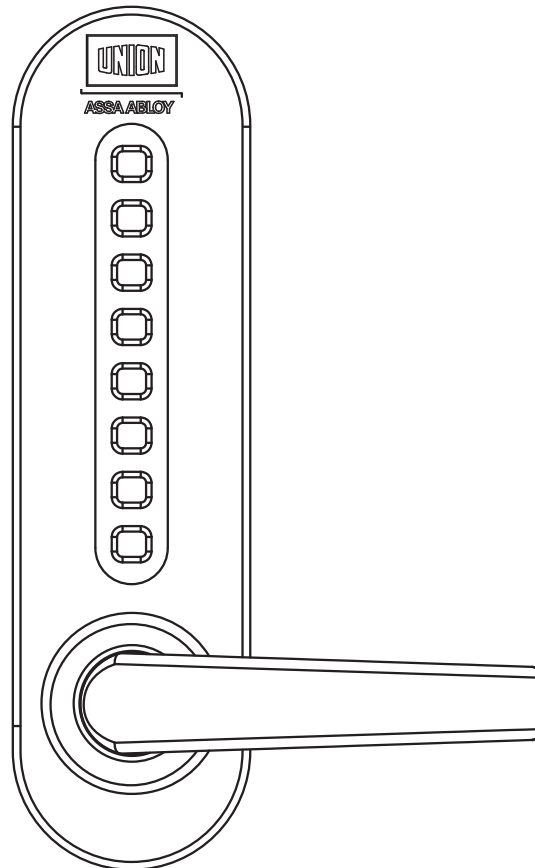


CodeGUARD⁵™



CodeGUARD Fitting Guide

BS8607:2014
+A1:2016
Lic.KM 690973



UNION recommend that you read this guide to installing, using and maintaining CodeGUARD before beginning any work, and that it is kept in a safe place for future use.

English Version 1.0

Trusted by **Professionals**



ASSA ABLOY

ASSA ABLOY, the global leader
in door opening solutions

Important Information



Important information about the UNION CodeGUARD 5 product:

- Fully tested to BS8607:2014+A1:2016
- Kitemarked to Grade 5 – Licence No 690973
- CodeGUARD 5 has been successfully fire tested to BS EN 1634-1: 2014
- 30 and 60 minute timber fire doors. Special Note: if installing CodeGUARD on timber fire doors please use the approved intumescent kit J8607CG5-IK
- 240 minute metal fire doors
- Fully tested to (latch only) EN12209:2003 classification code 2IM14I110IF16IBIH110

CodeGUARD:

- Is intended for use on single swing hinged doors
- Is designed for the security latch to be morticed within the door
- Push button device is secured to the external face to provide access when the correct code is entered
- Internal lever on backplate allows keyless egress at all times
- Must be installed with all of the components provided which cannot be modified or changed as this will invalidate the kitemark, warranty and could reduce the security provided
- Is suitable for use on external doors
- Is supplied with fixings for timber and metal doors 45mm and 55mm thick

Advisory security note to maintain the security of this lock, please observe the following recommendations:

- Change the factory-set code to your own code
- Keep the keypad clean so wear marks do not indicate the buttons in use
- Change the code when an employee/user leaves, or you believe the code has been shared with unauthorised people
- Please ensure that the door and frame is suitable for security requirement of the doorset

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1 Before you begin...

Please read these instructions carefully.

Following the steps in the right order will make the installation much easier and help make sure the new lock is fitted properly.

Give yourself time...

Please ensure you give yourself plenty of time to install this product correctly and adjust if required.

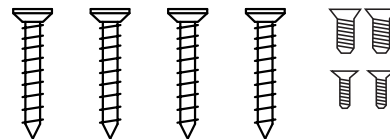
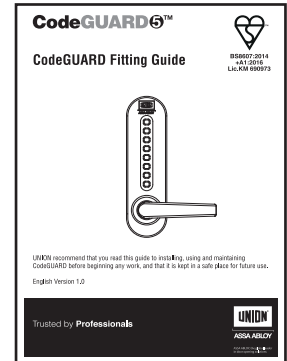
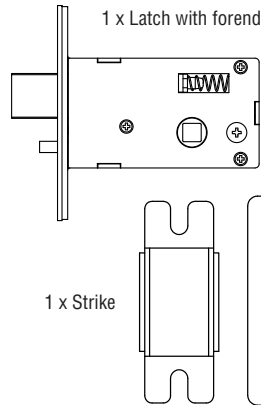
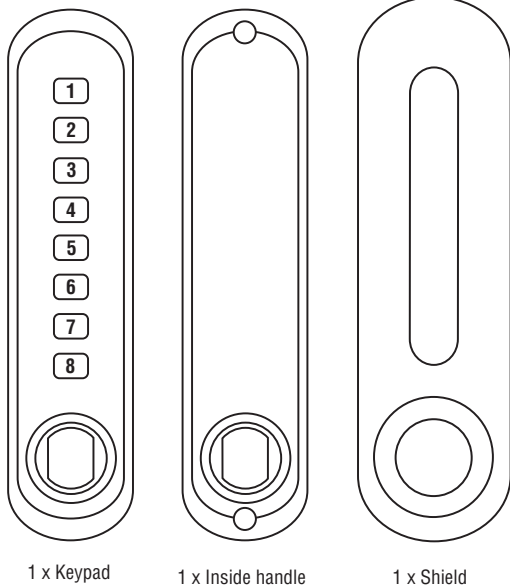
Please Note

If at any point you feel you can not successfully complete the installation you can call our customer service helpline 0845 223 2124.

After Installation

Ensure end user has this document for future reference and re-coding.

