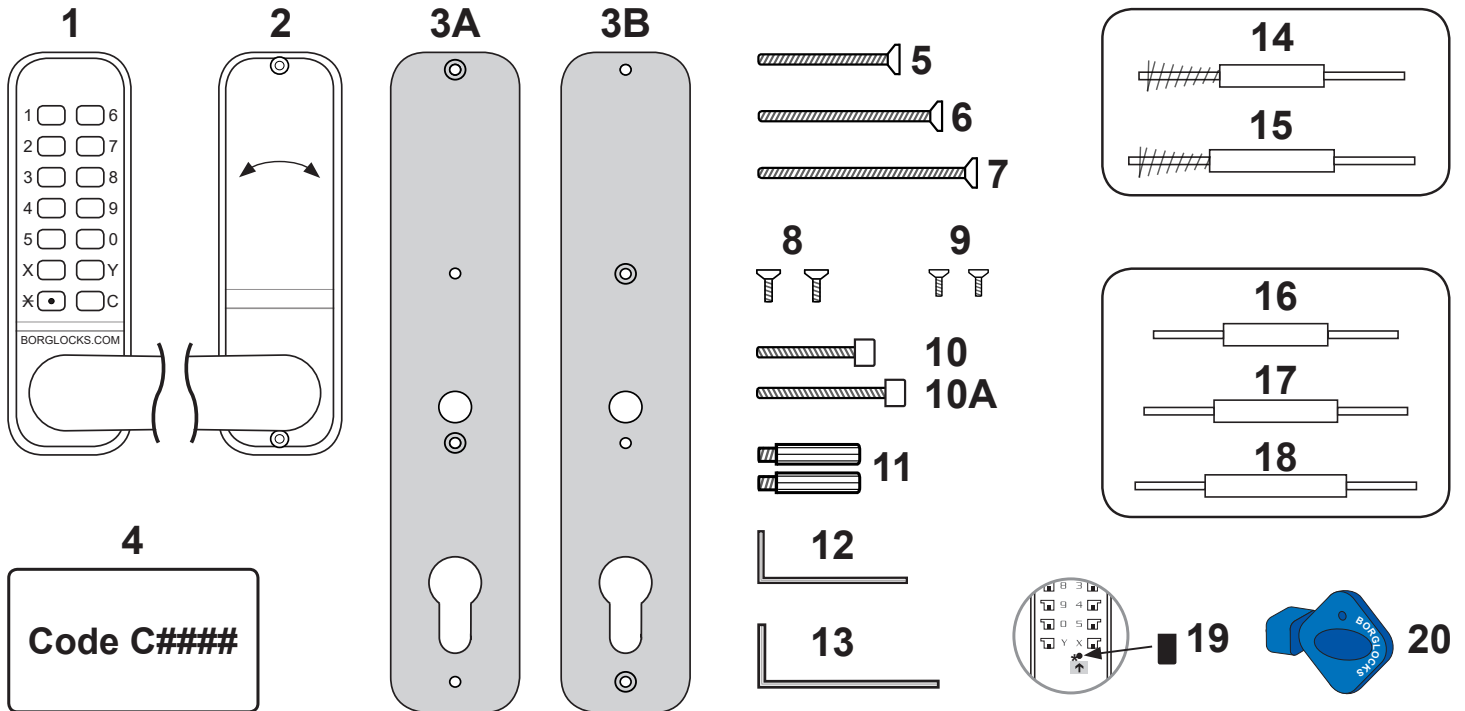


### Parts List & Contents



Part No.	Description	Model (Contents supplied with unit)	
		BL4500 ECP	BL4540 ECP
1	Keypad (x2 with BL4540 ECP Model)	•	• (x2)
2	Inside handle (BL4500 ECP Model Only)	•	
3A	Extension Plate (Keypad)	•	•
3B	Extension Plate (Inside Keypad/Handle)	•	•
4	Code Card	•	•
5	40mm M4 Machine Screw (Pair)	•	•
6	50mm M4 Machine Screws (Pair)	•	•
7	60mm M4 Machine Screws (Pair)	•	•
8	12mm M5 Machine Screws (Pair)	•	•
9	9mm M4 Machine Screws (Pair)	•	
10	Hex Head Machine Screw (Shorter 25mm)		•
10A	Hex Head Machine Screw (Longer 32mm)		•
11	Hexagon Fixing Posts (Pair)	•	•
12	Hex Key (2.5mm)	•	•
13	Hex Key (3mm)		•
14	Sprung Spindle (81mm)	•	
15	Sprung Spindle (91mm)	•	
16	Spindle (66mm)		•
17	Spindle (76mm)		•
18	Spindle (86mm)		•
19	Deactivating on door code change plug	•	• (x2)
20	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.

