

For Assistance Call:

1-800-522-7336

8 am - 5 pm, Monday - Friday, MST

Door Hardware Installation Instructions Long Plate Passage and Privacy

Carefully unpackage all components and place them within easy reach. Find **Figure #1** on Page 5 of these instructions for a listing and drawing of each component. Detach **Figure #1** and place beside the components for easy reference. Check your door to see if it has been prepped (pre-drilled) for installing a lock. If your door has been prepped for installation, start at Step 4. If your door has not been prepped for installation, you will need a #2 Phillips screwdriver, a drill, a 2-1/8" hole saw, 4" x 7/64" drill bit (provided), 1" drill bit, chisel, pencil, tape and an awl (or nail).

Step 1 Mark the Door

- Find the **Door Preparation Template** that is included with the instructions. Fold the template along the "edge-of-door" line. **Important:** Before positioning the template, make sure that you are aligning it on the non-hinged edge of the door. Carefully position the template so that the narrow portion of the template wraps around the edge of the door, and the large portion of the template remains on the face of the door, see **Figure #2**. The centerline indicates the center of where the knob or lever will be located. Slide the template up or down on your door so that the centerline is located at a height that is both comfortable to use and attractive in appearance. Typically this will be approximately 36"-38" from the floor, see **Figure #2**. Once you have chosen the height, tape the template to the door.
- Determine the backset of your latch (Part #6) by checking the marking on the latch itself. If the latch is not marked, measure the latch between points A and B to determine the backset, as shown in **Figure #2**. The backset will either be 2-3/8" or 2-3/4". Once you know your backset, find the point on the template where the centerline crosses the vertical line that corresponds with the correct backset. Using the awl (or nail) mark this point, making sure that it is marked well enough to see on the door once the template is removed.
- Follow the centerline around the edge of the door and using a pencil, extend the centerline onto the edge of the door. The mark should be horizontal to the floor. Once this mark is made, you may remove the template from the door.

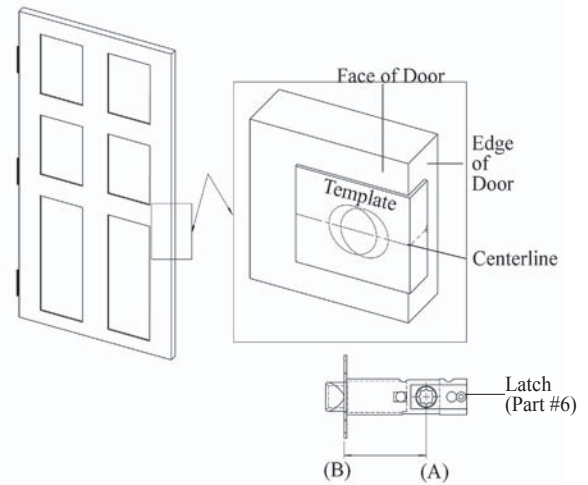


Figure #2

- Measure the thickness of the door. Doors vary in thickness depending on the manufacturer. Determine the distance from the center to the edge of the door (half the thickness of the door). Using the awl (or nail), mark a point on the edge of the door where the centerline pencil mark (from Step 1C) and the center of the edge of the door meet (half the thickness), see **Figure #3**.