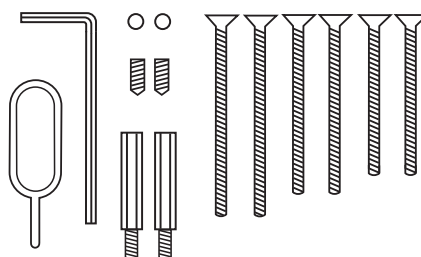
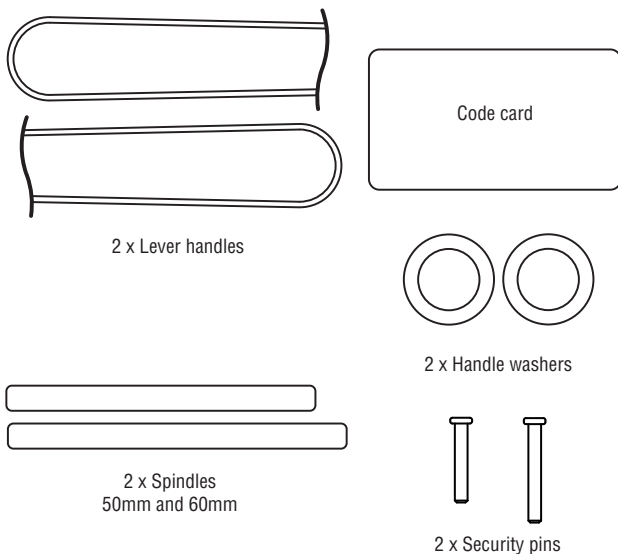
2 Pack contents



Latch fixing pack

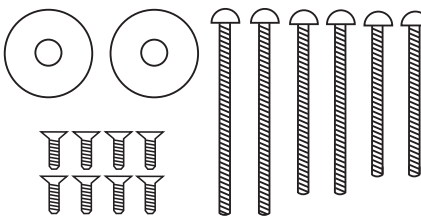
Timber Door Fixings
4 x wood screws

Metal Door Fixings
2 x M4x10mm CSK
2 x M5x10mm CSK



Keypad fixing pack

Allen key
Code changer tool
2 x Gromits x 2
2 x Hex support posts
2 x Grub screws
2 x M4 x 40mm CSK
2 x M4 x 50mm CSK
2 x M4 x 60mm CSK



Shield fixing pack

2 x washers
8 x M3 fixing screws
Button head bolt-through fixings
2 x M6 x 40mm
2 x M6 x 50mm
2 x M6 x 60mm

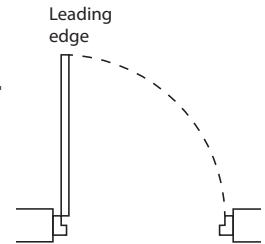
Tools required

- Scissors
- Steel Rule
- Pencil
- Masking Tape
- Bradawl / Point

- Cross Head Screw driver
- 4mm Allen key
- 12 & 25mm Chisels
- Mallet
- 10, 16, 20 & 25mm dia spade drills

3 Before you start...

Please ensure that there is a 3-5mm gap on the leading edge of the door – this is required to ensure the product functions correctly.



- 1 Please check that all parts are working correctly.
- 2 Fit the lever handles to the keypad and inside handle.
- 3 Enter the factory preset code as printed on the code card.
- 4 Rotate the lever handle on the keypad downwards.
- 5 Re-enter the code and turn the handle upwards ensuring that the spindle follower on the back of the keypad rotates each time.
- 6 A click should be heard every time a correct code is entered as the lever handle is turned.

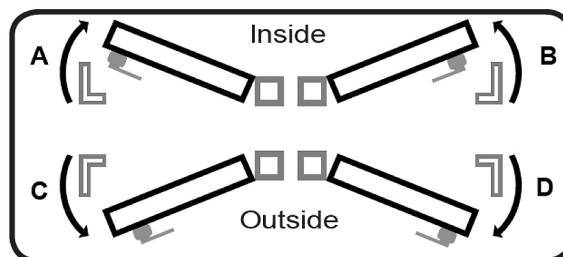
Both lever handles on the keypad and inside handle should return easily under their own spring pressure. Please refer to 'fitting the lever handles' below.

If you intend to change the code from the factory setting please refer to 'how to change your code number' instructions **before** installing the product.

4 Determining the hand 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, as shown in the diagram below

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



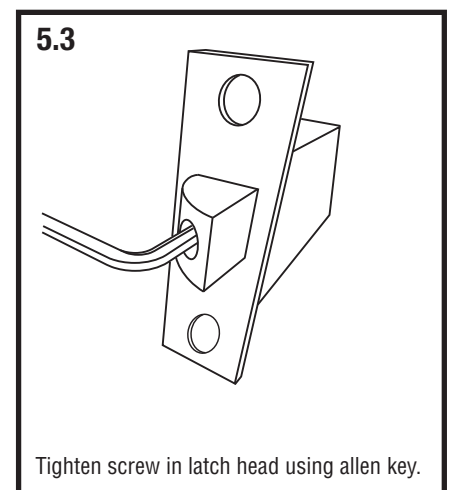
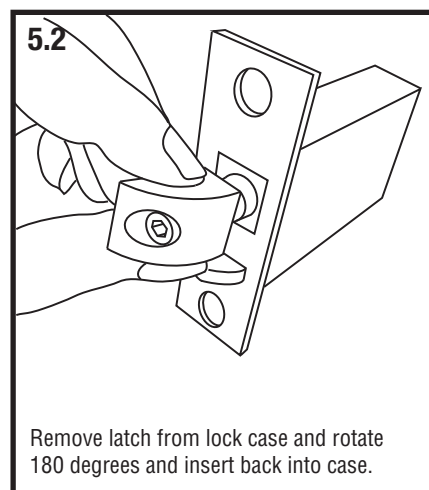
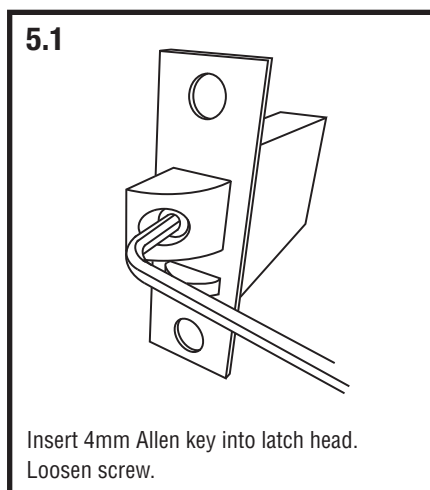
B) Left hand door – door opens inward (push), hinged on the left side.

