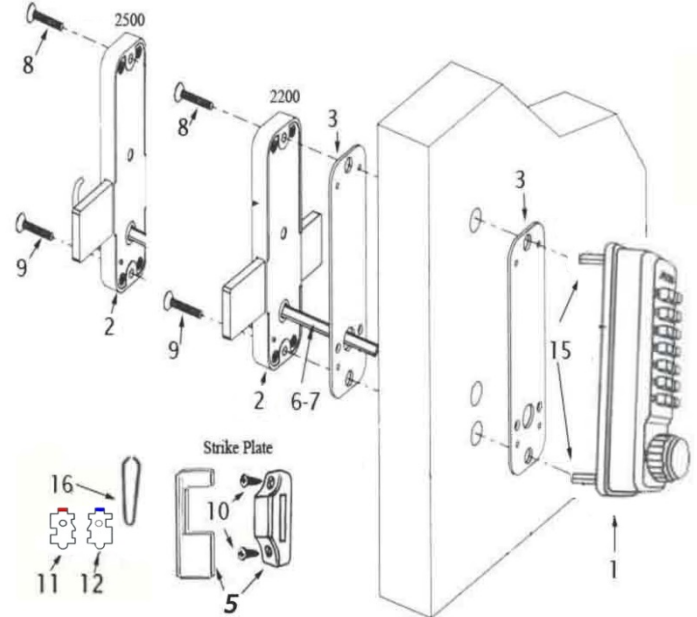


# LOCKEY SURFACE MOUNT INSTALLATION INSTRUCTIONS



2200 DEADBOLT | 2500 HOOKBOLT

No.	Part Name	2200	2500
1	Outside Body	1	1
2	Inside Body	1	1
3	Rubber Trim Plate	2	2
4	Mortised Striker (not shown)	1	1
5	Surface Strike Plate	1	1
6	Spindle 45-55 mm.	1	1
7	Spindle 35-45 mm.	1	1
8	Machine Screw M4 x 55 mm.	2	2
9	Machine Screw M4 x 45 mm.	2	2
10	Wood Screw	2	2
11	Extra Code Tumblers (Red)	1	1
12	Extra Non-Code Tumblers (Blue)	2	2
13	Spacers for Body (1/16" / 5/64") (Not Shown)	1	1
14	Thin Door Kit (TDK) (Not Shown)	1	1
15	Hex Bolts	2	2
16	Tweezers	1	1



## Step 1: Change User Code (OPTIONAL)

If you wish to change your code, see instructions on reverse side.

## Step 2: Prep Door for Installation with Template

**BEFORE DRILLING – PLACE INSIDE BODY (#2) AND STRIKE TO DOOR TO ENSURE POSITION WILL BE APPROPRIATE FOR INSTALLATION. YOU MAY NEED TO TRIM DOOR JAMB OR MORTISE THE STRIKE TO INSTALL.**

1. Place template (supplied) on door and fold along door's edge.
2. Depending on door configuration, you may need to change handing and/or substitute bar (2200) from long to short. See Steps 3 and 4.
3. Drill holes as instructed and mark location for Strike.

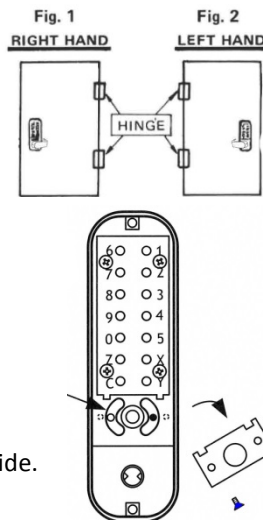
## Step 3: Identify Door Handing

Right-Hand Doors – From exterior of door, hinges are on right-side. (Fig. 1)

Left-Hand Doors – From exterior of door, hinges are on left-side. (Fig. 2)

The 2200 and 2500 are factory pre-handed for right-hand doors. To change handing, remove two (2) blue screws and cover plate from Outside Body as shown.

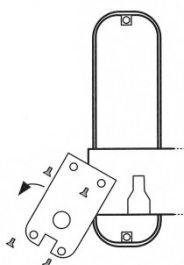
Now, move the pin from the right side of the outside body to the hole on the left side. Replace plate and screws.



## Step 4: Adjust Deadbolt Length - 2200 ONLY (if necessary)

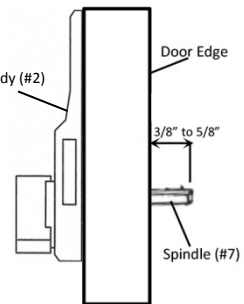
Depending on door configuration, you may need to change from a long to short bar. (BOTH LONG & SHORT BARS ARE SUPPLIED)

Remove the four (4) silver screws and plate from the inside body and change bars. Replace the plate and secure with silver screws.



## Step 5: Verify Correct Spindle Length

1. Hold the Inside Body (#2) and Rubber Trim Plate (#3) to the door.
2. Place Spindle (#7) through door into the Inside Body, as far as possible.
3. Spindle should extend from exterior of door 3/8" min. – 5/8" max.

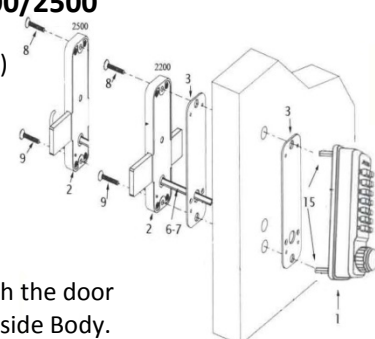


4. If Spindle is too long, cut it to the correct length using Pliers.

**IMPORTANT:** If spindle extends less than 3/8" it may not engage the lock. If spindle extends more than 5/8", it will cause the lock to bind.

