


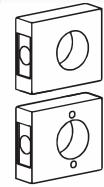


HOW TO INSTALL THE 300 SERIES CYLINDRICAL LEVERSET

Leverset is preset for 1-3/4" thick door

***THRU BOLTS ARE PROVIDED AND RECOMMENDED FOR USE IN HIGH SECURITY DOORS.**

Security Level	1. High level:  install with thru bolts.
	2. Mid level:  install without thru bolts, but use support screws.
	3. Low level:  install without both thru bolts and support screws.

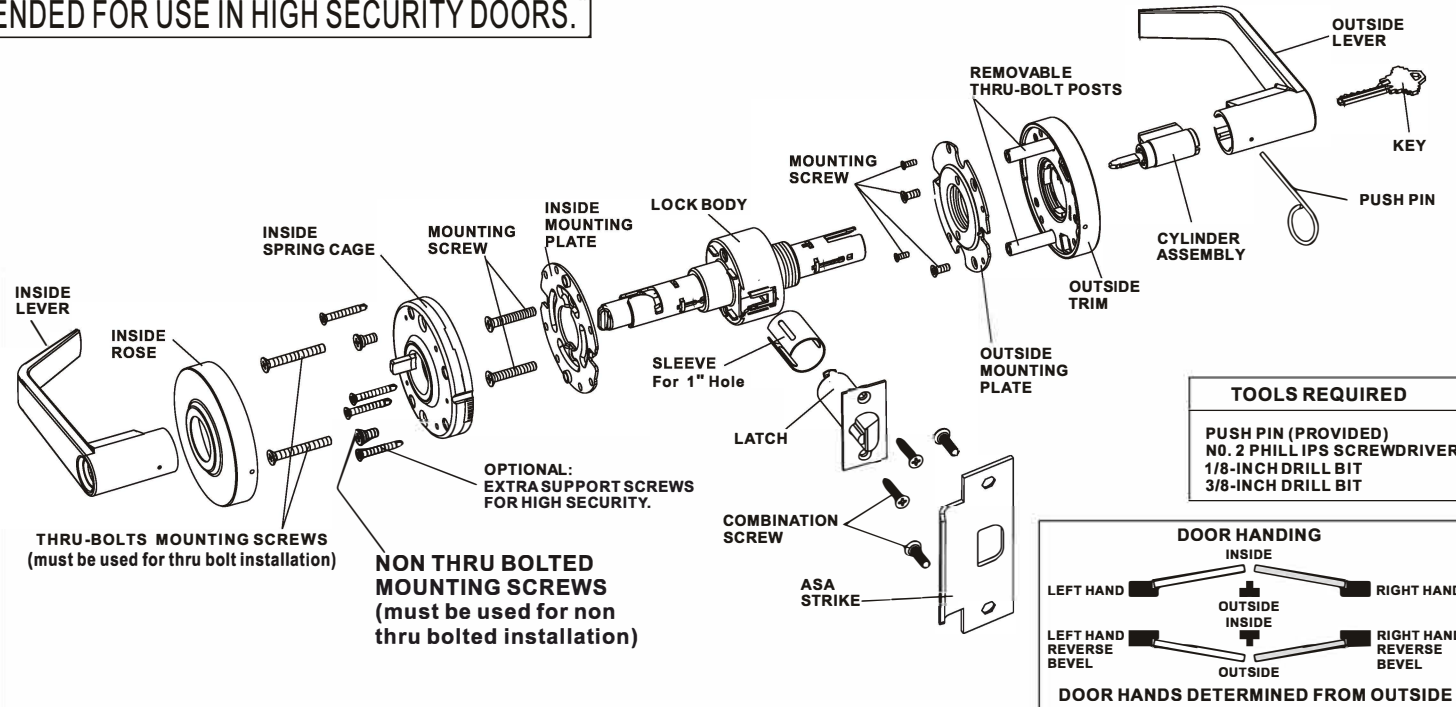


INSTALLATION OPTIONS

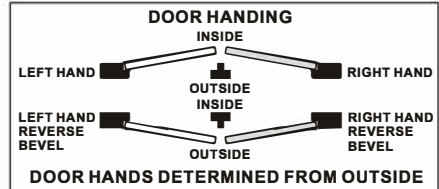
If you are installing this lock in a previously drilled door, you should have a 2-1/8" hole through the door. You may or may not have two additional 3/8" holes above and below the larger hole. These allow the lock to be installed using thru-bolts.

