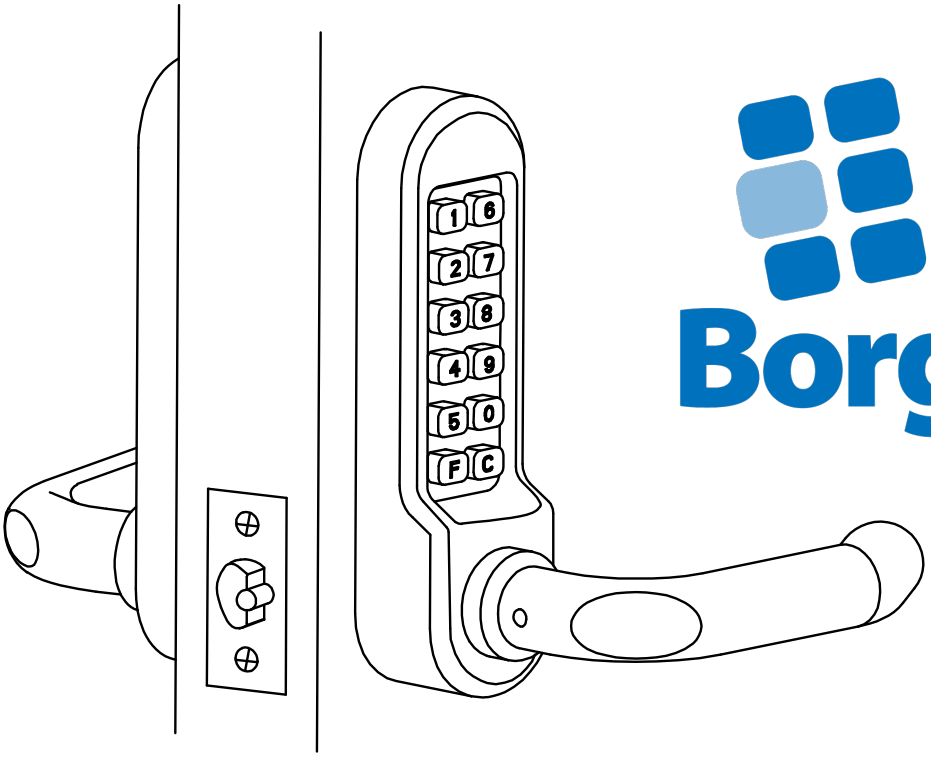
PARTS LIST, INSTALLATION AND GENERAL INFORMATION



Borglocks™
CONTROLLING ACCESS

PARTS LIST

Please make sure you have received the following parts:

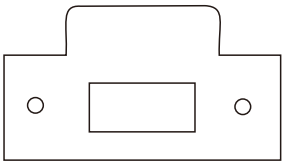
(1) Outside lock mechanism

(2) Inside lock mechanism

(3) Accessories in 4 packs

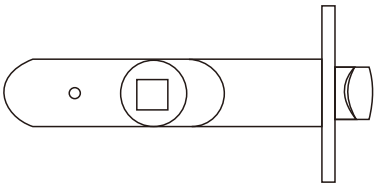
ACCESSORIES PACK 1

· Strike plate and box keep



ACCESSORIES PACK 2

· Latch (60mm standard)

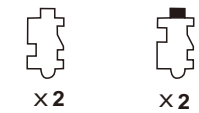


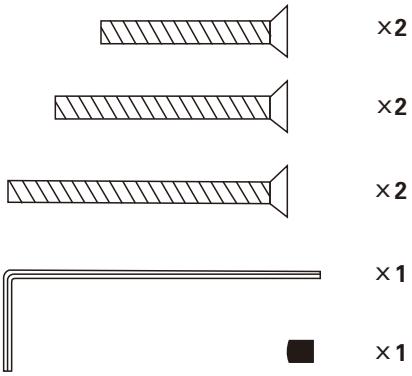
ACCESSORIES PACK 3

· 2 ×Spindles

ACCESSORIES PACK 4

- 2 non-coded tumblers
- 2 coded tumblers
- 1 Tweezer
- 4 4×16mm screws
- 2 M4×40mm screws
- 2 M4×50mm screws
- 2 M4×60mm screws
- 1 long hexagonal allen key
- 1 handle screw rubber grommet