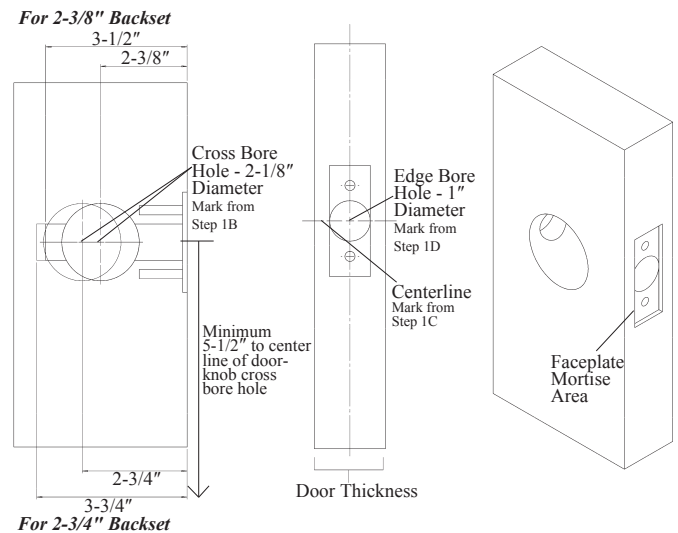


Figure #3

Step 2 Drill the Door

- Using the 2-1/8" hole saw, drill the cross bore hole centered on the mark made on the face of the door from Step 1B. See **Figure #3**. **Important:** To avoid splintering or marring the door, drill from one side of the door until the pilot bit comes through the door. Then finish drilling from the other side of the door, using the hole made by the pilot bit as your guide.
- Using the 1" bit, drill the edge bore hole centered on the mark made on the edge of the door where the centerline and center thickness met from Step 1D, see **Figure #3**. **Important:** Make sure that you drill a full 3-1/2" deep, to accommodate the overall length of the 2-3/8" latch. If you are using a 2-3/4" backset latch, then the overall depth must be at least 3-3/4".

Step 3

Mortise for the Faceplate

- A) Using **Figure #1** for reference, find the faceplate (Part #7). On the edge of the door, center the faceplate over the newly drilled edge bore hole, so that the D-shaped hole in the faceplate is centered over the 1" edge bore hole. Align it so that the edges are parallel to the edges of the door and roughly centered side-to-side. Mark around the faceplate with a pencil and remove from door.
- B) Using the chisel, score the outline of the faceplate. Next, chisel away the material within the outline to a depth of 1/8". When you are done, you should be able to insert the latch (Part #6), place the faceplate over the latch tongue (Part #6a), and have the faceplate be flush with the edge of the door.
- C) Again, using the faceplate as a template and the awl as a marking tool, mark for the two screw holes that will hold the faceplate on the door. Remove the faceplate from the door to avoid marring the finish. Then, drill the two screw holes using the 4" x 7/64" drill bit (provided). Make sure the holes are drilled at least 1" deep. Having too small or too shallow a hole can cause the screws to shear off.

Installing Your Lock

Step 4

Install the Latch

- A) Once your door is prepped for installation, you will need a #2 Phillips screwdriver, a drill, 4" x 7/64" drill bit (provided), two 1" flat head wood screws (Part #8) and the clear alignment jig (provided) for installation of your new doorsets.
- B) Using **Figure #1** for reference, install the latch (Part #6) in the edge bore hole on the edge of the door. When installed correctly, the star-shaped hub in the latch should be centered in the hole, see **Figure #4**. **Privacy function only:** The privacy latch must be inserted into the door so that the locking mechanism (threaded hole) is facing the inside of the door, see **Figure #4**.

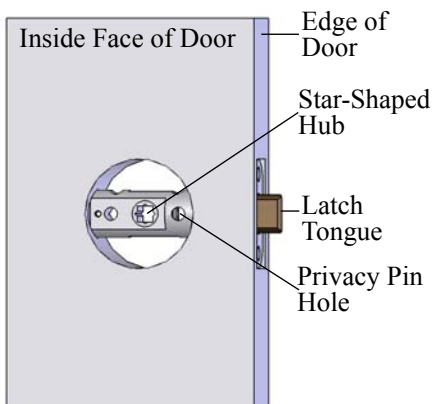


Figure #4

- C) Determine which direction the door will swing when it is being opened. Rotate the latch tongue (Part #6a) so that the flat edge of the tongue faces toward the direction the door swings when being opened (and the round edge towards the doorjamb). Once oriented correctly, install the faceplate (Part #7) over the latch tongue, locking the latch tongue orientation. Fasten in place using two 1" flat head wood screws (Part #8). **Hint:** Coating the screw threads with a small amount of soap (liquid or bar soap) will make installation easier.

