



KABA®

SIMPLEX®

EE1000 SERIES

INSTALLATION INSTRUCTIONS

KABA®

Kaba Access Control
2941 Indiana Avenue Winston-Salem, NC 27105 USA

Tel: (800) 849-8324 (336) 725-1331

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www.kabaaccess.com

PKG2282 0307

Important: Please keep these instructions. The combination of this lock has been factory preset: 2 and 4 pressed together, then 3.

WARNING
For your own safety, you must change the combination at the time of installation.

PLEASE READ AND FOLLOW ALL DIRECTIONS CAREFULLY

Since every installation is unique, carefully check windows, frame, door, etc. to ensure that the recommended procedures will not cause damage. KABA is not responsible for any damage caused by installation.

Tools Required

- Electric drill (variable speed)
- Awl or center punch
- 2 1/8" (54 mm) Hole saw with pilot drill
- 1" (25 mm) Hole saw with pilot drill
- 1/4" (6 mm) Drill bit
- 1/2" (12 mm) Drill bit
- 1" (25 mm) Wood chisel
- Hammer
- Phillips head screwdriver
- Small flat blade screwdriver
- Pliers (2)

Caution: Wear safety glasses when preparing door.

For your records

Model #: _____

Date Purchased: _____

Dealer: _____

Name: _____

Telephone: _____

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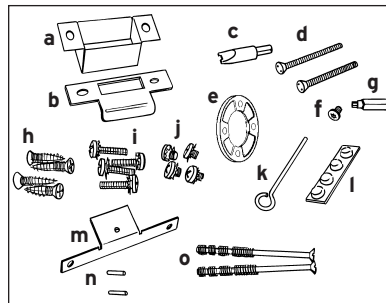
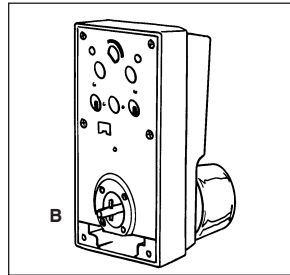
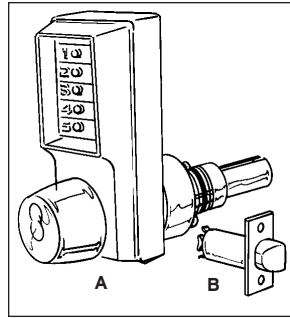


For technical assistance please call
1-800-849-TECH (8324) or 336-725-1331

CHECKLIST

Use this checklist to make sure that everything has been included.

- A) Outside lock housing assembly
- B) Inside lock housing assembly
- C) Latch
- Screw/accessory pack:
 - a) strike box
 - b) strike plate
 - c) #10 size insert bit for "D"
 - d) anti tamper spanner screws
 - e) extra spacer, 1/4" (6 mm)
 - f) torx anti-tamper screw
 - g) torx bit for "F"
 - h) four 8-32 x 3/4" (19 mm) Phillips combination screws (for latch & strike)
 - i) four 8-32 x 1/4" (17 mm) Phillips sems screws (for spacer)
 - j) four 8-32 x 3/16" (5 mm) Phillips sems screws (for spacer)
 - k) pick for combination change
 - l) rubber bumpers
 - m) angle bracket
 - n) extra cross pins
 - o) two Phillips break-off screws (for mounting outside lock and angle bracket "M")
- Warranty card



The template is included in the middle of this booklet.

A. MARKING THE DOOR

Door to frame relationship is critical for the performance and durability of the latch mechanism. The vertical and horizontal center lines are important when positioning the lock, and must be according to ANSI* standard A115.2.

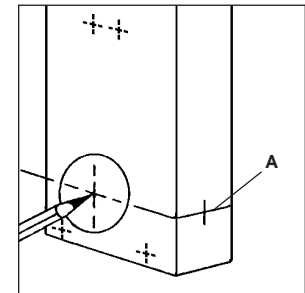
- A-1** Fold the paper template (found in the middle of this booklet) along the line as indicated.
- A-2** Tape the template securely to the door so that all the indicated folds are properly aligned with the high beveled edge of the door.