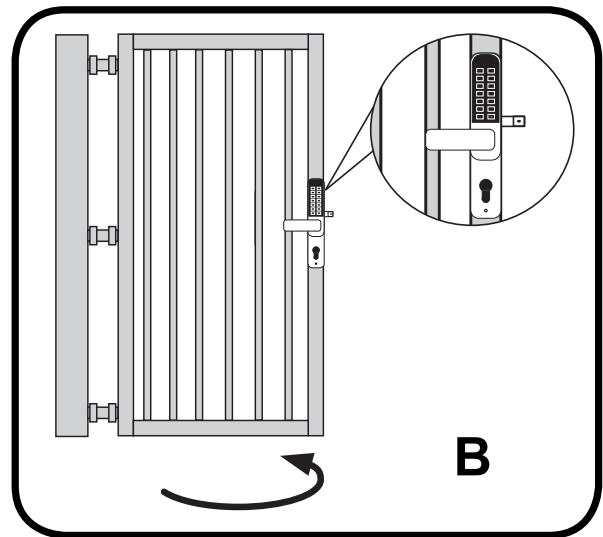
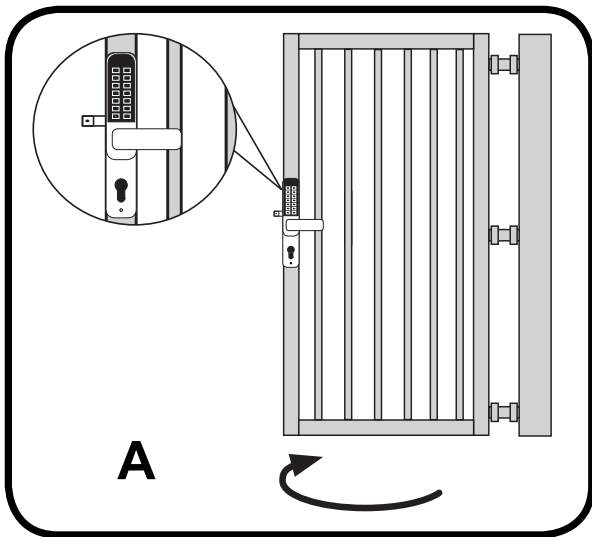
**This unit is designed to work with third-party locking hardware (multi- functional insert lock) of various backsets and is not supplied as standard with the unit.**

## 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 front keypad side of the door/gate.

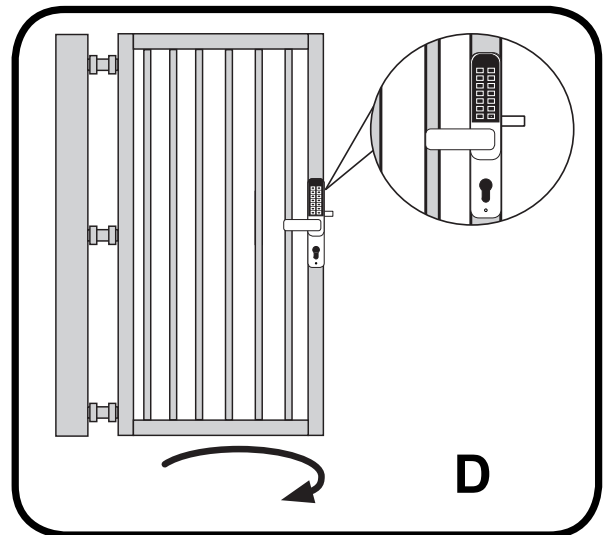
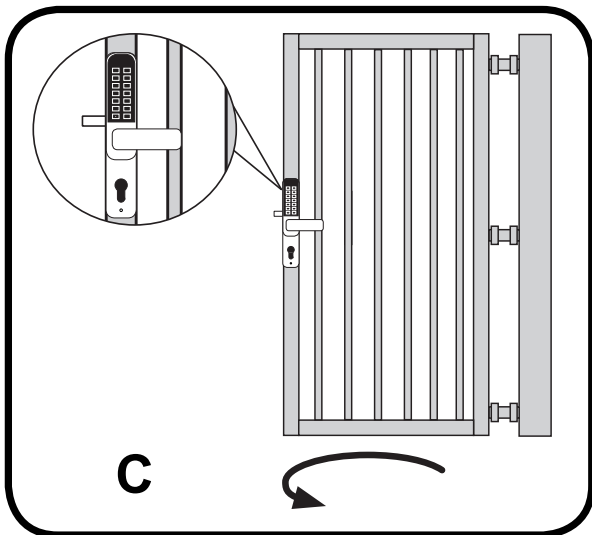
A) Right hand door/gate – door/gate opens inward (push), hinged on the right side.

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

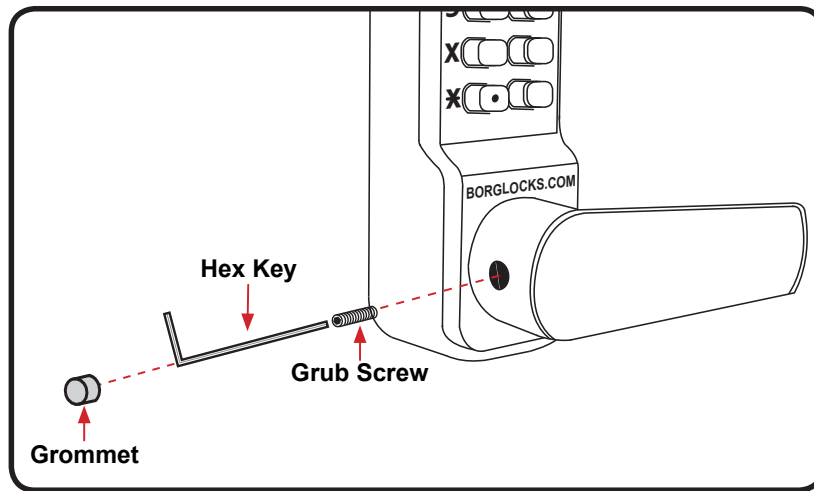
## CHANGING THE HANDING OF THE UNIT

All units come preset right hand, 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 away 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.**

