2¾" BACKSET MORTISE LOCK TEMPLATE

FOR LEVER X LEVER OR KNOB X KNOB

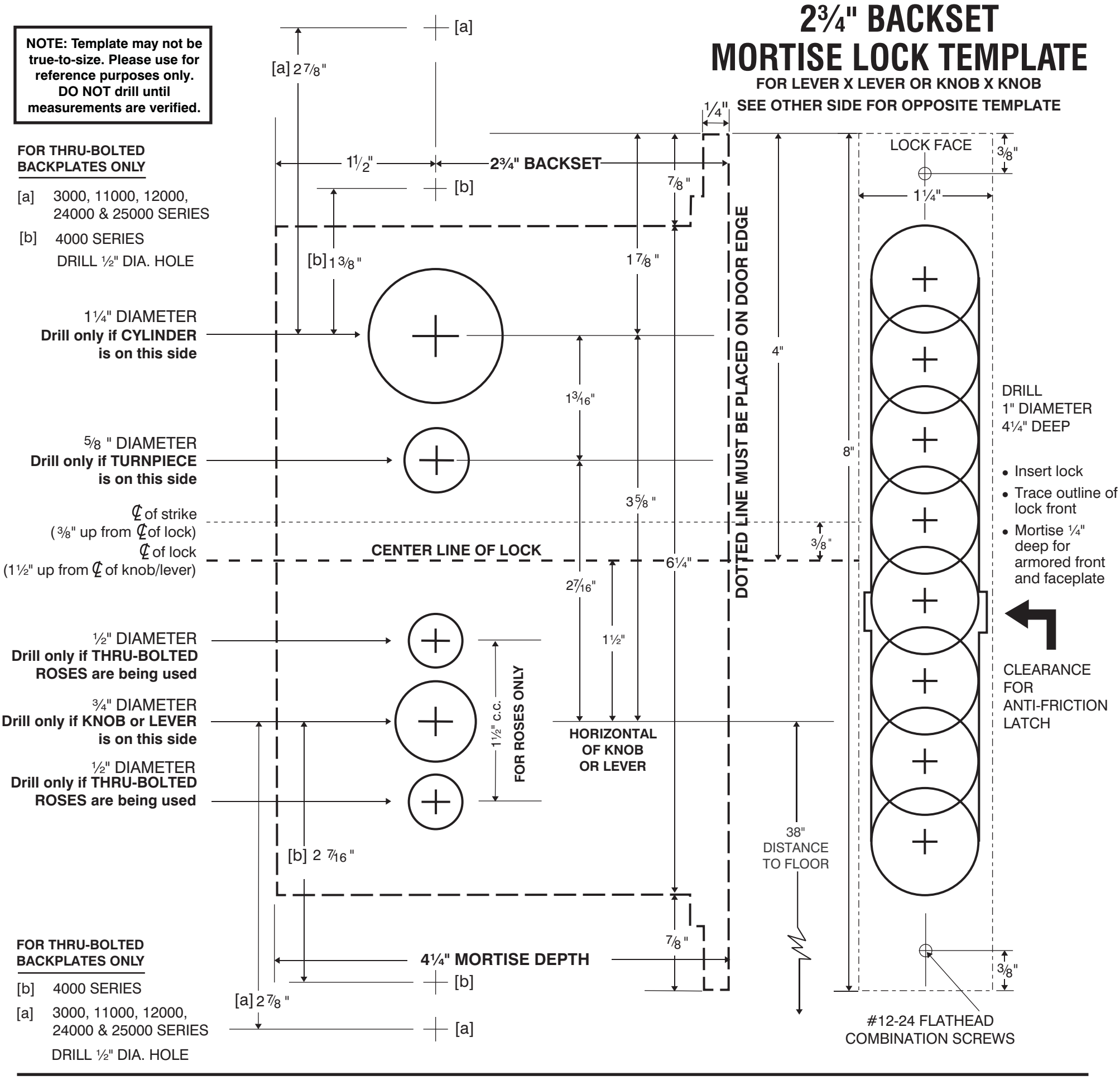
SEE OTHER SIDE FOR OPPOSITE TEMPLATE

NOTE: Template may not be true-to-size. Please use for reference purposes only. DO NOT drill until measurements are verified.

