



# 4500 SERIES

LIGHT DUTY COMMERCIAL LEVER



1

Do this first:

**Hardware Installation**

# Need some help?



Visit us online.

[simpleaccess.devicewebmanager.com](http://simpleaccess.devicewebmanager.com)



We're here to help.

1 (833) 413 0212

[support@simpleaccess.com](mailto:support@simpleaccess.com)

## Here's what you'll need:

- ✓ Four AA Batteries
- ✓ Phillips Screwdriver
- ✓ Utility Knife
- ✓ Adhesive Tape
- ✓ Pencil
- ✓ Tape Measure
- ✓ Power Drill
  - With  $\frac{3}{8}$ " (10mm) Drill Bit
- ✓ Hammer/Mallet and Chisel (1")
  - If your latch plate needs additional depth.
- ✓ Bolt Cutters
  - If the pre-cut mounting bolts do not fit your door.

# What's in the box?

Let's make sure you have everything you need.

If you're missing anything, contact

[support@simpleaccess.com](mailto:support@simpleaccess.com).



Interior Lock



Exterior Lock



2 Lever Handles



2 3/8" (60mm) and  
2 3/4" (70mm) latch



Strike Plate



2 Rubber Gaskets



2 Keys



Support Post



Storeroom Tailpiece  
(Optional)



Spindle



Hardware Set

## 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.

# Let's get started.

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

## STEP 1

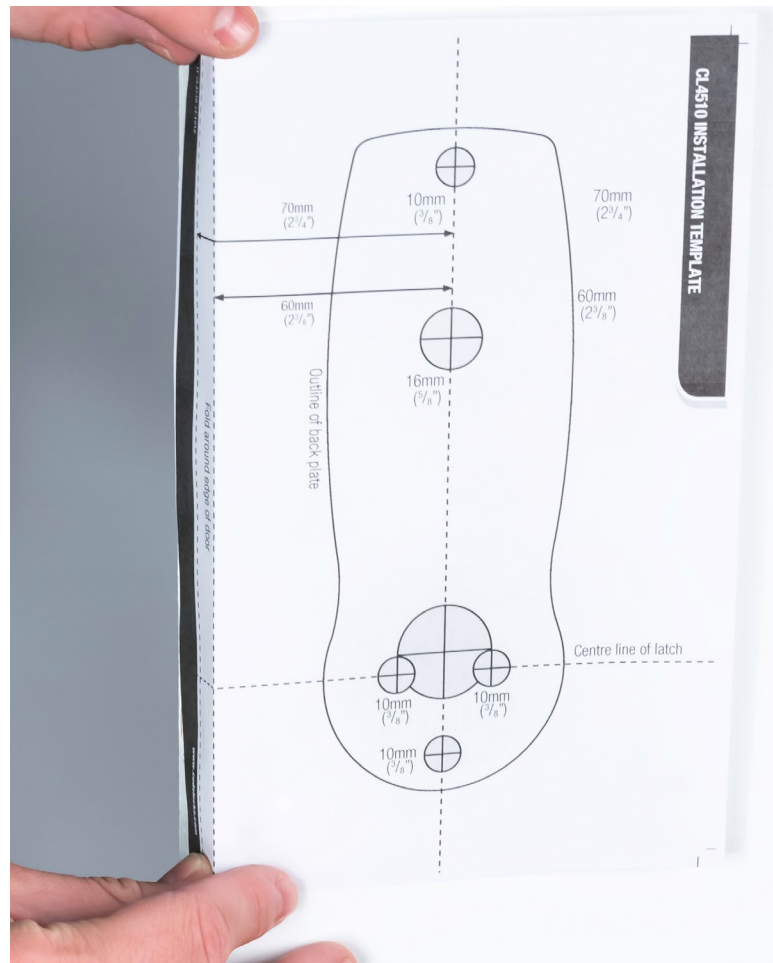
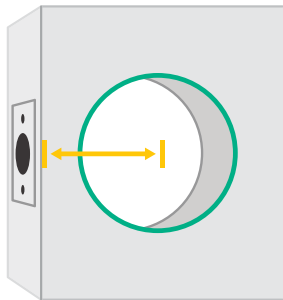
# Position the template.

