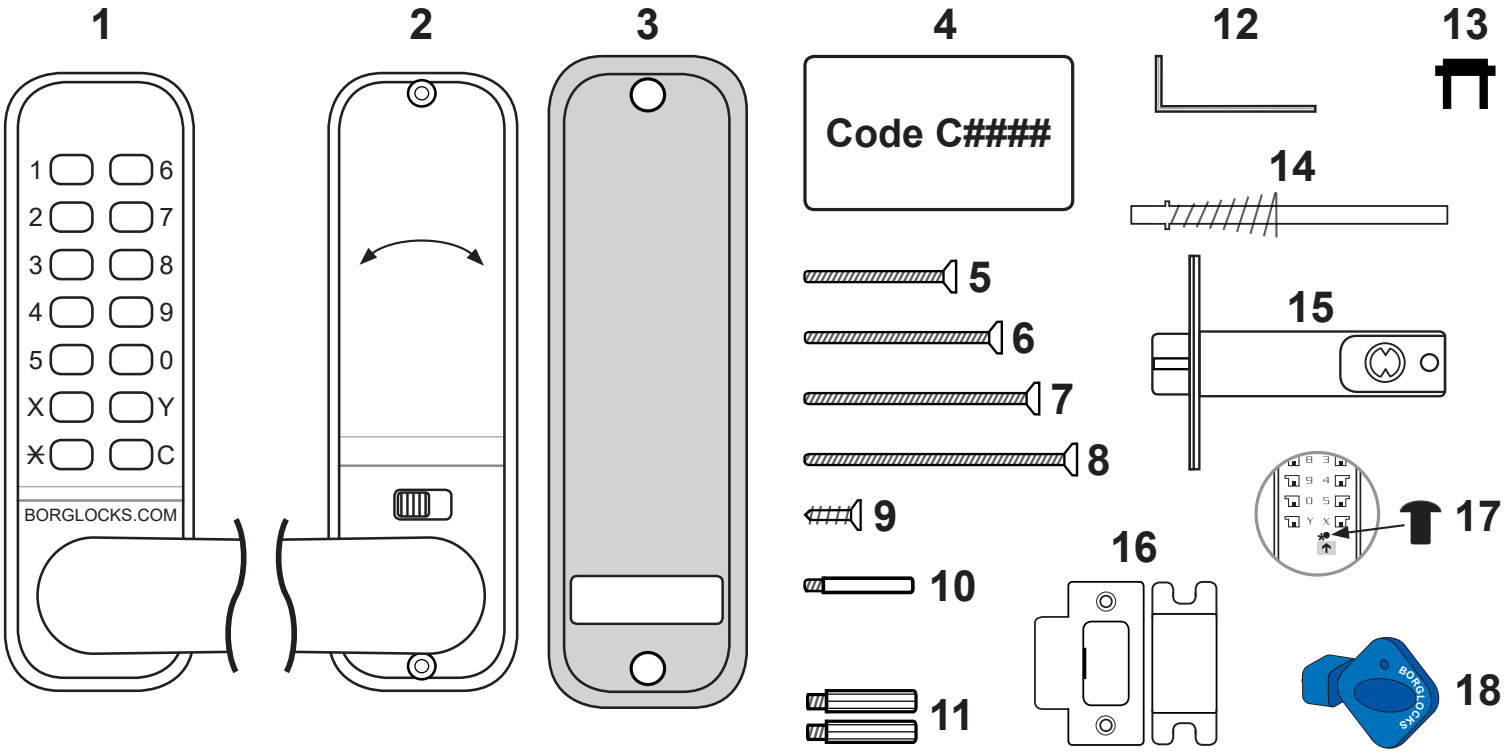
Parts List & Contents



Part No.	Description	Model (Contents supplied with unit) BL2401 ECP	BL4401 ECP
1	Keypad	•	•
2	Inside handle	•	•
3	Gaskets (Pair)	•	•
4	Code Card	•	•
5	35mm Machine Screw (Pair)	•	•
6	50mm Machine Screws (Pair)	•	•
7	60mm Machine Screws (Pair)		•
8	80mm Machine Screws (Pair)		•
9	Wood Screws (x4)	•	•
10	Latch Support Post	•	•
11	Hexagon Fixing Posts (Pair)	•	•
12	Hex Key	•	•
13	Holdback Snib Blank	•	•
14	108mm Sprung Spindle	•	•
15	Tubular Latch (60mm Backset Standard)	•	•
16	Strike Plate & Box Keep (To Suit Tubular Latch)	•	•
17	Deactivating on door code change plug	•	•
18	Code Change key	•	•

Preparation

Please check that all the parts are working correctly. Enter the factory preset code on the code card (**Part No.4**) and rotate the keypad (**Part No.1**) lever handle. When the correct code is entered the lever handle will rotate and the spindle follower at the back of the keypad will also rotate.

Please note: whilst the handle may turn, the spindle follower on the back of the keypad will not rotate until the correct code has been entered, this is designed to prevent misuse/abuse.

Rotate the inside handle (**Part No.2**) lever downwards, this will turn and spring back to its horizontal position. With the inside handle lever rotated a full 90º downwards the holdback snib can be pushed across to hold the handle in the rotated position.

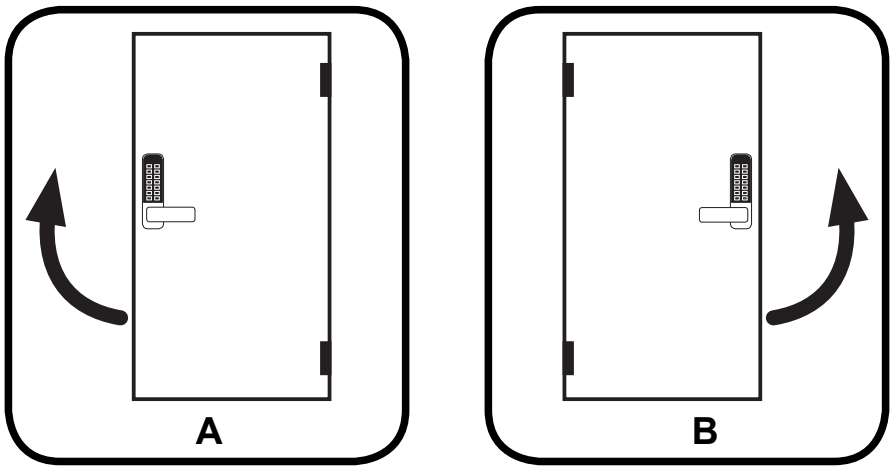
Check that the latch bolt on the tubular latch **(Part No.15)** moves in/out freely by pressing the latchbolt at the end, and also turning the spindle **(Part No.14)** in the hour glassed shaped follower on the tubular latch.

