

## Installation Problems

Problem	Cause	Solution
The keypad lever turns after entering a correct code but does not retract the latch.	The spindle is too short or has been cut down too short.	Please call the Borg Locks helpline on 0800 44 88 377 for a replacement.
The keypad lever handle slips when withdrawing the latch.	The spindle may not be going into the back of the keypad straight and is restricting its movement.	Ensure that the spindle is going into the back of the keypad straight. If the problem persists please call the helpline.
The levers are stiff to turn from either side of the door.	Ensure that no material is affecting the rotation of the spindle followers and that the spindle is not catching on the cut-out in the door.	If there is no material restricting the rotation, it may be a case that the lock fitted in the door is heavily sprung. To reduce handle pressure the inside handle return spring can be removed.

## After Installation Problems

Problem	Cause	Solution
The keypad lever turns freely without having to enter any code.	The unit has been incorrectly coded or is in free passage mode.	Please refer to 'how to change your code number' instructions (page no.7 & 8) or 'operating the free passage function' (page no.4).
The latch bolt is not securing when the door is closed.	The strike plate / keeps may not be adjusted correctly or the door may have swollen or twisted if in direct sunlight.	Adjust the strike plate / keeps in accordance with the manufacturer's recommendations.
The inside handle or keypad lever does not return to the horizontal position after turning.	The grub screw has been done up too tightly or the handle return spring has broken.	Loosen the grub screw by 1/4 of a turn until it springs back. If after loosening the grub screw the problem persists, it may be that the handle return spring has snapped. Please call the Borg Locks helpline for assistance.
After entering a correct code the handle is solid and not turning.	The multi-point lock has been double locked.	Unlock the cylinder and the handle of the keypad should now turn and unlock the door.

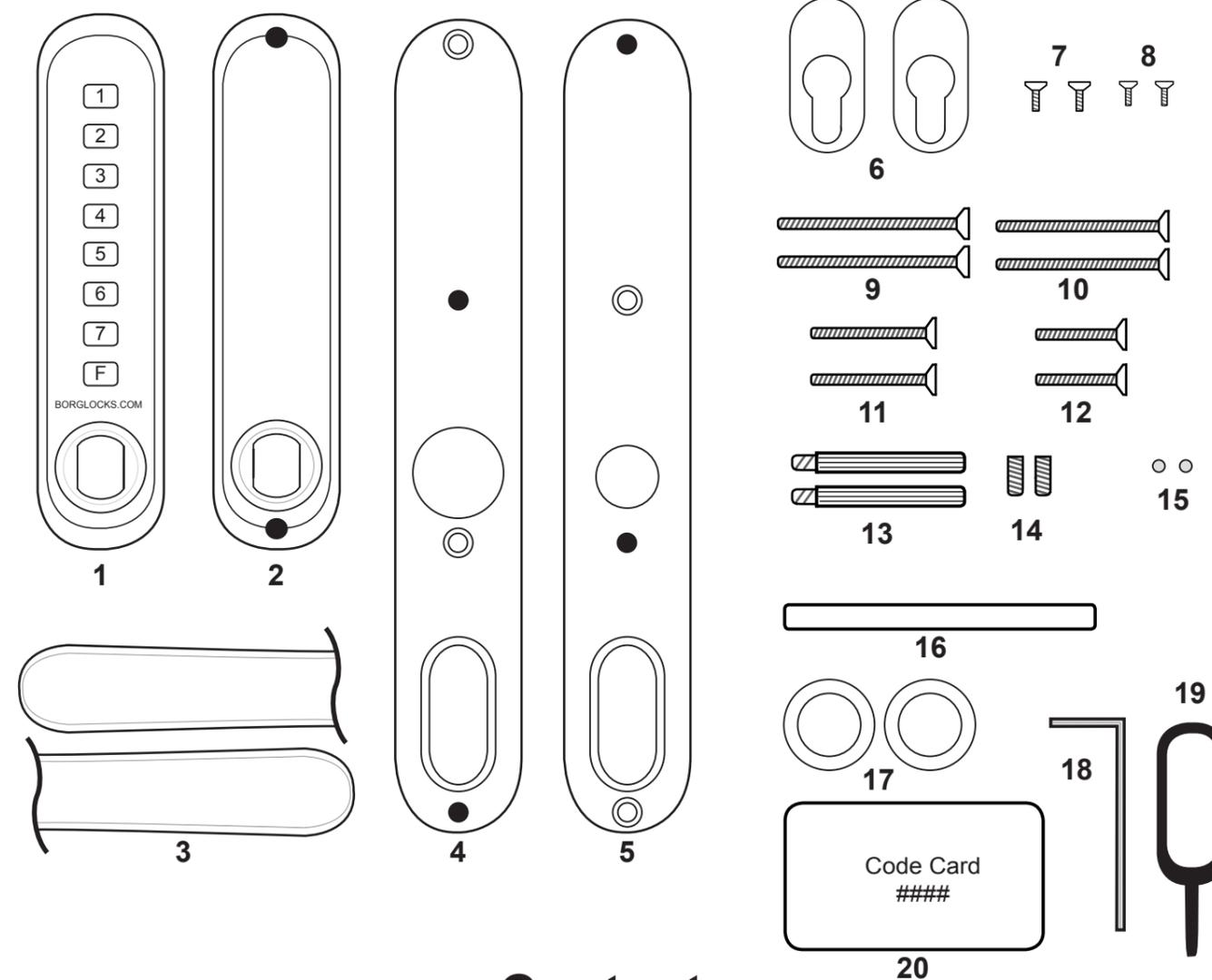
**Maintenance:** No maintenance of the internal parts should be necessary. If the lock is being used on an exterior application it is advisable to periodically remove the keypad and give the coding chamber a light spray with a PTFE based lubricating spray.

