Preparation

Please check that all the parts are working correctly. Enter the factory preset code on the code card (**Part No.12**) and rotate the keypad lever handle. When the correct code is entered the lever handle will rotate and the spindle follower of 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 knob on the slam latch **(Part No.5)** the latch will retract in either direction. Please note the latchbolt does not fully withdraw and will leave 7mm protruding.

Holdback/Deadlock Function

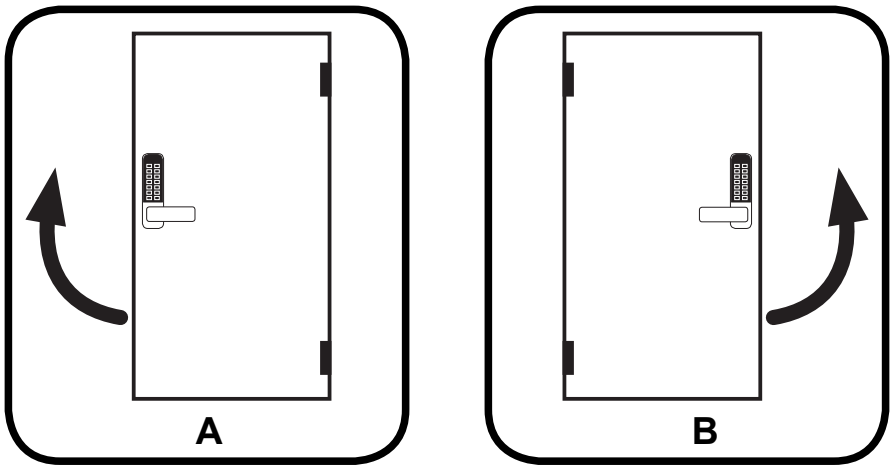
With the latchbolt facing to the right, rotate the knob counter-clockwise on the slam latch and slide the snib on the back edge upwards, the latchbolt should stay in the withdrawn position. With the latchbolt facing to the left, rotate the knob clockwise on the slam latch and slide the snib on the back edge downwards, the latchbolt should stay in the withdrawn position.

DETERMINING THE HAND OF THE DOOR/GATE

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

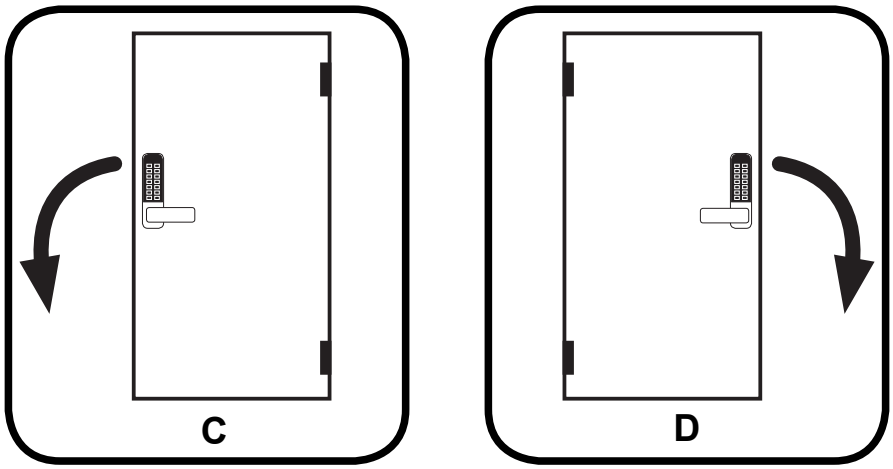
A) Right hand door/gate – door/gate opens inward (push), hinged on the right side.

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



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

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



Preparation

CHANGING THE HANDING OF THE UNIT

All units come preset right hand - outward opening, 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. Using the smaller hex key (**Part No.13**) 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.

Slam Latch (Part No.5)

If the latchbolt is facing the wrong direction, this can be rotated around. Using the larger hex key (**Part No.14**) remove the hex fixing screw in the centre of the latchbolt. With the screw removed the latchbolt can be removed and rotated around to the opposite direction. Now facing the correct direction the hex fixing screw in the centre can be replaced.

