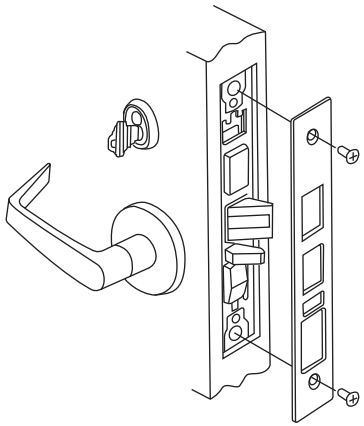


J. Faceplate Installation

1. Before installing the faceplate:
   a) Ensure faceplate is flat and tighten the mortise lock body mounting screws
   b) Ensure cylinder (if applicable) is secured in the lock body
   c) Verify the mortise lock operation and function.
2. Install faceplate onto lock body using the 2 supplied machine screws.

K. Mortise Lock Testing

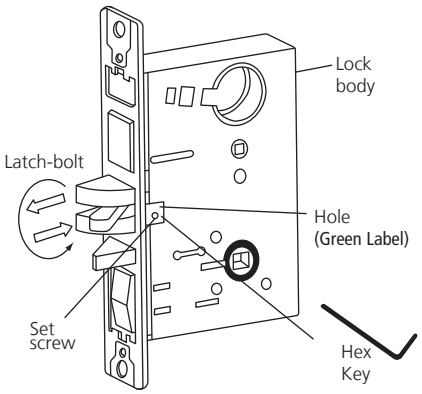
1. Verify the mortise lock function by operating the inside and exterior levers (or knobs), the cylinder, thumb-piece and/or emergency key, rocker, as applicable.
2. Ensure mortise lock performs according to its intended function.

L. Handing Change (when handle is NOT HANDED)

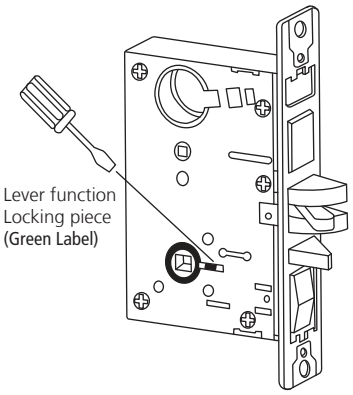
If it is necessary to change handing, follow the instructions below:

1. Use hex key to unfasten the set-screw that secures the latch bolt (green label). Hex key must be deeply inserted and well-engaged before starting to unfasten the setscrew.
2. Pull latch bolt out from the front of the lock body (dislodge using a flat screwdriver if required).
3. Rotate latch bolt 180º to proper handing and push latch bolt back into lock body.
4. Securely tighten the set-screw and apply recommended thread-locker (Loctite 242).
5. ⚠ Use blade of screwdriver to turn internal locking piece (green label) forward twice towards the front face of lock body. Ensure interior lever unlocks door at all times.
6. Handing is now completely reversed.

RIGHT HAND
(LEFT HAND REVERSED)



LEFT HAND
(RIGHT HAND REVERSED)



M. Convert In-Swing to Out-swing (Reverse Handing)

1. ⚠ To create a right-hand (RH) out-swing or left-hand reverse (LHR) application, use a left-hand (RH) lock and reverse the lever locking so that the interior lever always unlocks the door. Push the lever function locking piece forward twice towards the front face of the lock (see Section L, Step #5.)
2. ⚠ To create a left-hand (LH) out-swing or right-hand reverse (RHR) application, use a left-hand (LH) lock and reverse the lever locking so that the interior lever always unlocks the door. Push the lever function locking piece forward twice towards the front face of the lock (see Section L, Step #5.)

