



BeLine

1000/1100/RF1500 Series Cardlock Installation Guide

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Unpacking the Cardlock

The Cardlock is packed with the following items:

EXTERIOR LOCK BODY (QUANTITY =1)



INTERIOR LOCK BODY (QUANTITY =1)



LOCK BODY SCREWS (QUANTITY =4)



MORTISE (QUANTITY =1)



SQUARE MORTISE DRIVE (QUANTITY =2)



SQUARE THUMBTURN DRIVE (QUANTITY =1)

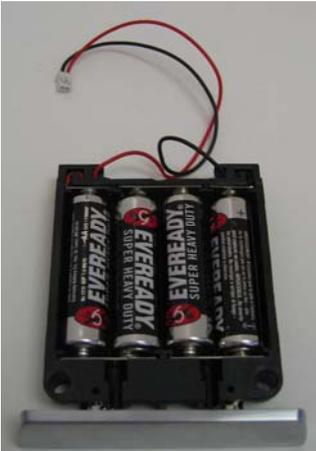


CYLINDER CAP AND KEY SET (QUANTITY =1)



CYLINDER, KEYS AND CYLINDER CAP

BATTERY TRAY (QUANTITY =1) FOR GENERAL OR PUBLIC ENTRANCE LOCKS, LITHIUM AA BATTERIES ARE RECOMMENDED.



BATTERIES NOT INCLUDED

STRIKE SET



STRIKE CUP (QUANTITY =1)

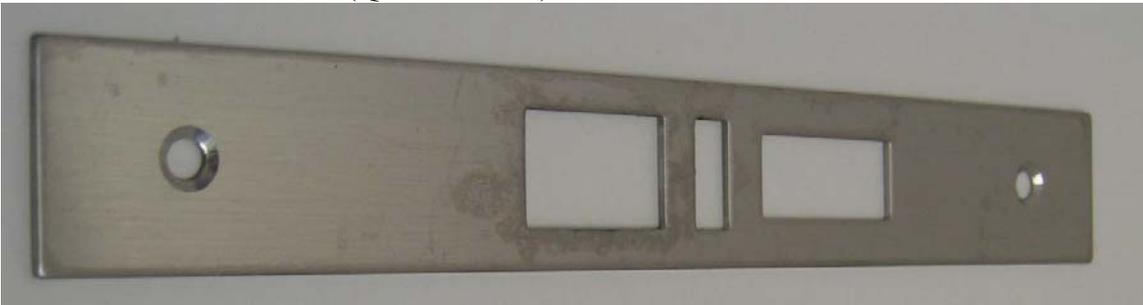


STRIKE PLATE (QUANTITY =1)



STRIKE WOOD SCREWS (QUANTITY =2)

MORTISE FACE PLATE (QUANTITY =1)



MORTISE FACE PLATE SCREWS (QUANTITY =2)



CARD READER (QUANTITY =1)



ATTACHED TO INTERIOR LOCK BODY

Template for Routing a Door

For those performing a self installation, BeLine strongly suggests that the installer purchase a metal template guide from BeLine for the door cutout process.

For the actual mechanical dimensions for cutting the door refer to the document,

Cardlock 1000 1100 1500 Template

Available for download at www.cardlockusa.com, www.belinelocks.com,
www.innlockcompany.com or www.innlockco.com

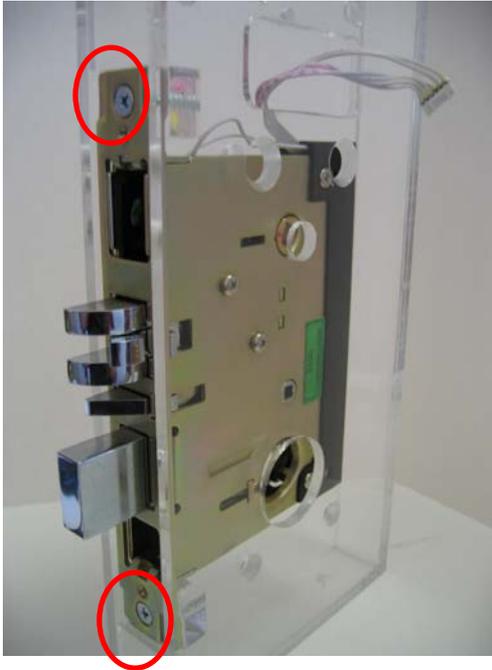
A Recommended Tool for Carpenters:

- Mortise Jig



Note: NEVER CLOSE THE DOOR UNTIL THE CARD READER AND THE MECHANICAL OVERRIDE IS TESTED.

Step 1. Insert the Mortise and drive in wood screws



Step 2. Hand screw the Cylinder into the Mortise



When then key is inserted into the Cylinder and turned to unlock, the arm of the Cylinder needs enough room to rotate.



The correct orientation is very important. If it is not set in a correct position the override key will not open the door. Test the mechanical key override before closing the door. A properly set cylinder will pull in the latch and dead bolt when

the key is turned. An over screwed Cylinder will result in a tight fit and possible rubbing on the internal wall of the mortise body.



Note: The Cylinder must be in the orientation shown above to allow the locking screw to secure the Cylinder (shown in Step 3.).

Step 3. Securing the Cylinder



Use a philips screwdriver to turn this screw.



Turning the screw will extend it into the outer edge of the cylinder.

Step 4. Insert the Square Mortise Drive into the exterior side of the Mortise



Step 5. Position Exterior Lock Body on Door

Note: For easy slip on of the Exterior Lock Body the square shaft that was previously inserted into the Mortise must be aligned with the lever.

