



**KABA**<sup>®</sup>

**E-PLEX**<sup>®</sup>  
**5 x 0 0**  
Cylindrical

Installation Instructions

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### Warning

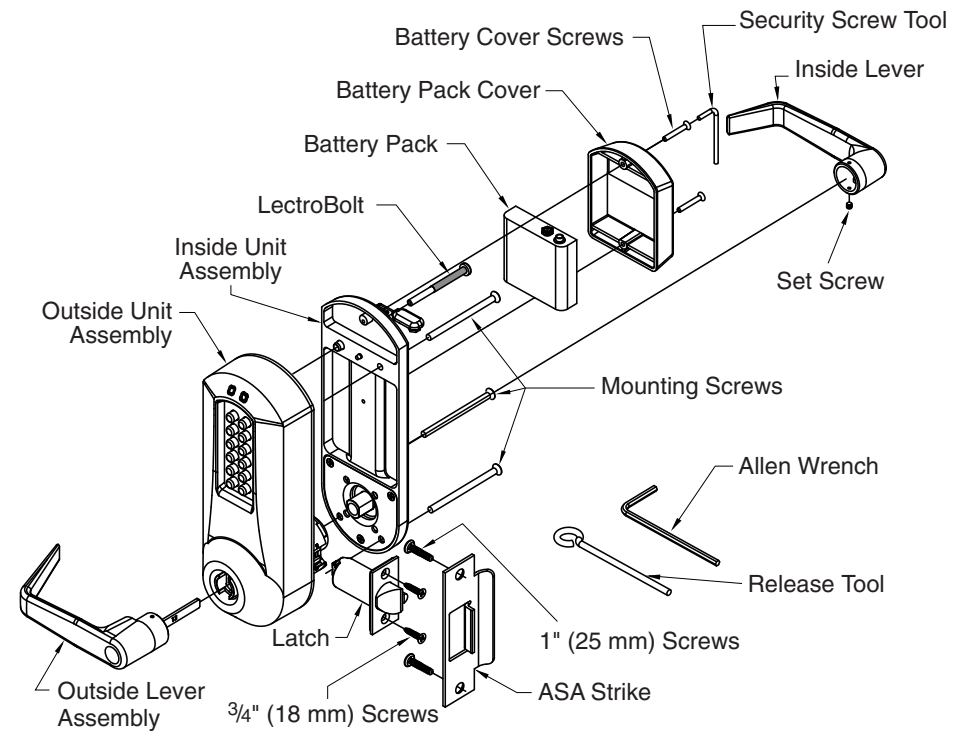
*The Master Code of this lock has been factory preset: 1,2,3,4,5,6,7,8. To activate lock functions, the master combination must be changed at time of installation.*

### Warnings and Cautions

**Important:** Carefully inspect windows, doorframe, door, lights, etc. to ensure that the recommended procedures will not cause damage. Kaba Access Control's warranty does not cover damages caused by installation.

**Caution:** Wear safety glasses when preparing door.

## Model E5031



The E-Plex 5031 is a non-handed lock that is preassembled for left-hand installations. It is field reversible.

### TOOLS REQUIRED

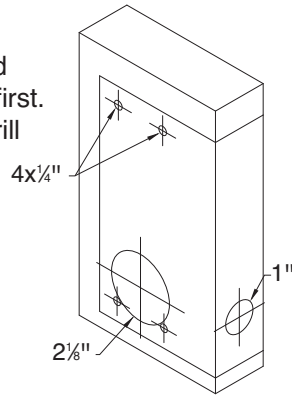
- Safety glasses
- Electric drill (variable speed)
- Awl or center punch
- 2 1/8" (54 mm) hole saw pilot drill
- 1" (25 mm) hole saw pilot drill
- 1/4" (7 mm) drill bit
- 1" (25 mm) wood chisel
- Hammer
- Phillips head screwdriver
- Small flat blade screwdriver