Caution: When a frame has an existing strike, be sure to locate the strike template so that the latch hole center (A) is directly aligned with the center of the strike cutout.

- A-3** Mark the door using an awl or center punch as indicated on the template for the 6 holes to be drilled (**See Figure 1-1**).

- A-4** Remove the template.

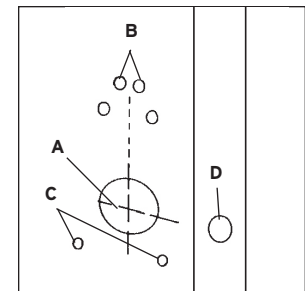
*ANSI – American National Standards Institute. Contact KABA for further information.



1-1

B. DRILLING THE HOLES

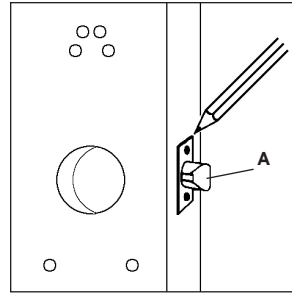
- B-1** Use a hole saw with a pilot drill bit to drill the 2 1/8" (54 mm) hole (A): apply pressure evenly until the circular blade cuts the first side of the door and the tip of the pilot bit emerges through the other side, then stop.
- B-2** Drill through the other side of the door until the 2 1/8" (54 mm) circular hole (A) is completed.
- B-3** Use standard drilling bits to drill the two 1/2" (12 mm) holes (B) above the 2 1/8" (54 mm) hole.
- B-4** Use standard drilling bits to drill the two 1/4" (6 mm) holes (C) below the 2 1/8" (54 mm) hole.
- B-5** Drill the final 1" (25 mm) hole (D) for the latch through the edge of the door. Drill until the hole saw is visible through the 2 1/8" (54 mm) hole (A), then stop (**See Figure 2-1**).



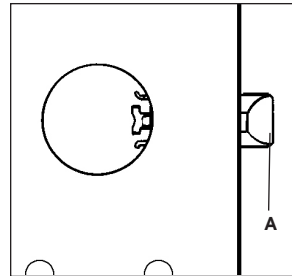
2-1

C. INSTALLING THE LATCH

- C-1** Insert the latch into the 1" (25 mm) hole until the face plate butts up against the door edge. Make sure the bevel of the latch bolt (A) faces the same direction as the door swings to close (**See Figure 3-1**).
- C-2** If necessary, draw a line around the face plate, then remove the latch. Use a sharp 1" (25 mm) wood chisel to remove approximately 1/8" (3mm) of material or enough for the face plate to be perfectly flush with the edge of the door.
- C-3** Insert the latch into the 1" (25 mm) hole in the door edge until the latch face plate is flush with the door edge (**See Figure 3-2**).
- C-4** Secure the latch to the door with two of the 3/4" (19 mm) screws provided (item "H" on checklist).



3-1



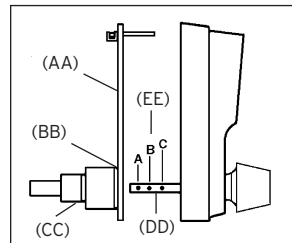
3-2

D. ADJUSTING THE LOCK

The EE1000 Series lockset has been preassembled at the factory to accommodate doors 1 1/8" (44 mm) thick.

For doors 1 1/2" (38 mm) thick, adjust lock as follows:

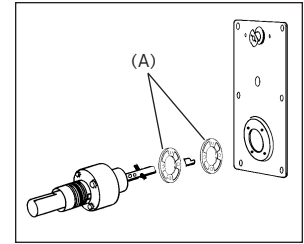
- D-1** Remove the back plate assembly (AA) from the outside lock housing by removing the six back plate screws. One of the screws may be under the serial number sticker.
- D-2** Remove the cylindrical drive unit (CC) from the back plate assembly (AA) by removing the four Phillips head sems screws (EE) from the underside of the back plate (AA).
- D-3** Remove (and discard) the spacer (BB) located between the back plate assembly (AA) and the cylindrical drive unit (CC).
- D-4** Remount the cylindrical drive unit (CC) onto the back plate assembly (AA) using the four 8-32 X 3/16" (5 mm) shorter Phillips head sems screws provided in the screw pack (item "J" from the checklist).
- D-5** Remove the cross pin from position **B** on the drive shaft (DD).
- D-6** Reposition the cross pin in position **C** on the drive shaft (DD). Drive shaft pins should be vertical.
- D-7** Reinstall the back plate assembly (AA) onto the outside lock housing.



