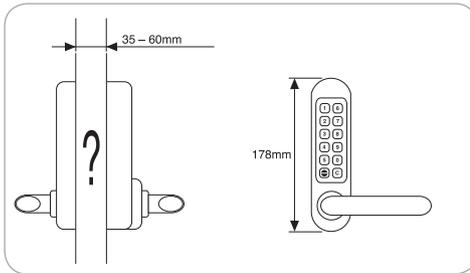
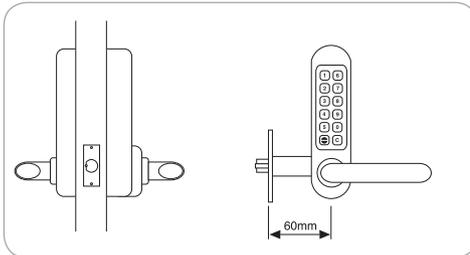


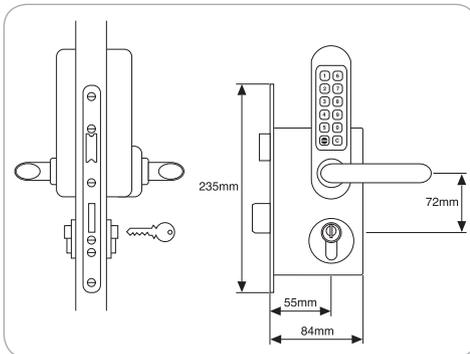
## DIMENSIONS



**Model 500/505**  
For use with existing lock



**Model 510/515**  
With tubular latchbolt



**Model 520/525**  
With full 'Panic Function'  
mortice lock & cylinder

## FEATURES

- Code Free Entry Mode by turning the slotted button 90 degrees after entering the code (models 505, 515, 525 only)
- Inside handle always retracts the latch for exit
- Weather resistant
- Vandal resistant, with stainless steel buttons, and clutch protection if the outside handle is forced
- Reversible handles
- Easy code change as often as required
- Fits doors between 35mm and 60mm thick without modification

## FEATURES - MODEL 520/525 ONLY

- Split follower lock enables inside handle to retract latch and deadbolt simultaneously, satisfying 'means of escape' requirements for exit at all times. Prevents accidental lock-ins
- Deadbolt thrown by key to lock out code users after work hours
- Key will retract the latchbolt giving access for admin functions
- Double Euro-profile cylinder with 3 keys. Any Euro-profile cylinder may be used
- On multiple door installations consideration should be given to having all cylinders keyed alike, with restricted key issue, for ease of management

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## INSTALLATION INSTRUCTIONS



