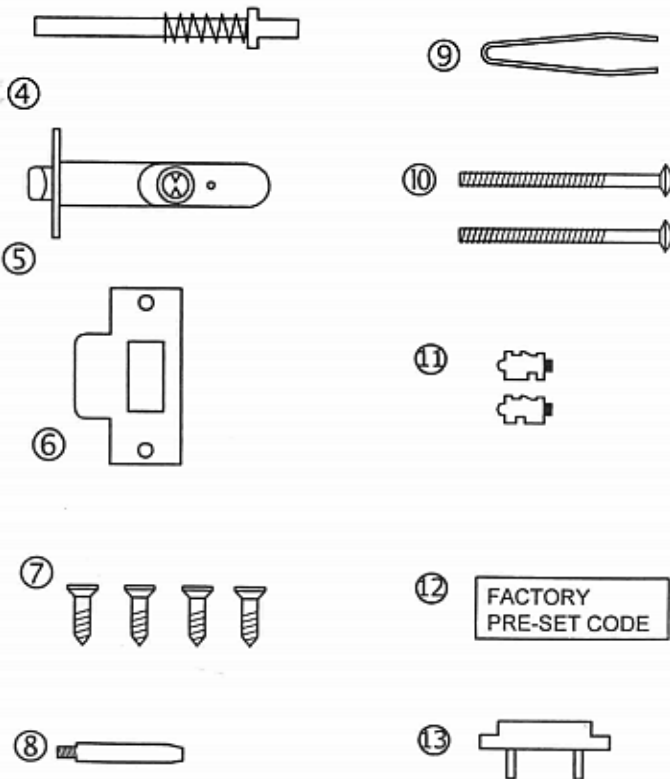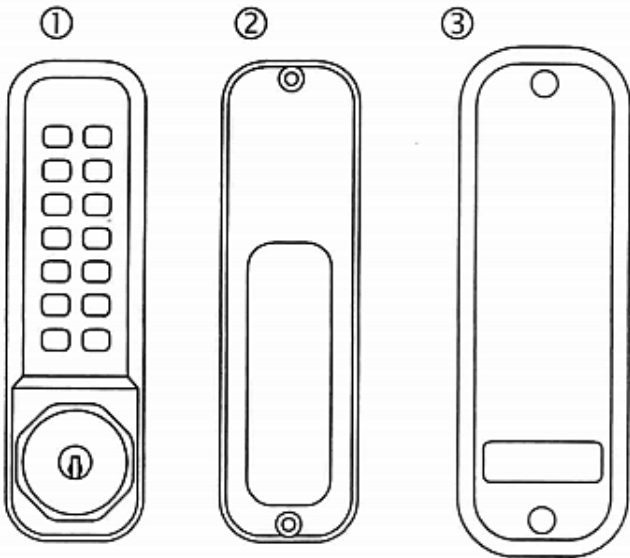# Parts List, Installation and General Information

Parts List

Please make sure you have received all the following parts:

(1) Keypad

(2) Inside Keypad

(3) Neoprene seals × 2

(4) Sping loaded Spindle

(5) Latch (60mm standard)

(6) Strike plate and Box keep.

(7) Wood screws x4.
   Use with latch & strike plate.

(8) Latch support post

(9) Tweezers (For changing the code)

(10) Security bolts. 4 supplied

(11) Spare tumblers. 2 × Coded
                     2 × Uncoded

(12) Code card

(13) Plastic clip.

(14) Keys x 3.

Installation

Special Notes

· Before commencing installation check that all parts are working correctly: Press the code according to the code card and then the knob should turn and return easily under spring pressure. If you intent to change the code,you should do it before installing the lock –See the code change instructions   (opposite)

· Make sure that the inside handle moves freely. Check that the snib will engage and hold the handle in the 'latch - open' position, if it is a model with latch stopper (2201 only) Check that the latch bolt moves freely by pressing at the end and also by turning the flat spindle in the latch cam.
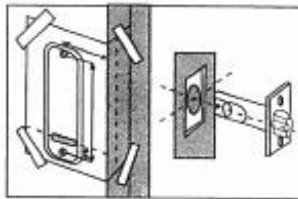
1. Determine your door type
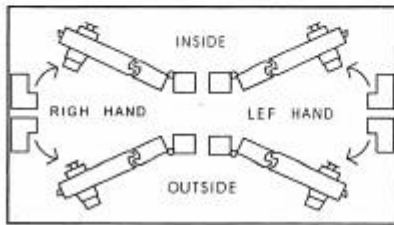
Your door is right-handed, if viewed from the outside, the hinges are on the right.