C) Right hand inward opening – door opens outward (pull), hinged on the right side.

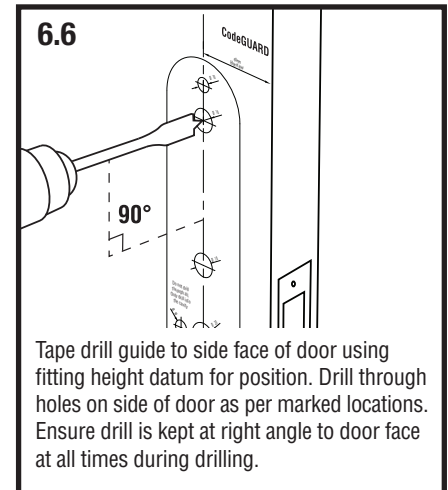
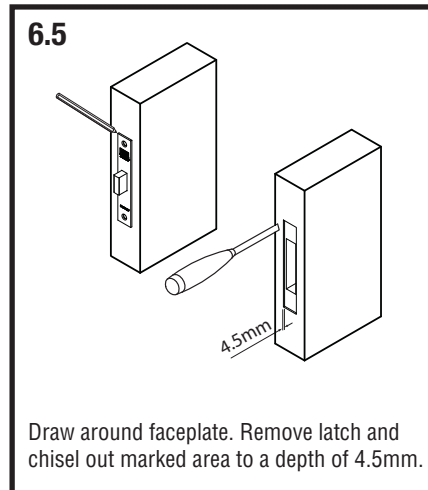
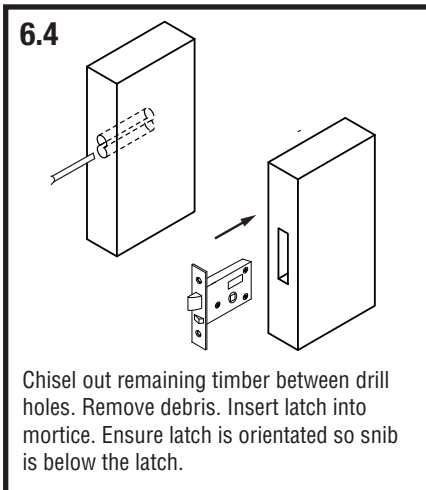
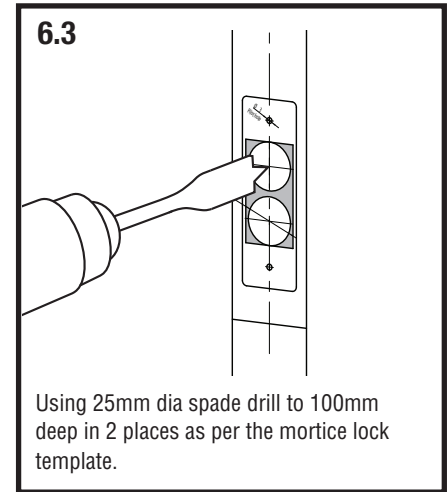
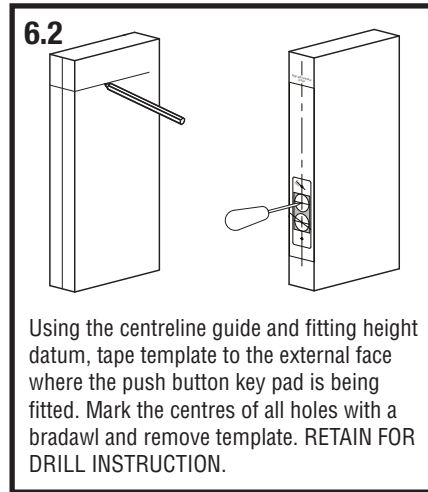
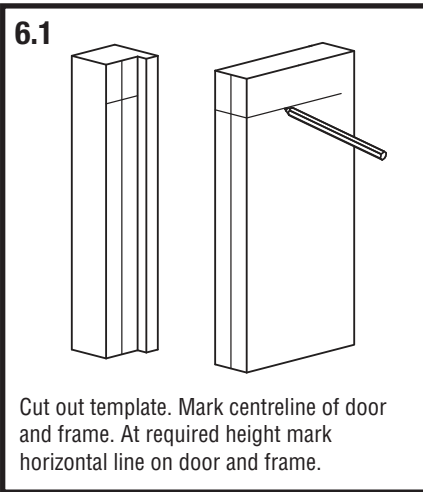
D) Left hand inward opening – door opens outward (pull), hinged on the left side.

5 Re-handing of the latch

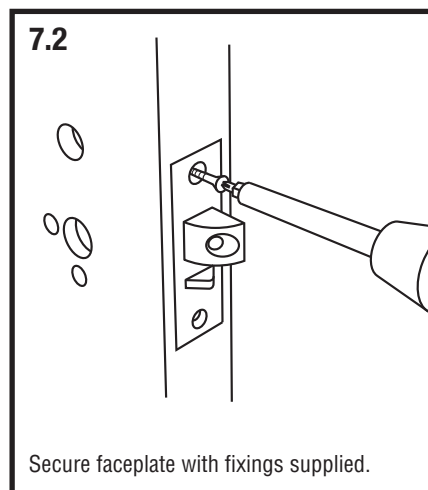
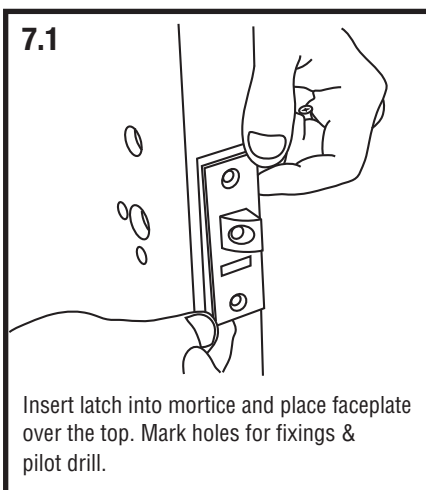
If required, re-hand the latch to suit the handing of the door by following the diagrams below:



