



WATER STREET  
BRASS

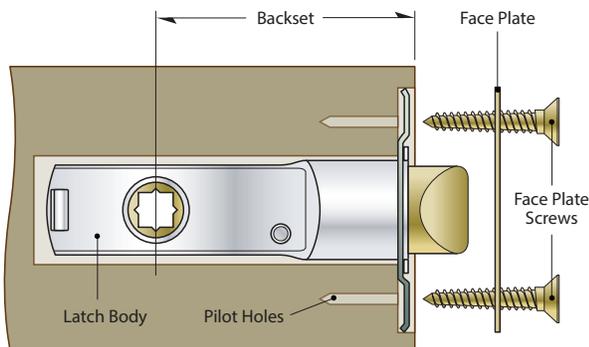
## Tubular Latch x Mortise Bolt Installation Sectional Trim

### PREPARE THE DOOR

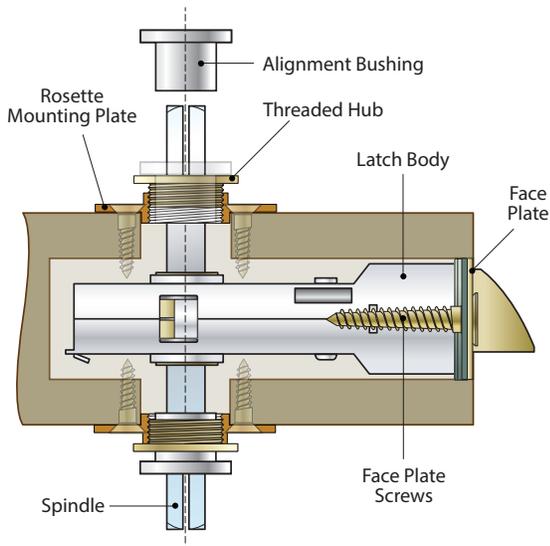
1. Establish the desired latch height on your door. Using the provided templates for your lock or latch, mark hole locations on the door.\*
2. Using the drill & bore sizes specified on the template, carefully drill the door. On the door edge, mark and drill two pilot holes for the installation screws.

### INSTALL THE LATCH

3. Install the latch body and face plate into the door and secure loosely with the screws provided. Do not tighten completely at this time.



4. Insert the spindle through the latch body as shown. Position a rosette mounting plate with a threaded hub on both sides of the door. Insert the two alignment bushings into the hubs and snug the mounting plates firmly against the door surface.



5. Tighten the latch face plate screws. When satisfied that the latch is firmly in place and level, mark the screw hole locations for the rosette mounting plates. Drill pilot holes and proceed to affix the plates to the door surface with the screws provided.

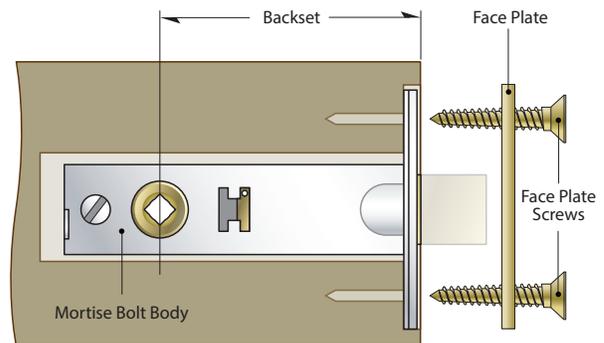
As a final check, remove the alignment bushings and place a lever or knob on the spindle. Check that the latch functions properly. If there is any binding or sticking, slight adjustments to the latch face plate or rosette mounting plates may be necessary. Once satisfied that the latch is working properly, remove the threaded hubs and spindle.

6. You can now install the rosettes by locating them over the rosette mounting plates. Firmly secure the threaded hubs using the tool provided. Take care not to scratch or mar the rosette surfaces when installing.
7. Complete the installation by centering the spindle in the latch body. **To prevent binding, we recommend the grooves in the spindle be facing up, away from the set screws.**

Place the levers or knobs onto the spindle with the Nylatron washers located on the bases. Seat the lever or knob so that it sits flat against the washer and rosette face. Using the hex key wrench provided, firmly tighten the set screws so that they seat within the spindle grooves. When properly seated, there should be no gaps or excessive play in the levers or knobs.

### INSTALL THE MORTISE BOLT

8. In the same manner as the latch, install the mortise bolt and face plate into the door and secure with the screws provided.





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9. On the interior side of the door, center the mortise bolt mounting plate over the through hole. Secure the plate in position with the two screws provided.

10. Slide the thumb turn stem into the mortise bolt body and hand thread the mortise bolt trim plate onto the mounting plate. If the trim plate does not align with the mounting plate, you may need to loosen the screws and adjust the location slightly.

**Note:** The thumb turn stem is designed to fit doors in excess of 4" thick. Measure and cut this stem so that it reaches to the approximate center of the mortise bolt body.