**CODELOCK**  
**500**  
**MECHANICAL**

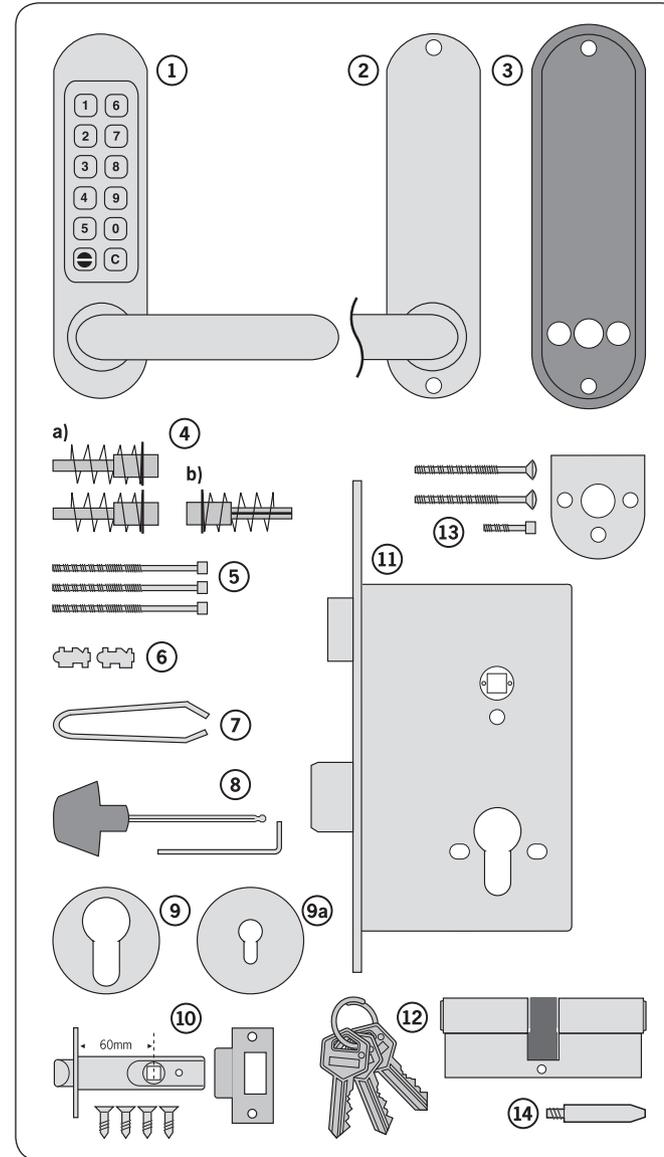
# BOX CONTENTS

## CHECK THAT THE CONTENTS OF YOUR BOX ARE CORRECT ACCORDING TO THE MODEL

	Model 500/505	Model 510/515	Model 520/525
1 Front plate and handle	•	•	•
2 Back plate and handle	•	•	•
3 Neoprene seals x2	•	•	•
4 Spindles a) RED & BLUE tipped spindles	•	•	•
b) Butterfly spindle	•	•	•
5 Fixing bolts x2 (1x spare)	•	•	•
6 Spare code tumblers x2	•	•	•
7 Tweezers for code changing	•	•	•
8 Allen keys x2	•	•	•
9 Euro profile cylinder escutcheons	1 pair	–	1 pair
9a Keyhole escutcheons	1 pair	–	–
10 Mortice latch, strike & 4 screws	–	•	–
11 2 bolt mortice lock and strike	–	–	•
12 Double Europrofile cylinder & 3 keys	–	–	•
13 Adaptor kit for mortice locks with horizontal fixings	•	–	–
14 Latch support post	–	•	–
■ Installation template	•	•	•
■ Code change instructions	•	•	•
■ Code card	•	•	•

## TOOLS REQUIRED

■ Power drill	•	•	•
■ Drill bit 30mm	–	–	•
25mm	–	–	•
20mm	–	–	•
16mm	–	–	•
12mm	•	•	•
■ Phillips screwdriver	•	•	•
■ Chisel 22mm	–	–	•
■ Chisel 25mm	–	•	•
■ Hammer/mallet	–	•	•
■ Stanley knife	–	•	•
■ Adhesive tape, pencil, bradawl	–	•	•
tape measure	–	•	•



## CHECK OPERATION OF THE CODED FRONT PLATE

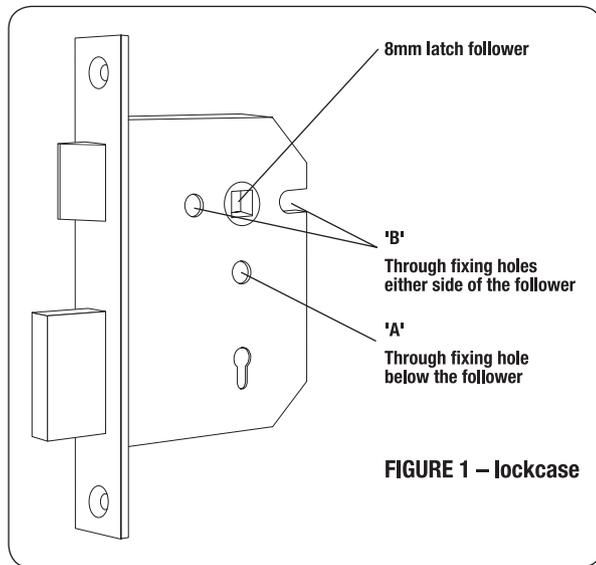
On models 505, 515 and 525 note the slotted turn within the bottom left hand button. If the slot is in the vertical position it signifies that a code is needed each time to operate the lever handle. Enter the code from the code card and the lever handle should turn fully to 80 degrees, and then spring back to horizontal. Enter the code again, turn the slot to the horizontal position and the lock will be in code-free access mode. Return the slot to the vertical position and after one further free turn of the handle the lock will be in code control mode again.