**Do not** use oil as a lubricant as it will cause excessive wear to the internal parts.

**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: 0800 44 88 377**  
- **International: +44 (0) 1708 225700**

**Disclaimer:** Under no circumstances should the lock be dismantled as this will invalidate our warranty.



## Contents

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| 1. Keypad                              | 11. Machine screws (40mm) |
| 2. Inside Handle                       | 12. Machine screws (25mm) |
| 3. Lever Handles                       | 13. Hexagon Support Posts |
| 4. Keypad Extension Plate              | 14. Grub Screws           |
| 5. Inside Handle Extension Plate       | 15. Grommets              |
| 6. Escutcheons                         | 16. Spindle               |
| 7. Keypad Retaining Screws (M5)        | 17. Handle Washers        |
| 8. Inside Handle Retaining Screws (M4) | 18. Allen Key             |
| 9. Machine Screws (80mm)               | 19. Code Change Tool      |
| 10. Machine screws (60mm)              | 20. Code Card             |



# Preparation

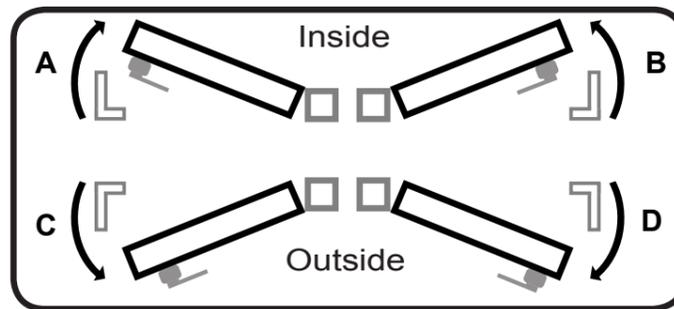
Please check that all parts are working correctly. Once the lever handles have been fitted to the keypad and inside handle, enter the factory preset code as printed on the code card (part no.20), rotate the lever handle on the keypad downwards, re-enter the code and turn the handle upwards ensuring that the spindle follower on the back of the keypad rotates each time - an audible click should be heard every time a correct code is entered and the lever handle is turned.

