



**LEVER**



# Installation Instructions For Pre-Attached Long Plates

## Passage and Privacy

*With step-by-step Installation Pictograms & Drilling Template*

Applies to:  
 Craftsman • Mission • Prairie • Deco • New York • Egg & Dart  
 Meadows • Victorian

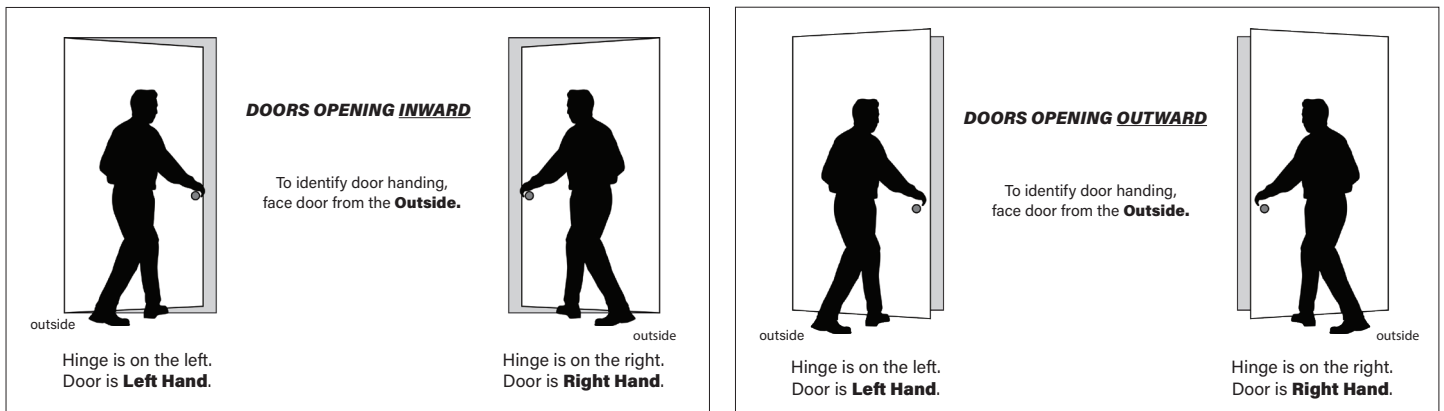
**Tools Required: # 2 Phillips Screwdriver, electric drill, 7/64" drill bit  
 (5/64" drill bit for Craftsman & Mission plates)**

### Door Handing - Long Plates

Door handing is critical for Split-Finish, or Split-Design products in the privacy function. And, it's helpful positioning the latch tongue in relation to the strike plate.

**Inside of Door** - The **Inside** of a door refers to the side of the door that faces the room. For example, for a bedroom door on a hallway, the **Inside** of the door would face the bedroom.

**Outside of Door** - The **Outside** of a door refers to the side of the door that faces away from the room. The **Outside** of a door is generally more visible to visitors, and therefore a rosette on this side of the door has no visible screws. For example, on a bedroom door, the **Outside** would face the hallway.



### INSTALLATION RULES:

- 1) Long Plate wood mounting screws should **NOT** be installed using power tools.
- 2) Privacy pin holes are next to the door side containing the latch.
- 3) Latch tongues have a beveled side, and this side should contact the curved end of the face plate, and curved end of the strike plate.  
 (See **\*Latch Tongue Note** on page 3.)



Watch video



# Installation Instructions

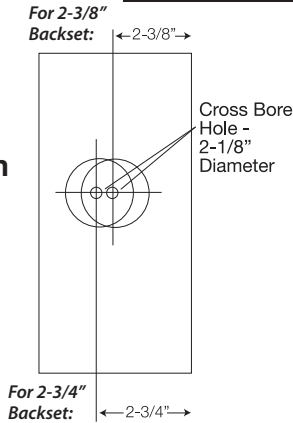
## For Pre-Attached Long Plates

**Fits doors 1-3/8" to 1-3/4" thick**

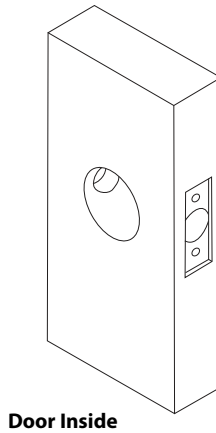
**Passage/Privacy - Lever**

**IMPORTANT!** All wood screws require 7/64" pilot holes (5/64" for Craftsman & Mission plates), 1" deep in the door and jamb. Electric drivers should NOT be used to install any wood screws.