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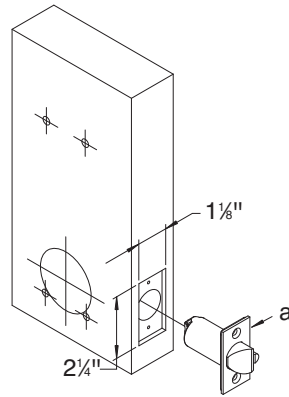
For technical assistance please call  
1-800-849-TECH (8324) or 336-725-1331

## A. DOOR PREPARATION

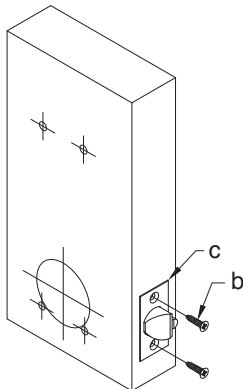
**A-1** Place paper template (supplied) onto door and mark for holes. Drill the four  $\frac{1}{4}$ " (7 mm) holes first. Next drill the  $2\frac{1}{8}$ " (54 mm) cross bore hole. Drill the 1" (25 mm) hole last.



**A-2** Mortise door edge for latch unit faceplate (c)  $\frac{1}{8}$ " (3 mm) deep to dimensions shown. Insert latch unit (a) into the 1" (25 mm) hole, making certain that the latch bolt bevel faces direction of closing door.



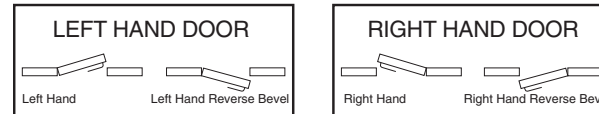
**A-3** Secure the latch to the door using two  $\frac{3}{4}$ " (19 mm) combination screws (b) supplied. Latch unit faceplate must be flush with door (c).



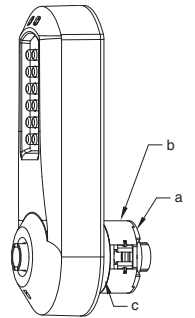
## B. LOCK HANDING

The E-Plex 5000 is a non-handed lock that is preassembled for left-hand door installations.

**B-1** Determine the hand of your door. For left hand doors, proceed to Section C. For right hand doors, follow steps in B-2.



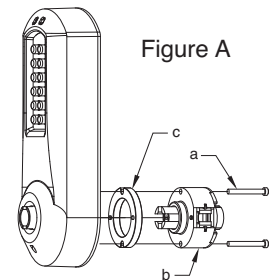
**B-2** Remove the two connecting screws (a) from the cylindrical drive unit (b). Rotate cylindrical drive unit 180 degrees. Reposition spacer (c) as found before disassembly. Remount drive unit with the two connecting screws.



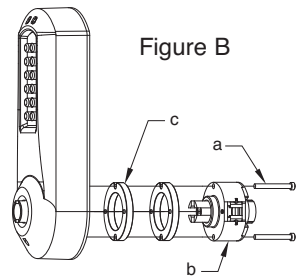
## C. DOOR THICKNESS

The E-Plex 5000 lock is preassembled to accommodate standard door thickness  $1\frac{5}{8}$ " (41 mm) to 2" (51 mm).

**C-1 (Reference Figure A)** For thinner door applications of  $1\frac{3}{8}$ " (35 mm) to  $1\frac{1}{2}$ " (38 mm) remove and discard the two connecting screws (a) from the cylindrical drive unit (b). Remove and discard the spacer (c). Remount the cylindrical drive unit using the two shorter  $1\frac{3}{8}$ " (35 mm) connecting screws also supplied.



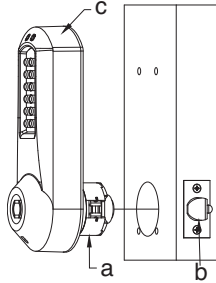
**C-2 (Reference Figure B)** For thicker door applications of  $2\frac{1}{8}$ " (54 mm) to  $2\frac{1}{2}$ " (57 mm) remove the two connecting screws (a) from the cylinder drive unit (b). Add the extra spacer (c) supplied. Remount the cylindrical drive unit using the same two connecting screws (a) just removed.