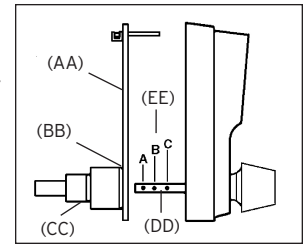
4-1

For doors 2" to 2 1/4" (51-57 mm) thick, adjust the lock as follows:

- D-8** Remove the back plate assembly (AA) from the outside lock housing by removing the six back plate screws. One of the screws may be under the serial number stickers.
- D-9** Remove the cylindrical drive unit (CC) from the back plate assembly (AA) by removing the four Phillips head sems screws (EE) from the underside of the back plate.
- D-10** Insert the extra spacer provided in the accessory pack (item "E" on the checklist) between the cylindrical drive unit (CC) and the back plate assembly (AA).
- D-11** Remount the cylindrical drive unit (CC) onto the back plate assembly (AA) using the four 1/16" (17 mm) Phillips head sems screws provided in screw pack (item "I" on checklist).
- D-12** Add a cross pin (item "N" on the checklist) in position **A** on the drive shaft (DD) of the outside lock housing (**See Figure 4-3**).
- D-13** Remount the back plate assembly (AA) onto the outside lock housing.



4-2

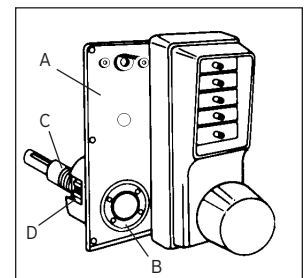


4-3

E. CHANGING THE HAND OF THE LOCK

Note: Unless otherwise stated, all locks are factory assembled for left hand operation (A) (**See Figure 5-2**). Use the following procedure to change the hand of the lock to right hand operation (B) 5-2.

- E-1** Remove the back plate assembly (A) from the outside lock housing by removing the four back plate screws (**See Figure 5-1**).
- E-2** Unscrew the four Phillips head sems screws (B) on the underside of the body plate and remove the cylindrical drive unit (C) from the back plate assembly (A).
- E-3** Turn the cylindrical drive unit (C) so that the cutout for the latch (D) faces the opposite direction (180°).
- E-4** Reattach the cylindrical drive unit (C) to the back plate assembly (A) using the four Phillips head screws removed in step 2.
- E-5** Remount the back plate assembly onto the front lock housing assembly.



5-1

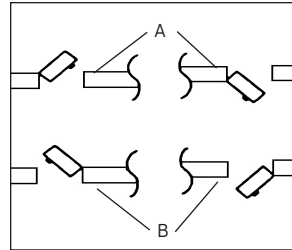
E-6 Tighten all four screws securely.

E-7 Test the lock to make sure it is still working properly (see page 16 "Testing the operation of the outside lock").

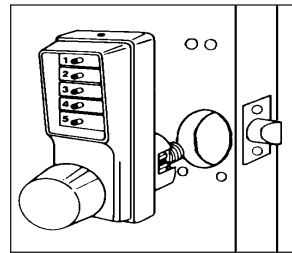
F. ALIGNING THE OUTSIDE LOCK

F-1 Place the outside lock unit on the door so the screw studs (A) pass through the two 1/2" (13 mm) holes (See Figure 6-1 & 6-2).

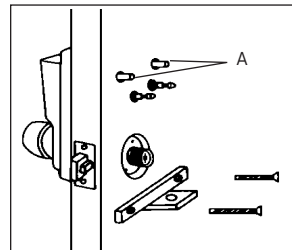
F-2 Align the latch tailpiece (A) with the shoe retractor (B) of the cylindrical drive unit (D) by depressing the latch bolt slightly. Make sure that the latch prongs (C) and cylindrical drive unit (D) engage each other (See Figure 6-3).