### A Backset Information

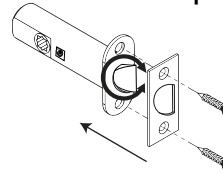


### B Install Latch



- 1) Install latch and rotate the latch tongue \* to change handing. (See page 1 for handing)
- 2) Install faceplate with 3/4" wood screws.

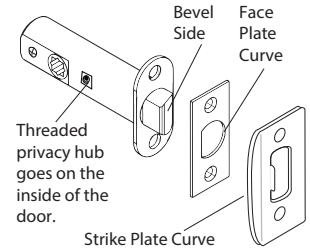
**Do NOT use power driver!**



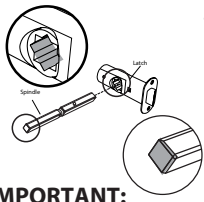
\* See Latch Tongue Note in next panel

### \* Latch Tongue Note

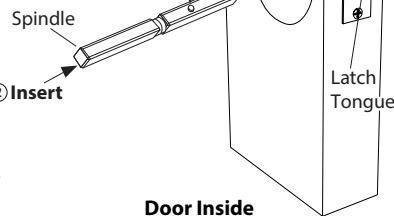
Bevel side of latch tongue should contact curved side of face plate, and curved side of strike plate.



### C Insert Spindle



- 1) Push spindle button down and hold during insertion
- 2) Insert



**IMPORTANT:** Spindle must be in "diamond" orientation while inserting into latch.

### D Install Exterior Half of Lockset

**Install Exterior Half of Lockset**

- 2) Insert wood screws. Do NOT use power driver!

- 1) Drill \*7/64" pilot holes 1" deep using the long plate as a template.

\* 5/64" for Craftsman and Mission plates

Emergency Release Hole (Privacy Only)

Door - Outside

### E Install Interior Half of Lockset

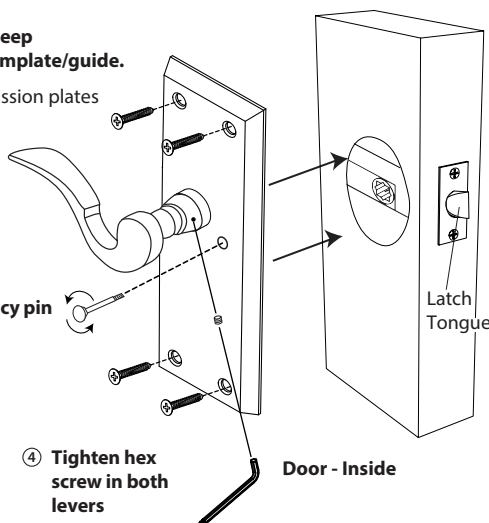
- 1) Drill \*7/64" pilot holes 1" deep using the long plate as a template/guide.

\* 5/64" for Craftsman and Mission plates

- 2) Insert wood screws -Do NOT use power driver!

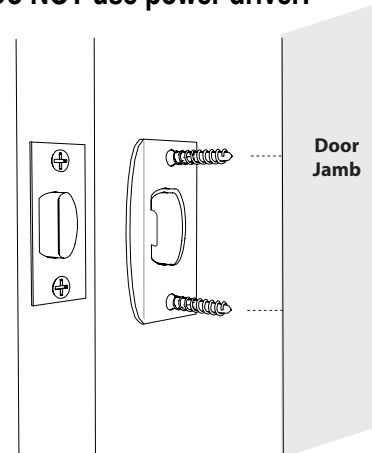
- 3) Screw in privacy pin (Privacy only)