DEACTIVATING THE HOLDBACK/DEADLOCK FUNCTION

The holdback function is designed to hold the latchbolt in the withdrawn position. The snib on the back edge of the slam latch body also allows the latch to be deadlocked, restricting users gaining access even with the correct code entered into the key-pad.

If neither of these functions are required, this can be deactivated prior to fitting. Using holdback deactivation dome head screws & washers (**Part No.15 & 16**) screw into the threaded holes on the reverse of the slam latch (**Part No.5**) as illustrated in **Fig.1** below.

If the holdback/deadlock functions are required at a later stage, these screws and washers can be removed.

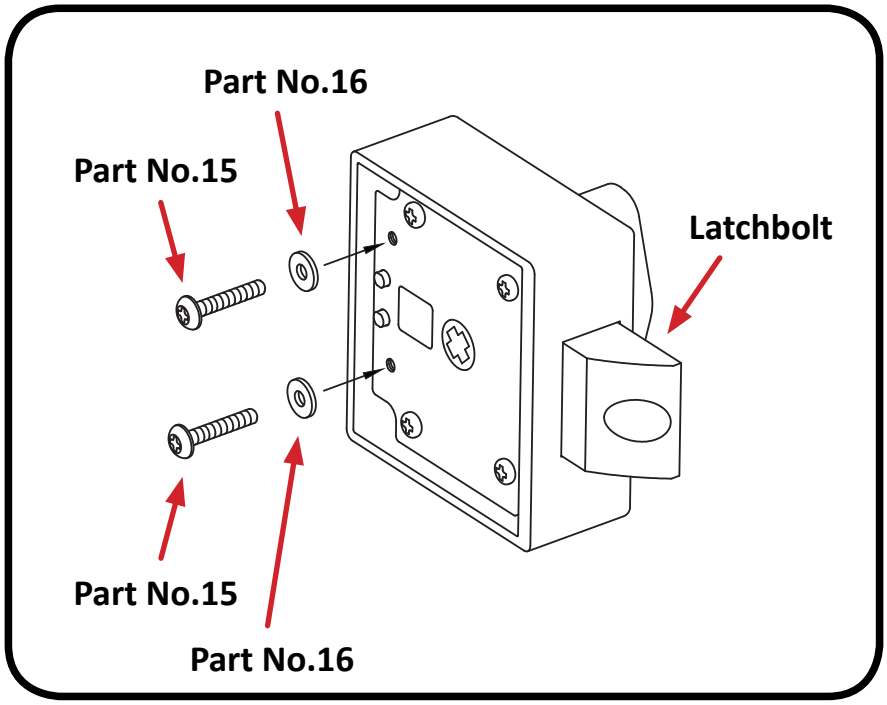


Fig.1

Installation

APPLY THE DRILLING TEMPLATE & DRILLING THE DOOR/GATE

Tape the template to the door/gate. Please note the drilling template is only a guide and prior to drilling, please take into account the gap between the edge of the door/gate and the frame.

Some doors/gates will have a door jamb/gate stop fitted, which would need to be taken into account as to where the unit is positioned on the door/gate.

Please note: The latchbolt fully retracted is 38mm from the edge of the latchbolt to the centre of the knob of the slam latch.

When the template is in the correct position, the 2 x 10mm holes and the 1 x 13mm holes can be marked and drilled into the door gate.

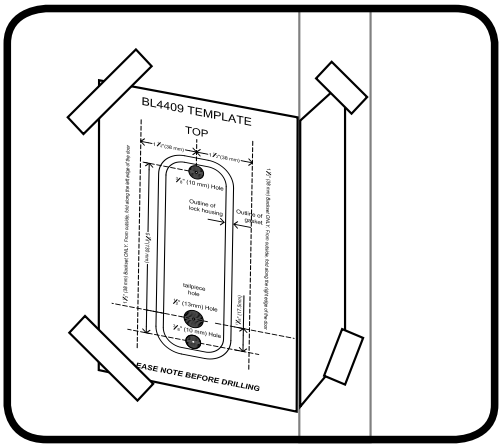


Fig.2

CUTTING SPINDLE BAR & FIXING SCREWS

The spindle bar and fixing screws are designed to suit gate thicknesses up to 85mm by standard. If the door/gate thickness is less than 85mm, the spindle bar (**Part No.4**) and fixing screws (**Part No.10**) will need to be cut to size.