Step 6. Route and connect the mortise cable to the Card Reader



Step 7. Mount the Battery Tray

The battery tray will slide into the door lock through the bottom or top depending on which model you have



Step 8. Route and connect the Battery Tray cable into the Card Reader



Step 9. Insert the Square Thumbturn Drive into the Mortise



Step 10. Mount Interior Door Lock Body and lightly screw in Lock Body Screws



Step 11. Attach Mortise Edge Faceplate



Step 12. Check for smooth rotation from both handles

Step 13. Check for smooth non binding movement of the latch and deadbolt when the key is turned

Step 14. Tighten screws and test lock action again

- Check that the door closes properly and the Mortise latch and deadbolt can be fully extended into the strike plate
- Check the lock and door frame alignment
- Inspect for any mechanical binding from over tightened screws

FAQs

1. Why does the key turn but not unlatch the deadbolt?

Check to see that the cylinder is not inverted. When looking at the back of the cylinder and then key is rotated the arm behind the cylinder should extend high enough to touch the latching system.

2. How can I invert the cylinder if I've already secured it to the mortise?

Loosen the securing screw. Insert the key and turn. When finalizing the position of the cylinder the key hole should always be in a vertical position.

3. Everything is lined up but the action from the mortise is a little rough. How can I make it smoother?

Loosen the door lock body screws and test the action. If the action is smoother then realign the lock body and then retighten the body screws.

4. What do I do if the handle does not seem to be engaging with the mortise?

The length of the square drive shaft may be too short for the width of the door or the door lock body is not seated flat on the door.

5. Which side of the mortise is for the exterior side?

The exterior side of the mortise is the freely turning side. You can test this by inserting the square pin inside each side of the mortise to see which side turns freely. The freely turning side eventually engages when a valid card is read and the system activates a solenoid.

6. What happens if the freely turning side is on the wrong side for the orientation of my door.

Unfortunately you have the wrong part. The mortises are shipped preconfigured for Left Handed Outside swing (LO), Left Handed Inside swing (LI), Right Handed Outside swing (RO) or Right Handed Inside swing (RI). Consult with BeLine support before attempting to open and reconfigure the mortise. Opening the mortise with void the warranty on your lock.

7. What kind of lubrication can I use on the Cardlock series?

Silicon spray for mechanical parts is preferred.

8. How long will the batteries last?

The batteries will last approximately 12 months with average traffic.

9. When will I know it's time to change the batteries?

A low battery indicator will appear by a blinking red light.

10. The handle on my lock seems to be sagging. It looks like the spring is getting weak inside.

The spring should typically lasts for many years until maintenance should be performed. The high spring can be purchased at any hardware store but BeLine recommends that it be purchased from BeLine to guarantee many years of usage.

11. The lock stays in a locked mode.

Change the batteries. Before the lock enters this locked state the door lock consistently beeps that can last for many days warning you of weak batteries. You can enter the room with the metal key.

12. My card reader is not reading cards sometimes.

It is typical to put old cards back to be reused. If a card has problems throw away the card. A smartcard should last many months to a year and magnetic stripe card will lasts weeks to a year with everyday usage.

13. I've confirmed that all my cards are good but some doorlocks are still not reading the cards all the time.

The card read head must be cleaned. The Cardlock series has a way of protecting the card reader head but maintenance like this is typical once every 2 years. To clean, place a medium thickness piece of paper over the card. Spray or dab the paper around the area of the magnetic stripe or chip (smartcard) and then insert the paper over cardkey a few times. You will see dirt collect on the paper. Let the Cardlock sit for 1 minute to dry.

14. The mortise action is rough.

The mortise needs to be lubricated. Use silicon lubrication spray and spray all moving components of the mortise. Be sure to spray where the handle drive pin meets the mortise. Maintenance such as this should be performed once every 1 to 1 ½ years.

15. I've installed the lock and it reads the card but turning the handle does not open the door.

There is a mortise starting position and it need to be in synchronized with the handle.

Refer to the document, **BeLine AP Mortise StartingPosition.**

Available for download at www.cardlockusa.com, www.belinelocks.com, www.innlockcompany.com or www.innlockco.com

Programming A New Cardlock From The Factory

- 1) Assure batteries are installed and the Battery Tray is connected.
- 2) Insert a **TIME CARD**.
- 3) Insert a Room Card with the room number of your choice.

The Cardlock will have saved the room number and time. The battery must be connected from this point on to maintain an accurate time.

RESETTING TIME

Insert a **TIME CARD**

CHANGING THE ROOM NUMBER

Insert a **DATA CLEAR CARD**. The **DATA CLEAR CARD** is used to clear all the data stored in a lock. This card will reset the lock to factory settings.

To clear the data from the lock:

1. Insert the override metal key into the lock and turn the key to the open position and hold it. The key should be turned to the maximum open position and it should be held in that position.
2. Insert the **DATA CLEAR CARD** into the lock (keep the card inside the lock) and wait for a green light and beep. After seeing the green light and hearing the beep you can then remove the card.
3. Hold the key in that position for 10 more seconds.

TIP: Holding the mortise latch with your free hand to keep it from popping out may make holding the key in the open position easier.

PROGRAMMING THE NEW DOOR LOCK FOR PUBLIC ENTRANCE

1. Create a card from any room number and insert it into the lock.
2. Create a Passage Card by going to Card Operation→Issue Card→Passage Setting Card.
3. Insert the metal key into the cylinder and turn it to the maximum open position. Keep the metal key held in the maximum open position.
4. Insert the Passage Card.
5. Release the metal key.

6. Create a Time Card by going to Card Operation->Issue Card→Time Card. The Time Card should be created last.
7. Insert the Time Card into the lock.

The lock is now programmed to operate with any card key. All expired card keys will be rejected.