- 4) Tighten hex screw in both levers



### F Install Strike Plate

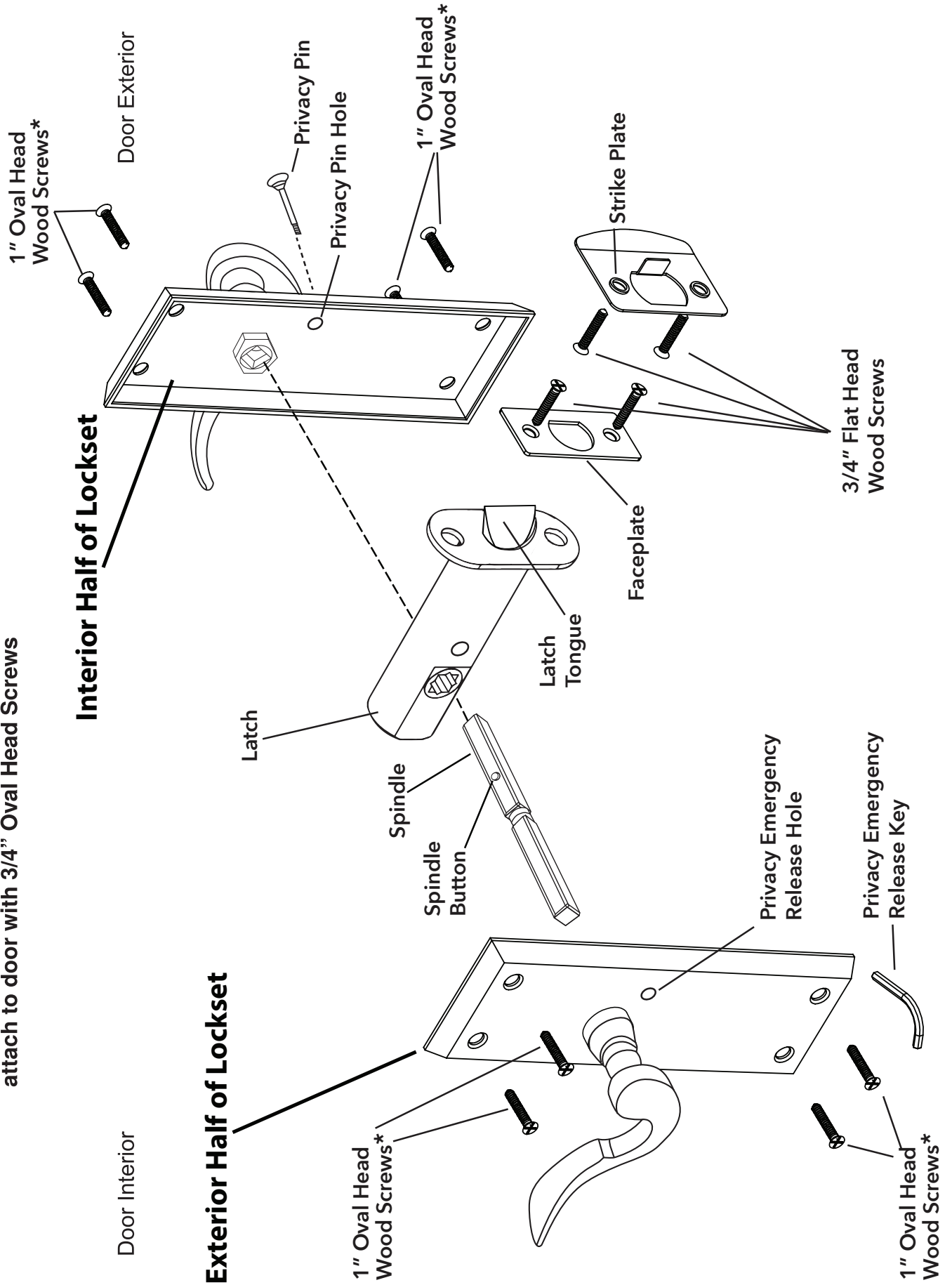
**Install Strike Plate**  
Do NOT use power driver!



Attach the strike plate to the door jamb using 3/4" long wood screws.

