



**NOTE: Template may not be true-to-size. Please use for reference purposes only. DO NOT drill until measurements are verified.**



CEDAR GROVE, NJ 07009

## INSTALLATION INSTRUCTIONS FOR LATCHSETS

Installing Latch - *Skip to #4 Instruction if door is pre-bored.*

1. Using template, mark all points for drilling. Use correct backset for latch. Drill  $2\frac{1}{8}$ " bore first. **For 2" diameter roses or narrow plates drill  $\frac{3}{4}$ " diameter hole instead of  $2\frac{1}{8}$ " bore.**
2. Using 1" bit, drill from door edge across the bore to accommodate latch length.
3. With face cover in place, position latch and mark perimeter of latch faceplate on door edge. Mortise to accommodate latch face and face cover, approximately  $\frac{5}{32}$ " deep.
4. **PASSAGE:** When installing a passage latch, hold latch with writing facing upwards.  
**PRIVACY:** When installing privacy latch, hold latch with writing facing upwards. From inside of the room, push the "Privacy Locking Block" toward the outside of the room. Slide the oval plastic stopper over the outside privacy block. Fasten with the small machine screw (see Figure #1 on reverse side).
5. Position latch in door to suit bevel. Rotate latch bolt if necessary, using slight pressure. Apply faceplate with flat side of faceplate facing flat side of bolt. Screw faceplate and latch to door.

### BEFORE INSTALLING ROSE:

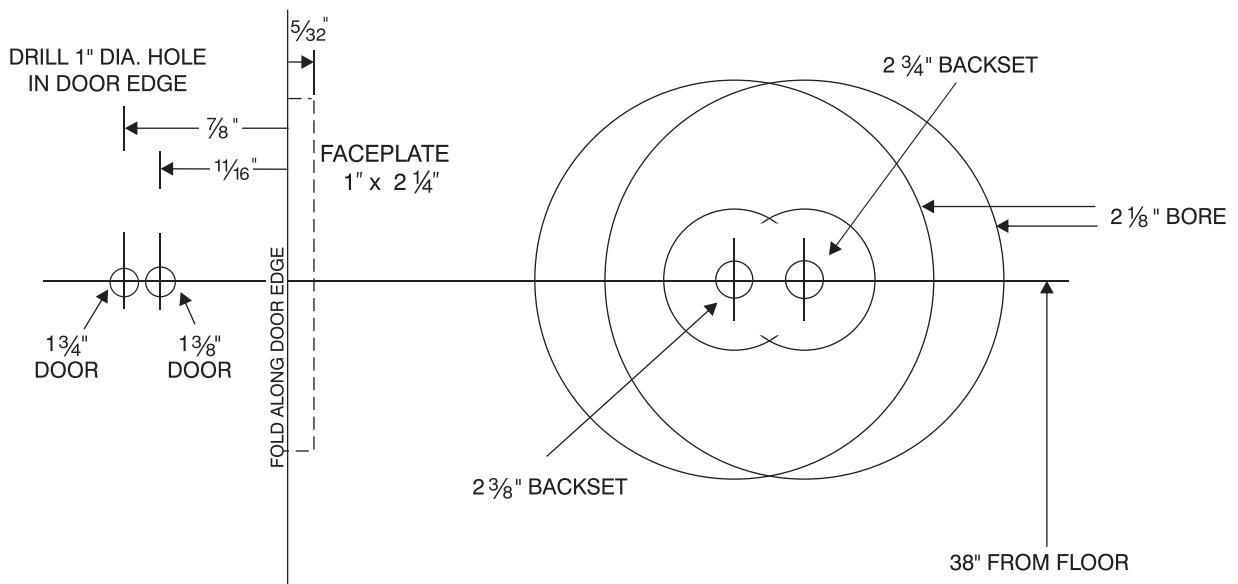
6. Insert spindle through latch hub. **FOR PRIVACY:** Insert split spindle until spindle stop hits latch hub. The "tear drop" cut outs on spindle should be facing set screw hole on lever or knob.

### Installing Passage and Privacy Rose Set

1. Place the metal sub-roses together through the door (slide both sides of the sub-roses onto the spindle). Make sure both sub-roses have the word "TOP" facing upwards. Fasten the sub-roses together using the (2) screws provided. Tighten the screws to fasten the sub-roses together.
2. Install the rose covers onto the metal sub-rose by aligning the two "tabs" of the rose with the two "notches" on the outside of the sub-rose. For a privacy set, the small hole in the cover for the privacy pin should align with the hole in the sub-rose (towards the door edge). If installing a privacy set, from the inside of the door thread the privacy pin through the hole of the rose, into the privacy locking block.
3. Attach the covers to the sub-roses by tightening the (2) threaded washers with the tool (O) provided.
4. Partially insert the provided set screws into the levers. Slide both levers onto the spindle until securely seated into the threaded nylon washers. (For privacy, ensure the spindle is centered in the latch so that each lever works independently.) Tighten the set screws onto the spindle.
5. Check for smooth operation.

**Your OMNIA Dealer/Distributor can help you with any further questions or information on other OMNIA Products.**

## TUBULAR LATCH TEMPLATE



### CAUTION: DOOR AND FRAME MANUFACTURERS

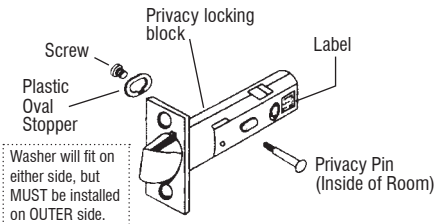
When door gasketing or silencers are used, proper allowances must be made for strike location to maintain a common centerline with lock and door so that the bolt will freely enter strike.

