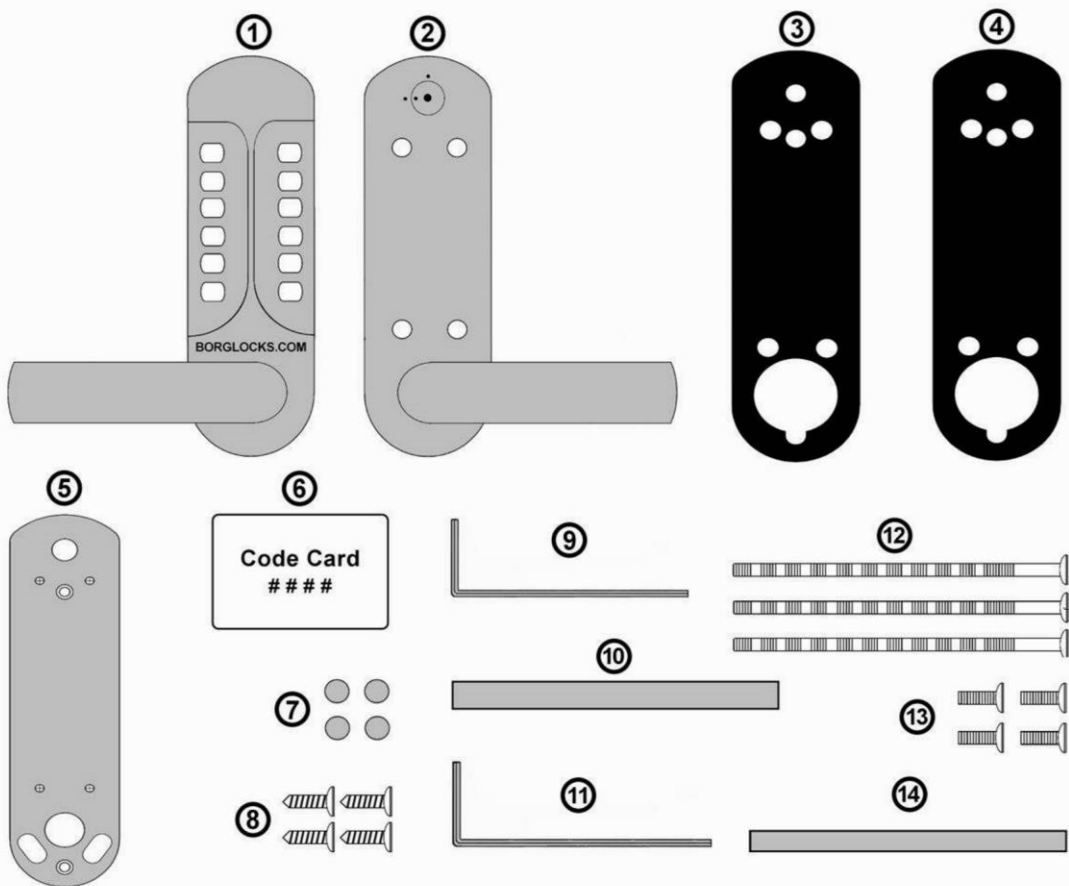


# BL 7000 Easicode Instruction Manual



1. Keypad

2. Inside Handle

3. Keypad Gasket

4. Inside Handle Gasket

5. Fixing Plate

6. Code Card

7. Screw Covers

8. Wood Screws

9. Hex Wrench

10. Spindle (8mm)

11. Code Change Key

12. Fixing Screws

13. Inside Handle Fixing Screws

14. Code Change Spindle

# Prior To Installation

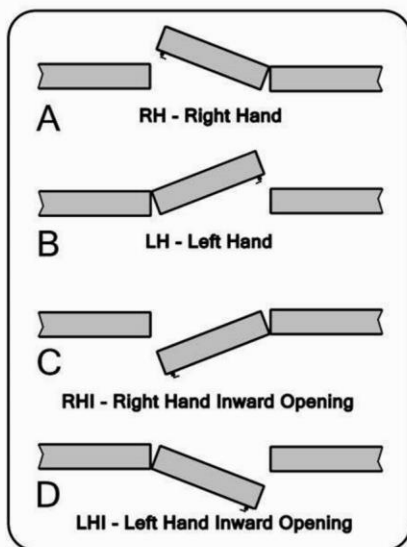
Please check that all parts are working correctly. Enter the factory preset code as on the code card (**part no.6**), rotate the keypad lever one turn upwards, re-enter the code and turn the handle down ensuring that the square follower on the back of the keypad rotates each time. The levers should return easily under its spring pressure. If you intend to change the code please refer to the code change instructions (**page no.7**). Make sure that the Inside handle lever rotates freely and returns under its spring pressure.

Check that the latch bolt on the locking device moves freely by pressing the bolt head at the end, and also turning the spindle in the square follower on the locking device.

## 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.

- 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.



Please note all units are factory preset to suit right hand hung doors, unless Borg Locks are advised prior to ordering.

# Prior To Installation

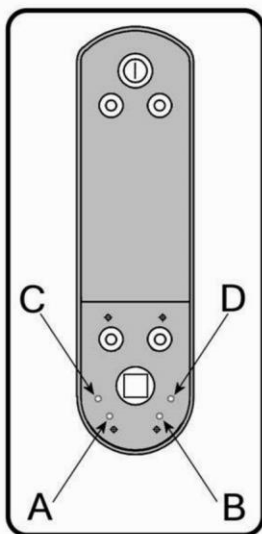
## Changing the handing of the lock

### Keypad side

- A) For the keypad side, remove the rubber grommet from the keypad lever, exposing the grub screw.
- B) Using the hex wrench (**part no.9**) remove the grub screw from the stem of the lever.
- C) Remove the lever and rotate it 180°. Slide the lever back onto the lock.
- D) Using the hex wrench, re-install the grub screw. Assure that the lever rotates freely.
- E) Re-install the rubber grommet removed earlier.

### Inside handle

- A) For the inside handle unit, turn the unit over so the back side is facing up.