FOR THRU-BOLTED BACKPLATES ONLY

[a] 3000, 11000, 12000, 24000 & 25000 SERIES

[b] 4000 SERIES
DRILL ½" DIA. HOLE



FOR THRU-BOLTED BACKPLATES ONLY

[b] 4000 SERIES

[a] 3000, 11000, 12000, 24000 & 25000 SERIES
DRILL ½" DIA. HOLE

DOOR PREPARATION

1) Draw a horizontal line on both sides of the door at 38" above the finished floor. **NOTE**: If mortise for strike already exists in frame, locate horizontal line for knob/lever using strike mortise as a reference point. Go down 1 7/8" from the center line of the strike and mark the horizontal line of the knob/lever at this point. Our standard horizontal center line for the strike is 1 7/8" above the horizontal knob/lever line or 39 7/8" above the finished floor.
2) Draw a vertical line on both sides of the door 2 ¾" back from edge of door. This will be the center line for the turnpiece, cylinder(s), knob/lever, and thru-bolts for backplates only.
3) Draw a vertical line on center of the door edge.
4) Locate vertical center line for strike by taking half the door thickness plus the thickness of silencers (if used). Use this dimension to locate the strike vertical center line from the doorstop molding.
5) Position the template on the door edge with the horizontal line of the knob or lever lining up with the horizontal line marked on the door. Mark centers of holes for mortise cavity. **Be sure to mark the clearance needed on both sides of the cavity for the anti-friction latch.**
6) Mark lever/knob, cylinder(s), turnpiece, and thru-bolts for backplates to be drilled (Refer to Diagram #2 on reverse side). If roses are to be used, drill two ½" holes for thru-bolted roses next to lever/knob hole. **Do not drill holes for thru-bolted backplates.**

MORTISING OF DOOR

1) Mortise door edge for lockbody 4¼" deep and cut notches for anti-friction latch.
2) Insert lockbody into cavity and outline the lock armored front and mark lock mounting screw holes.
3) Mortise ¼" deep for the armored front and faceplate to be installed later. Also notch deeper or drill two cavities to allow the beveling screws to sit in.
4) Drill pilot holes for the lock mounting screws and all of the holes needed for cylinder(s), turnpiece, knobs/levers, and thru-bolts for backplates (Refer to Diagram #2 on reverse side).
5) Using faceplate as a template, outline and mortise to allow faceplate to fit snugly.
6) Using the strike as a template, align it on the marked center lines and outline strike and openings for deadbolt and latchbolt. Drill 1" deep for deadbolt and latch holes.
7) Mortise 3/32" deep for mortise strike.
8) Drill all of the required diameter holes as stated on the template for the cylinder(s), turnpiece, knobs/levers, and thru-bolts for backplates.

INSTALLING LOCK AND STRIKE

1) **FOR BEVELED EDGE DOOR**: Loosen the two beveling screws behind armored front of lock. Adjust the armored front of lockbody to the bevel of the door. Tighten beveling screws before installing the lockbody.
2) Insert lockbody into cavity and secure to door using the two #12 combination screws. **DO NOT ATTACH FINISHED FACEPLATE AT THIS TIME.**
3) Place strike into strike mortise and attach it to frame using the two #12 combination screws (Refer to Diagram #1 on reverse side for installation of strike).

INSTALLING FINISHED TRIM

1) Install backplates or roses with screws showing on the interior. At this point just tighten the screws snugly to allow rose or backplates to be aligned. (When using backplates w/turnpiece, turnpiece should be on the interior).
2) Insert cylinder at this time but only hand tighten.
3) Insert spindle with shoulder stop on the exterior. Be sure center of spindle aligns with the center of the lock. When shoulder stop sits flush against the outside hub of the lock the spindle is properly aligned.
4) Place the nylon washers into holes of the roses/plates. Attach knobs/levers and tighten set screws. (Skip this step if lever/knob is already fastened to plate).This will align plates/roses. Now tighten the plate/rose screws.
5) Thread in cylinder until it is flush with the backplate or collar. Position the cylinder so the "OMNIA" logo is readable. Tighten cylinder set screw through the lock front.
6) Attach lock faceplate using the faceplate screws provided.
7) Adjust knobs/levers to turn freely and tighten set screws.