DETERMINING THE HAND OF THE DOOR/GATE

Many of the installation instructions refer to the handing of the door. The hand of the door is determined with the door in its closed position from the exterior or keypad side of the door.

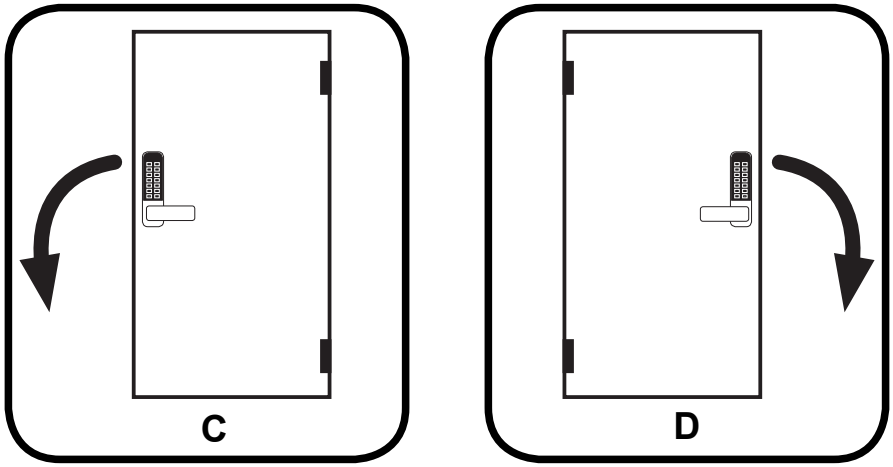
A) Right hand door – door opens inward (push), hinged on the right side.

B) Left hand door – door opens inward (push), hinged on the left side.



C) Right hand outward opening – door opens outward (pull), hinged on the right side.

D) Left hand outward opening – door opens outward (pull), hinged on the left side



Preparation

CHANGING THE HANDING OF THE UNIT

All units come preset right hand, unless left hand has been specifically ordered.

Keypad (Part No.1)

To change the handing on the keypad, remove the grey grommet located on the neck of the handle. As per **Fig.1** below, using the hex key (**Part No.12**) remove the grub screw underneath, this will allow the lever to come off from the handle holder and placed in the opposite direction. Now facing the correct direction the grub screw and grommet can be replaced.

Please note: If the handle is stiff to turn or does not return under its own spring pressure, the grub screw may be too tight and need loosening 1/4 turn.

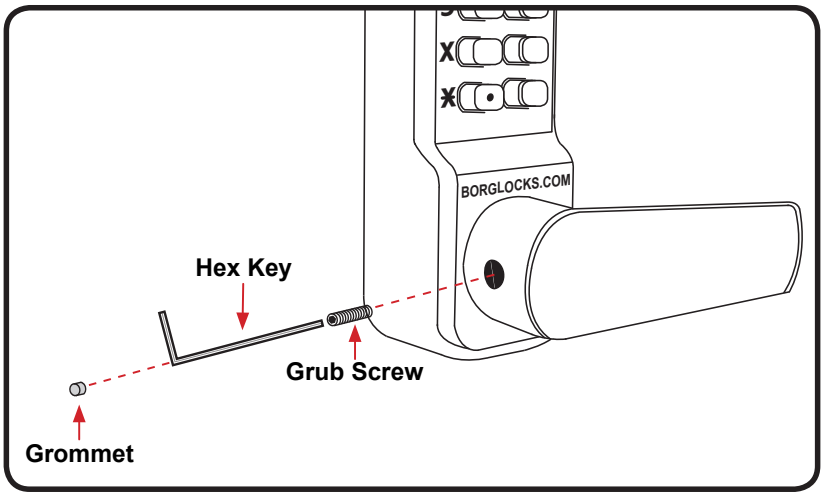


Fig.1

Inside Handle (Part No.2)

To change the handing on the inside handle (**Part No.2**), remove the grey grommet located on the neck of the handle. As per **Fig.2** below, using the hex key (**Part No.12**) remove the grub screw underneath, this will allow the lever to come off from the handle holder and placed in the opposite direction. Now facing the correct direction the grub screw and grommet can be replaced.

With the handle facing the opposite direction, the blue handing screw will need to be repositioned from hole **A** to hole **B** as per **Fig.3** below.

