



# CL500 - 2018 Installation Instructions



## Features

- Code Free Access mode is available on locks CL505, CL515 and CL525. This is signified by a button with a black dot.
- 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.
- Fits doors between 35mm (1 3/8") and 60mm (2 3/8")thick without modification.

## Back to Back Version Only

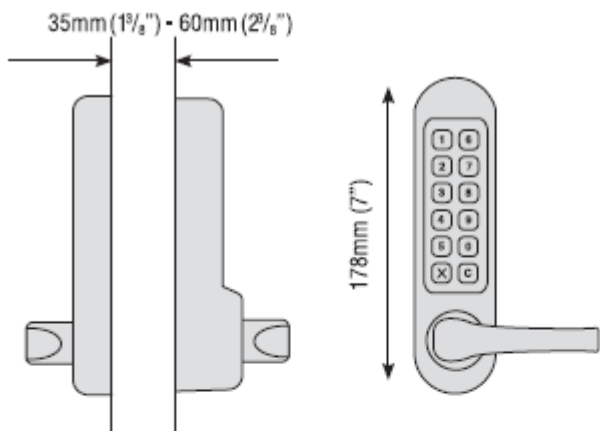
- Two coded plates are provided to allow coded access in both directions.
- Butterfly spindle not required.
- For doors hung on the right, fit the silver spindle in the front keypad and the coloured spindle in the opposite side.
- For doors hung on the left, fit the coloured spindle in the front keypad and the silver spindle in the opposite side

## CL520 / CL525 Only

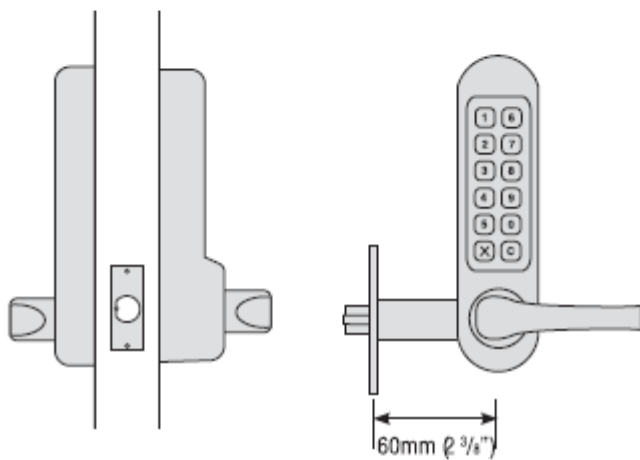
- Split follower lock enables inside handle to retract latch and deadbolt simultaneously, satisfying 'means of escape' requirements for exit at all times. Prevents accidental lock-ins.
- Deadbolt thrown by key to lock out code users after work hours.

- 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.

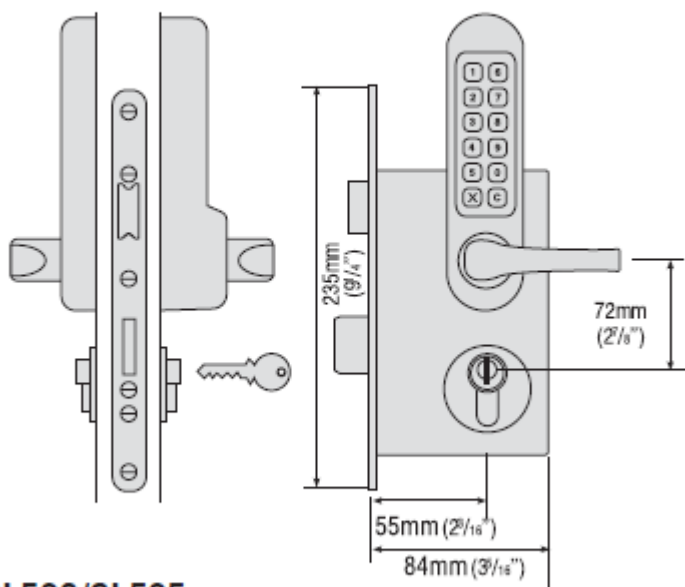
## Dimensions



**CL500/CL505** for use with existing lock



**CL510/CL515** with tubular latchbolt



**CL520/CL525**  
with full Panic Function mortice lock and cylinder

\* **Please note:** Model numbers ending with a 5 are not illustrated above.