- B) On the plate on the back of the inside handle you will see a dome headed screw. This screw will need to be moved (depending on which locking device) in one of the four threaded holes.
- C) If the unit is being fitted in conjunction with our tubular latch the screw will need to be placed into the threaded hole **B** if to suit a right hand hung door or **A** if to suit a left hand hung door.
- D) If the unit is being fitted in conjunction with our lockcase the screw will need to be placed in threaded hole **D** if to suit a right hand hung door or **C** if to suit a left hand hung door.

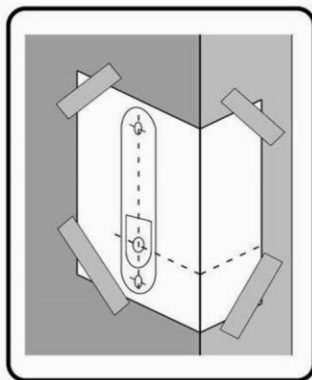


If either of the levers are unable to self return under the spring pressure loosen the grub screw until the lever returns to its horizontal position. If loosening the grub screw does not solve the issue remove one or more of the handle washers until the handle is able to return under its own spring pressure.

# Installation

## Marking the template and drilling the door

- A) Supplied with the instructions you will find a drilling template for the unit. Carefully fold along the dotted line that matches the backset of the locking device.
- B) From the exterior (keypad side) of the door, place the dotted line of the template along the edge of the door.
- C) Carefully mark the drilling holes on the template.
- D) Drill the holes as advised on the template, making sure to drill them straight.



Please note if this unit is a replacement for a Unican 1000 or 5000 series an additional hole will be required to be drilled in the face of door for the code change spindle at the top. The hole in the forend of the door for the latch will also be required to be drilled out to 35mm.

If this unit is a replacement for a Borg Locks 5000 style lock, the hole for the code change spindle will need to be drilled as well as the hole for the spindle follower on the back of the keypad.