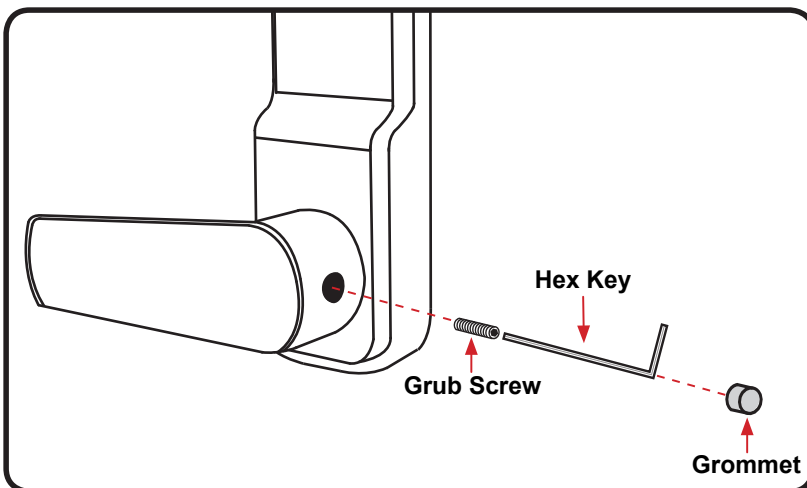


**Fig.1**

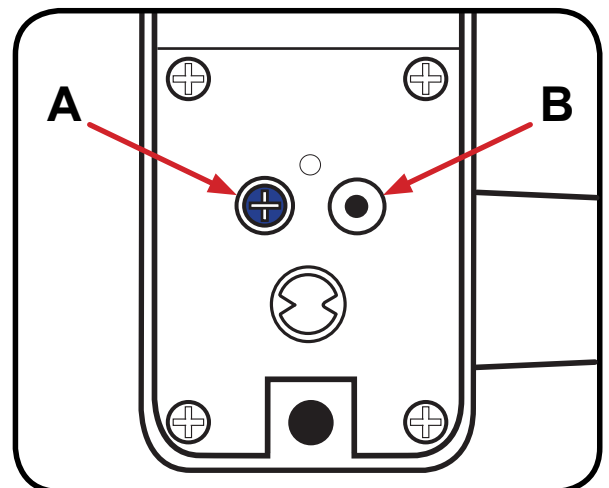
### Inside Handle (Part No.2) - BL4500 ECP Model Only

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 away 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**



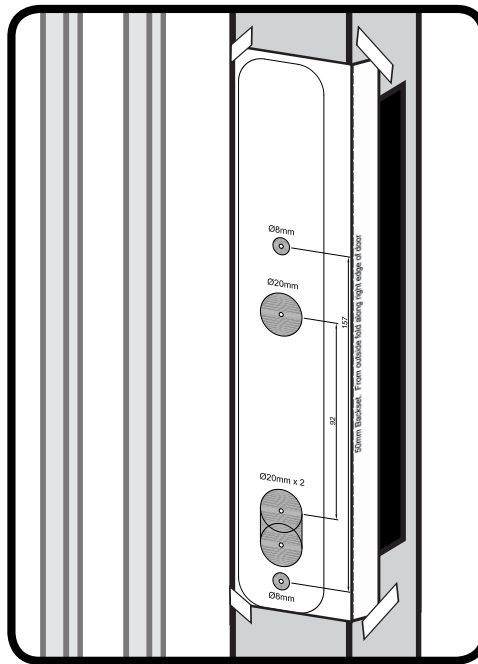
**Fig.3**

# Preparation & Installation

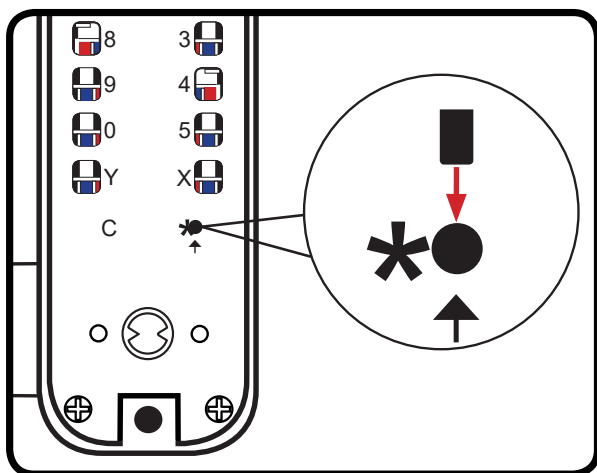
## APPLY THE DRILLING TEMPLATE & DRILLING THE DOOR/GATE

When fitting the third-party locking hardware (multi-functional insert lock), please follow the manufacturers installation instructions and drilling template provided. Without installing the multi-functional insert lock, the Borg Locks template can overlaid using the hole for the spindle as a centre point. Whilst no additional holes are required, the top and bottom fixings holes would need to be increased in diameter from 3mm to 8mm to accommodate the fitment of the Borg Locks parts.

Please note the drilling template is only a guide. Tape the template to the door/gate using the backset line for the correct backset lock that has been supplied - as per **Fig.4** below. When the template is in the correct position, mark the 2 x 8mm holes and 3 x 20mm.



**Fig.4**



**Fig.5**

### 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/gate, the deactivating on door code change plug (**Part No.19**) can be fitted prior to the extension plates being attached and installing to the door/gate.

On the back of the keypad behind the \* button you will see a hole with a indicating arrow as per **Fig.5**.

Using the on door code change deactivation plug (**Part No.19**), insert into the hole with the indicating arrow. The pin will remain in position when the extension plates are attached.

**Please note: If the deactivation plug is installed and the unit is fitted to the door/gate, the code will not be able to be changed on the door/gate.**

If at a later date the on the door/gate code change function is required, the unit will need to be removed from the door and the deactivation plug removed.

