



# CONCIERGE 200

PROFESSIONAL SERIES

ELECTRONIC DEADBOLT



**IMPORTANT:** Before first use, please read pages 17 & 18 in the User Guide for important instructions.

## USER GUIDE



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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.
3. Alkaline batteries are recommended. Do not mix alkaline batteries with regular zinc carbon or mixed brand batteries.

## IMPORTANT SAFETY INSTRUCTIONS

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 the 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

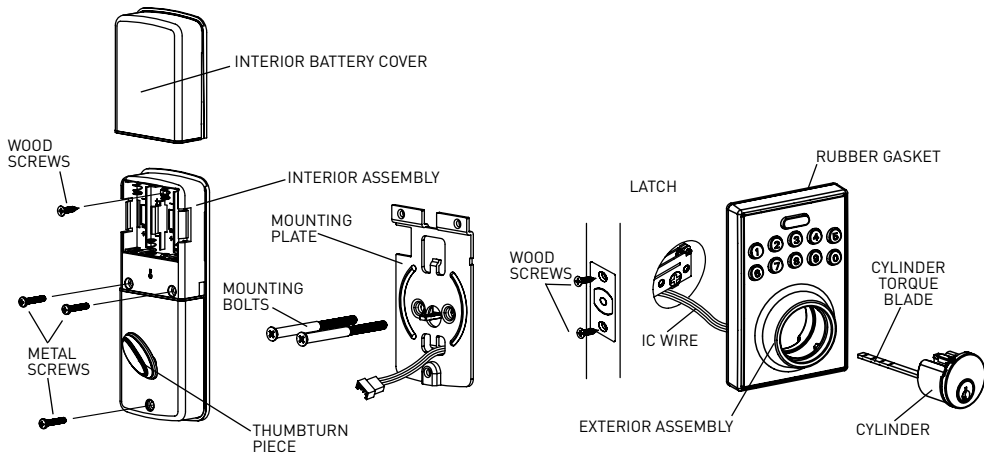
The following care instructions should be followed to ensure a long lasting finish:

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
- 4 - AA 1.5V ALKALINE BATTERIES

# COMPONENTS OF ELECTRONIC KEYPAD DEADBOLT

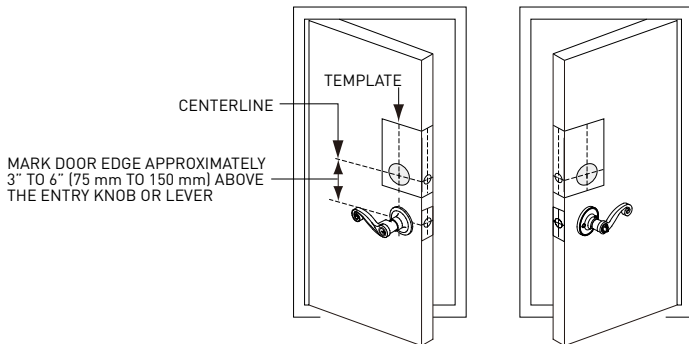


# DOOR PREPARATION

## 1 MARK DOOR WITH TEMPLATE (ATTACHED SEPARATELY)

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

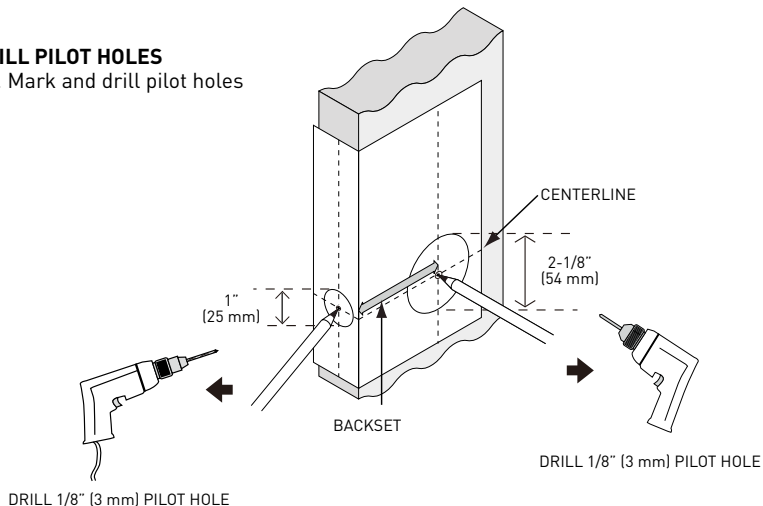
- Use TEMPLATE to mark centerline on door for deadbolt about 3" to 6" (75 mm to 150 mm) above the existing knob or lever.
- Stand so door swings towards you. Align template on centerline and fold template as shown.



