

# ENTRANCE HANDLESET INSTALLATION INSTRUCTIONS

**THIS INSTRUCTIONS IS PREPARED TO PROVIDE YOU INFORMATION ON HOW TO INSTALL YOUR LOCK PROPERLY. READ THIS INSTRUCTION CAREFULLY BEFORE ATTEMPTING TO INSTALL LOCK.**

- BEFORE PROCEEDING:**
- CHECK BACKSET OF YOUR LOCK**  
BACKSET OF YOUR LOCK IS INDICATED ON PACKAGING BOX, 2-3/8" OR 2-3/4" SOME MODELS ARE SUPPLIED WITH ADJUSTABLE LATCH.
  - CHECK BACKSET OF YOUR DOOR**  
BACKSET IS A DISTANCE MEASURED FROM DOOR

- EDGE TO CENTER OF LOCK, EITHER 2-3/8" OR 2-3/4".**
- MATCH BACKSET OF YOUR LOCK WITH BACKSET OF YOUR DOOR**  
MAKE SURE YOUR LOCK HAS SAME BACKSET SIZE AS YOUR DOOR. FOR LOCK SUPPLIED WITH ADJUSTABLE LATCH, YOU MAY ADJUST THE BACKSET IF NECESSARY ACCORDING TO STEP 10 AND STEP 11 IN THIS INSTRUCTIONS.

- TOOL REQUIRED FOR NEW INSTALLATION:**
- PHILLIPS HEAD SCREWDRIVER
  - 3/8" ELECTRIC POWER DRILL
  - 2-1/8", 1" AND 3/8" DRILL BITS
  - 1" CHISEL
  - HAMMER
- TOOL REQUIRED FOR REPLACEMENT INSTALLATION:**
- PHILLIPS HEAD SCREWDRIVER

