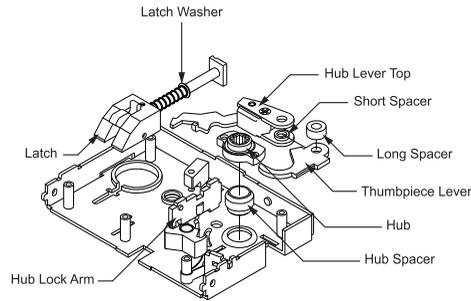


To Reverse Handing

Series 4

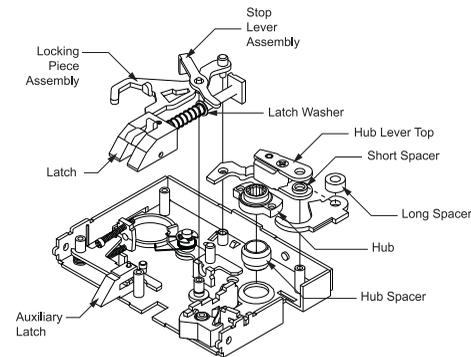
1. Remove the **5 screws** securing the lock body cover.
2. Remove **latch**, turn over and re-insert. (Note position of **latch washer**).
3. Remove **hub** and **hub spacer**.
4. Unscrew and remove **hub lever top**.
5. Reverse position of **long** and **short spacer**.
6. Replace and re-fasten **hub lever top**.
7. Replace **hub** and **hub spacer** in reverse order.
8. Replace and re-fasten cover.



To Reverse Handing

Series 4 with Auxiliary Latch

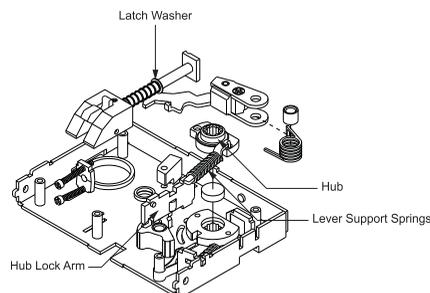
1. Remove the **5 screws** securing the lock body cover.
2. Remove **latch**, turn over and re-insert. (Note position of **latch washer**)
3. Remove **hub** and **hub spacer**.
4. Unscrew and remove **hub lever top**.
5. Reverse position of **long** and **short spacer**.
6. Replace and re-fasten **hub lever top**.
7. Replace **hub** and **hub spacer** in reverse order.
8. Replace and re-fasten cover.



To Reverse Handing

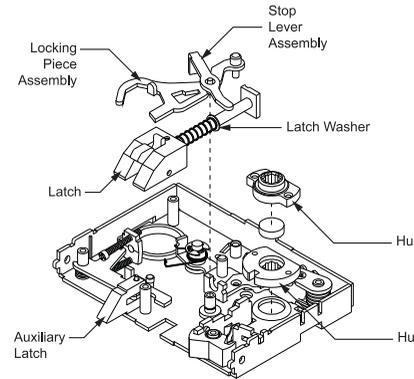
Series 5

1. Remove the **5 screws** securing the lock body cover.
2. Remove the **latch**, turn it over, and re-insert it. (Note position of **latch washer**).
3. Remove and replace **hubs** in reverse order. **If lock has a lever support spring remove link from hub and replace in lower hub hole as before.**
4. Replace and re-fasten the cover.



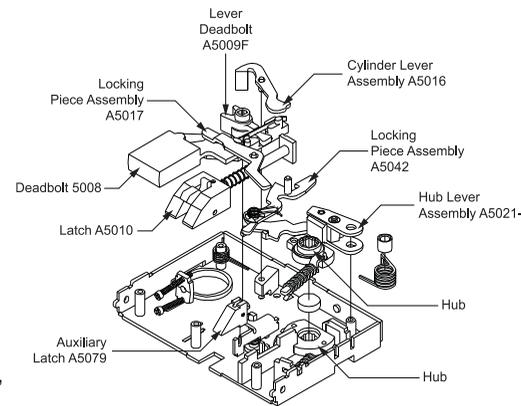
To Reverse Handing Series 5 with Auxiliary Latch (without Deadbolt)

1. Remove the **5 screws** securing the lock body cover.
2. Remove **locking piece assembly** and **lever stop cylinder assembly**.
3. Remove the **latch**, turn it over, and re-insert it. Make sure the **latch washer** is in the position indicated, or the latch will not function properly
4. Remove the **top and bottom hubs** as a single unit, flip them over and re-insert them so that the top hub is now on the bottom, and the bottom is now on top.
5. Replace and re-fasten the cover.