# DOOR PREPARATION

## 2 MARK AND DRILL PILOT HOLES

Select backset. Mark and drill pilot holes as shown.

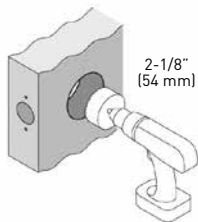


# DOOR PREPARATION

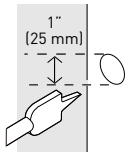
## 3 USING THE TEMPLATE MARKS AS A GUIDE

- Drill a 2-1/8" (54 mm) hole on the door face from both sides to prevent wood from splitting.
- Drill a 1" (25 mm) hole in the door edge for the latch.
- Use the latch faceplate as a pattern for the mortise and pilot holes. Chisel 1/8" (3 mm) deep. Faceplate should fit flush.

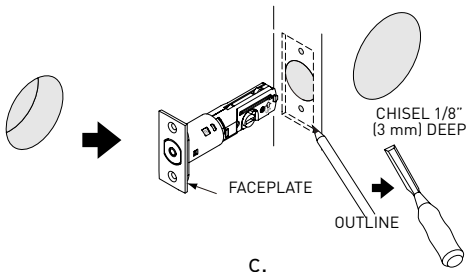
*Note: for drive-in latch, you will need to simply insert latch.*



a.



b.



c.



# DOOR PREPARATION

## 4 PREPARE DOOR JAMB AND INSTALL STRIKE PLATE

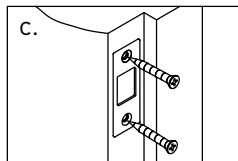
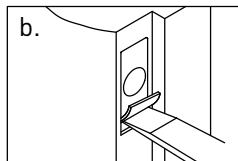
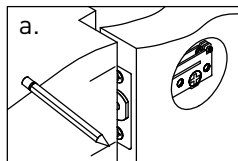
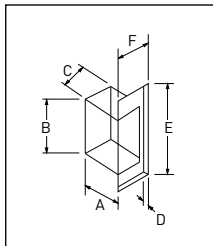
- To identify the center of the strike: insert the latch, close the door; using the latch faceplate as a guide, mark horizontal centerline and outline of the strike. Ensure the center of the faceplate and the center of the strike are aligned.
- Chisel  $5/64"$  (2 mm) deep along the strike outline to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

### Door jamb hole dimension

- $1-3/16$  (30 mm)
- $1-3/8"$  (35 mm)
- 1" (25 mm)

### Strike dimension

- $9/32"$  (7 mm)
- $2-15/16"$  (75 mm)
- $1-5/16"$  (33 mm)

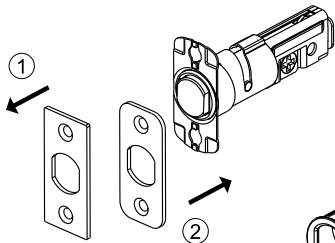


# INSTALLATION 6 WAY LATCH

## 1 6 WAY LATCH

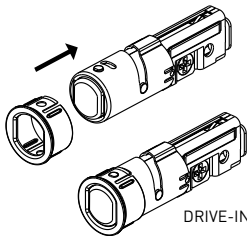
### To Change Latch Faces

1. Use a flat-head screwdriver to separate the faceplate from the backplate.
2. Snap the selected faceplate onto the backplate.