**Note:** Installing levers to the unit assemblies before mounting the unit assemblies may ease initial installation.

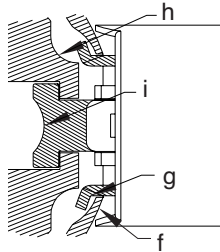
## D. INSTALLING OUTSIDE UNIT ASSEMBLY

**D-1** Slide the drive unit (a) into 2 1/8" (54 mm) cross bore hole by depressing latch bolt (b) in slightly until the outside unit assembly (c) rests flush against the door. Ensure the red collar is seated in the top left mounting hole.



**Note:** If the red collar appears to be too snug in the 1/4 inch hole, you can enlarge the hole in the door to 5/16".

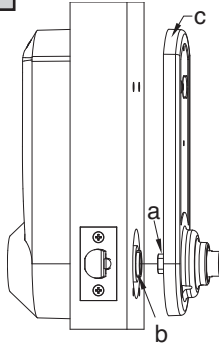
**D-2** The drive unit (f) must engage the latch unit prongs (g) and the shoe retractor (h) must engage the latch unit tailpiece (i) as shown.



## E. INSTALLING INSIDE UNIT ASSEMBLY

**Note:** Installing levers to the unit assemblies before mounting the unit assemblies may ease initial installation.

**E-1** Slide the drive hub (a) into the drive sleeve (b) and then guide the red collar on the inside unit (c) through its respective mounting hole on the door and carefully push the inside unit flush against the door.



**E-2** Select the LectroBolt (screw with red sleeve) length that corresponds to the correct door thickness as noted in this chart:

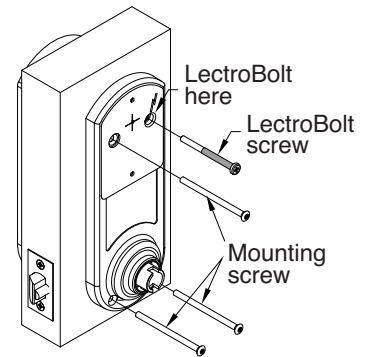
Door Thickness	LectroBolt Size	Mounting Screws Size
1 3/8" to 1 1/2" (35 mm to 38 mm)	2 3/8" (60 mm)	2 1/2" (64 mm)
1 5/8" to 2" (41 mm to 51 mm)	2 3/4" (70 mm)	2 7/8" (73 mm)
2 1/8" to 2 1/4" (54 mm to 57 mm)	3" (76 mm)	3 1/4" (83 mm)

**E-3** Insert LectroBolt through the red inside housing hole marked with the lightning bolt symbol.

**For now, only partially tighten the Lectro Bolt to keep the red collars in position.**

Then, insert and tighten the other three mounting bolts.

Finish tightening the LectroBolt to secure the lock on the door.

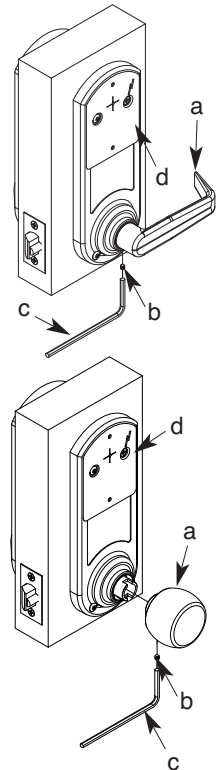


**Warning:** If using a power drill, please be careful not to over-tighten as this could cause damage to the mounting screws and threads.

## F. INSTALLING THE INSIDE LEVER/KNOB

**Note:** Installing levers/knob to the unit assemblies before mounting the unit assemblies may ease initial installation.

**F-1** Insert the inside lever/knob (a) onto the inside unit assembly (d). Secure the inside lever/knob with the 3/16" (5 mm) set screw (b) (supplied) using the Allen wrench (c) (supplied).



