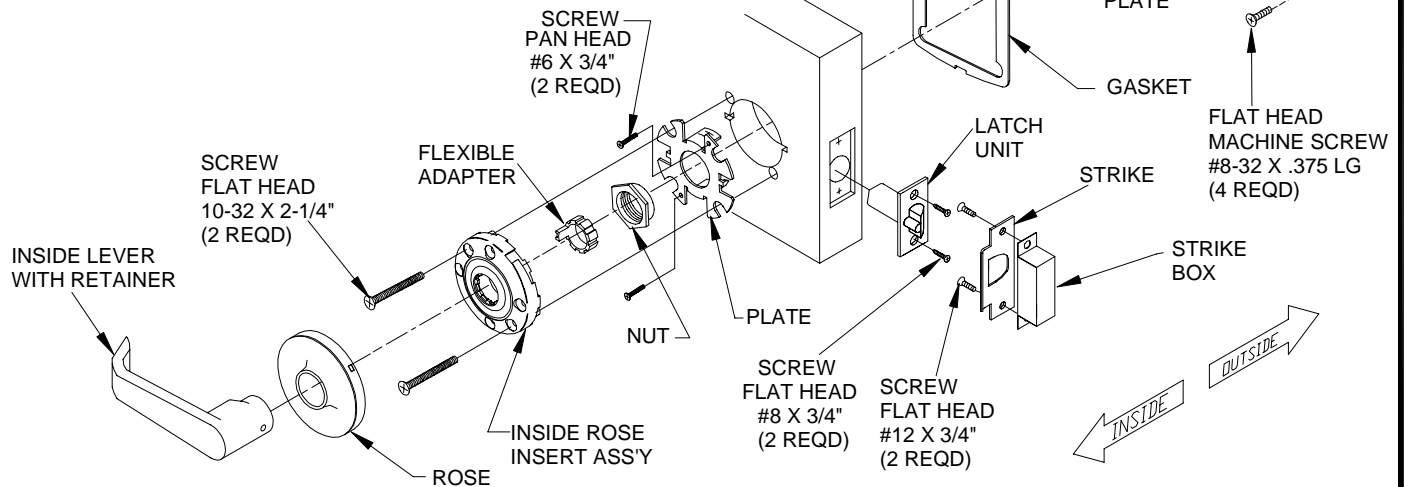
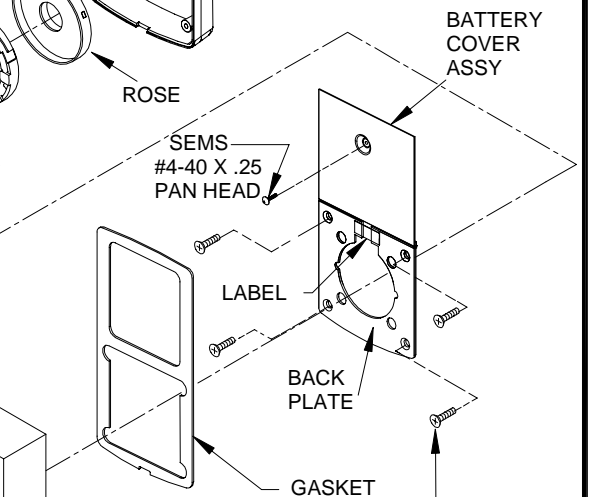
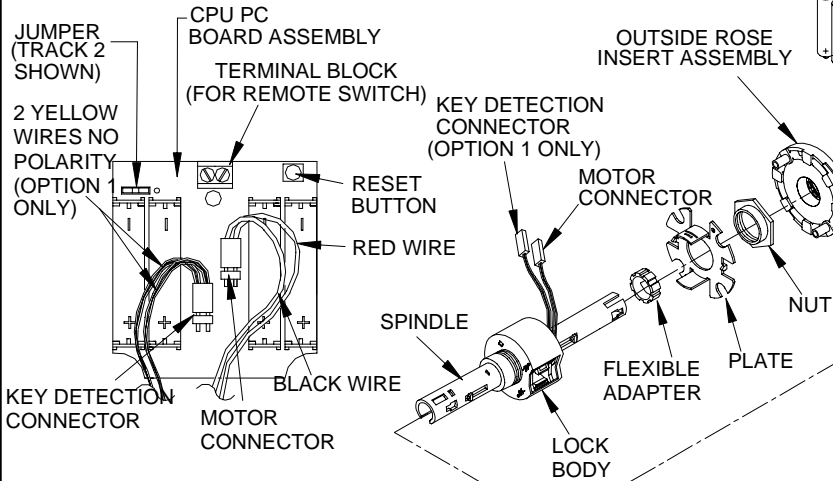
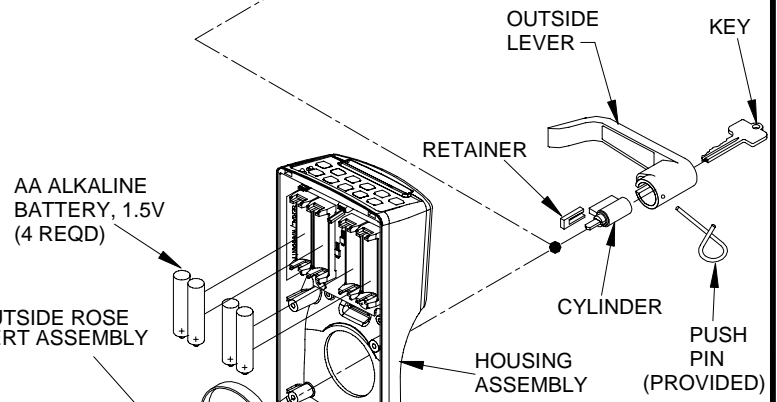
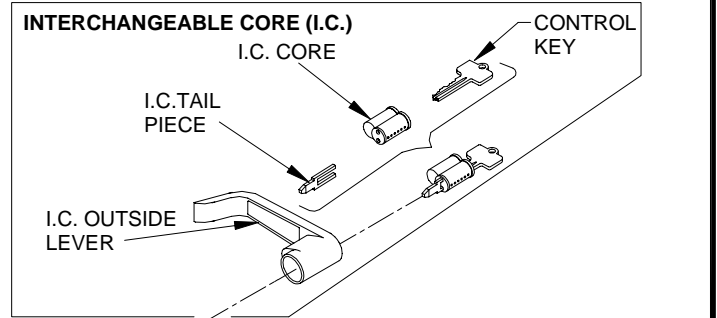
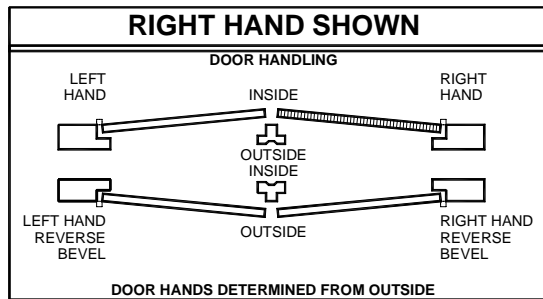


