

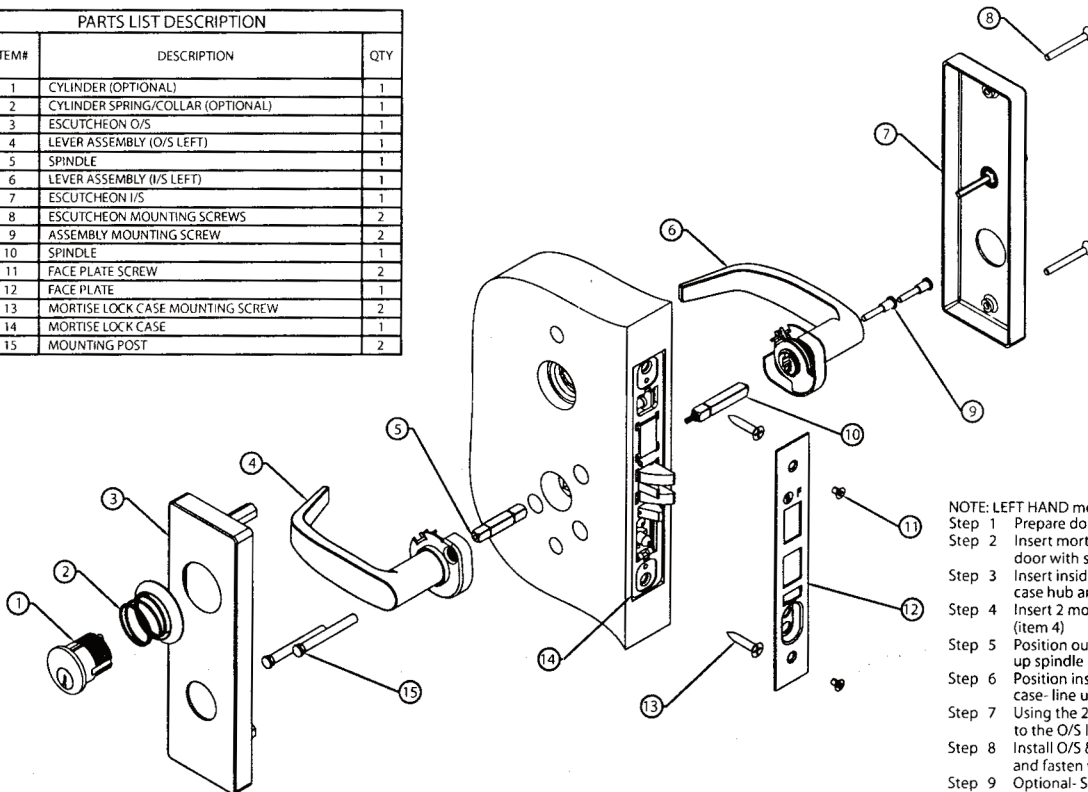
INSTALLATION GUIDE

Heavy Duty Commercial Mortise Lock “Easily Field Reversible”

Regular / Wide Escutcheon

Installation Guide

PARTS LIST DESCRIPTION		
ITEM#	DESCRIPTION	QTY
1	CYLINDER (OPTIONAL)	1
2	CYLINDER SPRING/COLLAR (OPTIONAL)	1
3	ESCUTCHEON O/S	1
4	LEVER ASSEMBLY (O/S LEFT)	1
5	SPINDLE	1
6	LEVER ASSEMBLY (I/S LEFT)	1
7	ESCUTCHEON I/S	1
8	ESCUTCHEON MOUNTING SCREWS	2
9	ASSEMBLY MOUNTING SCREW	2
10	SPINDLE	1
11	FACE PLATE SCREW	2
12	FACE PLATE	1
13	MORTISE LOCK CASE MOUNTING SCREW	2
14	MORTISE LOCK CASE	1
15	MOUNTING POST	2