CAUTION: DOOR AND FRAME MANUFACTURERS
When door gasketing or silencers are used, proper allowances must be made for strike location to maintain a common centerline with lock and door so that the bolt will freely enter strike.

OMNIA®
CEDAR GROVE, NJ 07009
OMNIA INDUSTRIES, INC.
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Rev. 1/6/11

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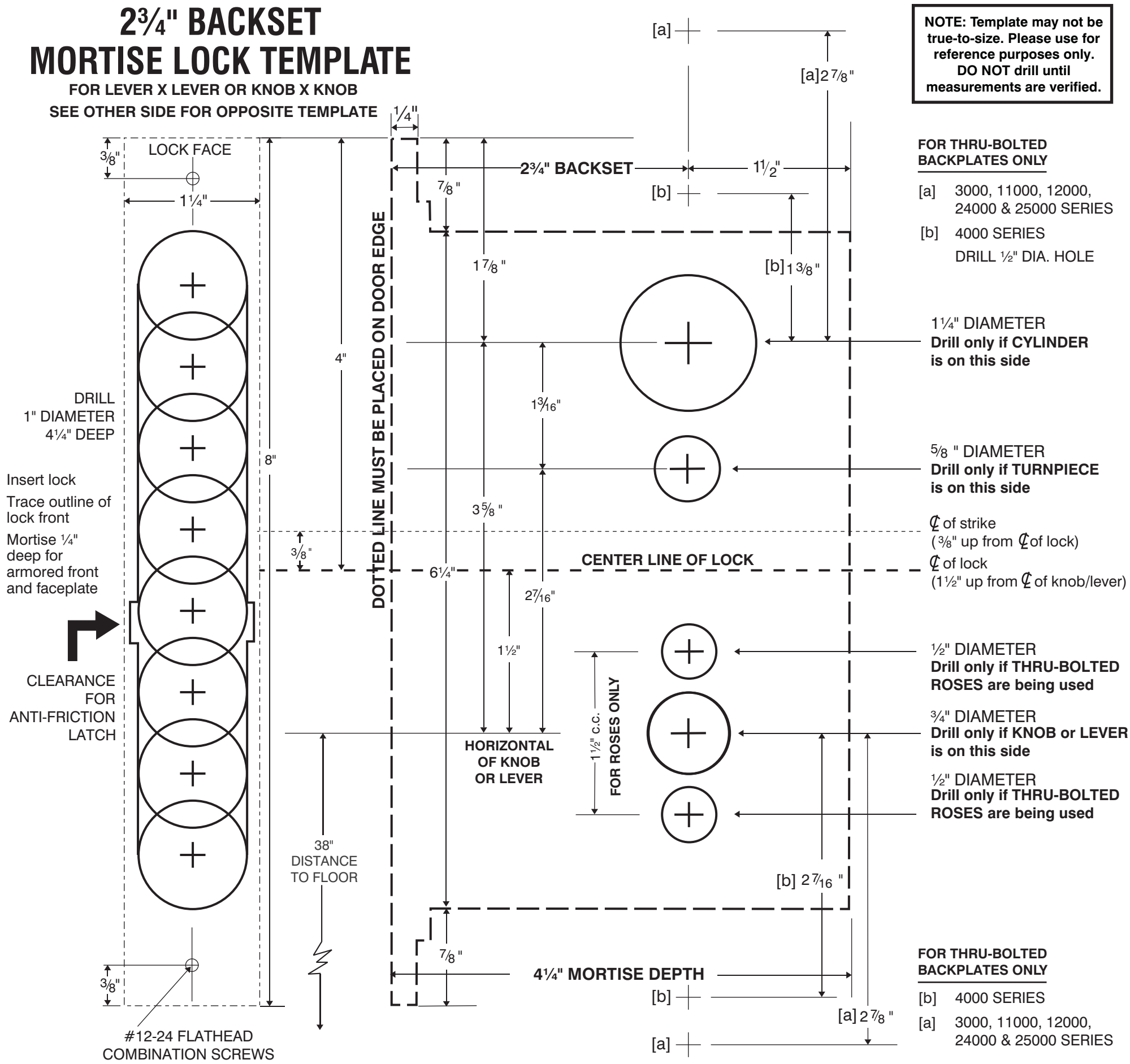