## Installing the locking device

- A) Once the holes have been drilled for the door, the locking device can now be placed into the hole at the forend of the door.
- B) With the locking device now in the door, the faceplate of the lock can be marked around with a pencil.
- C) Remove the locking device from the door.
- D) Using a sharp chisel, remove enough of the material in the marked area so that the faceplate of the locking device sits flush with the rest of the door.
- E) Now that the holes have been drilled and the material for the faceplate has been removed the locking device can now be reinserted into the door and using the fixing screws (**part no. 8**) provided the locking device can be secured into the door.

# Installation

## Installing the spindle

A) With the locking device fitted into the door, the spindle (**part no.10**) can now be placed through the square follower of the locking device.

Please note that the spindle should always be as long as possible. If the spindle has been cut too short there is a chance that the spindle can move out of place and could cause a lockout. If the spindle is too long the lock will bind and cause a very stiff movement on the handle.

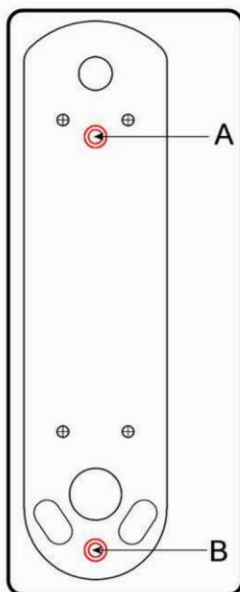
## Installing the keypad

A) Place the keypad gasket (**part no.3**) around the back of keypad (**part no.1**). Assure the two fixing posts and spindle follower on the back of the keypad match the holes in the keypad gasket.

B) To fit the keypad (**part no.1**) to the door, the fixing plate (**part no.5**) will need to be used. Place the inside handle gasket (**part no.4**) around the back of the fixing plate (**part no.5**) and using two of the fixing screws (**part no.12**) securing the keypad and fixing plate to the door. The fixing screws will need to be put into holes **A** and **B** as per the image.

C) With the keypad and fixing plate now fitted to the door ensure that the spindle (**part no.10**) is located into the spindle follower in the back of the keypad by entering the factory preset code on the code card (**part no. 6**) and turning the handle ensuring the latchbolt on the locking device is fully retracting.

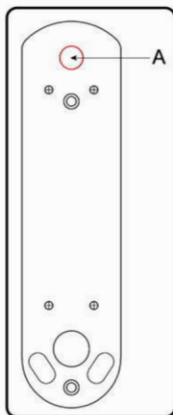
Please note that the fixing screws may need to be cut down to size. If the screws are not long enough, an extra long fixing kit is available.



# Installation

## Installing the code change spindle

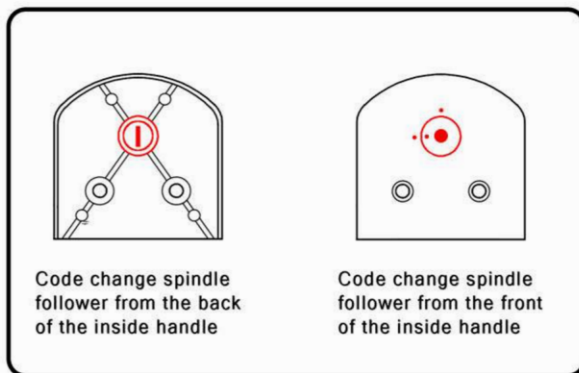
**A)** With the keypad and fixing plate fixed to the door, the code change spindle (**part no.14**) can now be put into the back of the keypad. The spindle will need to be put through hole **A** as per the image below. Once the code change spindle is in place, the spindle should sit vertical and not able to be rotated. If you are able to rotate the code change spindle by hand it has not been located into cut out in the back of the keypad.



## Installing the inside handle

**A)** Prior to securing the inside handle (**part no.2**) to the door, the code change spindle follower will need to be as per the image below. From the back of the inside handle the cut-out for the code change spindle will need to be facing vertically. From the front of the inside handle the code change spindle follower will need to be facing so that the mark on the rotating face is lining up with the mark on the left of the inside handle.

