

# INSTALLATION INSTRUCTIONS

## PASSAGE AND PRIVACY ROSETTE CONCEALED SCREW MECHANISM

### IMPORTANT!

All wood screws require 7/64" pilot holes, 1" deep in the door and jamb. Electric drills/drivers should NOT be used to install any wood screws.

### NOTE:

Passage and privacies fit doors 1-3/8" to 1-3/4" thick.

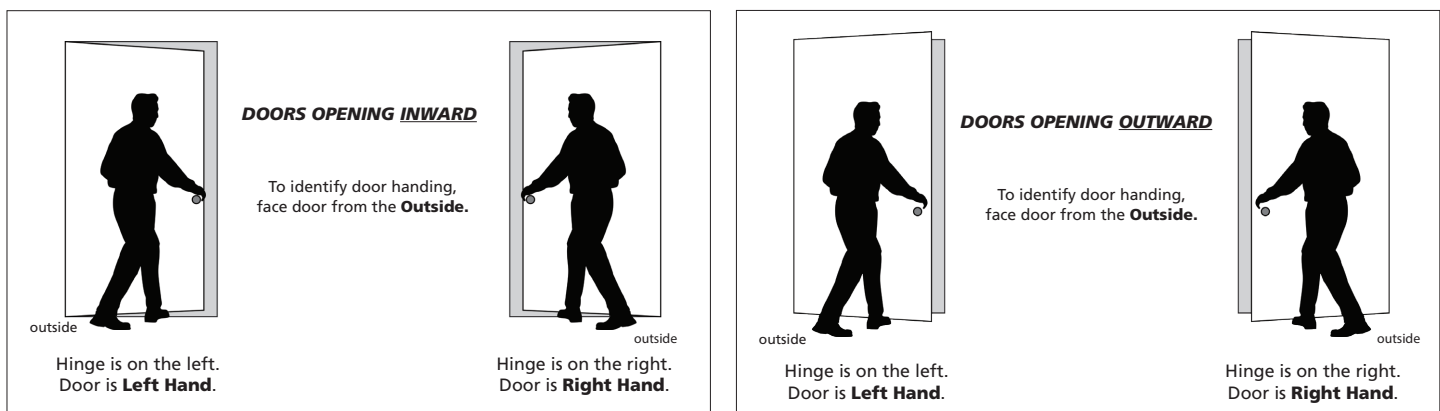
**Tools Required: #2 Phillips Screwdriver & electric drill, 7/64" bit**

## DOOR HANDING - ROSETTES AND SHORT PLATES

Door handing is critical for Split-Finish, or Split-Design products. It's also used to determine where the Interior and Exterior halves of the lockset are located on the door. And, it's used to position 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**. For example, on a bedroom door, the Outside would face the hallway.



## INSTALLATION RULES:

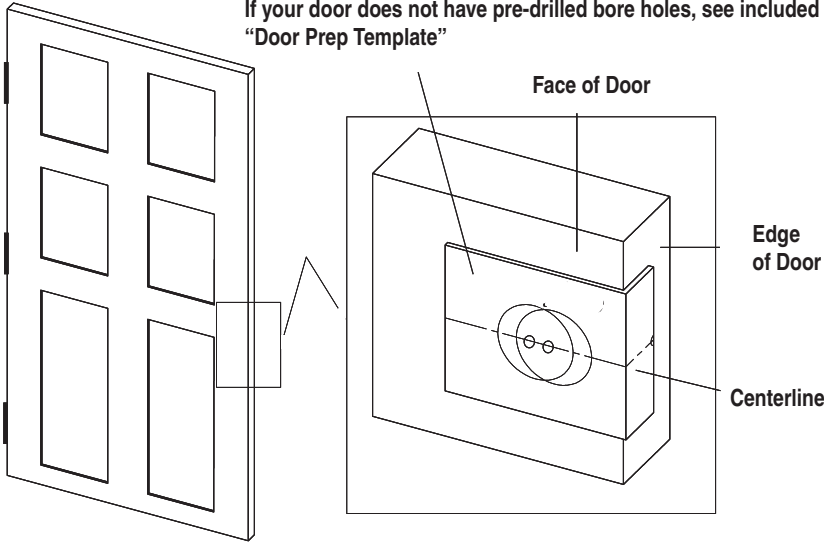
- 1) READ ALL INSTRUCTIONS AND FOLLOW EACH STEP IN ORDER.
- 2) DO NOT MIX PARTS FROM ONE BOX WITH THOSE OF ANOTHER.
- 3) Privacy pin holes are next to the door edge containing the latch.
- 4) Latch tongues have a beveled side, and this side should contact the curved end of the face plate, and curved end of the strike plate.  
(See \*Latch Tongue Notes on page 2.)

