

Installation Instructions For Latch.

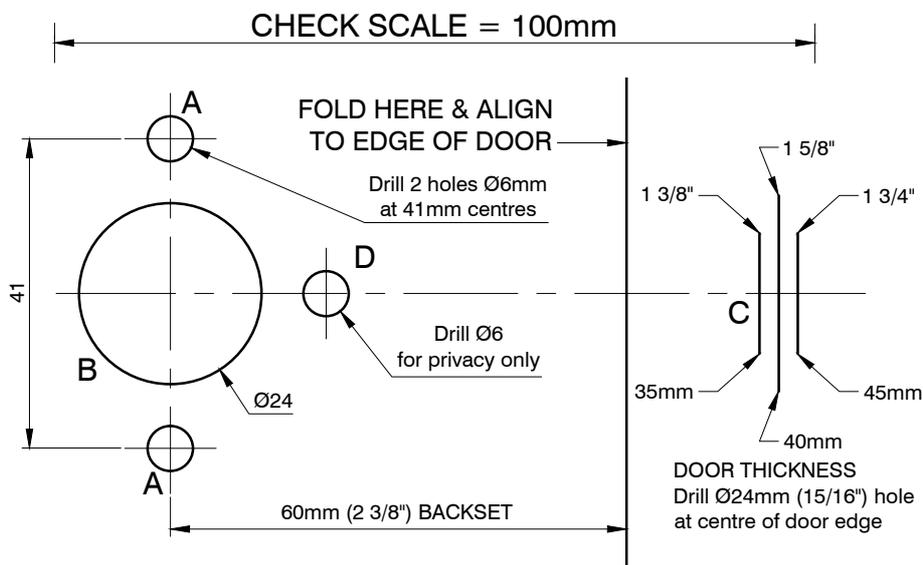
1. Ensure "Scale" measurement is correct before using template, otherwise use measurements as listed.
2. Remove template from bottom of instruction sheet and fold template along "Edge of Door" line.
3. Position template on door and centre punch holes **A** & **B** on face of door & hole **C** on edge of door. For **Privacy Latch** function, punch hole **D**.
4. Reverse template and repeat marks on other face of door.
5. Drill hole **C**, $\text{Ø}24 \times 80$ deep in door edge.
6. Drill holes marked on door faces. **A** = $\text{Ø}6$, **B** = $\text{Ø}24$ & **D** (if required) = $\text{Ø}6$. Drill from each side to prevent damage to door face by drill breakthrough.
7. Insert latch into hole drilled into door edge. Align correctly & trace around face plate with sharp pencil.
8. Remove latch and mortise out face plate cavity to suit latch.
9. If latch is to be used as **Passage Set**, simply re-insert latch into door with bevelled face of latch tongue facing door jamb stop and fix with 2 screws supplied. **DO NOT** remove Cup & Screw (ref. Figure 1).
10. If latch is to be used as **Privacy Set**, remove Cup & Screw from privacy actuating pin of latch shown in Figure 1. Threaded hole of actuating pin must face inside room and bevelled face of latch tongue must face door jamb stop. If required to change hand of latch, remove face plate, pull out latch tongue and rotate to correct position and release as shown in Figure 2. Insert privacy latch into door and fix with 2 screws supplied.

Installation Instructions For Handles.

1. Unscrew & remove concealing rings from both lever backplates.
2. Insert two shorter screws provided into lever backplate (being positioned externally) and screw 30mm brass sockets onto screw ends (firmly).
3. Insert spring into spindle and insert into shaft of lever.
4. Insert two longer screws provided through lever backplate that is being positioned internally. Insert sprung spindle into shaft of lever.
5. Affix handles to door, ensuring that spindles engage properly in latch and tighten screws (from internal side of door) into brass sockets so that handles are secured tightly to door. **Do not use power driver.**
Note: Longer screws can be cut down to suit varying door thicknesses as required.
6. With door in open position, test function of latch and handles. Both levers should operate independently and retract latch tongue smoothly. If **Privacy Set**, screw privacy pin into latch. Press pin in to activate privacy function. Operation of **Internal** lever should retract the latch tongue smoothly and reset privacy pin. Press pin in again and operate **External** lever. Latch tongue should not retract or reset privacy pin. Pressing emergency release side of privacy pin should release privacy function. Press pin in again to re-activate privacy function. Push in latch tongue and privacy pin should reset.
7. If latch and handles function correctly:

For Passage Set - screw both concealing rings back onto lever backplates.

For Privacy Set - unscrew and remove privacy pin, fit rubber O-ring into groove around both lever backplates and slide Privacy concealing ring into place over lever both backplates, ensuring both privacy pin holes are aligned correctly. Re-insert privacy pin into latch.



NB. Double check all measurements physically on door before drilling.