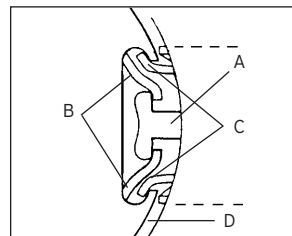
5-2



6-1



6-2



6-3

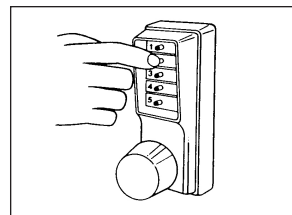
G. TESTING THE OPERATION OF THE OUTSIDE LOCK

G-1 Turn the outside knob clockwise to the stop position then release it.

G-2 Enter the factory-set combination: Depress buttons 2 and 4 at the same time (release), then depress button 3 (release). You should feel a "click" as each button is depressed.

G-3 Turn the outside knob clockwise to the stop position and hold. Make sure the latch is fully retracted, flush with the doors edge.

G-4 Release the knob. The latch should return to the fully extended position.



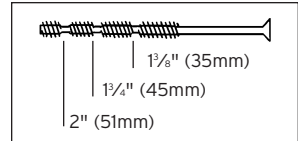
7-1

H. INSTALLING THE OUTSIDE LOCK

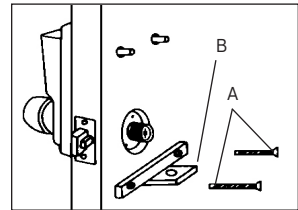
H-1 Shorten the Phillips screws (item "D" on checklist) if necessary by breaking off at the score marks (See Figure 8-1).

H-2 Insert the two Phillips head screws (A) through the angle bracket (B) and into the two 1/4" (6 mm) holes in the door (See Figure 8-2).

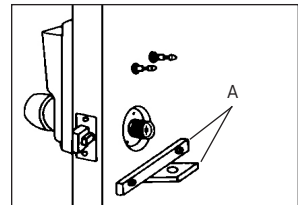
H-3 Tighten the Phillips head screws (A), securing the outside lock assembly to the door (See Figure 8-3).



8-1



8-2

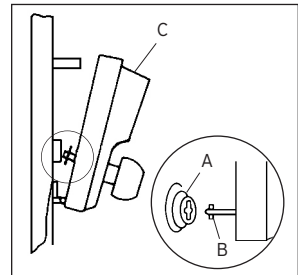


8-2

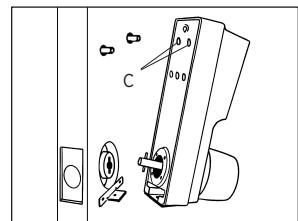
I. INSTALLING THE INSIDE LOCK

I-1 Place the inside lock housing (C) as shown in figure 10-1. Make sure the drive shaft pin (B) enters the corresponding vertical slot (A) of the drive sleeve (See Figure 9-1 & 9-2).

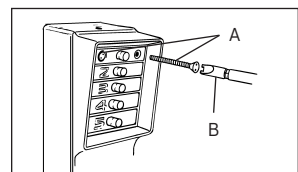
I-2 Use the #10 insert bit (B) included in the accessory pack (item "C" on checklist) to screw in the two anti-tamper spanner type screws (A) (item "D" on checklist) through the face of the inside lock (See Figure 9-3).



9-1



9-2



9-3

KABA SIMPLEX® LIMITED WARRANTY

Kaba Access Control warrants this product to be free from defects in material and workmanship under normal use and service for a period of one (1) year. Kaba Access Control will repair or replace, at our discretion, locks found by Kaba Access Control analysis to be defective during this period. Our only liability, whether in tort or in contract, under this warranty is to repair or replace products that are returned to Kaba Access Control within the one (1) year warranty period.

This warranty is in lieu of and not in addition to any other warranty or condition, express or implied, including without limitation merchantability, fitness for purpose or absence of latent defects.

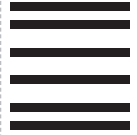
ATTENTION: This warranty does not cover problems arising out of improper installation, neglect or misuse. All warranties implied or written will be null and void if the lock is not installed properly and /or if any supplied component part is substituted with a foreign part. If the lock is used with a wall bumper, the warranty is null and void. If a doorstop is required, we recommend the use of a floor secured stop.