This guide assumes the door is already prepped with a 2 3/8" boring hole.

Use the provided drilling template to mark the upper 3/8" (10mm) support hole and prepare the door for drilling. Crease the template along the dotted lines matching the backset for your door (2 3/8" (60mm) or 2 3/4" (70mm) latch).

### Quick Tip

The **backset** is the distance from the center of the **face bore hole** to the edge of the door.





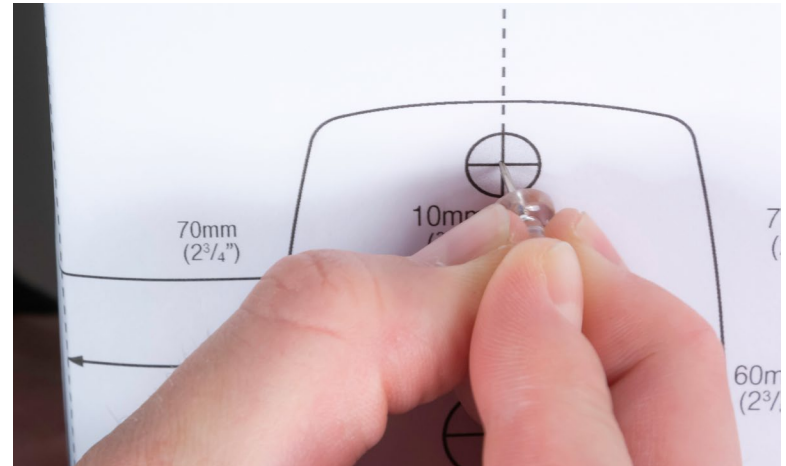
## STEP 2

# Mark carefully.

Mark the center of the upper,  $\frac{3}{8}$ " (10mm) hole to be drilled using a sharp object, like a nail or a thumbtack.

After marking the exterior of the door, apply the template to the interior of the door using the same methods. Make sure the holes are aligned exactly from one side of the door to the other and double check all the measurements and markings to ensure precision.

Mark the center of the  $\frac{3}{8}$ " (10mm) hole to be drilled from the other side of the door.



## STEP 3

# Drill holes.

Prepare your power drill with a  $\frac{3}{8}$ " (10mm) drill bit.

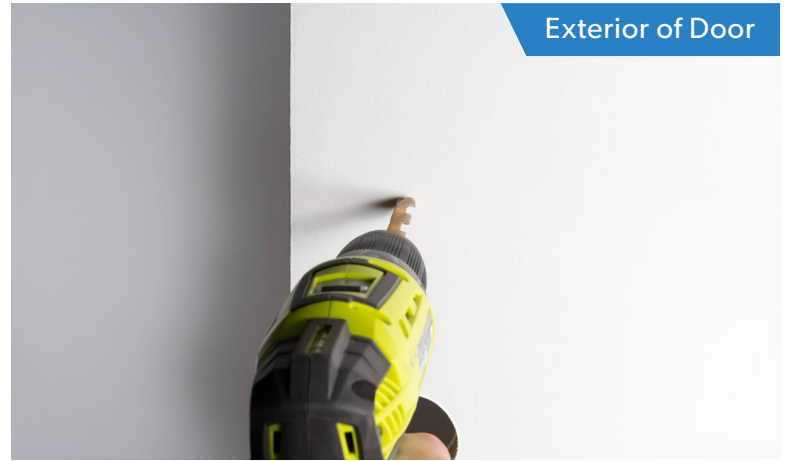
Align the drill bit over your mark and hold the door steady. Keep the drill level and straight.

Drill halfway through on the first side. Then drill the remaining half from the other side of the door. This prevents blowback damage to the door and improves accuracy.

### Quick Tip

Since the 2  $\frac{1}{8}$ " (54mm) boring hole already exists in this example, the lower support bolt will go through the boring hole. Only the upper 10mm hole will need to be drilled. If your door is prepped with a smaller boring hole, use the template to drill the additional lower  $\frac{3}{8}$ " support.

