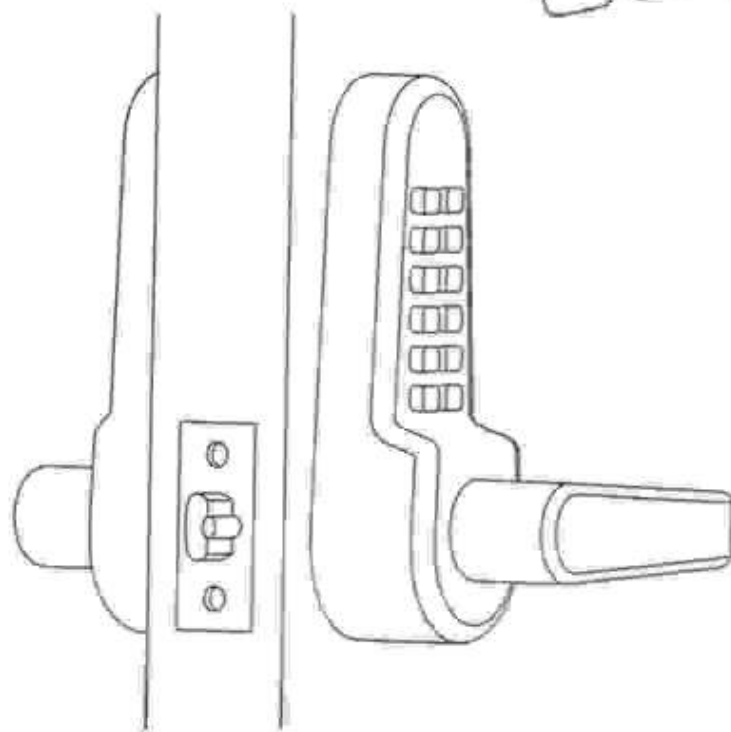


# Parts list, Installation & General Information



**BL4001**  
**BL4101**

## PARTS LIST

Please make sure you have received the following parts:

- (1) Outside lock mechanism
- (2) Inside lock mechanism
- (3) Accessories in 4 packs
- (4) Code card
- (5) 2 x Rubber gaskets

## ACCESSORIES PACK 3

Spindle to suit door thickness upto 35mm - 60mm



## ACCESSORIES PACK 5

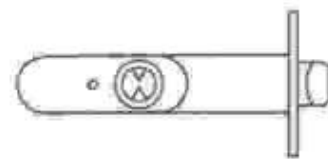
- Fixing plate
- 1 M4 x 12mm screws



## ACCESSORIES PACK 1 strike plate & Box keep



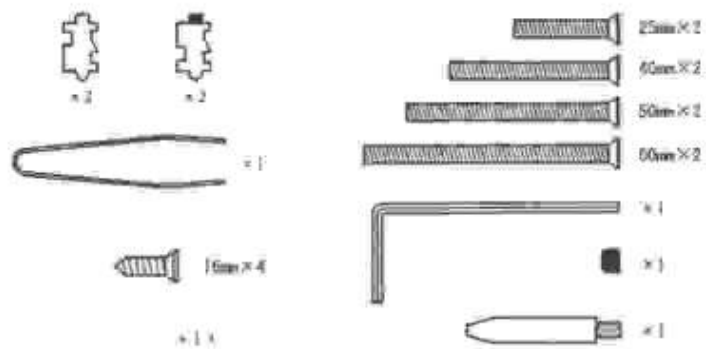
## ACCESSORIES PACK 2



60mm Tubular Latch  
c/w stainless steel latch head

## ACCESSORIES PACK 4

- 2 non-coded tumblers
- 2 coded tumblers
- 1 Tweezer
- 4 4 x 16mm screws
- 2 M4 x 25mm screws
- 2 M4 x 40mm screws
- 2 M4 x 50mm screws
- 2 M4 x 60mm screws
- 1 long hexagonal allen key
- 1 handle screw rubber grommet
- Latch support post



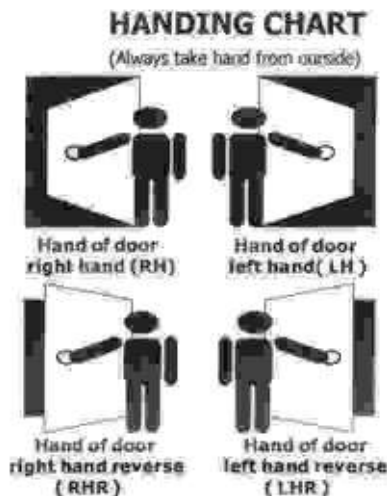
## INSTALLATION

### PRIOR TO INSTALLATION

Please check the 4000 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.