# Contents

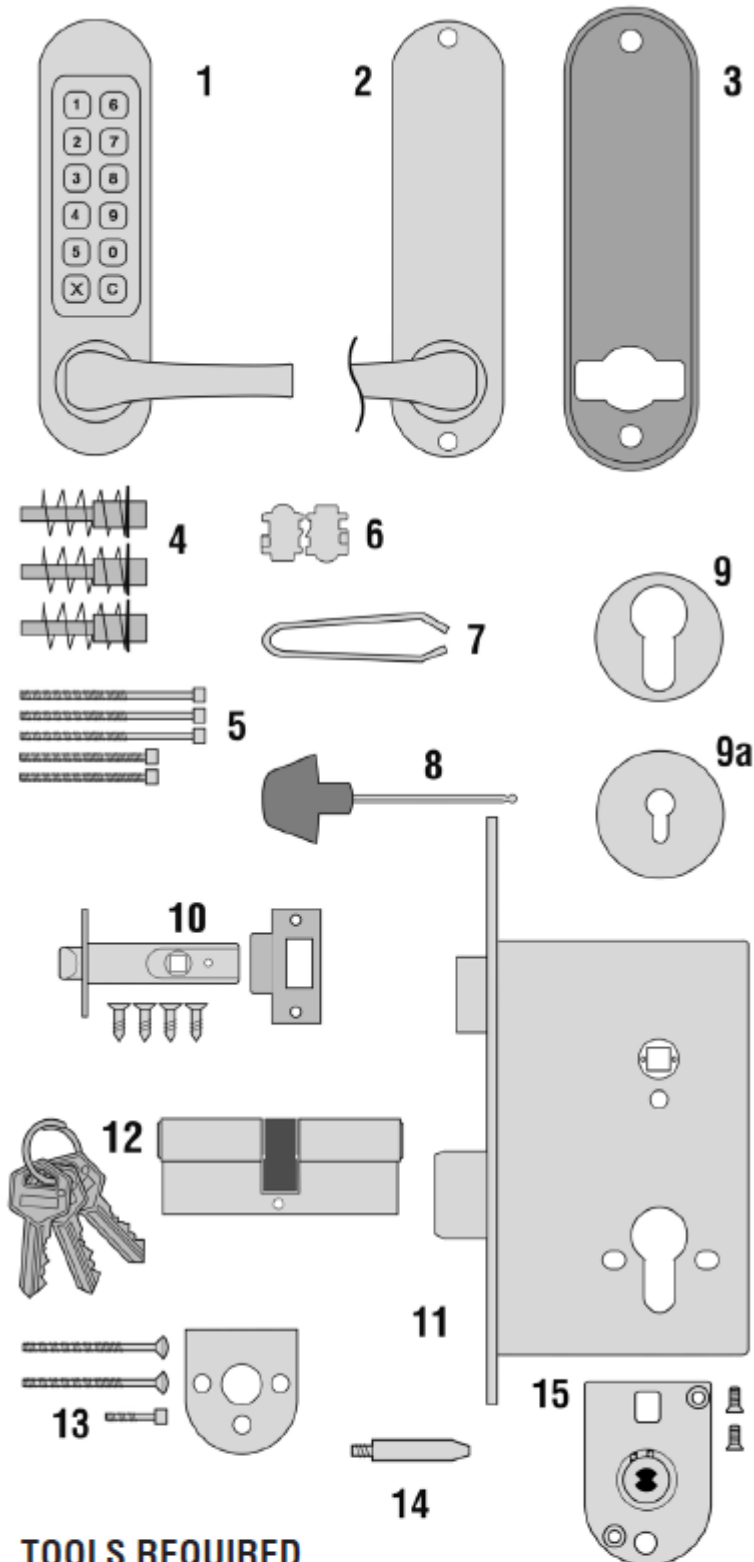
Please check that the contents of your box are correct according to the model.