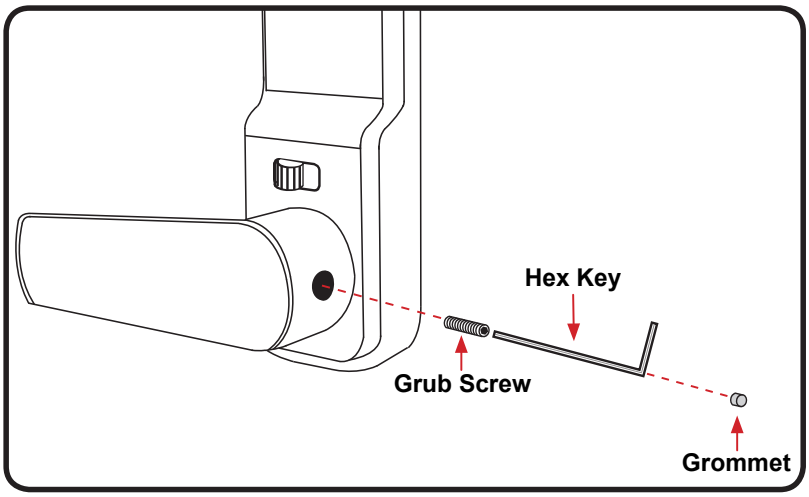


Fig.2

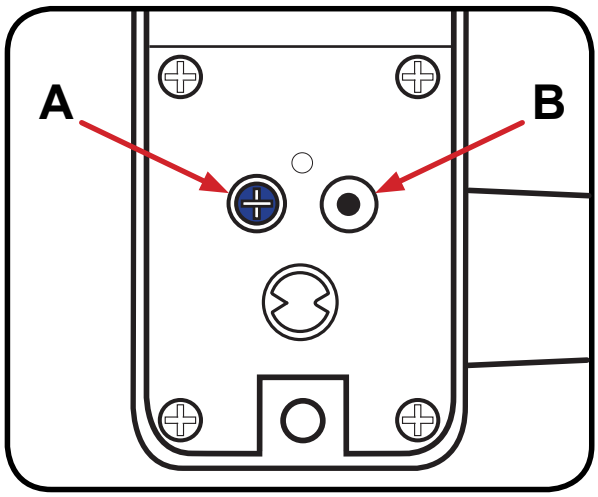


Fig.3

Installation

APPLY THE DRILLING TEMPLATE, DRILLING THE DOOR/GATE & FITTING THE TUBULAR LATCH

Please note the drilling template is only a guide. Tape the template to the door/gate using the backset line for backset latch that has been supplied with the unit as per **Fig.4** below. When the template is in the correct position, mark all 3 x 8mm holes and 1 x 13mm. All 4 holes will need to be drilled through the door. The 8mm hole next to the 13mm hole is to accommodate the latch support post (**Part No.10**).

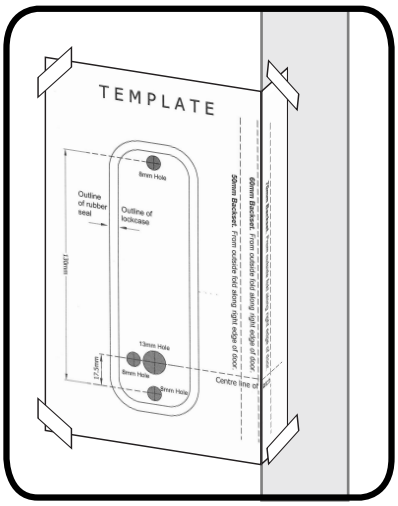


Fig.4

<u>50mm Backset Latch (Part No.15)</u>
Where the 'centre line of latch' is marked on the template, mark in the centre on the opening edge of the door and drill a 25mm wide and 72mm deep hole in the edge of the door for the barrel of the latch.

<u>60mm Backset Latch (Part No.15)</u>
Where the 'centre line of latch' is marked on the template, mark in the centre on the opening edge of the door and drill a 25mm wide and 82mm deep hole in the edge of the door for the barrel of the latch.

<u>70mm Backset Latch (Part No.15)</u>
Where the 'centre line of latch' is marked on the template, mark in the centre on the opening edge of the door and drill a 25mm wide and 92mm deep hole in the edge of the door for the barrel of the latch.

With the hole for the barrel of the latch drilled, Insert the barrel of the latch into the hole and draw around the rectangular face plate of the latch as per **Fig.5** below. With the face plate marked, remove the latch and with a sharp chisel, remove 3mm of material from the door so that the face plate of the latch sits flush with the door edge. With the latch positioned in the door, mark the centre of the screw holes and pilot using a 2.5mm drill - it can now be secured using two of the woods screws (**Part No.9**) via the two screw holes in the face plate of the latch.

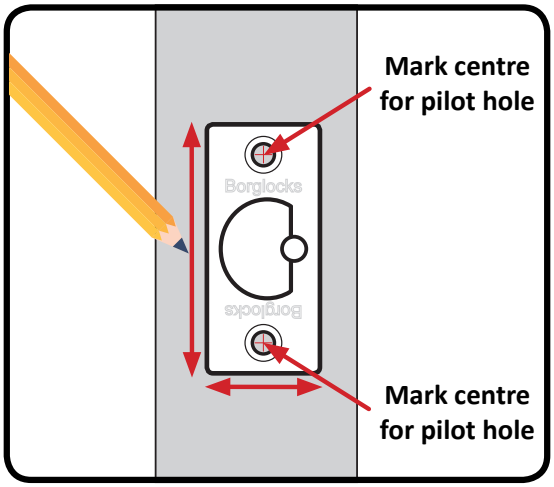


Fig.5

Installation

FITTING THE HEXAGON FIXING POSTS (PART NO.11)

Screw both of the hexagonal fixing posts (**Part No.11**) into threaded holes A and B, as shown in **Fig.6** below.

Please Note: Do not over tighten the hexagonal support posts as this may strip the thread on either the post itself or the thread in the back of the keypad.

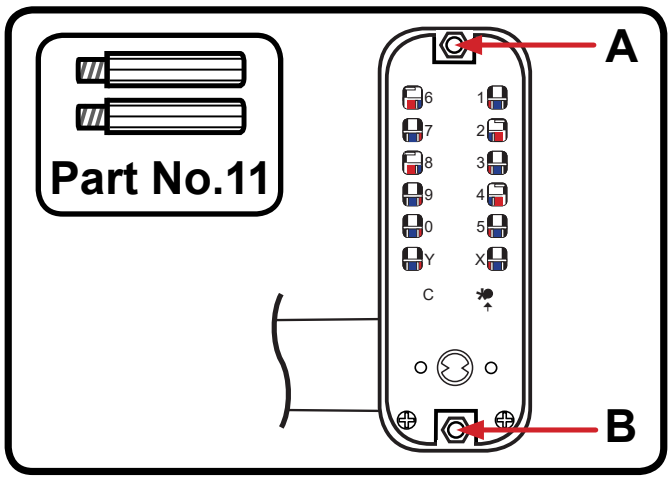


Fig.6

CUTTING SPINDLE BAR & FIXING SCREWS

BL2401 ECP Model

The spindle bar (**Part No.14**) and machine screws (**Part No.5/6**) are designed to suit door thicknesses up to 60mm by standard.