Exterior of Door



Interior of Door





## STEP 4

# Install latch.

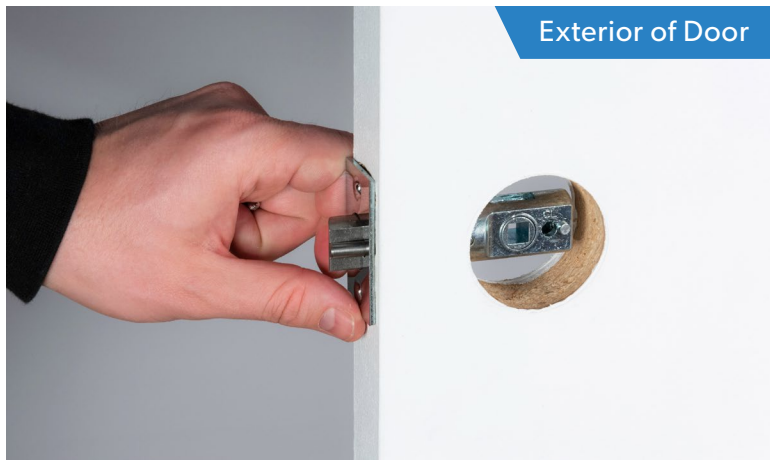
Doors are typically prepped with either a 2 3/8" (60mm) or 2 3/4" (70mm) inch backset. Latches are provided for either option.

This installation will be pictured with the standard 2 3/8" (60mm) latch. Insert the latch in the door, making sure the beveled side faces the door jamb.

Use the provided screws to secure the latch in place.

### Quick Tip

Make sure the latch plate lays flush with the door. If the latch plate is not flush in 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

# Install spindle.

Place the spindle into the latch with the spring on the exterior (keypad side) of the door. The spring ensures that the spindle remains in contact with the front of the lock.

### Quick Tip

Make sure the spindle's spring is on the **exterior** side of the door. If you install the spindle with the spring on the **interior** side of the door, the lock will not work properly.



## STEP 6

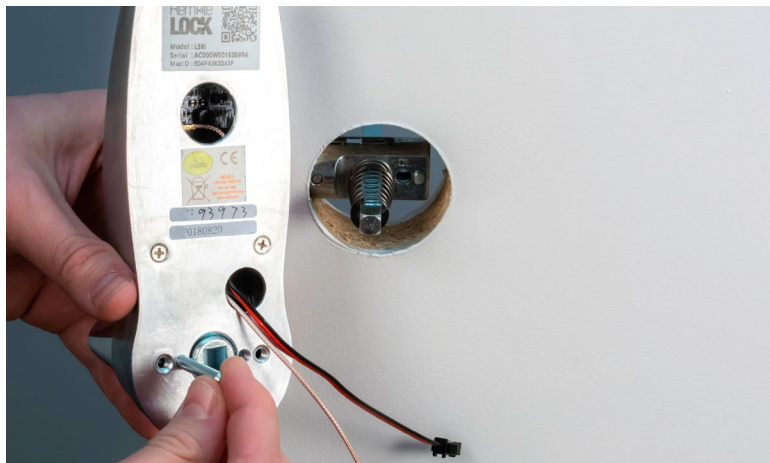
# Attach the latch support post.

Next, attach the latch support post to the lock. This post will be screwed into either the left or right of the center hub. The hole that you will use depends on whether your door is a left-hand or right-hand door and which size latch is used.

View your latch from the exterior side of the door to determine which support post position to use, then screw the post into the lock.

### Quick Tip

When using the 2  $\frac{3}{8}$ " latch, use the inner holes closest to the center hub. If using the 2  $\frac{3}{4}$ " latch, use the outer holes.



## STEP 7

# Attach the gaskets.

Fit the self-adhesive gaskets on the backplate of each side of the lock.

Peel the white backing off the gasket and apply to the backplate of the lock. Be sure to align the edges and pull the antenna and power cable through the appropriate hole, as shown.

### 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.

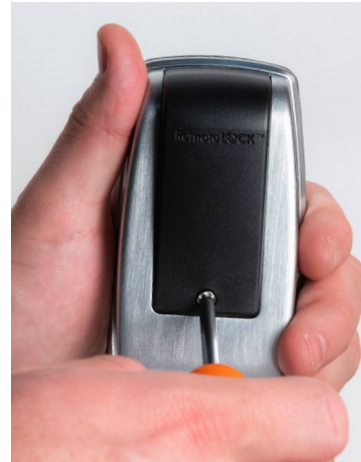


## STEP 8

# Prepare the interior lock.

Remove the screw that secures the battery cover and lift the plastic cover off of the lock.