DIAGRAM #1

MORTISE STRIKE INSTALLATION INSTRUCTIONS

1) Locate center line of strike by taking the center line of the mortise lock case and going up 3/8" and making a line on the jamb.
2) Position the center line of the strike onto the line and using the strike as a guide trace the edge of the strike.
3) Mortise the jamb 3/32" deep for the strike.
4) When box strike ***is used*** a minimum of 1" mortise depth is needed.
5) When box strike is ***not used*** be sure to mortise deep enough to allow the latchbolt and deadbolt to fully extend.

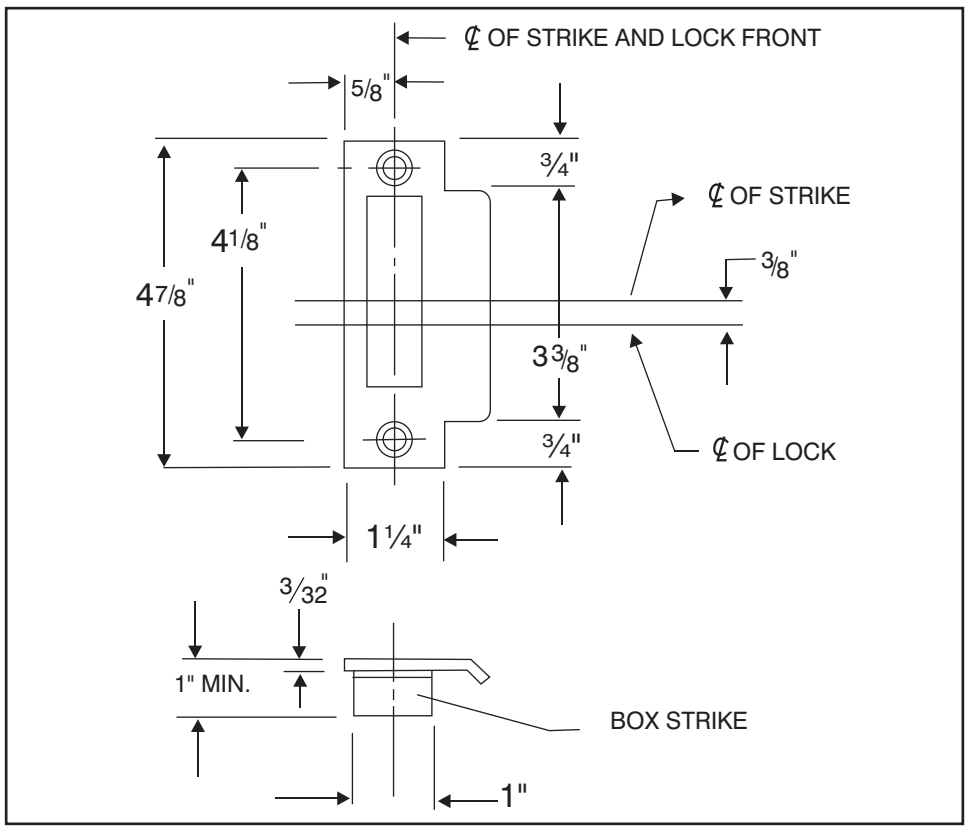

DIAGRAM #2

FUNCTION HOLES TO DRILL

Function	Cyl. Hole outside	Cyl. Hole 2 sides	Turnpiece inside	Knob hole 2 sides	Cam type
A	X		X	X	C
AC		X		X	C
B	X		X	X	C
E	X			X	S
EW	X			X	S
F	X		X	X	C
FW	X		X	X	C
G		X		X	*
H	X		X	X	C
J	X			X	S
L			Both Sides	X	
N				X	
PD					
SD					

Key: C = Cloverleaf S=Straight Cam

* = Straight cam inside, Special cam outside.

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