# Installation

## FITTING THE OUTSIDE KEYPAD (PART NO.1) TO EXTENSION PLATE (PART NO.3A)

Using the keypad extension plate (**Part No.3A**) attach to the keypad (**Part No.1**) using the 2 x 12mm M5 Machine Screws (**Part No.8**). As per **Fig.6** below. When attaching to the keypad to the plate, ensure the countersunk holes are facing upwards to allow the head of the machine screw to sit flush.

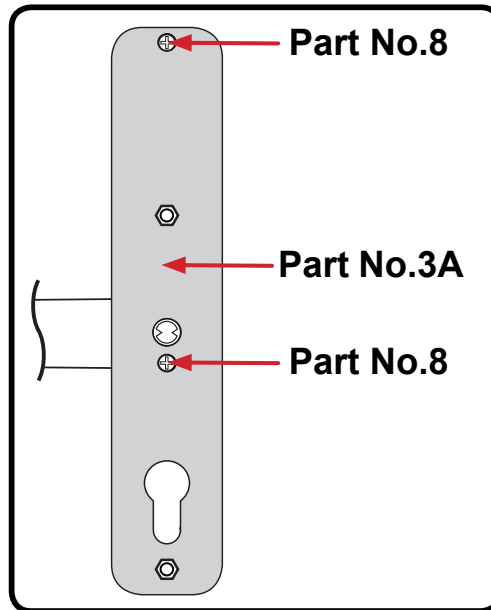


Fig.6

## FITTING THE HEXAGON FIXING POSTS (PART NO.11)

Screw both of the hexagonal fixing posts (**Part No.11**) into extension plate (**Part No. 3A**) threaded holes **A** and **B**, as shown in **Fig.7** below.

**Please Note: Do not over tighten the hexagonal fixing posts as this may strip the thread on either the post itself or the thread of the extension plate.**

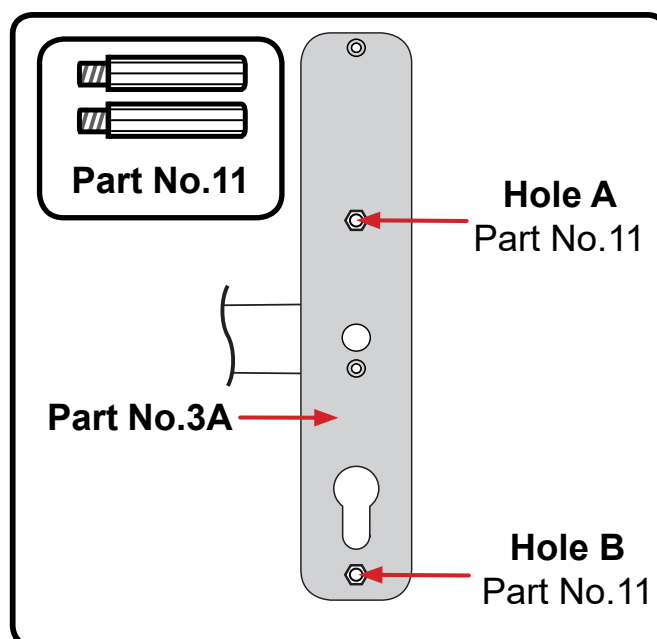
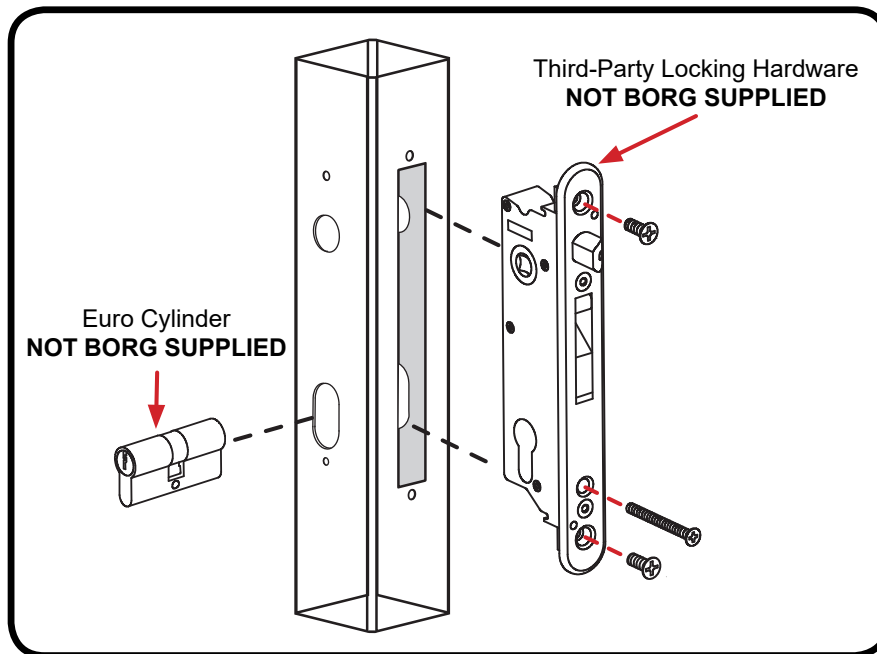


Fig.7

# Installation

## THIRD-PARTY LOCKING HARDWARE (MULTI- FUNCTIONAL INSERT LOCK)

Install the third-party locking hardware (multi- functional insert lock) and euro profile cylinder as per the manufacturers instructions **Fig.8** below. When the lock has been installed the Borg Locks parts can be fitted to the gate.