INSTALLATION

PRIOR TO INSTALLATION

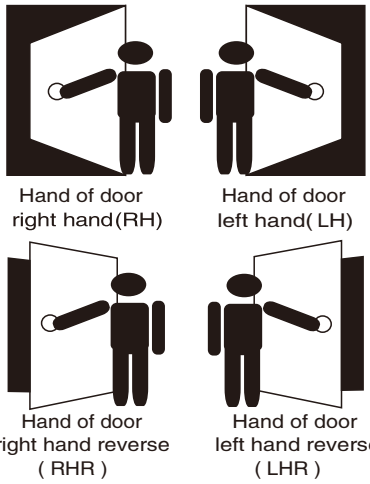
Please check the 5000 series lock is working correctly, by entering the code as stated on the printed code card (remembering to press "C" first). Then rotate the handle clockwise, after rotating approximately 45° you will hear an audible click as the tumblers engage. The handle should then return freely to the horizontal position.

ESTABLISH THE HAND OF THE DOOR

Viewing from the OUTSIDE it is right hand if the hinges are fitted on the right and it is left hand if the hinges are fitted on the left-hand side of the door. This is regardless of whether the door swings inward or outward.

HANDING CHART

(Always take hand from outside)



N. B. All units are set at the factory to suit right hand hung doors

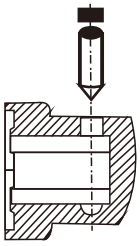
CHANGING TO A LEFT HAND HUNG DOOR

To change this unit to suit a left hand hung door please follow the instructions below:

1. Remove the rubber grommet from the base of the handle to expose the grub screw.
2. With the hexagonal key provided, remove the grub screw that holds the handle in place.
3. Now you can lift off the handle and turn it 180° slide the handle back into position and refit the grub screw and grommet.

INSIDE HANDLE

4. Remove the 4 small screws that hold the spring cassette to the handle.
5. Rotate the handle 180°

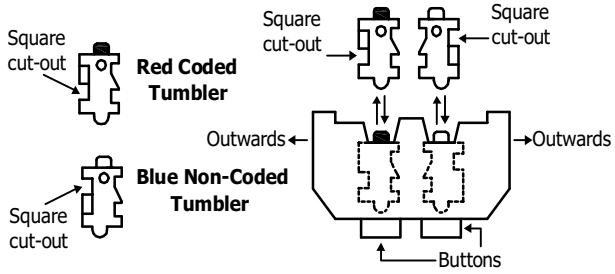


If you have encountered any problems then please refer to the trouble shooting guide, if this doesn't help to solve your problem contact the Borg helpline for further information and assistance.

CODE CHANGING PROCEDURE

To change the code on this lock you will need to follow the instructions below very carefully, as any mistake may damage or cause the lock to malfunction.

1. Firstly, you will need to check that the original code is working.
2. Turn the keypad over and remove the 4 red screws.
3. You will now be able to lift off the covering panel (please be careful as there are 12 springs attached to this panel). Please note that the red tumblers will relate to the code printed on the card provided. Also note that the C tumbler is un-coloured and is NOT to be removed.
4. To change your code you will now need to hold the keypad face down, Next depress & hold the C tumbler (if this is not done you may damage some of the internal components.) Now using the tweezers provided, you can reposition the tumblers to the code you want (red tumblers are coded and blue tumblers are uncoded). Please ensure that the space cut–out on each tumbler is facing the outside of the lock body, also make sure that the coloured mark is facing upwards. If any one tumbler is upside down or the wrong way round the lock will not work and if forced will break the internal components. Please note that the code must always start with a C.



5. Now replace the covering panel and hand tighten

6. The code has now been changed, please check to see that it is working correctly, also make a note of the code for future reference. Once satisfied that the lock is working as normal you are ready to fit/re–fit the lock.

NOTES ABOUT THE CODE

You will have been provided with 4 spare tumblers (2 red and 2 blue) these are to shorten or lengthen your code.