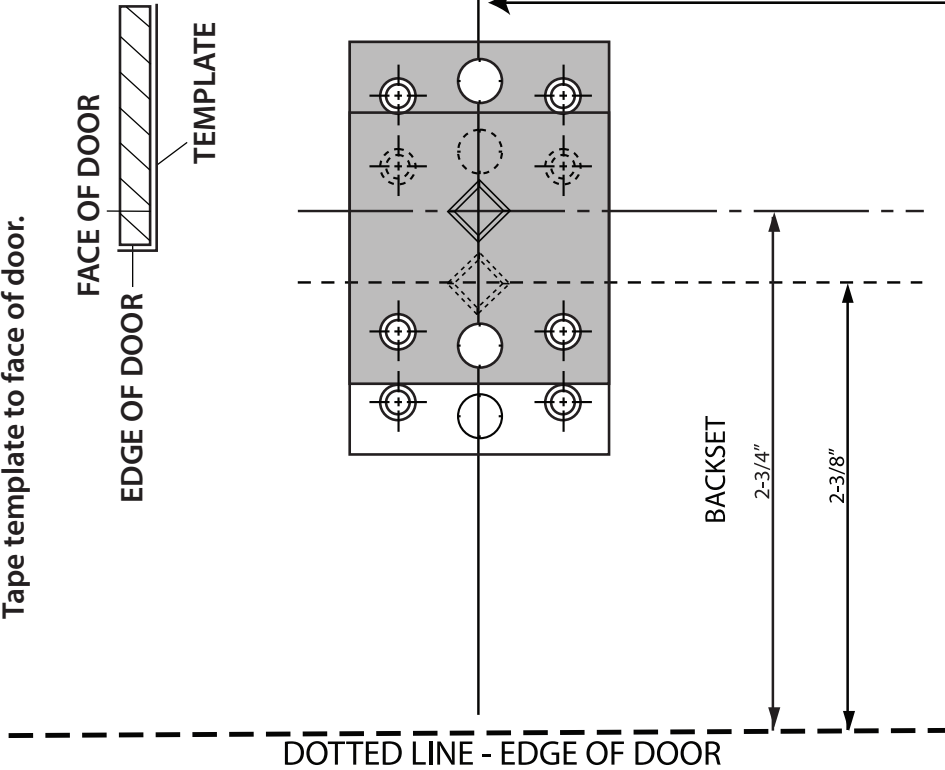
# Exploded Drawing for Pre-Attached Long Plate Passage/Privacy - Lever

\* Note: Craftsman and Mission Plates attach to door with 3/4" Oval Head Screws



# DUMMY INSTALLATION AND DOOR PREPARATION TEMPLATE - LONG PLATE/LEVER

(2) Fold template along dotted line, and position fold on the edge of the door. Tape template to face of door.



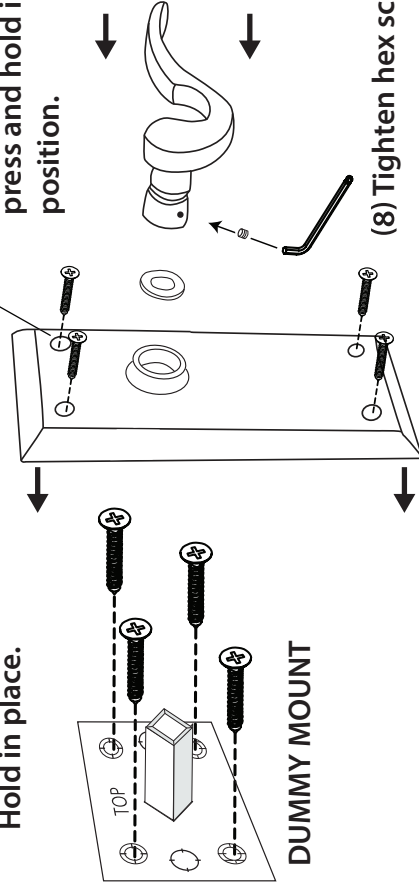
(3) Before drilling verify the backset of your existing doors. Mark the four screw hole positions on your dummy mount on the door. Drill pilot holes using a 5/64" diameter bit.

(6) Mark the screw hole positions in your long plate on the door. Drill pilot holes using a \* 7/64" diameter bit. Install wood screws in the long plate. Do NOT use power tools.

(5) Position long plate over dummy mount, align side of long plate with door edge. Center spindle in the long plate hole. Hold in place.

(7) Slide lever on mount, press and hold in position.

(8) Tighten hex screw.



(4) Remove template from door. Install four wood screws in dummy mount. Tighten WITHOUT power tools.

(1) Measure from the floor to the center of existing locks, and use this distance as the height of the dummy mount. If there are no existing locks, position the dummy mount 36" to 38" from the floor.

FLOOR