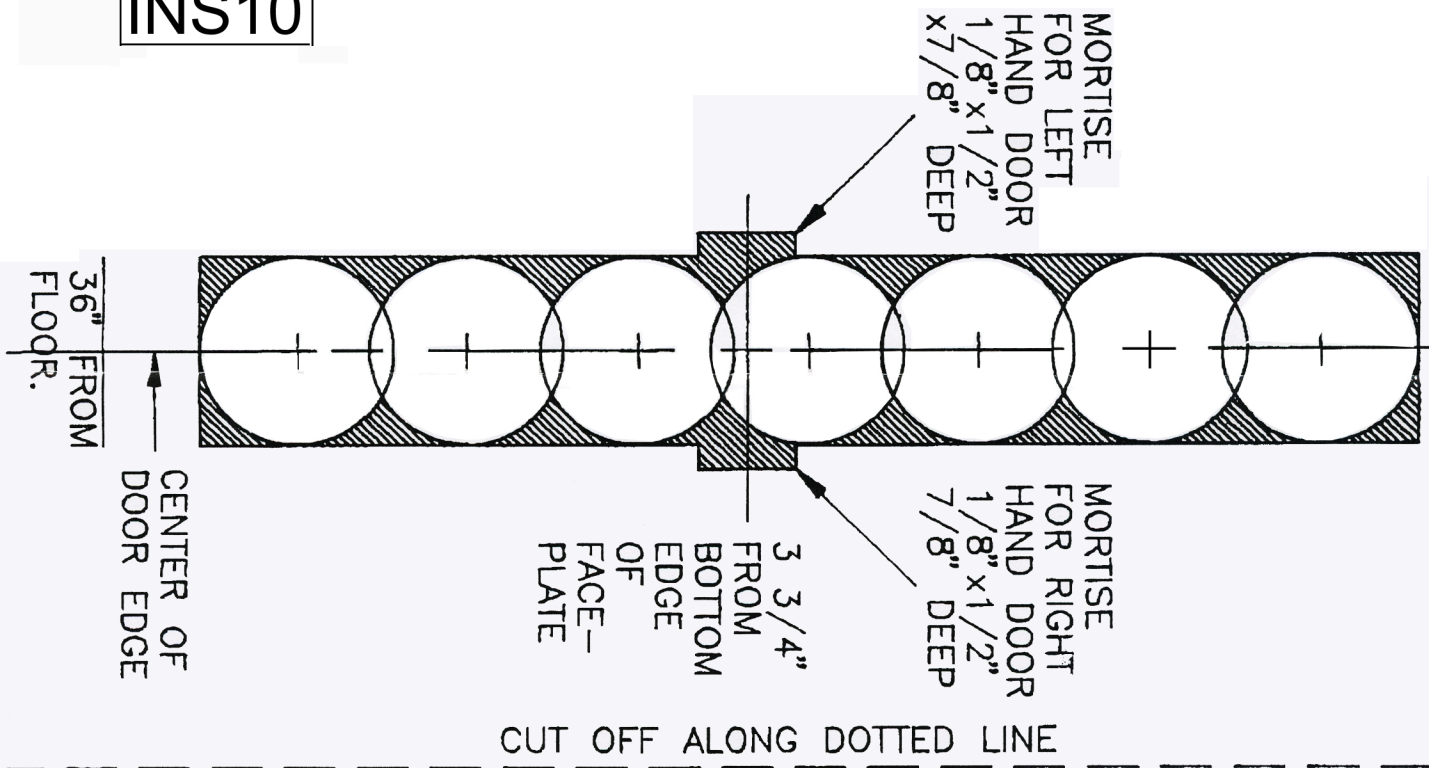
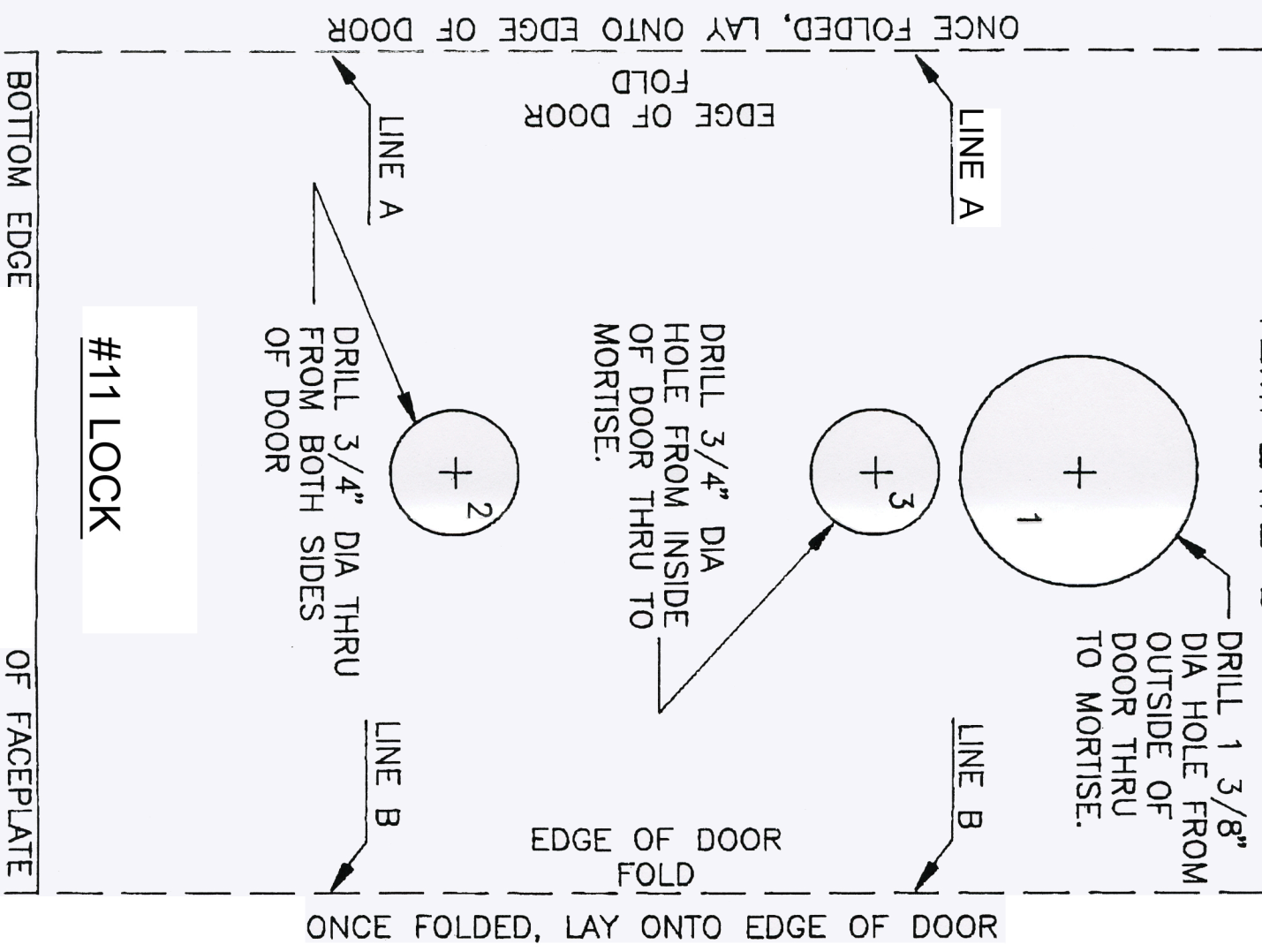


