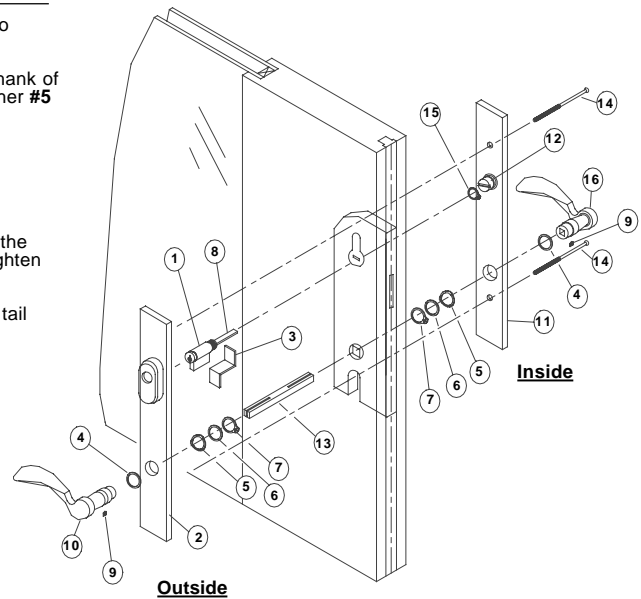


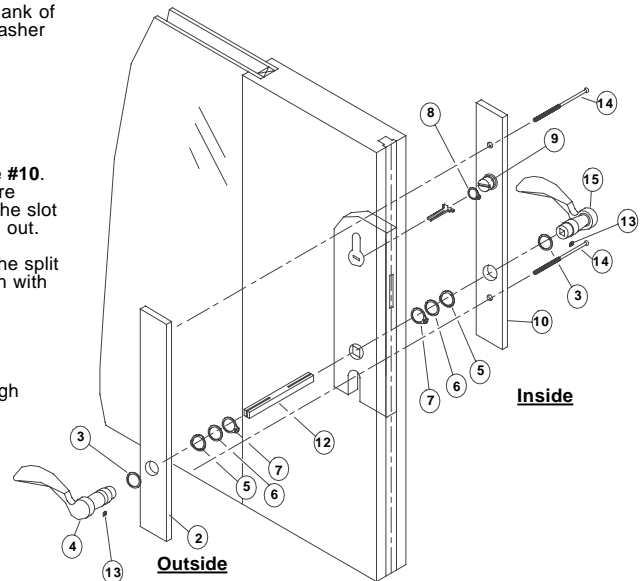
Active Trim & Lever Installation Instructions

1. Insert locking cylinder #1 into the outside escutcheon plate #2 using the "Z" bar #3 to secure cylinder to escutcheon plate.
2. Attach lever #10 to outside escutcheon plate #2 by placing nylon washer #4 over shank of lever. Next, insert lever shank into escutcheon plate as shown. Install spring washer #5 and flat washer #6 onto shank of lever and secure using "C" clip #7 provided. (Special tool may be required to secure "C" clip)
3. Attach lever #16 to inside escutcheon plate #11 using same procedure as in step 2.
4. Attach "C" clip #15 to thumbturn #12 on inside escutcheon plate #11.
5. Insert spindle #13 into lever #10 attached to outside escutcheon plate making sure the split in spindle will receive set screw on lever. Install set screw #9 into lever and tighten with allen wrench provided.
6. Insert outside escutcheon plate with cylinder and spindle into door by first inserting tail piece #8 through lower slot and spindle through upper slot of lock body as shown.
7. Insert set screws #9 provided into lever #16 attached to inside escutcheon plate as shown. Do not tighten.
8. With the lever in the horizontal position, insert spindle #13 into opposite lever #16.
9. Adjust trim as necessary.
10. Engage and disengage the locking points several times. When the handle operates smoothly, tighten the bottom trim screw #14. Next, with the locking points in the engaged position, operate the key and thumb turn several times until both function smoothly. Tighten top trim screw #14 and set screw #9.
Do not over tighten as damage can result to the escutcheon plate.



Inactive Trim & Lever Installation Instructions

1. Attach lever #4 to outside escutcheon plate #2 by placing nylon washer #3 over shank of lever #4. Next, insert lever shank into escutcheon plate as shown. Install spring washer #5 and flat washer #6 onto shank of lever and secure using "C" clip #7 provided. (Special tool may be required to secure "C" clip)
2. Attach lever #15 to inside escutcheon plate #10 using same procedure as in step 1.
3. Attach "C" clip #8 to thumbturn #9 on inside escutcheon plate #10.
4. Insert half spindle tailpiece #11 into slot on thumbturn #9 on inside escutcheon plate #10. To accomplish this, rotate the "C" clips on the thumbturn until the slot on the clips are aligned with the slot on the thumbturn. Now insert the "V" side of the tailpiece into the slot on the thumbturn and rotate the "C" clips again to prevent the tailpiece from coming out.
5. Insert spindle #12 into lever #4 attached to outside escutcheon plate making sure the split in spindle will receive set screw on lever. Install set screw #13 into lever and tighten with allen wrench provided.
6. Insert set screw #13 provided into lever #15 attached to inside escutcheon plate as shown. Do not tighten.
7. Insert outside escutcheon plate with spindle into door by first inserting spindle through upper slot of lock body as shown. With the lever in the horizontal position, insert spindle #12 into opposite lever #15. Adjust trim as necessary.
8. Engage and disengage the locking points several times. When the handle operates smoothly, tighten the bottom trim screw #14. Next, with the locking points in the engaged position, operate the thumb turn several times until both function smoothly. Tighten top trim screw #14 and set screw #13.
Do not over tighten as damage can result to the escutcheon plate.



Dummy Trim & Lever Installation Instructions

1. Attach lever #4 to outside escutcheon plate #2 by placing nylon washer #3 over shank of lever. Next, insert lever shank into escutcheon plate as shown. Install spring washer #5 and flat washer #6 onto shank of lever and secure using "C" clip #7 provided. (Special tool may be required to secure "C" clip)
2. Attach lever #11 to inside escutcheon plate #9 using same procedure as in step 1.
3. Locate the centerline of the spindle on dummy plate #1 to same center line location as the lever on the active door.
4. Attach one dummy plate #1 to each side of the door with countersunk wood screws #13 provided. Position the dummy plate so that the center of the spindle is at the centerline of lever and that the beveled split on spindle #12 is properly oriented to receive set screw #8 on lever.
5. Insert set screws #8 provided into lever #11 attached to inside escutcheon plate as shown. Do not tighten.
6. Fit outside escutcheon plate #2 onto door making sure lever properly receives spindle on dummy plate #1.
7. Fit inside escutcheon plate #9 onto door as in step 6 and attach both escutcheon plates together with screws #10 provided. (You may want to leave the screws loose until proper lever position has been achieved)
8. Tighten trim screws #10 and set screw #8.
Do not over tighten as damage can result to the escutcheon plate.