# INSTALLATION INSTRUCTIONS FOR OM2000 SERIES NON-WEATHERIZED, CYLINDRICAL LOCKSETS USING ARROW™ Q-SERIES LOCKS (LEVER)

**WARNING: THIS PRODUCT IS NOT WARRANTED FOR OUTDOOR USE!**  
**NOTE: A DOOR-CLOSER IS HIGHLY RECOMMENDED FOR USE WITH THIS PRODUCT.**

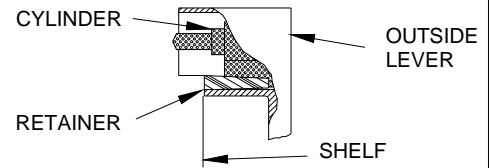
THIS PRODUCT IS NORMALLY FACTORY-PACKED FOR RIGHT-HAND 1-3/4" THICK DOORS. TO CHANGE HAND OF LOCK, SEE INSTRUCTION SECTION 3  
**DO NOT USE ON DOORS THICKER THAN 1-3/4".**



## SECTION 1: INSTALL THE KEY CYLINDER AND OUTSIDE LEVER

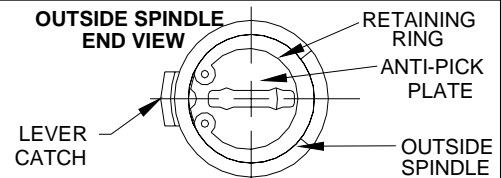
### 1-1 If the Lever requires a standard Key cylinder, proceed as follows:

- Using standard Pliers, pull out the Outside Retainer.
- Insert the Cylinder into the Outside Lever.
- Secure the Cylinder by pressing the retainer until it is flush with the shelf.
- Slide the Outside Lever onto the Outside Spindle as far as possible.  
Insert the Key and turn at 45° degrees clockwise. Push the Lever again, until the Lever Catch is engaged, securing the Lever.



