

For Assistance Call: 1-800-522-7336
8 am - 5 pm, Monday - Friday, MST

Door Hardware Installation Instructions

Long Plate Dummy Function

For installation of your dummy doorset you will need a Phillips screwdriver, a drill, a 7/64" drill bit (provided with knob doorsets), the clear alignment guide (provided), a tape measure, a pencil and an awl (or nail). Refer to **Figure #1** throughout the installation process.

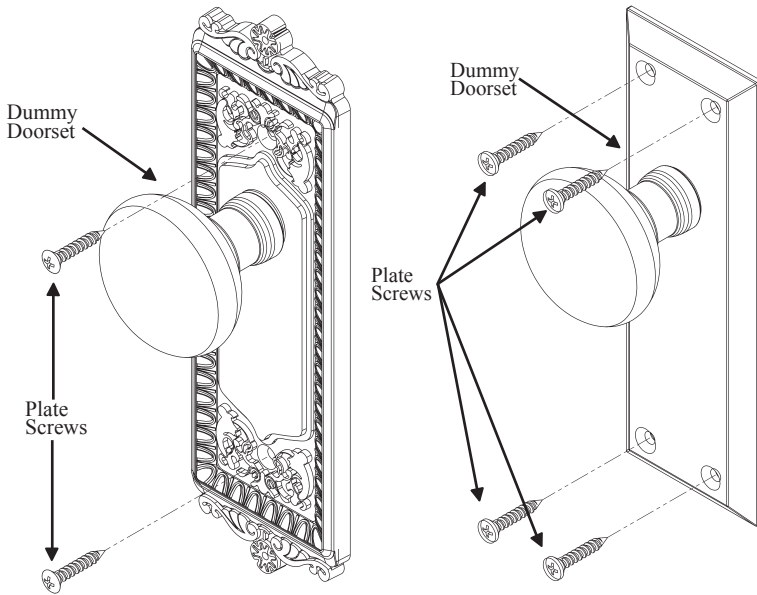


Figure #1

Step 1

Align the Plate and Mark the Top Hole(s)

A) The backset is the distance from the edge of the door to the center of the long plate. Standard backsets are 2-3/8" and 2-3/4". Determine the desired backset by checking your other door hardware. **Note:** If the door is already drilled with a standard 2-1/8" hole, position the plate so that it completely hides the hole, and the knob (or lever) shaft is approximately aligned with the center of the hole. Then, proceed to Step 1-E.

B) Carefully position the doorset on the door such that the knob or lever is at a height that is both comfortable to use and is attractive in appearance. Typically this will be approximately 36"-38" from the floor. Once you have chosen the knob/lever height, carefully move the doorset horizontally so that the center of the long plate is located approximately at your determined backset of either 2-3/8" or 2-3/4" from the edge of the door. Using a pencil, lightly make a horizontal line on the door just above the top of the plate, see **Figure #2**. Remove the doorset from the door.

C) Using the tape measure, find the distance from the edge of the door that exactly matches your desired backset and lightly make a vertical line that crosses the line made in Step 1B.

D) Position the plate on the door so that the top of the plate is lined up with the horizontal line made in Step 1B and so that the center of the knob/lever is lined up with the vertical line made in Step 1C.

E) Use the clear alignment guide to make sure that the plate is parallel to the edge of the door. Once you are certain of the placement and alignment of the plate, use a pencil or awl to mark where the top wood screw hole(s) will be on the door. **Important:** If your plate has four screw holes, make sure that the plate is aligned correctly with the edge of the door, and mark BOTH top holes. **Lever only:** See **Figure #3** for correct orientation of lever.

