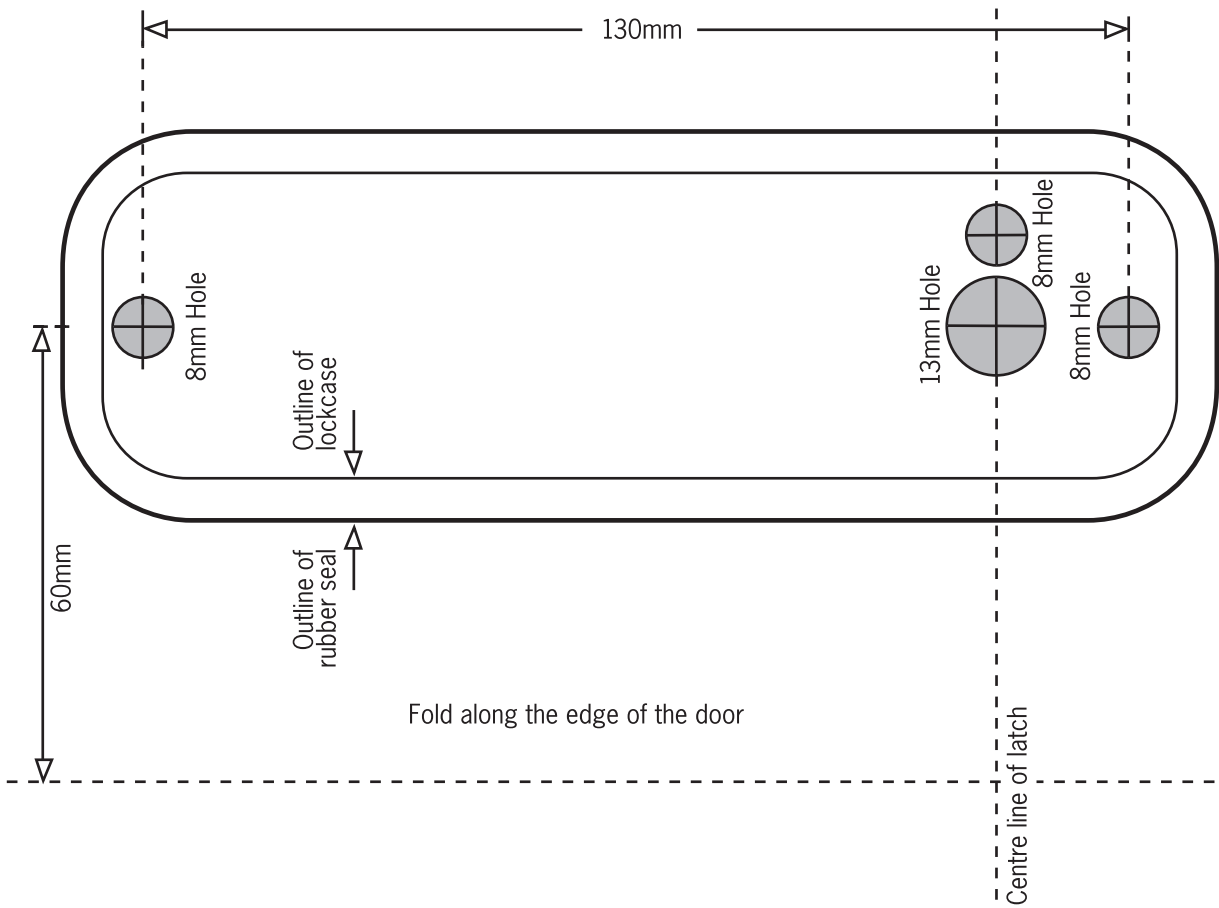
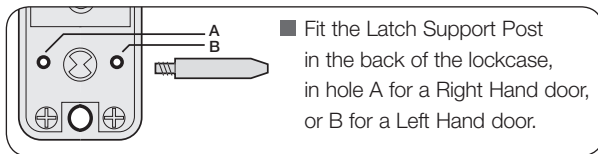


# TEMPLATE



## 3. LATCH SUPPORT POST

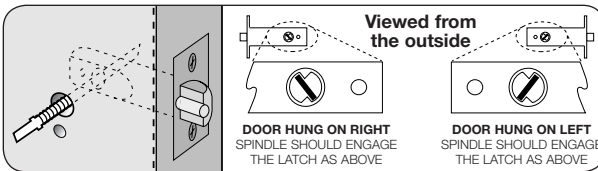


■ Fit the Latch Support Post in the back of the lockcase, in hole A for a Right Hand door, or B for a Left Hand door.

