



## WATER STREET BRASS

# Multipoint Active Dummy Installation Instructions

These instructions are for the installation hardware for a multipoint lock active dummy set. An active dummy functions as a standard passage from the interior but the exterior lever is fixed and does not operate the latch.

### PREPARE THE DOOR

Multipoint locks come already installed in exterior doors, so very little preparation of the door should be necessary. In most cases, Water Street Brass attempts to configure our hardware to match the specifications of the original door manufacturer. This means you should be able to simply remove the existing trim and install the new.

For security reasons, through bolting is standard for multipoint doors and the door should already be drilled for these bolts. Many, but not all locks come with access holes or slots for through bolting. However, if drilling new through bolt holes is necessary due to unusual or unique applications, **it is very important that you do not attempt to drill through the lock body!** Neither Water Street Brass, your door manufacturer or the lock manufacturer will warranty any damage to the lock caused in this manner.

### INSTALL THE HARDWARE - FIXED EXTERIOR LEVER

1. To assure a fixed exterior lever, insert the swivel spindle into the lock body. The set screw grooves should be at the bottom, facing the floor.
2. Slide the dummy mount plate over spindle and firmly fasten to the door surface with the two screws provided. This will prevent the exterior lever from moving, holding it in a rigid position.

Back the spindle off so that the interior portion interacts with the lock while the exterior side remains fixed.

**Note:** For this application, it may be necessary to remove the security notches located on the spindle.

3. While holding the spindle in place, insert the exterior plate assembly onto the door with the spindle going into the exterior lever. When the plate is tight against the door, secure the spindle in the lever by tightening the set screw with the provided Allen wrench.

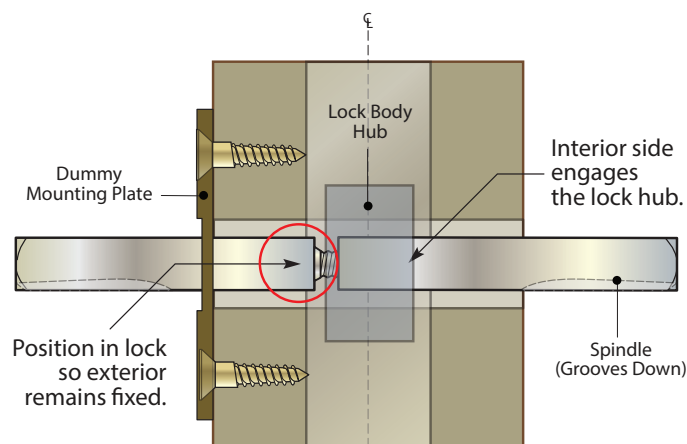
4. Install the interior plate by fitting the spindle into the interior plate lever and carefully sliding the assembly onto the door surface.

6. When the interior plate is in position, install the two through bolts into the mounting attachments and carefully **hand tighten**.

**NOTE:** Never use power tools to tighten the through bolts. Too much torque will strip the threading.

7. Check that both plates are straight and square to the edge of the door.

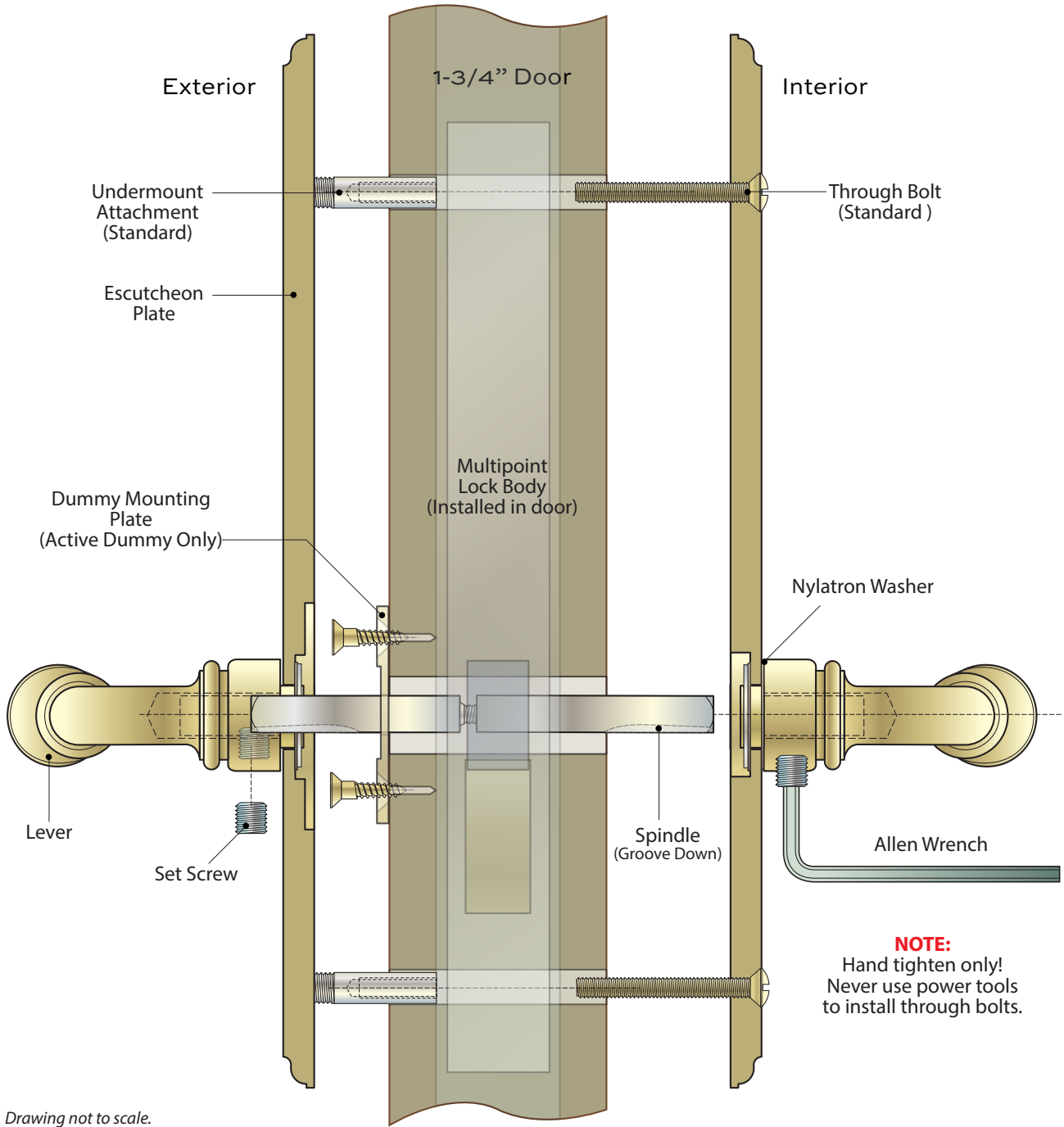
Test the function of the lever. When satisfied that the latch is functioning properly, complete installation by tightening the set screw on the interior lever.





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## ASSEMBLY CROSS SECTION



**NOTE:**  
Hand tighten only!  
Never use power tools  
to install through bolts.

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