Both lever handles on the keypad and inside handle should return easily under their own spring pressure. Please refer to 'fitting the lever handles' below.

If you intend to change the code please refer to 'how to change your code number' instructions (pages no.7 & 8) prior to fitting.

## Determining the Hand of the Door

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, as shown in the diagram on the right.



**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 inward opening – door opens outward (pull), hinged on the right side.

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

## Fitting the Lever Handles

The unit is non-handed and the lever handles (part no.3) are not supplied fitted. Once you have determined what handing of door you have, the lever handles can be fitted to the keypad and inside handle. This is done as follows:

Ensure that one of the handle washers (part no.17) is placed around the handle holder before the handle is secured in place with one of the grub screws (part no.14) and tightened using the allen key (part no.18).

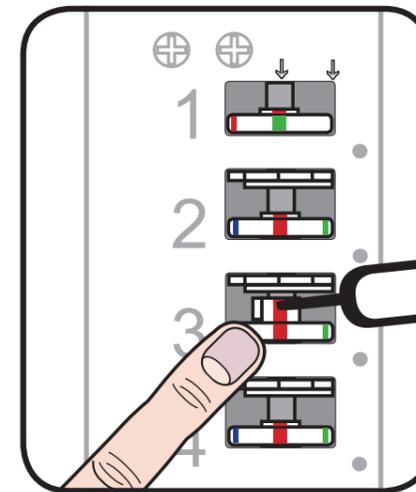
With the lever handles secured to the keypad and inside handle turn the lever handle upwards and downwards to ensure that they return under their own spring pressure to the horizontal position. If both lever handles return under their own spring pressure cover the grub screw holes with the grommets (part no.15).

If the handle does not return under its own spring pressure loosen the grub screw by 1/4 of a turn until it springs back. If loosening the grub screw does not allow the handle to spring back, it may be that one or more of the handle washers (part no.17) needs to be removed.

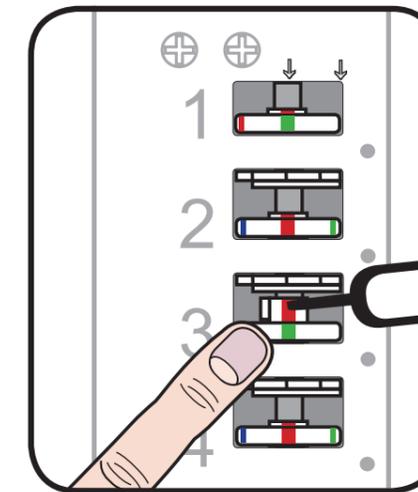
# How To Change Your Code Number

5. Whilst holding the inner gear the coding disk can be rotated using your finger. If you want that button in the code as a single press, align the red marker of the coding disk with red line of the inner gear (as per fig.6). If you want that button as a double press align the green marker of the coding disk with the red line of the inner gear (as per fig.7) and if you do not want that button in the code align the blue line of the coding disk with the red line of the inner gear (as per fig.8).

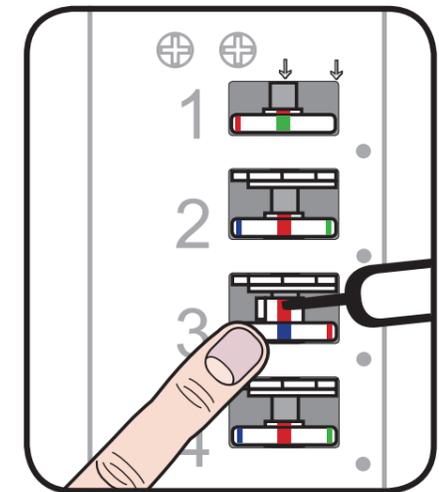
6. With the selected marker in position the inner gear can be released and it should drop into position. The inner gear and tab should no longer be visible. If the inner gear is still exposed after releasing the pressure, rotate the coding disc with your finger to the left until the inner gear drops into position.



