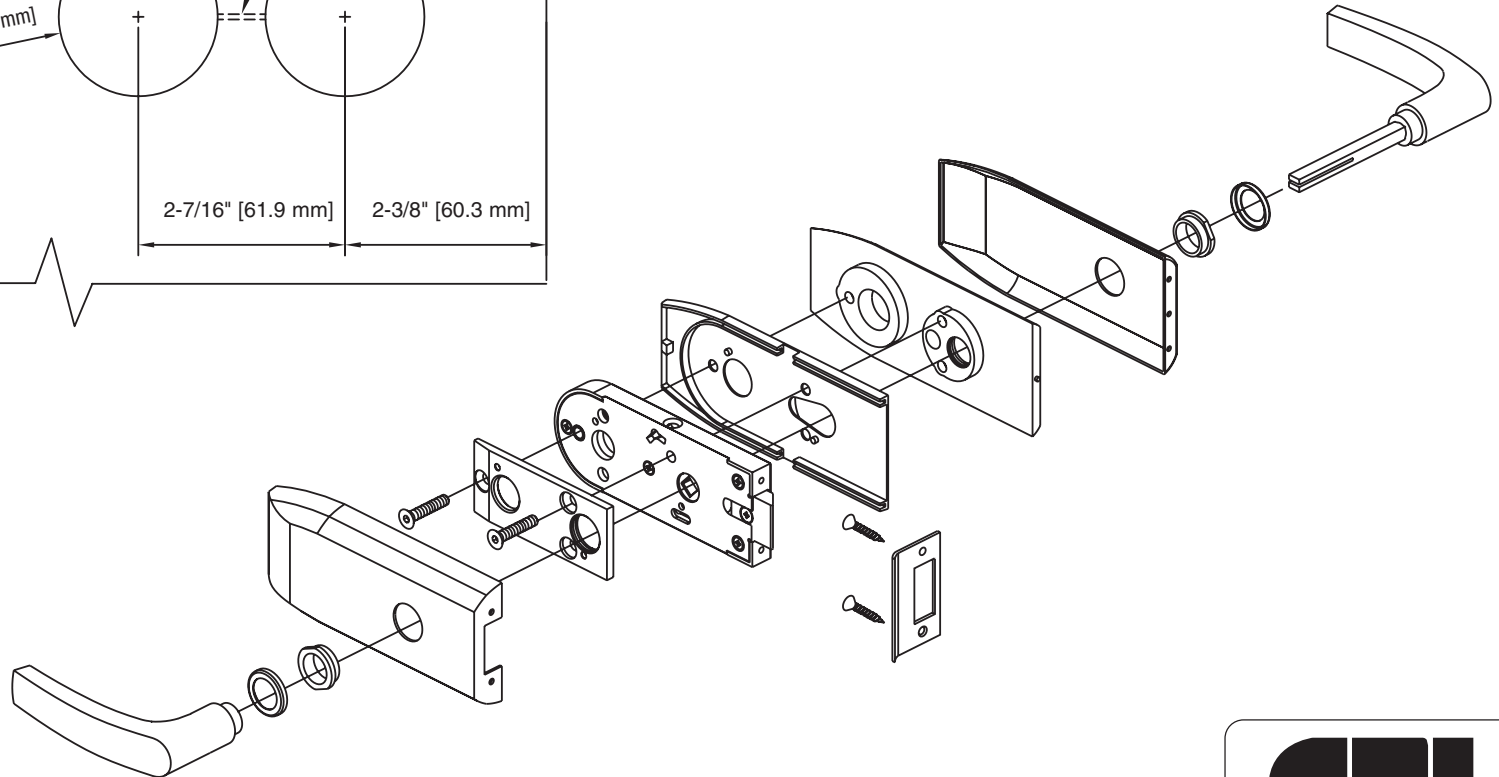
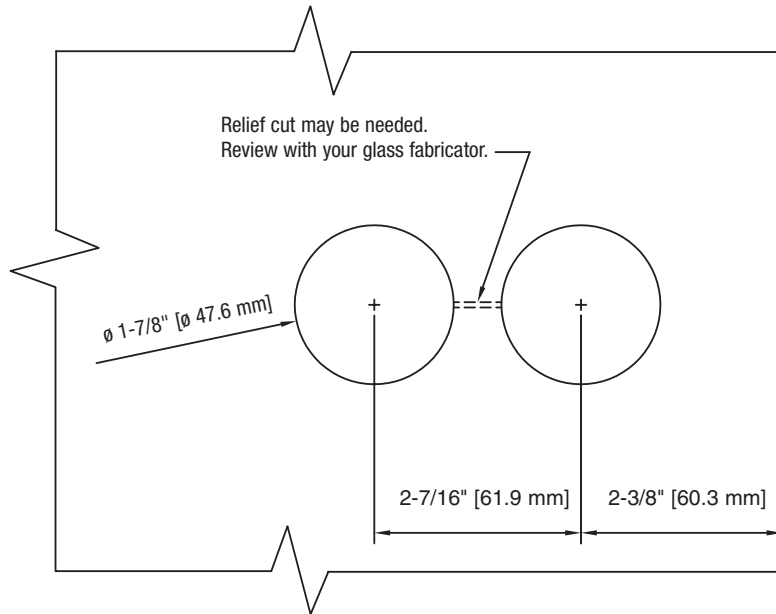