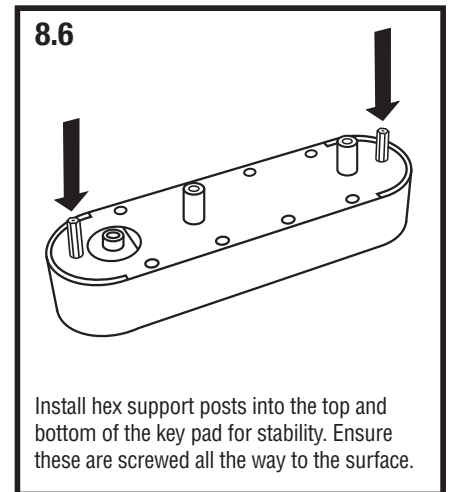
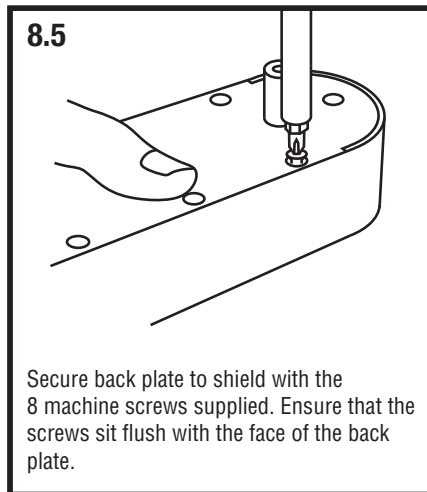
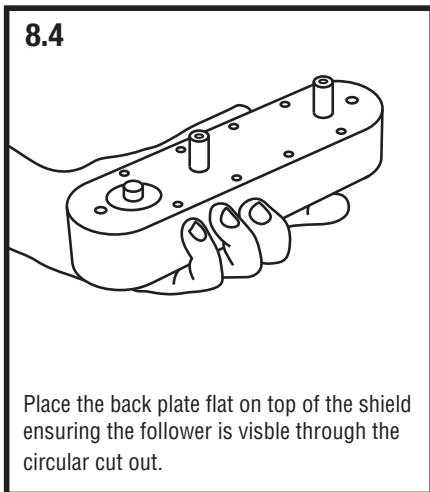
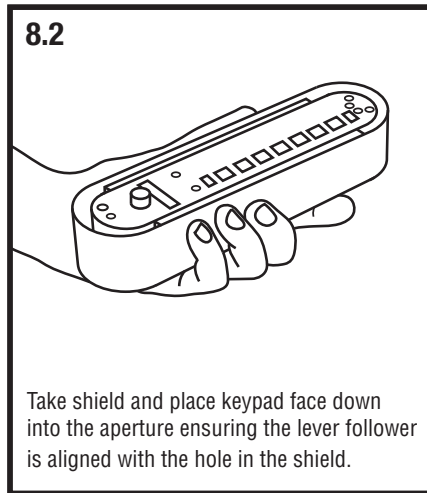
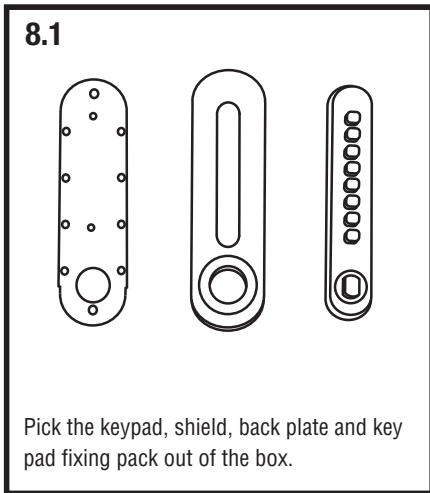
6 Preparing the door & mortice



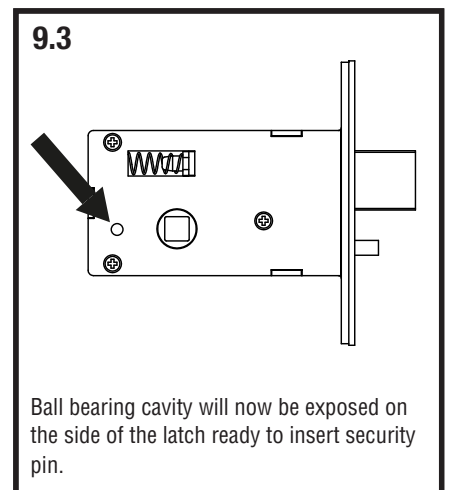
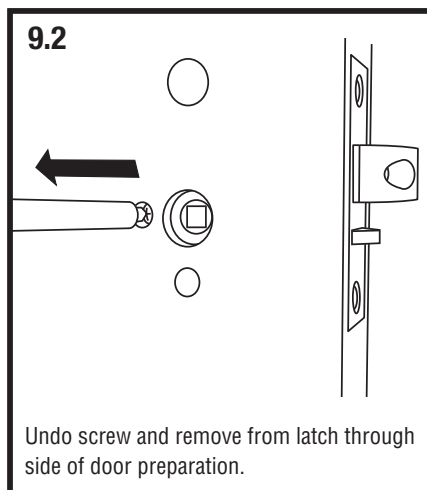
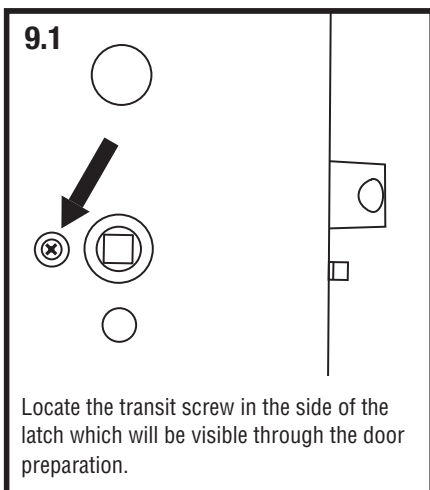
7 Fitting the latch