11. If your emergency egress trim is the screw on variety, repeat step 9 on the exterior side of the door.

If your trim is the optional tap in variety, use a rubber mallet to gently tap the emergency egress collar into the through hole on the exterior side of the door.

Hand screw the emergency egress access button into the collar - do not over tighten.

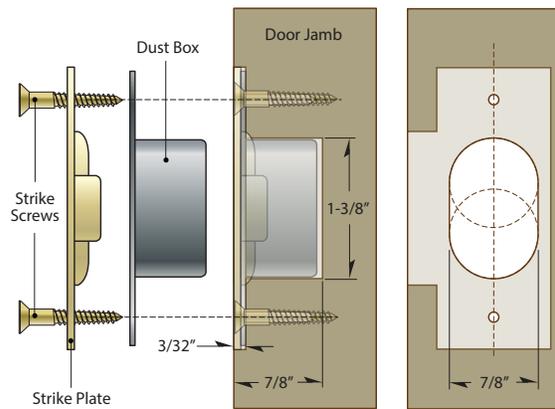
## DOOR JAMB

12. Carefully measure the jamb to determine the exact

location that the latch strike and lock bolt land when the door is fully closed. Mark the locations. Using the strike plate as a template, outline the shape and begin to mortise the door jamb to accept the strike.

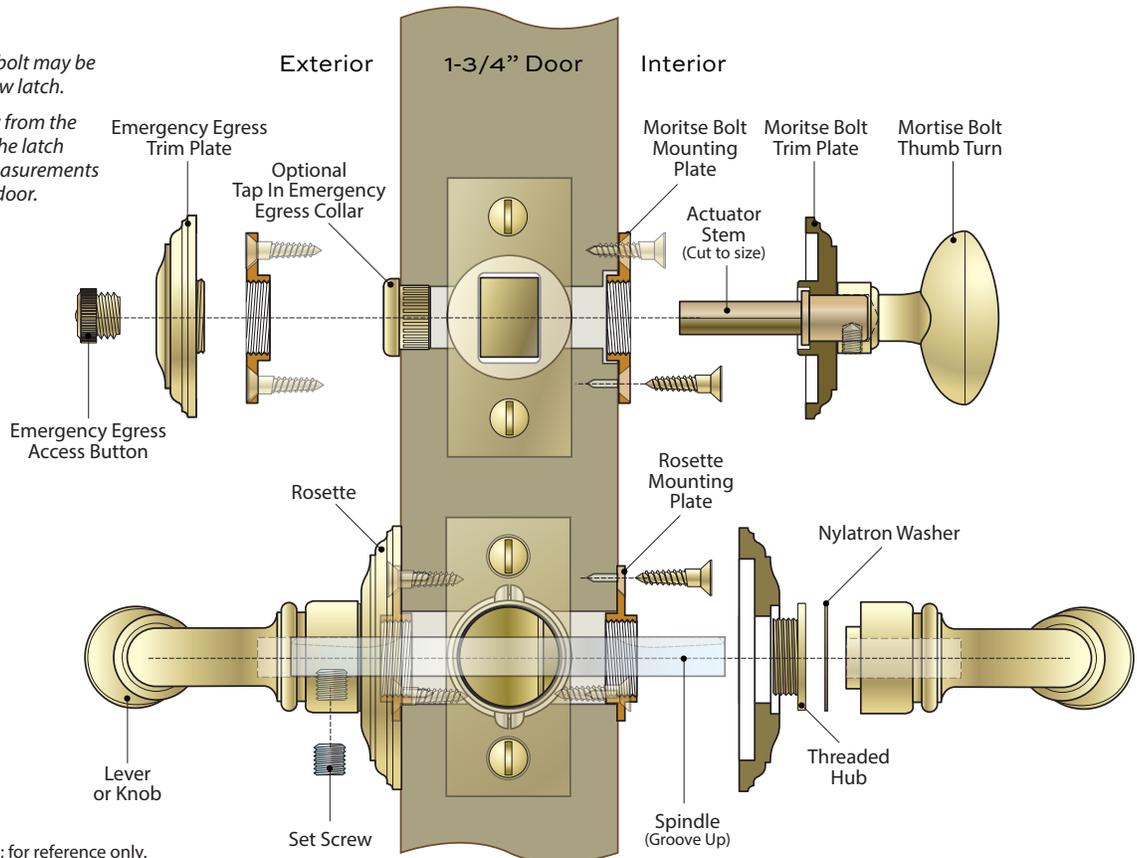
Mortise the dust box cavities as shown here. If using a full lip latch strike, the dust box will be smaller; measure carefully and install.

After installation, if the latch does not fully engage with the strike, loosen the screws and adjust slightly.



**\*Note:** The mortise bolt may be located above or below latch.

The spacing may vary from the template so confirm the latch placement and all measurements before preparing the door.



Illustrations not to scale; for reference only.