Next, remove the battery pack and set them both aside.



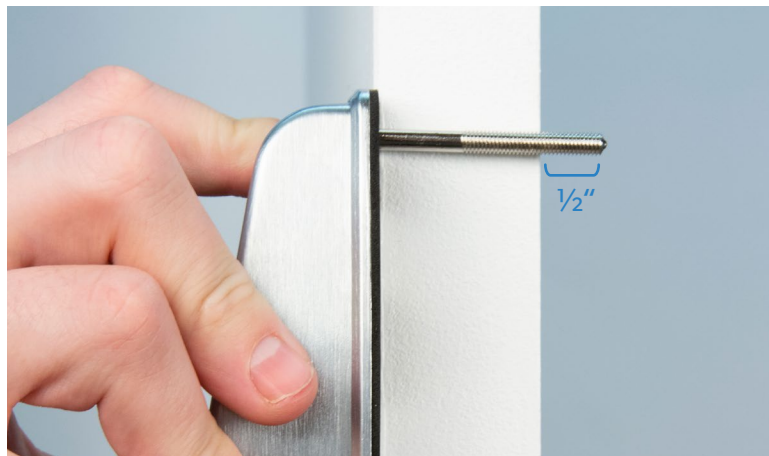
## STEP 9

# Measure door depth.

It's vital to use the correct mounting bolts for your door's thickness. Two sets of different sized bolts are provided, as well as a set of bolts with cut points that can be cut to size if needed.

Place one of the bolts through the mounting bolt hole on the upper, battery pack side of the lock.

Hold the lock flush with the door but allow the bolt to pass along the edge of the door to gauge its length. The correct bolt should go about a  $\frac{1}{2}$ " past the edge of the door.





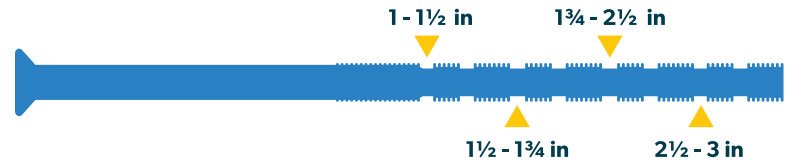
## Optional Step

If neither of the two pre-cut bolt lengths work for your door, you will need to cut the fixing bolts to the correct length. Using the same method, align the bolt along the side of the door and choose a cutting point approximately  $\frac{1}{2}$ " beyond the edge of the door.



## Quick Tip

Always cut the bolts at one of the cutting points so as not to damage a thread. Use the cutting edges of pliers to crimp around the selected cutting point. If the cut produces a sharp point, use sandpaper to smooth the tip of the bolt.



## Cutting Points and Door Depth

## STEP 10

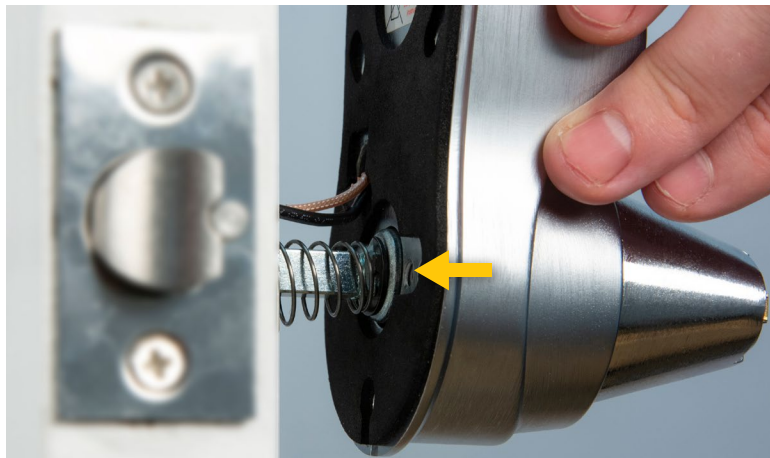
# Place lock exterior.

