

IT-323 INSTALLATION INSTRUCTIONS FOR 68 SERIES TRIM

- A) ROSE COVER, OUTSIDE
- B) LEVER/MOUNTING BASE S/A (OUTSIDE)
- C) DUST BOX
- D) STRIKE PLATE
- E) STRIKE/LATCH SCREWS (4)
- F) STRIKEPLATE
- G) LATCH
- H) SPINDLE
- I) LEVER/MOUNTING BASE S/A (INSIDE)
- J) ROSE COVER, INSIDE
- K) MOUNTING SCREWS (2)
- L) PRIVACY PIN

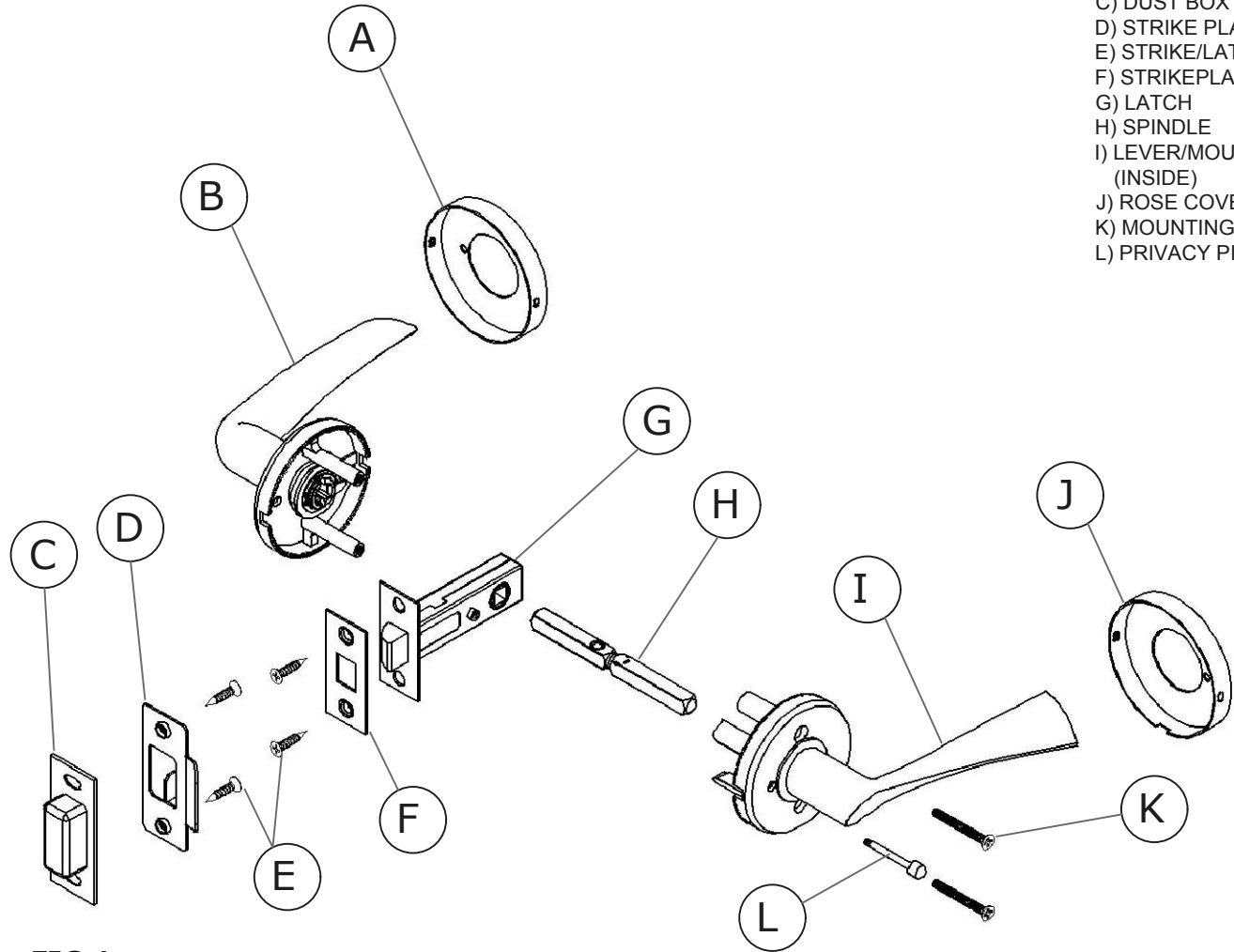
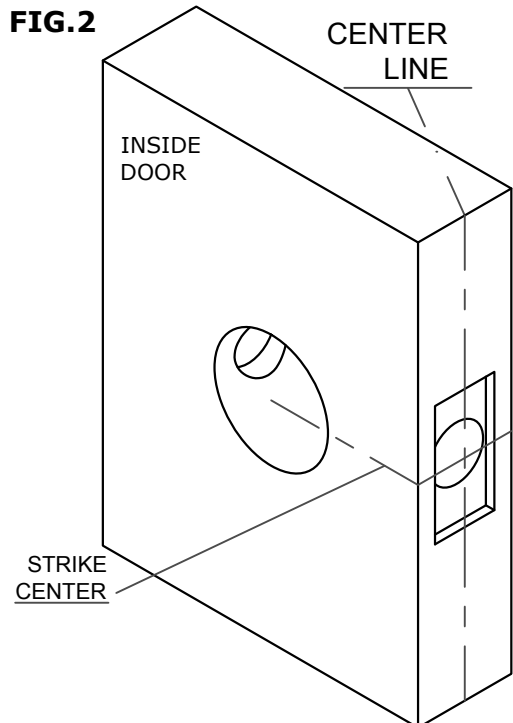
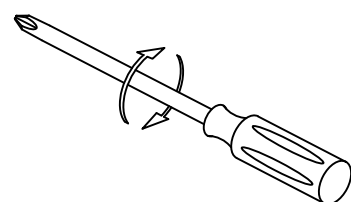


