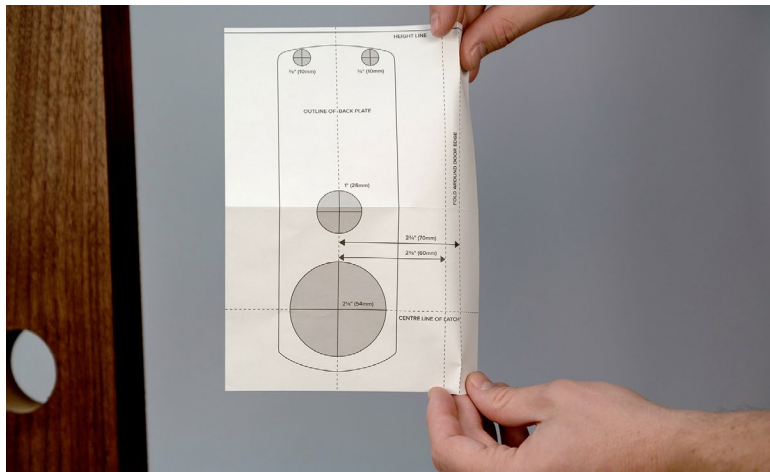


STEP 1

Position the template.

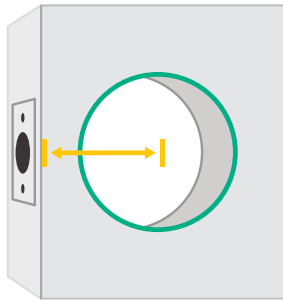
Crease the template along one of the dotted lines (60mm (2 3/8'') or 70mm (2 3/4'') latch). Place the template on the door and position with the existing bore hole.

Once the template is aligned, tape it to the door.



Quick Tip

The **backset** is the distance from the center of the **face bore hole** to the edge of the door.



STEP 2

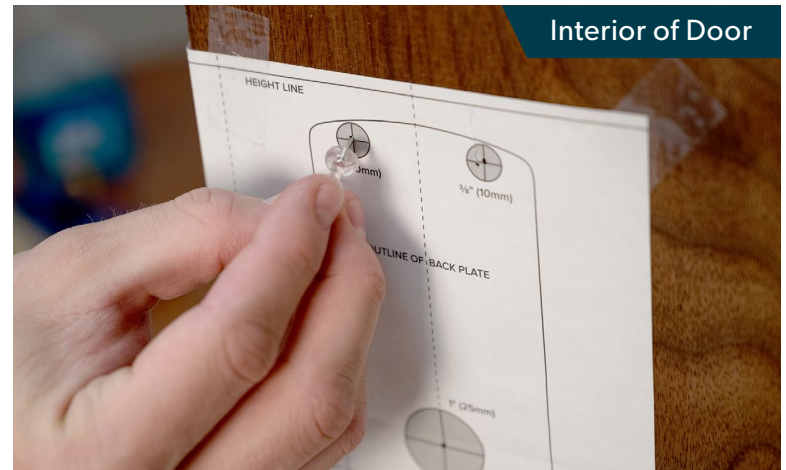
Mark carefully and drill.

Use a thumbtack or sharp object to mark the center of each hole you will drill. Mark the three holes on the exterior of the door.

Then apply the template to the interior of the door and mark the holes from this side as well.

Quick Tip

View the template from the other side of the boring hole to make sure it's aligned.

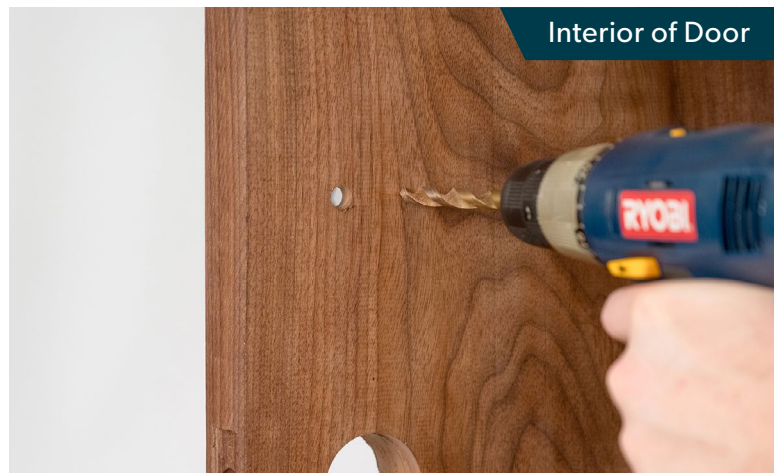


Remove the template.