Turn the front plate over and note that the red tipped tumblers inside correspond to the code. The code may be entered in any sequence, i.e. 1370 may be entered as 3710 or any other sequence of those numbers. There are a total of 2,047 codes available on the 500, 510 and 520 locks, any of which may be entered in any order. There are 1,023 codes available on the 505, 515 and 525.

If you intend to change the code you should do it, if convenient, before installing the lock – see the Code Change Instructions in the separate sheet.

The model 500/505 is intended to replace the conventional door furniture fitted to an existing mortice latch, or an existing mortice lock which has both a spring latch and a deadbolt. The square follower should be 8mm square. Any lock and key mechanism is retained to operate the deadbolt. The latchbolt will only operate by code, and NOT by key.

A mortice lock case should have holes for fixing bolts to pass through on either side of the square latch follower and sometimes, additionally, a hole below the follower. See figure 1 and confirm that your lockcase is compatible with the 500/505 lock plates.



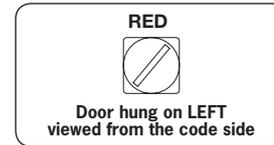
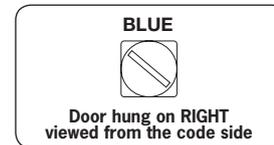
**IF YOUR LOCKCASE HAS A HOLE BELOW THE FOLLOWER (FIGURE 1 'A'), PROCEED AS FOLLOWS:**

**STEP 1**

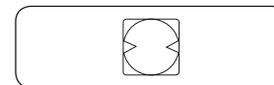
Hold the black neoprene seal with the three holes against the door, perfectly vertically, with the rectangular hole centrally over the follower. Mark the top and bottom holes on the door face, and repeat the procedure on the other side of the door. Remove the lock. At both points drill a 12mm hole through the door. Drill from both sides for greater accuracy and to avoid splintering out of the door face. Check that the existing spindle hole is at least 18mm diameter. Replace the lock.

**STEP 2**

Take the BLUE or RED tipped spindle and fit to the **code side** according to the hand of your door (see diagram).



Fit the butterfly spindle to the inside, **non-code side**.



**STEP 3**

Check that the lever handles are correctly fitted for the hand of door. To change the hand of a lever handle, loosen the grub screw with the small Allen key, reverse the lever handle and fully tighten the grub screw.

**STEP 4**

Cut two of the black socket head screws to the required length for your door.

Approximate overall length should be door thickness plus 25mm, to allow about 10mm of threaded bolt to enter the outside plate.

**STEP 5**

Apply the front and back plates, with the neoprene seals in position, against the door, over the protruding ends of the spindle.

**STEP 6**

Fix the two plates together using the socket head bolts, starting with the top fixing. Ensure that the two plates are truly vertical and then tighten the bolts using the 'T' shaped Allen key. Do not use excessive force.

**STEP 7**

**Before closing the door,** enter the code and ensure that the latchbolt will retract when the lever handle is depressed. Now check the operation of the inside lever handle. If there is any binding of the handles or latch then loosen the bolts slightly and reposition the plates slightly until the correct position is found, and then re-tighten the bolts.

**IF YOUR LOCKCASE ONLY HAS HOLES ON EITHER SIDE OF THE FOLLOWER (FIGURE 1 'B'), PROCEED AS FOLLOWS:**

**STEP 1**

Hold the black neoprene seal with the three holes against the door, perfectly vertically, with the rectangular hole centrally over the follower. Mark the top hole and the holes on either side of the follower, if not already drilled, then repeat the procedure on the other side of the door. Mark an extra hole on the inside of the door in line with the bottom fixing hole.

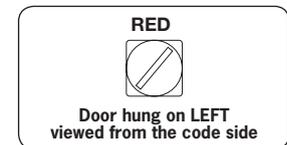
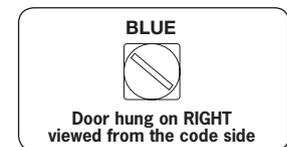
Remove the lock.

Drill the 3x 12mm holes from both sides for greater accuracy, and to avoid splintering out of the door face. Check that the existing spindle hole is at least 18mm. Drill the extra 12mm hole 5mm deep on the inside of the door to accept the fixing nut on the adaptor plate.

Replace the lock.

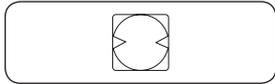
**STEP 2**

Take the BLUE or RED tipped spindle and fit to the **code side** according to the hand of your door (see diagram).