## KABA SIMPLEX®/E-PLEX® 5x00 SERIES LIMITED WARRANTY

Kaba Access Control warrants this product to be free from defects in material and workmanship under normal use and service for a period of three (3) years. Kaba Access Control will repair or replace, at our discretion, 5000 Series Locks found by Kaba Access Control analysis to be defective during this period. Our only liability, whether in tort or in contract, under this warranty is to repair or replace products that are returned to Kaba Access Control within the three (3) year warranty period.

This warranty is in lieu of and not in addition to any other warranty or condition, express or implied, including without limitation merchantability, fitness for purpose or absence of latent defects.

**ATTENTION:** This warranty does not cover problems arising out of improper installation, neglect or misuse. All warranties implied or written will be null and void if the lock is not installed properly and /or if any supplied component part is substituted with a foreign part. If the lock is used with a wall bumper, the warranty is null and void. If a doorstop is required, we recommend the use of a floor secured stop.

The environment and conditions of use determine the life of finishes on Kaba Access Control products. Finishes on Kaba Access Control products are subject to change due to wear and environmental corrosion. Kaba Access Control cannot be held responsible for the deterioration of finishes.

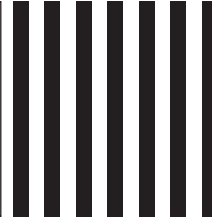
### Authorization to Return Goods

Returned merchandise will not be accepted without prior approval. Approvals and Returned Goods Authorization Numbers (RGA Numbers) for the 5000 Series are available through our Customer Service department in Winston-Salem, NC (800) 849-8324. **The serial number of a lock is required to obtain this RGA Number.** The issuance of an RGA does not imply that a credit or replacement will be issued.

The RGA number must be included on the address label when material is returned to the factory. All component parts including latches and strikes (even if not inoperative) must be included in the package with return. All merchandise must be returned prepaid and properly packaged to the address indicated.

\* Simplex 5000 locks are warranted three (3) years from date of purchase.  
E-Plex 5x00 locks are warranted three (3) years from date of activation.

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 1563 WINSTON-SALEM, NC

POSTAGE WILL BE PAID BY ADDRESSEE

KABA ACCESS CONTROL  
2941 INDIANA AVENUE  
WINSTON-SALEM, NC 27199-3770

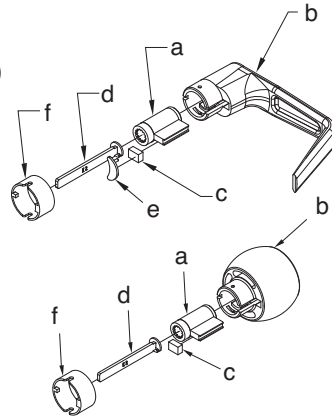




## G. CHANGING KEY-IN-LEVER/KNOB CYLINDER

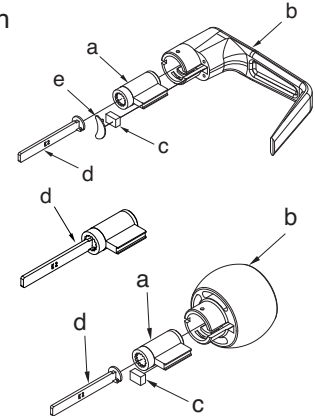
On key-in-lever/knob models of the E-Plex 5000, the outside lever/knob comes preassembled with Kaba's key-in-lever/knob cylinder (Kaba 1599). To use a different key-in-lever/knob cylinder, follow remaining steps in this section.

**G-1** Remove KIL/KIK (key-in-lever/knob) cylinder (a) from the outside lever/knob (b) by removing the outside lever/knob sleeve (f). Remove the cylinder insert (e) (no insert on knobs) and the cylinder retainer (c) using a small flat blade screw driver or small needle nose pliers.



**G-3** Assemble the required tailpiece (d) (supplied) with your KIL/KIK cylinder. **All tailpieces must be installed vertically (with key removed from cylinder) for proper installation.**

**G-4** Insert the KIL/KIK cylinder (a) into the outside lever/knob (b) and secure it with the cylinder retainer (c) and lever insert (e) (no insert on knobs). The KIL/KIK cylinder should be snug and unable to move freely.