Make sure the markings are aligned precisely from one side of the door to the other and double check all the measurements and markings before drilling.

Align the drill bit over your mark and hold the door steady. Keep the drill level and straight. Drill the $\frac{3}{8}$ " holes halfway through on the first side. Then drill the remaining half from the other side of the door. This prevents damage to the door and improves accuracy.

$\frac{3}{8}$ " (10mm) Drill Bit



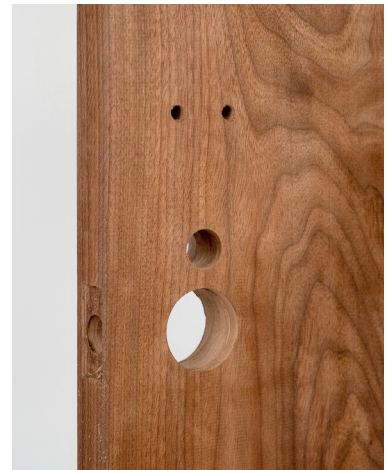
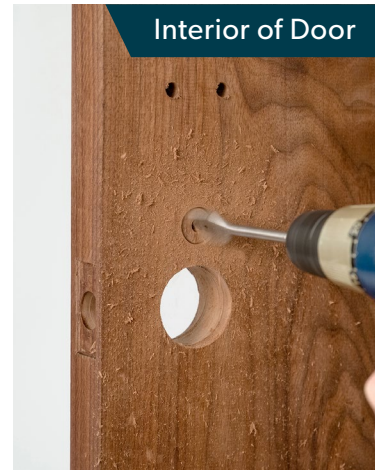
Repeat these steps for the 1" middle hole.

PLEASE NOTE:

A ½" hole could be drilled instead of a 1" hole if the support tube will not be used.

We use a 1" hole in this example in case the optional support tube will be used.

1" (25mm) Drill Bit



STEP 3

Install the latch.

OPTIONAL:

If you are using a 70mm latch, and would like to use the fire cup, insert the fire cup into the 54mm (2 1/8") boring hole. Place the open side of the fire cup to face the keypad side with the small bolt through-hole at the bottom.

Install the latch using the screws provided, with the bevel towards the door frame.



Quick Tip

Make sure the latch plate lays flush with the door. If the latch plate is not flush with the door, draw an outline around the faceplate edge and chisel a rebate to allow the latch to lay flush with the door edge.



STEP 4

Prepare the exterior, keypad side of the lock.

A. Screw the latch support post to the back plate of the exterior, keypad half of the lock.

Put it in the outer hole of Side A for a left hand hung door and in outer hole B for a right hand hung door.

Be sure to screw the latch support post in the hole that aligns with the through-hole in the latch you're using.

PLEASE NOTE:

A left hand hung door will have the hinges on the left side when facing the exterior side of the door, a right hand hung door will have the hinges on the right.



Showing outer hole of Side A for a left hand hung door.

B. OPTIONAL: Cable Tube

Installing the cable tube is optional. It does provide some extra stability and fire protection but is not required.