Step 5

Install the Trim

- A) Using **Figure #1** as your guide, gather together trim half A (Part #1), trim half B (Part #2), two 1-1/4" machine screws (Part #5), 1" oval head wood screws (Part #3), mounting plate (Part #4), clear alignment jig (provided), Phillips screwdriver, drill, awl (or nail), and the 4" x 7/64" drill bit (provided).
- B) Find trim half A (Part #1). Place trim half A on the door, so that the spindle is inserted into the star-shaped hub of the latch and the extended screw bosses straddle the latch, see **Figure #5**. Align the trim so that the plate's edge is parallel to the edge of the door. **Lever designs only:** If installing a lever, see **Figure #6** for correct orientation of lever on the door. If your lever is oriented incorrectly, move trim to the other side of the door so it matches the correct orientation in **Figure #6**. Verify correct lever orientation before proceeding with installation. **Privacy function only:** Make sure that the privacy hole in the long plate is oriented so that it is closest to the edge of the door where the latch tongue sticks out.

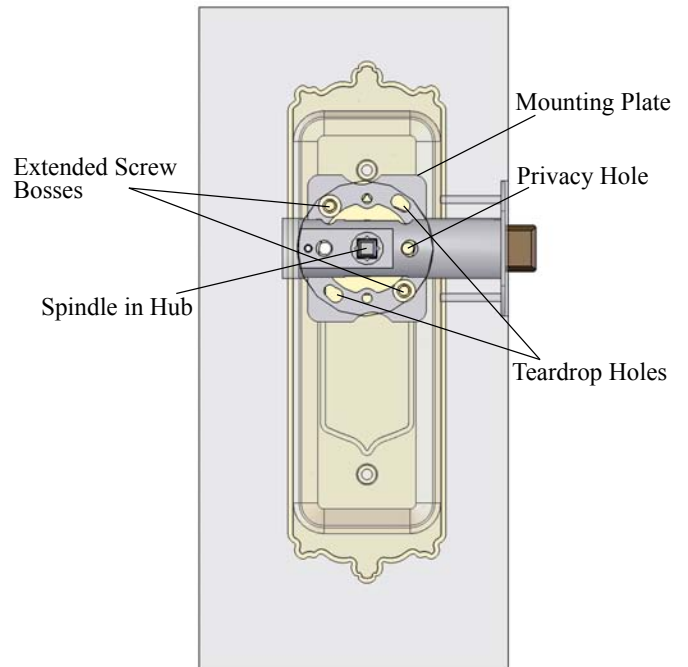


Figure #5

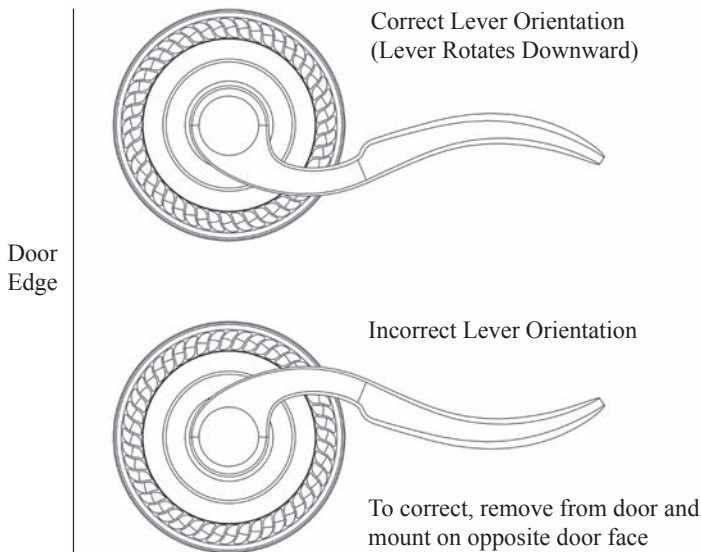


Figure #6

- C) Locate the mounting plate (Part #4), and place over the cross bore hole on the opposite side of the door from trim half A. Using one machine screw (Part #5) loosely fasten the mounting plate to one of the extended screw bosses (See **Figure #5**). Do not tighten yet.
- D) Using the clear alignment jig (provided), align the mounting plate so it is parallel to the edge of the door, and insert the other machine screw and loosely tighten down. See **Figure #7**.