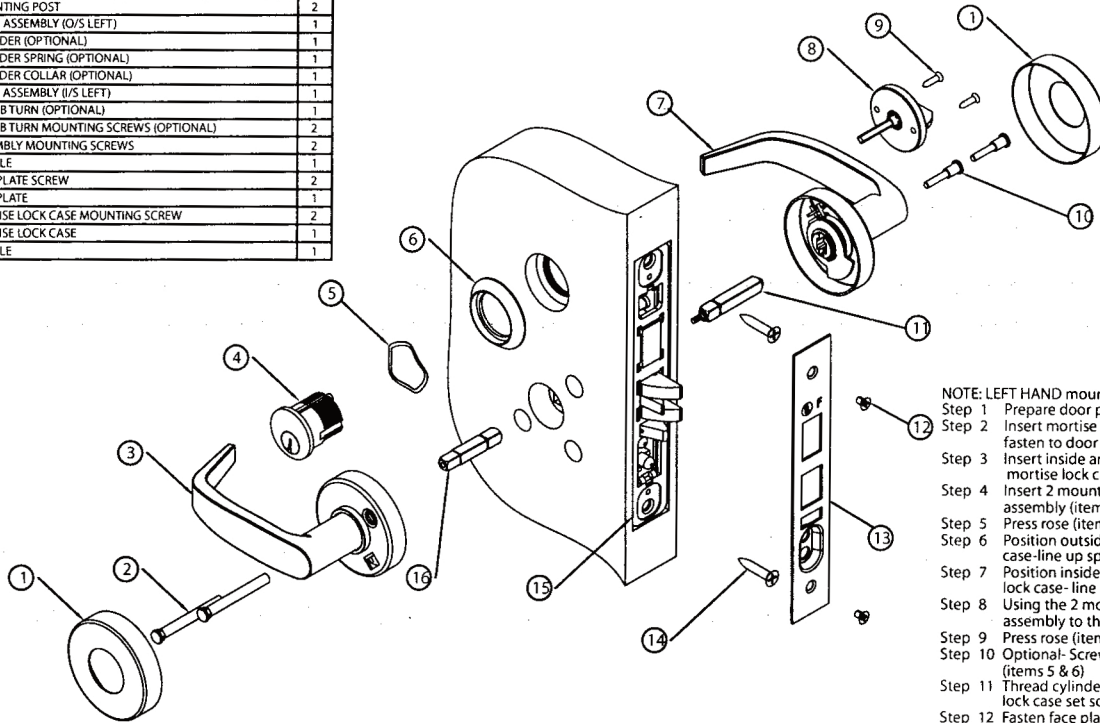


NOTE: LEFT HAND mounting is shown

- Step 1 Prepare door per supplied template
- Step 2 Insert mortise lock case (item 14) into mortise cutout and fasten to door with screws (item 13)
- Step 3 Insert inside and outside spindles (items 5 & 10) into the mortise lock case hub and tighten screw
- Step 4 Insert 2 mounting posts (item 15) into the outside lever assembly (item 4)
- Step 5 Position outside (O/S) lever assembly onto the mortise lock case- line up spindle & mounting posts with mortise lock case
- Step 6 Position inside (I/S) lever assembly (item 6) onto the mortise lock case- line up spindle
- Step 7 Using the 2 mounting screws (item 9) fasten the I/S lever assembly to the O/S lever assembly
- Step 8 Install O/S & I/S Escutcheons (items 3 & 7) over lever assemblies and fasten with screws (item 8)
- Step 9 Optional- Screw in cylinder (item 1) using spring & cylinder collar (item 2)- some models use no cyl. collar
- Step 10 Thread cylinder to operational depth and secure with mortise lock case set screw
- Step 11 Fasten face plate (item 12) on using screws (item 11)
- Step 12 ALWAYS CHECK OPERATION OF LOCK SET PRIOR TO LOCKING/SHUTTING DOOR

TO CHANGE HANDING: REVERSE INSIDE & OUTSIDE LEVER ASSEMBLIES (items 4 & 6) & CHANGE MORTISE LOCK CASE HANDING

PARTS LIST DESCRIPTION		
ITEM#	DESCRIPTION	QTY
1	ROSE (INSIDE & OUTSIDE)	2
2	MOUNTING POST	2
3	LEVER ASSEMBLY (O/S LEFT)	1
4	CYLINDER (OPTIONAL)	1
5	CYLINDER SPRING (OPTIONAL)	1
6	CYLINDER COLLAR (OPTIONAL)	1
7	LEVER ASSEMBLY (I/S LEFT)	1
8	THUMB TURN (OPTIONAL)	1
9	THUMB TURN MOUNTING SCREWS (OPTIONAL)	2
10	ASSEMBLY MOUNTING SCREWS	2
11	SPINDLE	1
12	FACE PLATE SCREW	2
13	FACE PLATE	1
14	MORTISE LOCK CASE MOUNTING SCREW	2
15	MORTISE LOCK CASE	1
16	SPINDLE	1

