Installation Instructions for Omnilock 9KOM Cylindrical Locks

Contents

These installation instructions describe how to install your 9KOM Cylindrical Lock. Topics covered include:

Planning the installation 1
Preparing the door and door jamb 2
Installing the lock 7
Completing the installation 9

Site survey

Use the following survey to record information about the installation site. You need this information to determine how to prepare the door for the lock.

Door information

Door handing and bevel:

- ❒ Left hand (LH)
- ❒ Left hand, reverse bevel (LHRB)
- ❒ Right hand (RH)
- ❒ Right hand, reverse bevel (RHRB)

Door thickness: 1-3/4 to 2 inches (44 to 50 mm). If other than 1 3/4" (44 mm), see "Optional: Adjust for door thickness" on page 6.

Environment information

Model	Side of door	Temperature Range	Exposure
Standard	*Outside*	*+32°F to +129°F 0°C to +54°C*	*Drip proof. Inadvertent water splash accepted.*
Weatherized	*Outside*	*-4°F to +129°F -20°C to +54°C*	*Direct exposure to rain and snow*
Extreme Weatherized [a]	*Outside*	*-40°F to +129°F -40°C to + 54°C*	*Direct exposure to rain and snow*
	Inside	*+32°F to +129°F 0°C to +54°C*	*N/A*

a. See installation instruction *Addendum (T83317) Extreme Weatherized Installation* for the extreme weatherized model.

Components checklist

Use the following checklist to make sure that you have the items necessary to install your Electronic Stand-alone Cylindrical Lock.

Components provided in the box:

- ❒ Outside lever
- ❒ Inside lever
- ❒ Throw member package*
- ❒ Sleeve bushing*
- ❒ Latch
- ❒ Strike package
- ❒ Through-bolt screws
- ❒ Installation template and instructions
- ❒ Four AA size batteries (or 2 weatherized packs)

Other components:

- ❒ Programming Default ID Card (provided with software)

Special tools checklist

Use the following checklist to make sure that you have the special tools necessary to install your Electronic Stand-alone Cylindrical Lock.

- ❒ KD303 Drill jig
- ❒ KD325 Strike plate locating pin
- ❒ KD315 Faceplate marking chisel

*Patent Pending

Preparing the door and door jamb

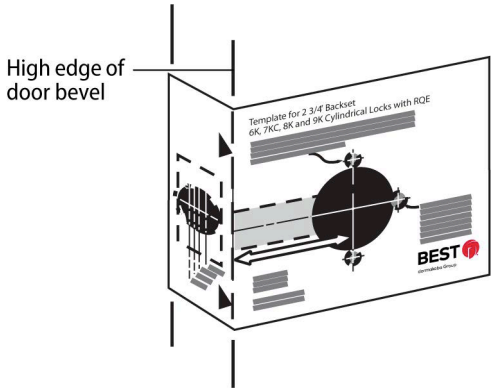

Figure 1 Positioning the template

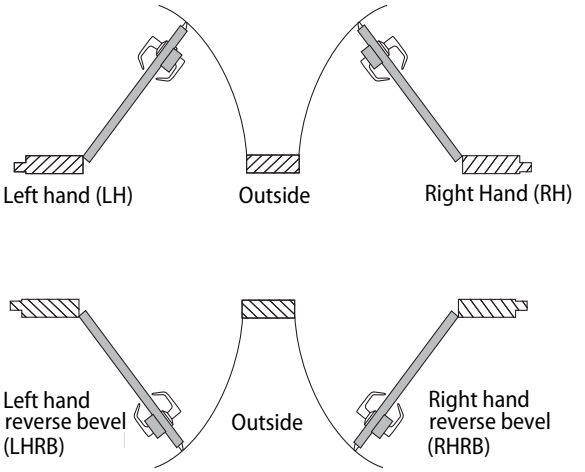

Figure 2 Door handing chart

1 Position template and mark drill points

Note: *If the door is a fabricated hollow metal door, determine whether it is properly reinforced to support the lock. If door reinforcement is not adequate, consult the door manufacturer for information on proper reinforcement. For dimensions for preparing metal doors for locks with 2 3/4" (70 mm) backset, see* Template T56052 or T56053 *Door and Frame Preparation for 63K, 73KC, 83K, and 93K Cylindrical Locks.*

Note 1: *If the door is a LH or RH door, mark the inside of the door. If the door is a LHRB or RHRB door, mark the outside of the door. See Figure 2.*

Note 2: *For Extreme Weatherized model template, see Installation Addendum for Omnilock 9KOM Extreme Weatherized Locks (T83319).*

For uncut doors and frames

1 Measure and mark the horizontal centerline of the lever (the centerline for the chassis hole) on the door and door jamb. Mark the vertical centerline of the door edge.