Spindle Bar (Part No.4)

The suggested spindle bar length is calculated by the door/gate thickness plus an additional 35mm to go into the back of the keypad and slam latch. If for instance the door/gate is 40mm thick, the overall length of the spindle bar would be 75mm. When cutting the spindle it is suggested that the longer side which goes into the slam latch is cut and **not the keypad side** See **Fig.3** below. See overleaf for cutting the fixing screws to length.

Please note: Measure twice, cut once.

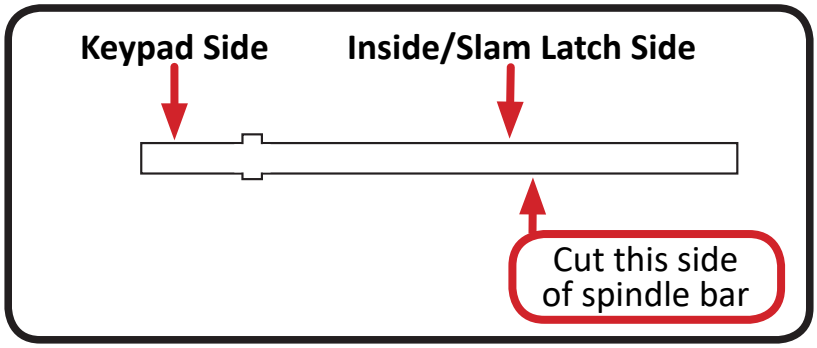


Fig.3

Installation

CUTTING SPINDLE BAR & FIXING SCREWS (CONTINUED)

Fixing Screws (Part No.10)

The suggested fixing screw length is calculated by the door/gate thickness plus an additional 11mm. If for instance the door/gate is 40mm thick the overall length (including screw head) 51mm.

Please note: Measure twice, cut once.

FITTING KEYPAD, GASKET & SLAM LATCH MOUNTING BRACKET

Place the keypad gasket (**Part No.3**) around the back of the keypad (**Part No.1**). Ensure that the spindle follower on the back of the keypad is visible through the rectangular cutout in the gasket.

Align the top threaded hole on the back of the keypad (**Part No.1**) and the top fixing hole of the slam latch mounting bracket (**Part No.2**) with the top fixing hole drilled into the door/gate.

When in the correct position, screw one of the fixing screws (**Part No.10**) through the slam latch mounting plate and door and screw into the back of the keypad; repeat this for the bottom fixing as per **Fig.4** below. Ensure the keypad and mounting plate are straight on the door/gate before tightening the screws.

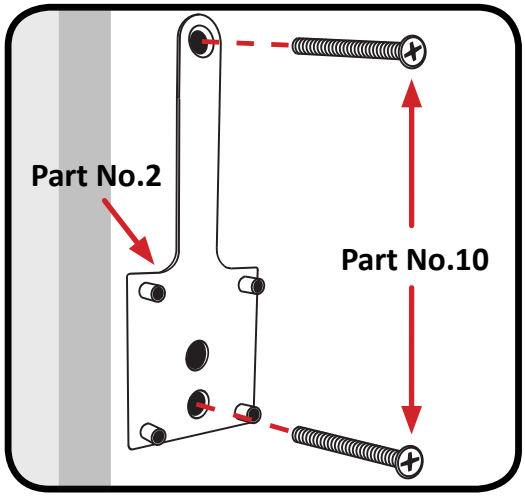


Fig.4

FITTING & POSITIONING SPINDLE BAR

Place the spindle bar (**Part No.4**) through the spindle hole on the slam latch mounting bracket. Ensure the spindle bar is located into the spindle follower on the back of the keypad. **Fig.5** if the keypad handle is facing to the Right and **Fig.6** if the keypad handle is facing to the left.