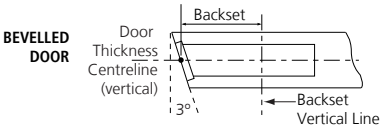
DM series
GRADE 1 MORTISE LOCKSETS

INSTALLATION INSTRUCTIONS

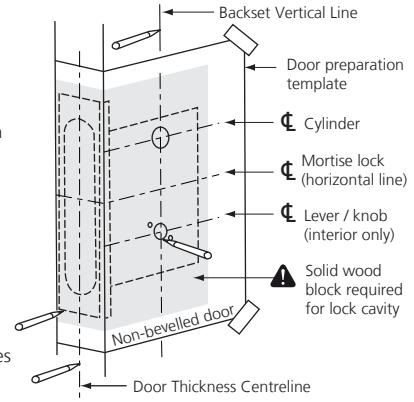
Installation Requirements

1. ⚠ **Door must provide an area of solid material at least 5 x 10" (127 x 254 mm) in the location where the lock cavity will be made. Without adequate support, the installation will warp or bow the door surface and prevent the lock from functioning properly – see installation template for more details.**
2. Confirm door thickness. If other than 1 3/4" (44.5 mm) please consult your hardware supplier.
3. Verify mortise lock handing and function prior to initiating installation. If required, reverse handing as per instructions in steps "L" or "M" shown on page 4.
4. Confirm scale on door preparation template and read the instructions carefully for proper door preparation and mortise lock installation.
5. Do not over-tighten screws, excessive tightening may affect the installation.
6. Included templates are meant for wood doors with wood or metal frames. For metal doors please consult your hardware supplier.
7. Position of cutouts and holes on door should be precise as indicated on the installation instructions template.
8. Door preparation documents for wood or hollow metal doors are available upon request.

A. Door Preparation

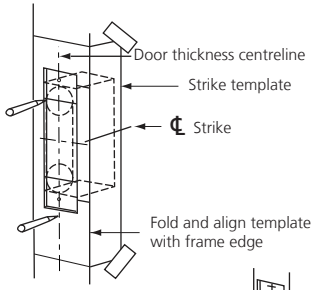


1. It is recommended that door preparation is done at the door fabrication shop.
2. Draw backset vertical line on the door:
   a) On non-bevelled doors the backset is measured from the edge of door.
   b) On bevelled doors the backset is measured from the half-way point of the bevel as shown.
3. Measure and draw the horizontal lines as shown. Measure and draw the door thickness line as shown.
4. Apply the mortise lock door preparation template on the door:
   a) Align the backset vertical line on the door preparation template with the backset vertical line on the door, and the mortise lock centreline on the mortise lock door preparation template with the horizontal line on the door.
   b) Ensure that the door thickness centreline on the mortise lock door preparation template aligns with the door thickness centreline (vertical) drawn on the door edge.



5. ⚠ Check door preparation chart supplied with the mortise lock door preparation template and mark ONLY the holes for the required function and handing.
6. Drill the appropriate holes on the door.
7. Mortise door edge according to mortise lock door preparation template and remove debris from mortised cavity.

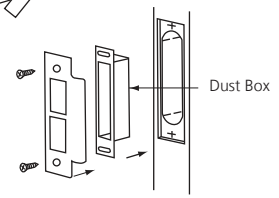
B. Door Frame Preparation



1. Strike horizontal centerline must be within the tolerances with respect to the lock body centerline as shown on the template.
2. Mark the strike centreline (horizontal) and door thickness centreline (vertical) on frame as indicated.
3. Apply the strike template on frame aligning the strike centrelines and door thickness centrelines.
4. Make the required cut-out and holes on the frame.

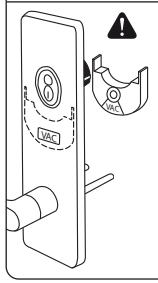
C. Strike Installation

Install strike and dust box (if required) into frame and secure in place with supplied fasteners. Verify that deadbolt fits freely in the strike opening AFTER Step D.