This lock may be installed with or without thru-bolts. Use of thru-bolts is highly recommended, even if it requires that you drill the two additional holes. (A drill guide is available to simplify this task.)

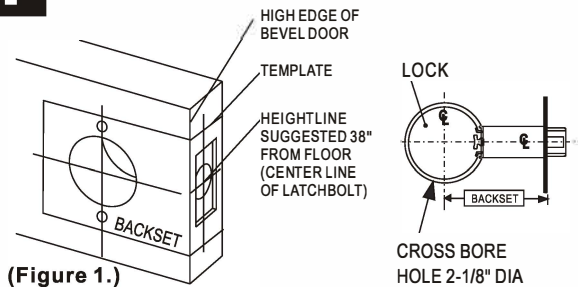
If you elect to install without thru-bolts, we recommend that you install some of the provided self-tapping screws through the inside spring cage to stabilize the lock on the door. If you do not stabilize the lock, it may eventually become misaligned.



TOOLS REQUIRED
PUSH PIN (PROVIDED)
NO. 2 PHILLIPS SCREWDRIVER
1/8-INCH DRILL BIT
3/8-INCH DRILL BIT

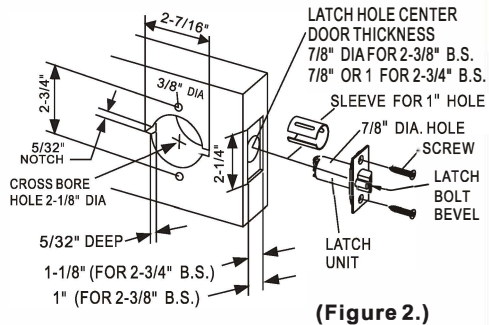


1 DOOR PREPARATION



(Figure 1.)

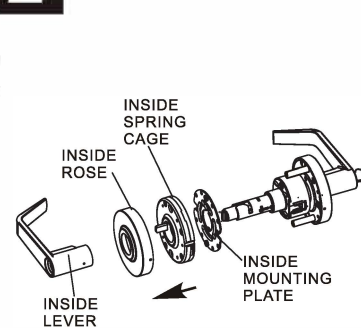
1. Check lock for proper backset and body outside stud bolt type before drilling.
 2. Place paper template (supplied) on the door and mark for holes. Drill the cross-bore holes, and then the latch holes.
- NOTE:**
Cut notches on 2-1/8" cross-bore hole on both sides for metal doors (Refer to fig. 2)



(Figure 2.)

3. Drill (2) 3/8" thru bolt holes half way thru from each side of door to prevent damaging door unless lock is to be installed without thru bolts then skip to step 4.
4. Mortise latch unit front 5/32" into door edge to dimensions shown in fig. 2.
5. Insert latch unit with sleeve if hole is 1" dia, or without sleeve into 7/8" dia. Make certain that latch bolt bevel faces direction of closing door.
6. Drill two 1/8" dia. holes and secure latch unit with combi-screws supplied.

