

simpleaccess 

6500 SERIES

HEAVY DUTY COMMERCIAL LEVER



1

Do this first:

Hardware Installation

Need some help?



Visit us online.

simpleaccess.devicewebmanager.com



We're here to help.

1 (833) 413 0212

support@simpleaccess.com

Here's what you'll need:

- ✓ Four AA Batteries
- ✓ Phillips Screwdriver
- ✓ Power Drill
 - 2-1/8" Hole Saw (optional if the door is not preconfigured with this hole)
 - 1" (25mm) Drill Bit (for the middle hole and edge borehole if the door is not preconfigured)
 - 3/8" (10mm) Drill Bit
- ✓ Measuring Tape
- ✓ Adhesive Tape

What's in the box?

Let's make sure you have everything you need.
If you're missing anything, contact
support@simpleaccess.com.



2 $\frac{3}{4}$ " (70mm) latch



Battery Mounting Plate



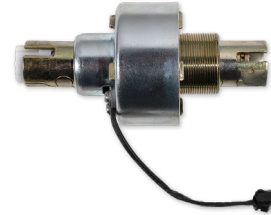
Gaskets



Strike Plate



2 Keys



Lock Body



Exterior Rose



Interior Rose



Interior Lock



Exterior Lock



Pin Wrench



Battery Plate & Interior Lock Mounting Bolts



Latch & Strike Screws



Interior Lock Short Mounting Bolts

You are here.

1

Install your lock.

Use this Hardware Installation Guide to get your lock installed.

2

Get connected.

Use the Connection Guide to get your lock online and registered.

3

Take control.

Now your lock is fully functional and can be managed from anywhere.

Find more help online.

For additional installation instructions and troubleshooting tips, be sure to visit our online support site:

simpleaccess.devicewebmanager.com

Or contact us via phone or email:

1 (833) 413 0212

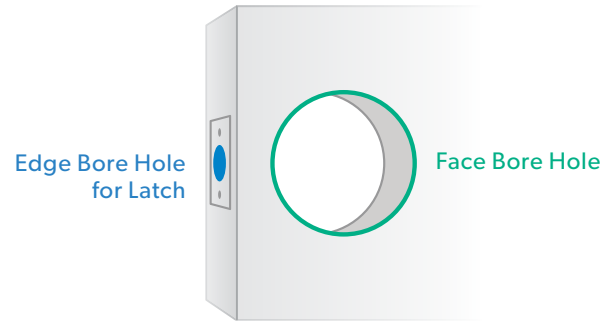
support@simpleaccess.com

Let's get started.

First things first, let's get your new lock installed.

Drilling new holes?

Most doors will have an existing hole drilled for a lever installation. If your door needs to be drilled, you'll need to drill a 2 1/8" (54mm) face bore hole for the lockset on the face of the door, as well as a 1" edge bore hole for the latch on the edge of the door.



STEP 1

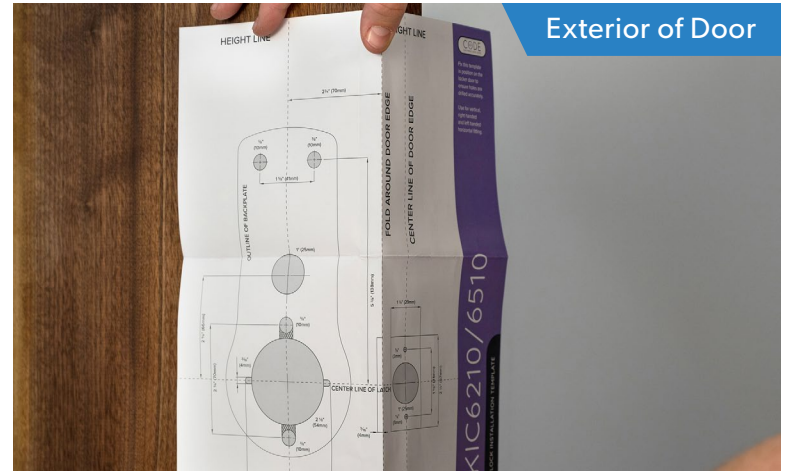
Position the template.

Crease the template along Door Edge dotted line.
Place the template on the door and position with the existing face bore hole.

Once the template is aligned, tape it to the door.

