



# INSTALLATION INSTRUCTIONS FOR LATCHSETS



CEDAR GROVE, NJ 07009

## Installing Latch - *Skip to #4 Instruction if door is pre-bored.*

1. Using template, mark all points for drilling. Use correct backset for latch. Drill  $2\frac{1}{8}$ " bore first. **For 2" diameter roses or narrow plates drill  $\frac{3}{4}$ " diameter hole instead of  $2\frac{1}{8}$ " bore.**
2. Using 1" bit, drill from door edge across the bore to accommodate latch length.
3. With face cover in place, position latch and mark perimeter of latch face plate on door edge. Mortise to accommodate latch face and face cover, approximately  $\frac{5}{32}$ " deep.
4. If installing a privacy latch, hold latch with the threaded part of the privacy locking block facing the inside of the room.
5. Position latch in door to suit bevel. Rotate latch bolt if necessary, using slight pressure. Apply faceplate with flat side of faceplate facing flat side of bolt. Screw faceplate and latch to door.

## BEFORE INSTALLING ROSE:

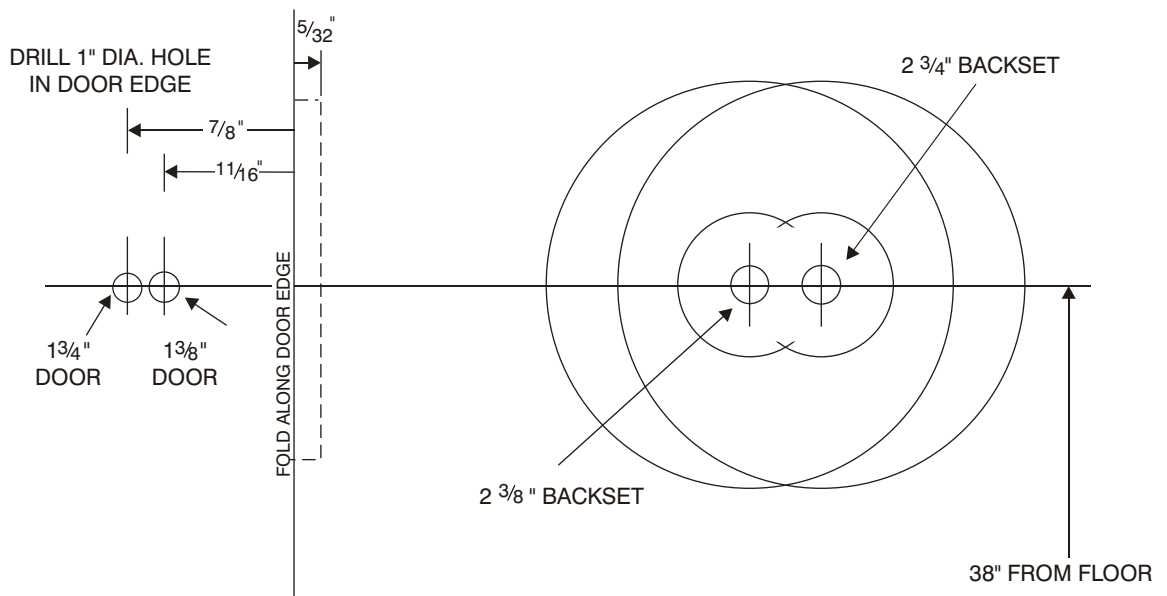
6. **Insert spindle through latch hub. FOR PRIVACY: Insert split spindle until spindle stop hits latch hub.**

## Installing Passage and Privacy Rose Set

1. Place the plastic sub-roses together through the door, making sure both sub-roses have the word "TOP" facing with the arrow pointing up (For a privacy set the hole for the privacy pin is towards the door edge). Fasten the sub-roses together using the (2) screws provided, (do not tighten them down but leave them snug). Slide levers onto the spindle on both sides and **turn the sub-roses so that the ends of the levers are slightly pointing upwards.** Tighten the screws to fasten the sub-roses together. (**DO NOT OVER TIGHTEN THE SCREWS.**) Slide the lever handles off the spindle.
2. Install the rose covers onto the plastic sub-rose by aligning the small projection on the back of the rose cover into dimple "A". For a privacy set, the small hole in the cover for the privacy pin should align with the round hole in the sub-rose.
3. Attach the covers to the sub-roses using the (2) threaded nylon washers and the tool (N) provided.
4. Slide both levers onto the spindle until securely seated into the threaded nylon washers. (For privacy, ensure the spindle is centered in the latch so that each lever works independently.) Insert the set screws provided into the levers and fasten the levers to the spindle. If installing a privacy set, thread the privacy pin through the rose into the latch.

Your Omnia Dealer/Distributor can help you with any further questions or information on other Omnia Products.

