

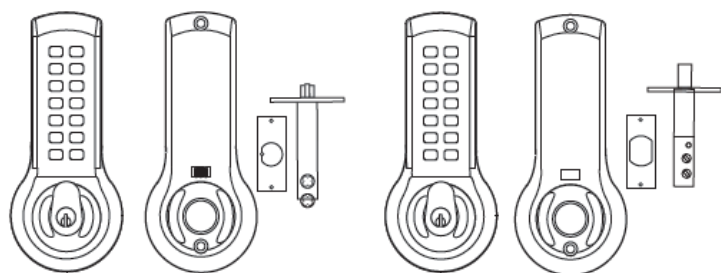
# CL300 - Code Change Instructions

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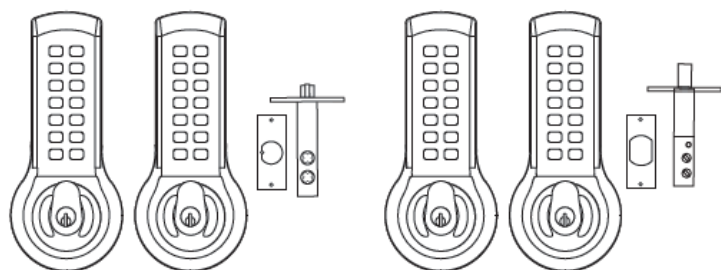
## Control + Convenience

CL300 locks can be used at home on doors, garages and garden sheds, and at work in offices, workshops and storerooms requiring restricted access. Finishes available BS (brushed steel), PB (polished brass), AB (antique brass) and SG (silver grey).



**Mortise latch**

**Mortise deadbolt**



**Back to back  
Mortise latch**

**Back to back  
Mortise deadbolt**

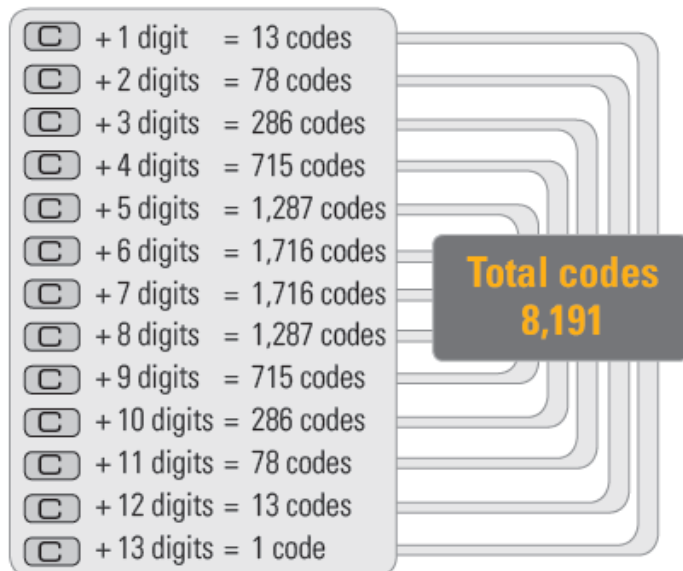
## Many Codes to Choose From

The CL300 code chamber consists of 13 buttons from which the code is selected, and a 'C' button which is used to re-set the chamber after an incorrect entry, and which must always be used as the first digit of a code. Buttons may only be used ONCE in a code. For example, 1212 is not possible.

The CL300 code, or combination, can be entered in any order or sequence; eg 1234 can be 4321 or 1342 or whatever sequence is most convenient to remember.

With 13 buttons, a total of 8,191 different codes are available, any of which can be entered in any sequence.

The total is arrived at as follows:

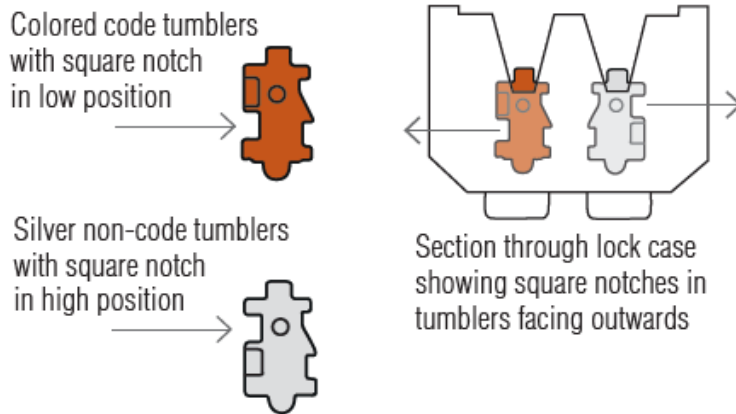


Most people will set a code in the range of 4 to 7 digits, and the total number of codes in this range is 5434. The lock is factory set with a randomly selected 6 digit code starting with the C button. The code is not recorded by the factory. The code can be changed as often as required to any other 6 digit code. Every new code must start with the C button. Using the spare tumblers, the code length can be changed to 5 or 7 digits. Shorter codes are not recommended.