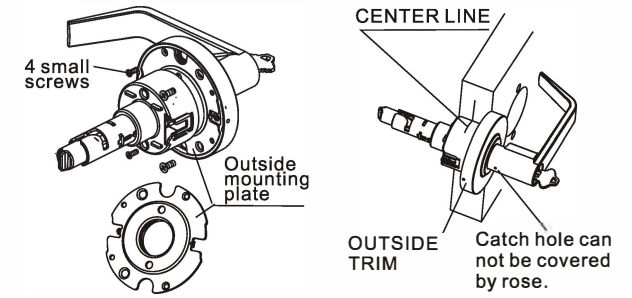
2 DISASSEMBLE A LOCK



1. Use push pin to disassemble inside lever.
2. Disassemble inside rose assembly and inside mounting plate.

3 FIT FOR 1-3/8" DOOR THICKNESS

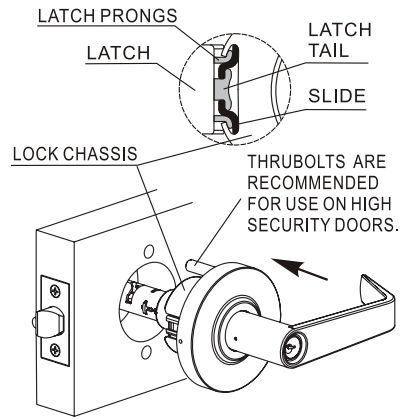
(For 1-3/4" thick door, skip to step 4 directly)



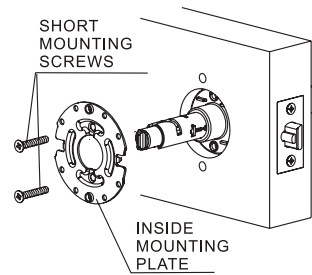
- A. If you are planning to remove the outside lever to replace or rekey the cylinder, see Item 6A to 6D.
- B. If you do not want to remove the outside lever, adjust for thickness as follows:
 1. Remove 4 small screws holding outside mounting plate to outside trim. And remove two thru-bolt posts if posts are fixed on the outside trim.
 2. Rotate the outside mounting plate until the lock body aligns with the centerline of the door.
 3. Re-install the 4 small screws holding the outside mounting plate to the outside trim and 2 thru-bolt posts if lock is to be installed with thru-bolts.

4

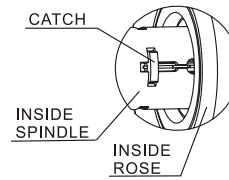
INSTALL LOCK ONTO DOOR



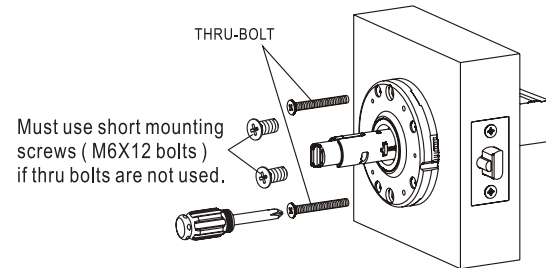
4A: Place lock body into position. Make sure that latch prongs engage chassis housing, and slide engages latch tail.



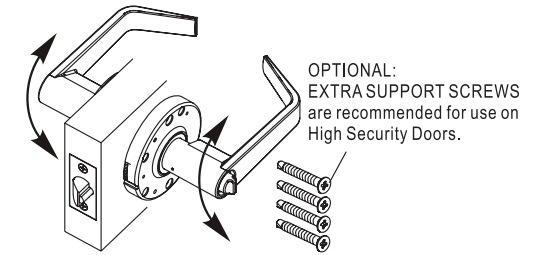
4B: Install inside mounting plate with short mounting screws.



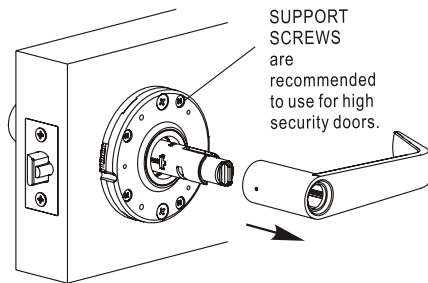
IMPORTANT
If the door is thicker than 2", the catch will be covered by inside rose, do not install inside lever and lock.



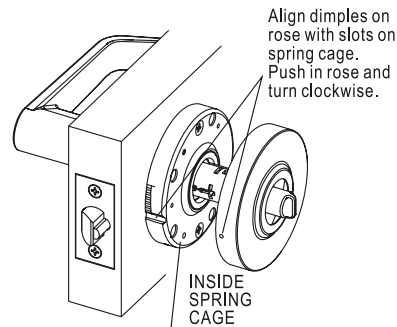
4C: Install inside spring cage using thru-bolts or M6x12 bolts, but do not tighten completely yet.