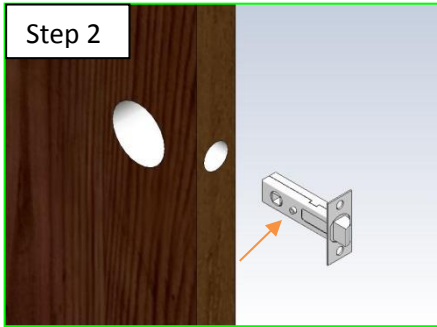
FIG.1 BEFORE ASSEMBLING THE SET, CAREFULLY READ THE INSTALLATION INSTRUCTIONS.



STEP 1)
 a) The door should be prepared using the tubular latch door preparation template, DP-161 or DP-161R for radius latch face corners.

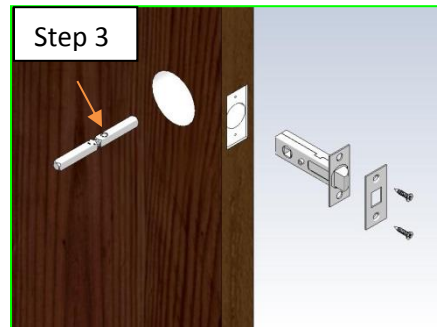


Step 2



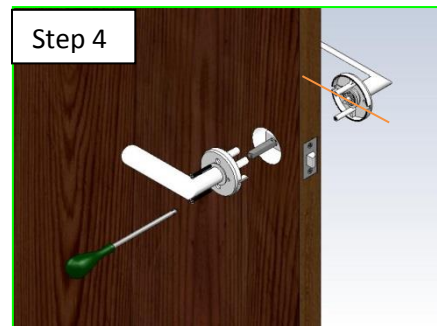
1. Before the latch is installed, position the threaded side of the privacy button on the side of the latch that will be facing the interior side of the door.
2. When the door is opened, make sure that the curved surface of the bolt faces the door strike/frame. If the curved surface of the bolt needs changed, grasp the top and bottom of the bolt, pull out slightly, then rotate the bolt 180 degrees.