PLEASE NOTE:

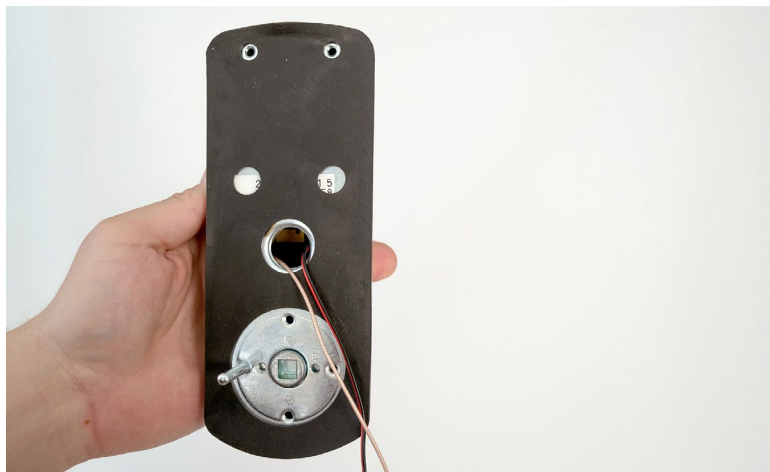
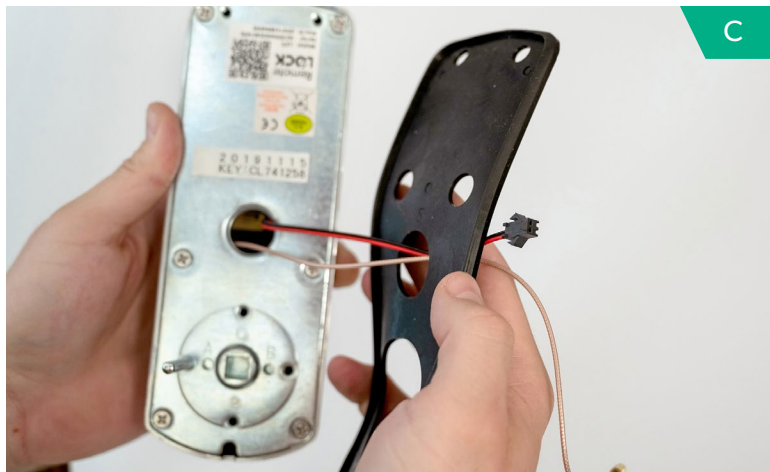
You will need to have drilled a 1" middle hole in order to use the cable tube. Screw the cable tube into the front plate (slotted side out), passing the cable through the tube.

If needed, use the slot at the end of the tube and a flat head screwdriver to screw the cable tube far enough into the exterior of the lock. Be sure to screw the cable tube in far enough.

C. Fit the rubber gasket on the back plate.

Quick Tip

You will see your lock's serial and model number on the sticker on the back of the lock. Write it down or take a picture for your records. This number is needed during online registration after installation. You will also find this sticker on the lock's box.



STEP 5

Prepare the interior, battery pack side of the lock.

A. Remove Interior Fixing Plate.

To remove the fixing plate from the interior portion of the lock, start by removing the battery cover. Use a phillips head screwdriver to remove the screw at the top of the cover.

Next, remove the four screws from the back plate.

B. Separate the interior fixing plate and apply the other rubber gasket.



STEP 6

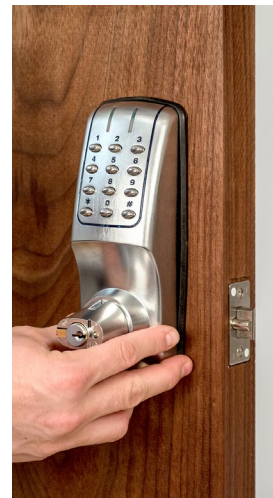
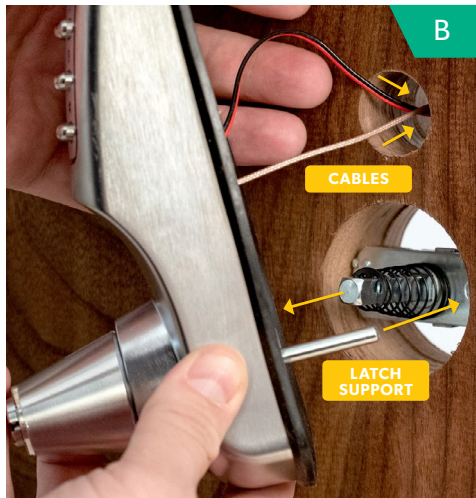
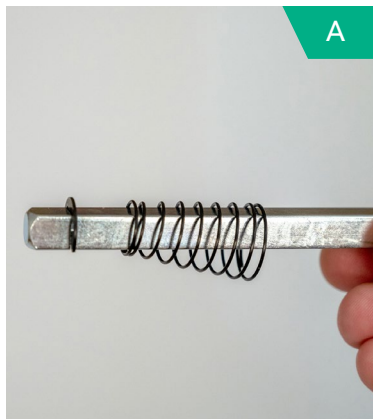
Installing the lock

