

# OMNILOCK®

## Installation Instructions for Stanley Omnilock QAXOM Exit Device Locks

### Planning the installation

#### Contents

These installation instructions describe how to install your QAXOM Exit Device Lock. Topics covered include:

*Planning the installation*..... 1  
*Preparing the trim*.....3  
*Finishing the installation*.....6

#### 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:

If a handing change is required, see "Set the hand" on page 2.

- Left hand, reverse bevel (LHRB)
- Right hand, reverse bevel (RHRB)

Door thickness: 1-3/4 to 3 inches (44 to 75 mm).

#### Environment information

Model	Side of door	Temperature Range	Exposure
Standard	Outside	+32°F to +129°F 0°C to +54°C	<i>Drip proof. Inadvertent splashing of water spray acceptable.</i>
Weatherized	Outside	-4°F to +129°F -20°C to +54°C	<i>Direct exposure to rain and snow</i>
Extreme Weatherized	Outside	-40°F to +129°F -40°C to + 54°C	<i>Direct exposure to rain and snow</i>
	Inside	+32°F to +129°F 0°C to +54°C	N/A

#### Components checklist

Your Stanley Omnilock package comes with the template, tailpiece and adapter plate for the model of exit device being replaced. Use the following checklist to make sure that you have the items necessary to install your Stanley QAXOM Exit Device Lock.

#### Components provided in the box:

- Adapter plate and tailpiece
- Outside escutcheon assembly
- Outside lever and spindle assembly
- Installation template and instructions
- Screw package
- Batteries
- 3/32 hex driver

#### Other components:

- Programming Default ID Card (provided with software)

## Planning the installation

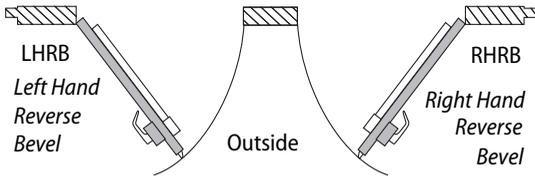


Figure 1 Door handing chart

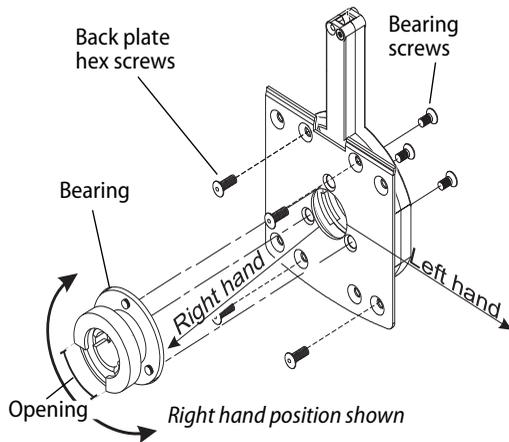


Figure 2 Changing hand on the Exit Device side

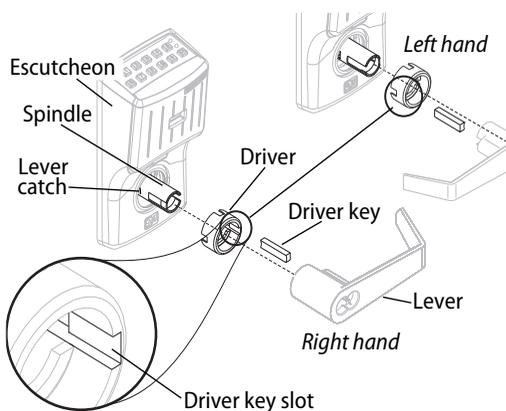


Figure 3 Changing hand on the levers

### 1 Set the hand

Your Omnilock Exit Device Lock comes preset for right hand use. Should you need to change the lever hand, please follow these steps:

#### Exit Device side (See Figure 2.)

- 1 Remove the spindle from the escutcheon housing.
- 2 Release the four screws holding the back plate onto the escutcheon housing. Retain these screws for reinstallation.
- 3 Release the three screws holding the bearing on to the escutcheon back plate. Retain these screws for reinstallation.
- 4 Rotate the bearing 120 degrees, so that the opening is in the correct hand position.
- 5 Reinstall the bearing to the back plate with the retained screws.
- 6 Reinstall the back plate with the retained screws.
- 7 Replace the spindle, insuring the flange at the rear of the spindle is properly in the bearing groove.

#### Lever side (See Figure 3.)

- 1 Position the driver with the key slot in the desired position. Rotate the spindle so that the lever catch is **opposite** the driver key slot. The driver will set flush to the escutcheon housing.
- 2 Place driver key in the slot.
- 3 See section 2 or 3 for installing the core or cylinder in the lever.