Step 3



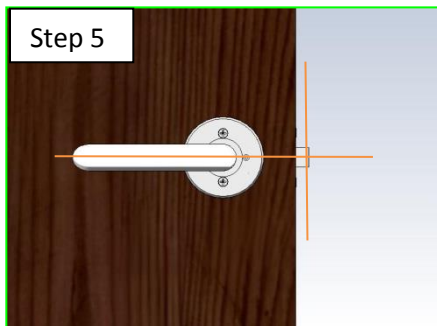
1. Insert the latch in the hole as shown in the figure. (If the screw holes are NOT drilled) place a pencil mark at the center of the holes. Using a 7/64" drill bit, drill a hole 3/4" deep.
2. Insert the latch into the hole with the faceplate and fasten it with the (2) #6 x 3/4" screws provided.
3. From the inside of the door, insert the spindle by first locating the "ball" (Arrow). Insert the ball portion of the spindle thru the latch hub until the ball depresses and goes completely thru the latch hub. This will locate the spindle so that it is centered within the door.

Step 4



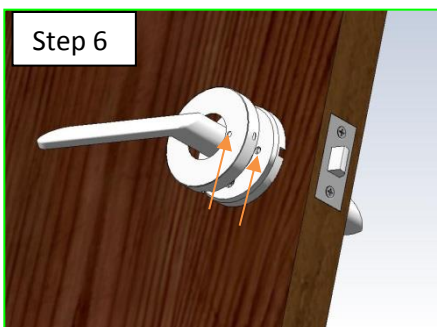
1. For ease of installation, first insert the (2) M4 x 1-3/8" long fasteners on the inside handle assembly.
2. Determine the position of the handle on both sides of the door. The position of the base notch should be horizontal, as shown in the figure (green line).
3. Align the spindle hole in the levers with the spindle and push up against door surface.(both trim sides)
4. Insert both screws making certain the the levers are parallel with the floor or 90 degs square to the door edge. Do NOT over-tighten the screws at this point as adjustments may need to take place as final tightening.

Step 5



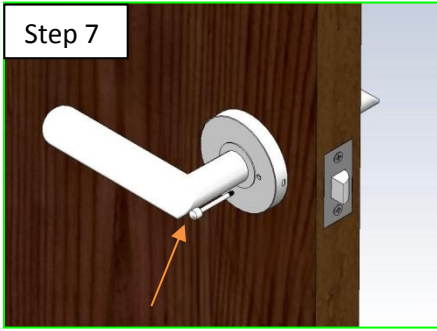
1. Adjust the position of the handle so that the handle body is 90° to the door edge and tighten the base screws.

Step 6



1. Insert and align the Rose cover positioning the privacy pin hole with the privacy holes on the mounting base.
2. Make sure that the Rose cover recesses are aligned to the base cutouts and the privacy holes are perfectly aligned then press down to secure the Rose cover onto the mounting base.

Step 7



1. On the interior side of the door, insert the privacy pin through the Rose trim cover hole, and thread into latch. Tighten with fingers until snug.

Step 8



1. Operate the handle so that the latch is retracted and extended to check the overall operation.
2. Push in the privacy pin to lock the door and rotate the inside lever to unlock the door.

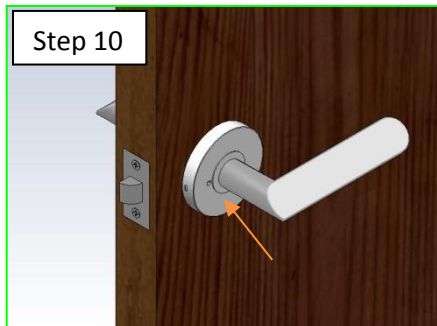
: IF DOOR FRAME IS NOT ALREADY PREPARED

Step 9



1. Gently bring the door and the latch of the lock close to the door frame; make a mark at the location of the latch bolt, determine the position of the plastic dust box, and drill the 7/64" hole to a depth of 3/4".
The recommended door gap is 3mm between the door and the door frame.
2. Place the strike plate over the plastic dust box and tighten the #6 x 3/4" cross head screw.
3. Check the lock for normal operation.

Step 10



1. For emergency access the door can be easily unlocked from the outside by inserting a small screw driver (or equivalent) into the emergency access privacy hole (arrow) to unlock the exterior lever.