A. Spindle

Place the spindle into the latch with the spring on the keypad side (exterior) of the door.

B. Place the keypad side of the lock

Place the exterior, keypad side of the lock onto the door, passing the cables through the middle hole in the door. Insert the spindle into the lock hub and the latch support post through the latch.

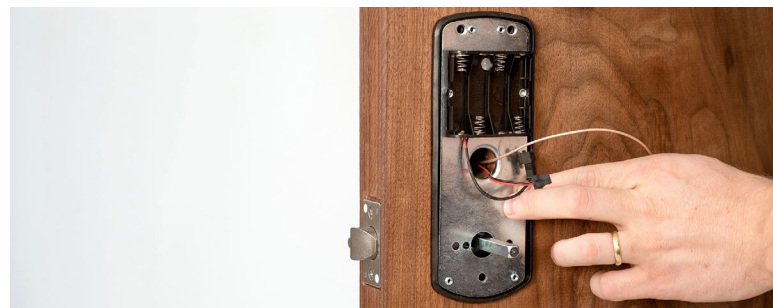
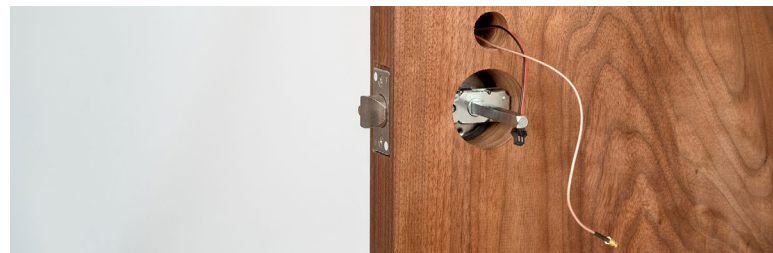


C. Interior fixing plate

Pass the wires and spindle through the interior fixing plate and hold both sides of the lock to the door.



If using the optional cable tube, screw the ring nut onto the tube until finger tight.



D. Temporary Alignment Insert

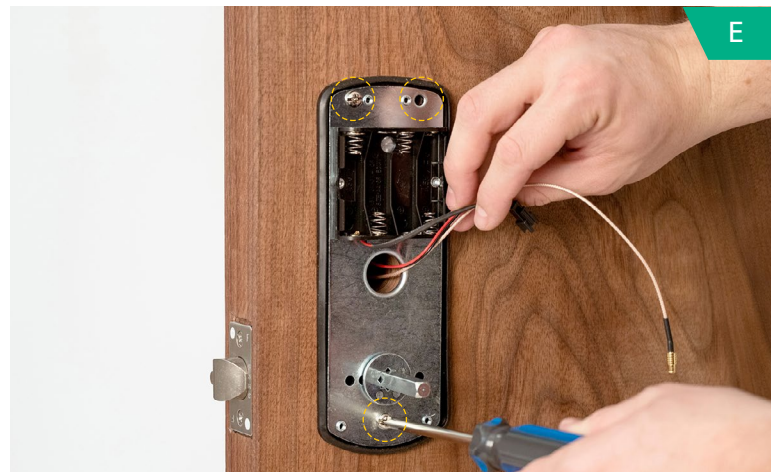
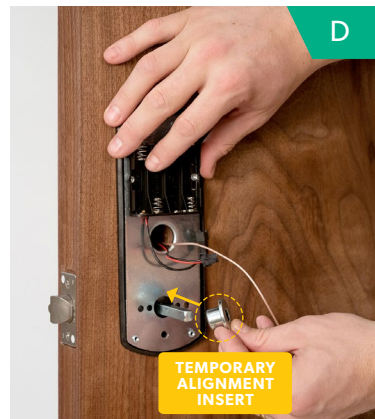
Fit the alignment insert over the spindle. This will be placed temporarily to position the fixing plate before being removed.