The exterior (keypad) side of the lock has two important cables sticking out of its backplate; a power cable and a Wi-Fi antenna cable.

Pass the antenna and power cable over the latch. Align the support post through the hole in the latch, and **make sure the spindle fits snugly in the lock's hub.**



**IMPORTANT:** Be sure to pass the power cable and antenna **over** the latch in the door, not under.



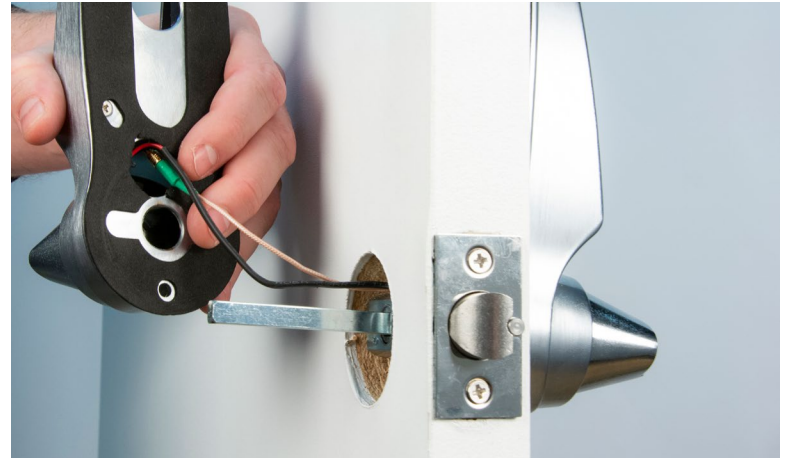


## STEP 11

# Place lock interior.

Feed the power cable and the antenna through the hole **above** the main spindle hole.

Once the cords are inside the lock, pull them up and out of the battery pack housing.



## STEP 12

# Secure lock.

With the power cable and antenna cable coming through the lock housing, make sure the lock is level and straight.

Place the fixing bolts through the interior lock mounting holes and then tighten into the front side of the lock.

Both screws are needed: one at the top of the lock (through the drilled hole) and one on the bottom of the lock (below the handle going through the boring hole).

### Quick Tip

Leave the top screw somewhat loose before screwing in the bottom screw. Tighten both screw back and forth until snug. Do not over tighten.



## STEP 13

# Test the lock.

Now that the lock is mounted to the door, make sure that the lever and the latch move freely.

Turn the inside handle boss to check that the spindle moves freely and the latch retracts and projects smoothly.

If the lock was secured too tightly to the door, you may find that the spindle or latch sticks. To correct this, loosen the fixing bolts and adjust the position of both sides of the lock until the spindle moves freely.

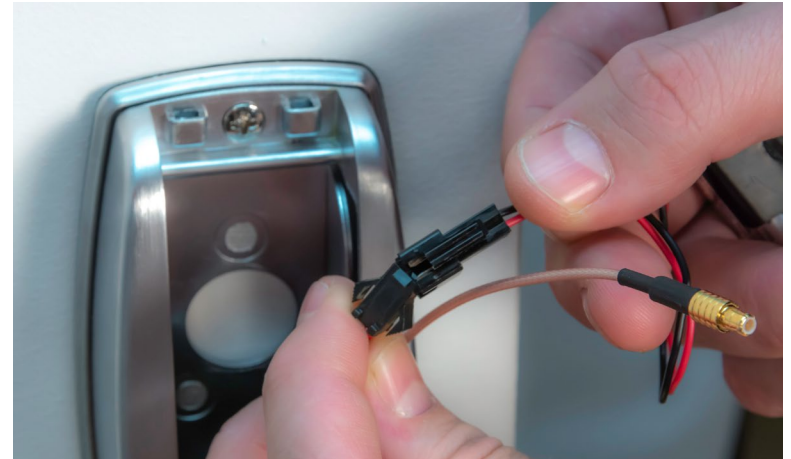


## STEP 14

# Connect battery pack.

Insert four AA batteries (not included) into the battery pack.

