

Preparation

Please check that all the parts are working correctly. Enter the factory preset code on the code card and rotate the knob/lever on the keypad handle. When the correct code is entered the knob/handle will rotate and the spindle follower of the back of the keypad will also rotate. Please note, whilst the handle may turn the spindle follower on the back of the keypad will not rotate until the correct code has been entered.

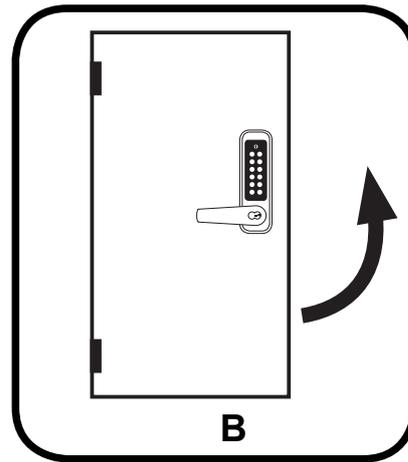
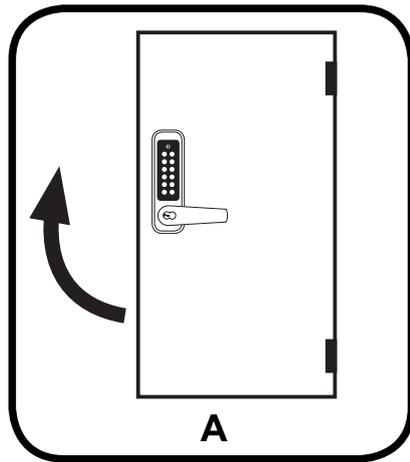
The knob/lever will freely turn counter clockwise on the outside keypad and clockwise inside keypad. The spindle follower on the back of the keypad will rotate each time. The knob should return easily under its spring pressure. If you intend to change the code please refer to 'code change' instructions, this can be changed with the keypad fitted on/off the door.

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.

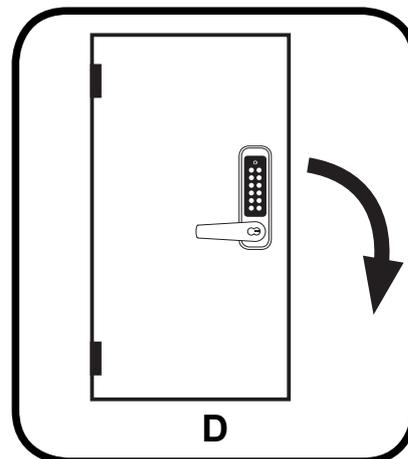
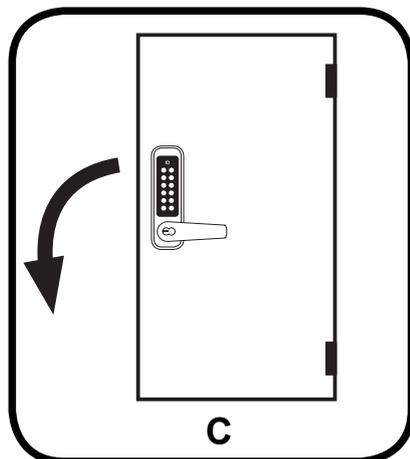
A) Right hand door – door opens inward (push), hinged on the right side.

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.



Changing the Handing of the Unit

All units come preset right hand, unless you have specifically ordered left hand.

BL7000 ECP Keypads (Non-Key Override Models)

To change the handing on the BL7000 ECP (non key override) keypads, this is done by removing the grey grommets located on the top and bottom side of the keypad handle; this will expose the head of the grub screws underneath.

Using the hex wrench remove the grub screws and this will allow the handle to come away from the handle holder. Place the handle onto the handle holder facing in the correct direction for your hand of door. The grub screws can be tightened back in and the grommet can be replaced.

BL7700 ECP Keypads (Key Override Models)

To change the handing on the BL7700 ECP (key override) keypads, the cylinder will first need to be removed. Using the Control or 'C' key, insert into the cylinder and rotate clockwise as far as it will turn and pull the cylinder out from the lever.

With the cylinder removed the grey grommets located on the top and bottom of the keypad handle can be removed; this will expose the head of the grub screws underneath. Using the hex wrench, remove the grub screws and this will allow the handle to come away from the handle holder. Place the handle onto the handle holder facing in the correct direction for your hand of door. The grub screw can be tightened back in and the grommets can be replaced. The cylinder can be refitted back into the lever handle.

Inside handles (all models)

To change the handing of the inside handle; this is done by removing the grey grommet located on the side of the inside handle; this will expose the head of the grub screw underneath.