E. Secure the Fixing plate

Screw the three fixing bolts through the back fixing plate and into the interior half of the lock.

Quick Tip

Make sure you are using the correct size bolts before tightening. You do not want to use bolts too long for your door.



F. DO NOT SKIP THIS TEST:

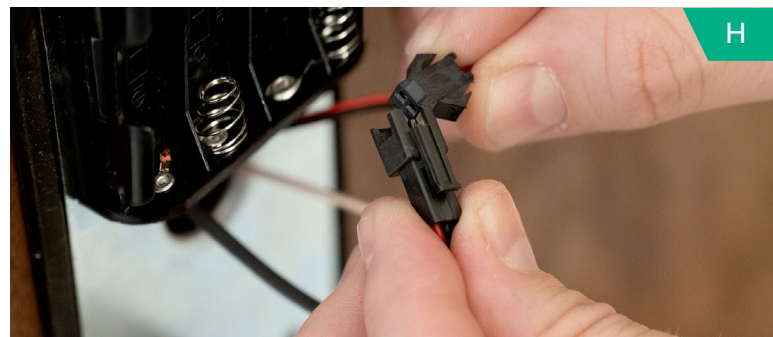
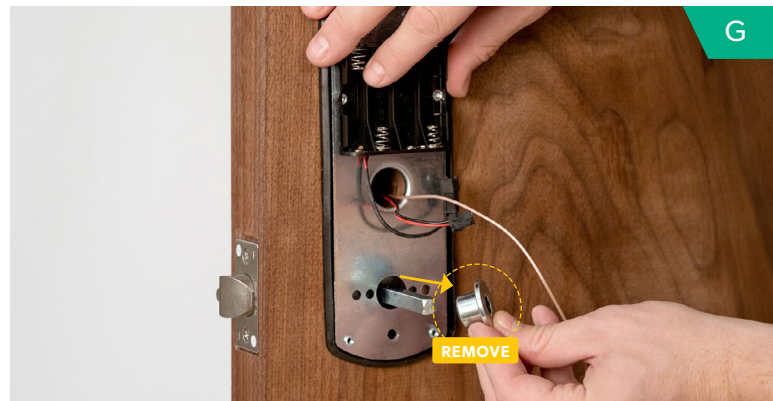
Check that the spindle turns freely and the latch retracts and projects smoothly with the alignment insert in place. This can be checked by gripping and turning the handle hub on the keypad side of the lock. If it is too tight, you will notice that the latch does not smoothly and easily snap back into place. Loosen the fixing bolts slightly and adjust the position of the fixing plate until the spindle turns freely. Tighten the fixing bolts. Test the spindle again. Do not over-tighten the bolts.

G. Remove The Alignment Insert

If the insert is left in place, it could cause problems with the lock. **Please make sure to remove this insert before moving to the next step.**

H. Connect Power Cables

Connect the power cables, storing any excess cable in the door. (If using optional cable tube, screw end cap on.)



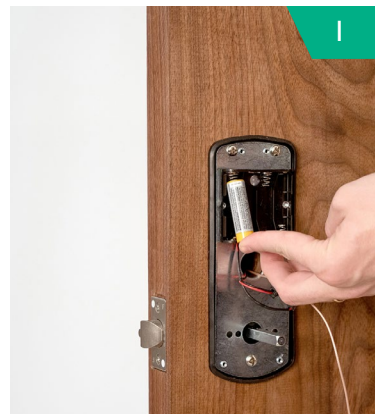
I. Install Batteries.

Insert four name brand, AA, Alkaline or Lithium batteries into the battery compartment.