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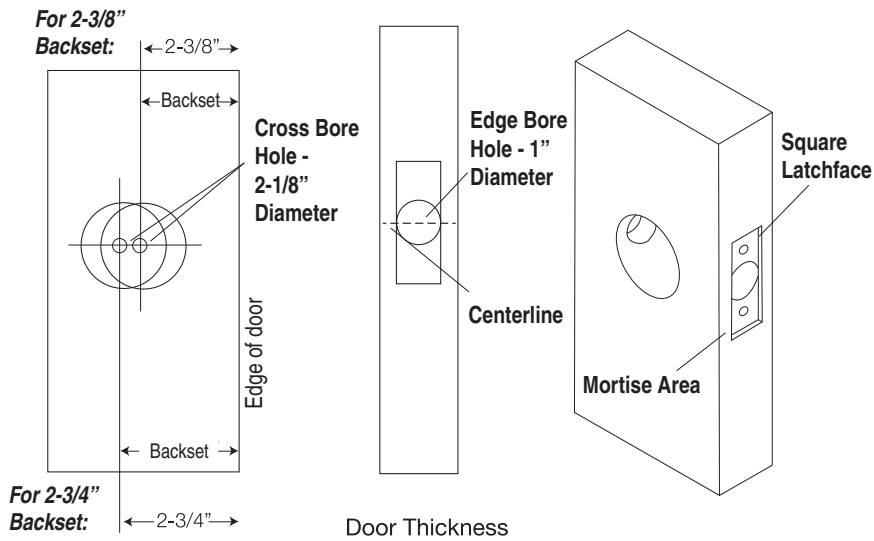
**A**

If your door does not have pre-drilled bore holes, see included "Door Prep Template"



Skip to step **C** if your door has pre-drilled bore holes.

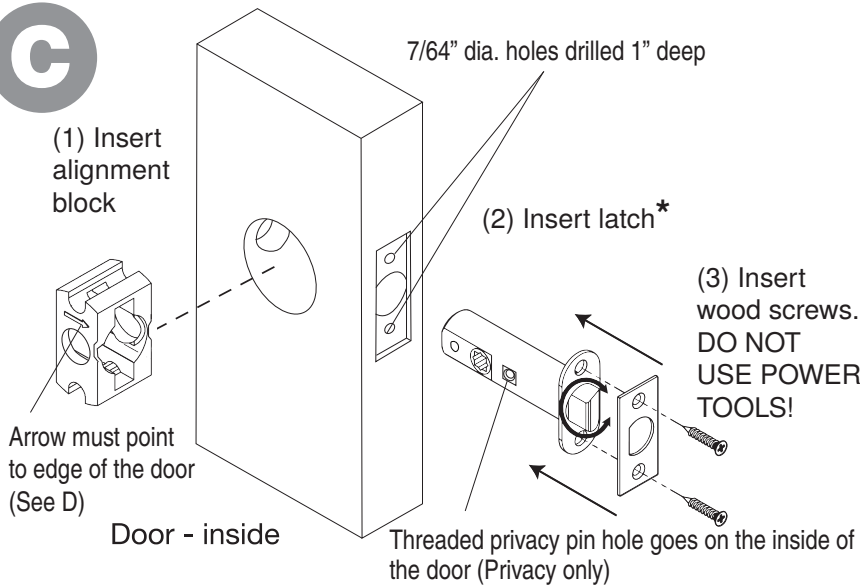
**B**



Drawing shown with **square** latchface. **Radius** latchface is also available.