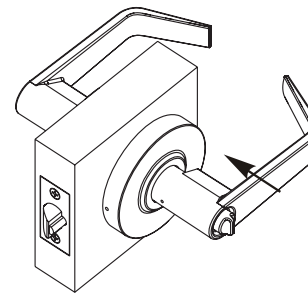
4D: Slide inside lever onto the spindle and check to see if rotation is smooth. Adjust the radial clearance between the inside spring cage and inside lever, if necessary. Tighten the thru-bolts or M6x12 bolts. **RECOMMENDED:** Install four self-tapping support screws through the spring cage for added stability, if thru-bolts were not used.



4E: Insert push pin into hole to depress catch and remove inside lever.



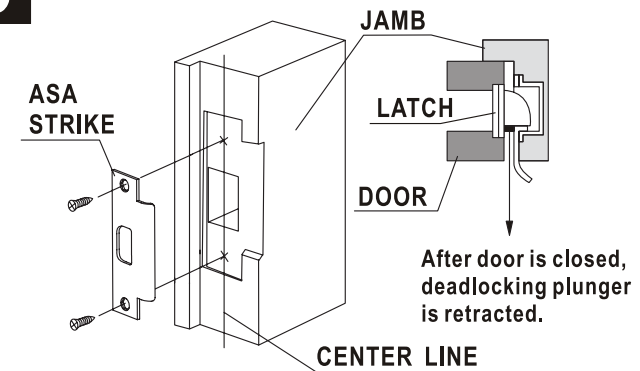
4F: Install inside rose, make sure inside rose and inside spring cage are secure.



4G: Slide inside lever onto spindle. Push lever completely onto spindle until it locks into place. (Pull on lever to make sure that catch is fully engaged.)

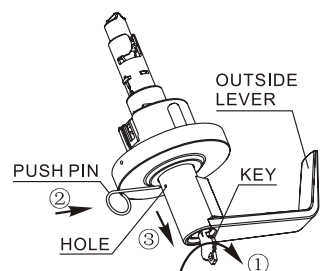
5

INSTALL STRIKE

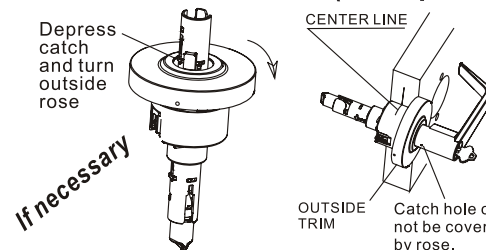


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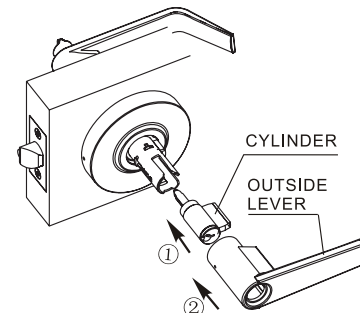
INSTRUCTIONS FOR CYLINDER REPLACEMENT (If Required)



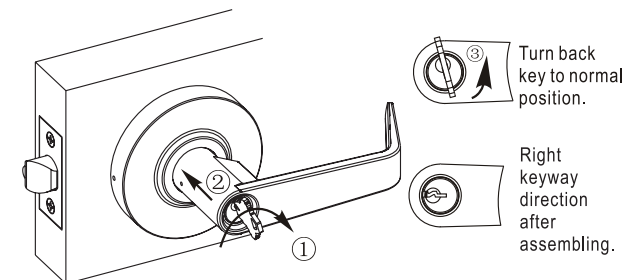
6A: Turn key 75° clockwise, insert push pin into hole in outside lever to depress catch. Remove the outside lever.



6B: Once you have removed the outside lever it is easy to adjust the lock for a different door thickness, if necessary. Just depress the catch and rotate the outside trim until the lock body aligns with the centerline of the door.



6C: Install cylinder and lever.



6D: Turn the key approximately 80° clockwise and push the lever all the way onto the spindle and then turn the key back to normal position.