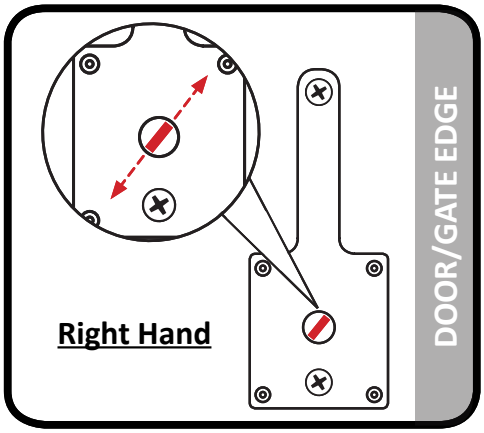


Fig.5

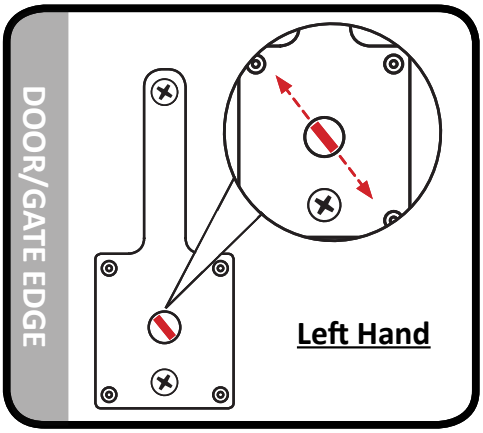


Fig.6

Installation

FITTING THE SLAM LATCH

Place the slam latch (**Part No.5**) onto the 4 threaded pillars of slam latch mounting bracket (**Part No.2**). When in position the slam latch can be secured using the 4 x slam latch mounting screws (**Part No.8**) - see **Fig.7** below.

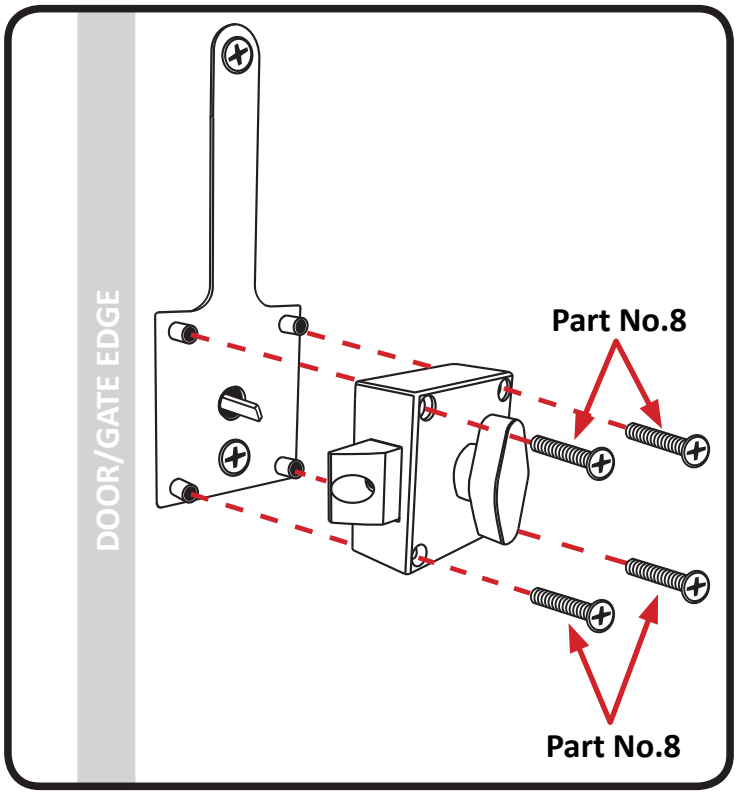


Fig.7

Please note the following instructions are for fitting the rim-fixed strike plate or mortice strike plate; typically only one of the strike plates are fitted and depending on the gate the unit is being installed onto, one of the strike plates will be redundant.

FITTING THE RIM-FIXED STRIKE PLATE (SUPPLIED AS STANDARD)

With the gate in the closed position, align the square cutout of the rim-fixed strike (**Part No.7**) with the slam latch latchbolt (**Part No.5**). The latchbolt wants to fall centrally into the square cutout. When in the correct position, mark the frame of the gate and the 2 holes. Pilot drill the 2 holes and secure the rim fixed strike plate with 2 wood screws (**Part No.9**) as per **Fig.8** below. The rim-fixed strike plate can be chiseled into the frame of the gate or screwed onto the face of the frame.