## STEP 2 (continued)

Fit the butterfly spindle to the inside, **non-code side**.



## STEP 3

Check that the lever handles are correctly fitted for the hand of door. To change the hand of a lever handle, loosen the grub screw with the small Allen key, reverse the lever handle and fully tighten the grub screw.

## STEP 4

Take the adaptor kit, item 13 on the contents page. Cut the two M5 countersunk head bolts to length to suit the door thickness; i.e. door thickness plus a maximum of 10mm (no more than 5mm should enter the front plate). Hold the front plate, with the three hole neoprene seal, against the door over the protruding spindle. From the other side of the door, fix the adaptor plate to the front plate using the two M5 countersunk bolts. Before tightening up the fixings, make sure that the spindle hole is centrally positioned over the follower. Do not use excessive force.

## STEP 5

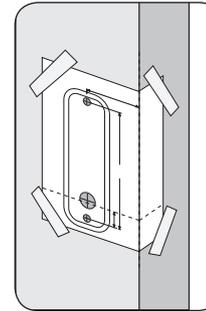
Cut one of the long black socket head screws to the required length for your door. Approximate overall length should be door thickness plus 25mm, to allow about 10mm of threaded bolt to enter the front plate.

Place the neoprene gasket over the adaptor plate. Use the screw with the 'T' shaped Allen key, to fix the back plate to the front plate through the TOP hole. Using the 20mm socket head screw fix the back plate through the BOTTOM hole to the adaptor plate. Do not use excessive force.

## STEP 6

**Before closing the door,** enter the code and check that the latchbolt retracts when the lever handle is depressed. Now check the operation of the inside lever handle. If there is any binding of the handles or latch then loosen the top and bottom bolts and reposition the plates slightly until the correct position is found, and then re-tighten the bolts.

The model 510/515 has a tubular, deadlocking, mortice latch and may be used as a new installation on a door, or where an existing latch is to be replaced.



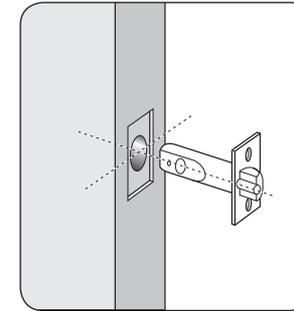
**NB Ensure enough room for the latch support post**

## STEP 1

Lightly mark a height line on the edge and both faces of the door, and on the door jamb, to indicate the top of the lock when fitted.

Crease the template along the dotted line, and tape it to the door with the top in line with the height line.

Mark the 2x 12mm and the 1x 30mm holes. Mark the centre of the door edge on the Centre Line of Latch. Remove the template and apply it to the other side of the door, aligning it accurately with the first Centre Line of Latch mark. Mark the 4 holes again.



**NB Space required above latch body for cam to rotate**

## STEP 2

Keeping the drill level and square to the door, drill a 25mm hole to accept the latch.

## STEP 3

Keeping the drill level and square to the door, drill the 12mm and 30mm holes from both sides of the door to increase accuracy and to avoid splintering out the door face.

## STEP 4

Put the latch into the hole and, holding it square to the door edge, draw around the faceplate. Remove the latch and score the outline with a Stanley knife to avoid splitting when chiselling. Chisel a rebate to allow the latch to fit flush to the surface.

## STEP 5

Fix the latch with the wood screws, with the bevel towards the door frame.

## STEP 6

Fitting the strike plate.

**NB:** The plunger beside the latchbolt deadlocks it, to protect against manipulation or 'shimming'. The strike plate must be accurately installed so that the plunger CANNOT enter the aperture when the door is closed, even if it is slammed shut.

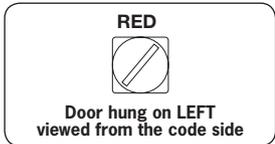
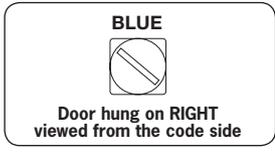
Position the strike plate on the door frame so that it lines up with the flat of the latchbolt, and NOT the plunger. Mark the positions of the fixing screws, and draw around the aperture of the strike plate. Chisel out the aperture 15mm deep to receive the latchbolt. Fix the strike plate to the surface of the frame using only the top fixing screw. Gently close the door and check that the latchbolt enters the aperture easily, and is held without too much 'play'. When satisfied, draw around the outline of the strike plate, remove it and cut a rebate to enable the faceplate to lie flush with the surface. Re-fix the strike plate using both screws.

