

### Borg 3100 Series – Code Changing Instructions

- 1) Remove the keypads from the main gate lock body.
  - a) The fixing screws are located at the top and bottom on the inside keypad these are removed by using the hexagonal key provided.
- 2) Remove the 2 or 4 red coloured retaining screws from the back of the keypads.
  - a) Take extra care to keep the keypad on a flat surface when removing the cover plate as this has a number of springs attached.
  - b) You will now see that there are 5 red coloured coded tumblers and 8 blue coloured uncoded tumblers plus 1 clear tumbler (C button)
- 3) To change your code push the C button and hold it. You can then easily remove one or more of your coded and un-coded tumblers using the tweezers supplied.
  - a) Please note you should never remove the C tumbler or take your finger off of the C button when changing the code.
  - b) Note the different shapes of the tumblers before reinserting them into the lock body.
    - i) There is a difference in shape between the coded and un-coded tumblers (see below).
    - ii) When refitting into the lock body they must be fitted facing the correct ways again see the illustration below.
    - iii) All square cut-outs must face outwards.
- 4) Once inserted correctly the dimple on the tumbler will sit in the cut-out on the coding chamber.
- 5) After you have refitted the tumblers and have made a note of the new code please replace the metal plate with the 2 or 4 red screws.
- 6) With the spare tumblers provided you can either increase the number of digits in your code to 6-7 or reduce to 3-4.

