Prepare the Door

1. Establish the desired knob or lever height on your door. Measure the proper backset as indicated on the template and mark the center location. For dummy applications, it is usually desirable to match the height and backset of any active doors in the vicinity of the dummy door. However, thin door stiles or other factors may make this impractical.

2. Using the drill & bore sizes specified on the template, carefully drill the door. For this application you may either drill counter bores on either side of the door or, for alignment purposes simply drill a 3/4” hole through the door.

Install the Hardware

3. Insert the half dummy rosette mounting plates in the bores on either side of the door. Using a carpenter’s square, position the plate as shown. This will assure that the spindle is square to the edge of the door. This is especially important when installing levers.

Mark the screw hole locations and drill pilot holes for the mounting screws. For metal doors, these holes should be drilled and tapped for #6-32 screws.

4. Attach the mounting plate to the door using the screws provided.

6. Remove the threaded hubs and the alignment bushings. Place a rosette on the mounting plate and secure by re-installing and firmly tightening the threaded hub. Use the rosette mounting tool to tighten the hubs, being careful not to scratch or mar the rosette surface. Repeat on other side of the door.

7. Install a nylatron washer on the base of the knob or lever. Slide the knob or lever over the spindle and press until it seats firmly against the rosette, as shown.

8. Tighten the set screw with the hex wrench provided. This screw should seat within the spindle groove and when fully installed, little or no play should be felt when using the knob or lever.