**B)** Making sure the spindle (**part no.10**) and code change spindle (**part no.14**) are located in the correct positions on the back of the inside handle, the inside handle can now be secured to the door using the four inside handle fixing screws (part no.13). With the inside handle fixing screws in place, these can be concealed by using the screw covers (**part no.7**).



# Installation & Code Change

## Installing the Strike Plate

- A)** Push the door nearly shut to locate the centre line of the latch bolt. Mark the centre line on the door frame.
- B)** Using the strike, align the centre of the strike opening with the centre just marked.
- C)** Carefully trace the outside profile of the strike plate; also trace the latch hole in the strike.
- D)** Using a sharp chisel, carefully remove enough material in the marked area until the strike sits flush with the edge of the door.
- E)** Drill a recess in the door frame for the latchbolt in the centre of the strike latch hole, marked earlier.
- F)** Place the strike into the newly chiselled area, making sure it sits flush and there are no obstructions in the latch hole of the strike.
- G)** Secure the strike plate with two of the wood screws (**part no.8**) supplied in the accessory pack.

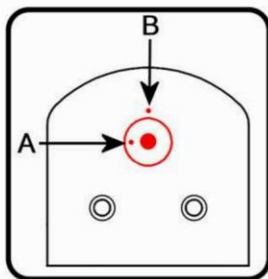
**Please note if being fitted with a Borg tubular latch the anti-thrust pin on the latch must not go into the cut-out for the latchbolt. The anti-thrust pin protects against manipulation of the latchbolt. If the anti-thrust is able to fall into the cut-out for the latchbolt, remove the strike and reposition it so it does not.**

## Code Change & Free Access

### Code Change

- A)** With the door in its open position fit the code change key (**part no.11**) into the code change cam on the inside handle and enter the set code into the keypad.
- B)** Rotate the code change key (**part no.11**) 90 degrees clock wise so that the black marker on the rotating cam **A** is nearest to the marker on the inside handle **B**.
- C)** With the code change key rotated a full 90 degrees rotate the lever handle. A series of clicks will be heard as the handle is rotated; these clicks denote that the coding chamber has been reset.
- D)** With the code change key held in the rotated position enter the new code into the keypad.
- E)** Once all the buttons that you want to be in your code have been pressed, release the code change key so that the black marker on the code change cam is in alignment with the left hand black marker on the inside handle.
- F)** The handle will operate for one time only, and then the new code will need to be entered again to gain access.

**Before closing the door test the unit several times to ensure that the code is working correctly and that the latchbolt on the locking device is being withdrawn each handle turn.**





# Free Access Function

## Free Access Function

Please note the free access function can only be activated from the inside by using the code change key (**part no.11**).

**A)** Enter the code into the keypad, the code change key (**part no.11**) can be put into the code change cam on the inside handle and rotated 90 degrees so the black marker **A** is in alignment with the top black marker **B**.

**B)** With the code change cam on the inside handle fully rotated 90 degrees the handle on the keypad side can be turned; a series of clicks will be heard, this denotes the chamber is in the free access function and the latchbolt on the locking device is now able to be withdrawn without having to enter the code each time.

**C)** The code change cam can now be rotated to the left hand marker on the inside handle and the code change key can be removed.

**Any attempts to enter an access code whilst in the free access function will result in the clutch disengaging for one handle rotation only.**

## Deactivating the Free Access Function

**A)** To deactivate the free access function place the code change key (**part no.11**) into the code change cam on the back of the inside handle and rotate a full 90 degrees so the black marker **A** on the rotating cam is aligned with the top black marker on the inside handle **B**.

**B)** With the cam rotated a full 90 degrees, the code can be re-entered on the keypad side.

**C)** Once the code is entered release the code change key on the inside handle so that the marker on the rotating cam **A** is in alignment with the marker on the left.

**D)** With the code change cam in position, the handle on the keypad side can be operated for one time only; the code will need to be entered again to gain access.

**Before closing the door test the unit several times to ensure that the code is working correctly and that the latchbolt on the locking device is being withdrawn each handle turn.**

**Do not force the code change key; if you are unable to turn the code change key an incorrect code has been entered into the keypad.**