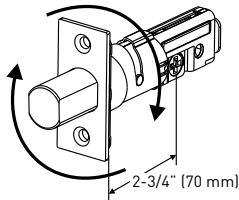
### Drive-in Installation

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



### 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)

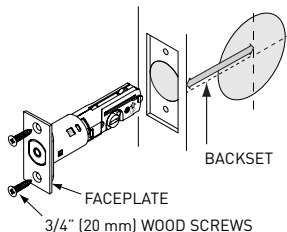


DRIVE-IN LATCH

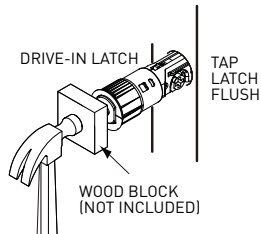
# INSTALLATION

## 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.

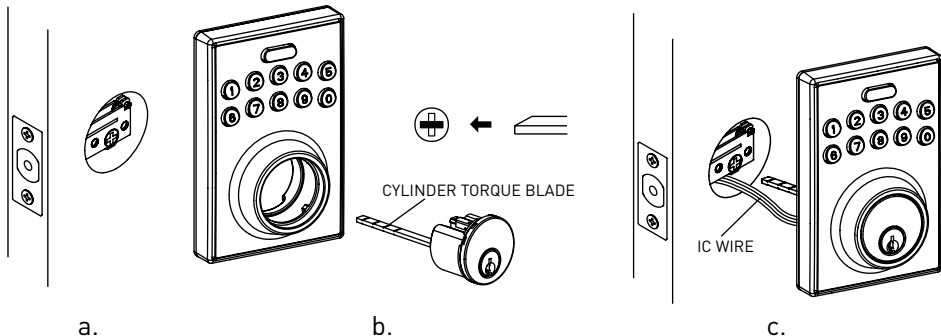


OR



# INSTALLATION

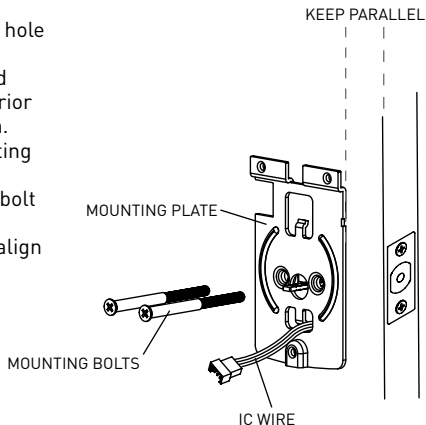
- 3** a. Make sure latch is in the unlocked position.  
b. Insert the cylinder into exterior assembly with cylinder torque blade inserted through hub of the latch in a horizontal position.  
c. Pass the IC wire under the latch to the interior side of the door.



# INSTALLATION

## 4 INSTALL INSIDE THE MOUNTING PLATE

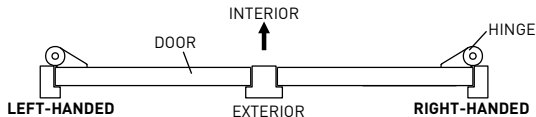
- Carefully pass the IC wire through the wire hole on the mounting plate.
- Making sure that the exterior assembly and cylinder are pressed flush against the exterior door, insert the mounting bolts and tighten.
- Check the vertical alignment for the mounting plate and exterior assembly.
- Test. Using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



# INSTALLATION - DOOR HANDING

## 5 IDENTIFY THE DOOR HANDING

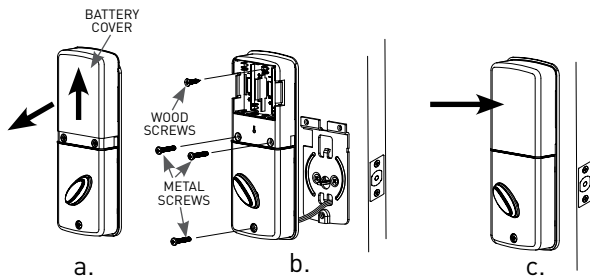
- Face the door from outside.
- The door is "left-handed" if the hinges are on the left hand side of the door.
- The door is "right-handed" if the hinges are on the right hand side of the door.