The spindle bar will need to cut to size depending on the door thickness. The suggested spindle bar length is calculated by the door thickness, plus an additional 34mm to go into the back of the keypad and inside handle. If for instance the door is 40mm thick, the overall length of the spindle bar would be 74mm. When cutting the spindle it is suggested that the longer side which goes into the inside handle is cut and **not the keypad side** See **Fig.7** below. **Please note: Measure twice, cut once.**

The machine screws (**Part No.5**) are to be used on door thickness' 30-45mm and (**Part No.6**) for 45-60mm.

BL4401 ECP Model

The spindle bar (**Part No.14**) and machine screws (**Part No.5/6/7/8**) are designed to suit door thicknesses up to 85mm by standard.

The spindle bar will need to cut to size depending on the door/gate thickness. The suggested spindle bar length is calculated by the door/gate thickness, plus an additional 34mm to go into the back of the keypad and inside handle. If for instance the door/gate is 40mm thick, the overall length of the spindle bar would be 74mm. When cutting the spindle it is suggested that the longer side which goes into the inside handle is cut and **not the keypad side** See **Fig.7** below. **Please note: Measure twice, cut once.**

The machine screws (**Part No.5**) are to be used on door thickness' 30-45mm, (**Part No.6**) for 45-60mm, (**Part No.7**) for 60-75mm and (**Part No.8**) for 75-85mm.

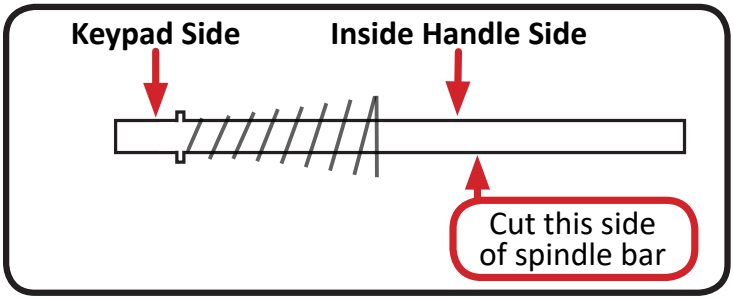


Fig.7

Installation

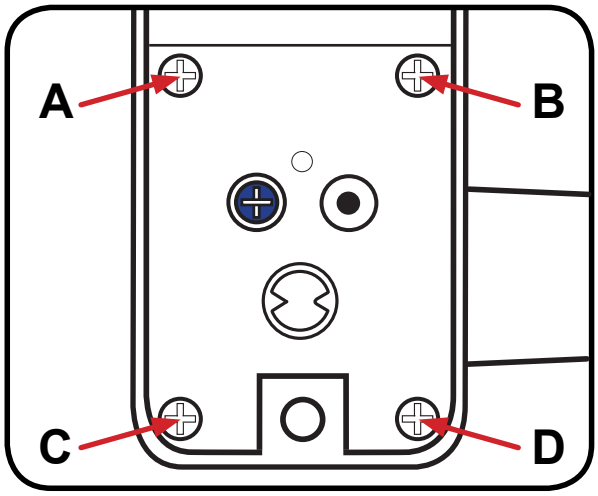


Fig.8

REMOVING THE HOLDBACK FUNCTION (OPTIONAL)

If you do not require the holdback function, on the inside handle **(holdback models model only)** this feature can be removed.

On the back of the inside handle **(Part No.2)**, unscrew all of the screws as shown on points **A**, **B**, **C** and **D** on **Fig.8**.

With the 4 screws removed, the cover plate can now be lifted out of position, this will reveal the holdback snib, which has a small spring and ball bearing attached. Remove the holdback snib, spring and ball bearing and place the holdback snib blank **(Part No.13)** in the void.

With the holdback snib blank fitted, the cover plate can now be refitted and the 4 screws can be replaced.

FITTING THE LATCH SUPPORT POST (PART NO.10) OPTIONAL

Fitting the latch support post is optional and only necessary when the unit is being fitted onto a hollow metal/wooden door. If the latch support post **(Part No.10)** is being fitted, screw into hole **A** for a right hand hung door or **B** for a left hand hung door as per **Fig.9**.

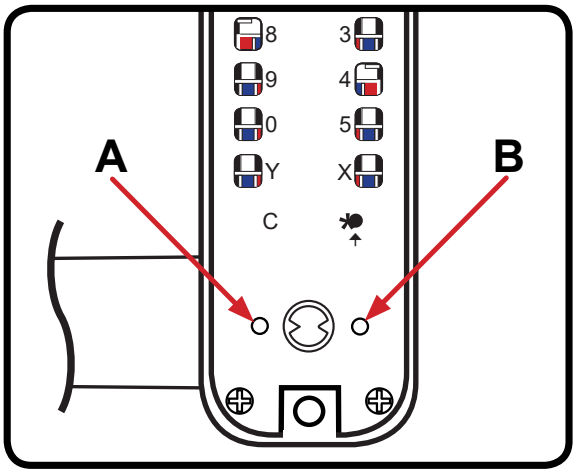


Fig.9

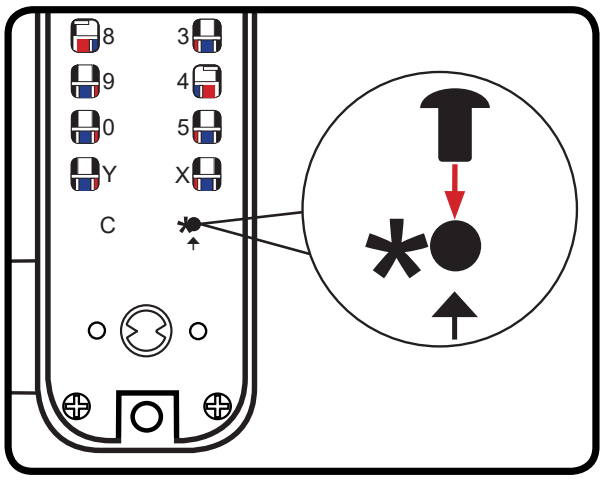


Fig.10

DEACTIVATING ON THE DOOR CODE CHANGE (OPTIONAL)

In the event where it is known the code will never need to be changed on the door, the deactivating on door code change plug **(Part No.17)** can be fitted prior to the unit being fitted to the door.