Quick Tip

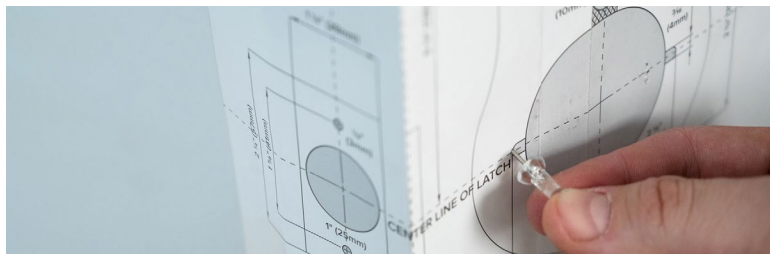
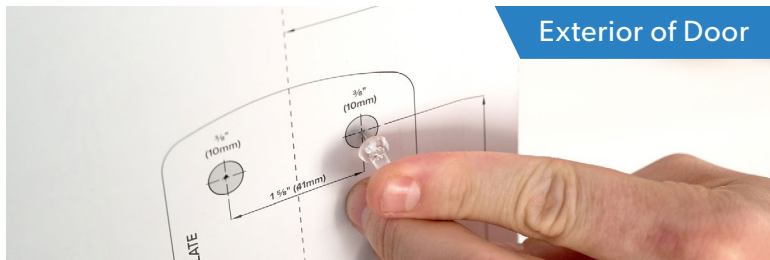
View the template from the other side of the boring hole to make sure it's aligned.



STEP 2

Mark carefully and drill.

Use a thumbtack or sharp object to mark the center of each hole you will drill. Mark the seven holes on the exterior of the door. Then apply the template to the other side of the door and mark the holes from this side as well.



Remove the template.

Make sure the markings are aligned precisely from one side of the door to the other and double check all the measurements and markings before drilling.

Use a chisel to create the shallow notches on each side of the face bore hole.

Align the drill bit over your mark and hold the door steady. Keep the drill level and straight. Drill the $\frac{3}{8}$ " holes halfway through on the first side. Then drill the remaining half from the other side of the door. This prevents damage to the door and improves accuracy.

$\frac{3}{8}$ " (10mm) Drill Bit

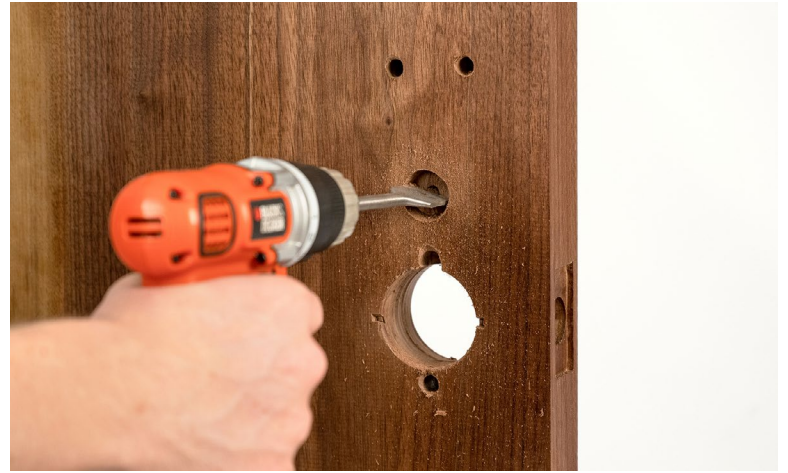


DRILL HALFWAY THROUGH
ON EACH SIDE

Repeat these steps for the 1" middle hole.

Drill the 1" holes halfway through on the first side.
Then drill the remaining half from the other side
of the door.

1" (25mm) Drill Bit



STEP 3

Confirm door thickness and adjust.

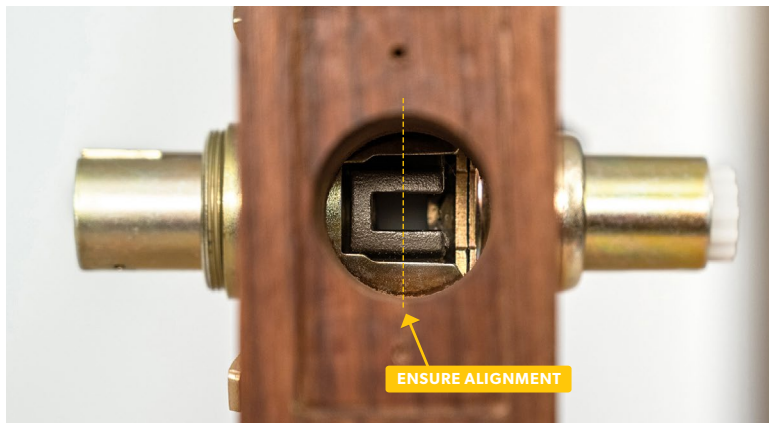
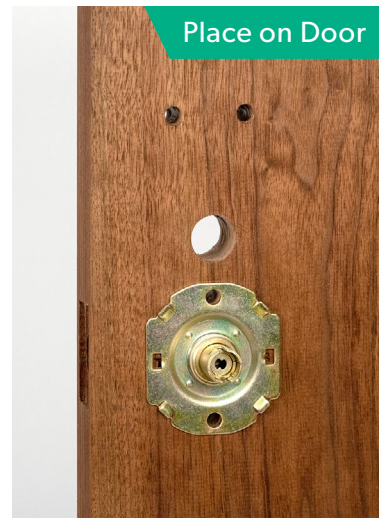
The lock body comes prepped for a 1 ¾" thick door. Ensure the setup is correct by removing the lock body from the lock housing and inserting the lock body in the face bore hole.