IMPORTANT:

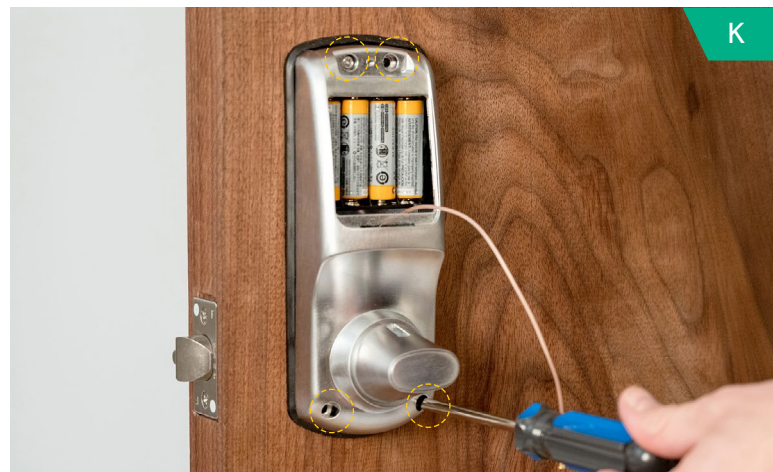
Do not use rechargeable batteries.



J. Place the interior lock body on to the inside fixing plate.

Fit the interior lock body over the back fixing plate. Slide the spindle into the lock body. Be sure to guide the gold Wi-Fi antenna connector through the battery cover opening.

K. Secure the interior lock body to the door using the four screws.

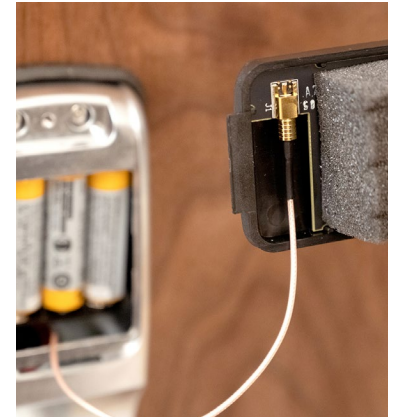
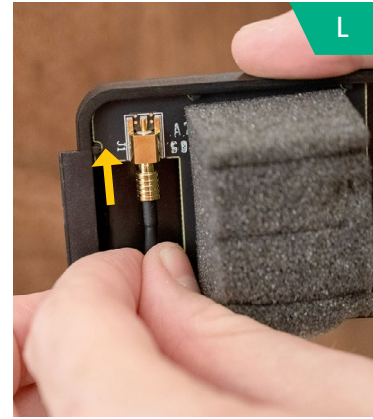


L. Wi-Fi Connector

Connect the gold Wi-Fi cable to the connector board on the battery cover. Push until you hear the cable connect in the port. You should hear the antenna cable pop into place when fully connected. Once connected, try not to disconnect too frequently.

M. Battery cover

Store the Wi-Fi antenna in the lock body and fit the battery cover on and secure with screw.

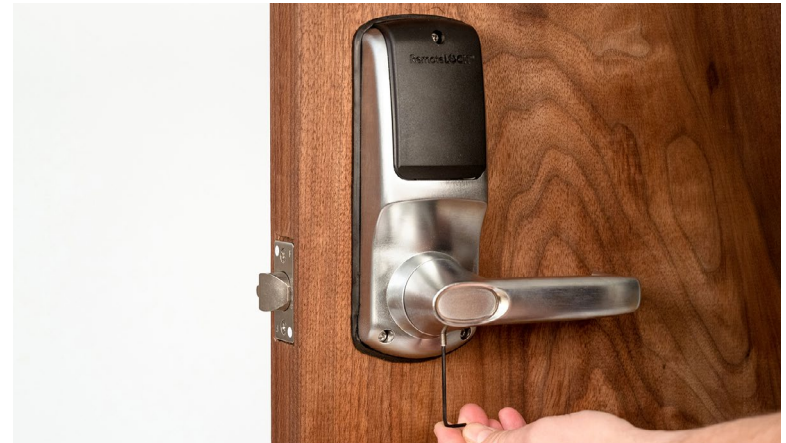


STEP 7

Handle installation

A. Interior Handle

Fit the interior handle over the hub. Use the small Allen wrench to loosen the hex screw enough to allow the handle to slide onto the lock. Once in place, tighten the hex screw.