On the back of the keypad behind the ✱ button you will see a hole with a indicating arrow.

Using the on door code change deactivation plug **(Part No.17)**, insert into the hole with the indicating arrow. Ensuring that the dome part facing upwards as per **Fig.10**.

Please note that if the on door code change deactivation plug is fitted and the unit is fitted to the door, the code will not be able to be changed on the door. If at a later date the on the door code change function is required, the unit will need to be removed from the door and the on door code change deactivation plug removed.

Installation

POSITIONING THE SPRUNG SPINDLE (PART NO.14)

From the outside (keypad side) of the door, put the longer end of the sprung spindle **(Part No.14)** through the 13mm hole in the door and through the tubular latch (**Part No.15**). Depending on the handing of the door, the spindle will need to be positioned one of 2 ways as per **Fig.11** below. The spindle always wants to be angled towards the top opening edge of the door.

When all parts have been installed, the spring will sit against the side of the latch - keeping the spindle firmly engaged in the back of the keypad and prevent it from slipping out of position.

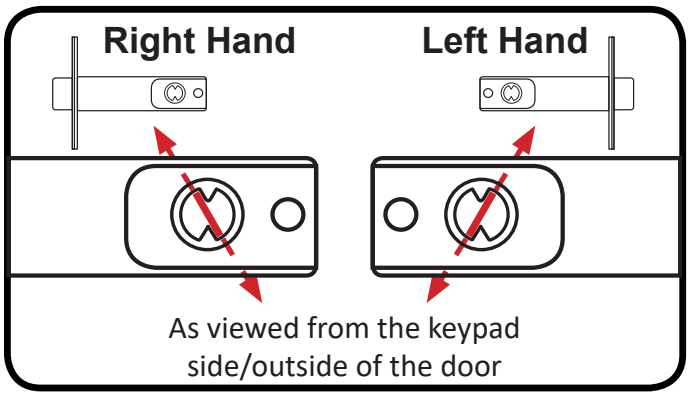


Fig.11

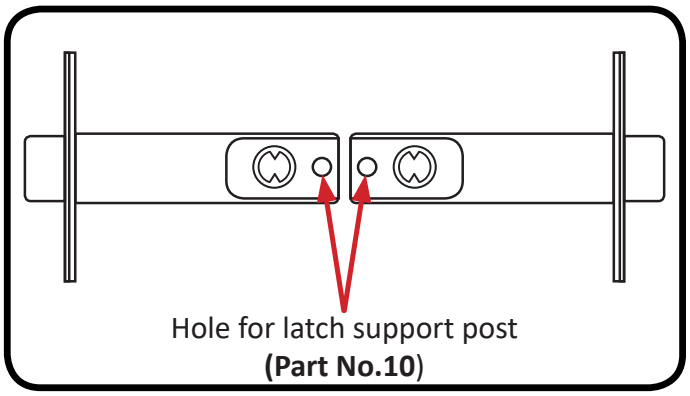


Fig.12

FITTING KEYPAD, GASKETS & INSIDE HANDLE

Place one of the gaskets (**Part No.3**) around the back of the keypad (**Part No.1**). Place the remaining gasket (**Part No.3**) around the inside handle (**Part No.2**) - ensure that the spindle follower on the back of the keypad and inside are visible through the rectangular cutout in the gasket.

Ensure the spindle is angled towards the top edge opening of the door (**As per Fig.11 above**) and place the keypad (**Part No.1**) with hexagon posts fitted (**Part No.11**) into the top and bottom holes drilled in the door. If the latch support post (**Part No.10**) has been fitted this will pass through the hole in the back end of the latch as per **Fig.12** above.

Align the inside handle (**Part No.2**) with the holes drilled in the door and secure into position using a pair of the machine screws (**Part No. 5/6/7/8).** See fitting illustration **Fig.13** below.

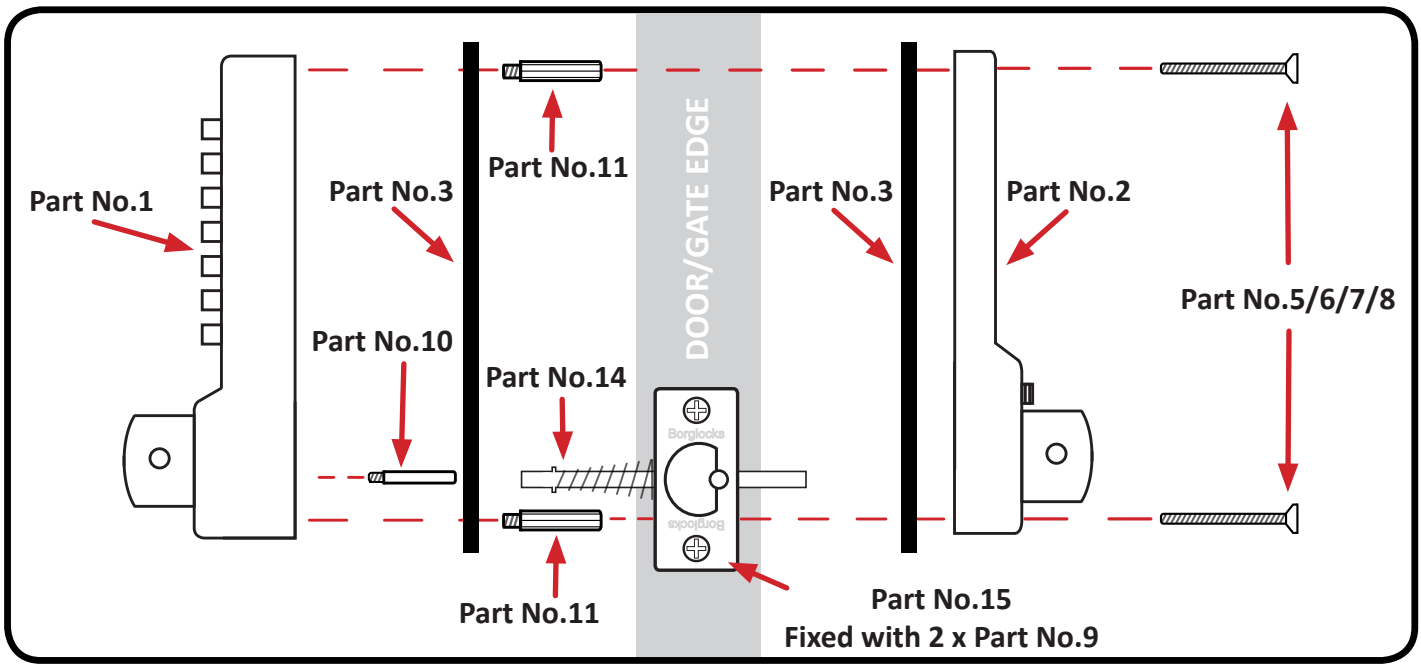


Fig.13

Installation

FITTING THE STRIKE PLATE & BOX KEEP (PART NO.16)