View the slide clip through the edge bore hole. Turn exterior rose to adjust center line of lock body to match the centerline of the door.

Remove the lock body after positioning and continue to **STEP 4**.

Quick Tip

The lock body contains grease for operation. Wear gloves to avoid getting grease on your hands.



STEP 4

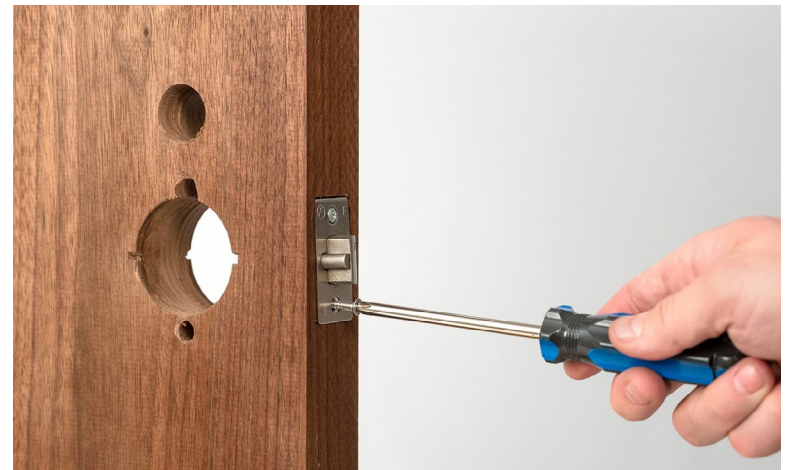
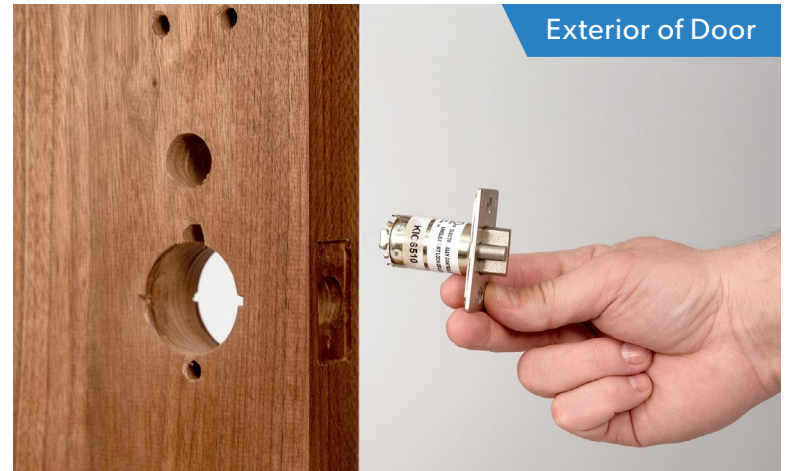
Install latch.

Install the latch using the screws provided, with the bevel towards the door frame.



Quick Tip

Make sure the latch plate lays flush with the door. If the latch plate is not flush with the door, draw an outline around the faceplate edge and chisel a rebate to allow the latch to lay flush with the door edge.



STEP 5

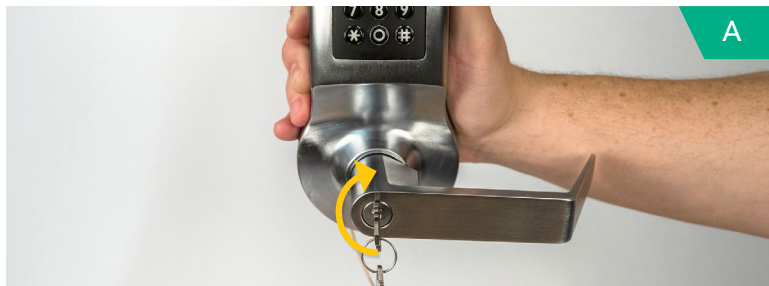
Confirm lock handing.