Part	CL500	CL510	CL520
	CL505	CL515	CL525
1 Front plate and handle	✓	✓	✓
2 Back plate and handle	✓	✓	✓
3 Neoprene seals x 2	✓	✓	✓
4 Coloured, silver and butterfly spindles	✓	✓	✓
5 Fixing bolts x 5	✓	✓	✓
6 Spare code tumblers x 2	✓	✓	✓
7 Tweezers for code changing	✓	✓	✓
8 Allen key	✓	✓	✓
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 euro profile cylinder & 3 keys	-	-	✓
13 Adaptor kit for mortice locks with horizontal fixings	✓	-	-
14 Latch support post	-	✓	-
15 Spring drive assembly & screws	✓	✓	✓
• Installation template	-	✓	✓
• Code change instructions	✓	✓	✓
• Code card	✓	✓	✓

## Check operation of the coded front plate

On models CL505, CL515 and CL525 a Code Free Access mode is available. This is signified by a button with a black dot (bottom left hand button) which replaces the normal X button. In normal operation the code needs to be entered every time to turn the lever. To put the lock into Code Free Access mode first enter the code on the code card followed by the dot passage set button. The lock will now be in Code Free Access mode. To put the lock back to Code Access only press the dot passage set button once followed by the 'C' button. Turn the front plate

back to Code Access only press the dot passage set button once followed by the C button. Turn the front plate over and note that the coloured 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 CL500, CL510 and CL520 locks, any of which may be entered in any order. There are 1,023 codes available on the CL505, CL515 and CL525. 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.



### TOOLS REQUIRED

- Drill bits
- Power drill
- Adhesive tape
- 30mm (1<sup>3</sup>/<sub>16</sub>" )
- Phillips screwdriver
- Pencil

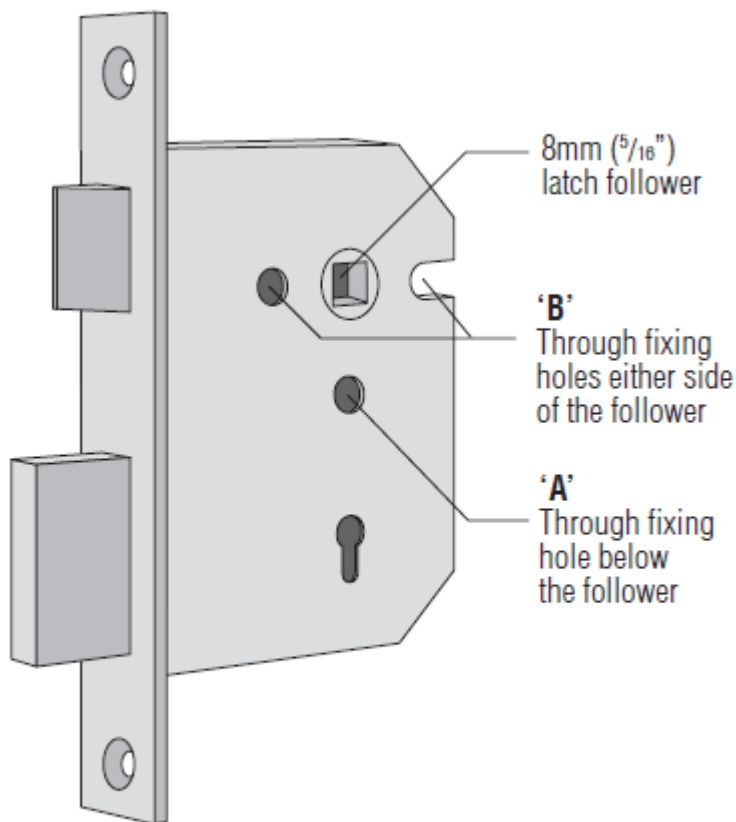
- 25mm (1")
  - 20mm (13/16")
  - 16mm (5/8")
  - 12mm (1/2")
  - 10mm (3/8")
- Chisel 22mm (7/8")
  - Chisel 25mm (1")
  - Hammer/mallet
  - Stanley knife
- Bradawl
  - Tape measure

## Section 1A - CL500/505

The model CL500/505 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 (5/16") square. Any lock and key mechanism is retained to operate the deadbolt.

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 below and confirm that your lockcase is compatible with the CL500/CL505 lock plates.



**FIGURE 1 - Lock case**

**If your lock case has a hole below the follower (Figure 1 'A'), proceed as follows:**

### Step 1

Hold the 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 10mm (3/8") 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 (11/16") diameter. Replace the lock.