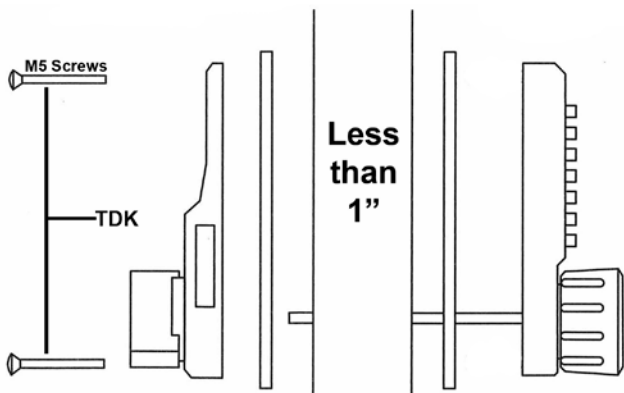
## Step 6: Install the Lockey 2200/2500

1. Place the Rubber Trim Plate (#3) on the backside of the Outside Body (#1).
2. Place the Outside Body on the door. The hexagonal bolts (#15) should extend into the top and bottom holes.
3. Insert the Spindle (#6/7) through the door into the Spindle Hole in the Outside Body.
4. Place the Rubber Trim Plate (#3) on the backside of Inside Body.
5. Place the Inside Body to the door ensuring that the Spindle is inserted into the Spindle Hole.
6. If the Inside Body is not flush with the Surface Strike location, use Spacers (#13) to make Inside Body flush with Strike location. **NOTE:** If Spacers to not make Inside Body flush with Strike location, you may need to trim the door jamb or mortise the strike.
7. Insert the M4 Screws (#8/9) into the top and bottom holes of the Inside Body and secure with a screwdriver.
8. Test the lock to ensure the Deadbolt/Hookbolt is retracting correctly when turning the inside/outside knob.
9. Install Strike Plate in proper position and secure with Wood Screws.



### Step 7: For Doors Under 1" Thick (if necessary)

1. For doors under 1" thick, you will need to cut the spindle to appropriate size. See Step 5 to verify correct Spindle Length.
2. Remove Hex Bolts and use M5 Screws supplied in Thin Door Kit (TDK) packet to secure lock to door.



### Step 8: Using the Lockey 2200/2500

#### From Outside:

The door will LOCK by turning the knob to extend the deadbolt/hookbolt.

To UNLOCK, press the "C" button to clear the lock, enter the combination and turn the knob to retract the deadbolt/hookbolt.

**NOTE: IF DEADBOLT/HOOKBOLT RETRACTS WITHOUT COMBINATION AND REQUIRES COMBINATION TO LOCK (EXTEND), YOU MAY NEED TO CHANGE HANDING. SEE STEP 3.**

#### From Inside:

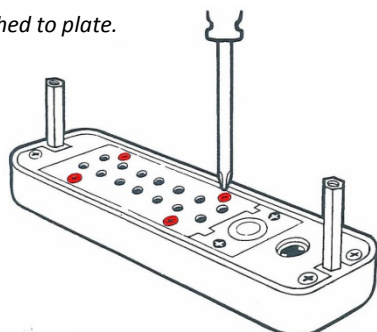
The door will LOCK and UNLOCK by turning the knob to extend or retract the deadbolt/hookbolt.

# LOCKEY 2000 SERIES HOW TO CHANGE CODE



1. Using a #2 screwdriver, remove the four (4) Red Screws.
2. Carefully remove cover plate.

*WARNING: Springs are attached to plate.*



RED = CODE TUMBLERS

BLUE = NON-CODE TUMBLERS

'C' = CLEAR (DO NOT REMOVE)

3. PRESS & HOLD 'C' BUTTON to release tumblers.  
*IMPORTANT: 'C' Button must be pressed and held down when removing and inserting tumblers. Failure to do so will damage the lock and void the warranty.*

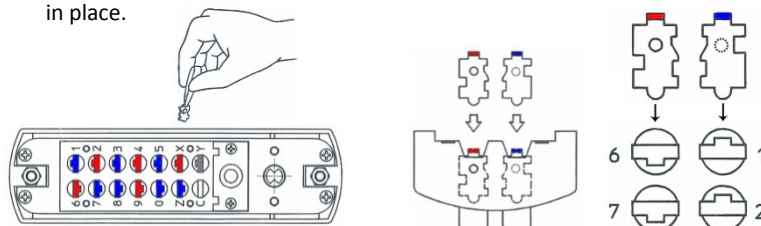


**WARNING:**  
Do NOT force tumblers into position!

4. While holding the 'C' BUTTON, remove/add CODE (Red) and NON-CODE (Blue) Tumblers to create your desired code.  
Ex: 3 Red = 3-Digit Code / 6 Red = 6-Digit Code

**IMPORTANT:** Ensure notched side of tumbler fits into slot. (Below – Far Right).

5. After changing your code, release the 'C' BUTTON to secure the tumblers in place.



6. Replace the cover plate and secure with four (4) Red Screws, using a #2 screwdriver.
7. TEST CODE before installing/re-installing lock.