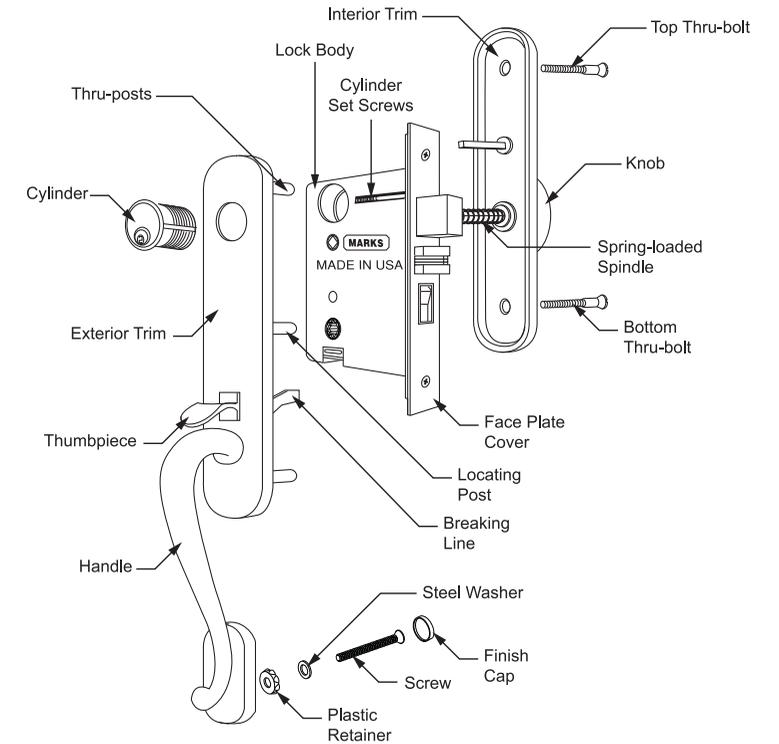
To Reverse Handing Series 5 with Auxiliary Latch (with Deadbolt)

1. Remove the **5 screws** securing the lock body cover.
2. Remove **cylinder lever assembly (A5016)** and **locking piece assembly (A5017 - for FD function only)**.
3. Remove the **latch**, turn it over, and re-insert it. Make sure the **latch washer** is in the position indicated, or the latch will not function properly
4. Remove the **top and bottom hubs** as a single unit, flip them over and re-insert them so that the top hub is now on the bottom, and the bottom is now on top.
5. Replace and re-fasten the cover.



Mortise Lockset Installation Instructions®

Trim Installation / Handle Plates



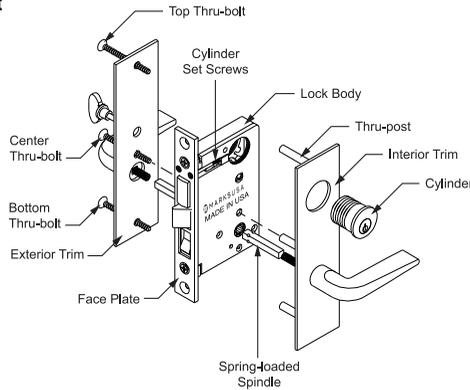
1. Place center **thru-post** of **exterior trim** through lock. **NOTE: If thumbpiece is too long, shorten it at breaking line with pliers. Screw in cylinder to keep trim in place.**
2. Position **interior trim** on door so **turnpiece** and **spring-loaded spindle** engage lock.
3. Insert **top** and **bottom thru-bolts**.
4. Insert and fasten **bottom screw** into bottom of the **handle**. Be sure **plastic retainer** and **steel washer** are placed under the head of **bolt**. After tightening, snap on **finish cap**.
5. When tightening **cylinder set screws**, be sure to use a **No. 1 Screwdriver Bit ONLY**.

IMPORTANT:

1. **BE SURE SPINDLE ENGAGES HUBS.**
2. **Test lock operation with turnpiece, knob (or lever), thumbpiece and key.**
3. **Tighten all screws, including cylinder set screws.**

Trim Installation

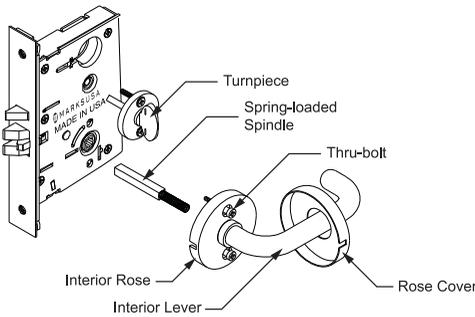
1. Place exterior trim with **center thru-post** through lock and engage **spring-loaded spindle** in hub.
2. When tightening cylinder set screws be sure to use a **No. 1 Screwdriver Bit ONLY.**
3. Screw in **cylinder** to keep trim in place.
4. Position interior plate with **turnpiece** and **spring-loaded spindle** to engage lock.
5. First insert **center thru-bolt** (if applicable) through interior trim into **center thru-post**. Then insert **top and bottom thru-bolts**.



Knob or Lever Plates

Trim Installation

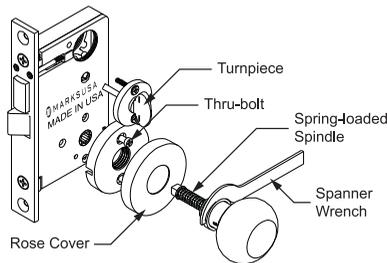
1. Place interior and exterior lever with **thru-posts** and **spring-loaded spindle** through lock.
2. Attach assembly using **2 thru-bolts**.
3. Slide **rose cover** over lever, align notch of cover with rose and snap on.
4. When tightening cylinder set screws be sure to use a **No. 1 Screwdriver Bit ONLY.**
5. Screw in **cylinder(s)** through **collar(s)** and tighten **cylinder set screw(s)**.
6. Insert turn piece and fasten with two screws.