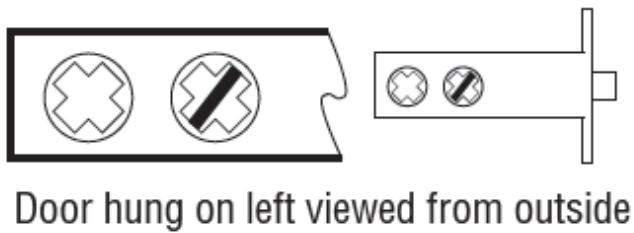
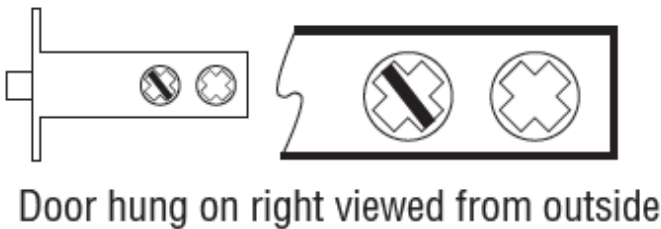
## Code Change Instructions

1. Take your CL300 lock off the door by unscrewing the 2 screws in the back plate.
2. Press the C button to reset the chamber and place the lock case on a flat surface with the buttons down.
3. Remove the 2 red screws and carefully lift off the code chamber plate. Check that all 14 springs are held in place on the plate.
4. Note that the colored tipped code tumblers correspond in position to the existing code. The silver tipped non-code tumblers fill the other positions. The C tumbler is not colored.
5. Hold the lock in your hand and depress the C button. Keeping the C button depressed use tweezers to re-position the tumblers to correspond with your new code. The square notches of ALL tumblers MUST face outwards, with the square tips ON TOP: See diagram below. DO NOT force the tumblers in.

**NB: Holding the C button depressed whilst re-positioning the tumblers is ESSENTIAL to avoid damaging the internal mechanism. DO NOT attempt to reposition the C tumbler.**



6. Replace the code chamber plate carefully with the 2 red screws.
7. Check the operation of the new code, and make a written note of it before re-installing the lock.
8. Insert the spindle, with the spring on the code side. On latchbolt locks the spindle must engage the latch as follows:



### Maintenance

No maintenance of the working parts is necessary. **DO NOT OIL.** To maintain the finish the lock should be cleaned regularly with a soft cloth. A silicone spray or similar, should be used to provide a protective film against grit and grime.

### Guarantee

Codelocks Inc. warrants all products to be free from manufacturing defects in material and workmanship which carries a two year limited warranty on Mechanical Series Locks (CL300) and its conditions, limits and policies. Please contact Codelocks for technical support.

## Diagnostics

1. On latch locks only. The outside knob and inside handle retract the latch when turned TOWARDS the door frame.

*The spindle is positioned at the wrong angle.*

Refer to the installation instructions. Remove lock from door and reposition the spindle as shown in the instructions. On hold open locks ensure that the blue handing screw on the lever handle plate is in the correct hole.

2. The knob will not turn after entering the original code.

*The code does not match the card.*

Remove the lock from the door, turn the lock case upside down and check that the red tumblers correspond with the code on the card. **Note:** the 'C' tumbler is not colored - but MUST start every code.

3. The knob will not turn after entering a newly changed code.

*One or more of the code tumblers are the wrong way around.*

Re-read the code change instruction and check that the square notches on the tumblers face to the outside edge of the lock with the square edge on top.

4. The latchbolt does not move smoothly in and out.

*The lock is installed incorrectly.*

Check that the lock is square on the door and positioned accurately over the latch. Check that the latch is positioned horizontally and parallel to the door surfaces.

5. The inside and outside knobs do not return easily to the centre position after use.

*The spindle is too long for the door thickness.*

The spindle must not project more than 1  $\frac{3}{16}$ " (30mm) into the inside handle. If it does then it will be trapped between the front and back handles and prevent them moving easily. The spindle must be shortened.

6. The inside handle does not retract the latch.

*The spindle is too short for the door thickness.*

The spindle must project from the inside face of the door by at least 5/16" (8mm) so as to engage the handle. The spindle may have been cut too short during installation. Call the helpline to obtain a longer spindle.

7. The inside lever handle does not return to the upright position after operating.

*The lever return spring is broken.*

Replacement spring required.

8. The latch does not engage and so the door remains unlocked after use.

*The latch is not entering the strike.*

Your door or frame may have warped since the lock was installed. Check that the latchbolt is lined up with the strike aperture and adjust the position of the strike as necessary. Make sure the deadlocking plunger cannot enter the strike aperture alongside the latchbolt when the door is closed.

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Keywords: Lock Locks Code CodeLock CodeLocks Program Programming Instruction Instruct Help Support Troubleshoot Troubleshooting Sequence Sequences Install Installation Parameters Settings Setting Parameter Setting Set up Mechanical CL 300 CL300