N. B Your code can be entered in any order or sequence e. g. 1234 or 4321 or 2431. There are over 1,000 different combinations avallable.

"F" Function

The "F" button activates the code free entry feature, so if you require continuous free passage you will need to proceed as follows:

1 .Enter your access code, but before depressing the lever press the "F" button.
2. You will now be able to rotate the handle freely without entering the code.
3. To cancel the free entry feature, press the "F" button followed by the "C" button and this will reset the unit.

If the "F" function is not required, it can be easily removed by unscrewing the 4 red screws on the back of the keypad to expose the tumblers. Depress the "C" button and keep it depressed, and using the tweezers provided to lift out the "F"tumbler. Now replace the metal cover and 4 red screws.

5001 INSTALLATION INSTRUCTIONS

The fixings supplied with the 5001 are the same as a normal 5000 plus the following; 2 × off–set spindle (1 right handed & 1 left handed),1 strike plate, 1 box keep,1 60mm tubular latch & 1 brass support post. For correct installation you will need to read the following instructions carefully.

1. Mortise a hole (30 mm diameter 85mm deep) in the edge of the door to take the tubular latch.
2. With the hole drilled, you will need to check that the latch will slide in and out freely and operate wihtout catching on the inside of the hole. Then you will need to mark out the size of the faceplate on the door, use a Stanley knife to do this to avoid splitting when you chisel out a rebate to make the faceplate flush with the door edge.
3. You will now need to drill the two small holes that will accommodate the fixing posts and screws. Also you will need to drill a hole to slot the spindle though. it is very important the holes are in line, as mis-alignment will cause the lock to malfunction or even break up within a very short period. So please take care to align these locks very carefully. To stop the splitting and make the holes more accurate you should drill the holes from both sides (not all the way through)
4. The most important part of installing this lock is to make sure that you have selected the correct spindle. If uncertain, please refer to the handing chart provided. Once you have the correct spindle, you should assembly and install the spindle as described earlier in this manual. At this point, you should also screw in the brass support post. As this part helps to keep the alignment of the unit and latch once the unit has been installed. (You should now follow the final installation instruction on page 2)

For any further detlils or information about you lock please call the Borg Helpline on 0800 44 88 377

OTHER LOCKCASES

The 5000 can be fitted with other makes of locks and lockcases, and we can provide special fixings pack where necessary.
For more information and advice, please call our helpline number.

Installation Problems

Problem	Cause	Solution
The lever cannot be rotated after entering a new code.	After changing the factory code, one or more of the coded tumblers are the wrong way around.	Re-read the code change instruction and check that all the tumblers have the square notches facing outwards.
Clutch keeps breaking out.	The wrong type of lock case is being used.	The lock case may be over sprung to suit non sprung furniture. If double sprung, remove one of the springs. A MINIMUM of 40^{o} (preferable 45^{o}) travel is required on the latch bolt to ensure smooth operation.
The latch bolt does not move smoothly in and out.	The lock is not installed correctly.	Check that the lock is square on the door and positioned accurately over the lock case. Check that the lock case is positioned horizontally and parallel to the door surfaces. Check the spindle length, if the spindle is too long it may be trapped between the front and back plate.
The lever is stiff after changing the handing of lock.	Grub screw may have been over tightened.	If you have changed the handing of the lock then make sure that the grub screw has not been over tightened:

After installation problems

Problems	Cause	Solution
If the outside lever is dropping.	The lever has been forcibly turned & the clutch has broken out.	Someone may have tried to force entry or has entered the wrong code and forced the lever to gain entry. There is a clutch protection system that protects the lock and the lock case from damage. If the handle is dropping, then you will need to reset the clutch mechanism by lifting the lever to the horizontal position. If this does not solve the problem please call our technical support line on 0800 44 88 377.

