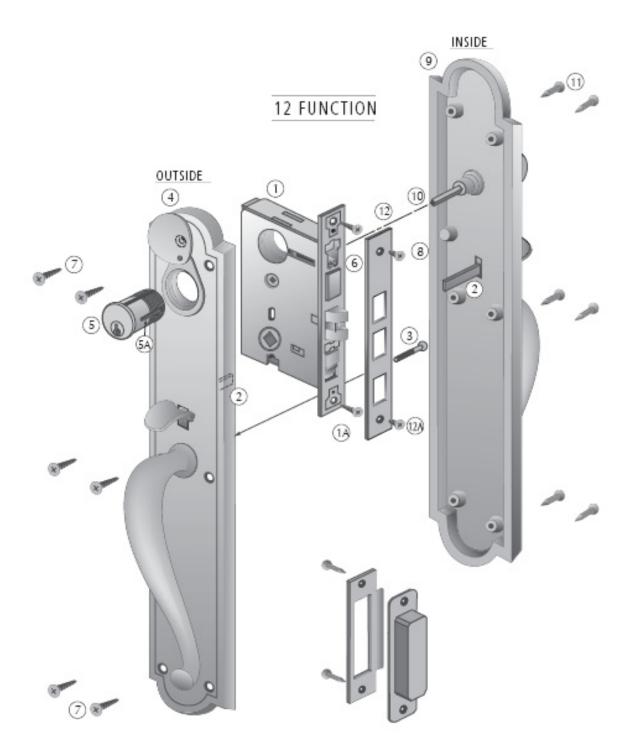


# **INSTALLATION INSTRUCTIONS**

Seamless Transaction with Enhanced Product Features delivered on time and quality correct.



Corporate Address: 9546 Hwy 211 East - Aberdeen, NC 28315 Mailing Address: PO Box 367 - Aberdeen, NC 28315 Telephone: 866-635-7155 Website: www.longleafcollection.com Made in the USA



## **INSTALLATION INSTRUCTIONS**

Seamless Transaction with Enhanced Product Features delivered on time and quality correct.

### **12 FUNCTION**

- A. Use the template provided to mortise the door.
- B. Install the mortise box (1) using wood screws (1A), being careful that the box is properly aligned. Pre-drill for screws using 1/8" drill bit.

### TRIM THUMBPIECE:

C. Cut the thumbpiece tail (2) with a hacksaw. The length of the tailpiece should equal one half the thickness of the door plus 1/4", measuring the tailpiece when fully inserted from the edge of the backside of the trim.

### OUTSIDE RIM AND CYLINDER:

- D. Place the outside trim (4) on the door so that the thumbpiece (2) rests without pressure against the actuator bar on the bottom of the lock.
- E. Make sure the cylinder retaining screw (6) is backed out of the threaded area on the lock and insert the cylinder (5) through plate and thread into mortise box (1) until seated firmly in the plate. The key slot should be positioned at 6 o'clock. You can use your key to adjust the cylinder by inserting the key fully and then pulling it out one stop.
- F. When the cylinder is located properly you can secure it by threading screw (6) on the face of the mortise box (above deadbolt mechanism) into the groove (5A) machined in the cylinder. The key can now be removed.
- G. Adjust the position of the plate to allow for free and smooth operation of the latch by thumbpiece, and deadbolt by key.
- H. Align edges of outside plate (4) parallel to edge of door, and locate screws (7). We recommend the use of a #5 VIX bit to pilot the screw holes for these screws. (If you do not have one, use a 3/32" drive bit to pilot the holes.) Hand tighten the screws as a power driver maystrip them.

#### **INSIDE TRIM:**

- I. Cut the thumbturn tailpiece (10) with a hacksaw. So it engages hub in mortise box.
- J. Place the inside trim (9) on the door so that the thumbpiece rests without pressure against the actuator bar on the bottom of the lock.
- K. Align edge of inside plate (9) parallel with edge of door and adjust postion for free and smooth operation of latch by thumbpiece and deadbolt by turnpiece.
- L. Locate position for screws (11). We recommend the use of a #5 VIX bit to pilot the screw holes for these screws. (If you do not have one, use a 3/32" drive bit to pilot the holes.) Hand tighten the screws, as a power driver may strip them.
- M. Install mortise box face (12) onto mortise box using short machine screws (12A).
- N. Install the strike plate and dust box. Pre-drill for screws using 1/8" drill bit.

Corporate Address: 9546 Hwy 211 East - Aberdeen, NC 28315 Mailing Address: PO Box 367 - Aberdeen, NC 28315 Telephone: 866-635-7155 Website: www.longleafcollection.com Made in the USA