## 4. HOLD-OPEN BACKPLATE

■ The backplate of a hold-open lock is fitted with a blue screw to stop the handle moving in the wrong direction. This should be in the Left Hand hole for a Right Hand door, or the Right Hand hole for a Left Hand door.

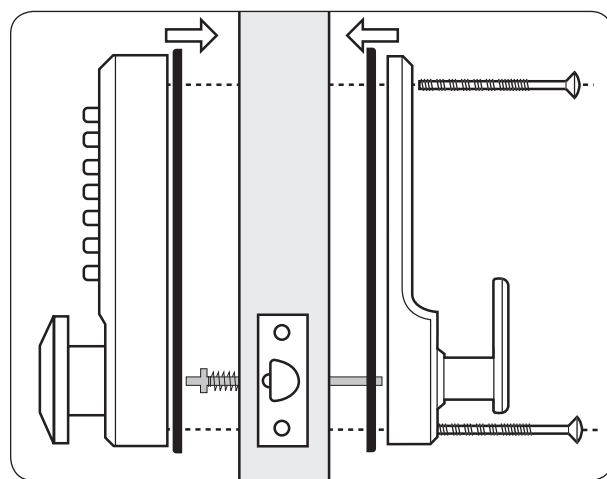
## 5. POSITIONING THE SPINDLE



■ The spring-loaded spindle will fit doors between 35mm and 65mm thick. For doors less than 50mm thick break off the 15mm section at the end of the spindle. For doors more than 65mm thick, ring the Helpline for advice. The spring keeps the spindle firmly engaged in the outside handle when the lock is assembled on the door.

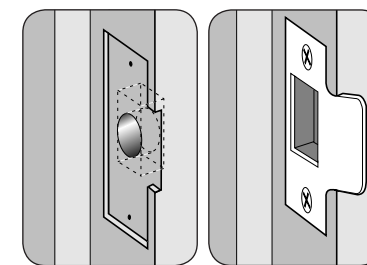
■ Insert the spindle, with the spring on the code side, through the 13mm hole in the door, and make sure that it engages the latch correctly for the hand of the door (see inset diagram).

## 6. FIXING THE LOCK

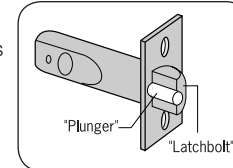


- Cut the fixing bolts to suit the door thickness, allowing at least one threaded section to screw into the lockcase.
- Hold the lock case and the backplate, with the seals, onto the door with the spindle in position.
- Using the fixing bolts screw everything together through the top and bottom holes of the backplate. Before final tightening make sure that the lock is vertical, and test the mechanism to ensure that it is all moving easily. **DO NOT CLOSE THE DOOR UNTIL YOU ARE SURE THAT THE CODE WORKS.** **DO NOT over-tighten the fixing bolts as this may cause distortion and lead to poor operation.**

## 7. FITTING THE STRIKE PLATE



**NB** The plunger beside the latchbolt deadlocks the latchbolt and protects it against manipulation. **IT MUST NOT** enter the strike plate aperture when the door is closed.



- Ensure that there are no obstructions to prevent the door closing properly into its frame, such as litter trapped in the hinge side.
- Position the strike plate on the door frame so that it lines up with the flat of the latchbolt, NOT THE PLUNGER.
- Draw around the aperture of the strike plate. Chisel out the aperture 15mm deep to receive the latchbolt. Fix the strike plate to the surface of the frame with one screw only. Close the door and ensure that the latch bolt enters the aperture easily, and is held without too much 'play'. When satisfied, draw around the final position of the strike plate, remove it and cut a 1mm rebate to enable it to fit flush. Re-fix the strike plate with both screws.