### 1-2 If the Lever requires an interchangeable core (I.C.), proceed as follows:

- Ensure that the retaining Ring and Anti-pick Plate are orientated as shown.
- Push the I.C. Lever onto the Outside Spindle until the Lever Catch is engaged.
- Install the Interchangeable Core per Section 8.



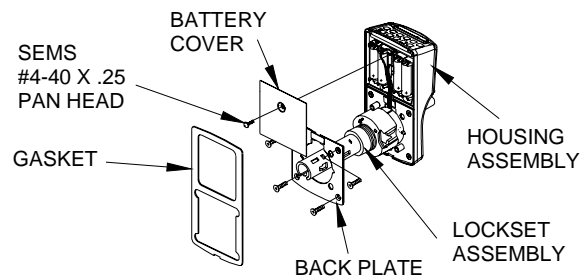
## SECTION 2: CHECK OPERATION

- Verify proper operation of the System using the Keypad. Enter the Default Programmer ID, 1234, at the Keypad. The OM2000 will flash green once and unlock, then, during the Open DelayTime, it will flash green five times. The OM2000 will then flash red and lock. While unlocked, check for proper operation of the Lock.
- Verify proper operation of the System using the magnetic card reader. A Label on the Battery Cover indicates the magnetic track that the OM2000 is set to read. Insert and remove the applicable Default Programmer ID Card. The magnetic stripe on the card should be aligned with the "V" mark by the card slot. The lights will flash as in the previous step.
- If the System Administrator has specified the use of the other magnetic track:
  - Remove the Gasket and Battery Cover.
  - Move the Track Selection Jumper to the desired track position.
  - Replace the Battery Cover and Gasket.
  - Mark the Label on the Battery Cover to indicate the selected track.
- If Option 1 is installed, verify proper operation of the Key Detection Indicator by inserting the Key into the Key Cylinder and rotating the Key clockwise. The green light will flash.
- If the System malfunctions remove the Battery Cover and check for proper orientation and seating of the Batteries, Motor Connector and Key Detection Connector. Check that the Jumper at J1 is in the required track position. Also ensure that the wires are not pinched. Reset the electronics by pressing and holding the Reset Button on the circuit board until the light flashes green, approximately three seconds. The System will go through a self test and flash green 5 times. Any red flash indicates an electronics or motor problem. Repeat the verification process if all flashes are green.

## SECTION 3: ADJUST THE LOCK HAND

### 3-1 This section is only required if the lock hand does not meet your requirements. The Lockset is normally preset for a right hand door. Verify the handing of the Lock and, if required, change the hand of the Lock as follows after checking per Section 2.

- Carefully release the Gasket from the edge of the Housing Assembly using your fingers, and remove the Gasket. Remove the Screw from the Battery Cover and remove the Cover. Disconnect the Motor Connector (and the Key Detection Connector, if installed) from the CPU Board.
- Remove four Flat Head Screws from the Back Plate and remove the Back Plate.