**Fig.8**

## SPINDLE BARS & FIXING SCREWS

### **BL4500 ECP MODEL (SINGLE SIDED) - SPINDLE**

The sprung spindle 81mm (**Part No.14**) is designed to suit between 40-50mm profile doors/gates.

The sprung spindle 91mm (**Part No.15**) is designed to suit 60mm profile doors/gates.

Both spindles are supplied with a conical spring on one side of the spindle - the spring should be located against the back of the inside handle (**Part No.2**) and prevents any spindle movement. By standard the spindle spring is positioned on the inside and setup for use on a right hand hung gate. If the handing on the unit is changed the spindle spring should be placed on the adjacent spindle blade.

### **BL4500 ECP MODEL (SINGLE SIDED) - FIXING SCREWS**

The 40mm M4 machine screws (**Part No.5**) should be used on **40mm** profile door/gates.

The 50mm M4 machine screws (**Part No.6**) should be used on **50mm** profile door/gates.

The 60mm M4 machine screws (**Part No.7**) should be used on **60mm** profile door/gates.

### **BL4540 ECP MODEL (BACK TO BACK) - SPINDLE**

The spindle 66mm (**Part No.16**) is designed to suit between **40mm** profile doors/gates.

The spindle 76mm (**Part No.17**) is designed to suit between **50mm** profile doors/gates.

The spindle 86mm (**Part No.18**) is designed to suit between **60mm** profile doors/gates.

### **BL4540 ECP MODEL (BACK TO BACK) - FIXING SCREWS**

The 40mm M4 machine screws (**Part No.5**) should be used on **40mm** profile door/gates.

The 50mm M4 machine screws (**Part No.6**) should be used on **50mm** profile door/gates.

The 60mm M4 machine screws (**Part No.7**) should be used on **60mm** profile door/gates.

# Installation

## POSITIONING THE SPINDLE (PART NO.14/15/16/17 or 18)

### BL4500 ECP MODEL (SINGLE SIDED) - SPINDLE

The sprung spindle 81mm (**Part No.14**) is designed to suit between **40-50mm** profile doors/gates.

The sprung spindle 91mm (**Part No.15**) is designed to suit **60mm** profile doors/gates.

Both spindles are supplied with a conical spring on one side of the spindle - the spring should be located against the back of the inside handle (**Part No.2**) and prevents any spindle movement. By standard the spindle spring is positioned on the inside and setup for use on a right hand hung gate. If the handing on the unit is changed the spindle spring should be placed on the adjacent spindle blade.

When placing the spindle into the third-party locking hardware the blade of the spindle wants angled facing towards the top opening edge of the door/gate as per **Fig.9 & 10** below. The angle when inserted would depend on the handing of door/gate.

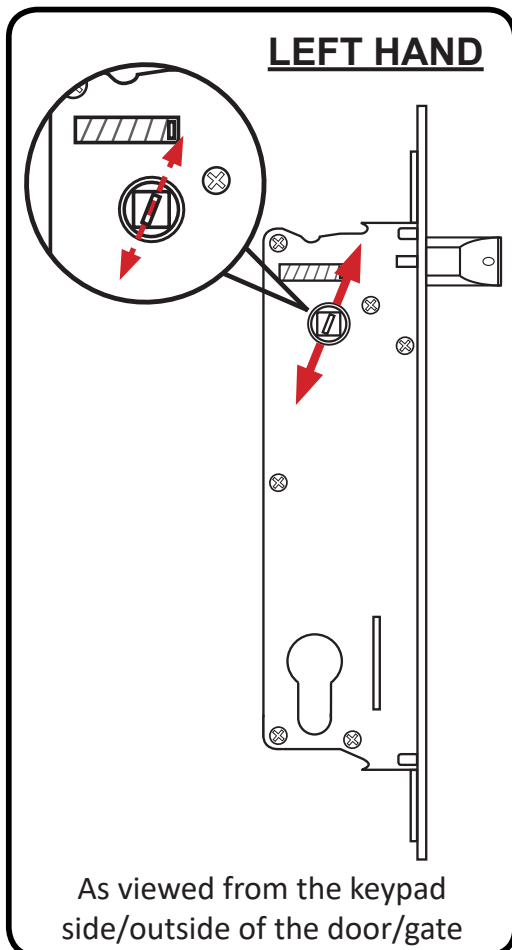
### BL4540 ECP MODEL (BACK TO BACK) - SPINDLE

The spindle 66mm (**Part No.16**) is designed to suit between **40mm** profile doors/gates.

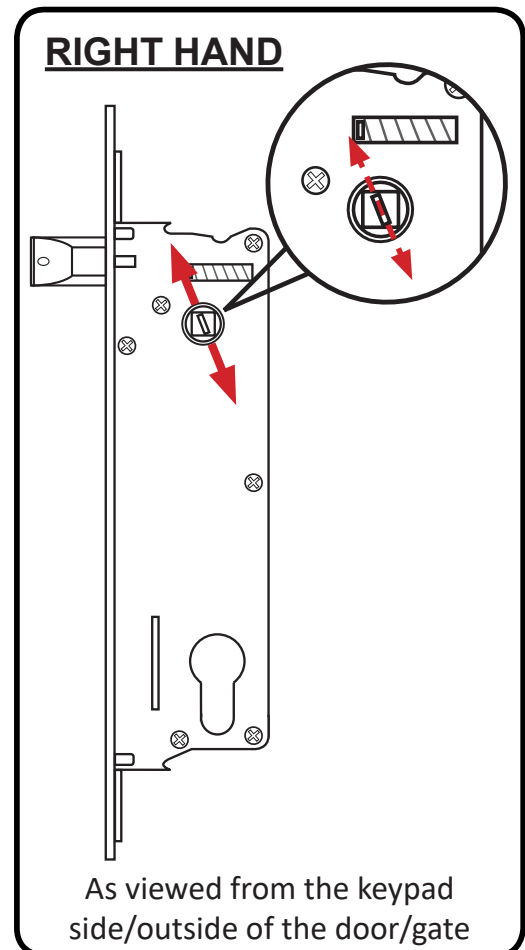
The spindle 76mm (**Part No.17**) is designed to suit between **50mm** profile doors/gates.

