Step 1: Change User Code (OPTIONAL)
If you wish to change your code, see instructions on reverse side.

Step 2: Prep Door for Installation with Template
1. Place template (supplied) on door and fold along door’s edge.
3. Drill holes as instructed.

NOTE: For Pre-Prepped 2 1/8” doors, you only need to drill top hole.

Step 3: Identify Door Handing

Right-Hand Doors – From exterior of door, hinges are on right-side. (Fig. 1)

Left-Hand Doors – From exterior of door, hinges are on left-side. (Fig. 2)

The 3210 is factory pre-handed for right-hand doors. To change handing, remove two blue screws and cover plate from Outside Body.

Now, move the pin from the right side of the outside body to the hole on the left side. Replace plate and screws.

*3210 DC – Inside Body handing pin must be placed on opposite side from Outside Body.

Step 4: Install Support Pin & Hex Bolts
Install Brass Support Pin (#14) into either hole on Outside Body as shown in the figure to the Right [Left].

Install/screw Hex Bolts into the top and bottom of the Outside Body as shown in the figure (Far Right).

Step 5: Adjust Deadbolt (if necessary) & Install
1. Adjustable Deadbolt (#12) is preset to 2 3/8”. To adjust, lift pin and slide to 2 3/4”.
2. With arrow pointed UP, insert Deadbolt and secure with two (2) Wood Screws (#11).

Step 6: Verify Correct Spindle Length
1. With deadbolt (#3) installed, hold the Inside Body (#2) and Rubber Trim Plate (#4) to the door.
2. Place Spindle (#5/6) through Deadbolt, into the Inside Body, as far as possible.
3. Spindle should extend from exterior of door 3/8” min. – 5/8” max.
4. If the 30-45 mm (#8) is too long, cut it to the correct length.

IMPORTANT: If spindle extends less than 3/8” it may not engage the lock. If spindle extends more than 5/8”, it will cause the lock to bind.

Step 7: Install the DIGITAL 3210
5. Place the Rubber Trim Plate (#4) on the backside of the Outside Body (#1).
6. Place the Outside Body on the door. The hexagonal bolts should extend into the top and bottom holes.
7. The Support Pin (#14) on the Inside Body should fit into and extend through the hole in the Deadbolt (#3).

INSTRUCTIONS CONTINUED ON REVERSE SIDE
Step 7 cont: Install the DIGITAL 3210

1. Insert the Spindle (#7/8) into the Outside Body (#1) ensuring it’s in the proper angled position.
   * (SEE FIGURES BELOW)

2. Using a screwdriver, secure the lock to the door with the Screws (#9 or #10).
   Screw length dependent on door thickness.

3. Test the operation of the Deadbolt by turning the inside knob.

4. Locate position where Deadbolt strikes door frame and install Mortised Strike (#4).

   **IMPORTANT: SPINDLE POSITION/ANGLE**

   RIGHT-HAND DOORS: From inside, place spindle through Deadbolt, into the Outside Body (#1) in the 2:00/8:00 position as shown to right.

   LEFT-HAND DOORS: From inside, place spindle through Deadbolt, into the Outside Body (#1) in the 10:00/4:00 position as shown to right.

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**3000 Series How to Change Code**

1. Using a #2 screwdriver, remove the four (4) Red Screws.
2. Carefully remove cover plate.
   **WARNING:** Springs are attached to plate.

   **RED = CODE TUMBLERS**
   **BLUE = NON-CODE TUMBLERS**
   **‘C’ = CLEAR (DO NOT REMOVE)**

3. PRESS & HOLD ‘C’ BUTTON to release tumblers.
   **IMPORTANT:** ‘C’ Button must be pressed and held down when removing and inserting tumblers. Failure to do so will damage the lock and void the warranty.
   **WARNING:** Do NOT force tumblers into position!

4. While holding the ‘C’ BUTTON, remove/add CODE (Red) and NON-CODE (Blue) Tumblers to create your desired code.
   Ex: 3 Red = 3-Digit Code / 6 Red = 6-Digit Code
   **IMPORTANT:** Ensure notched side of tumbler fits into slot. (Below – Far Right).

5. After changing your code, release the ‘C’ BUTTON to secure the tumblers in place.

6. Replace the cover plate and secure with four (4) Red Screws, using a #2 screwdriver.
7. TEST CODE before installing/re-installing lock.

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Template may not print at 100% accuracy. Please verify measurements are correct before drilling holes.
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