General Assembly Guide

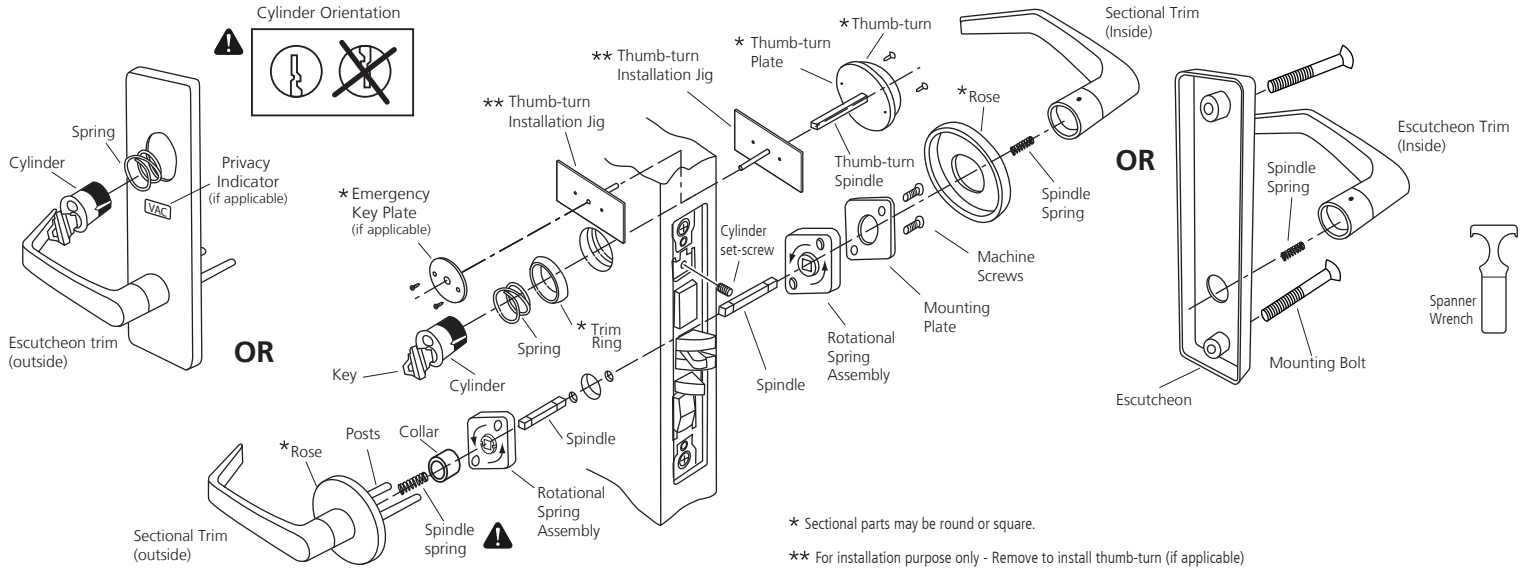
Privacy indicator with cylinder on outside trim



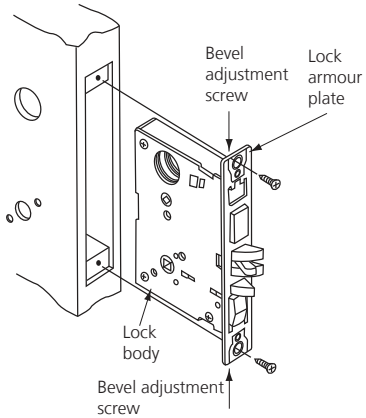
The indicator mechanism of the Privacy Indicator escutcheon plate (42I) may become loose during transport, simply snap it back into position.

Use the cylinder key included with the lock as an "Emergency Key"

REF. DM (42I)



D. Mortise Lock Body Installation



1. Verify mortise lock handing prior to installing. If required reverse handing as per step "L" or "M"
2. Ensure the lock body armor plate is flat and straight, if not straighten the plate prior to installation.
3. When installed on bevelled doors, loosen the bevel adjustment screws on the top and bottom of the lock body and adjust the lock face to match the door bevel. Re-tighten the screws.
4. Insert lock body into mortised cavity and secure with supplied screws.
5. If cylinder will be used, tighten screws AFTER cylinder has been installed.
6. Ensure the latch and deadbolt engage properly with the strike openings.

