

The following instructions are applicable for the BL3100 single sided or BL3100 KO/DKO single sided with key override/dead bolt key override

1. Remove the 2 Allen head screws located at the top and bottom of the inside handle. These hold the keypad and inside handle on the lock body.
2. Reposition the blue coloured handing screw on the back of inside handle so it will rotate in the opposite direction as per **fig.1** below. From the outside of the gate the screw position will need to be position **A** if it is right hand hung or position **B** if it is left hand hung.
3. Re-fit the keypad and inside handle so they are now on opposite sides, ensuring that the flat part of the spindle is facing up and down or at the 12 and 6 o'clock position as per **fig.2** below.

Please note the BL3100 KO/DKO model comes with a split spindle arrangement and both spindles are to be positioned the same on both sides.

4. Remove the two small screws located either side of the latch bolt; this will allow it to be rotated so that the chamfer is facing the opposite way. Once in the correct position the screws can be refitted.

Please note the screws located either side of the latch bolt are bonded into position to avoid them working loose. Removal of these screws may require some heat to loosen. It is recommended that the screws are refitted with Loctite or medium strength glue on the thread to prevent them from working loose.

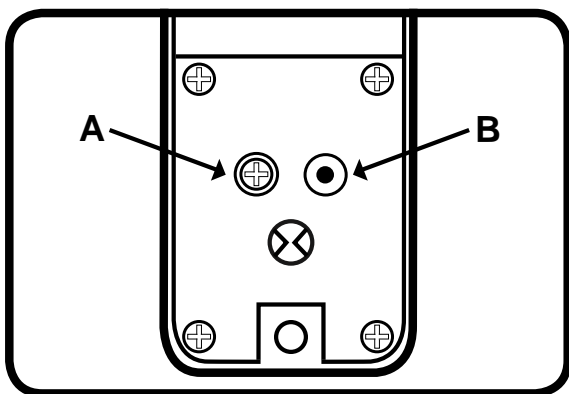


Fig.1

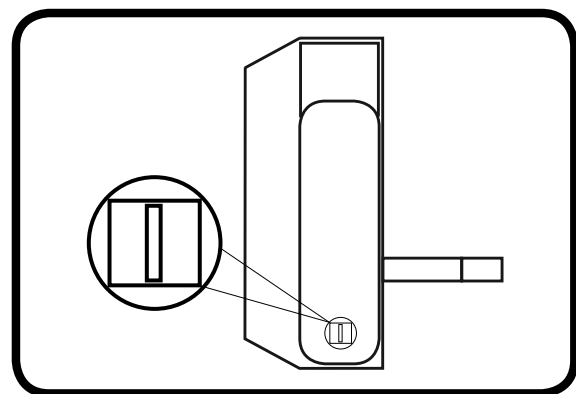


Fig.2