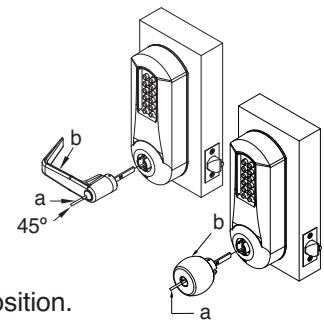
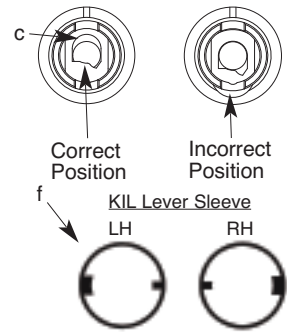
## H. INSTALLING / REMOVING OUTSIDE LEVER/KNOB (Key-In-Lever/Knob models only)


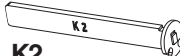
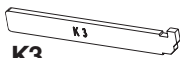


**Note:** Installing lever/knob to the unit assemblies before mounting the unit assemblies may ease initial installation.

**H-1** Make certain the lever catch is up as shown (c). The lever catch should be flush around the outer diameter of the outside driver. Make certain the lever sleeve (f) is rotated to properly mate with the outside lever/knob.

**H-2** Insert one of the supplied keys (a) into the outside lever/knob cylinder (b) and rotate key counterclockwise 45 degrees.

**H-3** Insert the outside lever/knob (b) until it is flush to the outside unit assembly (levers fit closer than knobs). Secure the outside lever/knob by rotating the key clockwise 45 degrees to the horizontal position. Remove key.



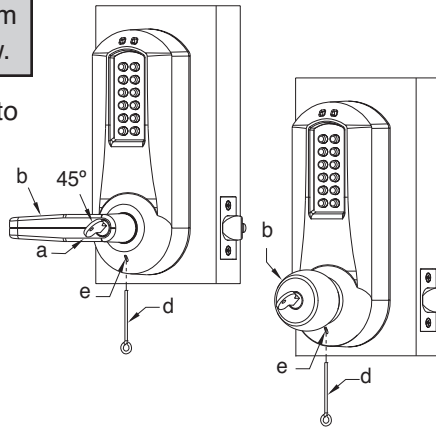
TAILPIECE	KIL/KIK CYLINDER
 <b>K1</b>	Abloy 5277, Abloy 5477, Assa 65691, Kaba 1539, Kaba Gemini 4730
 <b>K2</b>	Assa 65611, Australian: Kaba expert 107K5 & Boyd KC286, Corbin-Russwin 2000-03, Kaba 1599, Schlage 23-001, Schlage Primus 20-760, Kaba Peaks 1099
 <b>K3</b>	Medeco 20W200H1
 <b>K4</b>	Arrow C100, Sargent 10 LINE
 <b>K5</b>	Marks

**G-2** Determine the proper tailpiece from the chart above for your KIL/KIK cylinder.

**You must use a Kaba tailpiece. The K 2 tailpiece is preassembled with the Kaba 1599.**

**Note:** To remove the outside lever/knob from the outside unit assembly, follow step below.

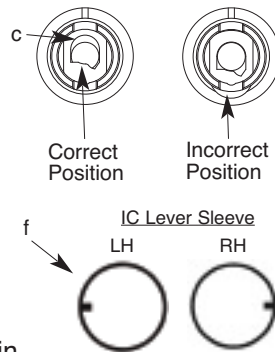
- H-4** Insert one of the (supplied) keys (a) into the outside lever/knob (b) and rotate it counterclockwise 45 degrees. Insert release tool (d) into the small hole (e) under lever/knob as shown. Gently push lever catch up until it clicks. Remove tool (d), then remove outside lever/knob (b).