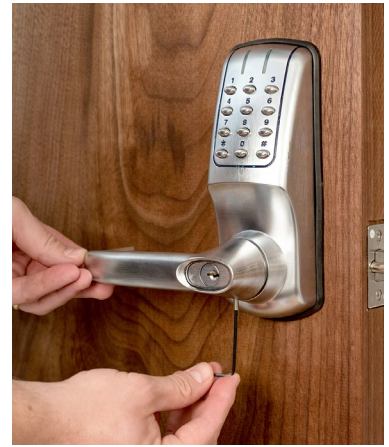
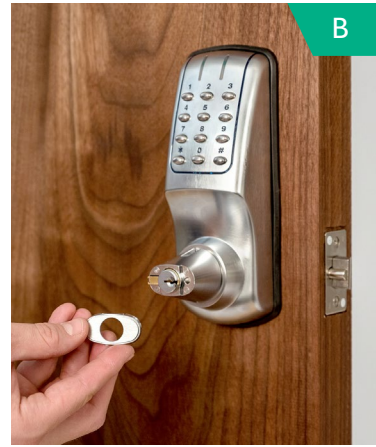
B. Outside (keypad) Handle

Fit the key cylinder plate over the key cylinder.

Then install the outside handle.

The inside handle will now retract the latch. The outside handle will turn freely without retracting the latch.

Enter the factory default code **4321**. The green lights will flash and the outside handle will now retract the latch.



STEP 8

Test your lock.

Make sure you don't lock yourself out.

Lock the lock by entering * * on the keypad.

Enter the factory default code **4321** on the keypad to unlock the lock.

The green lights will flash and the outside handle will now retract the latch.

PLEASE NOTE:

4321 will be disabled once an additional code is added to the lock.

Congratulations!
**Your lock is now
installed.**

Next:
**Use the Connection
Guide to finish setup.**

Using your lock.

Locking

Lock the door by pressing * * on the keypad.

Unlocking

Unlock the door by entering a user code.

Once your lock is installed and connected to Wi-Fi, you can easily control your lock, add and manage access codes with the SimpleAccess app.

For a complete list of manual programming options, visit simpleaccess.devicewebmanager.com.

Default Settings

By default, and after a factory reset, your lock has the following settings:

Programming Code: 123456

User Code: 4321

Auto-Lock: Enabled

Auto-Lock Delay: 5 Seconds

Keypad Sound: Enabled

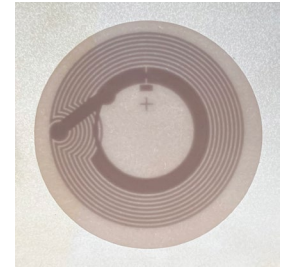
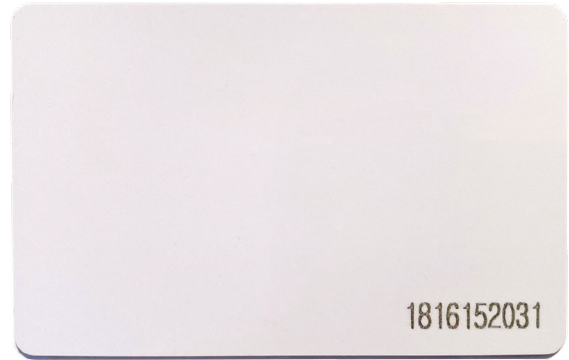
Heartbeat Interval: 1 Hour

Card Reader: Off (Enable with 381 or 382 function)

MIFARE Reader Functionality

This lock is equipped with a MIFARE card reader, enabling MIFARE cards, fobs and sticky tags to be used to unlock the door. MIFARE cards will need to be enrolled in your account first and then can be assigned to access users.

Visit simpleaccess.devicewebmanager.com for instructions on enrolling cards.