<p><b>1. MARK DOOR</b></p> <p>USE TEMPLATE ENCLOSED TO MARK HOLES ON DOOR FACE.</p> <p>MAKE MARK FOR 1" (25.4 mm) HOLE ON CENTER OF DOOR EDGE.</p> <p>HEIGHT 36" TO 38" (914mm-965mm) FROM FLOOR</p> <p>MAKE MARK FOR 3/8" (10mm) HOLE ON DOOR FACE.</p>	<p><b>2. DRILL HOLES</b></p> <ol style="list-style-type: none"> <li>DRILL 2-1/8" (54mm) HOLES FROM BOTH SIDES OF DOOR.</li> <li>DRILL 1" (25.4mm) HOLES IN DOOR EDGE FOR LATCH.</li> <li>DRILL 3/8" (10mm) HOLE FOR EXTERIOR HANDLE MOUNTING SCREW.</li> <li>TO AVOID SPLINTERING DRILL HOLES FROM BOTH SIDES.</li> </ol>	<p><b>3. INSTALL LATCHES</b></p> <ol style="list-style-type: none"> <li>INSERT LATCHES IN HOLES, KEEPING PARALLEL TO EDGE OF DOOR. MARK OUTLINE AND REMOVE LATCH.</li> <li>CHISEL 1/8" (3mm) DEEP OR UNTIL LATCH FACE IS FLUSH WITH DOOR EDGE. NOTE: CUT OUT MUST BE PARALLEL TO EDGES OF DOOR</li> <li>INSERT BOTTOM LATCH AND SECURE WITH WOOD SCREWS.</li> <li>REPEAT PROCEDURE FOR TOP DEADBOLT LATCH. NOTE: WATCH THE UP MARK STAMPED ON DEADBOLT LATCH.</li> </ol>	
<p><b>4. INSTALL EXTERIOR HANDLE</b></p> <p>PLACE EXTERIOR HANDLE WITH STEMS AND SQUARE SPINDLE INTO LATCH AS SHOWN. PRESS TIGHTLY AGAINST DOOR FACE.</p>	<p><b>5. INSTALL INTERIOR MECHANISM</b></p> <p>SECURE AND FASTEN THE INSTALL INTERIOR MECHANISM FIRMLY THROUGH THE SCREWS RESPECTIVELY AS SHOWN IN FIGURE.</p> <p><b>FOR SINGLE HANDLE</b></p> <p><b>FOR DOUBLE HANDLE</b></p>	<p><b>6. INSTALL CYLINDER DEADLOCK AND TRIM</b></p> <p><b>FOR SINGLE CYLINDER</b></p> <ol style="list-style-type: none"> <li>INSERT CYLINDER IN DECORATIVE TRIM AND PRESS AGAINST DOOR. INSERT TAILPIECE HORIZONTALLY THROUGH LATCH HOLE.</li> <li>SLIDE INSIDE MATING TRIM ONTO TAILPIECE AND SECURE WITH MACHINE SCREWS.</li> </ol> <p><b>FOR DOUBLE CYLINDER</b></p> <ol style="list-style-type: none"> <li>INSERT EXTERIOR CYLINDER IN DECORATIVE TRIM AND PRESS AGAINST DOOR FACE. INSERT TAILPIECE HORIZONTALLY INTO LATCH HOLE. NOTE: TAILPIECE OF EXTERIOR CYLINDER SHOULD BE INSERTED HORIZONTALLY THROUGH LATCH HOLE FIRST.</li> <li>INSERT INTERIOR CYLINDER TAILPIECE VERTICALLY THROUGH LATCH HOLE AND SECURE WITH MACHINE SCREWS. NOTE: THE INTERIOR TAILPIECE SHOULD BE INSERTED VERTICALLY THROUGH LATCH HOLE.</li> </ol>	
<p><b>7. MARK JAMB</b></p> <ol style="list-style-type: none"> <li>CLOSE DOOR UNTIL LATCHBOLT TOUCHES DOOR JAMB. MARK DOOR JAMB AS SHOWN WITH A PENCIL.</li> <li>CENTER THE STRIKE PLATES ON THE DOOR JAMB.</li> </ol>	<p><b>8. MARK OUTLINE OF STRIKES</b></p> <p>MEASURE ONE HALF OF DOOR THICKNESS FROM DOOR STOP AND VERTICALLY MARK DRILL POINT CENTER FOR STRIKE.</p> <p>PLACE STRIKES IN POSITION AND MARK OUTLINE OF STRIKE PLATES.</p>	<p><b>9. DRILL HOLES AND INSTALL STRIKES</b></p> <ol style="list-style-type: none"> <li>DRILL 1" (25.4mm) HOLE IN DOOR JAMB. CAUTION: TO ASSURE PROPER LOCKSET FUNCTION. HOLES IN DOOR JAMB MUST BE DRILLED 1" (25.4mm) DEEP.</li> <li>CHISEL OUTLINE FOR STRIKE PLATES 1/16" (1.5mm) DEEP OR UNTIL PLATES ARE FLUSH WITH DOOR JAMB.</li> <li>INSTALL STRIKES PLATES AND SECURE WITH WOOD SCREWS.</li> </ol>	