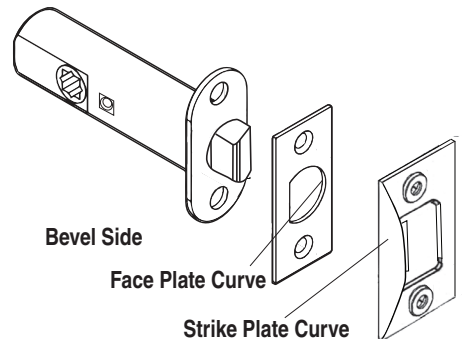
**IMPORTANT!**  
Determine the handing of your door (left or right) before installing any lockset parts!

**C**

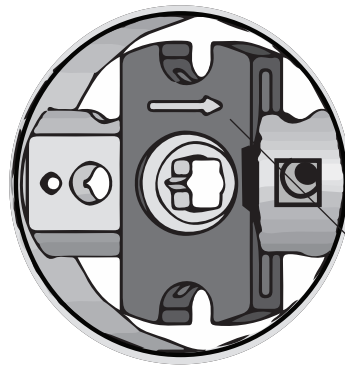
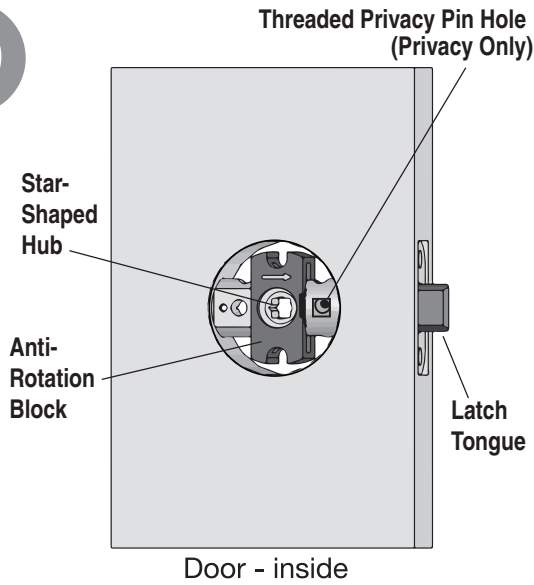


**★ Latch Tongue Notes**

- A) You may need to tap the latch in.
- B) Bevel side of latch tongue should contact curved end of face plate, and curved end of strike plate.

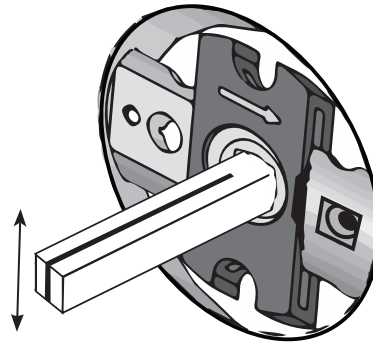
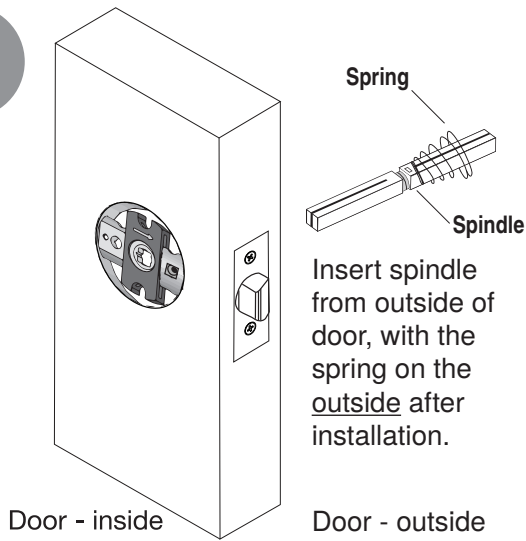