Note: *The recommended height from the floor to the centerline of the lock (centerline of 2 1/8" (54 mm) hole) is 40 5/16" (1024 mm).*

2 Fold the template on the dashed line and carefully place it in position on the high side of the door bevel as shown in Figure 1.

Note: *For steel frame applications, align the template's horizontal centerline for the latch with the horizontal centerline of the frame's strike preparation.*

3 Tape the template to the door.

4 Center punch the necessary drill points. Refer to the instructions on the template.

Preparing the door and door jamb

For doors with standard cylindrical preparation

1 Fold the template on the dashed line. Looking through the hole from the opposite side of the door, align the template so that you see the template outline of the 2 1/8″ (54 mm) diameter chassis hole.

2 Tape the template to the door and enter punch the necessary drill points.

2 Drill holes and mortise for latch face

Note: *To locate the center of a hole on the opposite side of the door, drill a pilot hole completely through the door.*

1 Drill the holes in order listed below:
- **motor wire hole**
  - 7/16″ (11 mm) diameter through door
  - *always drill before drilling chassis hole*
- **chassis hole**
  - 2 1/8″ (54 mm) diameter through door
  - drill after drilling motor wire hole
- **latch hole**
  - 1″ (25 mm) diameter
  - meets chassis hole
- (OPTIONAL) **Door Status Switch**
  - 1″ (25 mm) diameter on door
  - 1″ (25 mm) diameter on jamb
  - 1-3/4″ (44mm) deep on door
  - 1″ (25 mm) deep on jamb

Note: *The latch tube prongs should be centered and should project into the chassis hole.*

2 Mortise the edge of the door to fit the latch face.

3 Drill the holes for the latch screws.

4 Install the latch in the door as shown in Figure 4.

5 For optional door status switch: Position the bit inside the hole. Then drill a 3/8″ (10mm) channel at an angle that will connect the door status switch hole to the chassis hole as shown in Figure 4.