Enabling Card Reader

The card reader is disabled by factory default. Enabling the card reader function can either be done on the lock's settings page after registering with your SimpleAccess account, or on the keypad with the following key commands.

Enable Card/Fob Reader (Always On)

Enter your **Programming Code** (123456 by default) followed by the **#** button, **381** followed by **#**.

Enable Card/Fob Reader on Button Press Only

This function turns on the card/fob reader on the lock only after a button press. This saves a bit more power than using the Always On 381 function.

Enter your **Programming Code** (123456 by default) followed by the **#** button, **382** followed by **#**.

Using the Card Reader

After adding an access user to the lock with a MIFARE credential, the credential can be used to unlock the door. This is done by holding the MIFARE credential up to the keypad of the lock.

For best results, hold the card or fob in the center of the keypad (over the 5 key) within an inch of the surface.

If your card or fob is not registered on the first attempt, pull your hand away momentarily and then present again.



Programming Functions

The keypad can be used to program lock functions. These functions can also be performed remotely from the SimpleAccess app. None of the following functions are required for setup.

All keypad programming functions follow the same general steps:

1. Enter your **Programming Code** followed by the **#** button.
2. Enter the **Function Code** for the desired function, followed by the **#** button.
3. Some functions will also require you to enter a **Function Value** followed by the **#** button.

Function Codes

PLEASE NOTE: Most of these settings can be updated online in the portal. After installing and connecting your lock to Wi-Fi, please register your lock and configure settings at simpleaccess.devicewebmanager.com

100: Change Programming Code

The programming code is essentially a password. This code allows you to program the lock directly, using the keypad. By default, the code is **123456**.

You can change this code to any anything 4–8 digits in length. To set a new programming code, enter the following on the lock's keypad:

Enter your current **Programming Code** followed by the **#** button, **100** followed by **#**, and then enter your **New Programming Code** followed by **#**.

Function Codes (cont.)

If successful, you will see two green flashes and hear two beeps. If an error was made, you will see a red flash.

110: Add a Local User Code

Local User Codes are intended to be used as a backup to User Codes created from the app. If internet is unavailable, you can program a code directly from the lock. Note that schedules cannot be applied to a Local User Code.

Local User Codes can be 4–8 digits in length. To Add a Local User Code, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **110** followed by **#**, and then enter your desired **Local User Code** followed by **#**.

Once set, the default User Code will be disabled after your Local User Code is created.

120: Delete Local User Code

If you would like to remove your Local User Code, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **120** followed by **#**, and then enter the existing **Local User Code** followed by **#**.

130: Erase ALL Local Codes

If you would like to remove ALL of your existing Local Codes, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **130** followed by **#**.

Function Codes (cont.)

381: Enable Card/Fob Reader (Always On)

This function turns on the card/fob reader on the lock. Use this if cards/fobs are being provided to access users to unlock the door.

Enter your **Programming Code** followed by the **#** button, **381** followed by **#**.

382: Enable Card/Fob Reader on Button Press

This function turns on the card/fob reader on the lock only after a button press. This saves a bit more power than using the Always On 381 function.

Enter your **Programming Code** followed by the **#** button, **382** followed by **#**.

ADDITIONAL FUNCTIONS

131: Erase all user codes, except **4321** default.

135: Perform a factory reset. Careful, this will **delete all codes, schedules and events**.

160: Mute keypad beeping.

161: Unmute keypad beeping.

270: Disable Auto Lock Mode. Your lock will automatically lock after each use.

271: Enable Auto Lock Mode. Your lock will stay unlocked after being unlocked.

312: Reset Wi-Fi connection. (Forget All Known Connections and Networks).

320: Enter Access Point Mode to allow connection to another network.

380: Turn off SmartCard reads.

381: Turn on Always Scanning For Cards mode.

382: Turn on Only Read Card On Keypress.

390: Require # to be pressed after a user code is entered.

391: Removes the requirement to enter # after a user code.

411: Enter **411*** to force Wi-Fi to wake up if the lock is currently set to not wake up on keypress.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to following two 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.

Notes



Visit us online.

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support@simpleaccess.com