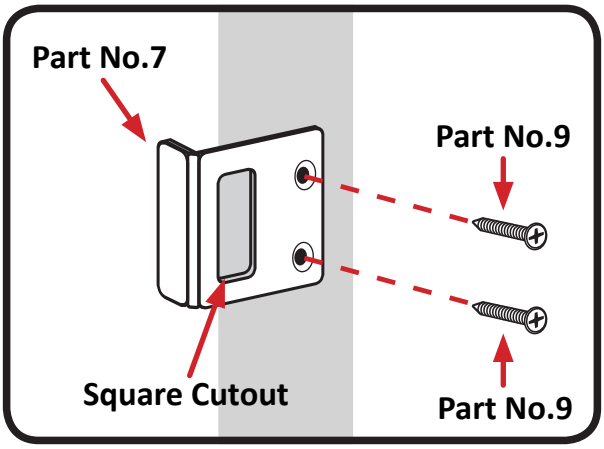


Fig.8

Installation

FITTING THE MORTICE STRIKE PLATE

Push the door/gate to the closed position and mark the area on the frame of the door where the mortice strike plate (**Part No.6**) would need to be fitted. When in the correct position, mark the frame of the door/gate for the 2 fixing holes and the position for the latchbolt hole - As per **Fig.9** below.

The latchbolt hole can either be chiseled out to 12mm deep or to remove the material this can be a series of 6 x 10mm holes at 12mm deep and the excess material chiseled out. The 2 fixing holes to be pilot drilled. The mortice strike plate can be chiseled into the frame of the gate for a flush fit, or screwed onto the face of the frame.

With the pilot holes drilled and the latchbolt hole material removed, the mortice strike plate can be secured into position with 2 wood screws (**Part No.9**) as per **Fig.10** below.

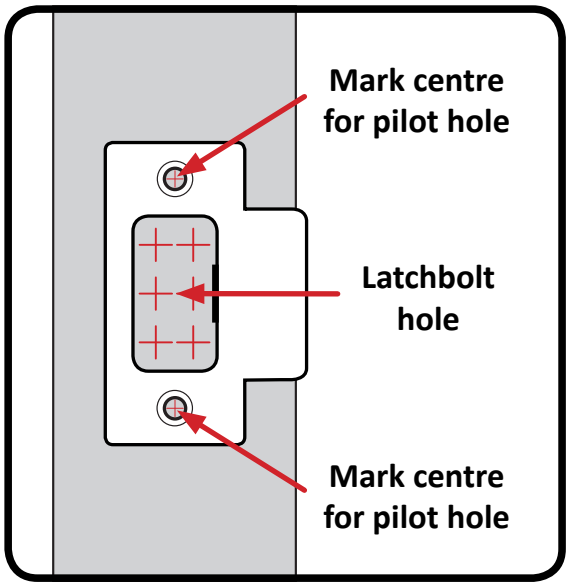


Fig.9

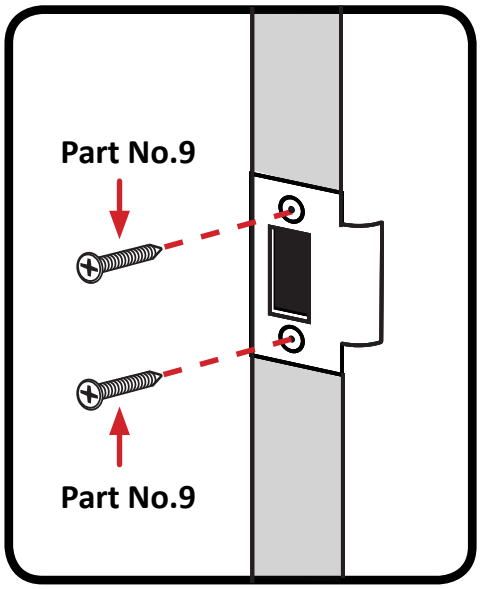


Fig.10

FITTING THE RIM-FIXED CONCEALED STRIKE PLATE (OPTIONAL PART - PART NO.S411A)

With the gate in the closed position, align the receiver hole cutout of the rim-fixed concealed strike plate with the slam latch latchbolt (**Part No.5**). The latchbolt wants to fall centrally into receiver hole. When in the correct position, mark the frame of the gate and the 3 holes. Pilot drill the 3 holes and secure the strike plate with 3 wood screws supplied as per **Fig.1** below. The rim-fixed strike plate can be chiseled into the frame of the gate or screwed onto the face of the frame.