6 Press fit both switch pieces as shown in Figure 4.

7 Check that the door swings freely.

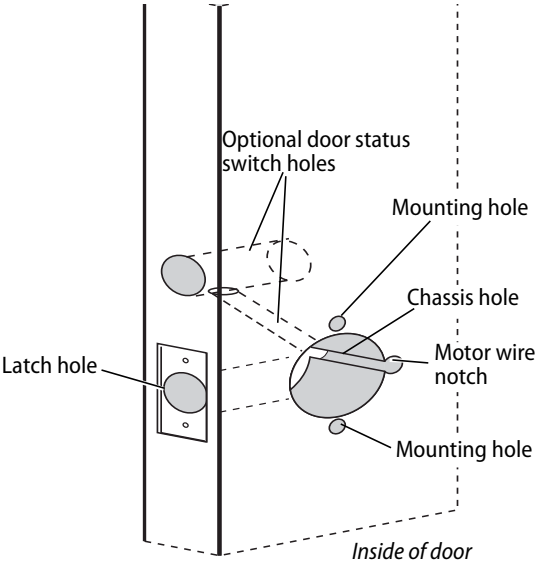

Figure 3 Drilling holes and mortising for the latch face

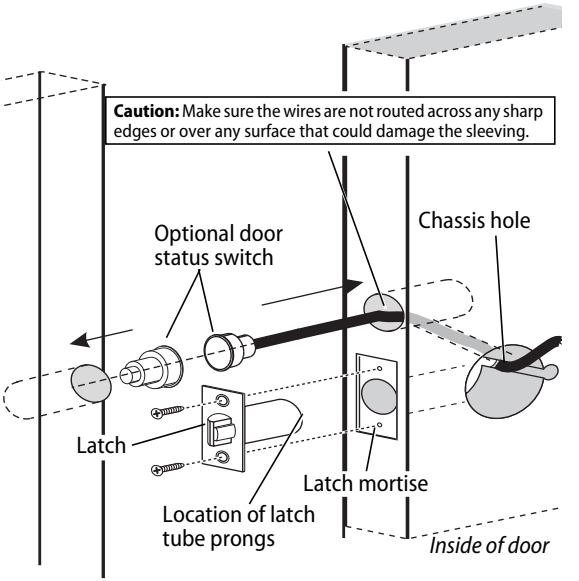

Figure 4 Installing the latch in the door

Preparing the door and door jamb

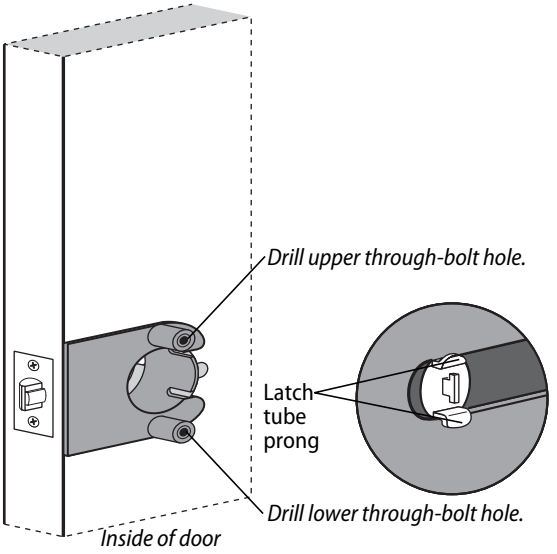

Figure 5 Installing the drill jig and drilling the through-bolt holes

Use drill jig to drill through-bolt holes

1 Press the drill jig (KD303) onto the door, engaging it with the latch tube prongs (see the close-up in Figure 5). Make sure the front edge of the jig is parallel with the door edge.

2 Drill the through-bolt holes (5/16″ (8 mm) diameter) halfway into the door.

3 Turn over the drill jig and repeat steps 1 and 2 from the opposite side of the door.

Note 2: *Replace the drill jig after 10 door preparations.*

Preparing the door and door jamb

3 Install strike box and strike plate

1 Align with the center of the latchbolt, then mortise the door jamb to fit the strike box and strike plate. See Figure 6.

2 Drill the holes for the screws used to install the strike box and strike plate.

3 Insert the strike box and secure the strike with the two screws provided.

4 Check the position of the deadlocking plunger against the strike plate.

Caution: **The deadlocking plunger of the latchbolt must make contact with the strike plate, as shown in Figure 7. The plunger deadlocks the latchbolt and helps prevent someone from forcing the latch open when the door is closed.**