Using the hex wrench remove the grub screw and this will allow the handle to come away from the handle holder. Place the handle onto the handle holder facing in the correct direction for your hand of door. The grub screw can be tightened back in and the grommet can be replaced.

Changing the Handing of the Keypad Spindle Follower

Insert spindle into follower on the back of the keypad and rotate the follower to **Fig.1** if the keypad lever handle is facing to the right or **Fig.2** if the keypad handle lever is facing to the left.

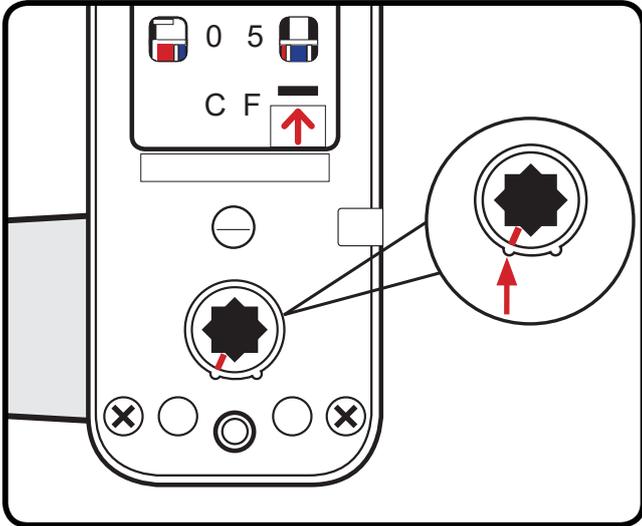


Fig.1

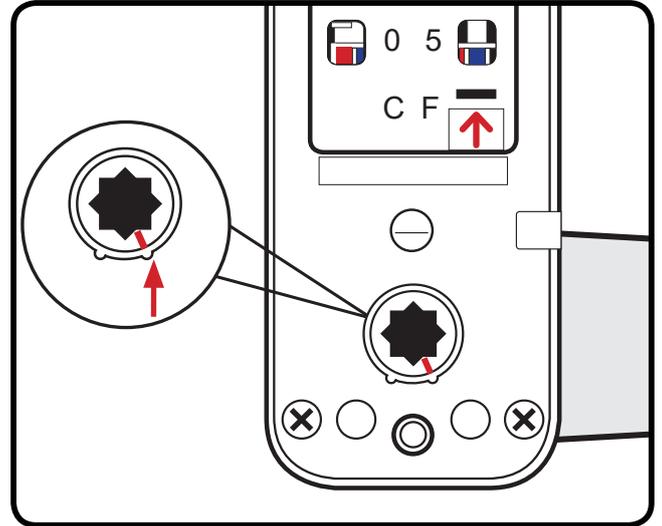


Fig.2

Changing the Handing of the Inside Handle Spindle Follower

Insert spindle into follower on the back of the inside and rotate the follower to **Fig.3** if the inside handle lever is facing to the left or **Fig.4** if the keypad handle is facing to the right.