## Step 2



For door hung on **RIGHT** fit silver spindle on code side.



For door hung on **LEFT** fit coloured spindle on code side.



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

## Step 3

**Note: Front plate supplied set up for Right Hand doors, viewed from code side.**

Check that the lever handles are correctly orientated for the hand of door. To change the hand of a lever handle proceed as follows:

### 1. Code Side Lever

- Remove blue handing screw from position 'R' (Fig 1).
- Back off the two silver colour screws at the bottom of the lock one full turn each.
- Force handle through 180° to preferred orientation. The clutch will pop through twice to achieve this.
- Secure the two silver colour screws back a full turn.
- Replace blue handing screw in position 'L' (Fig 2).

### 2. Back Plate Lever

- Turn handle to preferred orientation.
- Fit spindle drive assembly (number 15 in contents).
- Fit 2 fixing screws.

**Lock is now set up for a door hung on left.**

## Step 4

If not using the fixed length bolts, cut two of the socket head screws to the required length for your door. Approximate overall length should be door thickness plus 25mm (1"), to allow about 10mm (3/8") of threaded bolt to enter the outside plate.

### Step 5

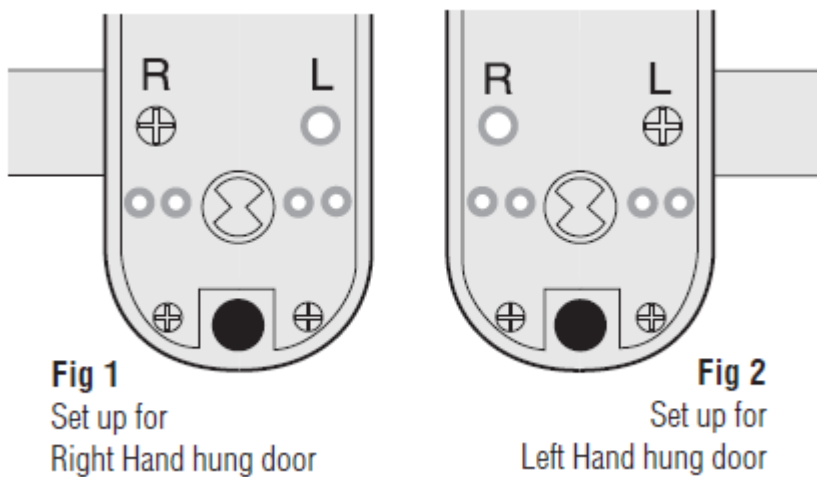
Apply the front and back plates, with the neoprene seals in position, against the door, over the protruding ends of the spindle.

### 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.



## Section 1B - CL500/505

If your lockcase only has holes on either side of the follower (Figure1 'B'), proceed as follows:

### Step 1

Hold the 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 appropriate 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 (11/16"). Drill the extra 10mm (3/8") hole 5mm (1/16") deep on the inside of the door to accept the fixing nut on the adaptor plate. Replace the lock.

### Step 2





For door hung on RIGHT fit silver spindle on code side.



For door hung on LEFT fit coloured spindle on code side.



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

### Step 3

**Note: Front plate supplied set up for Right Hand doors, viewed from code side.**

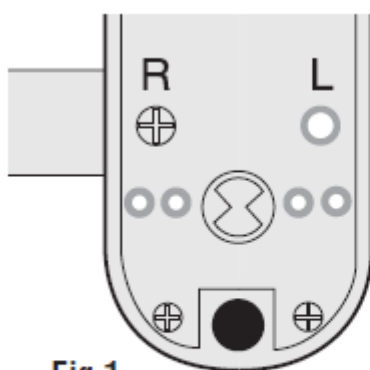
Check that the lever handles are correctly orientated for the hand of door. To change the hand of a lever handle proceed as follows:

#### 1. Code Side Lever

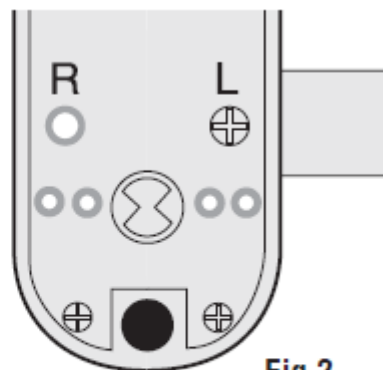
- Remove blue handing screw from position 'R' (Fig 1).
- Force handle through 180° to preferred orientation. The clutch will 'pop' through twice to achieve this.
- Replace blue handing screw in position 'L' (Fig 2).

