

# Porta Electric Door Lock (6-position) Installation

**WARNING:** The installation of this device should only be performed by a professional elevator technician that has a full understanding of this device's operation and function.

Note: If there is any doubt regarding the installation procedures, please call the factory for assistance. We are available M-F 8:00 am to 5:00 pm Central Time.

**WARNING:** Failure to comply with all instructions and "WARNING"(s) can result in a safety system compromise. This, in turn, can result in serious injury or death.

## Pre-Installation:

1. Fully read and understand all instructions and warnings.
2. Verify that the door lock is the correct hand and voltage. Lock hand is determined by looking at the hoistway door from outside the hoistway. Door knob/latch on your left = LH lock.
  - Note: If you have the incorrect hand or voltage, order the correct lock.
3. The shoulder bolt mounted near the "closed" contacts is there to insure that the keeper is within it's maximum down tolerance.

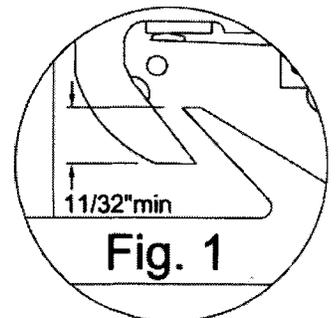
**WARNING: DO NOT REMOVE, MODIFY OR TAMPER WITH THIS SHOULDER BOLT.**

## Installation:

- 1) The lock must be mounted on the knob/latch side of the door.
- 2) Determine lock height. The lock will accept a multi-conductor cable from the back or ½" conduit from the top.
- 3) The lock requires a flat mounting surface. Either shim lock mounting surface (jamb side) to be level with door stop trim or remove door stop trim as follows:
  - a) Wiring from the top: Remove 1 7/8" of stop trim from top jamb and 9 ¼" from side jamb.
  - b) Wiring from back: Remove 9 ¼" of stop trim from side jamb at the desired lock location.
- 4) From inside the hoistway, secure the template provided to the lock mounting surface and door.
- 5) Drill holes per the template instructions.

**WARNING: DO NOT ATTEMPT TO INSTALL LOCK WITHOUT USING THE TEMPLATE.**

- 6) Mount the door lock to the jamb using two #10 x 1 ½" pan head screws.
  - a) If wiring from the top, fasten the conduit bracket that is provided using (1) 6 x 2 drywall screw.
  - b) Modify top of cover: using a standard utility knife, cut through the (2) slots. Score a line horizontally and snap off material.
- 7) Mount the keeper to the door using the 8-32 sex bolts and the flat head screws.
  - a) Cut 8-32 screws as necessary to accommodate door thickness.
- 8) From the hoistway side, close the door and verify that you can release the latch manually.
  - a) Adjust the lock and or keeper as necessary.
- 9) Connect wires to door lock.
- 10) Voltage to terminals 3 & 4.
- 11) Door close to terminals DC and DC(2).
- 10) Apply appropriate voltage to terminals 3 & 4 and check for proper solenoid operation.
- 12) Verify Keeper to latch engagement is according to Fig. 1.
- 13) Check for continuity between terminals DC and DC(2) when door is closed and verify open circuit when door is opened.
- 12) Check for continuity between terminals DL and DL(1) when solenoid is deactivated and verify open circuit when solenoid is activated.
- 13) Drill two pilot holes in jamb and secure lock with two #10 x 1 ½" pan head screws.
- 14) Install cover using 6-32 screw and verify proper operation.



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**Fig. 1**