PLEASE NOTE:

Locks are supplied right handed. To reverse lock handing, perform the following steps. If handing is correct, move onto **STEP 6**.

To Reverse Outside Handle:

- A. Turn key clockwise to vertical position.
- B. Depress the lever catch with the pin wrench provided.
- C. Pull off lever.



D. Remove the lever retractor spindle from the outside housing.

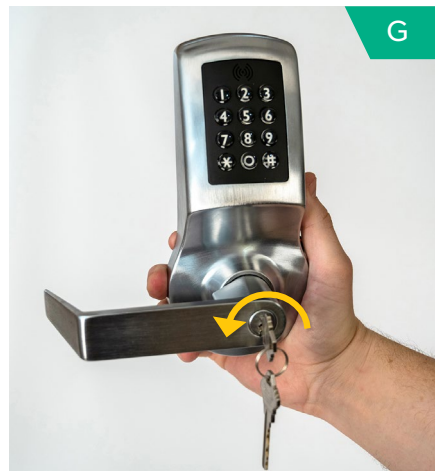
E. Rotate 180 degrees.

F. Place back into the housing.

G. Replace the lever back onto the lock in the left-hand position. Ensure key is in the vertical position and push lever on fully until it “clicks” into place. Turn key counter-clockwise and remove.

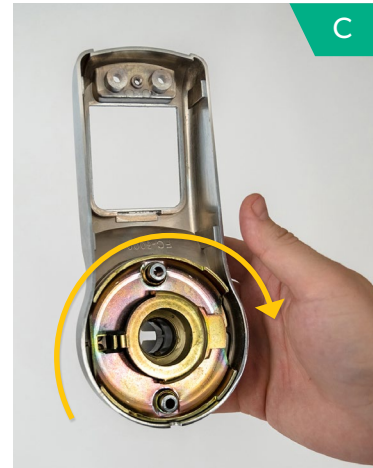
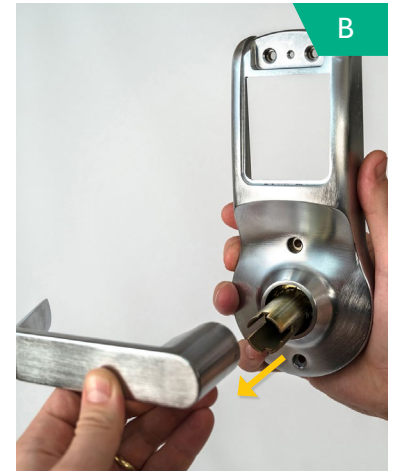
Quick Tip

You will see your lock’s serial and model number on the sticker on the back of the lock. Write it down or take a picture for your records. This number is needed during online registration after installation. You will also find this sticker on the lock’s box.



To Reverse Inside Handle:

- A. Depress the lever catch with the pin wrench provided.
- B. Pull off lever.
- C. Remove the lever spring cage from the inside housing, rotate 180 degrees, then place back into the housing.
- D. Position the lever in the left-hand position and slide onto lever spring cage. Push lever on fully until the lever "clicks" into place.



STEP 6

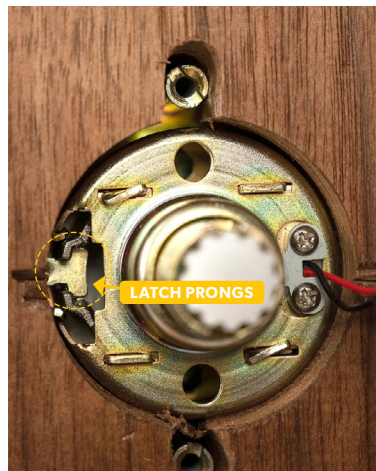
Place the outside lock.

Slide the lock body into place on the outside lock assembly, ensuring that the slide clip of the retractor is facing the latch side of the door.

Place the rubber gasket on the backside of the front lock housing, then install onto the door. Take care to thread the upper three cables through the cable hole in the door. Also insert the motor cable through the face bore hole.

As the outside body is put in place, ensure that the prongs of the latch fit between the slide clip of the retractor. To do this, push in the latch slightly with your thumb.