#### 2. Back Plate Lever

- Turn handle to preferred orientation.
- Fit spindle drive assembly (number 15 in contents).
- Fit 2 fixing screws.



**Fig 1**  
Set up for  
Right Hand hung door



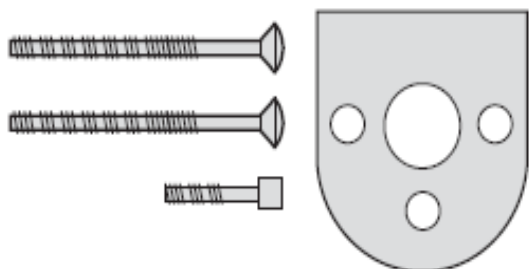
**Fig 2**  
Set up for  
Left Hand hung door

**Lock is now set up for a door hung on left.**

### 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 (3/8") - no more than 5mm (3/16") 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

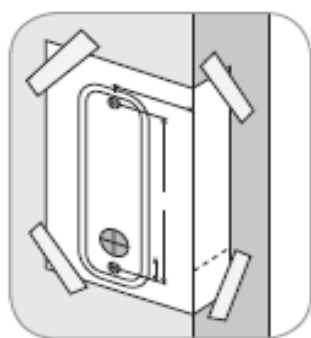
Cut one of the long socket head screws to the required length for your door. Approximate overall length should be door thickness plus 25mm (1”), to allow about 10mm (3/8”) of threaded bolt to enter the front plate. Place the neoprene gasket over the adaptor plate. Use the screw with the ‘T’ shaped Allen key, to fix the back plate to the front plate through the TOP hole. Using the 20mm (13/16”) socket head screw fix the back plate through the BOTTOM hole to the adaptor plate. Do not use excessive force.

### Step 6

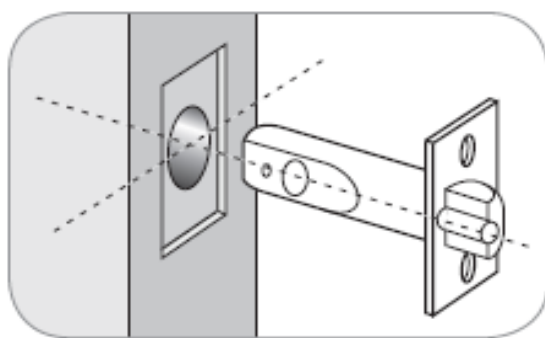
Before closing the door, enter the code and check that the latchbolt retracts when the lever handle is depressed. Now check the operation of the inside lever handle. If there is any binding of the handles or latch then loosen the top and bottom bolts and reposition the plates slightly until the correct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

## Section 2 - CL510/515

Model CL510/515 has a tubular, deadlocking, mortise latch and may be used as a new installation on a door, or where an existing latch is to be replaced.



**Step 1**



**Step 2**

### Step 1

Lightly mark a height line on the edge and both faces of the door, to indicate the top of the lock when fitted. Crease the template along the ‘fold along the door edge’ dotted line that suits your latch backset, and tape it to the door.

Mark the 2 x 10mm (3/8") and the 1x 30mm (1 3/16") 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.

## Step 2

Keeping the drill level and square to the door, drill a 25mm (1") hole in the edge of the door to accept the latch.

## Step 3

Keeping the drill level and square to the door, drill the 10mm (3/8") and 30mm (1 3/16") 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 (5/8") 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. Refix the strike plate using both screws.

## Step 7

Check that the lever handles are correctly orientated for the hand of door. To change the hand of a lever handle see Section 1A, Step 3 (CL500/505).

## Step 8



For door hung on **RIGHT** fit silver spindle on code side.



For door hung on **LEFT** fit coloured spindle on code side.