## Preparing the trim

### 2 Install IC core and throw member

- 1 Slide the lever over the spindle up to the lever catch. With a screwdriver in the center of the spindle, retract the lever catch and slide on the lever until it catches.
- 2 Insert the control key into the core and rotate the key 15 degrees to the right.
- 3 Insert the throw member into the core.
- 4 Insert the core and throw member into the lever with the control key.
- 5 Return the control key to the original position and withdraw the key.
- 6 To remove the lever, reverse steps 1 through 6.

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

### 3 Install standard key cylinder

- 1 Place the cylinder inside the lever. See Figure 5.
- 2 Install the retainer into the lever.
- 3 Insert the key into the cylinder and rotate the key 90 degrees clockwise. Slide the lever assembly onto the spindle 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.
- 5 To remove the lever, insert the key and turn 90 degrees, then use the push pin to disengage the lever catch on the spindle.

### 4 Prepare the door

- 1 Remove outside exit device trim and hardware and discard.
- 2 Remove inside exit device chassis and retain for reinstallation.

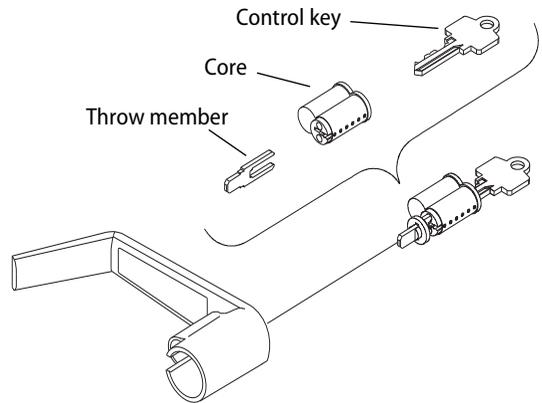


Figure 4 Installing the IC core

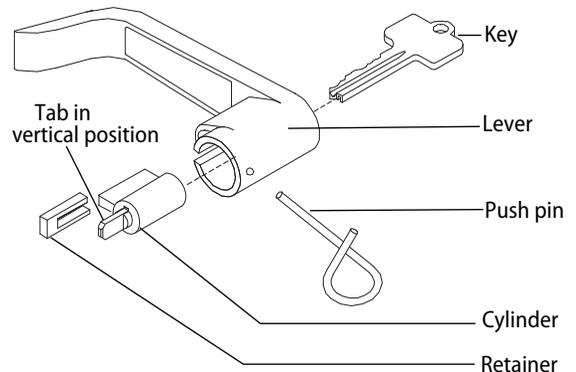


Figure 5 Installing a standard key cylinder

## Preparing the trim

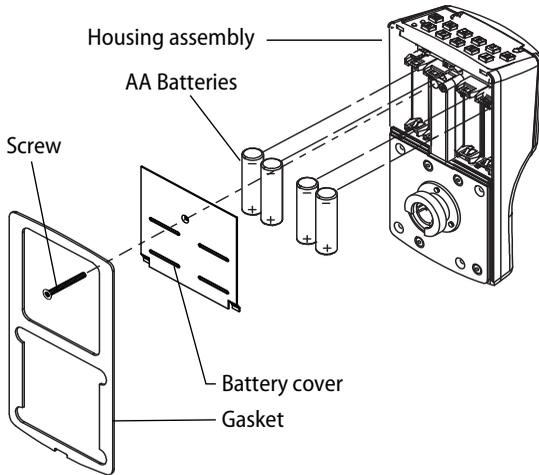


Figure 6 Installing batteries

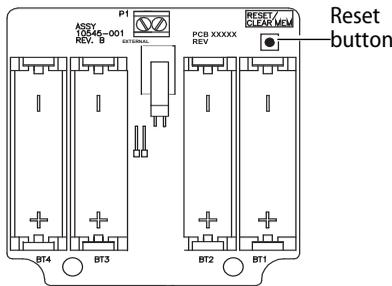


Figure 7 Wall Mount System circuit board

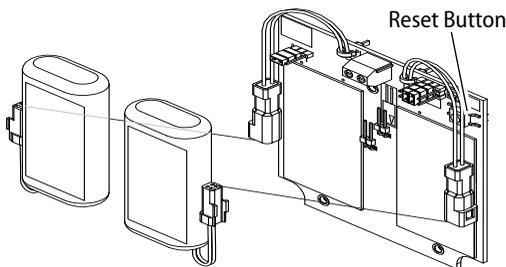


Figure 8 Installing weatherized batteries

### 5 Center punch and drill holes

Your Stanley Omnilock package comes with the template, tailpiece and adapter plate for the exit device model you ordered.

