**2½" BACKSET MORTISE HANDLESET LOCK TEMPLATE**

**SEE OTHER SIDE FOR OPPOSITE TEMPLATE**

**DOOR PREPARATION**

1. Draw a horizontal line on both sides of the door at 38" above the finished floor. **NOTE**: If mortise for strike already exists in frame, locate horizontal line for knob/lever using strike mortise as a reference point. Go down 1½" from the center line of the strike and mark the horizontal line of the knob/lever at this point. Our standard horizontal center line for the strike is 1½" above the horizontal knob/lever line or 39½" above the finished floor.

2. Draw a vertical line on both sides of the door 2½" back from edge of door. This will be the center line for the thumbpiece(s), knob/lever, thumbpiece, and thru-bolts for backplates.

3. Draw a vertical line on center of the door edge.

4. Locate vertical center line for strike by taking half the door thickness plus the thickness of silencers (if used). Use this dimension to locate the strike vertical center line from the doorstop molding.

5. Position the template on the door edge with the horizontal line of the knob or lever lining up with the horizontal line marked on the door. Mark centers of holes for mortise cavity. Be sure to mark the clearance needed on both sides of the cavity for the anti-friction latch.

6. Mark lever/knob, thumbpiece, cylinder(s), and thumbpiece positions to be drilled.

**MORTISING OF DOOR**

1. Mortise door edge for lockbody 3½" deep and cut notches for anti-friction latch.

2. Insert lockbody into cavity and outline the lock armed front and mark mortising screw holes.

3. Mortise ½" deep for the armored front and faceplate to be installed later. Also notch deeper or drill two cavities to allow the beveling screws to sit in.

4. Drill pilot holes for the lock mortising screws and all of the holes needed for knob/lever, thumbpiece, cylinder(s), and thumbpiece.

5. Using faceplate as a template outline and mortise to allow faceplate to fit snugly.

6. Using the strike as a template, align it on the marked center lines and outline strike and openings for deadbolt and latchbolt. Drill 1" deep for deadbolt and latch bolt holes.

7. Mortise ¼" deep for mortise strike.

8. Drill all of the required diameter holes as stated on the template for the knob/lever, thumbpiece, cylinder(s), and thumbpiece.

**INSTALLING LOCK AND STRIKE**

1. **FOR BEVELED EDGE DOOR**: Loosen the two beveling screws behind armored front of lock. Adjust the armored front of lockbody to the bevel of the door. Tighten beveling screws before installing the lockbody.

2. Insert lock body into cavity and secure to door using the two #12 combination screws. **DO NOT ATTACH FACEPLATE AT THIS TIME**.

3. Place strike into strike mortise and attach it to frame using the two #12 combination screws. (Refer to Diagram #1 on reverse side for installation of strike.)

**INSTALLING FINISHED TRIM**

1. Install spindle through the door from the outside.

2. Install outside thumbpiece trim by inserting thumbpiece arm into proper hole and installing cylinder. Tighten the mortise cylinder and mark and drill with a 1/8" drill bit any thru-bolting holes for the handle.

3. Install all thru-bolting screws for handle and tighten. Check operation of cylinder so that it works smoothly.

4. Install interior plate with proper screws supplied, but do not tighten screws at this time. If a cylinder is being used on the interior, install it at this time.

5. Install nylon washer into backplate hole for knob/lever and attach knob/lever to spindle. Adjust the armored front of lockbody to the bevel of the door. Tighten beveling screws.

6. Unthread the knob/lever slightly and install set screws to hold the knob/lever in place. Check for free movement of the knob/lever.

7. Properly position the cylinder so the "OMNIA" logo is readable. Tighten the cylinder set screws through the lock front.

8. Attach lock faceplate using the faceplate screws provided.
MORTISE STRIKE INSTALLATION INSTRUCTIONS

1) Locate center line of strike by taking the center line of the mortise lock case and going up \( \frac{3}{8} \) and making a line on the jamb.

2) Position the center line of the strike onto the line and using the strike as a guide trace the edge of the strike.

3) Mortise \( \frac{1}{4} \) deep for armored front and faceplate.

4) When box strike is used a minimum of 1" mortise depth is needed.

5) When box strike is not used be sure to mortise deep enough to allow the latchbolt and deadbolt to fully extend.

DIRagram #1

- Insert lock
- Trace outline of lock front
- Mortise \( \frac{1}{4} \) deep for armored front and faceplate

CLEARANCE FOR ANTI-FRICTION LATCH

- 3 ¾" MORTISE DEPTH

DIAGRAM #2

FUNCTION HOLES TO DRILL

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Key: C = Cloverleaf  S = Straight Cam

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