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

If not using fixed length bolts, cut two of the socket head bolts to the required length for your door. Approximate overall length should be door thickness plus 25mm (1") to allow about 10mm (3/8") 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.

## Section 3 - CL520/525

Model CL520/CL525 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 shown below.

**A.** When necessary the hand of the latchbolt can be changed by removing the 3 screws holding the faceplate to the lock case, reverse the latchbolt, ensuring the latchbolt is central. Replace faceplate.

**B.** Put the key in the cylinder and insert it centrally into the lock case. 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.

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 midrail.

### **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 (11 13/16") 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 (3/8") drill bit at 90mm (3 9/16") 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 lock case 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 'fold along the door edge' 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 lock case in the door.

### **Step 7**

If not using the fixed length bolts, cut two of the socket head bolts to the required length for your door. Approximate overall length should be door thickness plus 25mm (1") to allow about 10mm (3/8") of threaded bolt to enter the outside plate.

### **Step 8**



For door hung on **RIGHT** fit silver spindle on code side.



For door hung on **LEFT** fit coloured spindle on code side.



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

### Step 9

Check that the lever handles are correctly orientated for the hand of door. To change the hand of a lever handle see Section 1A, Step 3 (CL500/505).

### 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.

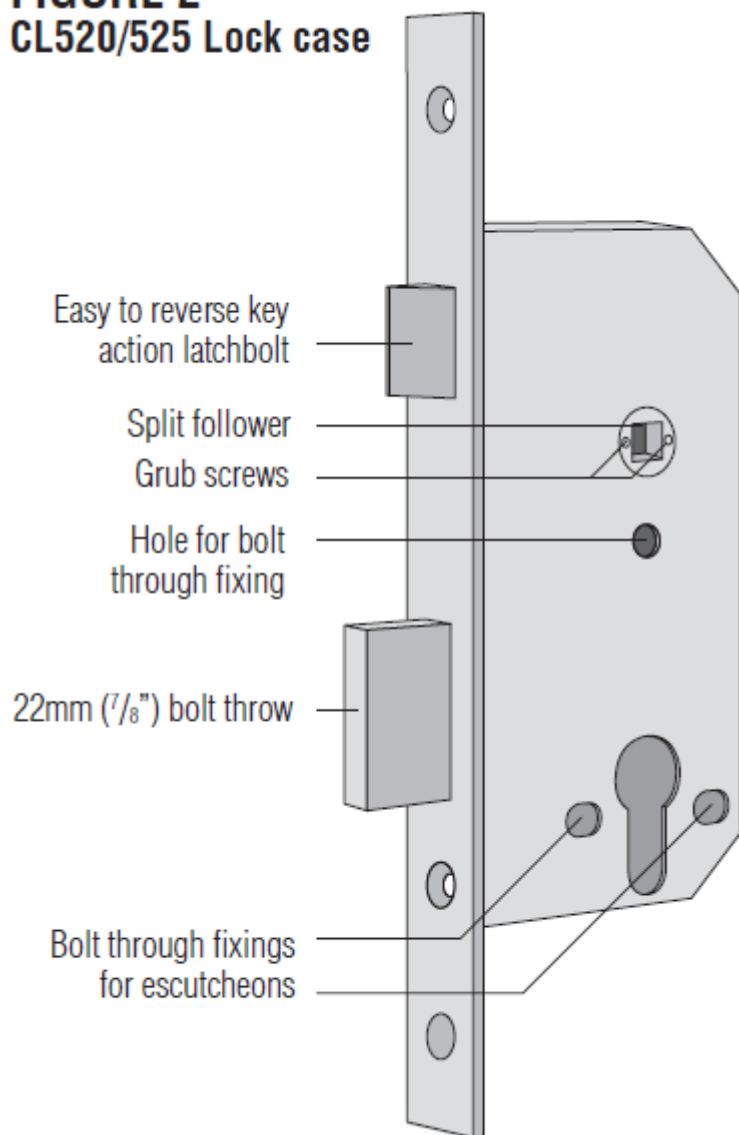
Check that the outside lever handle **WILL NOT** retract the deadbolt.

### 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 (1/2") deep, and the deadbolt aperture to 22mm (7/8") 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.

**FIGURE 2**  
**CL520/525 Lock case**



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