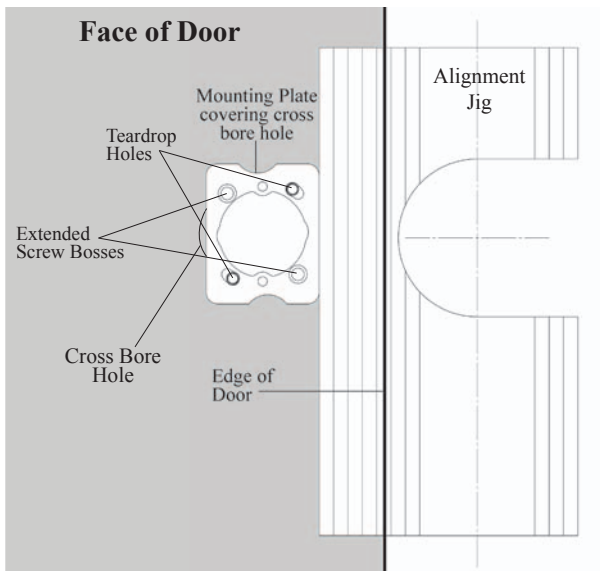


Figure #7

- E) Using the clear alignment jig, align the edge of trim half A so that it is parallel to the edge of the door. Hold trim in position, while tightening the two machine screws on the mounting plate until snug. Do not over-tighten, as this could bend the mounting plate. Make sure that once the screws are snug the mounting plate is centered in the cross bore hole and that no wood is directly behind the tear drop holes, see **Figure #5** and **Figure #7**.

- F) Place the clear alignment jig on the side of the door where trim half B (Part #2) will be installed, see **Figure #8**. Place trim half B on the door, so that the spindle is inserted into the star-shaped hub of the latch and the retention bosses nest in the wide end of the teardrop slots in the mounting plate, see **Figure #9**. **Privacy function only:** Make sure that the privacy hole in the long plate is oriented so that it is closest to the edge of the door where the latch tongue sticks out.

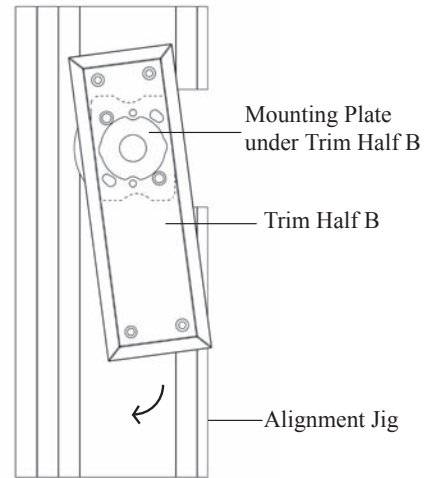


Figure #8

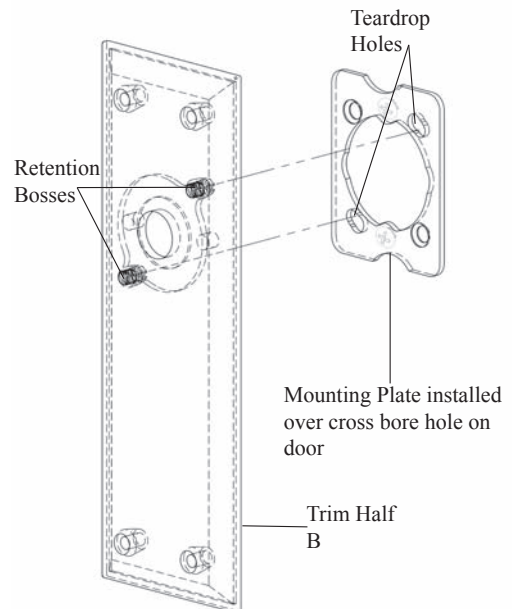


Figure #9

- G) Trim half B will be out of alignment when you first get the retention bosses into the teardrop slots. When the retention bosses are fully seated, trim half B will be flush to the face of the door. Gently twist trim half B clockwise until it is parallel with the edge of the door, being sure not to scratch the door when you are twisting the trim, see **Figure #8**. Carefully slip the clear alignment jig out from under trim half B. Both halves should hold themselves on the door at this point.

