



WATER STREET  
BRASS

## Sectional Mortise Privacy Installation Instructions

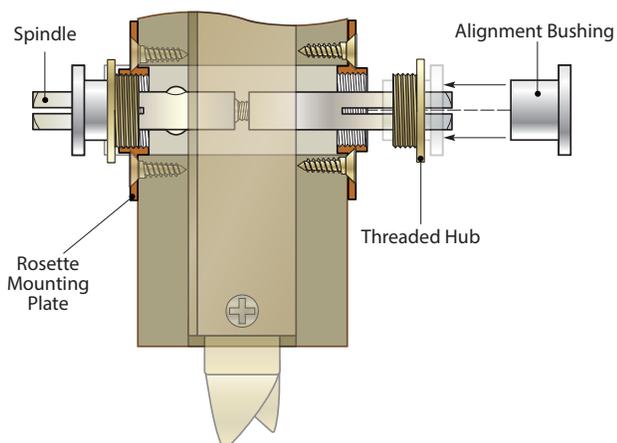
These instructions are for the installation a mortise lock privacy set with sectional trim. The hardware will work with either door knobs or levers.

### PREPARE THE DOOR

1. If your door has not already been prepared for your lock installation, do so by using the templates provided for your specific lock model. Be sure to confirm the proper backset, function and handing for your door prior to any drilling or mortising.
2. Sectional trim is mounted on the door surface. The templates provided for the lock body do not show mounting information for the sectional trim. Refer to the additional templates provided for the individual trim sets.
3. Install the mortise lock body in the door using the screws provided. Do not install the lock body face plate at this time.

### INSTALL THE ROSETTES.

4. Insert the spindle into the lock body and center it. The security notches should be on the exterior side of the door.
5. 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.



6. When satisfied that the spindle is level and aligned, 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.

**Note:** When drilling the pilot holes, be careful not to drill into the lock body! Depending on the door thickness, it may be necessary to snip or grind off the tips of the wood screws so they don't hit the lock body.

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.

7. 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.
8. 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 against the spindle. When properly seated, there should be no gaps or excessive play in the levers or the knobs.

### INSTALL THE THUMB TURN ASSEMBLY

9. Cut the thumb turn stem so it falls approximately in the center of the door. Do not allow the stem to pass all the way through the lock body.

**Note:** If the thumb turn stem is not cut to length, the emergency egress will not work.

10. If your thumb turn assembly has surface mount screws, simply insert the thumb turn stem into the lock body mark the desired location of the screws. Carefully drill pilot holes for the screws and secure the assembly to the interior door surface.

Or:

10. If the thumb turn uses a concealed mounting plate, insert this plate in this bore, mark and drill the screw holes, then secure the plate with the two screws provided.

Insert the thumb turn stem into the lock body and screw the thumb turn plate onto the mounting plate.

11. Test the function but turning the thumb turn. If binding occurs, a slight adjustment to the plate assembly may be necessary.



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## INSTALL THE EMERGENCY EGRESS

12. Install the emergency egress trim plate exactly as you did with the mortise bolt trim plate. The EE button will allow access to the lock mechanism from the exterior side of the door.

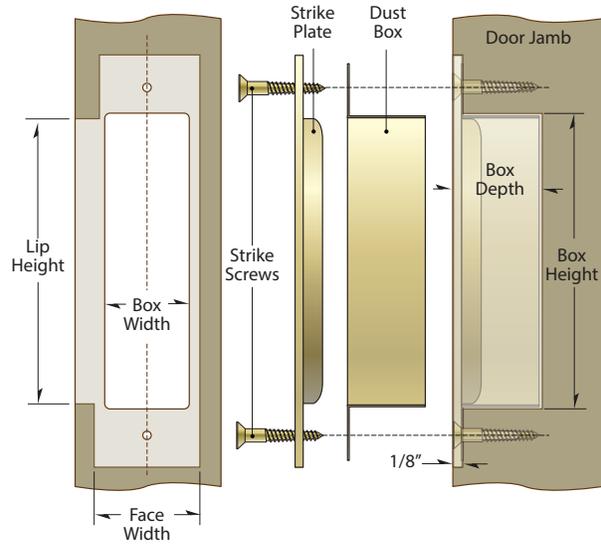
13. Complete installation by attaching the mortise lock face plate.