Set as single press  
Red Marker  
Fig.6



Set as double press  
Green Marker  
Fig.7



Not in the code  
Blue Marker  
Fig.8

7. Once the first digit has been set, the principle is the same for any other button that you want to set in the code. Once you have programmed all the required digits in your code, turn the handle to reset the coding chamber and ensure that all the buttons that are in the code have the coloured markers in alignment with the centre line arrow on the keypad cover plate. Make sure that any digit that is not in the code has the blue marker of the coding disk in alignment with the centre line arrow.

8. When the new code has been set, check that the code is working correctly. Enter the code and rotate the handle and you should see the spindle follower rotate on the back of the keypad rotate. Test 2-3 times before fitting onto the door.

# How To Change Your Code Number

# Preparation

**Please note:** The keypad has a double button press function and you are able to have the same digit twice. When the unit is being coded, if the green marker of the coding disk is in alignment with the centre line arrow on the cover plate it denotes that the button is set as a double press. If the red marker of the coding disk is in alignment with the centre line arrow it is set for a single press and if blue marker of the coding disk is in alignment with the centre line arrow it is not part of the code.

The coding chamber is non-sequential so the code can be entered in any order. If for instance the unit was coded to 11234 (as per fig.4 below), the unit can be opened by entering 11432, 43211, 12314 etc...

1. To change the code the unit will need to be removed from the door or done prior to fitting.
2. Turn the keypad over and remove the extension plate (if fitted) so that the back of the coding chamber is visible. The extension plate is secured to the keypad by 2 x retaining screws. Turn the lever handle of the keypad to ensure that the coding chamber is reset before a new code is to be programmed.

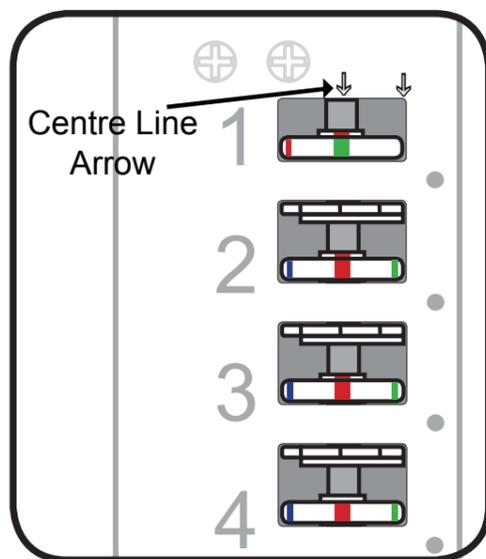


Fig.4

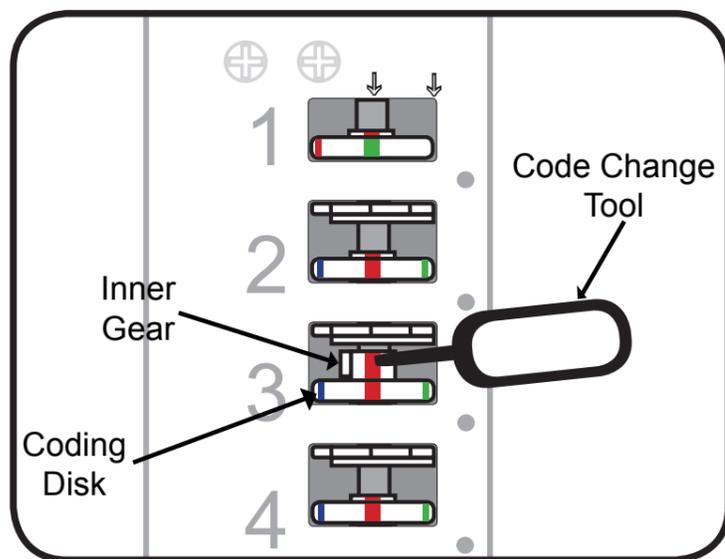


Fig.5

3. With the coding chamber reset you will see that the coding disks are set to what the keypad is currently coded to. If for instance the unit is coded to 11234; the number 1 disk will have the green marker of the coding disk lined up with the centre line arrow on the cover plate. The number 2, 3 and 4 will have the red marker of the coding disks lined up with the centre line arrow (as per fig.4). All the other coding disks will have the blue line in alignment with the centre line arrow.