If the prongs are not properly positioned, the latch could bind or be damaged resulting in improper function.

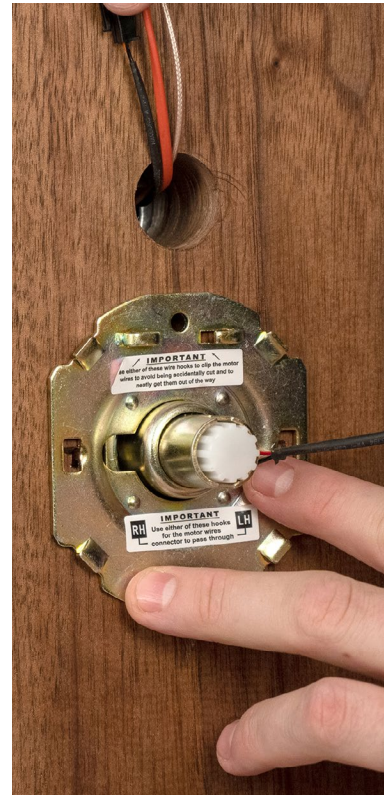


STEP 7

Install interior rose mounting plate.

Place the interior rose mounting plate over the spindle, ensuring that the cable hooks are on top and the motor cable passes through one side of the center hole.

The interior rose will be secured in a later step with screws.

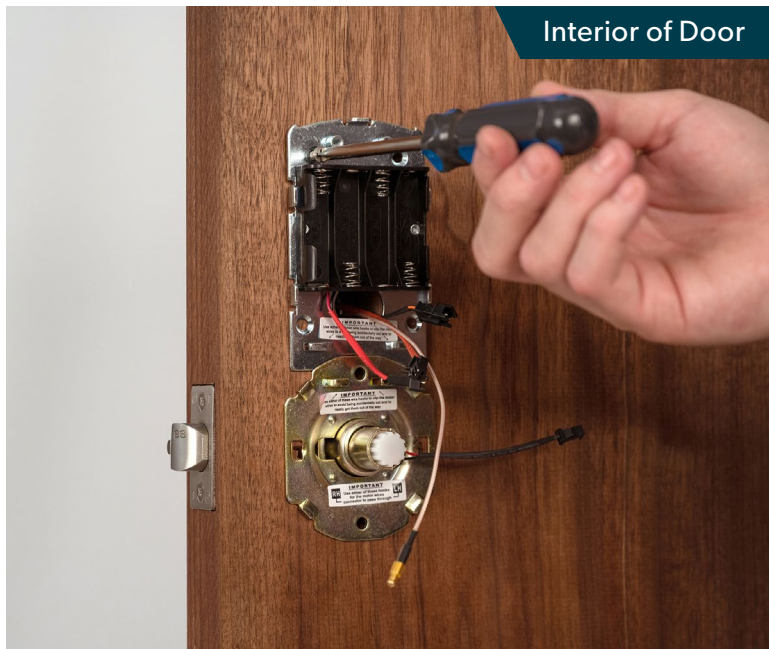


STEP 8

Install battery mounting plate.

Place the battery mounting plate against the interior of the door, passing power cables and antenna through the hole in the center of the plate.

Pass two inner mounting bolts through the top of the mounting plate and door and tighten into the outside lock.

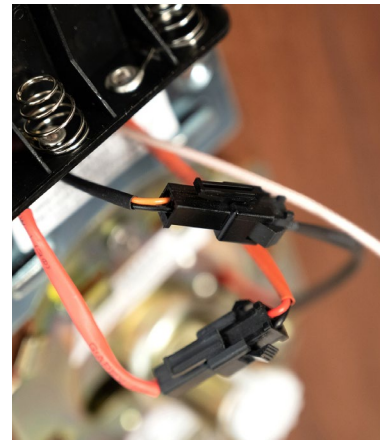
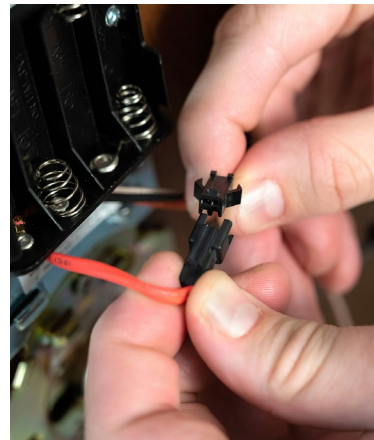


STEP 9

Connect wires.