When fitting an inside handle to a left-hand door the BLUE screw must go in the right hand hole and vise versa.

2. Apply the Template

· Tape the template to the door Make sure that you fold it along the line.
· Mark and drill all six 10mm holes.
· Use a chisel to clear the line of 4 x 10mm holes into a single slot

3. Position and Fix The Latch

· Mark a central point on the 'centre line of latch' on the door edge.
· Drill a 25mm hole x 85mm deep.
· Insert the latch into the hole, and draw around the face plate.
· Remove the latch and cut a 3mm rebate so that the face plate will fit flush with the door.

· Secure the latch with the wood screws.
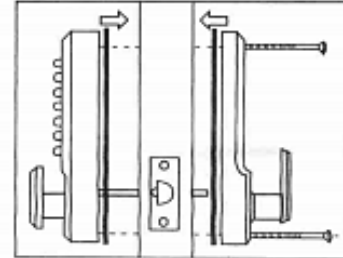
4. Install Latch Support Post
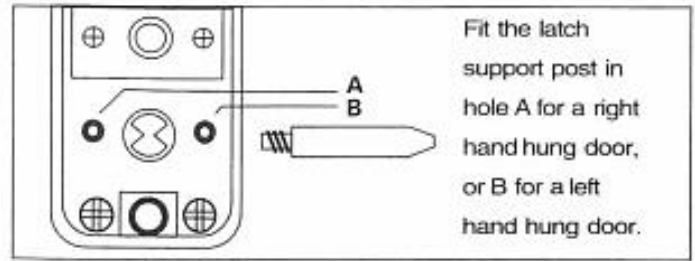
Fit the latch support post in hole A for a right hand hung door, or B for a left hand hung door.

5. Position The Spindle

· Select the longest spindle to suit the thickness of the door.
· Insert the spindle through the slot in the door,and make sure that it engages the latch correctly dependent no the hand of the door. (see insert diagram.)

6. Fix The Lock

· Select the fixing bolts to suit the door thickness, so that as much thread as possibe screws into the support post.

· Hold the keypad and the inside handle,with the seals. onto the door with the spindle in position.

· Using the fixing bolts screw everything together through the top and bottom holes of the inside handle. Before final tigtening make sure the lock is vertical, and test the mechanism to ensure that it is all moving easily.

DO NOT CLOSE THE DOOR UNTIL YOU ARE SURE THAT THE CODE WORKS.

DO NOT over tighten the fixing bolts as this may cause distortion and lead to poor operation.

7. Fit The Strike Plate
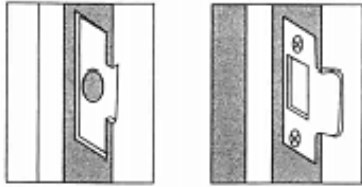
* Position the strike plate on the door so that it lines up with the flat of the latchbolt, NOT THE PLUNGER.
* Mark the inner and outer edges of the strike plate and cut a 1mm rebate so that it fits flush with the surface of the door frame.
* Drill or cut a recess for the latchbolt.
* Fit the strike plate using only one wood screw as first to ensure that it is positioned accurately. The latch bolt, and not the plunger, should enter the aperture easily, and be held without,'play', When satisfied secure the strike with the second screw.

N.B. The plunger beside the latchbolt deadlocks the latchbolt and protects it against manipulation. IT MUST NOT enter the strike plate aperture when the door is closed.
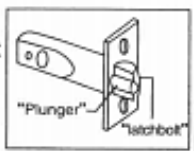

8. Removing Holdback (For 2201 Only)

* The Holdback model is equipped with a snib on the inside handle. This enables the latchbolt to be held back when required, allowing free passage.