<p><b>10. ADJUSTABLE LATCH FOR TOP DEADBOLT</b></p> <ol style="list-style-type: none"> <li>SOME MODELS ARE SUPPLIED WITH ADJUSTABLE LATCH TO FITS 2-3/8" OR 2-3/4" (60mm OR 70mm) BACKSET. ADJUSTABLE LATCH WAS PRESET AT FACTORY FOR 2-3/8" (60mm) BACKSET. IF A 2-3/4" (70mm) IS REQUIRED, PLEASE FOLLOW STEP 10A THRU 10D FOR ADJUSTMENT.</li> <li>SOME MODELS ARE SUPPLIED WITH 4-WAY LATCH FITS 2-3/8" OR 2-3/4" (60mm OR 70mm) BACKSET AND ALSO FITS MORTISE IN OR DRIVE IN. TO CONVERT MORTISE IN TO DRIVE IN, JUST ROTATE LATCH FACE CLOCKWISE 20° THEN PULL OUT LATCH FACE. IF 2-3/4" (70mm) IS REQUIRED, PLEASE FOLLOW STEP 10A THRU 10D FOR ADJUSTMENT.</li> </ol> <p>10A</p> <p>• ROTATE LATCH CRANK TO RETRACT THE LATCHBOLT TO THE UNLOCK POSITION.</p> <p>10B</p> <p>• PUSH THE CHANGE LEVER AGAINST THE TOP. • HOLD TORQUE PLATE AND TORQUE SPRING, THEN PULL EXTENSION PLATE ALL THE WAY OUT. • BE SURE THE 2-3/4" (70mm) SCREW HOLE IS PROPERLY ALIGNED AND CHANGE LEVER JUMPS DOWN TO ORIGINAL POSITION.</p> <p>10C</p> <p>• YOUR LATCH IS NOW SET FOR 2-3/4" (70mm) BACKSET.</p> <p>10D</p> <p>• LATCH MAY BE ADJUSTED BACK TO 2-3/8" (60mm) BACKSET BY RETRACTING THE LATCHBOLT, PUSHING UP THE CHANGE LEVER AND MOVING THE EXTENSION PLATE BACK TO IT'S ORIGINAL POSITION. NOTE: BE SURE THE 2-3/8" (60mm) SCREW HOLE IS PROPERLY ALIGNED AND CHANGE LEVER JUMPS DOWN TO ORIGINAL POSITION AFTER ADJUSTMENT.</p>		<p><b>11. ADJUSTABLE LATCH FOR BOTTOM HANDLE LATCH</b></p> <ol style="list-style-type: none"> <li>SOME MODELS ARE SUPPLIED WITH ADJUSTABLE LATCH TO FITS 2-3/8" OR 2-3/4" (60mm OR 70mm) BACKSET. ADJUSTABLE LATCH WAS PRESET 2-3/8" (60mm) AT FACTORY. IF A 2-3/4" (70mm) IS REQUIRED, PLEASE FOLLOW STEP 11A THRU 11D FOR ADJUSTMENT.</li> <li>SOME MODELS ARE SUPPLIED WITH 4-WAY LATCH WHICH CAN FIT 2-3/8" OR 2-3/4" (60mm OR 70mm) AND ALSO CAN FIT MORTISE IN OR DRIVE IN. TO CONVERT MORTISE IN TO DRIVE IN, JUST ROTATE LATCH FACE CLOCKWISE 20° THEN PULL OUT LATCH FACE. IF A 2-3/4" (70mm) IS REQUIRED, PLEASE FOLLOW STEP 11A THRU 11D FOR THE ADJUSTMENT.</li> </ol> <p>11A</p> <p>• THIS LATCH IS FOR 2-3/8" (60mm) BACKSET.</p> <p>11B</p> <p>• PULL SPINDLE CAM ALL THE WAY TO RIGHT EDGE OF ADJUSTING HOLE.</p> <p>11C</p> <p>• BE SURE THE 2-3/4" (70mm) STEM HOLE IS PROPERLY ALIGNED. • YOUR LATCH IS NOW SET FOR A 2-3/4" (70mm) BACKSET.</p> <p>11D</p> <p>• TO RE-SET 2-3/8" (60mm) BACKSET JUST PUSH SPINDLE CAM TO LEFT EDGE OF ADJUSTING HOLE.</p> <p>NOTE: BE SURE TO KEEP SPINDLE CAM SQUARE IN CORRECT POSITION AS ILLUSTRATED BEFORE PUSHING SPINDLE CAM TO LEFT. OTHERWISE YOU WILL HAVE DIFFICULTY IN PUSHING SPINDLE CAM TO LEFT.</p>	