## DOOR JAMB

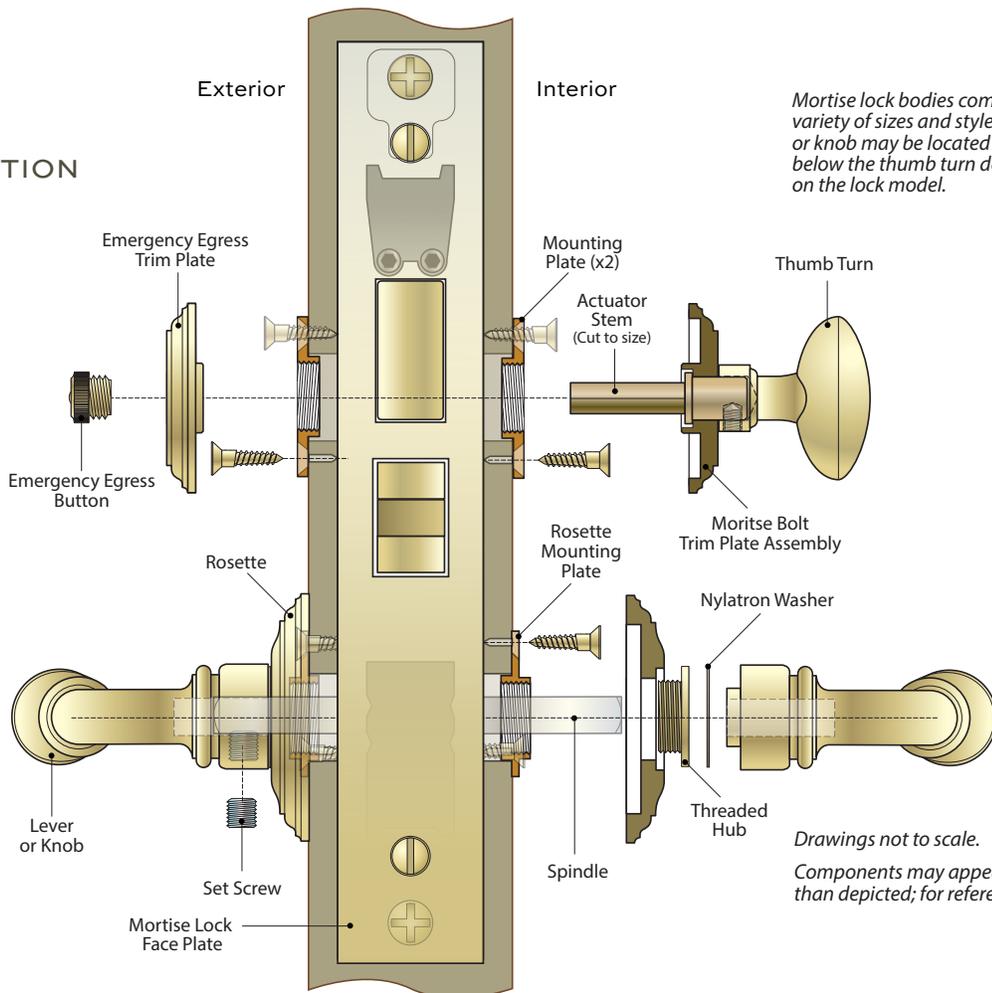
14. Carefully measure the jamb to determine the exact location that the lock bolt will land when the door is fully closed. Mark the location. Using the strike plate as a template, outline the shape and begin to mortise the door jamb 1/8" deep to accept the strike and lip.

Finally, mortise the jamb to the proper depth to accept the dust box.

Attach the strike plate with the screws provided.



## ASSEMBLY CROSS SECTION



*Mortise lock bodies come in a variety of sizes and styles. The lever or knob may be located above or below the thumb turn depending on the lock model.*

*Drawings not to scale. Components may appear differently than depicted; for reference only.*