The spindle 86mm (**Part No.18**) is designed to suit between **60mm** profile doors/gates.

When placing the spindle into the third-party locking hardware the blade of the spindle wants angled facing towards the top opening edge of the door/gate as per **Fig.9 & 10** below. The angle when inserted would depend on the handing of door/gate.



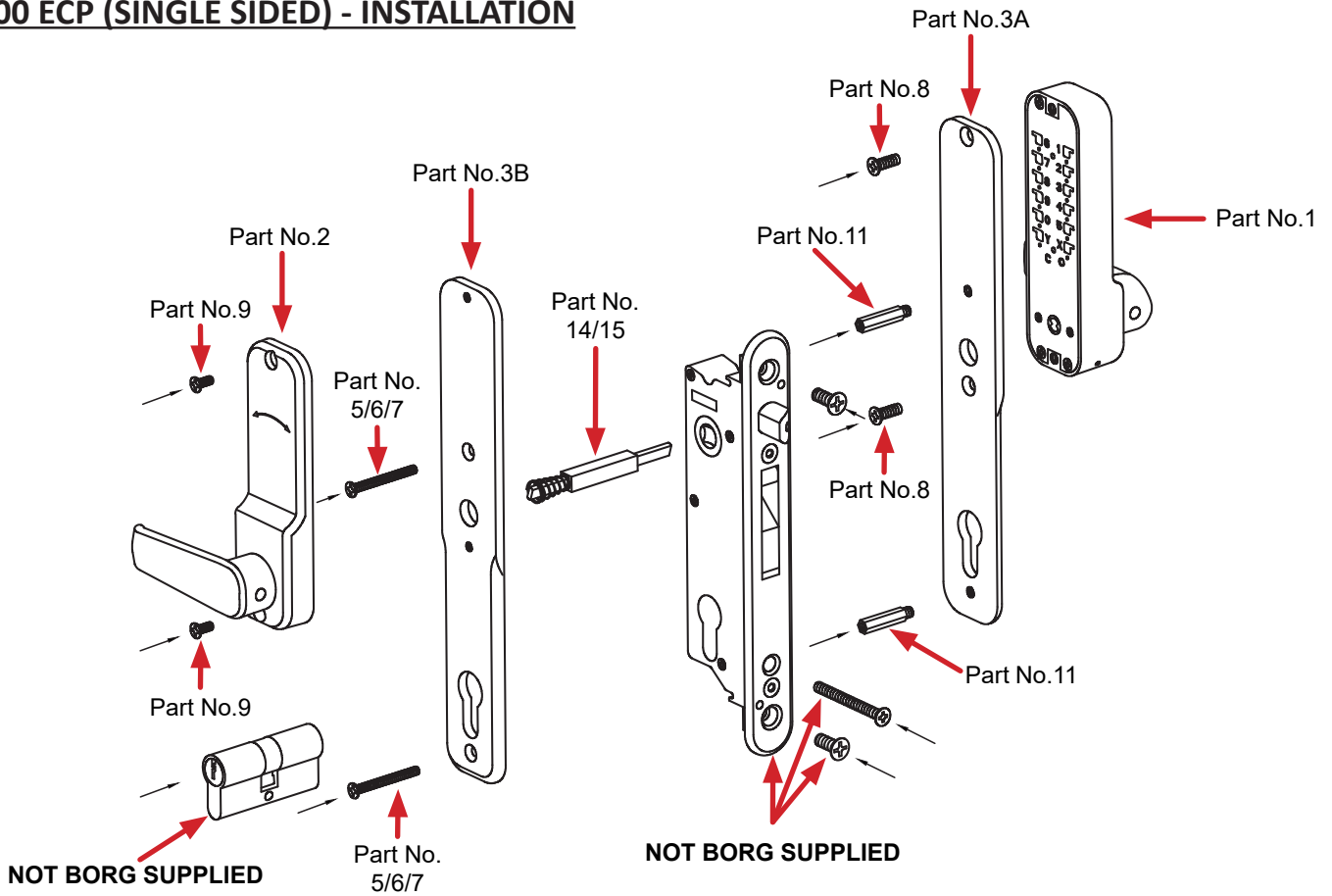
**Fig.9**



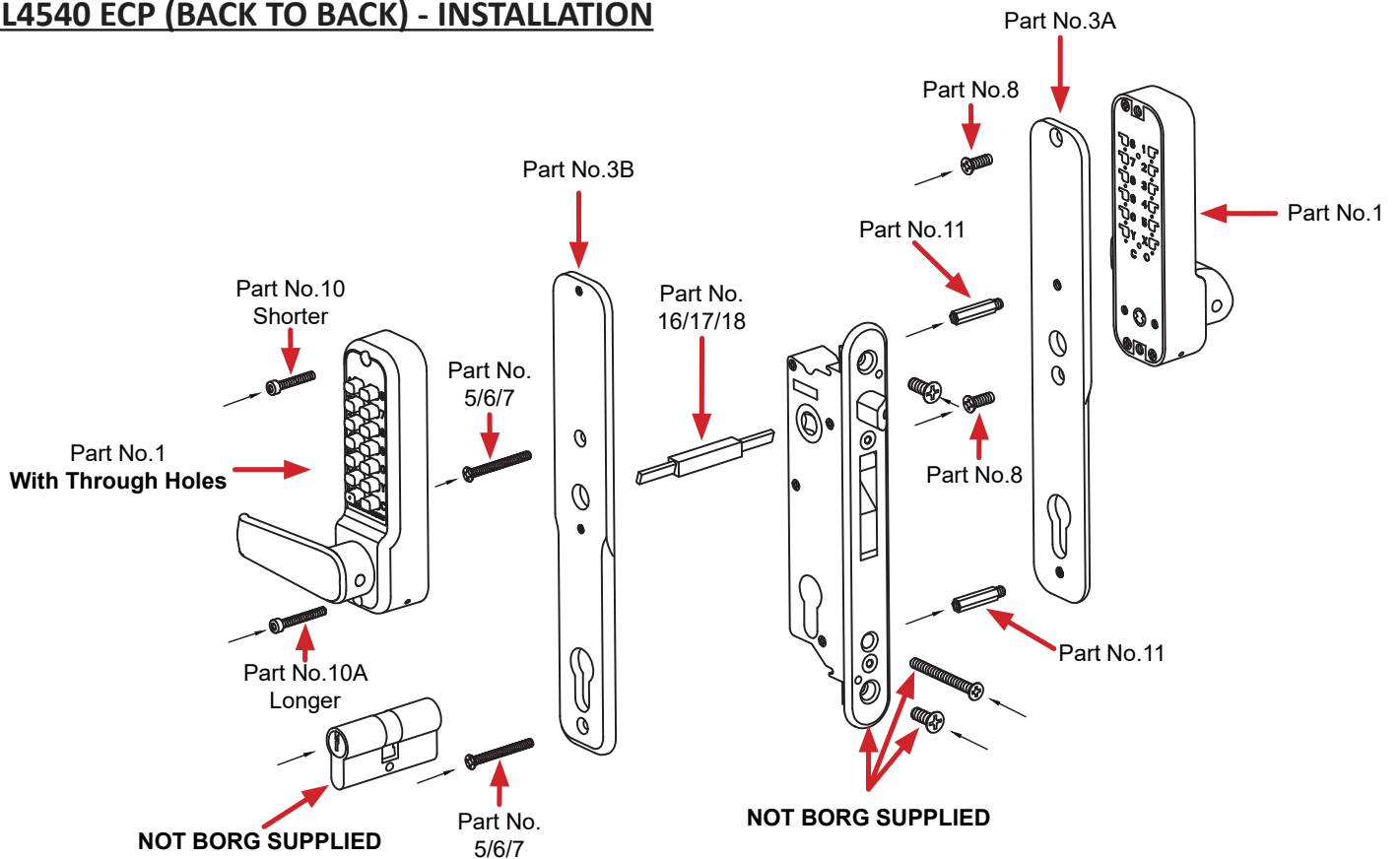
**Fig.10**

# Installation

## BL4500 ECP (SINGLE SIDED) - INSTALLATION



## BL4540 ECP (BACK