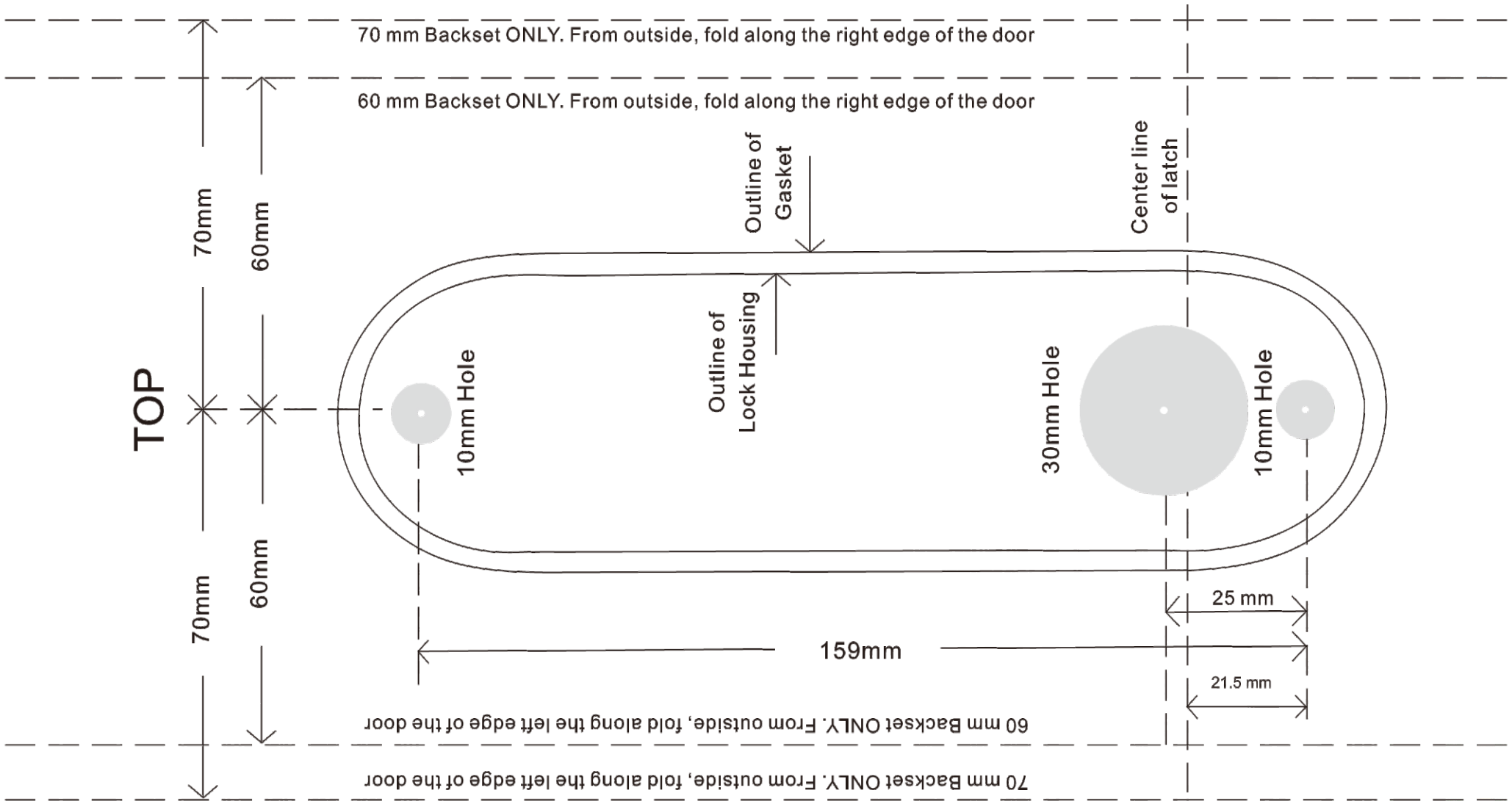
The Borg guarantee If a Borg Lock should develop a fault due to manufacture within 1 years from date of purchase it will be repaired free of charge.

Please call our helpline for spares, repairs and technical advice on **0800 44 88 377** Or E–mail: **sales@borglocks.com**

DISCLAIMER. Under no circumstances should the lock be dismantled, as this will invalidate your warranty.

Please Visit The Borg Locks Ltd. Website for further information @ WWW.BORGLOCKS.COM.

This drilling is to suit the following models :BL5001,BL5201,BL5401



This drilling is to suit the following models :BL5001,BL5201,BL5401