



**NOTE: Template may not be true-to-size. Please use for reference purposes only. DO NOT drill until measurements are verified.**



CEDAR GROVE, NJ 07009

## INSTALLATION INSTRUCTIONS FOR LATCHSETS

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

- 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.**
- Using 1" bit, drill from door edge across the bore to accommodate latch length.
- With face cover in place, position latch and mark perimeter of latch faceplate on door edge. Mortise to accommodate latch face and face cover, approximately  $\frac{5}{32}$ " deep.
- PASSAGE:** When installing a passage latch, hold latch with writing facing upwards.  
**PRIVACY:** When installing privacy latch, hold latch with writing facing upwards. The side of the latch that is inside of the room must be towards you. Push in the privacy locking block. Slide the oval plastic stopper over the outside privacy block. Fasten with the small machine screw (see Figure #1 on reverse side).
- 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:

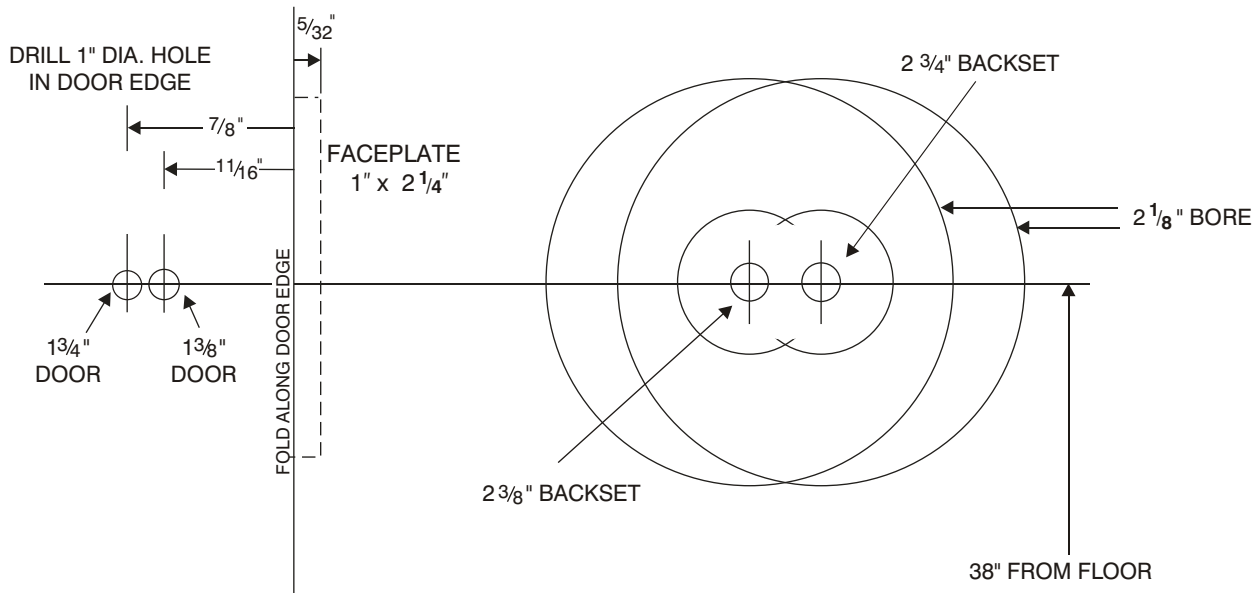
- Insert spindle through latch hub. FOR PRIVACY: Insert split spindle until spindle stop hits latch hub.**

### Installing Passage and Privacy Rose Set

- 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.
- 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.
- Attach the covers to the sub-roses using the (2) threaded nylon washers and the tool (N) provided.
- 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.
- Check for smooth operation.