**D**



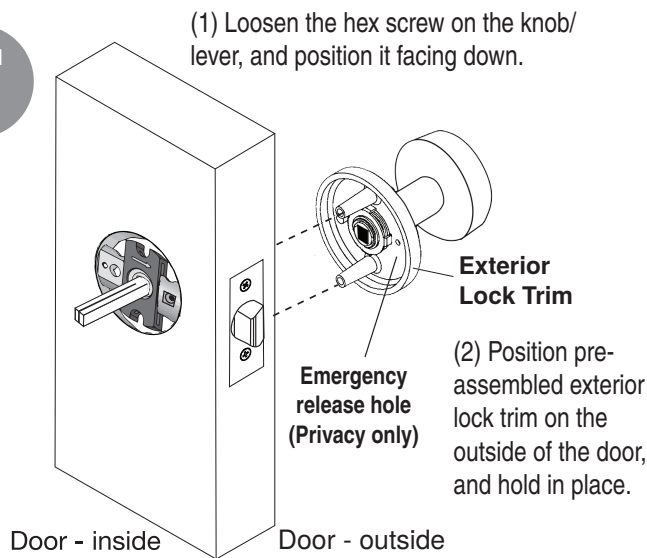
Make sure arrow points to the edge of the door.

**E**



Slot in spindle should be in vertical position on both sides of door.

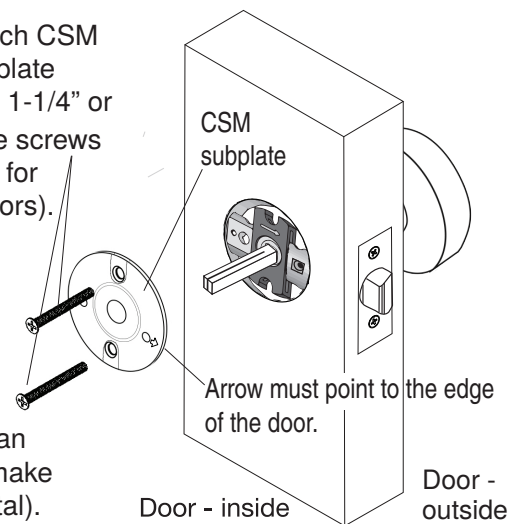
**F**



**G**

Attach CSM subplate with 1-1/4" or 1-5/8" machine screws (1-5/8" screws for 1-3/4" thick doors).

(Note: Before fully tightening, the subplate can be rotated to make levers horizontal).

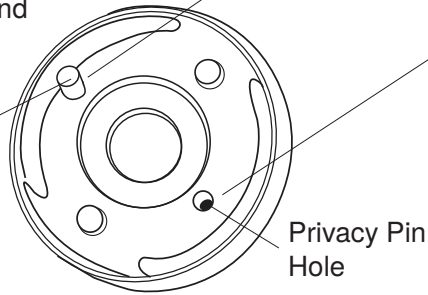


**H**

(1) Position inside rosette on subplate. Privacy pin hole (if present) should be next to the door edge.

(2) Attach rosette with screw-in bushing and included red plastic tool.

Alignment Pin



Rosette-underside

Note: there is an alignment pin on the back side of the rosette that inserts into a hole in the subplate opposite the privacy pin hole.