# INSTALLATION - RECEIVER MODULE

## 6 INSTALL RECEIVER MODULE

- Remove the battery cover (slide upward and pull it out).
- Connect the IC wires and ensure the cylinder torque blade is engaged with the thumbturn piece then attach the interior assembly to the door with the metal screws.
- Insert 4 (AA) 1.5V alkaline batteries and place the cover back onto the interior assembly.



# 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

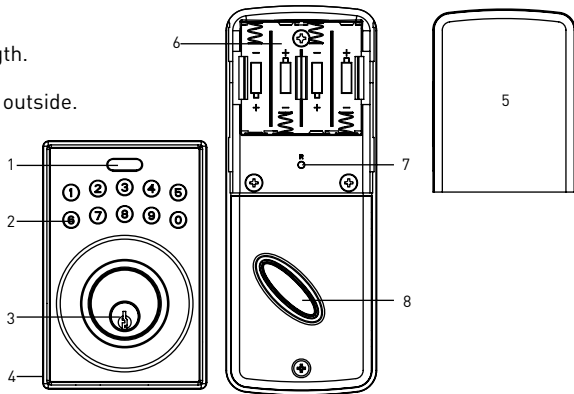
Four (AA) Alkaline Batteries (not included)

## 7. "R" BUTTON (RESET)

Restore default setting

## 8. THUMBTURN PIECE

Retract/Expand the latch bolt from inside.





# KEYPAD LIGHTS & WARNINGS

## LED INDICATOR LIGHT

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

## AUDIO WARNINGS

1. One "Beep" - operating function was performed properly.
2. Two "Beeps" - programming function was performed properly.
3. Three "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

**IMPORTANT:** All programming must be done in sequence using pages 17-19.

## PROGRAMMING CODE

1. Programming code provides ability to program/reprogram the deadbolt, and change/delete/add individual user entry 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 should be changed for security purposes.

## 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. For security purposes, please delete it and create your personal, unique user entry code only after the programming code is changed (page 18).
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

**IMPORTANT:** This step must be completed before any other programming.

If not, complete “**RESTORE FACTORY SETTING**” (page 25) then follow the steps below.

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

1. Deadbolt should be in unlocked position.
2. Adjust the interior thumbturn piece position properly according to door handing.  
(see page 12).
  - a. Turn the thumbturn piece to the left 45° when it is a “right-handed” door.
  - b. Turn the thumbturn to the right 45° when it is a “left-handed” door.
3. If the red light flashes 3 times and there are 3 short beeps there is a wrong door handing in the memory. Restore Factory Settings (page 25).


FUNCTION	STEPS			
Detect Left/Right Hand Door Installation	Enter Programming Code		Press “0”	




# PROGRAMMING

## CHANGE PROGRAMMING CODE

**IMPORTANT:** Complete “**AUTOMATIC BOLT DIRECTION ADJUSTMENT**” (page 17) first.

The factory preset programming code is 0-0-0-0 and needs to be changed to a unique 4-10 digit number before operating the deadbolt. To reset, go to “**RESTORE FACTORY SETTING**” (page 25).







1. Deadbolt should be in unlocked position during programming.
2. LED indicator flashes “Orange” while in programming mode. LED indicator flashes “Green” twice with 2 long “Beeps” when programming function is performed correctly. LED indicator light flashes three times with three “Beeps” when programming function is performed incorrectly.  
*Note: wait for at least 6 seconds or press  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		Press “4”		Enter Programming Code	

# PROGRAMMING

## ADD/DELETE USER ENTRY CODE



1. User entry codes can be deleted individually and reused/programmed again.
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		Press "1"		Enter New User Entry Code	
Delete Existing User Entry Code	Enter Programming Code		Press "2"		Enter User Entry Code you want to delete	

# PROGRAMMING

## DELETE ALL USER ENTRY CODES AT ONCE



1. All user entry codes can be deleted at once and reused/programmed again.
2. “Auto-Lock” and “Keypad Lock” functions will be invalid after deleting all 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		Press <b>“3”</b>	

# PROGRAMMING

## TEMPORARILY DISABLE ALL USER ENTRY 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 during this time.
2. Repeat the programming steps to restore the user entry codes.