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

## TUBULAR LATCH TEMPLATE

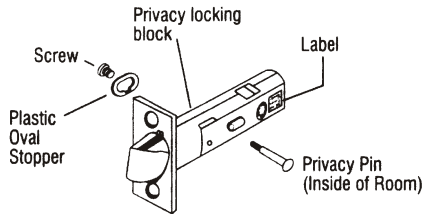


**INSTALLATION OF PRIVACY LATCH  
(PRIVACY LATCH ONLY)**

**Figure #1**

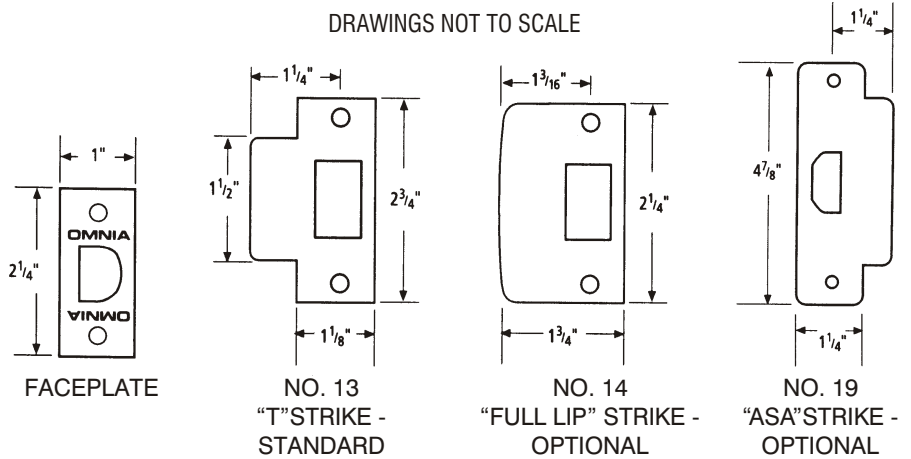
Hold latch with writing on label facing upwards. The side of the latch that is inside of the room must be towards you. Push in the privacy locking block. Slide the oval plastic stopper over the outside privacy block. Fasten with the small machine screw.

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



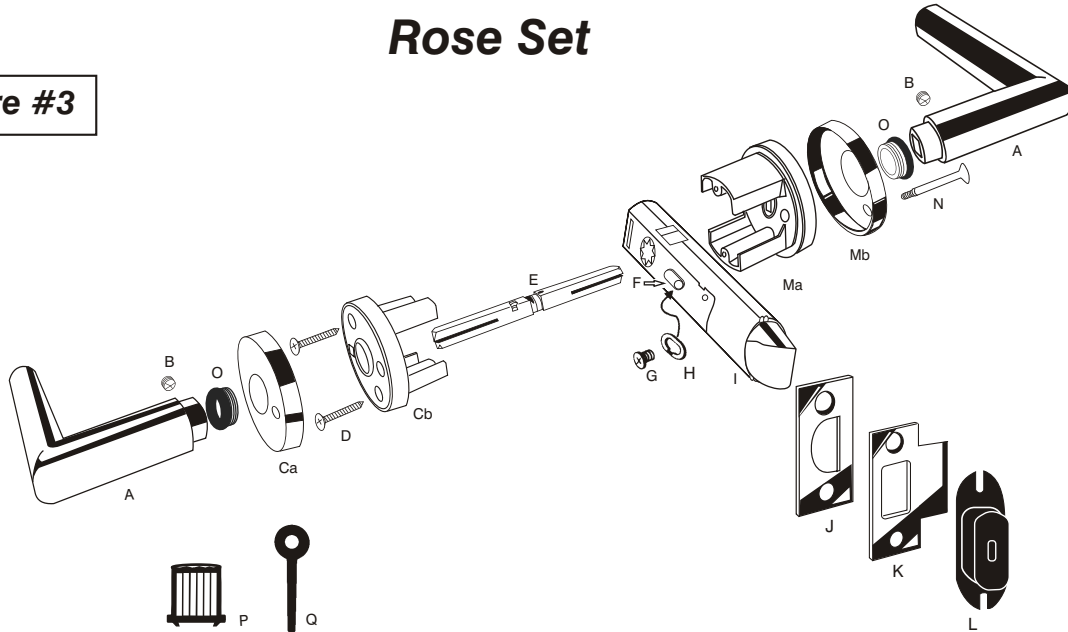
**Figure #2**

**FACEPLATE AND STRIKES  
DRAWINGS NOT TO SCALE**



**Rose Set**

**Figure #3**



**Latchset Component List**

- |  |   |
|--|---|
| <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) Privacy locking block machine screw</li> <li>H) Privacy locking block plastic stopper</li> </ul> | <ul style="list-style-type: none"> <li>I) Tubular latch</li> <li>J) Tubular latch faceplate</li> <li>K) Tubular latch strike plate</li> <li>L) Tubular latch dust box</li> <li>Ma) Plastic sub-rose (Modern and ornate sub-rose with flat neck. All others with 1/8" neck.)</li> <li>Mb) Finished rose</li> <li>N) Privacy locking pin</li> <li>O) Nylon threaded washers (2)</li> <li>P) Washer Installation Tool</li> <li>Q) Emergency Release Key</li> </ul> |
|--|---|