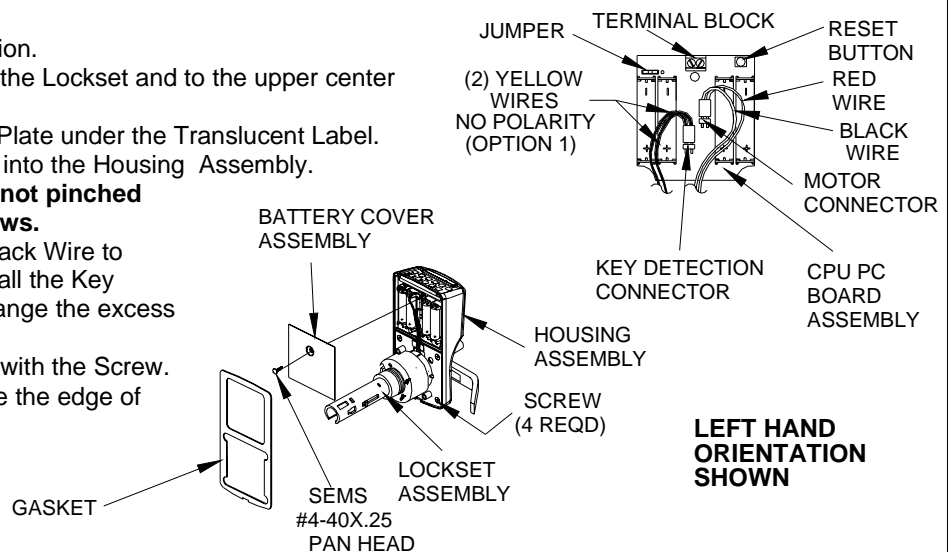


### 3-2

- Rotate the lockset to left-hand orientation.
- Route the Wires close to the center of the Lockset and to the upper center of the Outside Rose.
- Align Wires into the notch of the Back Plate under the Translucent Label. Install the Back Plate and four Screws into the Housing Assembly.

**WARNING: Ensure that the Wires are not pinched before and after tightening the Screws.**

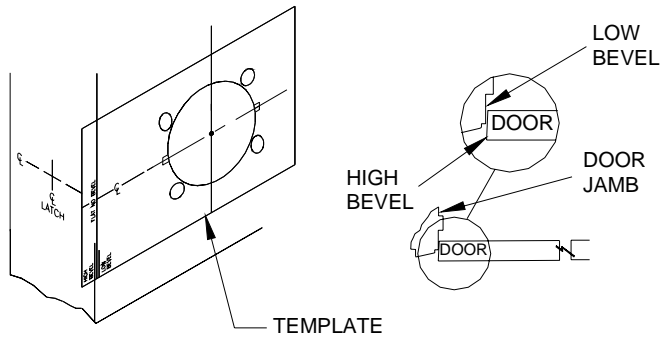
- Install the Motor Connector with the Black Wire to the left (see label on CPU Board). Install the Key Detection Connector (if available). Arrange the excess wire between the Battery Holders.
- Install the Battery Cover and secure it with the Screw.
- Install the Gasket so that it seats inside the edge of the Housing.



## SECTION 4: PREPARE THE DOOR

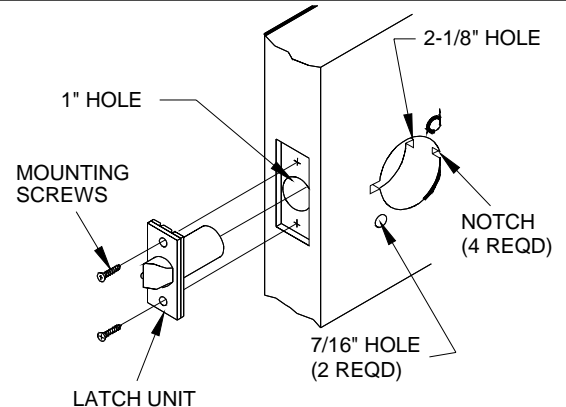
### 4-1 MARK HOLE LOCATIONS

- Mark a height line on the door faces and edge (suggested height is 38" from the floor).
- Line up the Template at the correct marking for the Door Bevel (high or low bevel, or flat). Position the centerline of the Template on the height line. Note whether the holes should be marked on the inside, outside, or both sides of the door. Mark the centers as required for the holes.
- Mark the center of the Door thickness on the height line.



### 4-2 DRILL HOLES

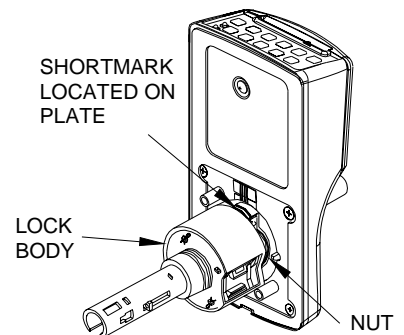
- Bore the 2-1/8" hole and the 7/16" holes half way through the door from both sides to avoid splintering.
- Add the notches to both sides of the door.
- Bore a 1" hole into the door edge center on the height line. Use the Latch Unit Faceplate as a pattern and mark the door edge. Mortise the door edge so that the front of the faceplate will be flush with the door edge. Insert the Latch Unit into the 1" hole, making certain that the Latch Bolt Bevel faces the direction of the closing Door.
- Secure the Latch Unit with the Screws supplied.