Push the door/gate to the closed position and mark the area on the frame of the door where the strike plate & box keep (**Part No.16**) would need to be fitted.

Mark the outline for the box keep as per **Fig.14** with 6 x 12mm holes. Drill the holes 13mm deep into the frame and remove the excess material with a sharp chisel.

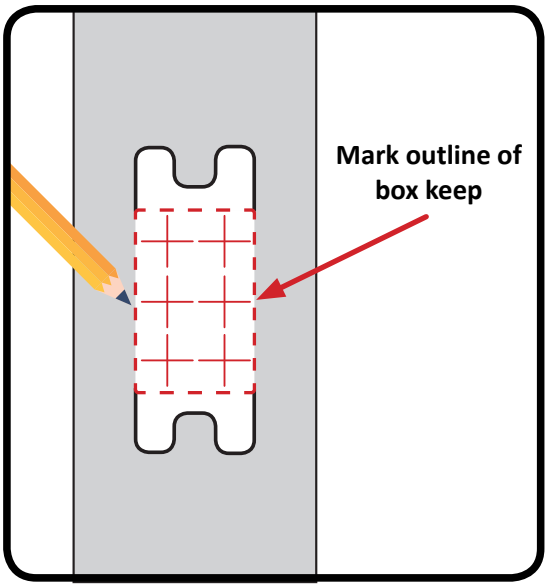


Fig.14

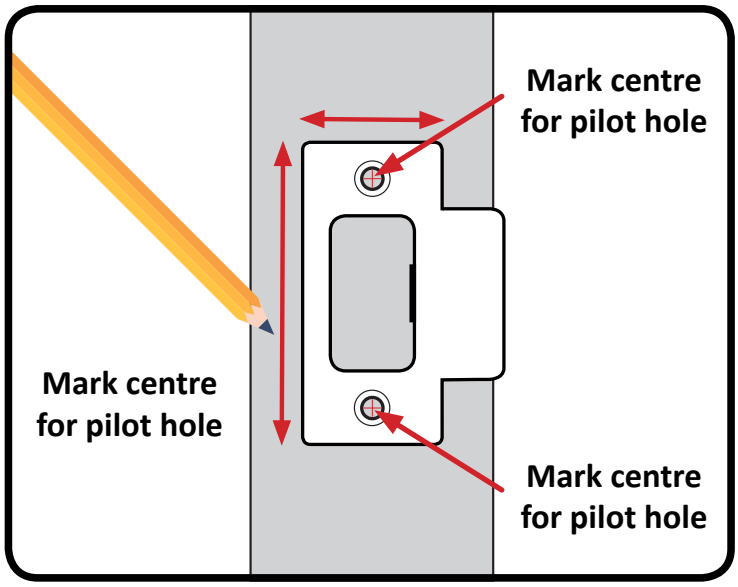


Fig.15

With the hole made for the box keep, now place the strike plate over the centre of the hole and mark the outline strike plate and centre of the 2 fixing holes (**As per Fig.15**).

Using a 2.5mm drill tip, pilot the 2 pilot holes and with a sharp chisel, remove 1mm of material from the door so that the strike plate sits flush in the frame. With all parts drilled/chiseled out, push the box keep into the hole and place the strike plate over the top - secure both halves into the frame using two of the wood screws (**Part No.9**) as per **Fig.16** below.

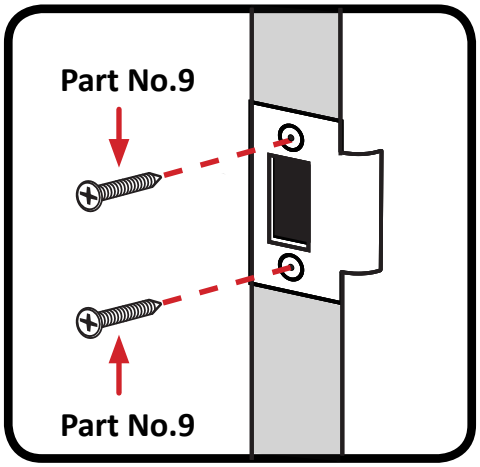


Fig.16

With all parts installed, check that after entering the correct code into the keypad the latchbolt is retracting. Also check that the inside handle is retracting - if all parts are working correctly the door/gate can be closed and the latchbolt should fall into the hole of the strike plate.

If the operation of the lock is excessively stiff in the closed position when turning the keypad or inside handle, the strike plate and box keep positioning may need adjusted.

Code Change Instructions

The code can be changed with the unit fitted on/off the door/gate. The unit is non sequential, therefore if the code is set to C1234, the keypad will open if entered C4321, C3214 etc..There are over 4000 different code combinations available.

Please note: whilst the keypad lever handle will turn, the spindle follower on the back of the keypad will not rotate until the correct code has been entered, this is designed to prevent misuse/abuse.

The code should be changed with the door/gate in the open position.

To change the code you will need to know what the keypad is currently set to and have the code change key.

1. Enter existing code

2. Using the code change key (**Part No.18**) insert into the hole in the ✱ button.

Fully press and hold the code change key (until step 5) as per Fig.17 below.