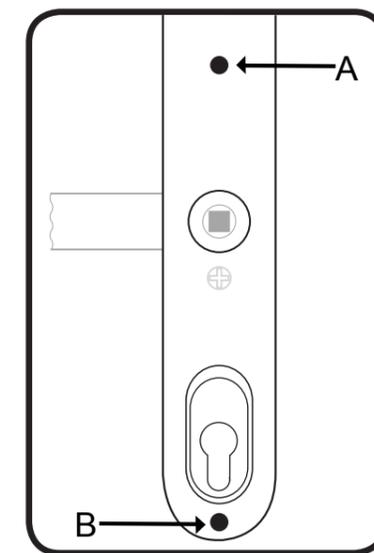
4. Choose what the unit wants to be coded to. To change how a button is set in the code – insert the code change tool (part no.19) into the small hole in the top of the inner gear and then it can be lifted upwards, this will expose a red line on the inner gear (as per fig.5).

## Fitting the Hexagonal Support Posts

Fit both of the hexagonal support posts (part no.13) into the top and bottom threaded holes of the back of the keypad extension plate (part no.4), as shown in arrows A and B in the diagram on the right.

Without the hexagonal support posts fitted the machine screws will not be able to be screwed into place, as they are different thread sizes.

**Do not over tighten the hexagonal support posts as this may strip the thread on either the post itself or the thread in the extension plate.**



## Turning off the Free Passage Function

All units are supplied with the free passage function ready to be used, unless you have specifically ordered with the function turned off. If you do not require the free passage function this feature can be turned off, this should be done before the unit is fitted to the door.

If your unit has the free passage function turned on, the white line of the 'F' coding disk will be in alignment with the centre line arrow (as per fig.1). If it is turned off the blue line of 'F' coding disk will be in alignment with the centre line arrow.

1. To turn off the free passage function – insert the code change tool (part no.19) into the small hole in the top of the inner gear and then it can be lifted upwards, this will expose a red line on the inner gear (as per fig.2).
2. Whilst holding the inner gear the coding disk can be rotated using your finger. Rotate the disk until the blue line of the coding disk is in alignment with the centre line arrow and red line of the inner gear (as per fig.3).
3. With the blue line in position the inner gear can be released and it should drop into position. The inner gear and tab should no longer be visible. If the inner gear is still exposed after releasing, rotate the coding disc with your finger to the left until the inner gear drops into position.

If at a later date you wish to turn back on the free passage function, follow the above steps but instead of setting the blue line of the coding disk set the white line.

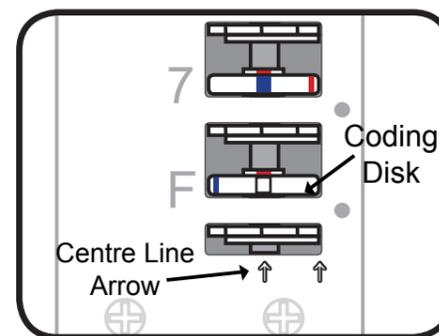


Fig.1

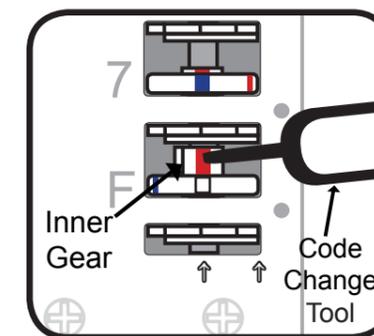


Fig.2

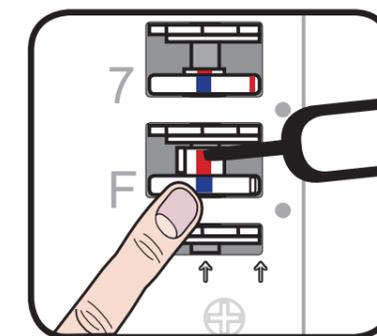


Fig.3

# Preparation & Installation

## Operating the Free Passage Function

When the keypad is set in the free passage function the handle will be free turning until the function is deactivated. This function is designed for high traffic / low security situations and allows users to pass through the door by turning the handle without having to enter the code each time.