- H) Using the clear alignment jig, check to make sure that the trim halves are both aligned to the edge of the door. Using an awl (or nail), mark the screw holes on trim half B and remove it from the door. Drill the screw holes 3/4" deep, using the 4" x 7/64" bit provided. **Important:** Depending on the design that you are installing there will either be two or four screw holes in each plate. All screws must be installed to secure the plate to the door.
- I) Following Step 5f and 5g again, re-attach trim half B, using the clear alignment jig to protect the door from scratching. Then, using the 1" oval head wood screws (Part #3), secure trim half B to the door. Make sure that the screwdriver does not scratch the doorknob or long plate.
- J) Using the clear alignment jig, check to make sure trim half A is aligned to the edge of the door. Using the 4" x 7/64" bit provided, drill through the screw holes on trim half A, making sure the holes are 3/4" deep. **Important:** Make sure that neither the drill bit nor the drill damage the trim. Using the 1" oval head wood screws (Part #3), secure the trim to the door. **Privacy function only:** On the interior side of the door, screw in the privacy pin until snug. Do not over-tighten. With the door held open, test the privacy lock by pushing the pin in and then trying the knob on the opposite side of the door to see if it is locked. Then turn the knob on the interior side of the door and this will unlock the door.

Step 6

Prepare the Doorjamb and Install the Strike

- A) Using **Figure #1** for reference, gather together the strike (Part #9), two 1" flat head wood screws (Part #8), a drill, 1" drill bit, the awl (or nail), 4" x 7/64" drill bit (provided), the pencil and chisel.
- B) If you are installing a privacy lock, make sure the latch is not locked. Rotate the knob or lever to retract the latch and carefully close the door, making sure that the latch is fully retracted and does not scratch the doorjamb. Slowly release the knob/lever and let the latch tongue extend against the doorjamb.
- C) Using the pencil, lightly mark the doorjamb at the level of the top and bottom of the latch tongue (Part #6a). These need to be light marks, so that they can be erased later if needed. Turn the knob/lever again to retract the latch and re-open the door. Now extend the marks so that they are approximately 3/4" from the edge of the door jamb where the door stops when it is closed, **See Figure #10**.
- D) Repeat Step 6B, and verify that the latch tongue is falling between the two marks.
- E) Measure the thickness of the door. Take half of the door thickness and measure that same distance from the edge of the doorjamb where the door stops when it is closed. Mark on the doorjamb this distance halfway between the two lines from Step 6C, see **Figure #10**.

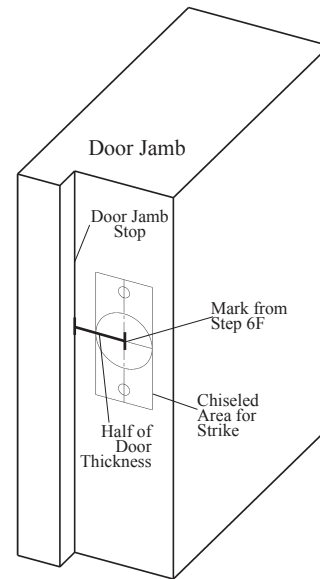


Figure #10

- F) Using the awl, mark where the point that is halfway between the two lines made in Step 6C crosses the line marked in Step 6E.
- G) Using a 1" drill bit, drill a hole centered on the mark from Step 6F. Make sure the hole is at least 5/8" deep. Clean out any sawdust from the hole.
- H) Using the strike (Part #9) as a template, center the strike over the 1" hole, mark a line around it in pencil and remove from doorjamb.
- I) Using the chisel, score the outline of the strike. Next, chisel away the material within the outline to a depth of 1/16". When you are done, you should be able to place the strike in the mortised out area and it should be flush with the doorjamb.
- J) Again, using the strike as a template and the awl as a marking tool, mark the two screws holes that will hold the strike on the door. Remove the strike from the doorjamb to avoid marring the finish. Then, drill the two screw holes using the 4" x 7/64" drill bit (provided). Make sure the holes are drilled at least 1" deep. Having too small or too shallow of a hole can cause the screws to shear off.
- K) Fasten the strike in place using two 1" flat head wood screws (Part #8) **Hint:** Coating the screw threads with a small amount of soap (liquid or bar soap) will make installation easier.

**Congratulations! You are now
on your way to enriching your
life with *Grandeur!***

Figure #1