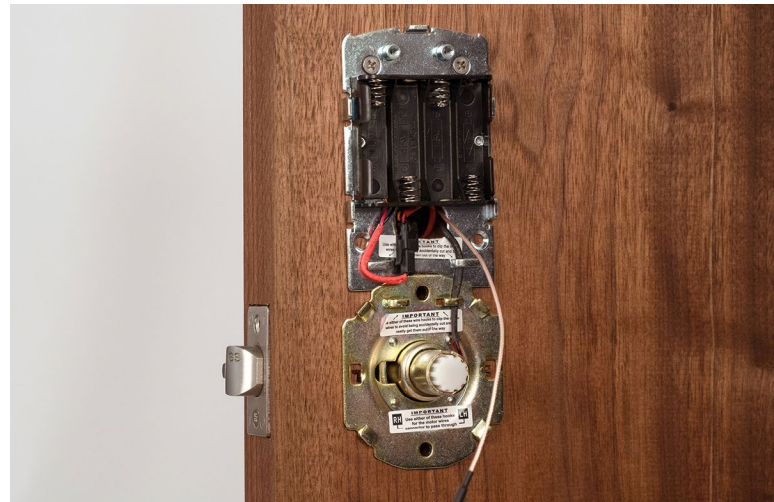
Plug in the red cable from the to the battery cable connector. Also connect the black outside cable to the black motor plug.

Push any excess cable back into the hole through the door.



IMPORTANT: Make sure cables are not pinched.

Utilize the cable hooks as shown.



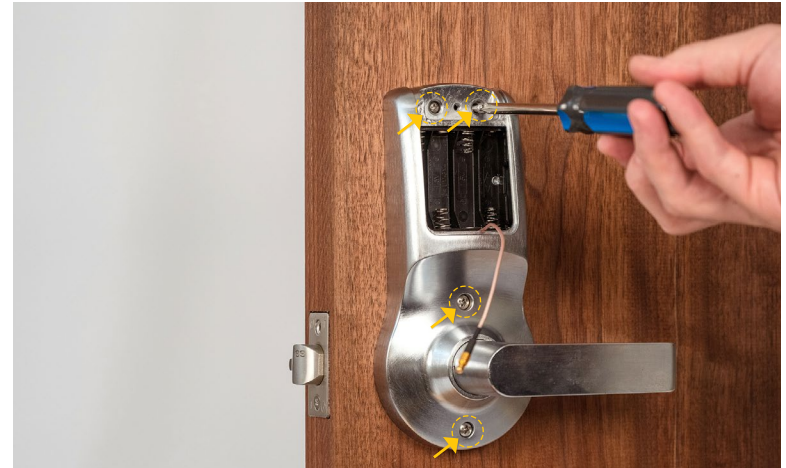
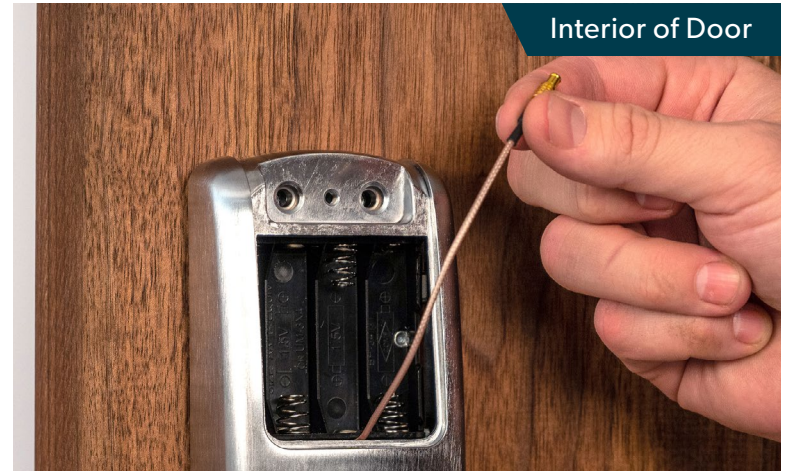
STEP 10

Install interior lock.

Remove the battery cover from the interior lock body if still secured.

Pass the antenna cable through the battery cover opening and position the interior lock body over the lever retractor spindle, ensuring it fits flush on the door.

Secure the interior lock with two through mounting bolts above and below the lever and two short mounting bolts at the top of the lock.



