

**PLEASE NOTE: When printing these instructions, be sure to print at "Actual Size"**

### Step 1

- Fold template where indicated.
- Position template on door edge at desired latch height.
- Firmly hold template and mark latch height and handle fixing holes (refer to template).
- Measure door thickness and mark centre point for latch.
- Drill 25mm (1") latch hole to a depth of 75mm into the door
- Drill two 5mm holes (**B & C**) and one 20mm hole (**A**) through door face as marked on template.

**Note: It is important to drill the hole squarely.**

### Step 2

- Mark and chisel door edge for latch face plate to a recess of 4mm or until flush with door.
- Use latch face plate as a template.
- Insert latch in door ensuring the latchbolt (**E**) is correctly placed for door operation - bevelled area of latchbolt should face direction of door closure. Rotate latchbolt if required.
- Assemble face plate to latch. (This will fix the bevel bolt in place and prevent any rotation).
- Fasten with wood screws provided.

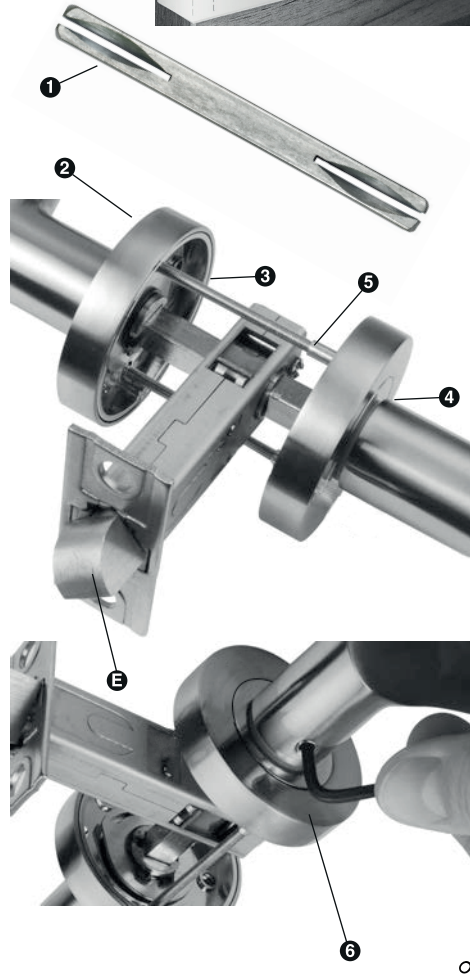
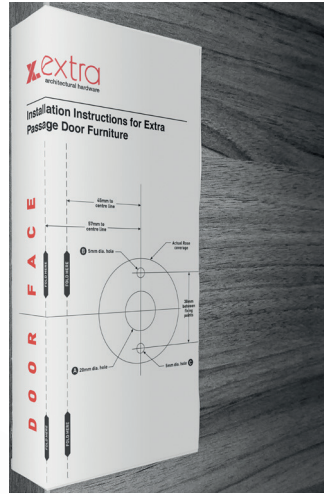
### Step 3 - Install lever assemblies to door

- Insert square drive spindle (**1**) through latch in door from the internal side ensuring the spindle grooves are facing downwards.
- Identify which side of the door each lever assembly will need to be located in order to allow both levers to move in a downward motion once installed.
- Remove rosette covers (**2**) from both lever assemblies.
- Place one lever assembly (**3**) onto the square drive spindle.
- Place other lever assembly (**4**) into position, locating it onto the other end of spindle.
- Fasten both lever assemblies together with bolt through fixings provided (**5**): Cut down bolts for thin doors. Use the wood screws to secure each rose to the door.
- Tighten the grub screws (**6**) at base of levers on both sides with the hexagonal key provided, ensuring the spindle is correctly located so the grub screw penetrates the split in the spindle (**1**)
- Re-apply rosette covers (**3**) to both under-roses and screw in place.

### Care Instructions

Extra door furniture is supplied in a high quality plated finish. To maintain this finish we recommend regular cleaning with a soft cloth.

To prevent surface deposits causing tarnishing or pitting in external applications, we suggest occasional wiping with a soft cloth and non-abrasive wax polish.



## Installation Instructions for Extra Passage Door Furniture