8 Assembling the keypad

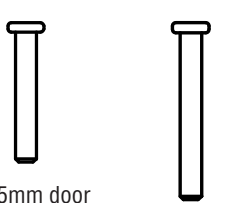


9 Removing the transit pin from the latch



10 Fitting the keypad (external face of door)

10.1

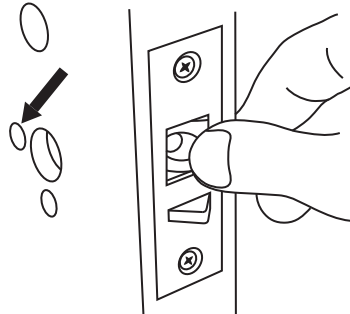


44/45mm door
19mm pin

55mm door
24mm pin

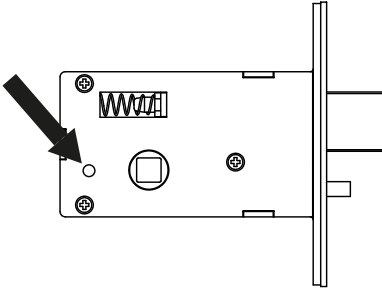
Select the security pin required for the door thickness.

10.2



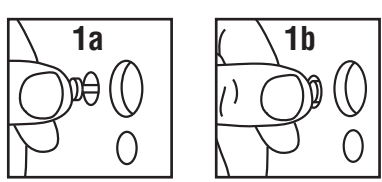
Push the latch fully into the case to expose the ball bearing cavity on the side of the latch.

10.3



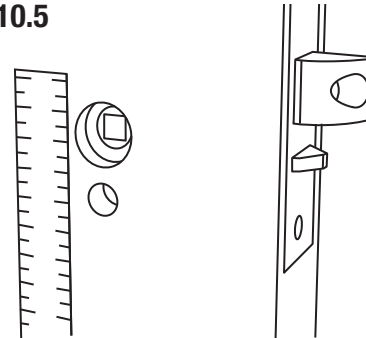
Ball bearing cavity will now be exposed on the side of the latch ready to insert security pin.

10.4



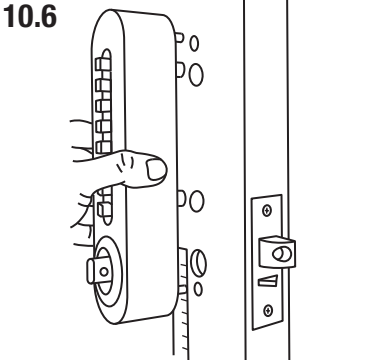
1a - Insert the smaller end of the security pin into the ball bearing cavity.
1b - fully depress the pin into the latch until it is flush with face of the door
NOTE - pin is now sprung loaded.

10.5



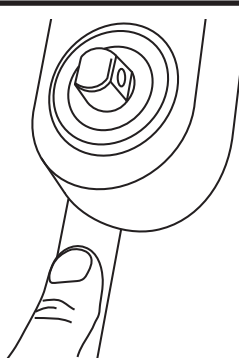
Whilst still holding the security pin in place, carefully replace thumb with metal rule and hold against surface of the door.

10.6



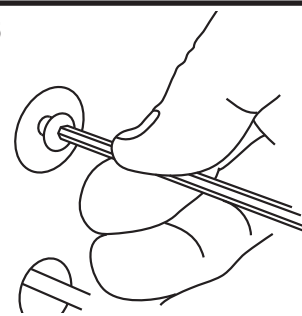
Take the assembled keypad and locate on the door face. Ensure the metal rule and security pin is kept in place.

10.7



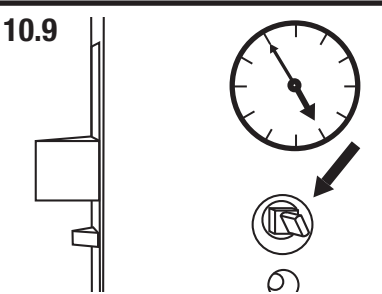
Once keypad is firmly pushed against door, carefully slide metal rule away allowing the security pin to engage with the back plate.

10.8



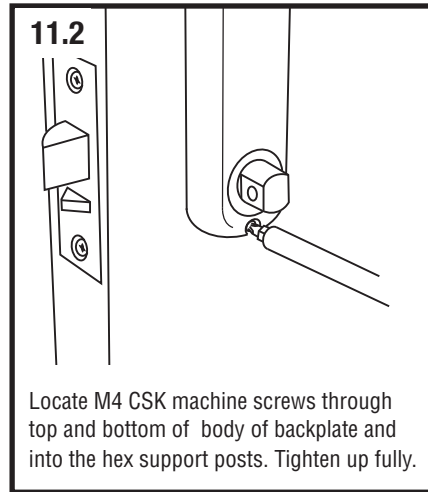
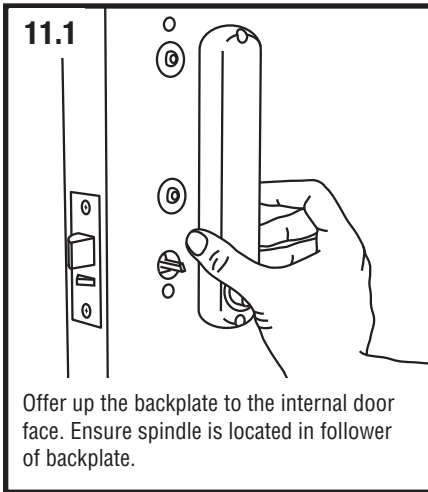
Whilst still holding the keypad in place, secure with the M6 button head bolt through fixings and washers. Select appropriate fixings to suit door thickness. i.e 40mm for 44/45mm door.