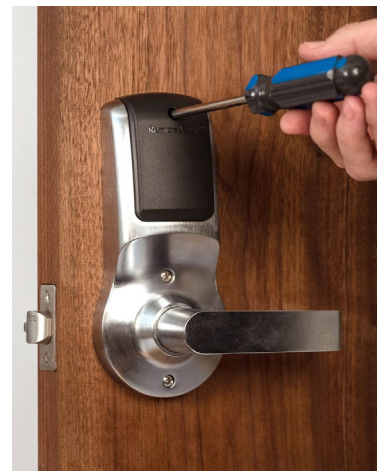
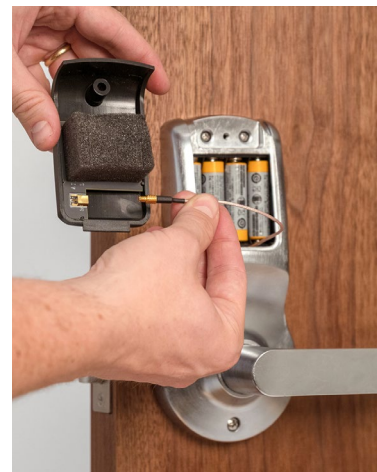
STEP 11

Install batteries and battery cover.

Install four AA batteries into the battery compartment.

Plug the antenna cable into the antenna plug on the battery cover. Push the plug firmly until you feel and hear it click into place.

Fit battery cover into place and secure with screw provided.



STEP 12

Operational Check

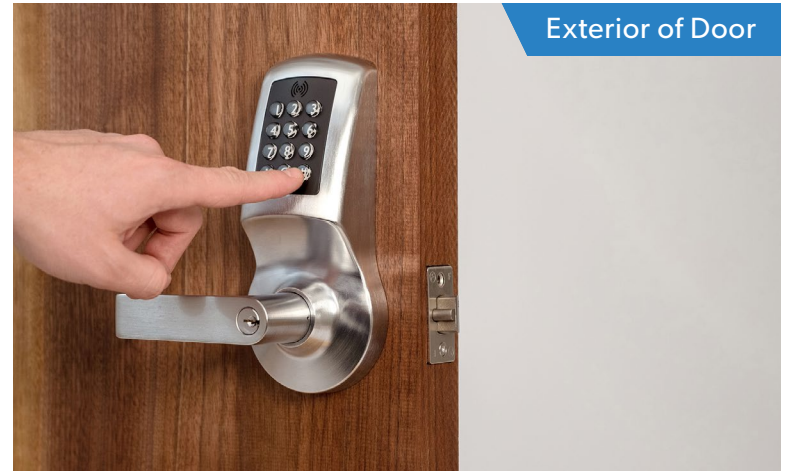
Before closing the door, check the operation of the lock.

Depress the internal lever to retract the latch. Ensure that the latch retracts, then fully springs back into place.

Test the outside of the lock by entering the default code **4321**. You should see the keypad lights flash green. Depress the handle to ensure the latch retracts.

PLEASE NOTE:

4321 will be disabled once an additional code is added to the lock.



Congratulations!

**Your lock is
now installed.**

Next:

**Use the
Connection
Guide to
finish setup.**

Using your lock.

Locking

Lock the door by pressing * * on the keypad.

Unlocking

Unlock the door by entering a user code.

Once your lock is installed and connected to Wi-Fi, you can easily control your lock, add and manage access codes with the SimpleAccess app.

For a complete list of manual programming options, visit simpleaccess.devicewebmanager.com.

Default Settings

By default, and after a factory reset, your lock has the following settings:

Programming Code: 123456

User Code: 4321

Auto-Lock: Enabled

Auto-Lock Delay: 5 Seconds

Keypad Sound: Enabled

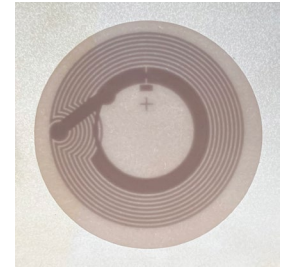
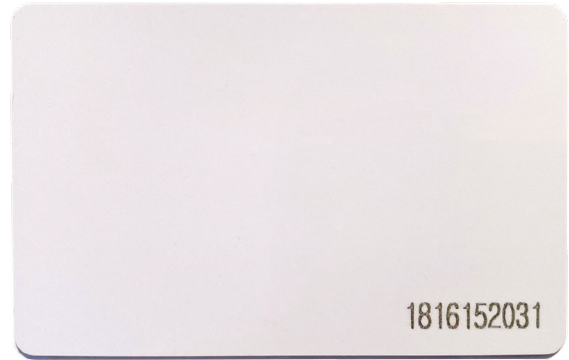
Heartbeat Interval: 1 Hour

Card Reader: Off (Enable with 381 or 382 function)

MIFARE Reader Functionality

This lock is equipped with a MIFARE card reader, enabling MIFARE cards, fobs and sticky tags to be used to unlock the door. MIFARE cards will need to be enrolled in your account first and then can be assigned to access users.