- 1 Determine the location for the outside template in accordance with instructions on the template.
- 2 Tape the template to the door.
- 3 Center punch the necessary drill points, or modify existing holes as necessary.
- 4 Drill the holes.
- 5 Remove the template and follow steps 1 through 4 on the inside door.

**Note:** If installing the Extreme Weatherized QAXOM, use the Extreme Weatherized template on the inside door and repeat steps 1 through 4 for the inside module as well.

### 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 with operation verification and system installation.

**Note:** For the Extreme Weatherized model, see section 8 on page 5.

- 1 Remove the gasket and battery cover from the rear of the housing assembly as shown in Figure 6.
- 2 Install batteries with proper polarity as shown in Figure 7. (For weatherized battery packs, simply connect the wires from the battery pack to the circuit board as shown in Figure 8.)
- 3 Press and hold the reset button on the circuit board (as shown in Figure 7) until the green light on the keypad flashes (about three seconds) then release the button.
- 4 Replace the battery cover. See Figure 6. 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.

## Preparing the trim

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

### 7 Install the adapter plates

**Note:** The adapter plate shipped with your unit is correct for the model ordered. It may not match the illustration.

- 1 Line up the screws as shown in Figure 9.
- 2 Make sure the gasket is inside the edge of the escutcheon housing.
- 3 For Extreme Weatherized models, thread the connecting wires through the corresponding hole. Ensure no wires are pinched.
- 4 Tighten screws.

### 8 Install the batteries for the Extreme Weatherized module

- 1 On the inside module, thread the connecting wires through the wire inlet hole near the bottom center of the module.
- 2 Connect the pins and grounding wire as shown in Figure 10.
- 3 Attach inside Extreme Weather module and cover as shown in Figure 11.

