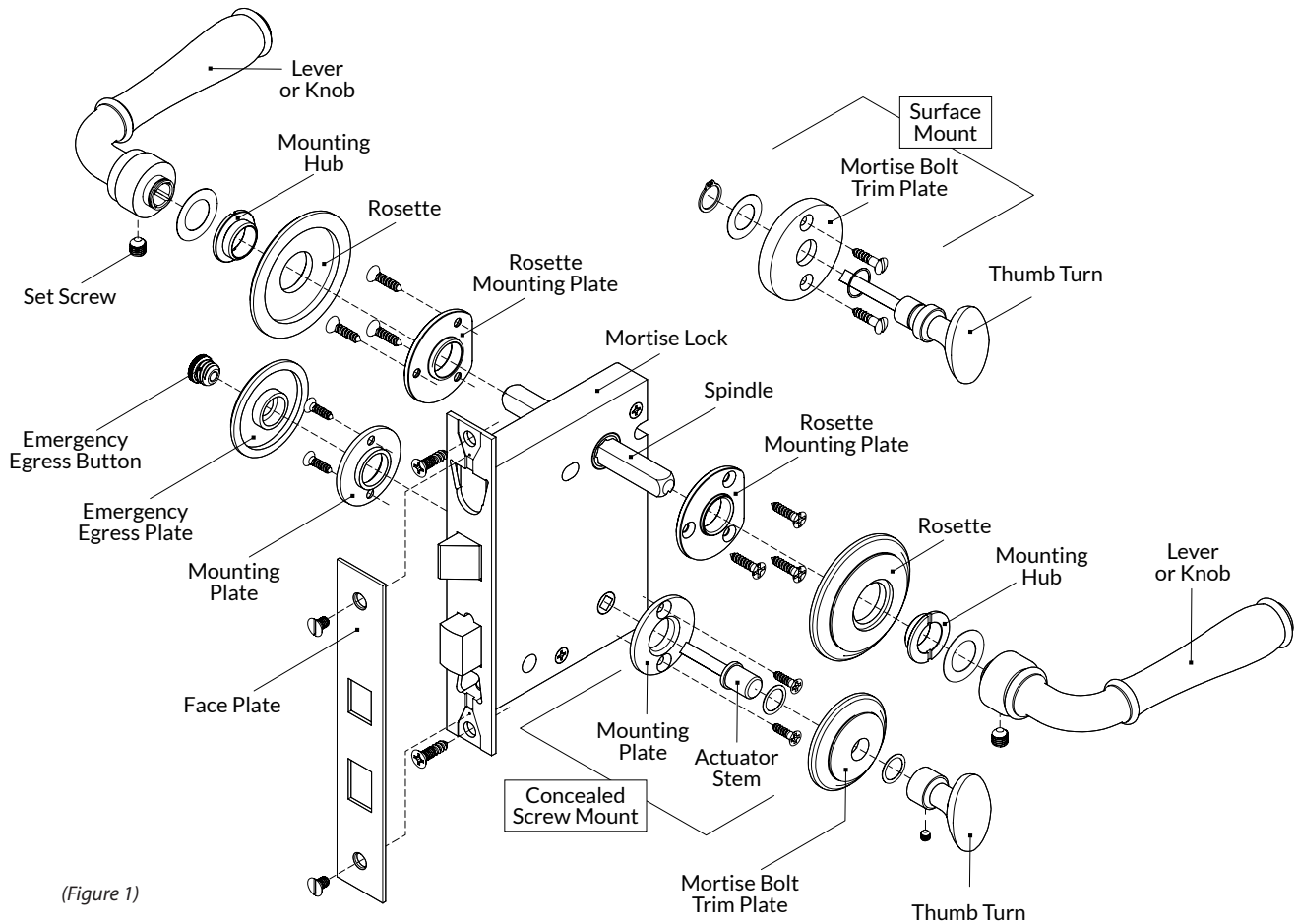




**WATER STREET.**  
JAMESTOWN NEW YORK

## MS-PR - MORTISE SECTIONAL PRIVACY / PATIO SETS



Mortise locks can be ordered with a wide range of features. They may be electronically operated or feature magnetic latching mechanisms. The hardware trim used can vary widely in size and style. Regardless of the hardware or function chosen, the basic installation covered in these instructions remains the same.

### PRIVACY SET

Mortise sectional privacy sets feature a mortise lock and latch operated by a knob or lever on the either side of the door.

- The door exterior has a door knob or lever mounted on a rosette, with an emergency egress button on a trim plate.
- The door interior has a door knob or lever mounted on a rosette, and includes a thumb turn on a trim plate.

Depending on the collection selected, the trim plates may have a hidden mounting plate or be surface mounted.

