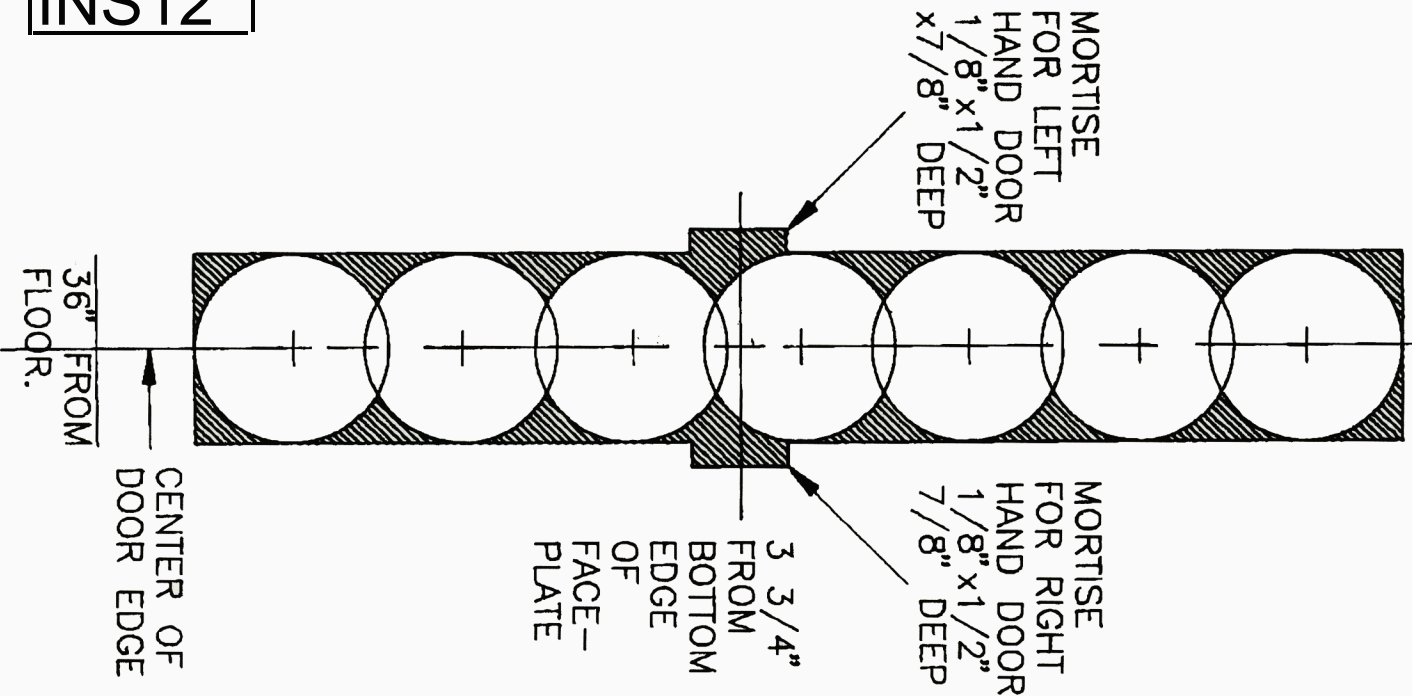
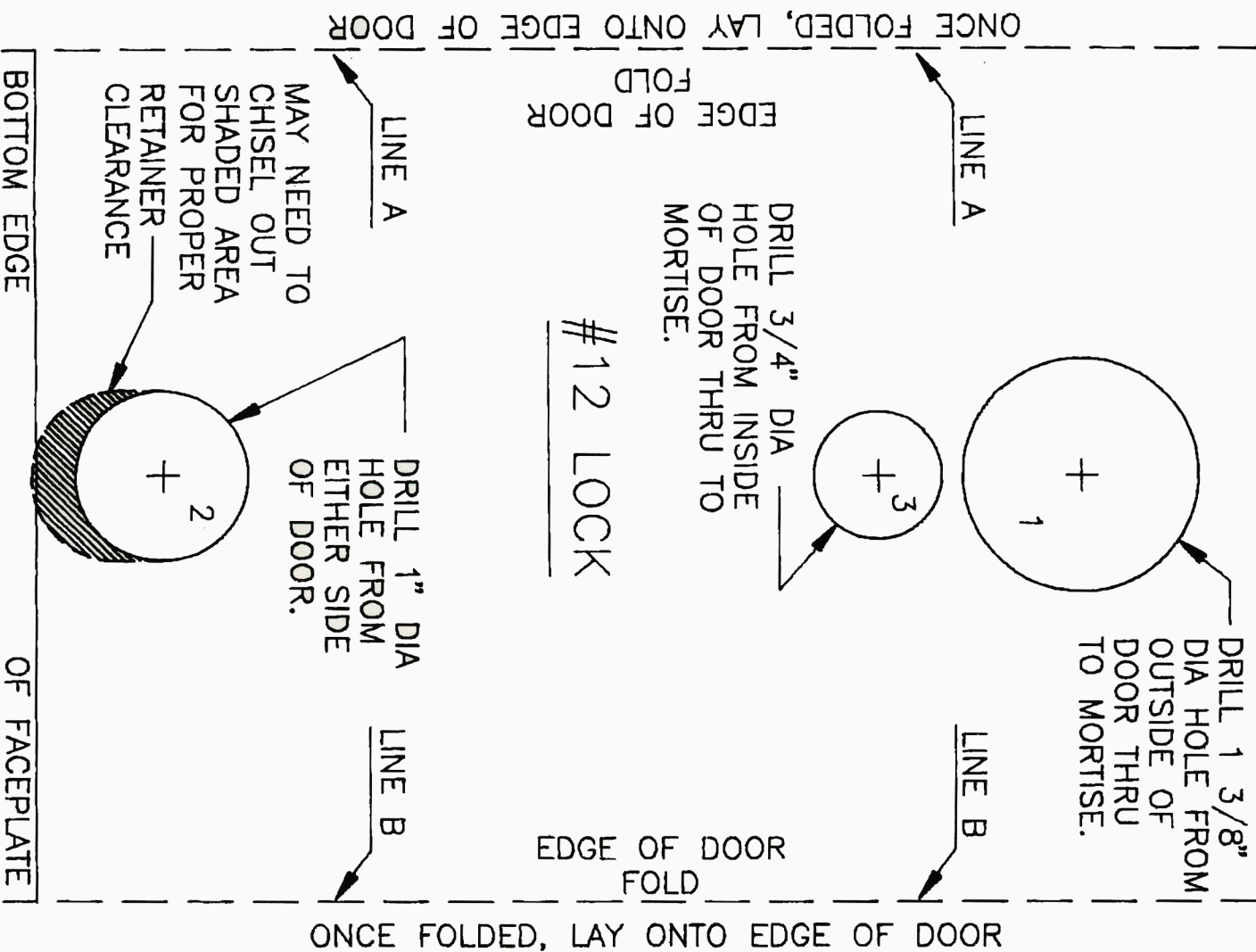