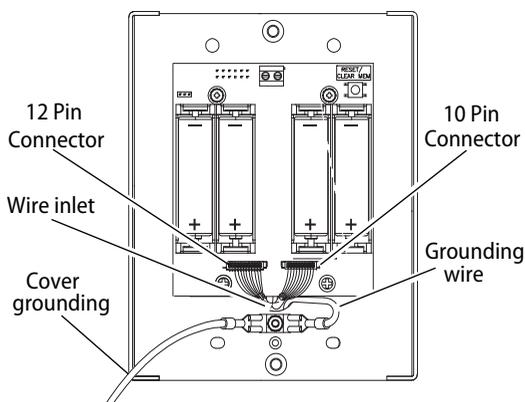


Figure 10 Wire connections to circuit module

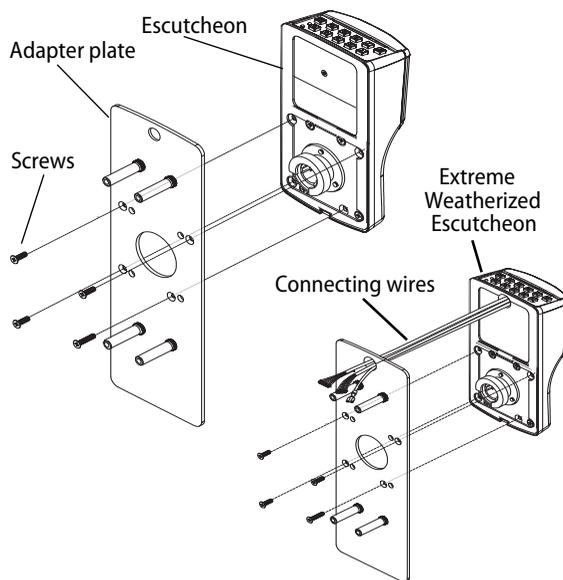


Figure 9 Installing the adapter plate

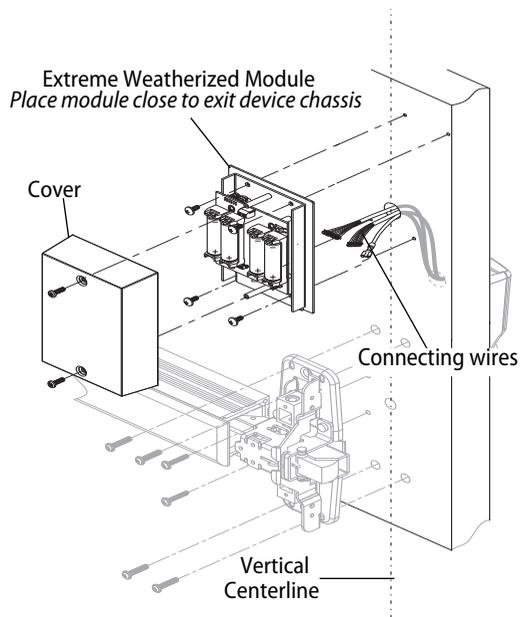


Figure 11 Installing the Extreme Weather module

## Finishing the installation

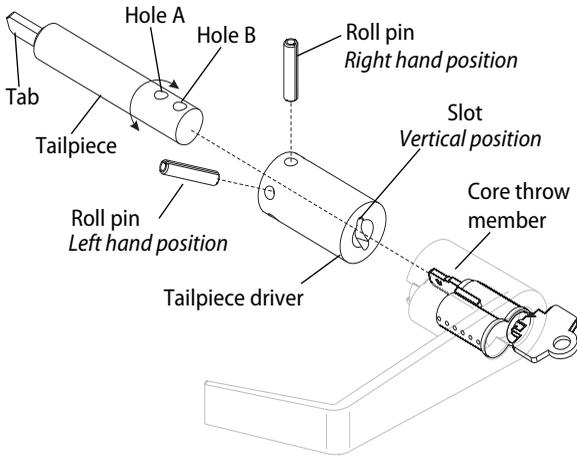


Figure 12 Assembling the tailpiece

### 9 Tailpiece assembly

**Note:** The tailpiece assembly shipped with your unit is correct for the model ordered. It may not match the illustration.

- 1 Align the slot of the tailpiece driver vertically with the throw member of the core.
- 2 Adjust the tailpiece to the proper depth for your door.
  - Hole A is used for doors sized 1 3/4, 2 1/4 or 2 3/4 inches thick
  - Hole B is used on doors sized 2, 2 1/2 or 3 inches thick.
- 3 Adjust the tailpiece tab for the proper rotation, according to the hand of the door.
  - For LHRB doors, the tailpiece tab generally falls at approximately the 1 to 3 o'clock position.
  - For RHRB doors, the tailpiece tab falls approximately at the 11 to 12 o'clock position.
- 4 Test fit the tailpiece with the exit device.
- 5 When correctly positioned, insert the roll pin. Ensure that it is flush with the surface of the tailpiece driver.

### 10 Exit device reassembly

**Note:** The tailpiece and adapter plate shipped with your unit is correct for the model ordered. It may not match the illustration.

- 1 Re-install the exit device on the door with mounting screws.
- 2 Install the tailpiece assembly into the slot of the exit device cam. (If your device is a Von Duprin product, remove the plastic tailpiece guide, if installed).
- 3 Install the adapter on the door so that the tailpiece assembly enters the spindle of the lever and the throw member of the key cylinder enters the slot in the tailpiece driver. The posts on the adapter plate enter the holes in the door. Do not force.

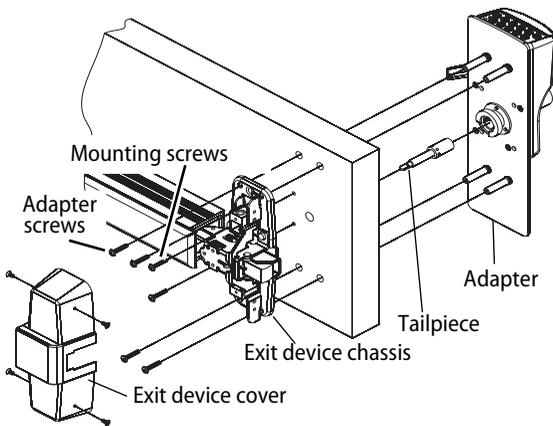


Figure 13 Reinstalling the exit device

## Finishing the installation

- 4 Install the screws to secure the exit device and the adapter to the door.
- 5 Check for proper operation of the key bypass feature by rotating the key to retract the latch. Remove the key.
- 6 Install the exit device cover.

### 11 Check operation

Check the operation of the lock. For example, check that:

- exit device latches and opens properly
- lever handle works
- key bypass feature works

For assistance, contact your local Stanley Omnilock dealer.

### 12 Test Lock

To test the lock for proper operation before the lock is programmed, follow these instructions:

#### 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 cards

- 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.*

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

#### For proximity cards

- 1 Align the proximity card over the recess on the front of the escutcheon.

*The green light flashes and the latch unlocks.*

- 2 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.*

### 13 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 (approximately 3 seconds), then releasing the button. See Figure 14.

**Note:** *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.*

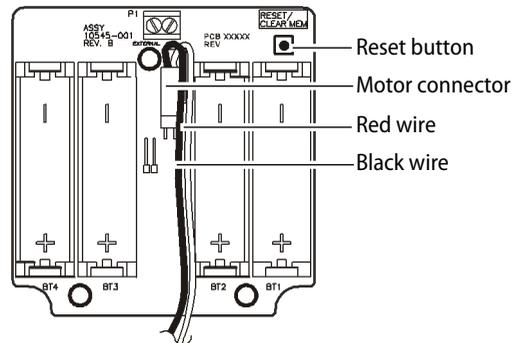


Figure 14 Using the reset button