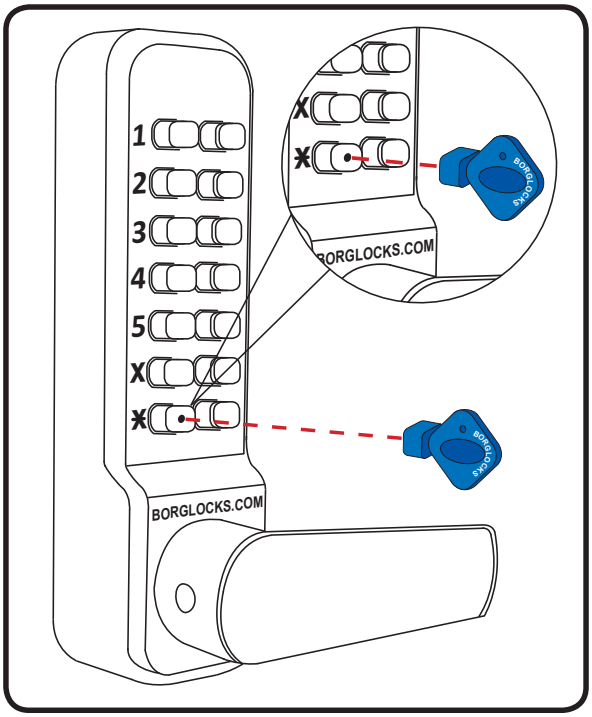


Fig.17

3. Press **'C'** button to clear the existing code.

4. Press the digits that are to be in the new code. Once the new code has been entered, press all the digits in the code once again to ensure that all the digits in the code are set.

5. Release the code change key from hole in the ✱ button.

6. Press '**C**' button or rotate the lever handle to set the new code.

7. The new code is now set and ready for use.

8. Check that the code is working 5 times and that it is withdrawing the latchbolt before closing the door/gate.

Please note: If a new code has been set and it does not work, the 'C' button has not been pressed when clearing the old code and before inputting the new code; therefore the code will be a combination of the new and old code i.e. if the old code was 1234 and the new code is 6789 the code actually set if 1234-6789. Input both the old and new code and follow the code change from step 2.

If the code has been changed and the keypad lever handle is free turning and retracting the latchbolt, the new code has not been set and no code is currently set - follow the code change from step 2.

Identify Lost Code

In the event of a code that has been lost or forgotten the unit will need to be removed from the door. From the inside handle remove the machine screws located at the top and bottom.

Please Note: When removing the 2 screws, hold the keypad or it may fall on the floor and possibly get damaged.

1. With both halves removed from the door, turn the keypad over and you will see that there is 12 portholes which correlate with the buttons on the keypad - through these holes you will see a series of blue and red lines.

2. Press the 'C' button to reset any buttons which may have been pressed.

3. To identify the code the keypad has been set to, you are looking for the red lines which are closest to the centre of the portholes.

4. As per **Fig.18** below, you will see that the red lines on digits 2, 4, 6 and 8 are closest to the centre of the porthole and is therefore the code. All the other holes will show a blue line - these are not in the code.

Once all the coded buttons have been pressed all 12 portholes will have a blue lines in the centre.

5. There is no sequence to the code so as long as all the buttons in the code are pressed the handle will rotate.

6. Once you have identified the correct code of the unit, make a note of the code. If required the code can either be changed either on/off the door following the code change instructions on page 9.