10.9

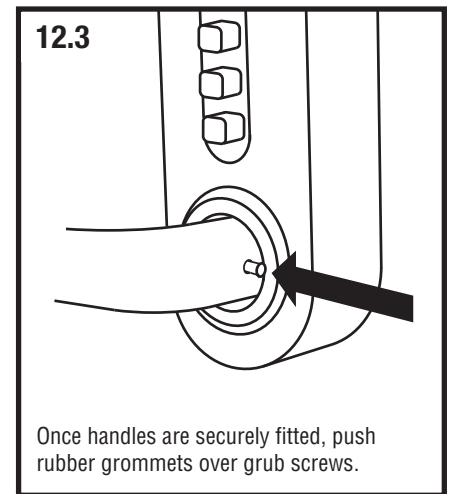
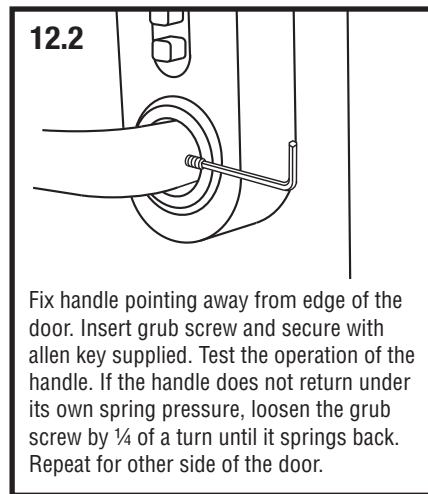


Insert the spindle through the lock and into the follower of the keypad. Ensure that the flat end of the spindle is positioned at '5 past 7' from internal side of door.
50mm Spindle - 44/45mm doors
60mm Spindle - 55mm doors

11 Fitting the backplate (internal face of door)

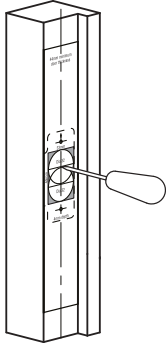


12 Fitting the lever handles



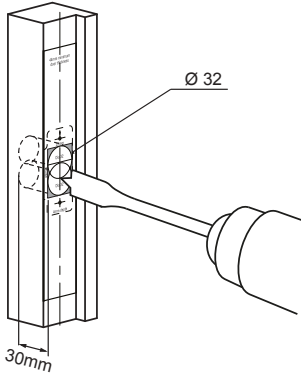
13 Preparing the frame and strike

13.1



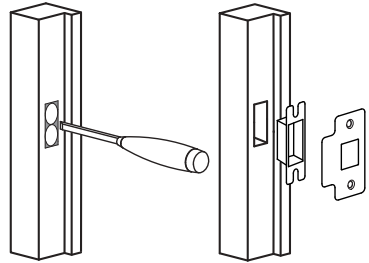
Cut out template. Mark centreline of frame at required height using the position of the installed latch as a guide.

13.2



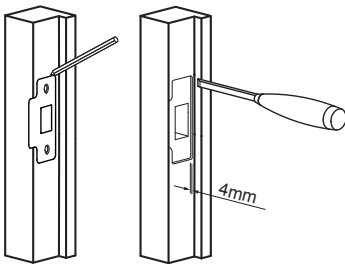
Drill 2 holes (32mm dia) to depth of 30mm as per drilling template.

13.3



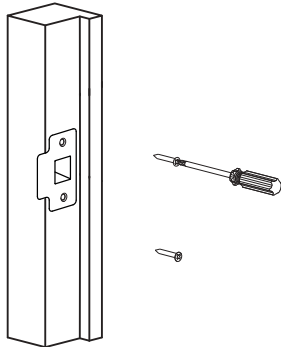
Chisel out remaining timber between drill holes. Clean out mortice. Insert strike box to ensure hole accepts strike, bring door and strike together to check alignment but do not close. Adjust mortice if required.

13.4



Position strike box in hole, position strike plate and draw round. Remove strike and chisel out to a depth of 4mm.

13.5



Insert strike into mortice. Mark holes for fixings & pilot drill. Secure strike with fixings supplied.

14 How to Change Your Code Number

It is advised that your new code should be between 4 and 8 digits including a combination of single and double press numbers for maximum security.

Please note: The keypad has a double button press function and you are able to use the same digit twice.

When the unit is being coded, if the green marker of the coding disc is in alignment with the centre line arrow on the cover plate it denotes that the button is set as a double press.

If the red marker of the coding disc is in alignment with the centre line arrow it is set for a single press and if blue marker of the coding disc is in alignment with the centre line arrow it is not part of the code.

The coding chamber is non-sequential so the code can be entered in any order. If for instance the unit was coded to 11234, the unit can be opened by entering 11432, 43211, 12314 etc...

- 1 To change the code, the unit will need to be removed from the door or done prior to fitting. **WARNING** - Please be careful when removing the codeGUARD shield, the security pin behind the shield is sprung loaded. The pin must be retained and re-inserted when re-fitting the shield to the door. See 'Fitting the keypad' section for details.
- 2 Turn the keypad over and remove the shield and back plate (if fitted) so that the back of the coding chamber is visible. The internal lever is secured to the keypad by 2 x hex support posts and retaining screws. Turn the lever handle of the keypad to ensure that the coding chamber is reset before a new code is to be programmed.
- 3 With the coding chamber reset you will see that the coding discs are set to what the keypad is currently coded to. If for instance the unit is coded to 11234; the number 1 disc will have the green marker of the coding disc lined up with the centre line arrow on the cover plate (**as per fig.1**).

The number 2, 3 and 4 will have the red marker of the coding discs lined up with the centre line arrow. All the other coding discs will have the blue line in alignment with the centre line arrow.