## SECTION 5: INSTALL THE SYSTEM ON THE DOOR

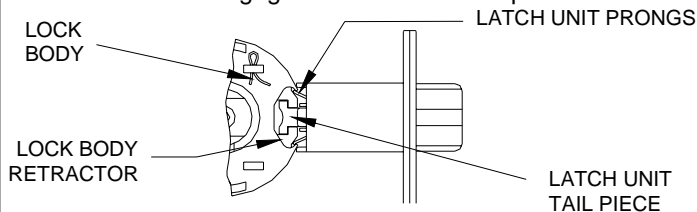
### 5-1 NOTE: DO NOT USE ON A DOOR THICKER THAN 1-3/4" UNLESS THE SYSTEM IS SPECIFICALLY DESIGNED FOR A THICKER DOOR

- The Lockset is preset for a 1-3/4" Door. For 1-3/4" Door the "short mark" on the Lockset Plate is aligned with the edge on the Lock Body.
- For a 1-3/4" door with a Push Plate (.050" max.) turn the Nut counterclockwise until the short mark is the thickness of the Push Plate from the edge of the Lock Body. Adjust the Outside Nut with a pair of narrow jaw Pliers, a small Screwdriver, a Scribe, or your Fingers.
- If a Remote Switch is to be used to operate the System, see Section 10.



### 5-2

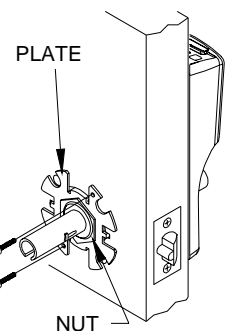
Install the System on the outside of the door. The Lock Body must engage the Latch Unit Prongs as shown. The Lock Body Retractor must engage the Latch Unit Tail piece.



### 5-3

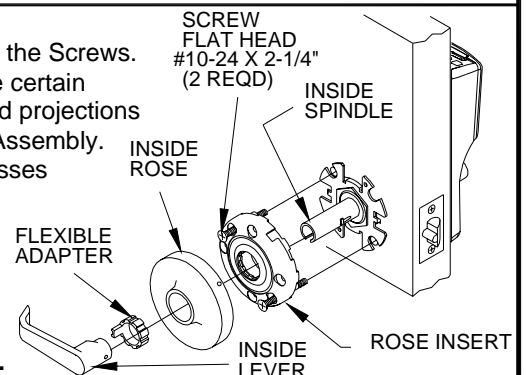
SCREW PAN HEAD #6 X 3/4" (2 REQD)

Install the Plate and Nut on the inside, and secure the Plate with the Screws.



### 5-4

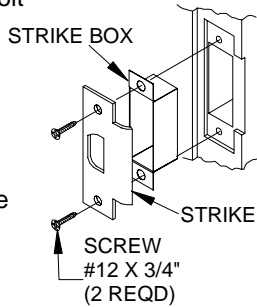
- Slide the Rose Insert onto the Inside Spindle and secure the Rose Insert with the Screws.
- Slide the Flexible adapter over the Spindle depressing the Lever Catch. Make certain that the Tab of the Flexible Adapter is located opposite to the Lever Catch and projections of the Flexible Adapter line up with matching depressions of the Rose Insert Assembly.
- Place the Inside Rose onto the Rose Insert aligning the dimples with the recesses in the Rose Insert and turn clockwise to secure it.
- Slide the Inside Lever on the Inside Spindle. Make certain that the Lever Catch on the Spindle is engaged with the Lever.
- Repeat Section 2 to verify proper operation.



**Binding or rough operation is an indication of improper installation.**

## SECTION 6: INSTALL THE STRIKE

- Mark the location of the Latch Bolt on the Door Frame.
- Center the Strike over the Latch Bolt Mark and, using the Strike as a template, mark the Frame.
- Using the Strike Box as a template, mark the Frame.
- Mortise the Frame to accept the Strike and Strike Box.
- Install the Strike Box and the Strike and secure with the Screws.