The environment and conditions of use determine the life of finishes on Kaba Access Control products. Finishes on Kaba Access Control products are subject to change due to wear and environmental corrosion. Kaba Access Control cannot be held responsible for the deterioration of finishes.

Authorization to Return Goods

Returned merchandise will not be accepted without prior approval. Approvals and Returned Goods Authorization Numbers (RGA Numbers) are available through our Customer Service department in Winston-Salem, NC (800) 849-8324. **The serial number of a lock is required to obtain this RGA Number.** The issuance of an RGA does not imply that a credit or replacement will be issued.

The RGA number must be included on the address label when material is returned to the factory. All component parts including latches and strikes (even if not inoperative) must be included in the package with return. All merchandise must be returned prepaid and properly packaged to the address indicated.



POSTAGE WILL BE PAID BY ADDRESSEE

KABA ACCESS CONTROL
2941 INDIANA AVENUE
WINSTON-SALEM, NC 27199-3770



Notes

REGISTRATION CARD

Thank you for purchasing our product. In order to protect your investment and to enable us to better serve you in the future, please fill out this registration card and return it to Kaba Access Control, or register online at www.kabaaccess.com.

Name _____

Position _____

Company _____

Address _____

City _____

State _____ ZIP (Postal Code) _____ Country _____

Phone _____

Email _____

Name of Dealer Purchased From _____

Date of Purchase _____

Lock Model Number _____

This lock will be used in what type of facility?

Commercial Building Industrial / Manufacturing Airport

College / University Government / Military School / Educational

Hospital / Healthcare Other (please specify) _____

This lock is:

New Installation

Replacing a conventional keyed lock

Replacing a Kaba Mechanical Pushbutton Lock

Replacing a Kaba Electronic Access Control

Replacing a Keyless Lock other than Kaba

How did you learn about Kaba Access Control Pushbutton Locks?

Advertisement Previous Use Internet / Web Another Use

Locksmith Maintenance Training Class Other (please specify)

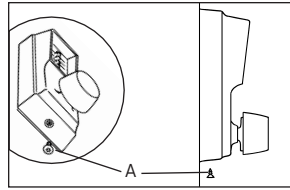
What was your reason for buying this lock? _____

Who installed your lock?

Locksmith Maintenance Other _____

Check here if you would like more information on Kaba Access Control locks.

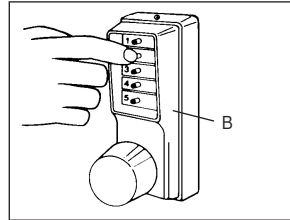
- I-3 Use the torx anti-tamper tool bit included in the accessory pack (item "G" on checklist) to install the anti-tamper torx-type screw (A) (item "F" on checklist) through the bottom of the lock into the angle bracket (See Figure 9-4).



9-4

J. TESTING THE OPERATION OF THE INSIDE LOCK

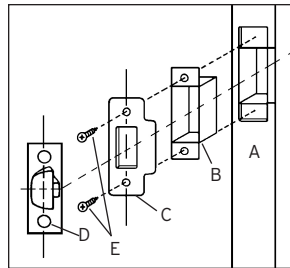
- J-1 Turn the inside knob all the way until it stops, then release it.
- J-2 Enter the factory set combination: depress buttons 2 and 4 simultaneously (release), then depress button 3 (release) (See Figure 10-1).
- J-3 Turn the knob clockwise to the stop position. As the knob turns, the latch will retract. Make sure the latch retracts fully (flush with the latch face plate).
- J-4 Release the knob. The latch will return to the fully extended position.