FUNCTION	STEPS			
Disable/Enable all User Entry Codes	Enter Programming Code		Press “8”	

# PROGRAMMING

## CREATE A DISPOSABLE USER ENTRY CODE

1. Disposable entry code will become invalid after one use.
2. The same disposable entry code can be programmed again.

FUNCTION	STEPS					
Create Disposable User Entry Code	Enter Programming Code		Press "9"		Enter New Disposable Entry Code	



# PROGRAMMING

## “AUTO-LOCK” FUNCTION

**IMPORTANT:** The deadbolt comes with “Auto-Lock” function disabled from the factory.

1. “Auto-Lock” time delay is preset to 30 seconds. It can be adjusted to 10 to 99 seconds if needed.
2. 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

**IMPORTANT:** Muting is not recommended as the audio warnings will be disabled.

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

**IMPORTANT:** Reset to the preset factory codes if the programming code is lost or when cancelling all settings.

1. Remove battery cover and locate “R” button.
2. Press “R” button for at least 5 seconds until you hear three 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 function 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.

## INCOMPLETE DOOR CLOSING/OPENING

1. If the latch bolt is not extended/retracted completely, it will beep 3 times (no beep when in mute) and the LED will flash red 3 times. Enter the user entry code to unlock the door and retract the bolt and press the programming button to lock the door again.
2. If the latch bolt is stuck or cannot extend/retract completely at any time, check if the strike aligns with the latch bolt and adjust strike accordingly.

# OPERATION

## SECURITY MODE

1. The keypad will be automatically deactivated for 45 seconds after 5 unauthorized user entry code attempts.
2. The deadbolt can still 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?	<ol style="list-style-type: none"><li>1. Check the alignment between the strike hole and the latch to ensure there is unobstructed movement of the latchbolt.</li><li>2. Make sure the torque blade is properly inserted into the latch hub in a <u>horizontal</u> position.</li><li>3. Restore Factory Settings (page 25) and repeat the Automatic Bolt Direction routine (see page 17).</li></ol>
B. Sometimes when I operate the lock manually I “feel” a bump while turning the thumbturn or key.	<ol style="list-style-type: none"><li>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.</li></ol>
C. I am pressing any button on the keypad and it doesn’t seem to respond at all.	<ol style="list-style-type: none"><li>1. Check to see if the batteries are properly installed.</li><li>2. Re-install new batteries if the “Low Battery Warning” is on.</li><li>3. Check for proper connection between the IC wires.</li></ol>

# TROUBLESHOOTING GUIDE - OPERATION

QUESTIONS	ANSWERS
A. I'm not able to change the programming code.	1. Make sure that each 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.

# TROUBLESHOOTING GUIDE - OPERATION

QUESTIONS	ANSWERS
D. The latch bolt locks up and the thumb-piece cannot be rotated with either the keypad or regular key.	1. The detection of the latch bolt position is abnormal. Remove batteries and press any button on the front panel for electric discharge and then re-insert batteries.
E. The door can be locked normally but 3 short beeps are heard and the door does not unlock when the user code is entered and the programming button is pressed.	1. Unlock the door with a key. Re-program the unit (pages 17, 18 and 25).
F. When the door is closed and the latch is extended, there are 3 short beeps. When the door is open and the latch is extended there are no beeps.	1. The depth of the latch bolt hole is insufficient or the latch bolt is not aimed at the opening of the strike. Increase the depth of the latch bolt cavity for the strike (min. depth of 2.5cm) or adjust the strike to appropriate position.



# 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 200

## PROFESSIONAL SERIES

### ELECTRONIC DEADBOLT

## WARRANTY

Taymor's **CONCIERGE 200 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](http://www.taymor.com)**