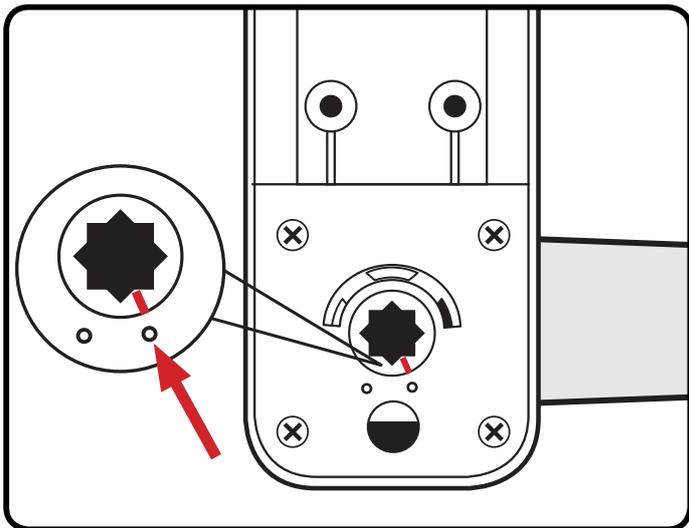


Fig.3

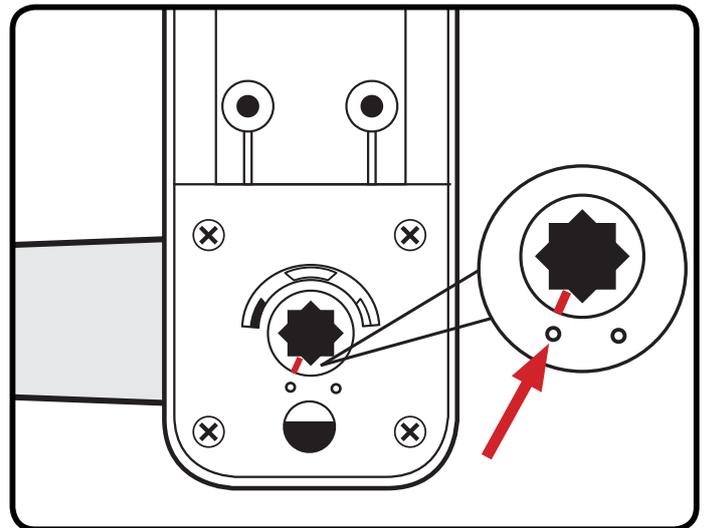


Fig.4

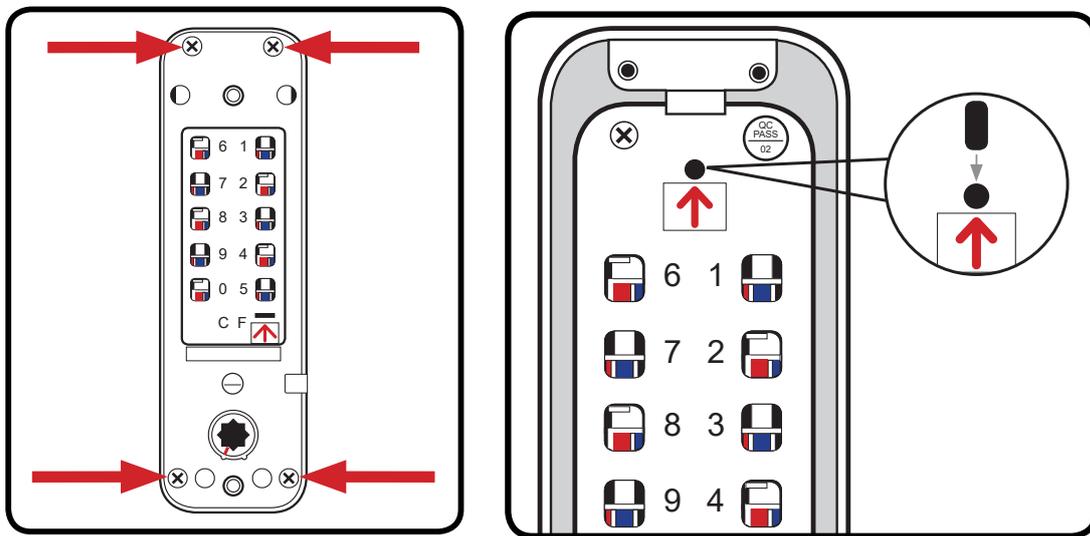
Deactivating on the Door Code Change

In the event where it is known the code will never need to be changed on the door, the 'deactivating on door code change plug' from the accessory pack can be fitted prior to the unit being fitted to the door.

On the back of the keypad there is a cover plate, this plate needs to be temporarily removed. Removed the 4 screws as per diagram below and this plate will lift out of position. Please note, there is a holographic seal on the side of the keypad which will need to be cut through or peeled back in order to lift the cover plate.

With the plate removed a small hole with an indicating arrow will be visible at the top centre of the coding chamber (as per image below). Using the 'on door code change deactivation plug', insert into the hole with the indicating arrow.

Please note that if the on door code change deactivation plug is fitted and the unit is fitted to the door, the code will not be able to be changed on the door. If at a later date the on the door code change function is required, the unit will need to be removed from the door and the on door code change deactivation plug removed.



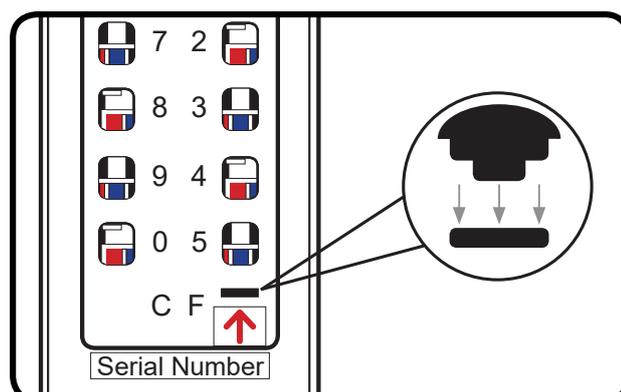
Deactivating the Free Passage Function

To deactivate the free passage function, the free passage deactivation plug from the accessory pack will need to be fitted prior to the unit being fitted to the door.

On the back of the keypad you will see the slot located behind the 'F' button.