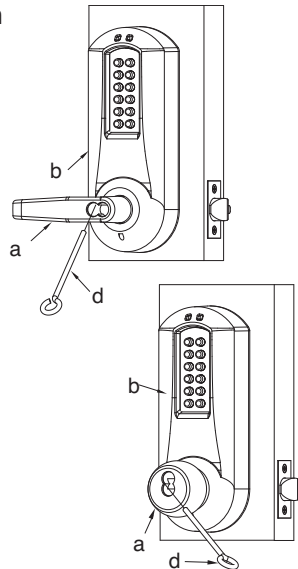
## I. INSTALLING/REMOVING OUTSIDE LEVER/KNOB (Interchangeable/Removable Core Models)

**Note:** Installing lever/knob to the unit assemblies before mounting the unit assemblies may ease initial installation.

- I-1** Make certain the lever catch is up as shown in the image (c). The lever catch should be flush around the entire diameter of the outside driver. Make certain the lever sleeve (f) is rotated to properly mate with the outside lever.



- I-2** Insert the outside lever/knob (a) until it is flush to the outside unit assembly (b) (levers fit closer than knobs). To secure the outside lever/knob, insert the release tool (d) (or screwdriver) into the outside lever/knob as shown, and slide the lever catch down until it clicks. Make certain lever/knob is locked on.

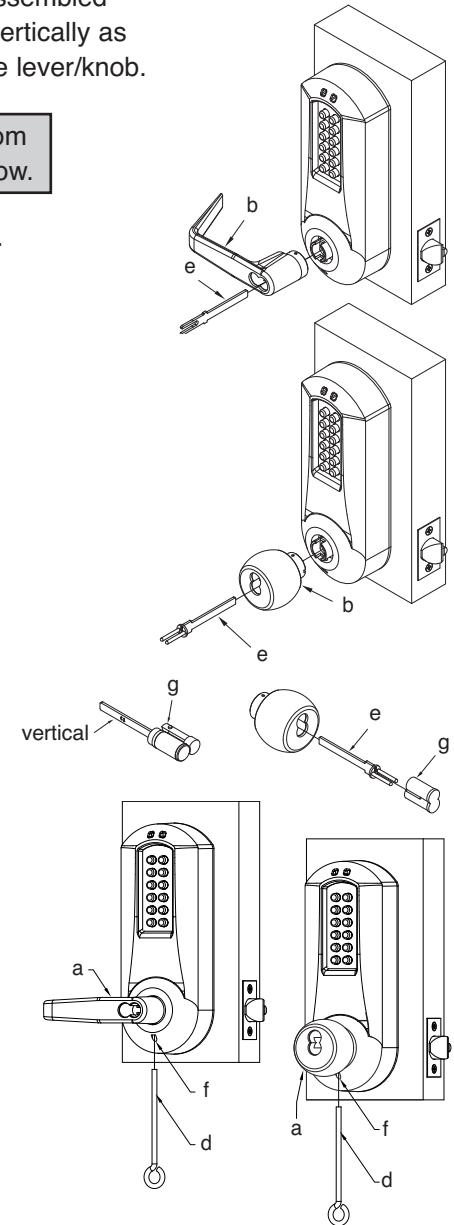


- I-3** Insert the supplied tailpiece (e) vertically into the outside lever/knob (b) as shown. Make certain that you rotate the tailpiece so it will align with the interchangeable core. For screw cap type cylinders (Schlage) (g), the tailpiece must be assembled to the cylinder first with the tailpiece vertically as shown. Insert the core into the outside lever/knob.

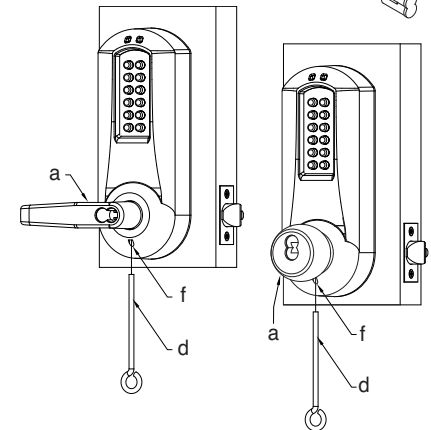
**Note:** To remove the outside lever/knob from the outside unit assembly, follow steps below.

- I-4** Remove the interchangeable core (g). Then remove the tailpiece (e).