* If the snib function is not required, you can remove it by unscrewing the 4 screws, one from each corner, from from inside the backplate. This will enable the metal plate.the snib, a small spring & a ball bearing to be removed. Please note that only the metal plate, needs to be replaced plus, the enclosed plastic clip to cover the aperture.

How To Change Your Code Number

1) Remove the lock from the door.
2) Remove the 4 retaining screws from the back of the keypad. Take EXTRA care to keep the keypad on a flat surface,when you are removing the covering plate, because there are a lot of small components inside.
3) You will now see that there are 5 red coloured coded tumblers & 8 blue coloured uncoded tumblers plus 1 clear tumbler ('C' button).
4) To change your code, push the 'C' button down and hold it.You can then easily remove one or more of your coded & uncoded tumblers, using the tweezers supplied.
   Remember,the red tumblers represent coded digits and the blue tumblers represent non-coded digits
5) Please note you should NEVER remove the 'C' tumbler.
6) Please note the different shapes of tumblers, before reinserting them into the lock body. Firstly there is a difference in shape between the coded & uncoded tumblers, illustrated below. And secondly when refitting the tumblers into the lock body, they must be fitted facing the right way, again see the illustration Below. (All square cutouts must face outwards)
7) After you have refitted the tumblers and made a note of the new code, please replace the metal plate with the 4 screws
8) PLEASE NOTE. With the spare tumblers provided, you can either increase the number of digits in your code to 6 - 7 or reduce to 3 - 4.
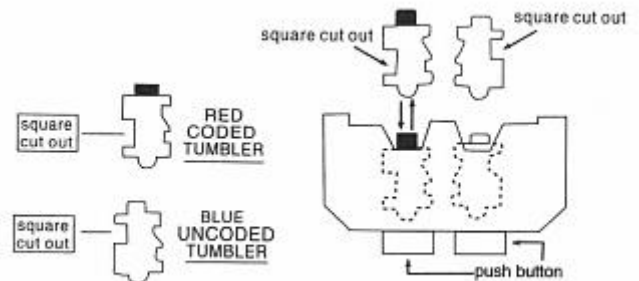
If you experience any problems when fitting this lock or changing the code please contact the:

BORG HELPLINE

01277 210644

Dismantling the lock will invalidate your warranty

Problem Solving Guide

Installation Problems

Problems	Cause	Solution
The latch cannot be withdrawn when entering the code.	The lock has been fitted to a L.H hung door.	All locks were set to suit R.H. hung doors. So the lock needs to be removed from the door and reversed. Refer to the instructions.
Both inside and outside knobs retract when turned towards the door frame.	The spindle is in position at the wrong angle.	Remove the lock from the door, and re-position the spindle as shown in the instructions.
The knob will not turn after entering a new code.	One or more of the code tumblers are the wrong way around.	Re-read the code change instruction and check that the red tumblers are all facing with these square notches outwards.
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 latch. Check that the latch is positioned horizontally and parallel to door surfaces. Check the spindle length, it may be trapped between the front and backplate if the spindle is too long.
The outside knobs turns after entering a correct code but does not retract latch.	The spindle is too short for the door thickness	If the spindle is too short then it will not engage with both the outside knob and inside handle at the same time, or it may slip out of one side after same use. If necessary, please call the helpline for a free replacement.

After Installation Problems

Problems	Cause	Solutions
The outside knob turns freely without retracting the bolt.	The knob has been forcibly turned.	Return the lock to Borg locks. Someone may have tried to force the knob to gain entry.
The inside lever handle does not return to the upright position after operating.	The lever return spring is broken.	Call the helpline for replacement.
The latch does not engage and so the door remains unlocked after use.	The latch is not entering the strike.	Your door or frame may have warped since the lock was installed. Check the latchbolt lines up with the strike aperture, re-align the position of the strike as necessary. Make sure the deadlocking plunger does not enter the aperture alongside the latchbolt.

The Borg guarantee-If a Borg lock Should develop a fault within 2 years from date of purchase we will repair it free of charge

Please call our helpline for spares, repairs and technical advice 01277 210644

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