Visit simpleaccess.devicewebmanager.com for instructions on enrolling cards.



Enabling Card Reader

The card reader is disabled by factory default. Enabling the card reader function can either be done on the lock's settings page after registering with your SimpleAccess account, or on the keypad with the following key commands.

Enable Card/Fob Reader (Always On)

Enter your Programming Code (123456 by default) followed by the # button, 381 followed by #.

Enable Card/Fob Reader on Button Press Only

This function turns on the card/fob reader on the lock only after a button press. This saves a bit more power than using the Always On 381 function.

Enter your Programming Code (123456 by default) followed by the # button, 382 followed by #.

Using the Card Reader

After adding an access user to the lock with a MIFARE credential, the credential can be used to unlock the door. This is done by holding the MIFARE credential up to the keypad of the lock.

For best results, hold the card or fob in the center of the keypad (over the 5 key) within an inch of the surface.

If your card or fob is not registered on the first attempt, pull your hand away momentarily and then present again.



Programming Functions

The keypad can be used to program lock functions. These functions can also be performed remotely from the SimpleAccess app. None of the following functions are required for setup.

All keypad programming functions follow the same general steps:

1. Enter your **Programming Code** followed by the **#** button.
2. Enter the **Function Code** for the desired function, followed by the **#** button.
3. Some functions will also require you to enter a **Function Value** followed by the **#** button.

Function Codes

PLEASE NOTE: Most of these settings can be updated online in the portal. After installing and connecting your lock to Wi-Fi, please register your lock and configure settings at simpleaccess.devicewebmanager.com

100: Change Programming Code

The programming code is essentially a password. This code allows you to program the lock directly, using the keypad. By default, the code is **123456**.

You can change this code to any anything 4–8 digits in length. To set a new programming code, enter the following on the lock's keypad:

Enter your current **Programming Code** followed by the **#** button, **100** followed by **#**, and then enter your **New Programming Code** followed by **#**.

Function Codes (cont.)

If successful, you will see two green flashes and hear two beeps. If an error was made, you will see a red flash.

110: Add a Local User Code

Local User Codes are intended to be used as a backup to User Codes created from the app. If internet is unavailable, you can program a code directly from the lock. Note that schedules cannot be applied to a Local User Code.

Local User Codes can be 4–8 digits in length. To Add a Local User Code, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **110** followed by **#**, and then enter your desired **Local User Code** followed by **#**.

Once set, the default User Code will be disabled after your Local User Code is created.

120: Delete Local User Code

If you would like to remove your Local User Code, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **120** followed by **#**, and then enter the existing **Local User Code** followed by **#**.

130: Erase ALL Local Codes

If you would like to remove ALL of your existing Local Codes, enter the following on the lock's keypad:

Enter your **Programming Code** followed by the **#** button, **130** followed by **#**.

Function Codes (cont.)

381: Enable Card/Fob Reader (Always On)

This function turns on the card/fob reader on the lock. Use this if cards/fobs are being provided to access users to unlock the door.

Enter your **Programming Code** followed by the **#** button, **381** followed by **#**.

382: Enable Card/Fob Reader on Button Press

This function turns on the card/fob reader on the lock only after a button press. This saves a bit more power than using the Always On 381 function.

Enter your **Programming Code** followed by the **#** button, **382** followed by **#**.

ADDITIONAL FUNCTIONS

131: Erase all user codes, except **4321** default.

135: Perform a factory reset. Careful, this will **delete all codes, schedules and events**.

160: Mute keypad beeping.

161: Unmute keypad beeping.

270: Disable Auto Lock Mode. Your lock will automatically lock after each use.

271: Enable Auto Lock Mode. Your lock will stay unlocked after being unlocked.

312: Reset Wi-Fi connection. (Forget All Known Connections and Networks).

320: Enter Access Point Mode to allow connection to another network.

380: Turn off SmartCard reads.

381: Turn on Always Scanning For Cards mode.

382: Turn on Only Read Card On Keypress.

390: Require # to be pressed after a user code is entered.

391: Removes the requirement to enter # after a user code.

411: Enter **411*** to force Wi-Fi to wake up if the lock is currently set to not wake up on keypress.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

Notes

Notes

Notes



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