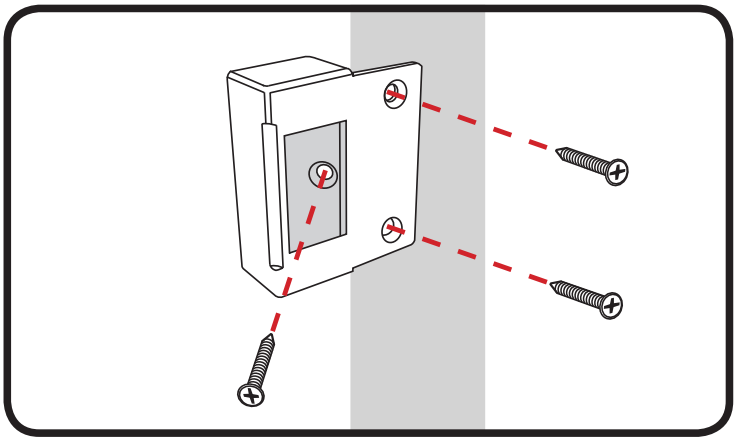


Fig.11

Operating & General Use

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 SLAM LATCH

When operating the unit from the inside/slam latch side, the knob will need to be rotated clockwise when fitted on a left hand door/gate setup - see **Fig.16** below. When fitted on a right hand door/gate setup, the knob will need to be rotated anti-clockwise as per **Fig.17** below.

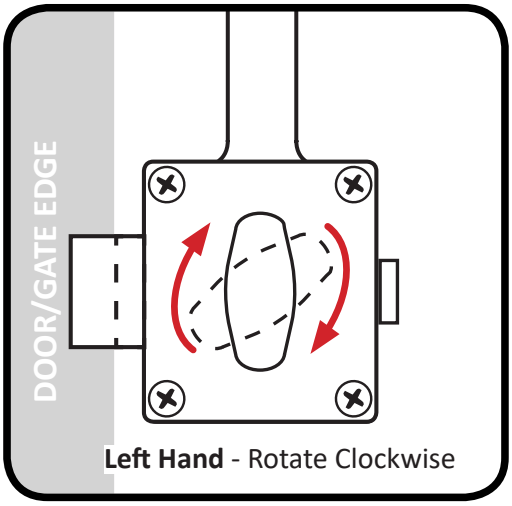


Fig.16

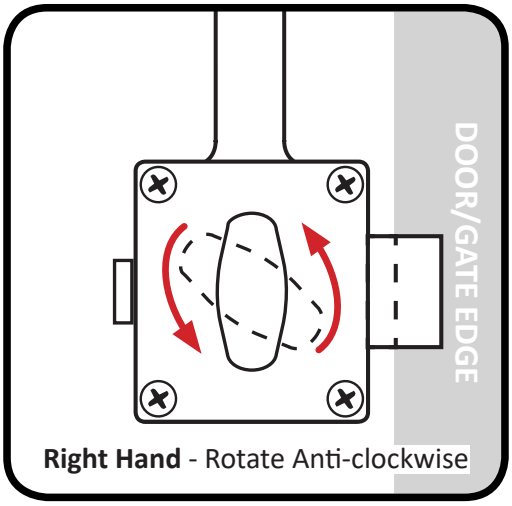


Fig.17

OPERATING THE **HOLDBACK FUNCTION**

The holdback function on the slam latch allows the latchbolt to be held in the withdrawn position. This allows the user to pass through the door without the need to enter the code each time.

Setting the holdback function - Left Hand
Rotate the knob clockwise and when the latchbolt has fully retracted, slide the holdback/deadlock snib **downwards** on the back edge of the slam latch - As per **Fig.18 - Page 11**. To disengage the holdback function, simply slide the holdback/deadlock snib in the opposite direction

Setting the holdback function - Right Hand
Rotate the knob anti-clockwise and when the latchbolt has fully retracted, slide the holdback/deadlock snib **upwards** on the back edge of the slam latch - As per **Fig.19 - Page 11**.