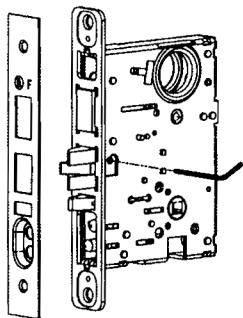


- NOTE: LEFT HAND mounting is shown
- Step 1 Prepare door per supplied template
 - Step 2 Insert mortise lock case (item 15) into mortise cutout and fasten to door with screws (item 14)
 - Step 3 Insert inside and outside spindles (items 11 & 16) into the mortise lock case hub and tighten screw
 - Step 4 Insert 2 mounting posts (item 2) into the outside lever assembly (item 3)
 - Step 5 Press rose (item 1) onto the outside lever assembly (item 3)
 - Step 6 Position outside (O/S) lever assembly onto the mortise lock case-line up spindle & mounting posts with mortise lock case
 - Step 7 Position inside (I/S) lever assembly (item 7) onto the mortise lock case-line up spindle
 - Step 8 Using the 2 mounting screws (item 10) fasten the I/S lever assembly to the O/S lever assembly
 - Step 9 Press rose (item 1) onto the inside lever assembly (item 7)
 - Step 10 Optional- Screw in cylinder (item 4) using spring and collar (items 5 & 6)
 - Step 11 Thread cylinder to operational depth and secure with mortise lock case set screw
 - Step 12 Fasten face plate (item 13) on using screws (item 12)
 - Step 13 Install thumb turn (items 8 & 9) if required
 - Step 14 ALWAYS CHECK OPERATION OF LOCK SET PRIOR TO LOCKING/SHUTTING DOOR
- TO CHANGE HANDING: REVERSE INSIDE & OUTSIDE LEVER ASSEMBLIES (items 3 & 7) & CHANGE MORTISE LOCK CASE HANDING

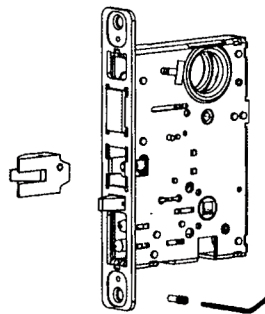
3

Mortise handing change instruction

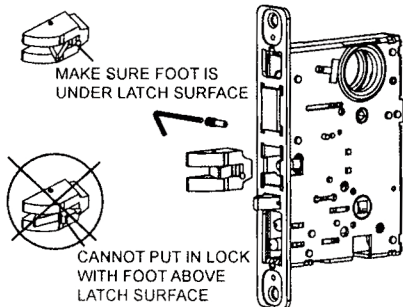
Change the latchbolt position



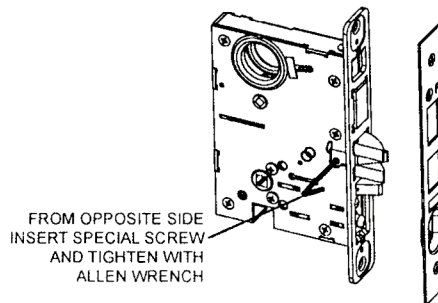
1. Remove special screw with provided allen wrench



2. Pull latch bolt out of lock

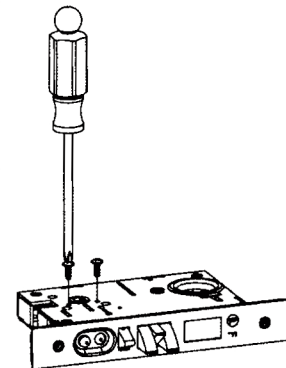


3. Rotate Latch bolt 180° and reinstall into lock, pushing the latch bolt into the lock and then releasing.

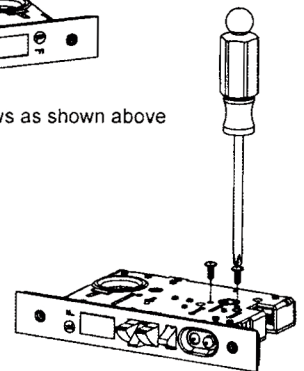


4. Reinstall the special screw and tighten securely with the provided allen wrench.

Change the locking slide position



1. Remove 2 screws as shown above



2. Turn lock over to opposite side and reinstall screws as shown above. To ensure locking slide does not bind, manually push to the desired side or alternate tightening each screw every 2-3 turns.

4