# INSTALLATION OF PRIVACY LATCH (PRIVACY LATCH ONLY)

**Figure #1**

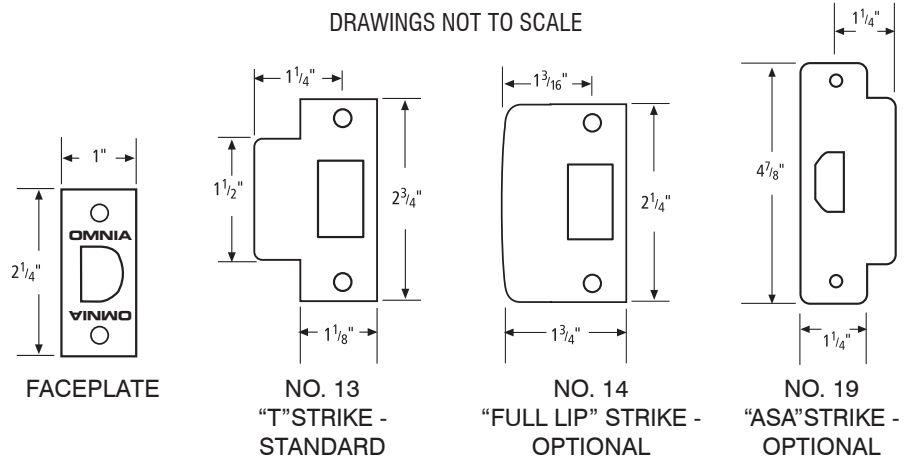
Hold latch with writing on label facing upwards. The side of the latch that is inside of the room must be towards you. Push in the privacy locking block. Slide the oval plastic stopper over the outside privacy block. Fasten with the small machine screw.

**\*NOTE** Thread privacy pin into latch after trim is applied.



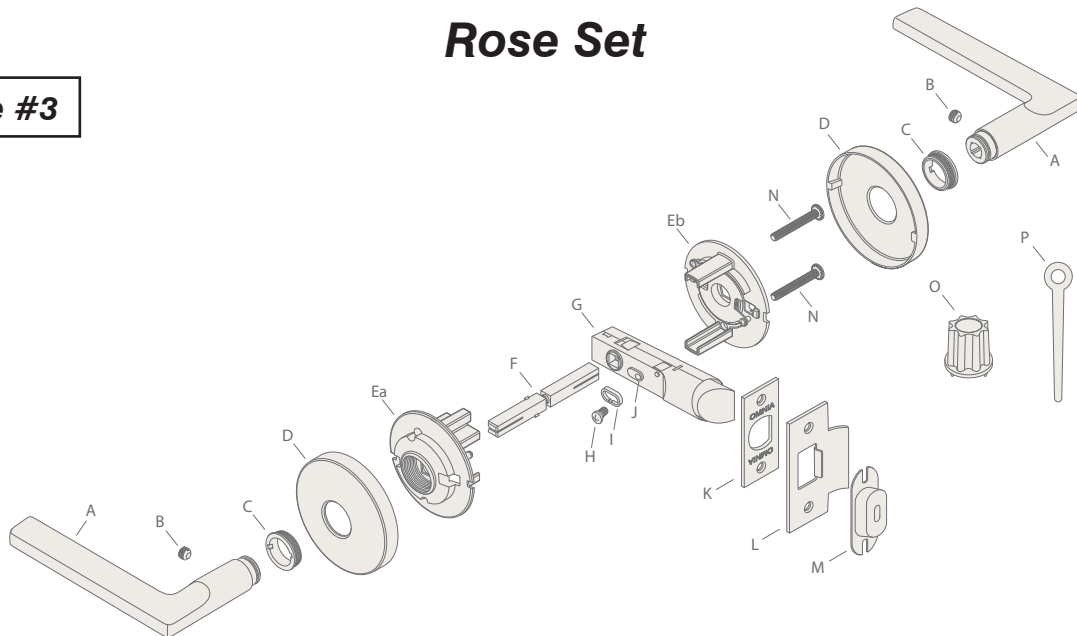
**Figure #2**

## FACEPLATE AND STRIKES DRAWINGS NOT TO SCALE



## Rose Set

**Figure #3**



## Latchset Component List

- |   |   |
|---|---|
| A) Door Knob/Lever (2)                                    | H) Privacy Locking Block Machine Screw              |
| B) Set Screw (2)  | I) Privacy Locking Block Locking Stopper            |
| C) Nylon Threaded Washer (2)                              | J) Privacy Locking Block                            |
| D) Finished Rose (2)                                      | K) Tubular Latch Faceplate                          |
| Ea) Metal Spring Assist Sub-Rose                          | L) Tubular Latch Strike Plate                       |
| Eb) Metal Spring Assist Sub-Rose                          | M) Tubular Latch Dust Box                           |
| F) Spindle (Teardrop groove positioned towards set screw) | N) Thru-Bolt Machine Screws With Locking Washer (2) |
| G) Tubular Latch  | O) Washer Installation Tool                         |
|   | P) Emergency Release Key                            |