10-1

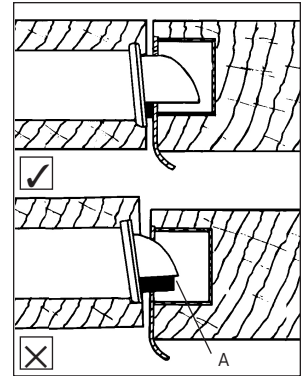
K. INSTALLING THE STRIKE

- K-1 Mark the location of the strike on the door frame (A) according to the template. Make certain that the line through the screw holes of the strike are aligned with the line through the screw holes on the face of the latch when the door is closed (See Figure 11-1).
- K-2 Mortise the door frame (for strike box) to a minimum depth of 3/4" (19 mm). This will guarantee that the latch (D) can be fully extended into the door frame if using an optional 3/4" (19 mm) throw latch. (The supplied KABA strike box must be used).
- K-3 Place the strike box (B) in the mortised cutout. Secure the strike plate (C) with two of the 3/4" (19 mm) screws (E) provided (item "H" on checklist). If necessary, draw a line around the strike. Use this line as a guide to cut out a minimum of 1/16" (2 mm) of material or enough to make the strike plate flush with the door frame.



11-1

Caution: Check the operation of the latch by making sure that the dead latch stops against the strike plate, and does not slip into the strike opening when the door is closed (A) (See Figure 11-2). If this situation occurs, then a total lockout may result. This will cancel our warranty of the complete lock mechanism.



11-2

Note: If there is a gap between the edge of door and the frame (or in the case of double doors, the edge of the door and the edge of the door) of more than 1/4" (6 mm) the dead latch will fail to engage the strike plate.

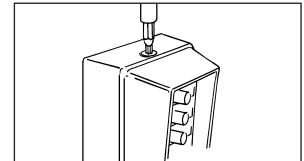
If necessary, correct the door over-travel by using the rubber bumpers as described in the "Preserving the latch" section 14.

L. CHANGING THE COMBINATION

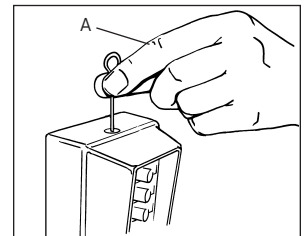
The door must be open.

The combination for the outside and inside locks must be changed independently. Follow the same procedure for the outside and inside.

- L-1 Use the torx anti-tamper tool bit provided item "G" on checklist to remove the tamper-proof screw from the top of the pushbutton housing (See Figure 12-1).
- L-2 Turn the knob clockwise to the stop position, then release.
- L-3 Enter the existing combination. On new installations, enter the factory-set combination: depress buttons 2 and 4 simultaneously (release), then depress button 3 (release). You should feel a "click" as each button is depressed.
- L-4 Insert the pick provided (item "K" on checklist) through the screw hole and lightly depress the slide inside – you will feel a slight "click". Remove the pick (See Figure 12-2).
- L-5 Turn the knob clockwise all the way until it stops, then release.



12-1



12-2

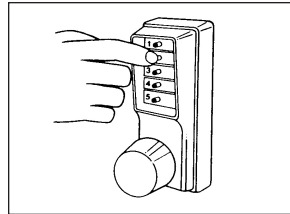
L-6 Choose your new combination, write it on page 28, then enter the new combination – press buttons carefully (a slight click should be felt as each button is depressed) (See **Figure 12-3**).

Note: You can use one button or all five for a combination, but each button can only be used once. You can press two buttons simultaneously as a step in the combination.

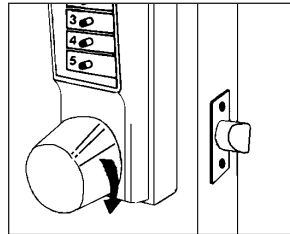
L-7 Turn the knob clockwise once, to the stop position, hold in position and make sure the latch is retracted. Release the knob. Turn the knob clockwise again to the stop position. At this point, the latch should not retract unless you enter the new combination (See **Figure 12-4**).

L-8 Replace the tamperproof screw in the top of the lock unit.

L-9 Repeat steps 1-8 for other side of door.