TEMPLATE A

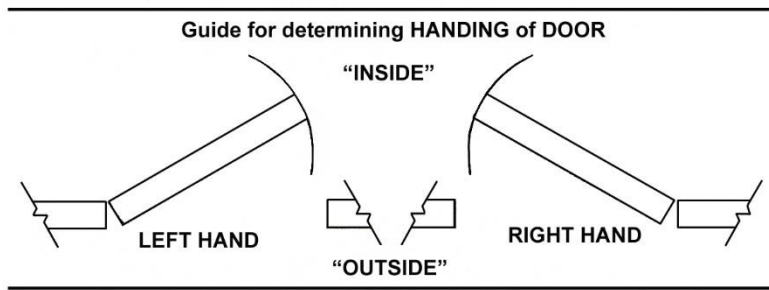


CUT OFF ALONG DOTTED LINE

TEMPLATE B



TOOLS REQUIRED: Pencil, tape, awl or nail, drill bits-3/4" and 1-3/8" diameters, drill, Phillips screwdriver, 12" combination square, tape measure, hammer and wood chisels".



INS13

Hand of Door

All doors are handed, left or right. The hand of a door is determined from the outside (exterior) of the door, or street side for an entrance door. Standing on the outside of the door facing in, if the hinges are on the right, it is a right handed door; if they are on the left, it is a left handed door.

Procedure #1: Mortise – The hole cut and notched into the door's edge to receive the mortise lock.

Once determining which side of the door the lock is to be mounted, cut off "TEMPLATE A" from INS12, along the dotted line.

1. Place "TEMPLATE A" (see INS12) onto the edge of the door and measure approximately 36" from the floor to the horizontal line indicated on the bottom of the template.
2. Once the height is measured, align the vertical line of the template with the center of the door's thickness. With an awl or nail, mark the center of each 1" diameter circle onto the edge of the door. Remove the template.
3. Drill seven (7) 1" diameter holes 3-3/4" deep. When the drilling is completed, chisel out the waste material indicated as the darkened areas between the holes on "TEMPLATE A" on INS12. If using a left-hand door, mortise a section to the left side of mortise cavity 1/8" wide x 1/2" high x 7/8" deep (location is shown on "TEMPLATE A" on INS12). If using a right-hand door, mortise a section to the right side of mortise cavity 1/8" wide x 1/2" high x 7/8" deep (location is shown on "TEMPLATE A"-INS12).
4. Insert the lock case into cavity to ensure proper fit. With the lock inserted, trace the faceplate of the lock onto the edge of the door. Remove lock and mortise the traced area so that when the lock case is re-inserted, the faceplate is flush with the door's edge. Remove the lock.