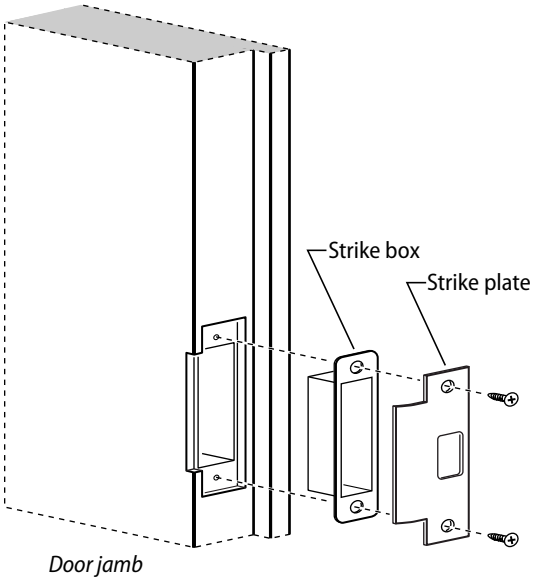

Figure 6 Installing the strike box and strike plate

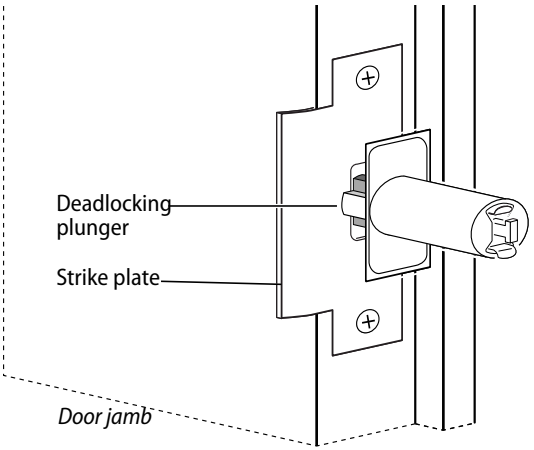

Figure 7 Aligning the deadlocking plunger with the strike plate

Preparing the door and door jamb

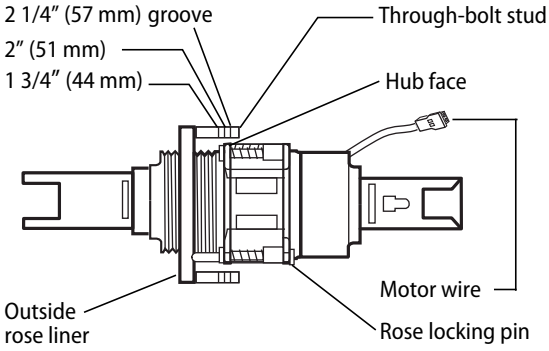

Figure 8 Adjusting the rose liner for the door

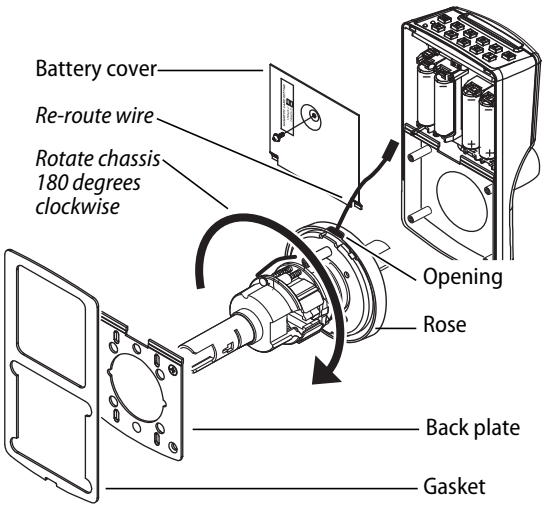

Figure 9 Adjusting the rose liner for the door

4 Optional: Adjust for door thickness

Note: *The default door thickness is 1 3/4" (44 mm). If your door is thicker than 1 3/4" (44 mm), use the following instructions.*

1 Determine the door's thickness.
2 Pull the rose locking pin and rotate the outside rose liner until the proper groove on the through-bolt stud lines up with the hub face. See Figure 8.

5 Optional: Adjust handing

Note: *This is required only if the lock hand does not meet your application. The lockset is normally preset for a right-hand door. Verify the handing of the lock per Figure 2 and, if required, change the handing of the lock.*

1 *In order:* remove the gasket, battery cover, and back plate. See Figure 9.
2 Remove the chassis.
3 Rotate the chassis 180 degrees clockwise (looking at the back or opposite the latch).

Note: *Do not pull the wire.*

4 Pry off the rose that holds the wire in place.
5 Re-route the wire back through the opening in the rose.
6 Press the rose back on.
7 Reinstall the chassis.

Installing the lock

6 Install batteries

Four alkaline AA batteries (or two weatherized packs, if installing a weatherized unit) are furnished with your Omnilock system and must be installed before proceeding.

Note: *For the Extreme Weatherized model, see Installation Addendum for Omnilock 9KOM Extreme Weatherized Locks (T83319) for battery and escutcheon installation.*

1 Remove the gasket from the rear of the housing assembly as shown in Figure 10.

2 Remove the screw from the battery cover and remove the cover.

3 Install batteries with proper polarity as shown in Figure 11. (For weatherized battery packs, simply connect the wires from the battery pack to the circuit board as shown in Figure 12.)

Note: *Be sure red and black motor wires are connected before attempting step 4. Align the wires together so that the wire colors match.*

4 Press and hold the reset button on the PC board (as shown in Figure 11) until the green light on the keypad flashes (about three seconds), then release the button. If the green light does not flash see "Troubleshooting" on page 10.

5 Replace the battery cover. See Figure 10. Make sure that the tabs on the lower edge of the battery cover are hooked over the edge of the back plate and secure the cover with the screw.

6 Replace the gasket. See Figure 10. Make sure that it is inside the edge of the housing.

7 A label on the housing assembly battery cover indicates the magnetic card track (track 2 or track 3) that the system is set to read. See Figure 10.