12-3



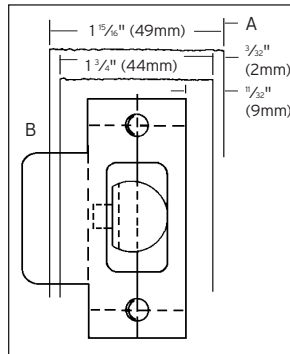
12-4

M. PRESERVING THE LATCH

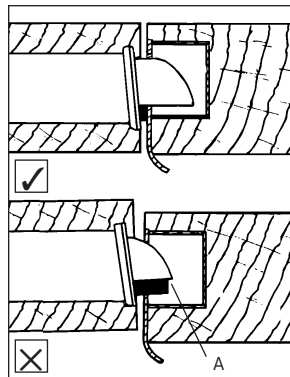
The door to frame relationship is critical for the performance and durability of the latch mechanism. The vertical and horizontal center lines are important when positioning the lock, the strike, and the latch, and must be according to ANSI* standard A115.2. To insure proper installation, you must use the supplied strike plate.

Rubber bumpers (supplied with the lock) may be required to properly align the door. The adjustment becomes more significant with metal frames, wood doors, and filler plates when replacing existing hardware. **Figure 13-1** shows the proper alignment between the door, the frame, the latch and the strike plate.

When the door rests against the door stop (A), the dead latch (B) should seat against the strike plate. At this point, you will notice a tolerance of $\frac{3}{32}$ " (2 mm), basic according to ANSI standards. If the door travels beyond this tolerance, the dead latch may slip into the strike box with the anti-friction device, causing the latch to jam, and create a lock-in and lock-out condition (See **A in Figure 13-2**).



13-1



13-2

This condition can be prevented by adding bumpers to the door stop.

* American National Standards Institute – contact KABA for further information.

Installing Rubber Bumpers (provided in accessory pack - item "L" on checklist)

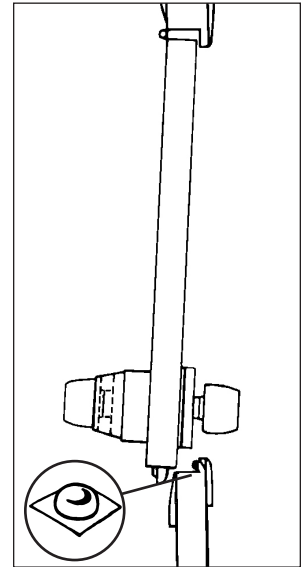
M-1 Close door and apply pressure making sure the dead latch rests on the strike plate.

M-2 Standing on the door stop side of the door, check for gaps between the door and the door stop on all three sides of the frame (left, right, and top). Mark locations where the gaps are approximately $\frac{3}{16}$ " (5 mm) (See **Figure 13-3**).

M-3 Make sure these locations are free of grease and dust.

M-4 Peel the bumpers from their protective backing without touching the adhesive surface and stick them on the marked locations on the door stop.

M-5 Allow 24 hours for adhesive to set before testing. Door may be operated normally during this time.



13-3

N. COMBINATION SETTING RECORD

Combination #	Date

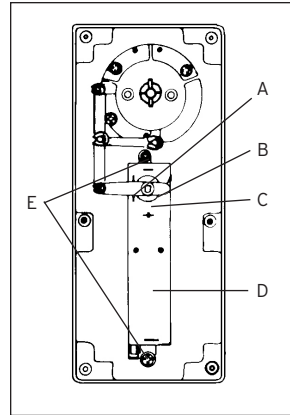
O. CLEARING A LOST COMBINATION

There is no procedure for finding an unknown combination from the front of the lock. A lost combination must be cleared by removing the combination chamber from the lock housing, then a new combination can be set.

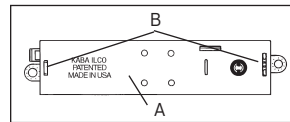
Note: The following procedures can be used for both the inside and outside lock assemblies.

- O-1** Remove the back plate from the lock by removing the four back plate screws.
- O-2** Lift the chamber linkage (A) off of the control shaft (B) by prying up with a flat blade screwdriver (See Figure 14-1).
- O-3** Remove the shaft bushing (C).
- O-4** Remove the combination chamber (D) by removing the two Phillips head screws (E) at each end of the combination chamber.
- O-5** Remove the 3 sided chamber cover (A) marked "KABA" (See Figure 14-2) by gently tapping the lip of the chamber cover at the control shaft end of the chamber (A) (See Figure 14-3) with a screwdriver to detach it from the staked joints (B).
- O-6** Lay the chamber down on its side (See Figure 14-4).
- O-7** With tweezers, or other tool, slide the "E" ring (B) off the unlocking slide stud (A) (See Figure 14-4), then gently lift the end of the unlocking slide (C) over the unlocking slide stud (A).