E. Outside Cylinder Installation (if required)

1. SECTIONAL TRIMS: Place spring and trim ring on cylinder as shown above.
   ESCUTCHEON TRIMS: Loosely install escutheon trim into position first, then install cylinder as per step 2.
2. Thread cylinder into the lock body until the cylinder sits flush with the trim ring or escutcheon trim and the keyway is in the vertical position as shown.
3. Locate cylinder set screw on lock body and tighten securely.
4. Verify that the key cylinder operates the lock smoothly.
5. If a square cylinder trim ring is used, level trim and secure trim ring to cylinder with set screw.

F. Outside Trim Installation

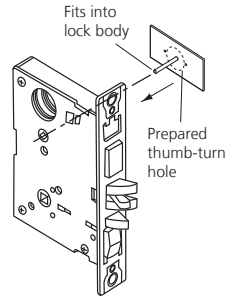
1. Insert spindle spring into outside sectional trim or escutcheon trim assembly.
2. Place collar and rotational spring assembly onto outside sectional or escutcheon trim assembly. Ensure arrows on rotational spring assembly are oriented in the proper direction as per the required trim rotation.
3. Insert spindle into outside sectional or escutcheon trim assembly. Using the post holes on door and lock body as a guide, insert the outside sectional or escutcheon trim assembly while maintaining lever in the horizontal position.

G. Inside Trim Installation

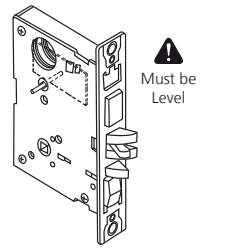
1. Insert spindle into hub of lock body
2. Slide rotational spring assembly over the spindle with arrows orientated properly for the required trim lever rotation.
3. Place mounting plate over the rotational spring assembly and secure assembly to outside trim posts with two supplied machine screws. Fasten screws securely without affecting the lock operation.
4. Place rose or escutcheon over secured assembly.
5. Ensure escutcheon or square rosette are level.
6. Secure escutcheon (if applicable) with supplied mounting bolts.
7. Insert the spindle spring in the lever (or knob) and thread lever (or knob) onto the mounting plate. Tighten with spanner wrench tool.

H. Inside Thumb-turn Installation (sectional only)

Thumb-turn Installation Jig



1. Thumb-turn installation requires the use of a jig included with the lock body; not using the jig may result in misalignment and a malfunctioning lock.
2. Place jig over the prepared thumb-turn hole on the inside surface of the door as shown, with pin engaged in the lock body's square hole.
3. Once in place, level jig and secure position with tape.
4. Using a 5/64" drill bit, drill two (2) pilot holes 3/8" deep using the jig as a guide; verify that the jig is still level after each hole.
5. Remove jig.
6. Insert thumb-turn spindle into the thumb-turn hole. Center thumb-turn plate to the hole by aligning the pilot holes with the screw holes of the trim and secure with provided screws.
7. Verify function. If thumb-turn does not turn smoothly and easily, verify installation.



I. Outside Emergency Key Plate Installation (sectional only)

1. Locate thumb-turn hole on the outiside surface of the door.
2. Place jig over the prepared emergency key hole on the outside surface of the door, with pin engaged in the lock body's square hole.
3. Once in place, level jig and secure position with tape.
4. Using a 5/64" drill bit, drill two (2) pilot holes 3/8" deep using the jig as a guide; verify that the jig is still level after each hole.
5. Remove jig.
6. Insert emergency key into trim and insert key spindle into the thumb-turn hole. Verify function.
7. With the key in place, center and align trim to pre-drilled holes.
8. Install trim with supplied screws.
9. Insert key and verify function.