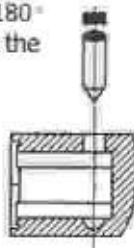
N. B. All units are set at the factory to suit right hand hung doors

### 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.

Note: On the inside handle there is also a handing plate that needs to be flip over, you will need to remove the 4 screws that hold the backing plate onto the handle, the handing plate that is under this backing plate needs to be flipped horizontally.

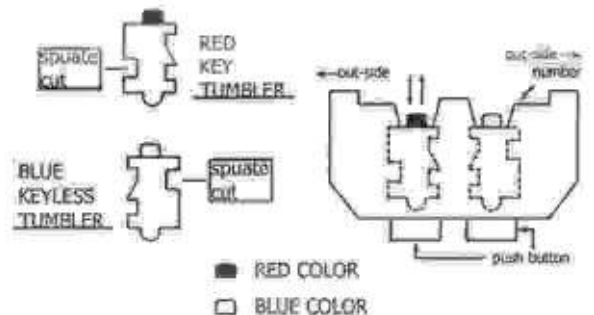


If you have encountered any problems then please refer to the trouble shooting guide, if this doesn't help to solve your problem please contact the Borg helping for further information and assistance.

## 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 uncoloured 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 un-coded). 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 the 4 red screws.
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 available.**

## Free passage feature

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 un-screwing the 4 red screws on the back of the keypad to expose the tumblers. Depress the C provided lift out the F tumble. Now replace the metal plate and 4 red screws.

## 4000 Series Fitting Instructions

ALWAYS DOUBLE CHECK THE CODE BEFORE FITTING AND ALSO ONCE, WHEN THE LOCK HAS BEEN INSTALLED, BEFORE CLOSING THE DOOR TO AVOID LOCKOUTS.

Use the template supplied in order to correctly mark-out the door in preparation for drilling and mortising.

## 4000 Fitting Instructions (For fitting with Borg approved lockcase)

- 1) Firstly select the screws that suit the door thickness of the door you are working on, then insert the latch into the drilled slot and then secure using wood screws provided.
- 2) Fit the hexagonal support posts to the keypad and then fit the rubber gaskets to the back of the keypad and fixing plate (flat side surface face down).
- 3) Now insert the correct length of spindle through the lockcase and hold keypad onto the door, ensuring that the spindle is fully inserted into the keypad.
- 4) Whilst still holding the keypad into place, attach the fixing plate from fixing pack No. 5 and gasket to the inside face of the door, using the fixing screws earlier selected ( using the fixing points that suit the mortise lockcase being fitted).
- 5) The keypad will now be secured enough to hold itself to the door, while you fit the inside handle to the fixing plate. (use the shortest screw provided, from fixing pack No. 5).
- 6) Now you are ready to finish the installation by fixing the top of the inside handle, using the longest of the screws, you will be able to screw into the support post on the back of the keypad.
- 7) The lock should now be fully operational and ready to use. To ensure the lock has been installed correctly, you should test all features including "free passage".

(please note that if the handle does not return to horizontal position under spring strength then it is likely that the lock is out of alignment, loosen screws and operate lock again. If this doesn't solve the problem it maybe that some debris has become caught inside the mechanism, if so remove debris and reinstalling).

## 4001 Fitting Instructions (For fitting with Borg 60mm Latchbolt)

1. With the holes drilled, you will need to check that the latch will slide in and out freely and operate without catching on the inside of the door. Then you will need to mark out the size of the forend on the door: use a stanley knife to do this to avoid splitting when you chiseled out a rebate to make the forend flush with the door edge.
2. Insert the latch into the door edge and secure with the two wood screws supplied.
3. Ensure the two hexagon support posts are screwed into the back of the keypad ( using the lower of the two bottom holes ). Now screw the brass latch support post into the correct position.
4. Next, slide the gasket over the support posts onto the back of the keypad and inside handle.
5. the spindles supplied with the 4001 are 7mm bladed spindles which are reversible for left and right handed doors. The spindle should go into lockcase with the blade at a 45° angle from the keypad side (locking at the face of the door for a right handed door). A Left handed door should have the spindle at the oppsite angle. If the latch is not completely withdrawn it is likely the spindle is the wrong way round and should be removed, flipped over and refitted.
6. With the spindle installed you can secure the two sides together simply by using the machine screws supplied, once hand tighten you should check operation to ensure correct alignment.

## 4002 Fitting Instructions (For Retro fitting over 2000 series type product)

the 4002 uses the same fixing centres as a 2000 series type product when fitted with the adaptor plate from the special pack of fixings supplied. This enables the installer to fit the lock over a previously installed 2000 series product without drilling any further holes !

1. Remove 2000 type product.
2. Replace with the 4002 by following the 4000 fitting instructions.



**BORG HELPLINE  
01277 210644**

**BORG WEBSITE  
WWW.BORGLOCKS.COM**