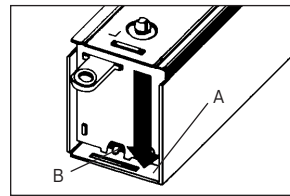
Note: The unlocking slide (C) is under spring tension and will be easier to lift if pushed to the left to ease tension. Swing the unlocking slide (C) sufficiently to clear the gears (D), no further than shown in Figure 14-5.



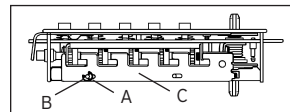
14-1



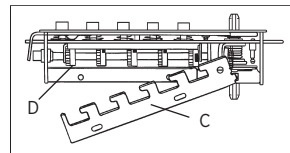
14-2



14-3

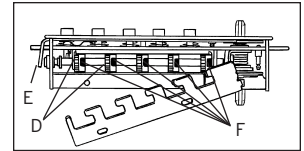


14-4

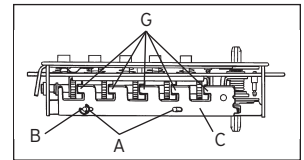


14-5

- O-8** Depress the lockout slide (E). The gears (D) are now free to rotate (See Figure 14-6).
- O-9** Turn each gear (D) so that the gear pockets (F) are aligned (See Figure 14-6).
- O-10** Return the unlocking slide (C) over the unlocking slide stud (A) while making certain the five toes (G) are engaged in the five gear pockets (F). If necessary, adjust each gear to make proper alignment between toes and gear slots (See Figure 14-6 & 14-7).



14-6

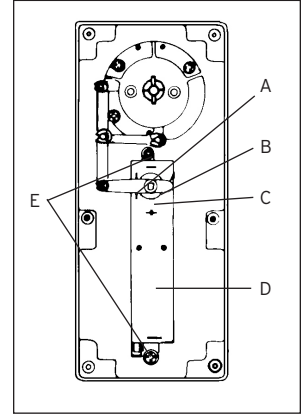


14-7

Resecure the "E" ring (B) on the unlocking slide stud (A). Your chamber now resembles Figure 14-7 and is ready for reassembly into the lock housing. Do not attempt to set a combination until the complete unit has been reassembled.

REASSEMBLING THE LOCK

- O-11** Resecure the chamber cover (A) marked KABA. Make sure the staked joints (B) on both end plates fit through both slots on the back cover (See Figure 14-2). Re-stake joints.
- O-12** Resecure the shaft bushing (B) with flat side facing up (See Figure 14-8).
- O-13** Secure the chamber (D) with the two Phillips head screws (E) you removed earlier (See Figure 14-8).
- O-14** Resecure the chamber linkage (C) onto the control shaft (F) (See Figure 14-8).
- O-15** Replace the back plate and secure it with the four back plate screws.



14-8

SETTING THE COMBINATION

Perform the following steps in order.

- O-16** Turn the outside knob once clockwise to the stop position then release.
- O-17** Enter the new combination.
- O-18** Turn the outside knob clockwise to the stop position, make sure the latch is fully retracted, then release the knob to lock in the new combination.
- O-19** Repeat steps 2 & 3 before closing your door to confirm code setting.

P. TROUBLESHOOTING

- ? Turning outside or inside knob always retracts latch without depressing any buttons.
- Lock is in zero combination.
- ☞ Follow the procedure for changing a combination (Step 14 on page 26) except omit step 3 (do not enter the existing combination).

- ? After entering a new combination, the lock works one time only; then the lock fails to open.
- Buttons of intended combination were not fully depressed when changing combination.
- ☞ Refer to (Step 17 on page 34) - "Clearing a lost combination".



For technical assistance please call
1-800-849-TECH (8324) or 336-725-1331

Notes