### PATIO SET

Mortise sectional patio sets feature a mortise lock and latch operated by a knob or lever on the either side of the door. Patio sets offer no access to the lock from the exterior side of the door.

- The door exterior has a door knob or lever mounted on a rosette.
- The door interior has a door knob or lever mounted on a rosette, and includes a thumb turn with a trim plate.



## MS-PR - MORTISE SECTIONAL PRIVACY / PATIO SETS

### PREPARE DOOR

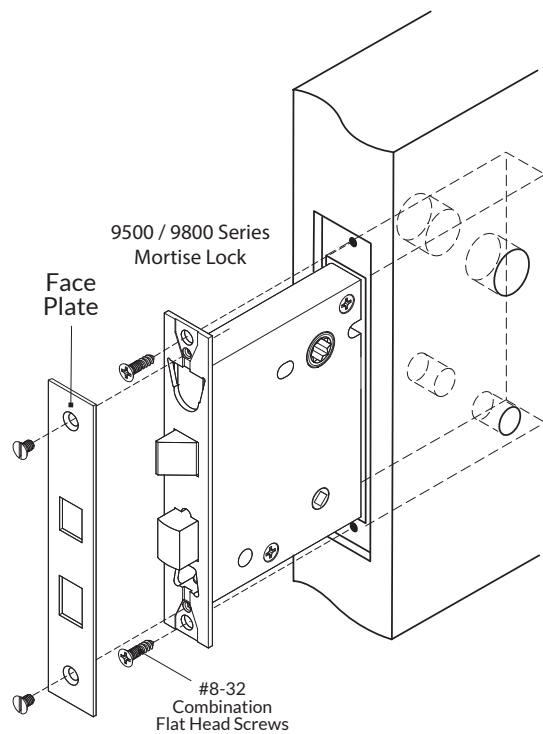
1. Prepare the door according to the template provided. If optional surface mount screws are to be used, use the escutcheon plates to mark the hole locations to drill pilot holes.

**NOTE** Different models of mortise locks may be used for a variety of applications. The proper door templates will be provided for the lock ordered. The lock depicted here may differ from the model you are installing.

### INSTALL THE MORTISE LOCK

2. Insert the mortise lock body into the cavity and mark the lock screw locations. Drill pilot holes for the screws, then install the lock using the screws provided. Metal doors require two tapped holes for the combination screws. Confirm the screw size prior to drilling and tapping these holes. (Figure 2)

Do not install the lock face plate at this time.



(Figure 2)

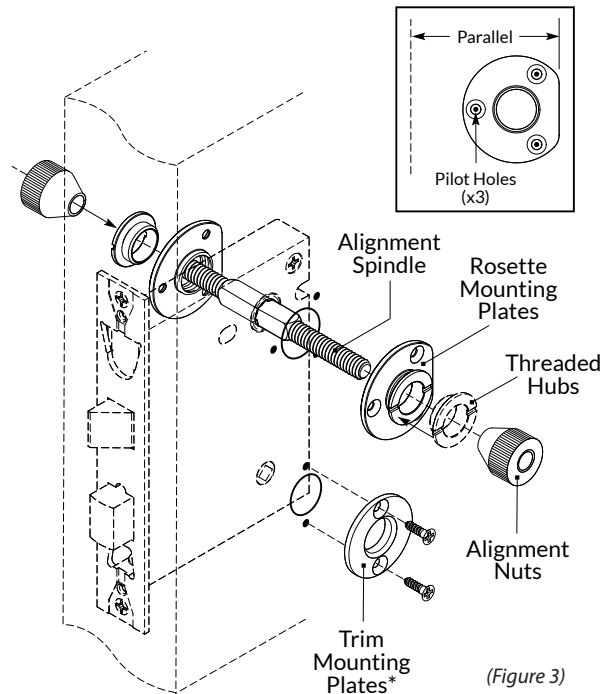
### ROSETTE MOUNTING PLATES

3. Loosely install the threaded hubs into each rosette mounting plate. This will help with the alignment process.

4. Center the alignment tool spindle into the lock hub, then position the rosette mounting plates on the door surface. Screw the alignment nuts onto the spindle so the tapered ends snug the mounting plates in place. Align the mounting plates so the flat edges are parallel to the door edge, then mark the screw hole locations. (Figure 3)

4. Drill pilot holes for the mounting screws before installing the mounting plates. For metal clad doors, drill and tap these holes to accept #6-32 machine screws.