IF-1/200ML-V02

# INSTALLATION INSTRUCTIONS

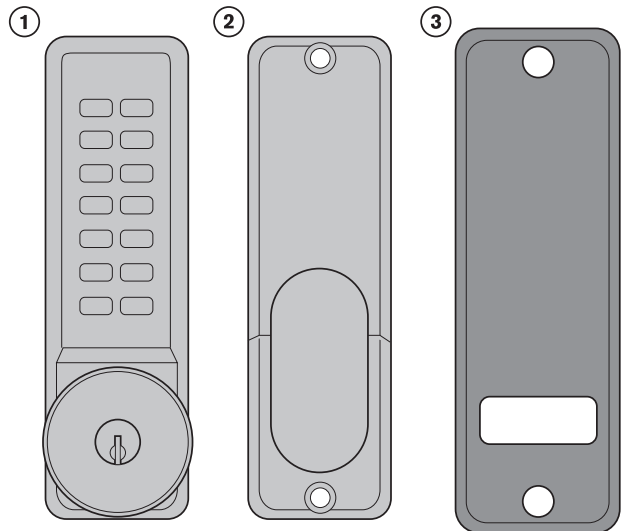


## Mortice Latchset & Key Override Versions

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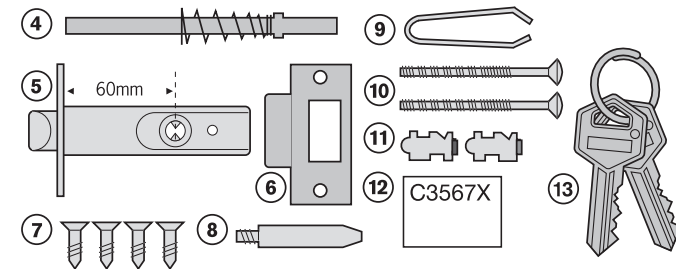




1. Front plate (key override option shown)
2. Back plate (hold-open models have a sliding snib)
3. Neoprene seals x 2
4. Spring loaded spindle
5. Latch (60mm backset)
6. Strike plate
7. Wood screws x 4  
Use with latch & strike plate
8. Latch support post
9. Tweezers (for changing the code)
10. Fixing bolts 3 supplied (spare x1)
11. Code tumblers (spare x 2)
12. Code card
13. 2 keys - key override models only

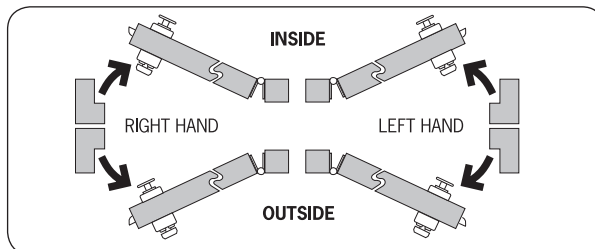
**Tools required for installation**

Power drill  
25mm, 13mm & 8mm drill bits  
Bradawl  
Philips screwdriver size 2  
Chisel (maximum 25mm)  
Hammer/Mallet  
Stanley knife  
Adhesive tape  
Pencil  
Tape measure

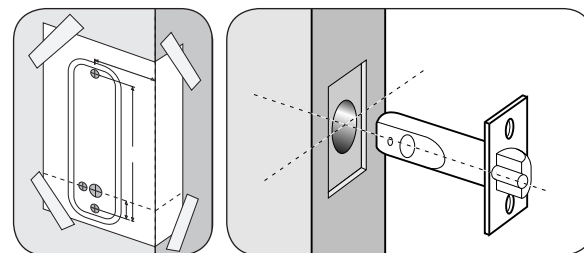


**You are advised to familiarise yourself with the instructions before starting work.**

- The 'hold-open' model is equipped with a snib on the backplate. This enables the latchbolt to be held open when required.
- Before commencing installation check that all parts are working correctly – press the code according to the code card and then the knob should turn and return easily under spring pressure. If you have a key override lock try the keys to ensure that they turn in the knob handle.
- If you intend to change the code, you should do it, if it is convenient, before installing the lock – see the code change instructions in the separate leaflet.
- Make sure that the lever handle of the backplate moves freely. If your lock is a 'hold-open' model then check that the snib will engage and hold the handle in the 'latch-open' position.
- Check that the latch bolt moves freely by pressing at the end and also by turning the flat spindle in the latch cam.

**1. CHECK THE HAND OF YOUR DOOR**

Viewed from outside, a door is right handed if the hinges are on the right, and left handed if the hinges are on the left.



- Crease the template along the line marked Door Edge, and tape it to the door.
- Mark the 13mm hole and the 3 x 8mm holes. Mark the centre line of latch in the middle of the door edge. Now apply the template to the other side of the door, aligning it with your first mark in the middle of the door edge. Mark the 4 holes again.
- Keeping the drill level and square to the door, drill holes from both sides to avoid splintering out of door face.

**Positioning and fixing the latch**

- Mark a central point on the 'centre line of latch' on the door edge.
- Mark the depth of 85mm on the drill bit with tape to act as a visible depth limit. Drill a 25mm hole, 85mm deep, keeping the drill level and square to the door.
- Insert the latch into the hole, and with the edges parallel to the door, draw around the face plate.
- Remove the latch. Score the pencil line with a Stanley Knife to avoid splitting prior to chiselling. Chisel a 3mm rebate to fit the latch face flush to the door edge.
- Fix the latch with the wood screws, with the bevel towards the door frame.