TO BACK) - INSTALLATION



# 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.20) insert into the hole in the \* button.  
Fully press and hold the code change key (until step 5) as per Fig.11 below.

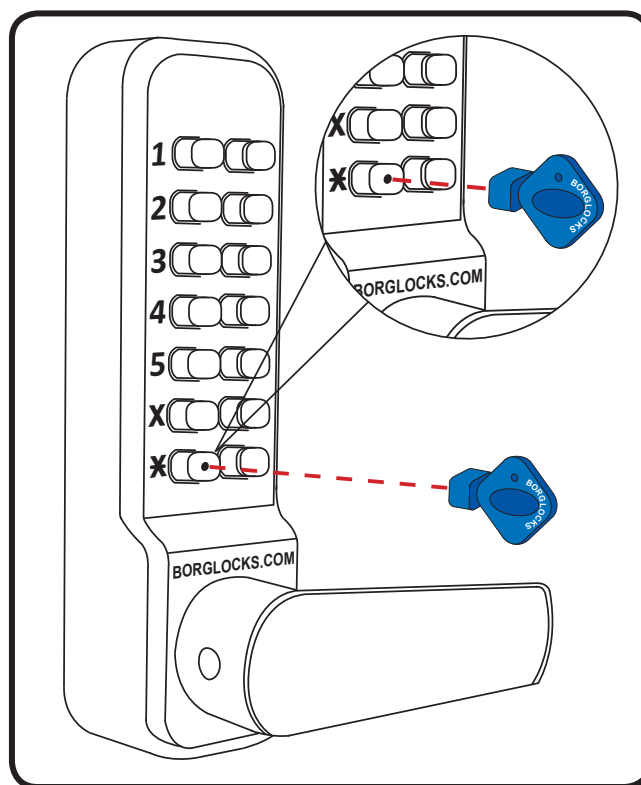


Fig.11

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/Gate. From the inside handle/keypad, remove the machine screws located at the top and bottom. Remove the 2 machine screws from the internal extension plate and this will allow both halves to come away from the door/gate.