The 'F' button activates the free passage function, if you want to set this function the steps are as follows:

1. Enter the code into the keypad along with the 'F' button and turn the handle.
2. The user will now be able to rotate the handle freely without having to enter the code.
3. To cancel the free passage function, press the 'F' button and rotate the keypad handle once and the keypad will return to being in the locked state.

## Apply the Drilling Template

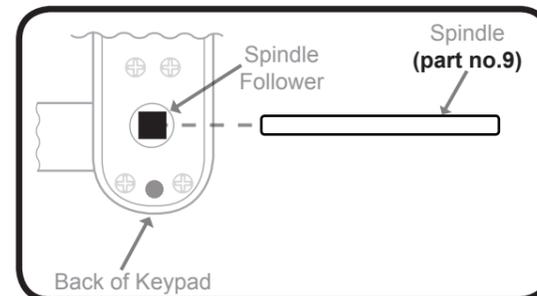
If the unit is to be fitted onto a UPVC door then the door section is likely to have already been drilled out to accept a standard set of lever handles. In this case please align our drilling template from the spindle centre with the spindle centre in the door.

1. Apply the supplied template to the outside of the door so that the centre line of the keypad matches the backset of the latch taking into account that most UPVC doors have a rebated edge.
2. Mark the centres points for the top and bottom fixing holes and the hole for the spindle and drill to the correct size holes as specified on the drilling template.

## Fitting & Positioning the Spindle

If the spindle needs to be cut to length, offer the keypad up to the door and put the spindle into the back of the keypad. The ideal length of spindle protruding to go into the back of the inside handle wants to be between 10-15mm. There is a spring located in the spindle follower of the inside handle to avoid any movement of the spindle when fitted to the door.

If the spindle is cut too short there is a chance the spindle could slip out of position and result in the user being locked out.