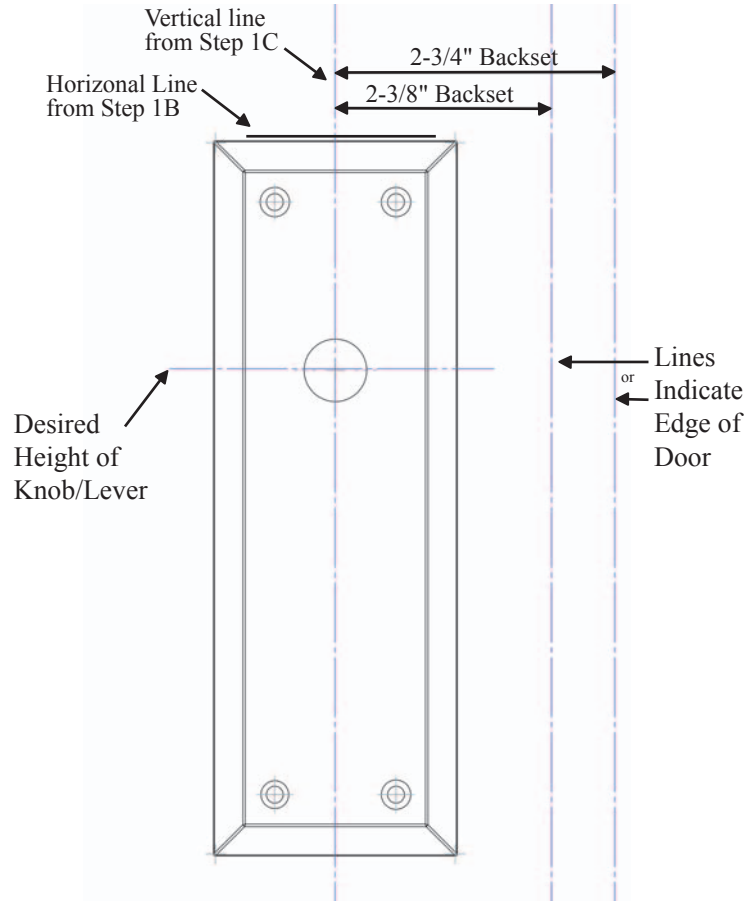


Figure #2

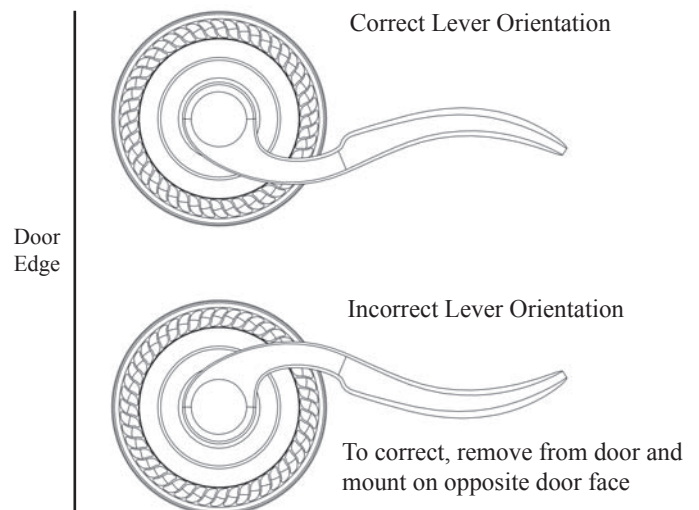


Figure #3

Step 2

Drill the Top Hole

A) Remove the plate from the door and find the mark(s) for the top plate screw(s).

B) Using a 7/64" drill bit, drill the top screw hole(s) at least 3/4" deep.

Important: Make sure you do not drill all the way through the door!

If installing a knob doorset, use the 4" x 7/64" drill bit provided.

Always make sure not to scratch the door knob, lever or longplate with the drill or drill bit.

Step 3

Install the Dummy Plate

A) Align the top screw hole(s) on the dummy plate with the newly drilled hole(s). Insert one plate screw into the screw hole and tighten until the screw is nearly snug and can hold the doorset on the door, but do not fully tighten down yet. **Important:** Make sure that the screwdriver is held in a way that it will not scratch the doorknob or long plate. If your plate has two top screw holes, get both screws started and re-align the plate, before snugging the screws down.

B) Using the clear alignment guide, align the plate so that it is parallel to the edge of the door and snug the top screws(s).

C) Using the drill, carefully drill 7/64" hole(s) through the bottom screw hole(s) in the plate at least 3/4" deep, making sure not to damage the plate or knob/lever.

D) Insert the plate screw(s) and tighten until snug. Make sure that all screws are tightened down and the long plate is securely attached on the door.

E) If installing another dummy long plate on the opposite side of the door, begin again at Step 1.

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