Lever Rose

Trim Installation

1. Place exterior knob with thru-posts and spring-loaded spindle through lock.
2. Attach roses with **2 thru-bolts** and tighten. Snap on **rose cover**.
3. Insert knob with **spring-loaded spindle** through inside rose into **hub**. Screw threaded bushing of knob into rose. Tighten with **spanner wrench** supplied.
4. When tightening cylinder set screws be sure to use a **No. 1 Screwdriver Bit ONLY.**
5. Screw in **cylinder(s)** through **collar(s)** and tighten **cylinder set screw(s)**.
6. Insert turn piece and fasten with two screws.



Knob Rose

IMPORTANT:

1. BE SURE SPINDLES ENGAGE HUBS.
2. Test for proper lock operation with turnpiece, knob (or lever), and key.
3. Tighten all screws, including cylinder set screws.
4. Attach faceplate cover, if applicable.

Lock Installation

Handle, Knob or Lever Mortise Locksets

PREPARING THE DOOR:

Note: If the strike already exists in the door frame, position lock using strike as reference. (See strike position on template)

1. Draw horizontal line on both sides and edge of door at the desired height of knob above floor.
2. Draw vertical center line on door edge.
3. Draw vertical line on each side at the proper backset to align the templates.
4. Position templates on edge and sides of door. Mark holes **ONLY** for each side, and top and bottom holes of mortise cavity on door edge.
5. If lock has anti-friction latch, mark proper recess area on door edge template. (See lock body to determine proper side.)
6. Remove template; place lock face against door edge. Trace outline of faceplate as guide for faceplate routing.

MORTISE THE DOOR:

1. Mortise door for lock body and faceplate per instructions on template.

INSTALLING THE LOCK BODY:

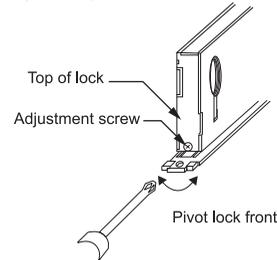
1. Insert the lock into the cavity.
2. Mark & drill faceplate holes. Fasten with faceplate screws to hold lock in place.
3. Unscrew cylinder set screw enough to allow the cylinder to thread into the lock.

INSTALLING THE STRIKE:

1. Refer to template to determine strike location on jamb.
2. Using strike as template, mark and chisel recess. Drill screw holes and fasten.

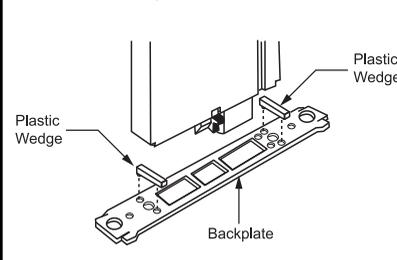
TO BEVEL SERIES 4, 4.5, 5, 5.5 LOCK:

1. Loosen adjustment screws at top and bottom of case.
2. Turn front to desired bevel.
3. Re-tighten adjustment screws.



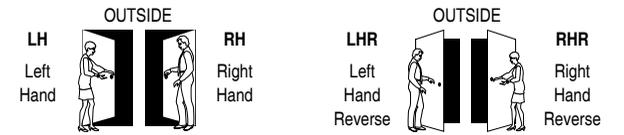
TO BEVEL SERIES 6, 7, 8 & 9 LOCK:

1. Remove lock backplate (2 screws).
2. Insert bevel wedges, top and bottom, under backplate.
3. Re-fasten backplate.



LUBRICATION:

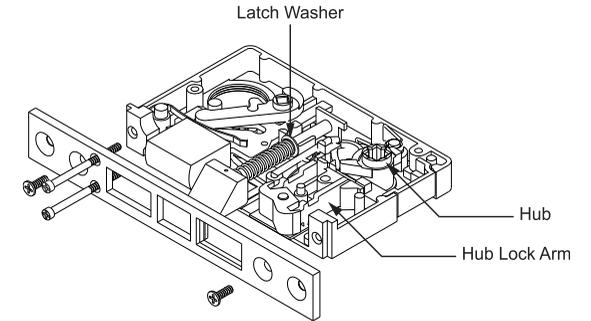
All locks come lubricated from the factory with a lithium based grease. We recommend, however, continued periodic lubrication of internal moving parts with a commercial quality grease. This can add years to the life of the lockset by reducing excessive wear. For more severe environments, lubrication should be applied more frequently.



To Reverse Handing

Series 6 & 8

1. Remove lock body cover (3 screws).
2. Remove latch, turn over and re-insert. Note position of latch washer.
3. Replace cover and re-fasten.



To Reverse Handing

Series 7 & 9

1. Remove lock body cover (3 screws).
2. Remove latch, turn over and re-insert. Note position of latch washer.
3. Remove hub lock arm, turn over and re-insert.
4. Replace cover and re-fasten.