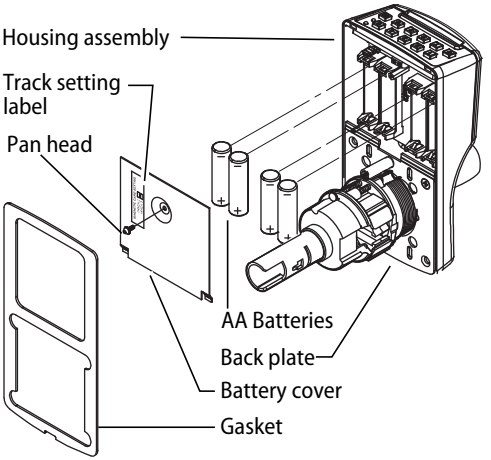

Figure 10 Installing batteries

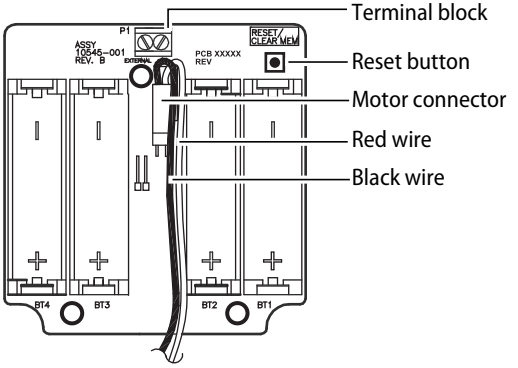

Figure 11 Using the reset button

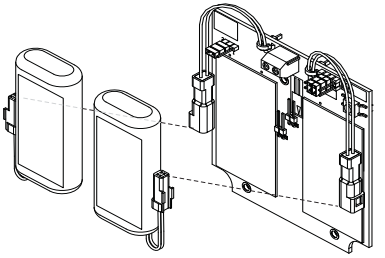

Figure 12 Weatherized battery packs

Installing the lock

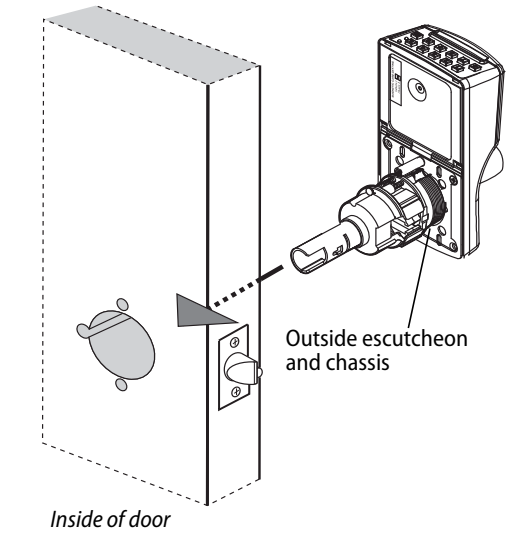

Figure 13 Installing the outside escutcheon and lock chassis

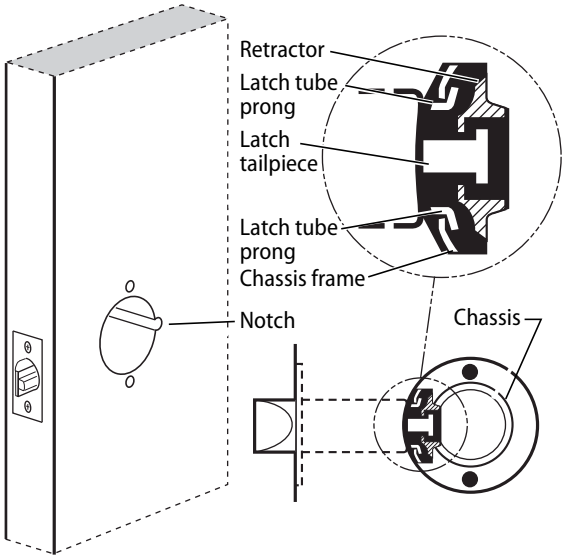

Figure 14 Installing the lock chassis and engaging the retractor in the latch

7 Install outside escutcheon and lock chassis and engage retractor in latch

1 From the outside of the door, insert the lock chassis and outside escutcheon into the 2 1/8" (54 mm) chassis hole. See Figure 13.