# PTH312

## Series Passage Latch Instructions and Template

### GLASS CUTOUT



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### Step 1 - Removing the Cover Plate

It is only necessary to remove the cover plate on the **Thicker Housing** as this housing contains the securing screws, latch mechanism, beveled latch bolt and beveled aluminum plate. Removal is easily accomplished by turning the threaded plastic handle grommet counter-clockwise until it separates from the housing. Insert the supplied small allen wrench into one of the two undercut allen screws located to either side of the beveled latch bolt. Turn the allen wrench clockwise, lowering the allen screw down below the hole in the cover plate and releasing it, repeat on second screw. These screws do not separate from the plastic gasket plate.

**Important:** These allen screws tighten and loosen opposite to what you think they would, they turn clockwise for removing and counter-clockwise to re-secure the cover plate.

### Step 2 - Determine Handing and Function of the Latch

The latch will function for left or right hand doors, swinging in or out. This is accomplished by either rotating the latch mechanism or the beveled latch bolt. Normally the thicker latch housing is on the inside or secure side, this can be accomplished in every installation except one. If the latch is used with a PTH314 Series Glass Mounted Latch Keeper for an in-swing door, this application requires the **Thick Housing** to be on the outside. Normal Latch Function is for the beveled latch bolt to retract when the handle is pushed down. If you place the latch in its desired position and the beveled latch bolt retracts when the handle is pushed down, no further work is required on the latch mechanism. However if the beveled latch bolt only retracts when the handle is lifted up, it will be necessary to rotate the lock mechanism so it will retract when the handle is pushed down. Rotating the lock mechanism is accomplished by removing the two large flat head screws with the supplied large allen wrench. This accomplishes two things, it separates the Thin and Thick Housings which is necessary for attaching the latch to the door glass and it allows the latch mechanism to be rotated which changes the handle activating direction. When rotating the latch mechanism, it will be necessary to remove the 3/16" (4.8 mm) beveled aluminum plate from the latch mechanism and re-install it again after the lock mechanism has been rotated. Remember, the beveled end of the aluminum plate is always on the beveled end of the latch. Before re-installing the lock mechanism determine if the beveled latch bolt is facing the right direction for your application. The sharp end of the beveled latch bolt should always face the direction the door swings when its being opened. If the direction is correct, no further work is required. However, if the direction is wrong, it can be easily be corrected by removing the flat head screw in the beveled latch bolt and rotating it 180°. Re-securing it using Loctite Threadlocker will prevent any possibility of the screw becoming loose after continual use. After it has been determined that all the Latch Functions are correct, its time to attach the latch to the door glass (see Step 3).

### Step 3 - Attaching the Latch to the Door Glass

Place the Thin Housing with its plastic gasket into the fabricated holes in the door glass. With the latch mechanism and beveled aluminum plate in the correct configuration, insert the two flat head screws through the locking mechanism, through the glass and into the threaded inserts in the thin cover plate. Check the alignment of the latch and then tighten the screws. Next, slip the thick cover plate onto the latch mechanism. Then thread the plastic handle grommet into the threaded hole, Do Not Tighten it. With the small allen wrench turn the undercut allen screws, located to either side of the beveled latch bolt, counter-clockwise until the heads of the screws fit into the holes in the cover plate. Do not tighten too much or you could bend the cover plate. The cover plate alignment has been accomplished, now tighten the plastic handle grommet.

### Step 4 - Installing the Handle

To install the handles, start on the side which has the handle with the square shaft. Making sure when you insert the square shaft, it is from the outside (exterior side) of the latch. The first step is to place the metal grommet washer over the plastic handle grommet. Then, insert the square shaft through the washer, grommet and then the square hole in the latch mechanism. Next you place the other metal grommet washer over the plastic handle grommet on the inside (interior side) of the latch. Slide the inside handle onto the square shaft until it is snug, tightening the Allen screw on the inside handle to secure both of the handles.

### Step 5 - Finishing Up

To finish the installation, you have to install the Strike Plate or the Glass Mounted Latch Keeper with Strike Plate. When you install either of these options, make sure that the Strike Plate aligns with the Latch Bolt for easy latching and the front to back spacing secures the door without a lot of play.