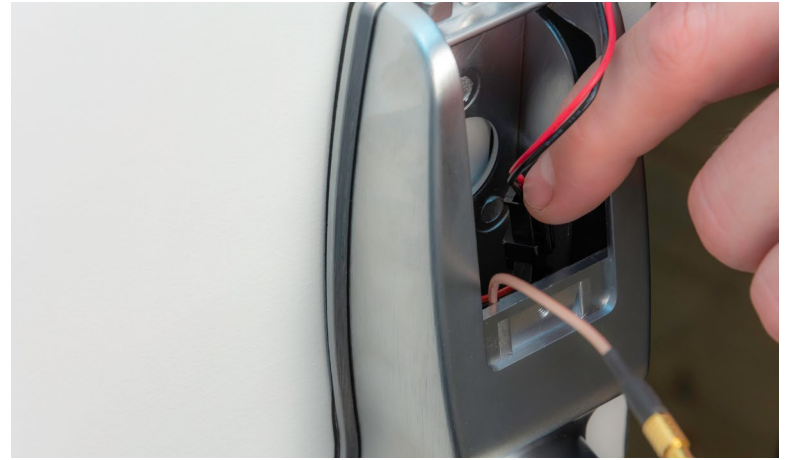
Connect the power cable from the lock to the battery pack by connecting the two plugs. You should hear and feel a click when the cables connect.



## STEP 15

# Position power cord.

Push the power plug down and to the side of the lock housing, along with the wires. This provides room for the battery pack and the battery cover.



## STEP 16

# Insert battery pack and connect antenna.

Now slide the battery pack back into the lock housing with the top wires facing out.

Connect the gold Wi-Fi antenna to the battery cover plate by clicking it in place.



### Quick Tip

Plug the antenna into the connector as you would plug in headphones. The connector will plug in, rather than screw in.

## STEP 17

# Attach the battery cover.

Slide the battery cover back onto the lock interior and screw it in.



### Quick Tip

Position the battery cover just above the lock and then slide straight down into place.



## STEP 18

# Attach exterior handle.

Place the key cylinder cover over the key cylinder located on the exterior (keypad side) of the lock.

Use the provided Allen key to loosen the small screw on the appropriate handle. The handle should point away from the latch toward the hinges.

Slide the handle over the handle boss and tighten the handle screw with the Allen key.





## STEP 19

# Attach interior handle.

Use the provided Allen key to loosen the small screw on the other handle.

Slide the handle over the handle boss and tighten the handle screw with the Allen key.

Turning the interior handle should retract the latch bolt. The exterior handle should turn freely without retracting the latch.



## STEP 20

# Test your lock.

Enter the factory default code **4321** on the keypad to unlock the lock.

The keypad will flash green and the outside handle will now retract the latch. Auto lock is enabled and the lock will re-lock after 5 seconds. These settings can be configured in the portal after connecting your lock to Wi-Fi.

To lock the lock, press the **\*** button twice.

### 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](https://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

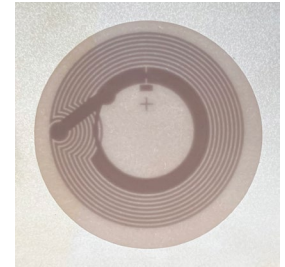
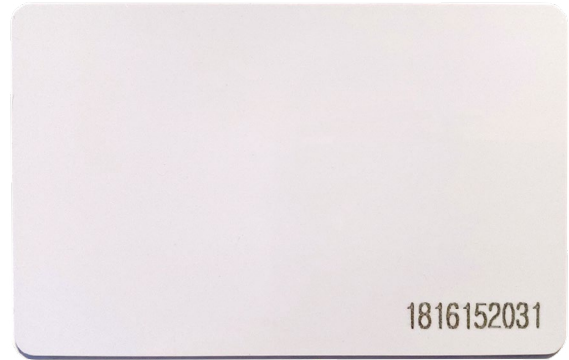
**Card Reader:** Off (Enable with 381 or 382 function)

# 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](https://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](https://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

---

---

---

---

---

---

---

---

---

---

---



Visit us online.

[simpleaccess.devicewebmanager.com](http://simpleaccess.devicewebmanager.com)



We're here to help.

1 (833) 413 0212

[support@simpleaccess.com](mailto:support@simpleaccess.com)