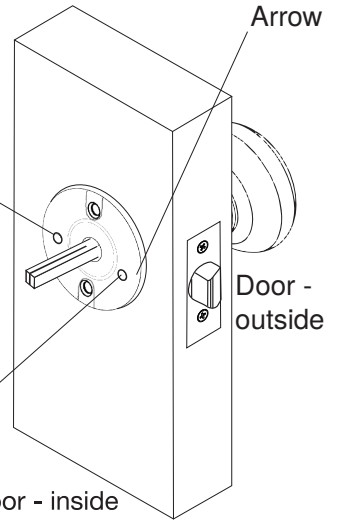
Screw-in bushing

Tool

Inside rosette

Privacy Pin Hole

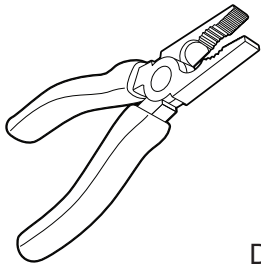
Door - inside



Door - outside

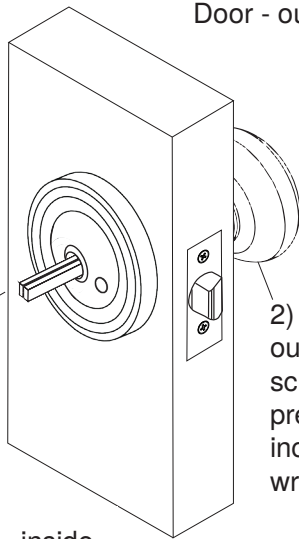
**I**

1) Firmly pull spindle out with pliers.



Door - inside

Door - outside



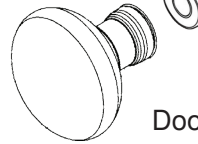
2) Tighten outside hex screw if present with included hex wrench.

(3) Loosen the hex screw on the knob/lever, and position it facing down.

4) Put the nylon washer onto the knob/lever, then slide knob/lever onto the spindle with the hex screw on the bottom.

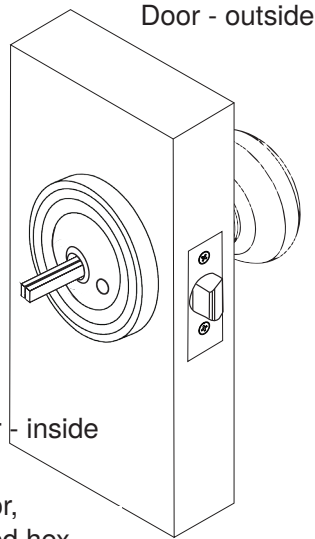
5) Hold knob/lever against the door, and tighten hex screw with included hex wrench.

Nylon washer



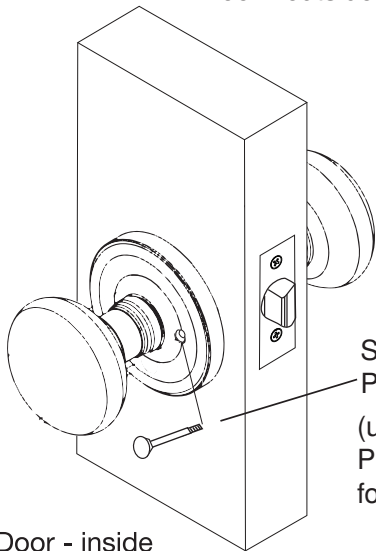
Door - inside

Door - outside



**J**

Door - outside

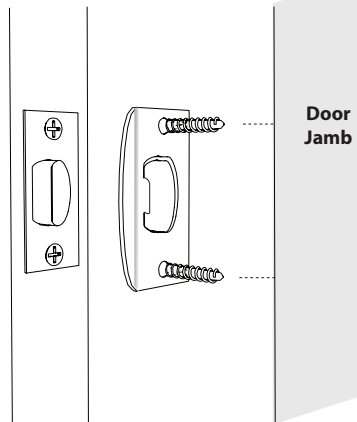


Door - inside

Screw in Privacy Pin (use included Privacy Pin Extender for 1-3/4" thick doors.)

**K**

Install strike plate



Door Jamb

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

Note: Drill 7/64" diameter holes 1" deep. Install screws without using electric drill/driver.