**Note:** You may want to use needle nose pliers for some tailpieces.



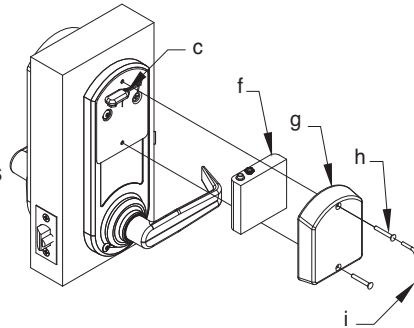
- I-5** Insert the release tool (d) into the small hole (f) under lever/knob as shown. Gently push lever catch up until it clicks. Remove tool (d), then remove outside lever/knob (a).





## J. INSTALLING THE BATTERY PACK AND COVER / CHANGING BATTERIES

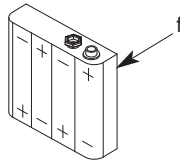
**J-1** To install the battery pack (f) and cover (g), snap the cable connector (c) onto the top of the battery pack. Then place the battery pack into the cover, terminals at the top. Put the two security screws (h) into the cover and fasten the cover to the inside housing with the security screw tool (i).



**Caution:** Over-tightening these screws could strip the threads in the housing or crack the cover.

**Warning:** If the lock goes without power for more than 2 minutes, you will lose the lock's current date and time only. If this happens, program the lock with current date and time. Refer to Operations Manual.

**J-2** To change batteries remove the two screws (h) from the battery cover (g) fastened to the top of the inside housing using the security screw tool (i) provided with your lock.



**J-3** Remove the four depleted batteries and install four new Alkaline (**only**) AA batteries. **Ensure that each battery is installed in the proper direction as shown at each battery location in the battery holder (f).**

**Warning:** Do not install a 9V battery. This EPLEX lock operates on 4 alkaline **only** AA batteries (6V). A 9V will ruin the electronics in the lock and void the warranty.

**J-4** Reconnect the battery cable. Place the battery holder into the cover. Screw the back cover onto the inside housing, and ensure that the cable is not trapped under the edge of the cover.

**Caution:** Over-tightening these screws could strip the threads in the housing or crack the cover.

## K. TESTING THE OPERATION OF THE LOCK

**K-1** Rotate inside lever/knob and hold. Ensure that the latch is fully retracted and flush with the latch faceplate. Release the inside lever/knob; the latch should be fully extended.

**K-2** Enter the factory-set combination: 1,2,3,4,5,6,7,8. You should see a green light and hear a high pitched tone as you push each button. When the lock opens, you will briefly hear the sound of an electronic motor. If 1-2-3-4-5-6-7-8 does not seem to work, please follow the steps to perform a hard reset by following the procedure in section L.

**K-3** Rotate outside lever/knob and hold. Ensure that the latch is fully retracted and flush with the latch faceplate. Release the outside lever/knob; the latch should be fully extended. When the lock re-locks, you will again hear the motor.

**K-4** Insert key into the outside lever/knob. Rotate key counterclockwise to stop position and hold. Ensure that the latch is fully retracted and flush with the latch faceplate. Rotate key clockwise to horizontal position and remove key. The latch should be fully extended.

**Note:** Refer to the Operating Manual to set up lock operation.

## L. RESET FUNCTION

**Warning:** When the lock is reset, all existing authorization and access codes are deleted, and the lock is configured to the factory default lock settings. The master code becomes 1,2,3,4,5,6,7,8.

**If the Master Code is lost or forgotten and the number has not been recorded, the lock can be reset to the factory defaults by following this procedure:**

- 1) Insert key and turn to "open" position and hold.
- 2) Within five seconds, push "#" button on lock and then release the key.
- 3) Red and green lights should begin flashing.
- 4) Input 1-2-3-4-5-6-7-8-# at lock within 10 seconds.
- 5) You should hear sound of lock resetting and a high pitch tone.
- 6) Green light flashes. Lock is reset to factory mode. (1,2,3,4,5,6,7,8)

**Note:** For security reasons, all existing audit events are not deleted.

The lock is now set to the factory-configured setup with the default factory master code, 1,2,3,4,5,6,7,8. **Important:** Before you can program the lock you must first enter a new 8 digit master code of your choice.