**Please Note: When removing the 2 screws from the internal extension plate - if possible, hold both halves of the unit as the front side may fall onto the floor and get damaged.**

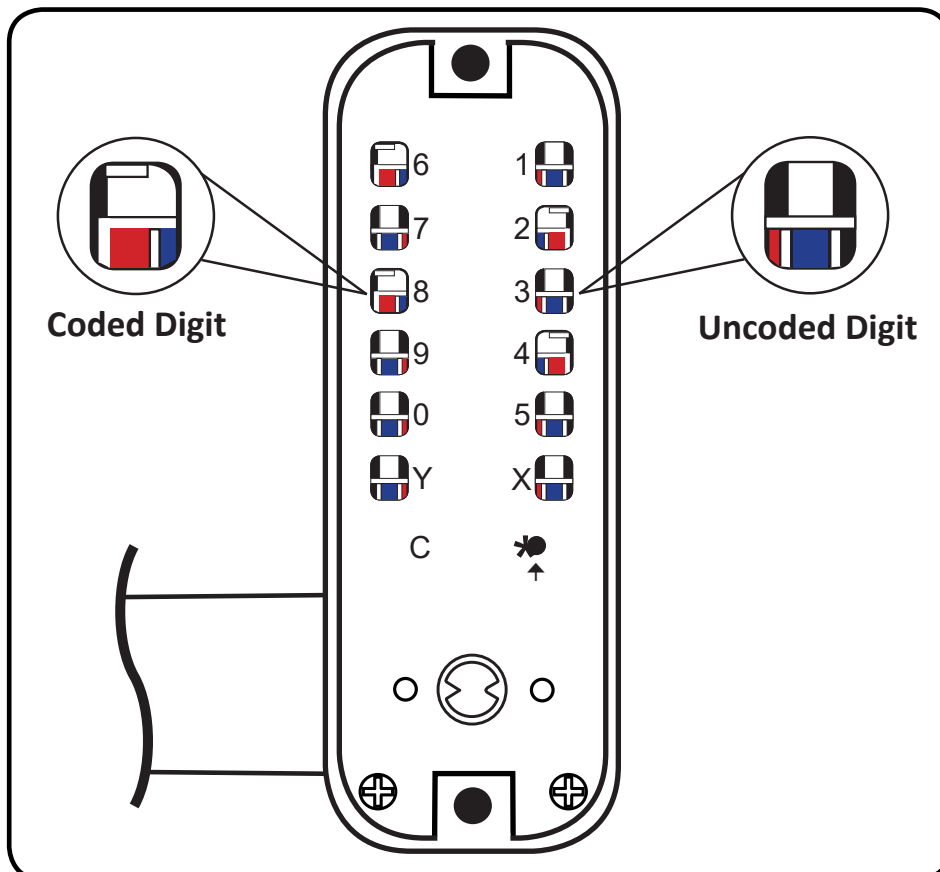
1. With both halves removed from the door, turn the keypad over and remove the 2 machine screws holding the external extension plate. When removed you will see 12 portholes which correlate with the buttons on the keypad - through these holes you will see a series of blue and red lines.
2. Press the 'C' 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.12** 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**.

**Please note: If you have a back to back unit (BL4540 ECP) with keypad both sides, the code will have to be identified or the code changed on both sides.**

7. With the code identified or changed - the unit can be refitted to the door/gate.



**Fig.12**

# 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 been accidentally 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.

**Please note: The keypad handle only operates the latchbolt - If the unit is locked via the key below this will need to be unlocked to open the door/gate.**

---

## OPERATING THE INSIDE HANDLE

The inside handle is simply turned downwards to retract the latch.

**Please note: The inside handle only operates the latchbolt - If the unit is locked via the key below this will need to be unlocked to open the door/gate.**

---

## OPERATING WITH THE DEADLOCK/KEY OVERRIDE (THIRD-PARTY HARDWARE)

Rotate the key one rotation towards the opening edge of the door/gate to throw the hookbolt of the third-party hardware.

**Rotate the key one rotation towards the hinge side to retract the hookbolt, with the hookbolt retracted if the key is rotated another one full rotation towards the hinges this will retract the latchbolt and override the keypad(s).**

---

## MAINTENANCE INSTRUCTIONS

### Monthly Maintenance

Clean the surface of the keypad and all of the exposed elements with a light spray application of a silicon based lubricant such as GT85 or similar. Remove any excess with a 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 and ingress from the internal mechanism.**

### Annual Maintenance

1. Remove the lock from the door/gate and remove the extension plate behind the keypad(s).
2. Spray the inside of the lock with GT85 or other silicon based lubricant through the holes on the reverse of the keypad and the 2 x lubrication/servicing holes on the rear centre of the keypad(s) - Remove any excess with a soft cloth.
3. Spray all of the fixings, accessories with GT85 or other silicon based lubricant. Please follow the manufacturers instructions for lubricating/servicing the third-party locking hardware.
4. Push each of the buttons and rotate the 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 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 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.	Remove the unit from the door/gate and replace the spindle for the correct profile/thickness of gate - see spindle bar and fixings screws on page 6.
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 spindle is too long for the thickness of door/gate.	Remove the unit from the door/gate and replace the spindle for the correct profile/thickness of gate - see spindle bar and fixings screws on page 6.
The correct code is input, the handle is rotated and the latchbolt is retracting, but the door/gate cannot be pushed/pulled open.	The third-party lock mechanism has been locked by the euro cylinder below the keypad.	Rotate the key towards the hinges to retract the hookbolt - re-enter the correct code into the keypad and push/pull the door/gate to open.
The latchbolt 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 require lubrication.	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 change instructions' Page 9 with the 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.