## SECTION 7: PROGRAM THE LOCKSET

**IMPORTANT:** To avoid unauthorized access, it is important to program a new Programmer ID.

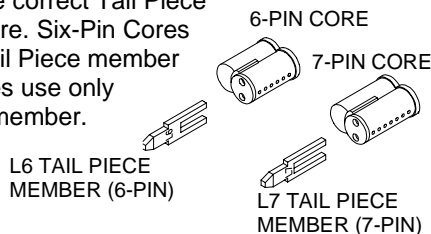
Refer to the OMNILOCK OM2000 Administrators Guide for programming instructions. If the System has been installed on a door before the required programming information is available, the Access Level may be set to Unlocked as follows:

- Enter the Default Programmer ID 2222, at the Keypad, the green light will flash.
- Press 2, the green light will flash.
- Press and hold the CL key until the green light flashes four times. (The light will flash once when the CL key is first pressed, continue to hold the key until the light flashes three more times.)
- The System will remain in the Unlocked mode.

## SECTION 8: INTERCHANGEABLE CORE

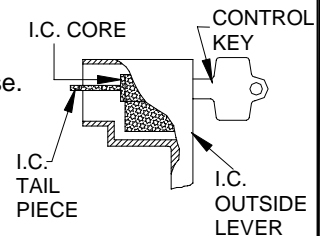
### 8-1 INTERCHANGEABLE (I.C.) CORE AND TAIL PIECE MEMBERS INSTRUCTIONS

Be certain to use the correct Tail Piece member with the Core. Six-Pin Cores use only the "L6" Tail Piece member and Seven-Pin Cores use only the "L7" Tail Piece member.



### 8-2 INTERCHANGEABLE (I.C.) CORE INSTALLATION

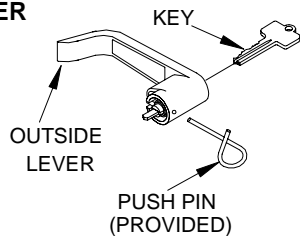
Insert the I.C. Tail Piece into the I.C. Core. Insert the Control Key into the I.C. Core and turn it 15 degrees clockwise. Insert the Core into the I.C. Outside Lever and turn the Control Key 15 degrees counterclockwise to lock the Core in the Lever.



## SECTION 9: REMOVAL OF LEVERS

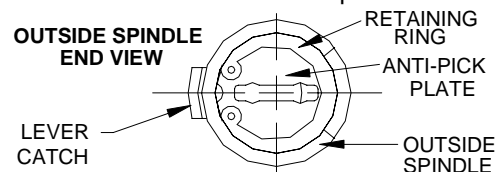
### 9-1 REMOVING OUTSIDE LEVER WITH STANDARD CYLINDER

- Insert the Key into the Cylinder and turn it 45 degrees clockwise.
- Depress the Lever Catch through the hole in the Outside Lever by using the Push Pin provided or another suitable tool.
- Slide the Outside Lever from the Spindle.



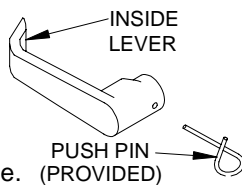
### 9-2 REMOVING OUTSIDE LEVER WITH INTERCHANGEABLE (I.C.) CORE

- Insert the Control Key into the I.C. Core and rotate it 15 degrees clockwise. Pull on the Key to remove the I.C. Core. Be sure that the I.C. Tail Piece is removed with the Core.
- Ensure that the Retaining Ring and the Anti-Pick Plate are aligned with the Lever Catch as shown.
- Insert an awl or a small screwdriver through the I.C. Outside Lever and into the slot in the Anti-Pick Plate. Depress the Lever Catch toward the Door Hinge and slide the I.C. Outside Lever from the Spindle.



### 9-3 REMOVING THE INSIDE LEVER

- Depress the Lever Catch through the hole in the Inside Lever by using the Push Pin provided or another suitable tool.
- Slide the Inside Lever from the Spindle.



## SECTION 10: REMOTE SWITCH

- The OM2000 provides for remote operation of the System by a momentary Switch closure. This may be desirable for someone monitoring a protected entrance, such as a receptionist. Momentarily pressing the Switch will cause the System to go through a normal unlock and lock sequence. If the Switch is held closed, the open time will be extended.
- Connect a **twisted pair** of wires from the Terminal Block on the PC Board to a normally open momentary contact Switch. Plan the route for your wire and the access route through the door to the PC Board in the OM2000E. Plan for disconnecting the wires in the Lock area so that the System can be removed from the door to change the Batteries as required.