For example, if your new code is 1,3,5,7,2,4,6,8, the correct buttons to press in the exact order are:

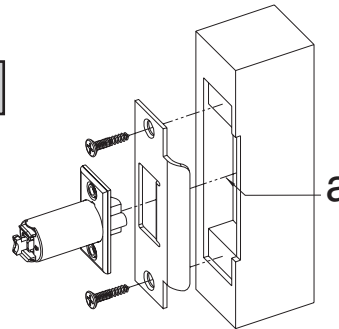
#1,2,3,4,5,6,7,8,#,0,0,0,#,1,3,5,7,2,4,6,8,#,1,3,5,7,2,4,6,8,#,#  
 To determine if you have successfully changed your master code, enter 1,3,5,7,2,4,6,8, and the lock should open. Now try the factory master code, 1,2,3,4,5,6,7,8, and the lock should not open.

Refer to the included **Operations Manual** for further programming instructions.

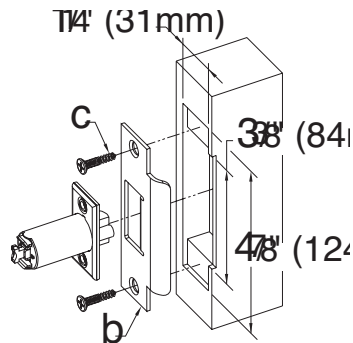
## M. INSTALLING THE STRIKE

**Note:** The latch and strike provided must be used.

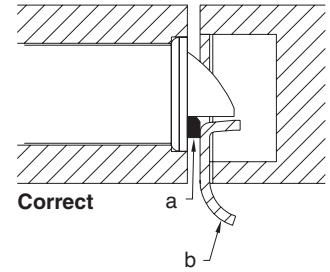
**M-1** Mark location of strike on the door frame, making certain that the strike opening is aligned (a) with latch bolt.



**M-2** Mortise doorframe for strike  $\frac{3}{32}$ " (3 mm) deep minimum to dimensions shown. Secure strike (b) to the door frame using two 1" (25 mm) combination screws (c) (supplied).

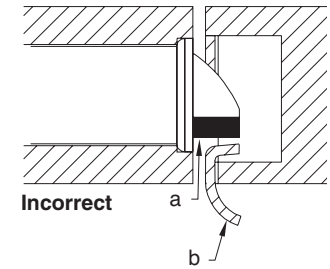


**Caution:** Check the operation of the latch by making sure that the deadlatch (a) stops against the strike (b) as shown and does not slide into the strike opening when the door is closed. If that situation occurs, then a total lockout may occur. This will void our warranty of the complete lock mechanism. If necessary, correct the door over-travel by using the rubber bumpers as described in Section N (Installing Rubber Bumpers).

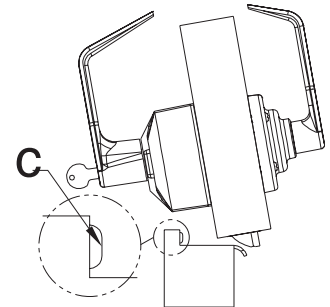


## N. INSTALLING RUBBER BUMPERS

**N-1** Close the door and apply pressure making sure the deadlatch (a) rests on the strike plate (b) as shown. Standing on the frame (door stop) side of the door, check for gaps between the door and the frame on the three sides of the frame (left, right, and top).



**N-2** Mark locations where the gaps are approximately  $\frac{3}{16}$ " (5 mm). Make sure these locations are free from grease and dust. Peel the bumpers (c) (supplied) from their protective backing without touching the adhesive surface and stick them on the marked locations.



**Note:** Allow 24 hours for adhesive to set before testing. The door may be operated normally during this time.



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[www.kabaaccess.com](http://www.kabaaccess.com)

[www.e-plexlock.com](http://www.e-plexlock.com)

PKG2992 1206