DEACTIVATING THE HOLDBACK/DEADLOCK FUNCTION

To deactivate the holdback/deadlock function, follow the instructions on Page 3.

Operating & General Use Maintenance Instructions

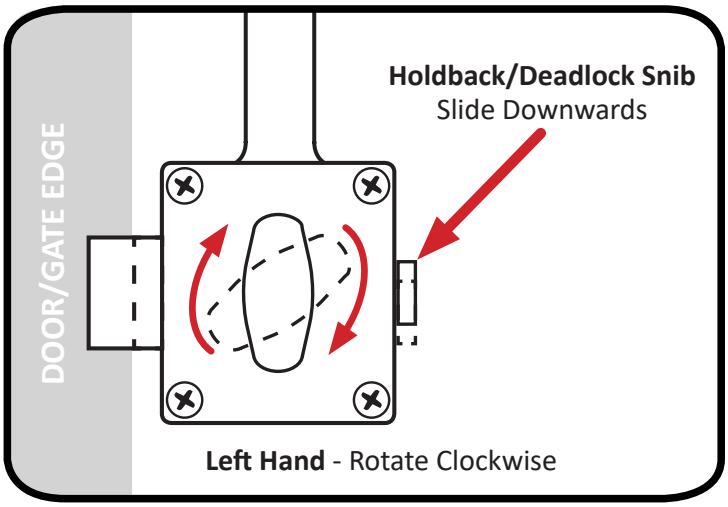


Fig.18

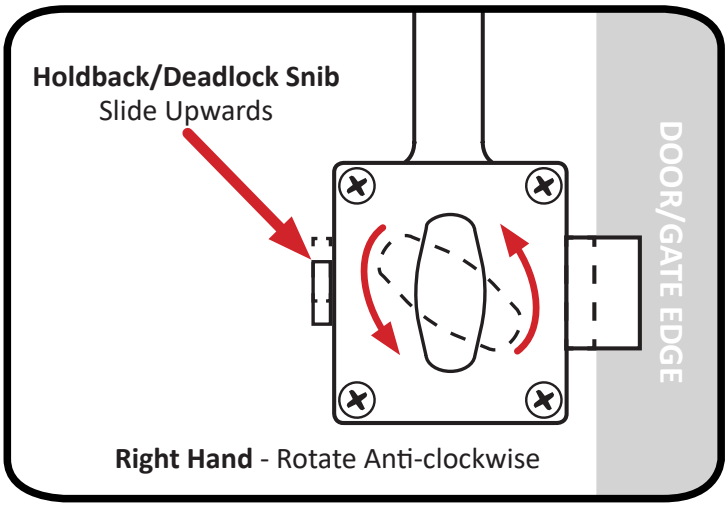


Fig.19

OPERATING THE DEADLOCK FUNCTION

The deadlock function on the slam latch allows the latchbolt to be held in the locked position. When deadlocked from the slam latch, the keypad will not be able to retract the latchbolt or open the door/gate.

Setting the deadlock function - Left Hand
Without rotating the knob, slide the holdback/deadlock snib **downwards** on the back edge of the slam latch. The knob and latchbolt will both be solid.

Setting the deadlock function - Right Hand
Without rotating the knob, slide the holdback/deadlock snib **upwards** on the back edge of the slam latch. The knob and latchbolt will both be solid.

MAINTENANCE INSTRUCTIONS

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 key-pad. 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 'Fitting & positioning spindle bar' on page 5.
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 holdback snib has been engaged.	Remove the unit from the door/gate and cut spindle to the correct length - See 'cutting the spindle bar' on page 5. Slide the holdback/deadlock snib - see 'operating the holdback function' page 10.
The keypad handle is stiff to turn and does not retract the latchbolt and the latchbolt is solid.	The deadlock snib has been engaged with the door/gate in the closed position.	Slide the holdback/deadlock snib - see 'operating the deadlock function' page 11.

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 springing back out after turning the lever on the keypad/inside handle.	The holdback snib has been engaged. The slam latch is damaged.	Slide the holdback/deadlock snib - see 'operating the holdback function' page 10. 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 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.

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.