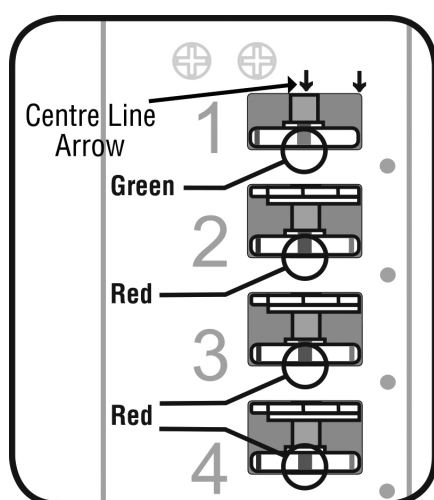


Fig.1

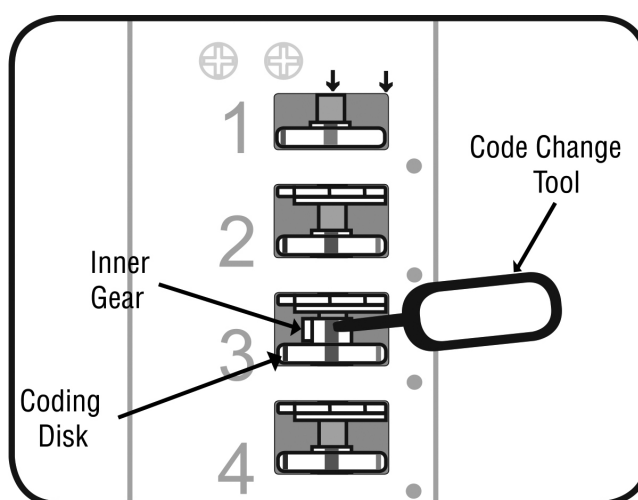


Fig.2

- 4 Choose your new operating code. To change how a button is set in the code – insert the code change tool (**as per fig.2**) into the small hole in the top of the inner gear and this allows this to be lifted upwards, this will expose a red line on the inner gear (**as per fig.2**).

- 5 Whilst holding the inner gear the coding disc can be rotated using your finger.

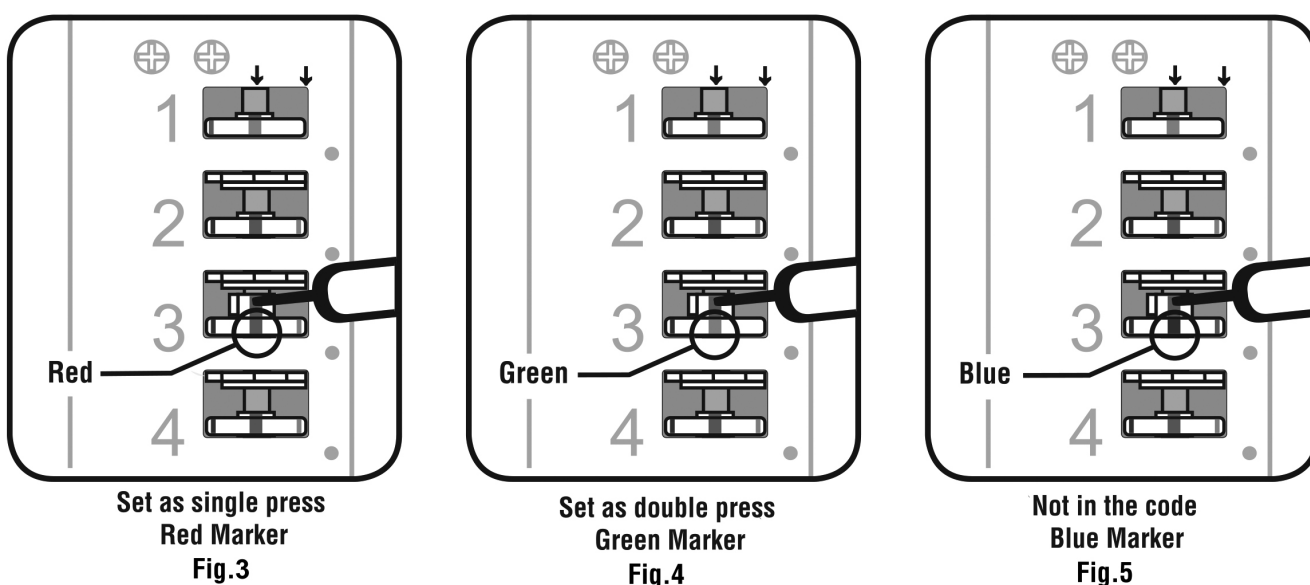
If you have chosen the number in the code as a single press, align the red marker of the coding disc with red line of the inner tab (as per fig.3).

If you have chosen the number as a double press align the green marker of the coding disc with the red line of the inner gear (as per fig.4)

If you do not want to include the number in the code align the blue line of the coding disc with the red line of the inner gear (as per fig.5).

- 6 With the selected marker in position the inner gear can be released and it should drop back into position. The inner gear and tab should no longer be visible.

If the inner gear is still exposed after releasing the pressure, rotate the coding disc with your finger to the left until the inner gear drops into position.