## TUBULAR LATCH TEMPLATE

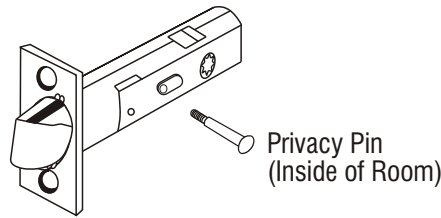


**INSTALLATION OF PRIVACY LATCH  
(PRIVACY LATCH ONLY)**

**Figure #1**

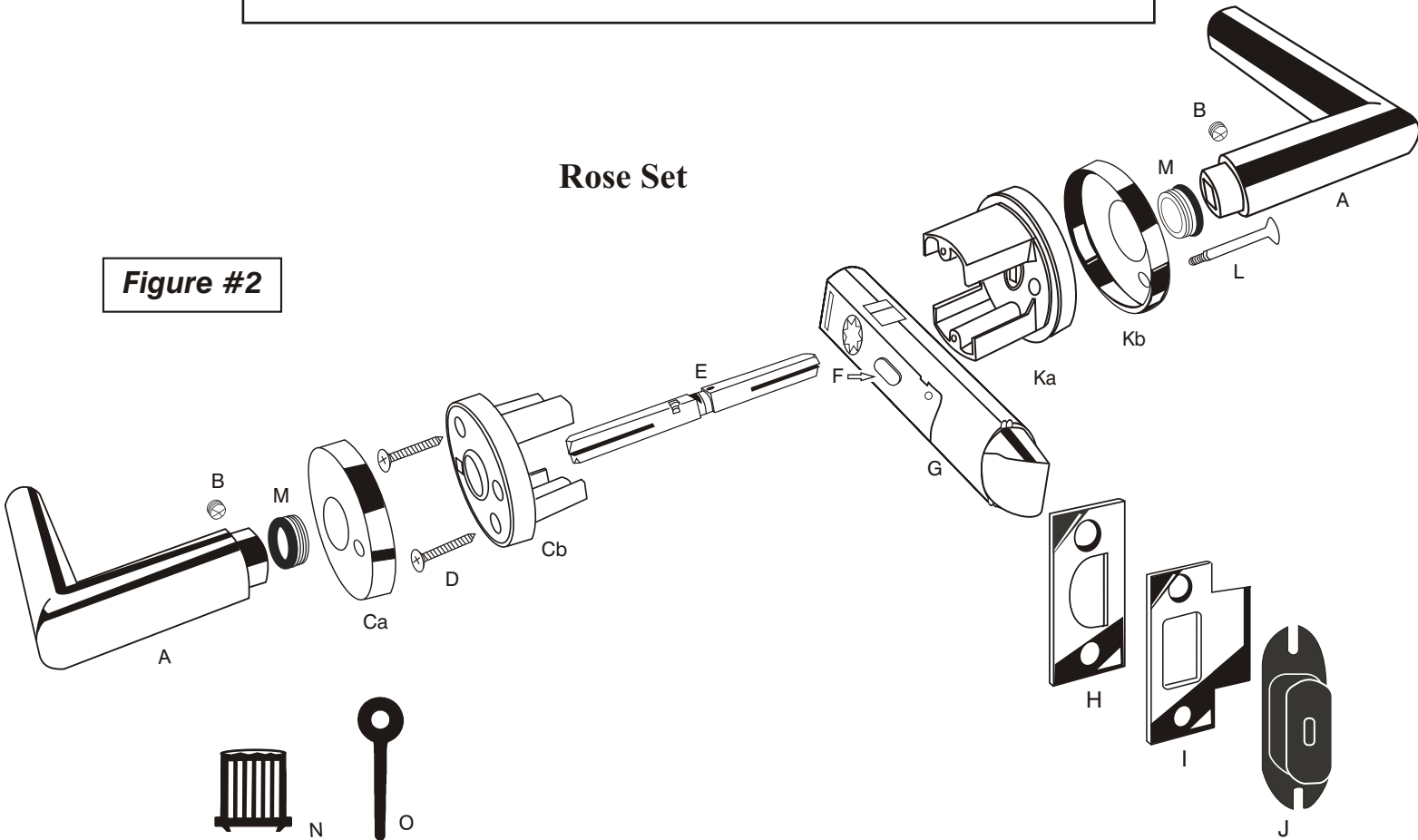
Install the latch so the threaded screw hole for the privacy pin is facing the inside (locking side) of the door.

**\*NOTE Thread privacy pin into latch after trim is applied.**



**Rose Set**

**Figure #2**



**Latchset Component List**

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| <ul style="list-style-type: none"> <li>A) Door knob/lever (2)</li> <li>B) Set screws (2)</li> <li>Ca) Finished rose</li> <li>Cb) Plastic sub-rose (Modern and ornate sub-rose with flat neck. All others with 1/8" neck.)</li> <li>D) Thru-bolt screws (2)</li> <li>E) Spindle (Teardrop groove positioned towards set screw)</li> <li>F) Privacy locking block</li> <li>G) Tubular latch</li> </ul> | <ul style="list-style-type: none"> <li>H) Tubular latch face plate</li> <li>I) Tubular latch strike plate</li> <li>J) Tubular latch dust box</li> <li>Ka) Plastic sub-rose (Modern and ornate sub-rose with flat neck. All others with 1/8" neck.)</li> <li>Kb) Finished rose</li> <li>L) Privacy locking pin</li> <li>M) Nylon threaded washers (2)</li> <li>N) Washer Installation Tool</li> </ul> |
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