2 Make sure that the latch tube prongs engage the chassis frame and that the latch tailpiece engages the retractor. See Figure 14.

Installing the lock

8 Install through-bolts, inside rose and lever

Place the inside rose liner on the chassis, aligning the holes in the rose liner with the holes prepared in the door as shown in Figure 15.

2 Install the through-bolts through the rose liner and door in the top and bottom holes.

3 Tighten the rose liner on the door with the through-bolts.

4 Press the inside rose onto the rose liner.

5 Push the inside lever onto the chassis shaft until it clicks in place.

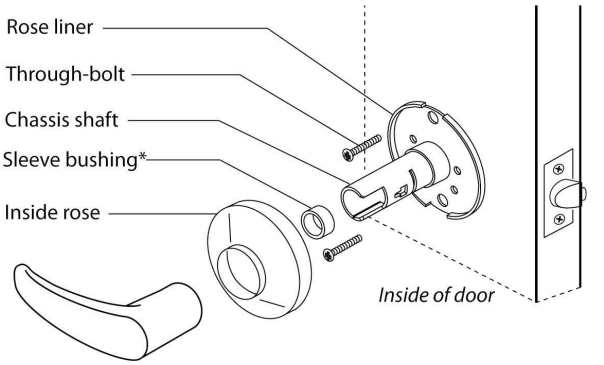

Figure 15 Installing the through-bolts and rose liner

9 Install outside lever, core and throw member

For a non-IC lever handle

Place the cylinder inside the outside lever. See Figure 16.

2 Install the retainer into the outside lever.

3 Insert the key into the cylinder and rotate the key 90 degrees clockwise. Slide the lever assembly onto the chassis shaft until the lever clicks as it engages against the lever catch.

4 Pull on the lever to test that the lever catch is engaged. Turn the key back to the original position and remove it from the cylinder.

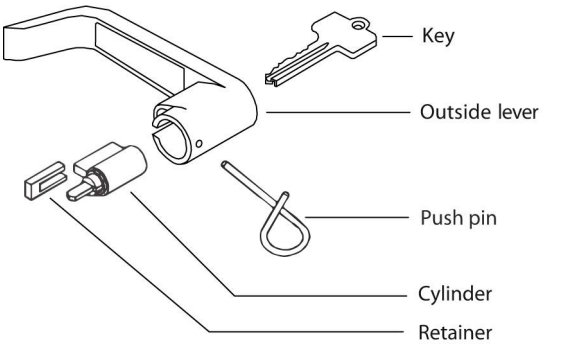

Figure 16 Installing outside lever (applies to both IC and non-IC levers)

For interchangeable core handles

1 Push the outside lever onto the chassis shaft until the lever clicks as it engages against the lever catch.

2 Install the throw member into the back of the core. See Figure 17.

For 6-pin core only: Install the plastic spacer (not shown, supplied with permanent cores).

3 Insert the control key into the core and rotate the key 15 degrees to the right.

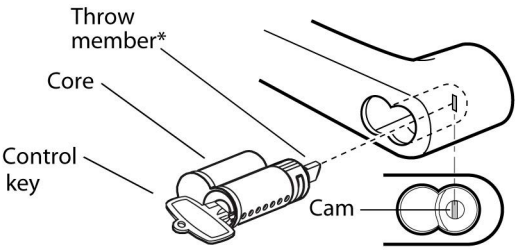

Figure 17 Installing the core

*Patent Pending

Installing the lock

4 Insert the core and throw member into the lever with the control key.

5 Rotate the control key 15 degrees to the left and withdraw the key.

Caution: **The control key can be used to remove cores and to access doors. Provide adequate security for the control key.**

10 Test lock

To test the lock for proper operation before the lock is programmed:

For keypad locks

1 Press **1234 for the 2000 series, or 5011234 for the 500 series.**

The green light flashes and the latch unlocks.

2 Turn the lever and open the door.

During the unlock time, the green light flashes. Then the red light flashes and the latch relocks.

For magnetic stripe or proximity card only locks

Note: *If the lock has a proximity card reader, it may have already been activated by the presence of an object near the card reader.*

1 Align the magnetic stripe card with the V mark by the card slot.

2 Insert and then remove the card.

The green light flashes and the latch unlocks.

3 Turn the lever and open the door.

During the unlock time, if using the Programming Default ID Card, the green light flashes. Then the red light flashes and the latch relocks.