INS10

# TEMPLATE A



# TEMPLATE B



#11 LOCK

# **INS11**

# **#11 LOCK**

## **Hand of Door**

All doors are handed- left or right. The hand of a door is determined from the outside (exterior) of 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 right-handed; if they are on the left, it is left-handed.

## **Procedure #1: Mortising the Lock**

**MORTISE-** The hole cut and notched into the doors edge to receive the mortise lock. Once determining which side of the door the lock is to be mounted, cut off "TEMPLATE A" along the dotted line.

1. Place 'TEMPLATE A' onto the edge of the door and measure approximately 36", or another desired height, from the floor to the horizontal line of the bottom half 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 template.
3. Drill seven 1" diameter holes 1 3/4" deep. When the drilling is completed, chisel out the waste material indicated as the darkened areas between the holes on 'TEMPLATE A'. 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'). If using a right-hand door, mortise a section to the right side of the mortise cavity 1/8" wide x 1/2" high x 7/8" deep (location is shown on 'TEMPLATE A')
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-traced area so that when the lock case is re-inserted, the faceplate is flush with the doors' edge. Remove lock.

## **Procedure #2: Locating & Drilling Holes for the Hardware.**

**NOTE: If using two cylinders or cylinder and thumbturn cylinder, do Steps 1 & 2 then skip to Procedure #2A.**

1. Use 'TEMPLATE B'- From outside of door. If lock is on left side, fold along 'LINE A'; if lock is on 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 circle '#2'. Remove the template and drill '#1' (1-3/8" diameter). DO NOT DRILL BEYOND THE MORTISE CAVITY.

## **Procedure #2A: Using Two Cylinders or Cylinder and Thumbturn 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' (3/4" diameter) through door, being careful not to splinter the wood as the bit exits the hole on the opposite side of door. Go to Procedure #3.

## **Procedure #3: Mounting of the Hardware**

**NOTE: If using two cylinders discard Step 7**

1. Insert lock case into the mortise cavity. Drill pilot holes and secure lock with large 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 thumbturn cylinder is installed, align the keyhole and/or thumbturn to bottom center. Tighten set screws on faceplate to hold cylinders in place. If cylinders are too long, blocking rings are available.
3. The swivel spindle unscrews into two separate parts. To adjust properly before installation, screw the halves together until they are snug. Now unscrew one side of the spindle 1 to 1 1/2 turns. Now the spindle is ready.
4. From the inside of the door, insert the spindle through hole '#2' making sure the side without the stop pin goes in first. Place the rose onto the spindle. Before screwing on the knob or lever, back off the set screw with a 1/8" Allen wrench. Now screw on the knob until it is snug against the rose. Do this for the other side of the door also.
5. With both knobs and roses snug, mark the location of the screw holes, making sure that the roses are parallel to the door. Remove the knobs, drill pilot holes for screws, and secure with two 5/8 x 7 pyramid head screws.
6. Screw on the outside knob until it is snug, then the inside. Back off the knobs slightly so that they can be adjusted so that the set screws will secure against a flat surface of the spindle. Tighten the set screws.
7. On the inside of the door, mount the thumbturn assembly through hole '#4'. It may be necessary to shorten the thumbturn depending on the thickness of your door. The thumbturn, when mounted, should be in a vertical position when the deadbolt is retracted. Drill pilot holes for screws and secure with two 5/8 x 7 pyramid head screws.

## **Use and functions of the mortise lock**

To unlock and enter door from the exterior, insert key into the cylinder and turn until the 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 the exterior, the exterior knob also locks, automatically. When the deadbolt is unlocked, the exterior knob will remain locked. To unlock the knob, press in the toggle switch on the face of the mortise lock.

To lock the exterior knob without using the deadbolt, press in the toggle switch on the face of the mortise lock

## **Emergency Egress (Exit)**

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 door. Simply use the doorknob and exit. The deadbolt will unlock automatically.