**STEP 7**

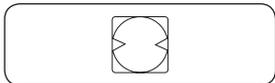
Check that the lever handles are correctly fitted for the hand of door. To change the hand of a lever handle, loosen the grub screw with the small Allen key, reverse the lever handle and fully tighten the grub screw.

**STEP 8**

Take the BLUE or RED tipped spindle and fit to the **code side** according to the hand of your door (see diagram).

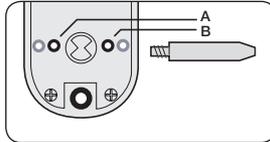


Fit the butterfly spindle to the inside, **non-code side**.



**STEP 9**

Fit latch support post into back of the **code side** front plate according to the hand of your door, A for a right hand door, or B for a left hand door (see diagram).



**STEP 10**

Cut two of the back socket head bolts to the required length for your door. Approximate overall length should be door thickness plus 25mm to allow about 10mm of threaded bolt to enter the outside plate.

**STEP 11**

Apply the front and back plates, with the neoprene seals in position, against the door, over the protruding ends of the spindle.

**STEP 12**

Fix the two plates together using the socket head bolts, starting with the top fixing. Ensure that the two plates are truly vertical and then tighten the bolts using the 'T' shaped Allen key. Do not use excessive force.

**STEP 13**

**Before closing the door,** enter the code and ensure that the latchbolt will retract when the lever handle is depressed. Now check the operation of the inside lever handle. If there is any binding of the handles or latch then loosen the bolts slightly and reposition the plates slightly until the correct position is found, and then re-tighten the bolts.

Model 520/525 is a complete locking unit with all the parts necessary for a new installation, or the total replacement of an existing lock.

**IMPORTANT** The mortice lock provided (fig. 2) has features which are not found in most other locks and so it is recommended that you familiarise yourself with them as follows:

- A. When necessary the hand of the latchbolt can be changed by removing the three screws holding the faceplate to the lockcase, loosen the screw holding the latchbolt in place, reverse the latchbolt, and tighten the screw back up, ensuring that the latchbolt is central.
- B. Put the key in the cylinder and insert it centrally into the lockcase. Fix it in position with the long bolt through the faceplate. It should now be possible to project and retract the deadbolt with the key, and also to retract the latchbolt.

- C. The square latchbolt follower is in 2 parts: the inside 'panic function' follower will retract the latchbolt and also the deadbolt when it is projected. The effect of this is to ensure that it is not possible to accidentally lock someone in a room because the deadbolt is projected. The outside follower will always retract the latchbolt whenever the lever handle is depressed after a correct code is entered, but it will **not** retract the deadbolt.

The hand of the 'panic function' is determined as follows: the grub screws on the split follower facing the code side must be removed. This prevents the outside handle retracting the deadbolt.

**NEVER** remove grub screws from both sides at the same time.

All door locks should be installed with a degree of precision to ensure that all components are horizontally and vertically accurate in relation to each other, and in relation to the door.

Do not install the lock where it will involve cutting into a joint between the door stile and a mid-rail.

### STEP 1

Lightly mark a height line on the edge and both faces of the door, and the door jamb, to indicate the top of the lock when fitted. Mark a line down the centre of the door edge, extending above the height line and 300mm below it.

### STEP 2

Hold the template against the edge of the door with the top in line with the height line, and with the arrows in line with the 'Centre of Door Edge' line. Mark the positions of the fixing screws, and the holes to be drilled for the mortice.

### STEP 3

Apply tape to the 16mm drill bit at 90mm from the tip to act as a depth guide when drilling the mortice holes. Ensure the drill is level and parallel to the door face and drill the holes as indicated on the template. Remove the remaining wood with a chisel to leave a clean mortice hole which accepts the lockcase without forcing. With the lock in the mortice make sure that the forend is parallel with the door edge and mark the outline of the forend plate. Cut the outline with a Stanley knife to avoid splitting out when chiselling. Chisel a rebate sufficient to accept the forend flush with the surface.

### STEP 4

Fold the template accurately along the dotted line and tape it to the door face with the top in line with the height line, and the fold on the door edge. Mark the centres of all the holes to be drilled. Remove the template and repeat the procedure on the other face of the door.