Troubleshooting

If the mechanism does not unlock, remove the battery cover and check for proper orientation and seating of the batteries and motor connector. Ensure that wires are not pinched. Reset the electronics by pressing and holding the reset button on the circuit board until the light flashes green (approx three seconds), then release. See Figure 12.

The system will go through a self-test and the green light will flash five times. You will hear the lock unlock, then relock three times. A red flash indicates a PC board or drive system problem. If a red flash or no flash is observed, check for proper orientation and seating of the batteries and motor connector, ensure that wires are not pinched, then repeat the reset process.

Installing the lock

Removing the levers (when needed)

Removing the IC outside lever

1 Insert the control key into the core and rotate the key 15 degrees to the right.
2 Remove the core and throw member from the lever.
3 Insert a flat blade screwdriver into the figure-8 core hole and against the trapezoid-shaped lever keeper.
4 Push the screwdriver blade in the direction of the arrow in Figure 18.

Caution: **Use the flat of the screwdriver to push the lever keeper sideways. Using the screwdriver tip to pry the keeper at an angle may result in unseating the retaining spring. For assistance, contact your local Omnilock dealer.**

Note: *You will not be able to remove the lever if the screwdriver blade is inserted past the keeper into the center hole.*

5 Slide the lever from the sleeve.

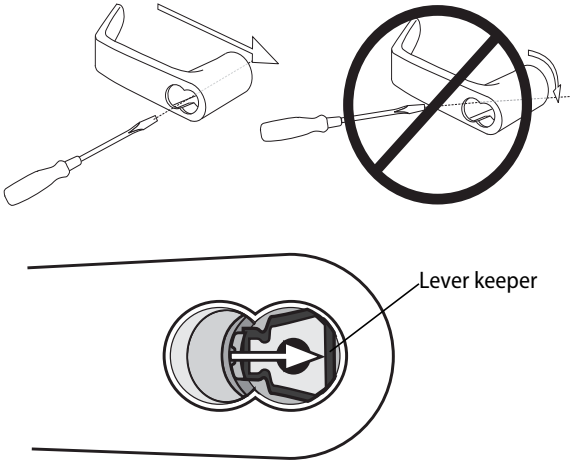

Figure 18 Push the lever keeper to remove the lever

Removing the non-IC outside lever

1 Insert the key into the cylinder and turn it 45 degrees clockwise.
2 Depress the lever catch through the hole in the outside lever by using the push pin or other suitable tool. See Figure 19.
3 Slide the outside lever off.

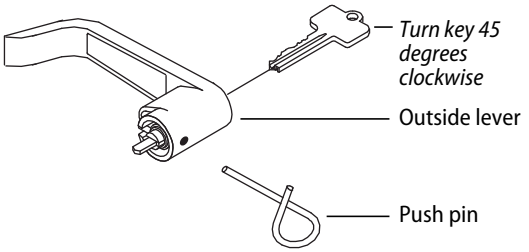

Figure 19 Removing the outside non-IC lever

Removing the inside lever

1 Depress the lever catch through the hole in the inside lever by using the push pin or other suitable tool as shown in Figure 20.
2 Slide the inside lever off.

Note: *Reinstall lever(s) according to "Install through-bolts, inside rose and lever" on page 9, or "Install outside lever, core and throw member" on page 9*

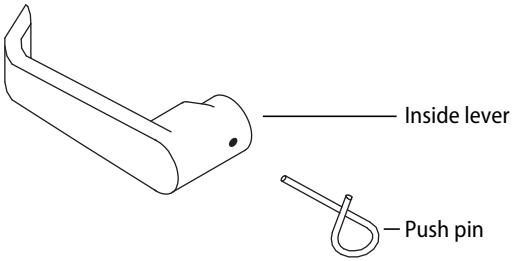

Figure 20 Removing the inside lever

For assistance or warranty information:
Call 1-800-392-5209 or visit
https://dhwsupport.dormakaba.com/hc/en-us

Warning: This Manufacturer advises that no lock can provide complete security by itself. This lock may be defeated by forcible or technical means, or evaded by entry elsewhere on the property. No lock can substitute for caution, awareness of your environment, and common sense. Builder's hardware is available in multiple performance grades to suit the application. In order to enhance security and reduce risk, you should consult a qualified locksmith or other security professional.

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