Using the free passage deactivation plug, insert into the slot marked 'F' on the back of the keypad. Ensuring that the dome part facing upwards as per the image below.

Please note that if the free passage deactivation plug is fitted and the unit is fitted to the door, the free passage function will not be able to be used. If at a later date the free passage function is required, the unit will need to be removed from the door and the free passage deactivation plug removed.

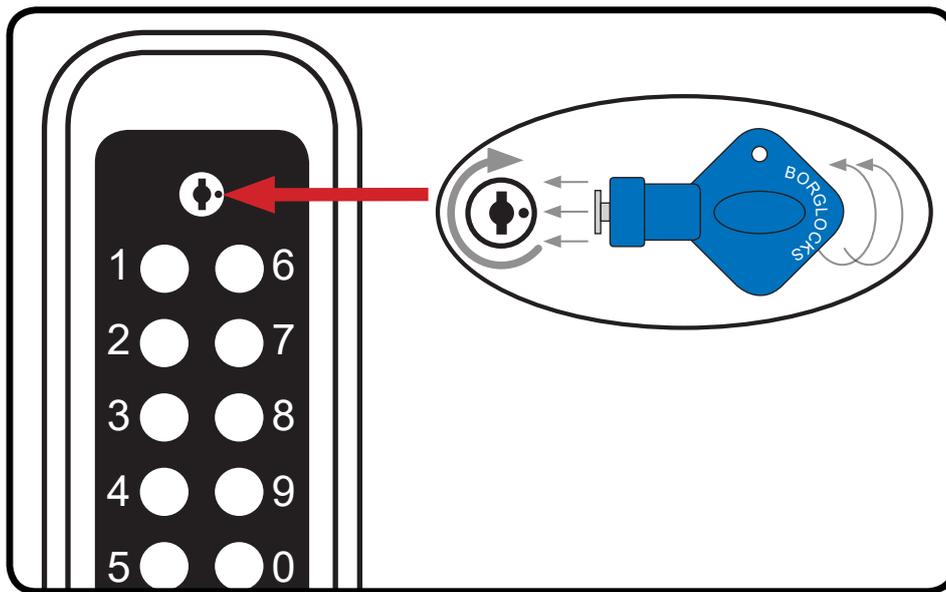


Code Change

The code should be changed with the door in the open position. To change the code you will need to know what the keypad is currently set to and have the code change tool.

The code can be changed with the unit fitted on/off the door. The unit is non sequential, therefore if the code is set to 1234, the keypad will open if entered 4321, 3214 etc..There are over 1000 different code combinations available.

1. Enter existing code
2. Using the code change key insert over the  button in the top centre of the keypad. Rotate the code change key 90° right (clockwise) then **press and hold the key (until step 5)**.



3. Press `C` clear button to clear the existing code.
4. Press the digits that are to be in the new code. Once the new code has been entered, press all the digits in the code once again to ensure that all the digits in the code are set.

Please note, if a mistake is made whilst entering a new code (with the  button rotated and pressed) the `C` clear button can be pressed, which will cancel any buttons that have been pressed and you can start again.

5. With the new code entered, the code change key can be removed by releasing the pressure and rotating 90° left (clockwise) and remove the key from the  button.
6. Press `C` button/turn the keypad handle to set the new code.
7. The new code is now set and ready for use.
8. Check that the code is working 5 times and that it is withdrawing the latchbolt into the door before closing the door.

If a new code has been set and it does not work, the `C` button has not been pressed when clearing the old code and before inputting the new code; therefore the code will be a combination of the new and old code i.e. if the old code was 1234 and the new code is 6789 the code actually set is 1234 6789. Input both the old and new code and follow the code change from step 1.

If the code has been changed and the keypad lever is free turning and retracting the latchbolt, the new code has not been set. Follow the code change from step 2.

Identifying Lost Code

In the event of a code that has been lost or forgotten the unit will need to be removed from the door.

1. With the unit removed from the door turn the keypad over and you will see that there is 10 portholes which correlate with the buttons on the keypad, through these holes you will see a series of blue and red lines.
2. Press the 'C' button to reset any buttons which may have been pressed.
3. To identify the code the keypad has been set to, you are looking for the red lines which are closest to the centre of the portholes.
4. As per the example diagram below, you will see that the red lines on digits 2, 4, 6, 8 and 0 are closest to the centre of the porthole and is therefore the code. All the other holes will show a blue line - these are not in the code.

Once all the coded buttons have been pressed all 10 portholes will have a blue lines in the centre.

5. There is no sequence to the code so as long as all the buttons in the code are pressed the handle will rotate.
6. Once you have identified the correct code of the unit, make a note of the code before refitting the unit to the door. When refitted to the door the code can be changed.