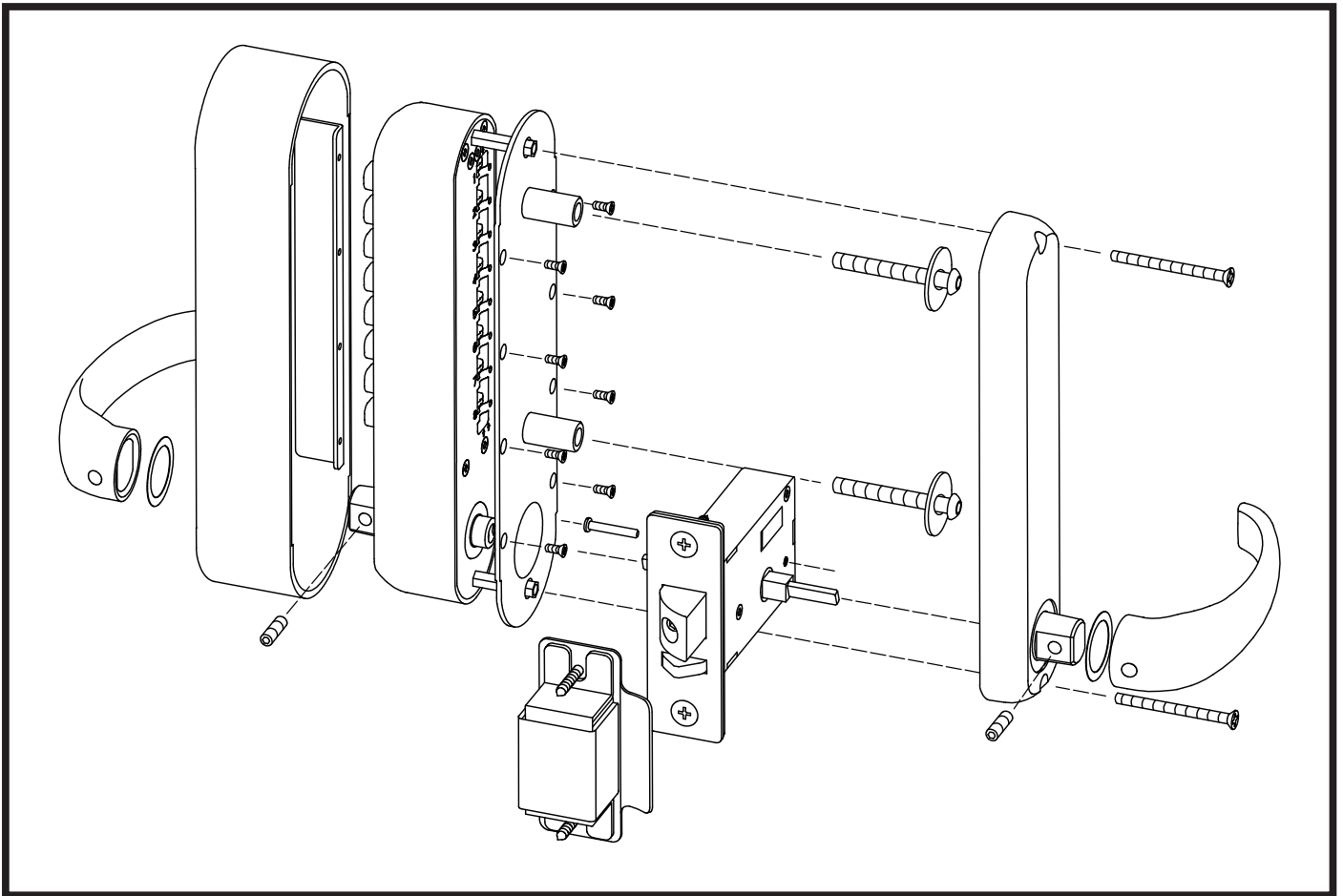
- 7 Once the first digit has been set, the principle is the same for any other button that you want to set in the code. Once you have programmed all the required numbers in your new code, turn the handle to reset the coding chamber. Ensure that all the numbers that are in the code have the coloured markers aligned with the centre line arrow on the keypad cover plate.

Make sure that any digit that is not in the code has the blue marker of the coding disc aligned with the centre line arrow.

- 8 When the new code has been set, check that the code is working correctly. Enter the code and operate the lever, you will see the spindle follower rotate on the back of the keypad. It is advised to test 2-3 times before fitting onto the door.

Please ensure that the new code is recorded and is in possession of the end user.

15 Exploded view of Assembly



16 Operating the unit

Before entering a code turn the handle to ensure the coding chamber is clear of any buttons that may have been pressed.

Enter the code and turn the handle, the latch bolt will disengage and the door will open.

After the handle is operated the unit will reset and the code will need to be entered again in order to open the door.

17 Troubleshooting

Installation Troubleshooting

Problem	Cause	Solution
The keypad lever turns after entering a correct code but does not retract the latch.	The spindle is too short or has been cut down too short.	Please call the UNION helpline on (+44) 0845 223 2124 for a replacement.
The keypad lever handle slips when withdrawing the latch.	The spindle may not be going into the back of the keypad straight and is restricting its movement.	Ensure that the spindle is going into the back of the keypad straight. If the problem persists please call the UNION helpline.
The levers are stiff to turn from either side of the door.	Ensure that no material is affecting the rotation of the spindle followers and that the spindle is not catching on the cut-out in the door.	If there is no material restricting the rotation, To help reduce handle pressure loosen the grub screw securing the handle by ¼ turn. Repeat if required.

After-installation Troubleshooting

Problem	Cause	Solution
The keypad lever turns freely after entering the code.	The unit has been incorrectly coded.	Please refer to 'how to change your code number' instructions.
The latch bolt is not securing when the door is closed.	The strike plate / keeps may not be adjusted correctly or the door may have swollen or twisted if in direct sunlight.	Check that there is a 3-5mm door gap between the lock and strike. You can also adjust the strike plate / keeps in accordance with the manufacturer's recommendations.
The inside handle or keypad lever does not return to the horizontal position after operation.	The grub screw has been done up too tightly or the handle return spring has broken.	Loosen the grub screw by 1/4 of a turn until it springs back. If after loosening the grub screw the problem persists, Please call the UNION helpline for assistance.

Maintenance

No maintenance of the internal parts should be necessary. If the lock is being used on an exterior application it is advisable to periodically remove the keypad and give the coding chamber a light spray with a PTFE based lubricating spray.

Do not use oil as a lubricant as it will cause excessive wear to the internal parts.

Guarantee : REFER TO UNION ONLINE WEBSITE

Disclaimer: Under no circumstances should the lock be dismantled as this will invalidate our warranty.

**For further details on this or any of
the products in the UNION range please contact your
Regional Sales Manager or the Customer Services Department:**

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Tel: 0845 223 2124 Email: info@uniononline.co.uk
www.uniononline.co.uk

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Version 1.0 July



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