Procedure #2: Locating & Drilling Holes for the Hardware

Note: If using two cylinders and thumb-turn cylinder, do Steps 1 & 2, skip *Procedure #2A*.

1. Use "TEMPLATE B" (INS12) – From outside the door: If lock is on the left side, fold along "LINE A". If lock is on the right side, fold along "LINE B".
2. Lay folded portion on edge of door. Align the horizontal line marked "BOTTOM EDGE OF FACEPLATE" with the bottom edge of the faceplate mortise.
3. With an awl or nail, mark the center of the circle "#1" and the circle "#2". Remove the template and drill "#1" (1-3/8" diameter). DO NOT DRILL BEYOND THE MORTISE CAVITY. Next, drill "#2" (1" diameter) hole completely through the door, being careful not to splinter the wood as the drill bit exits the opposite side of the door or drill in from the other side of door to complete the hole.
4. Move to the inside of the door. IF "LINE A" was used in Steps 1-3, now use "LINE B". If "LINE B" was used, now use "LINE A".
5. Repeat Step #2. Mark the center of the circle "#3". Remove template and drill "#3" (3/4" diameter) hole. DO NOT DRILL BEYOND THE MORTISE CAVITY.

INS13 – Procedure 2A and 3

TOOLS REQUIRED: Pencil, tape awl or nail, drill bits-3/4", 1" and 1-3/8" diameters, drill, Phillips screwdriver, 12" combination square, tape measure, hammer and wood chisels.

Procedure #2A: Using Two Cylinders or Cylinder and Thumb-turn Cylinder

1. With an awl or nail, mark the center of circles "#1" and #2'. Remove the template and drill hole "#1" (1-3/8" diameter) and hole "#2" (1" diameter) through the door, being careful not to splinter the wood as the bit exits the hole on the opposite side of the door. Go to **Procedure #3.**

Procedure #3: Mounting of the Hardware

Note: If using two cylinders or cylinder and thumb-turn cylinder, discard Step #4.

1. Insert lock case into the mortise cavity. Drill and secure lock with flat head wood screws.
2. Before installing cylinder(s), back out the cylinder set screws on faceplate. Put the cylinder collar onto the cylinder(s), and screw the cylinder(s) into the lock. **NOTE:** The threads of the cylinder are fine, and care should be taken when starting to screw in the cylinder. Once the cylinder and/or thumb-turn cylinder is installed, align the keyhole and/or thumb-turn to bottom center. Tighten set screws on faceplate to hold cylinder(s) in place. If cylinder(s) are too long, blocking rings are available. Drill pilot holes and secure cylinder collar(s) with 1/2" x 8 pyramid head screws. For Adobe style cylinder collars, use 1/2" x 5 pyramid head screws.
3. Fit the handle's thumb-pieces in the 1" diameter hole. Make sure the thumb-pieces operate freely; if not, it may be necessary to chisel out some additional wood. The handles should center 2-1/2" from the edge of the door with the offset thumb-pieces operating the lift bars (or trips). Drill holes for screws and secure handles with large pyramid head screws. Make sure the handles are parallel with the door's edge.
4. On the inside of the door, mount the thumb-turn assembly through the 3/4" diameter hole. The thumb-turn should be in a vertical position when the deadbolt is retracted. Drill pilot holes and secure with 5/8" x 7 pyramid head screws.

Use and Functions of the Mortise Lock

To unlock and enter the door from the exterior, insert key into the cylinder and turn until deadbolt unlocks (retracts). Continue turning key until the latch also retracts. Hold the key in this position and open door.

NOTE: When the deadbolt is locked, either from the interior or exterior, the exterior handle also locks, automatically. When the deadbolt is unlocked, the exterior handle remains locked. To unlock the handle, open the door and press in the rocker switch on the face of the mortise lock-which is located on door jamb and up about 2" from the bottom of the face plate. To lock the exterior handle without using the deadbolt, press in the rocker switch on the face of the mortise lock.

Emergency Egress or Exit #12 Lock

In case of an emergency, this function allows the door, if locked, to be opened from the interior without having to take the time to unlock the deadbolt. Simply use the handle and exit. The deadbolt will unlock automatically.