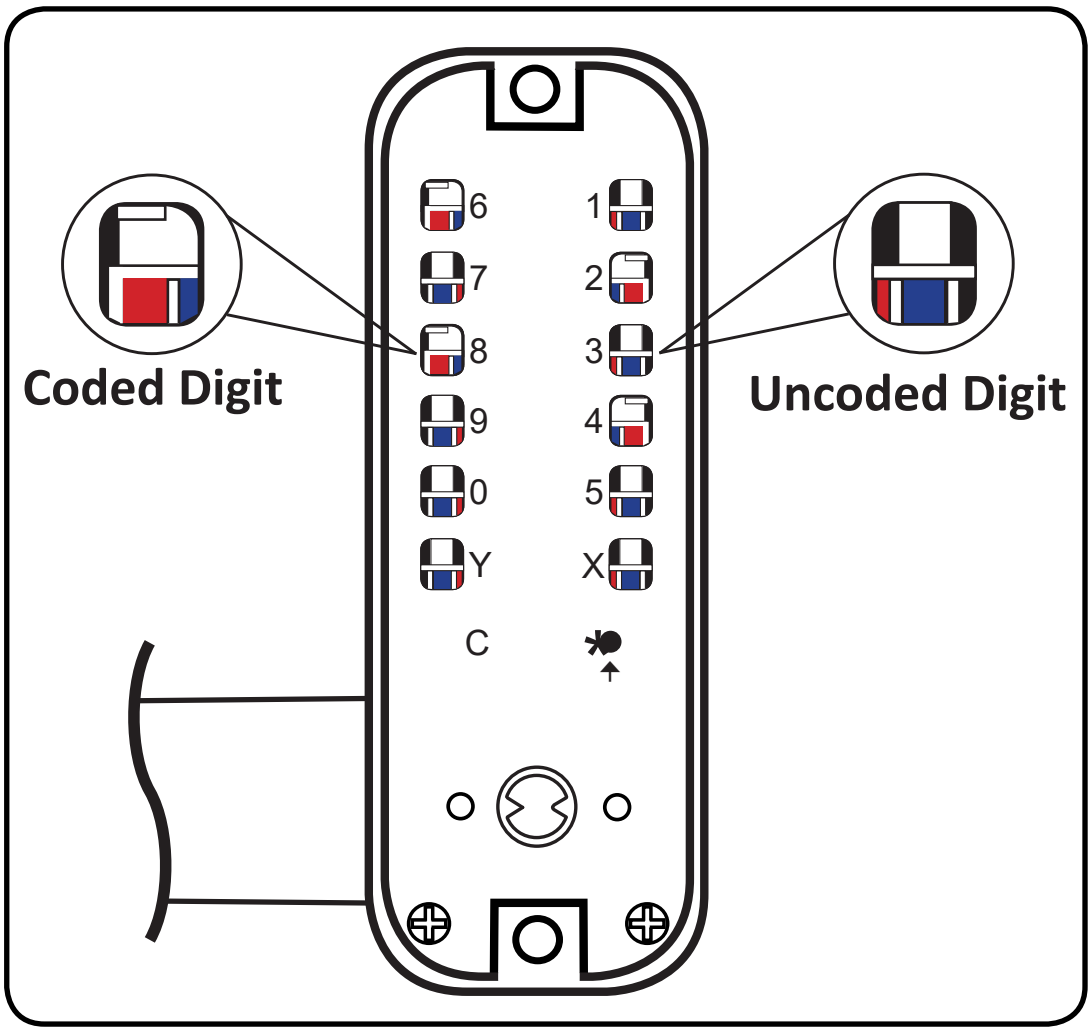


Fig.18

Operating & General Use Maintenance Instructions

OPERATING THE KEYPAD WITH THE CODE

When operating the keypad using the code, the 'C' button is to be pressed before entering the code. Pressing the 'C' button ensures that the coding chamber is clear of any buttons that may have accidentally been pressed.

1. Press the 'C' button to clear any pressed buttons.

2. Enter the code.

3. Pull the handle down, the door/gate can be pushed/pulled to open.

4. The handle can be released and the unit will reset. The door/gate can be closed and the unit will be locked from the keypad side.

OPERATING THE INSIDE HANDLE & HOLDBACK FUNCTION

The inside handle is simply turned downwards to retract the latch. To operate the holdback function the handle will need to rotated a full 90° downwards to slide the holdback snib across. This allows the user to pass through the door with the need to put the code each time.

Setting the holdback function - Left Hand
Rotate the knob clockwise and when the latchbolt is fully retracted, slide the holdback snib to the left. This will hold the handle in the rotated position and the latch retracted. To disengage the holdback function, apply as small amount of pressure to the lever handle and slide the snib to the right.

Setting the holdback function - Right Hand
Rotate the knob counter-clockwise and when the latchbolt is fully retracted, slide the holdback snib to the right. This will hold the handle in the rotated position and the latch retracted. To disengage the holdback function, apply as small amount of pressure to the lever handle and slide the snib to the left.

MAINTENANCE INSTRUCTIONS (BL4401 ECP MODEL ONLY)

Monthly Maintenance

Clean the surface of the keypad and all of the exposed elements of the latch assembly with a light spray application of a silicon based lubricant such as GT85 or other. Remove any excess with soft cloth.

Do not use oil based lubricants such as WD40. Oil based products will attract dirt. A Silicon based lubricant will also help to displace water away from the internal mechanisms.

Annual Maintenance

1. Remove the lock from the door/locking assembly.

2. Spray the inside of the lock with GT85 or other silicon based lubricant through the tumbler holes on the reverse of the keypad. Remove any excess with soft cloth.

3. Spray all of the fixings, accessories and latch with GT85 or other silicon based lubricant.

4. Push each of the buttons and rotate the knob/lever several times to ensure that the lock is working smoothly and that all buttons return to their outward position.

Remarks

The above maintenance procedures can be carried out whenever the operation of the lock is sticky or the code is intermittently accepted. If for whatever reason the above instructions do not solve the problem, please call our help line on **+44 (0) 1708 225700**.

Problem Solving Guide

Installation Problems

Problem	Causes	Solution
The keypad lever is not retracting the latch after entering the correct code. The keypad lever retracts the latch after entering the correct code and lifting the handle upwards.	The spindle is not positioned correctly for the hand of door/gate.	Remove the unit from the door/gate and correctly position the spindle - See 'Positioning the sprung spindle' on page 7.
The keypad lever does not return to its horizontal position after entering the code and turning.	The handing of the keypad has been changed and the grub screw which holds the lever handle to the handle holder may be too tight.	Remove the rubber grommet on the side of the handle and using the correct size hex key, loosen the grub screw until the handle springs back to its horizontal position.
The latch is not springing back out after turning the lever on the keypad/inside handle.	The spindle is too long for the thickness of door/gate. The barrel of the tubular latch is too tight in the door/gate .	Remove the unit from the door/gate and cut spindle to the correct length - See 'cutting the spindle bar' on page 5. Remove the unit and tubular latch from the door/gate and open up the hole for the barrel of the latch.
The inside handle only lifts upwards.	The handing of the unit has been changed, but the blue handing screw on the back of the inside handle has not been repositioned.	Remove the unit from the door/gate and see 'Changing the handing of the unit - Inside handle' on page 3.

After Installation Problems

Problem	Causes	Solution
The keypad or inside handle lever does not return to its horizontal position after turning.	The handle return spring may be broken or damaged.	Call the Borg Locks helpline for support on how to proceed.
The latchbolt is not spring back out after turning the lever on the keypad/inside handle.	The barrel of the tubular latch is too tight in the door/gate or the gate has swollen in the rain. The tubular latch is damaged.	Remove the unit and tubular latch from the door/gate and open up the hole for the barrel of the latch. Call the Borg Locks helpline for support on how to proceed.
The latch is not catching or engaging on the strike plate and the door/gate is remaining open.	The door/gate may have moved or swollen in the change of weather.	Adjust the strike plate and box keep to the correct position, so that the latchbolt falls into the strike plate hole when the door/gate is closed.
The keypad is intermittently opening after entering the correct code and turning the lever.	If the unit has been fitted for a while and/or is not being used regularly, the keypad may need to be lubricated.	See 'Maintenance instructions' on page 11.
The code has been changed and the new or old code does not work.	The code has been changed and most likely a combination of the old and new code together.	Press the 'C' button on the keypad and insert the old combination, now without pressing the 'C' button insert the new combination. Turn the keypad handle and this may retract the latch. If the latch retracts - follow 'code code change instructions' Page 9 with this old and new code combination.

Guarantee: If your lock should develop a fault within 1 year from date of purchase, due to inferior materials or workmanship the goods will be repaired or replaced free of charge.

Please call our helpline for spares, repairs and technical advice **- UK: 01708 225700 or International: +44 (0) 1708 225700**

Disclaimer: Under no circumstances should the lock be dismantled as this will invalidate our warranty. Each keypad is fitted with a tamper evident holographic warranty seal, if this seal is broken the warranty is void. The unit can still be repaired, but there may be associated costs.