## Fitting the Extension Plates & Escutcheons

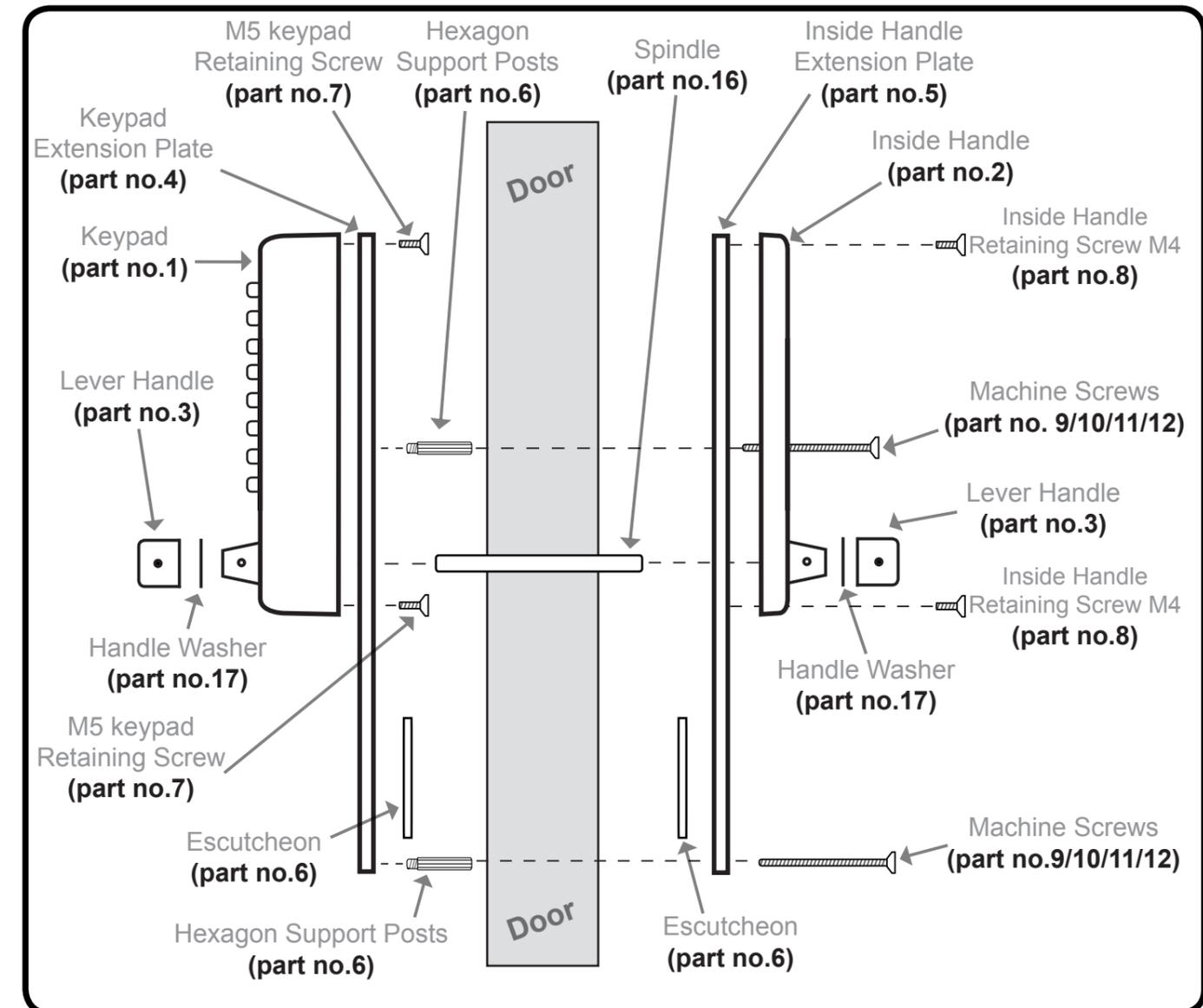
The keypad (part no.1) is secured to the keypad extension plate (part no.4) by the keypad retaining screws M5 (part no.7). When attaching the extension plate to the keypad, ensure that countersunk holes are facing away from the back of keypad to allow the screws to sit flush when tightened.

With the extension plate fitted, the escutcheon (part no.6) can be put into place. The escutcheons are oval in profile and are to suit 70mm and 72mm centre locks and flipping the escutcheon over allow it to suit 90mm and 92mm centre locks. To secure the escutcheon to the extension plate there are two tabs of double-sided tape on recessed edge of the extension plate. Peel the cover off the tape and put the escutcheon into the recess.

The fitting of the escutcheon is the same for the inside handle extension plate. When the two extension plates are fitted to the door, the escutcheons will be sandwiched into place. With the pair of extension plates fitted the inside handle can be secured to its extension plate using the two inside handle retaining screws M4 (part no.5).

# Installation & Operation

## Fitting Illustration



## Operating the Unit

The 6000 series model has been designed to work with a variety of multi-point locks and how they work varies between different manufacturers. In the majority of cases, if the door is double locked via a key, the keypad or inside handle will not operate until it has been unlocked.

Before entering a code turn the handle to ensure the coding chamber is clear of any buttons that may have been pressed. Enter the code and turn the handle, the latchbolt and any other secondary bolts will disengage and the door will open. After the handle is turned the unit will reset and the code will need to be entered again in order to access. If there is going to be constant traffic through the door you may want to put the unit in free passage mode, please refer to 'operating the free passage function' on page 4.

If fitted to a multi-point lock and the door needs to be double locked, enter the code and lift the handle upwards this will throw any secondary bolts and the key can be turned to double lock.