5. Remove the alignment nuts and spindle and set aside for future installations.

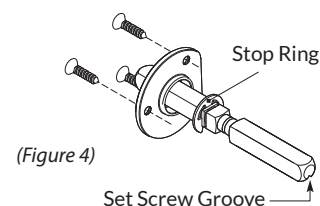


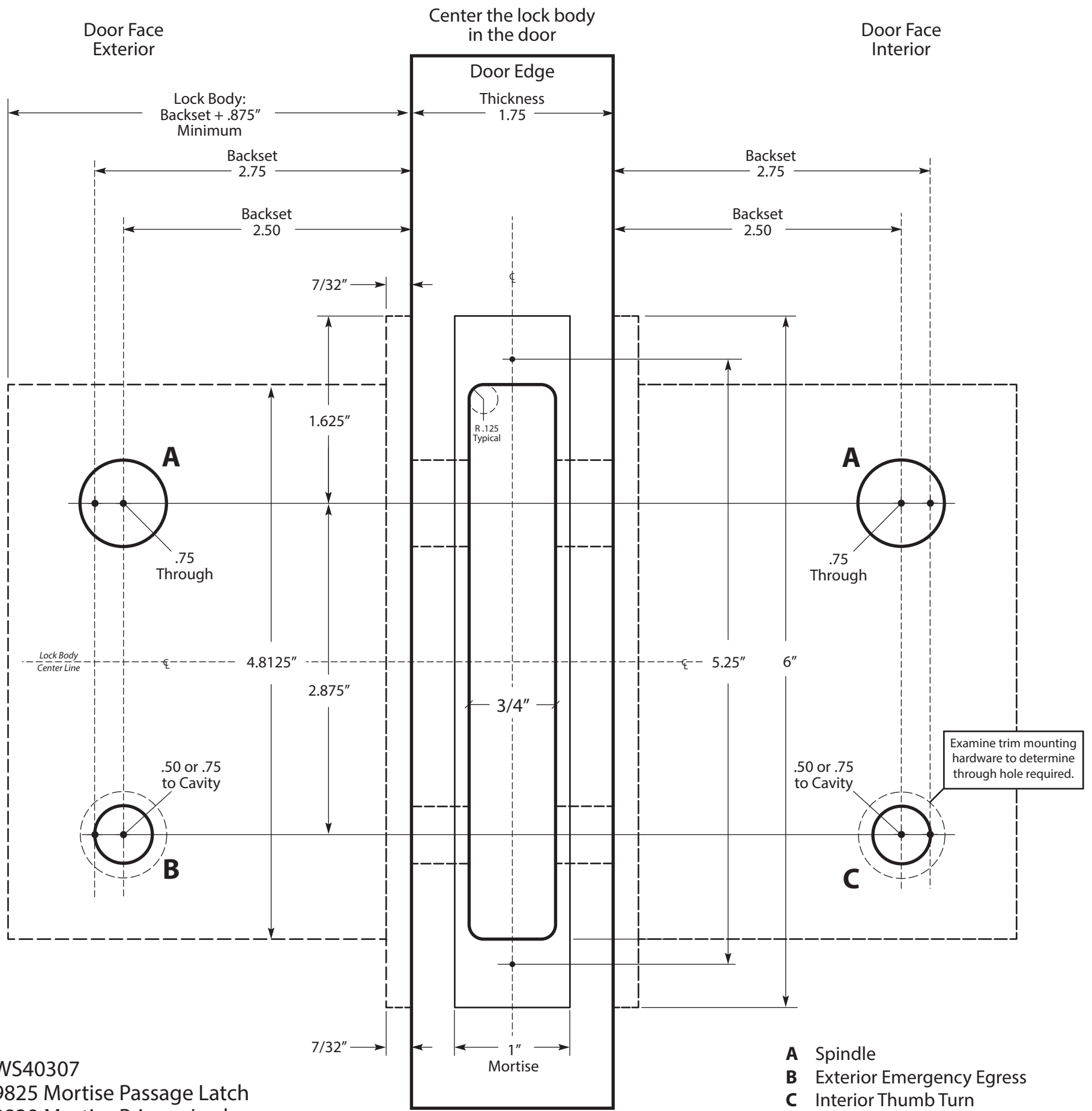
### INSTALL SPINDLE

Interior mortise locks typically use a straight spindle, however if your lock is provided with a swivel spindle, the spindle must be installed prior to the rosette mounting plates.

6. From the exterior side of the door, slide the spindle into the lock hub, centering in the lock body. A swivel spindle will include a stop ring to assure proper positioning. Make sure the set screw groove is on the bottom, facing the floor. (Figure 4)

7. Position the rosette mounting plates on the door and secure with the screws provided. Using a lever or knob on the spindle, check the latch function of the lock to assure smooth operation. If binding occurs, minor adjustment of the lock body or mounting plates may be necessary.





WS40307  
9825 Mortise Passage Latch  
9839 Mortise Privacy Lock

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### Lock Functions

