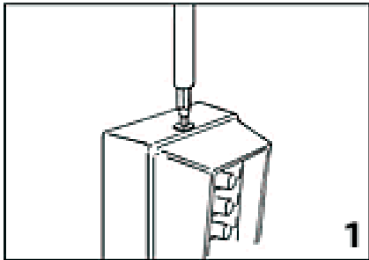


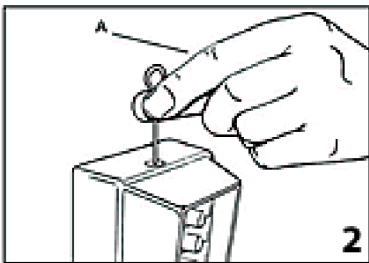
# Changing the Code/Combination Simplex EE1000

**Note:** If your lock is opening on every turn of the knob or lever, except upon entering a code, this may be a ZERO CODE. Before attempting to remove the lock from the door, refer to the troubleshooting procedures outlined at bottom of this document for a zero code symptom/solution.

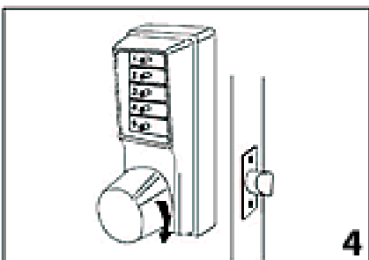
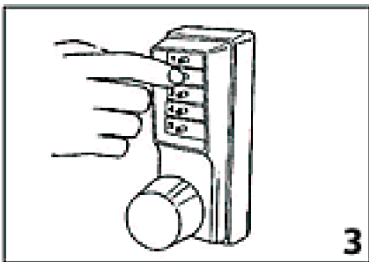


## EE1000 Series FAQ Changing the Code/Combination

**1 The door must be open.**



The combination for the outside and inside locks must be changed independently. Follow the same procedure for the outside and inside.



1. Use the torx anti-tamper tool bit provided to remove the tamper proof screw from the top of the pushbutton housing (*see figure 1*).
2. Turn the knob clockwise to the stop position, then release.
3. Enter the existing combination. On new installations, enter the factory-set combination: depress buttons 2 and 4 simultaneously (release) , then depress button 3 (release). You should feel a click as each button is depressed.
4. Insert the pick provided through the screw hole and depress the slide inside—you will feel a slight click. Remove the pick (*see figure 2*).
5. Turn the knob clockwise all the way until it stops, then release.
6. Select a new combination, write it down, then enter the new combination—press buttons carefully (a slight click should be felt as each button is depressed) (*see figure 3*).

**Note:** You can use one button or all five for a combination, but each button can only be used once. You can press two or more buttons simultaneously as a step in the combination.

7. Turn the knob clockwise once, all the way, until it stops, hold in position and make sure the latch is retracted. Release the knob. Turn the knob clockwise again to the stop position. At this point, the latch should not retract unless you enter the new combination (*see figure 4*).
8. Replace the tamper proof screw in the top of the lock unit.
9. Repeat steps 1-8 for other side of door.

**Troubleshooting**

**Symptom/problem:** Turning outside or inside knob always retracts latch without depressing any buttons.

**Cause:** Lock is in zero combination.

**Solution:** Follow the procedure for changing a combination (Step 14 on page 26 of your manual) except omit step 3 (do not enter the existing combination).