### STEP 5

Drill the holes from both sides of the door to improve accuracy and to avoid splintering out the door face.

### STEP 6

Install the lockcase in the door.

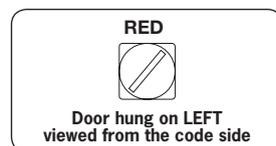
### STEP 7

Cut two of the black socket head bolts to the required length for your door.

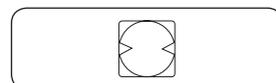
Approximate overall length should be door thickness plus 25mm to allow about 10mm of threaded bolt to enter the outside plate.

### STEP 8

Take the BLUE or RED tipped spindle and fit to the **code side** according to the hand of your door (see diagram).



Fit the butterfly spindle to the inside, **non-code side**.



### STEP 9

Check that the lever handles are correctly fitted for the hand of door. To change the hand of a lever handle, loosen the grub screw with the small Allen key, reverse the lever handle and fully tighten the grub screw.

### STEP 10

Apply the front and back plates, with the neoprene seals in position, against the door, over the protruding ends of the spindle.

### STEP 11

Fix the two plates together using the socket head bolts, starting with the top fixing. Ensure that the two plates are truly vertical and then tighten the bolts using the 'T' shaped Allen key. Do not use excessive force.

### STEP 12

**Before closing the door,** enter the code and check that the latchbolt will retract when the lever handle is depressed. Now check the operation of the inside lever handle. If there is any binding of the handles or the latch then loosen the bolts and reposition the plates slightly until the correct position is found, and then re-tighten the bolts.

### STEP 13

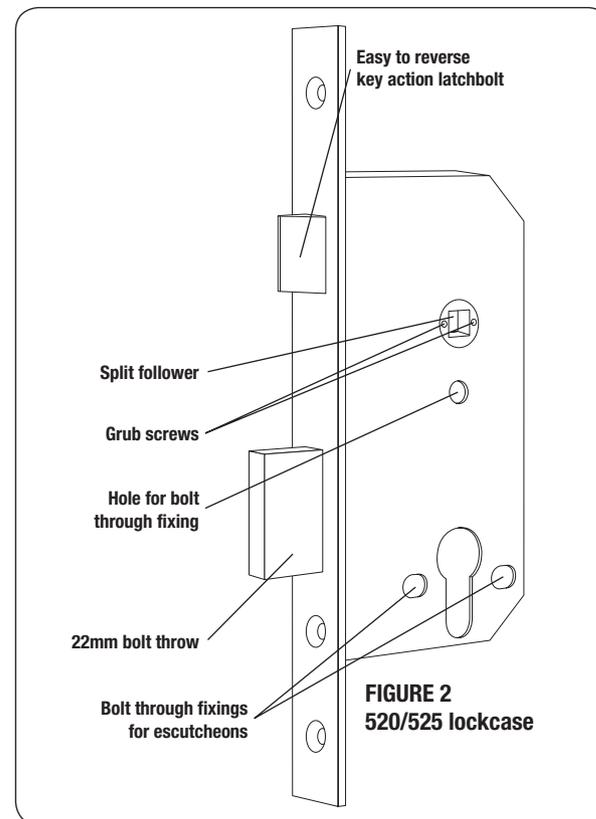
Fit the double Euro-profile cylinder and secure it with the long screw through the faceplate. Fit the cylinder escutcheons.

### STEP 14

Check that the deadbolt will project and retract by key, and that the key will also retract the latchbolt.

Check that the inside lever handle **WILL** retract the deadbolt simultaneously with the latchbolt.

Check that the outside lever handle **WILL NOT** retract the deadbolt.



### STEP 15

Mark a vertical line on the door jamb half the door thickness away from the door stop. This gives the centre line of the strike plate. Align the Strike Plate Template with the height line, with the arrow heads aligned with the centre line. Mark the fixing holes, and draw around the apertures for the latchbolt and the deadbolt. Chisel out the latch aperture to 12mm deep, and the deadbolt aperture to 22mm deep.

Fix the strike plate with the top screw only and gently close the door. Ensure that the latchbolt enters its aperture easily and holds the door without too much 'play'. When satisfied, draw around the final position of the strike plate, remove it, and cut a rebate to allow it to fit flush to the surface. Re-fix the strike with both screws.