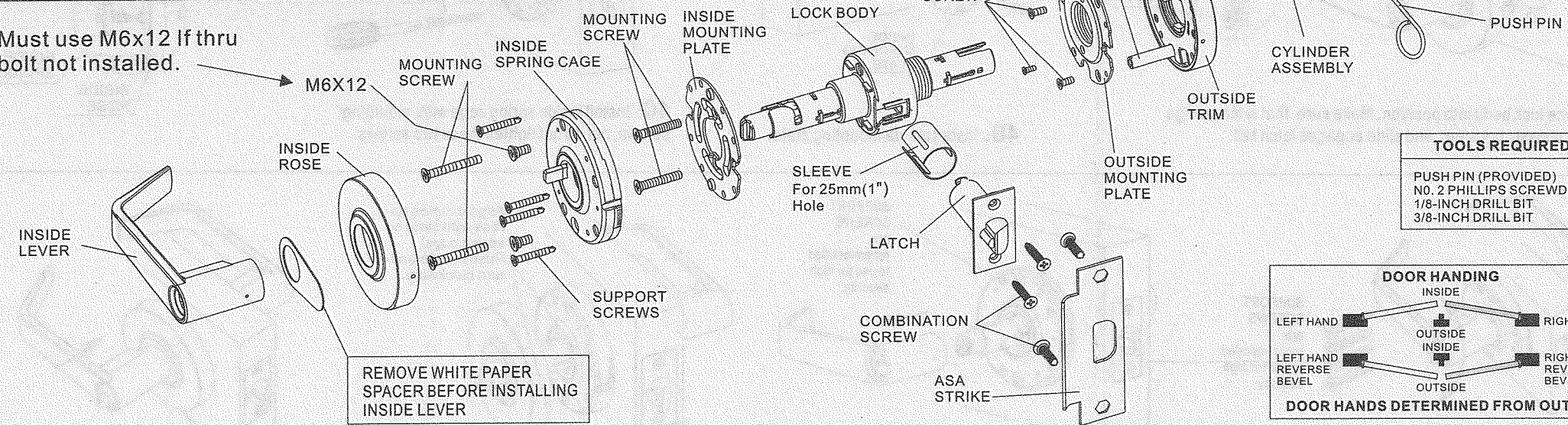


# INSTRUCTIONS FOR INSTALLING ALC SERIES LEVER HANDLE SETS

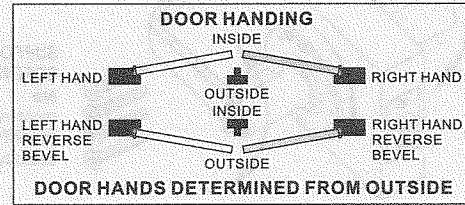
**\*THRUBOLTS ARE PROVIDED AND RECOMMENDED FOR USE ON HIGH FREQUENCY DOORS.**

**ALC SERIES ARE PACKED UNASSEMBLED INSIDE BOX FOR CONVENIENCE & QUICK INSTALLATION.**

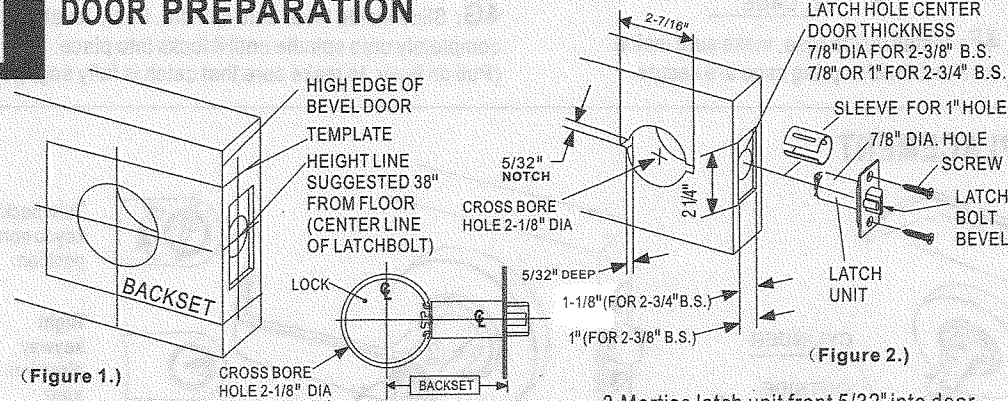
Must use M6x12 If thru bolt not installed.



**TOOLS REQUIRED**  
PUSH PIN (PROVIDED)  
NO. 2 PHILLIPS SCREWDRIVER  
1/8-INCH DRILL BIT  
3/8-INCH DRILL BIT

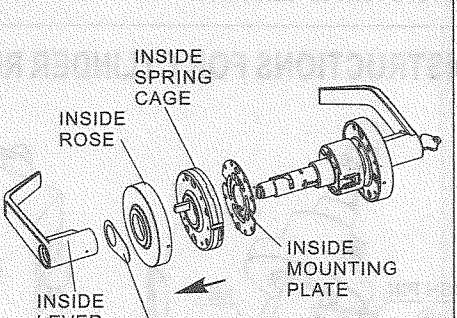


## 1 DOOR PREPARATION



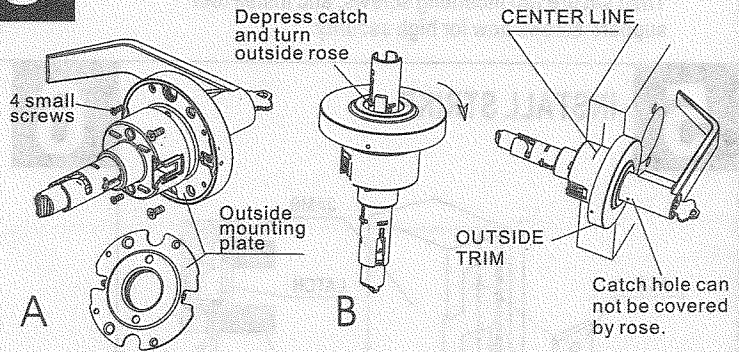
1. Check lock for proper backset and body outside stud bolt type before drilling.
2. Place paper template (supplied) on door and mark for holes. Drill the cross-bore hole, and then the latch hole.  
**NOTE**  
Put in notches on 2 1/8" cross-bore hole for steel door (Refer to fig.2.)
3. Mortise latch unit front 5/32" into door edge to dimensions shown in fig.2.
4. Insert latch unit with sleeve if hole is 1" dia, or without sleeve into 7/8" dia. Make certain that latch bolt bevel faces direction of closing door.
5. Drill two 1/8" dia. holes and secure latch unit with combi-screws supplied.

## 2 DISASSEMBLE A LOCK

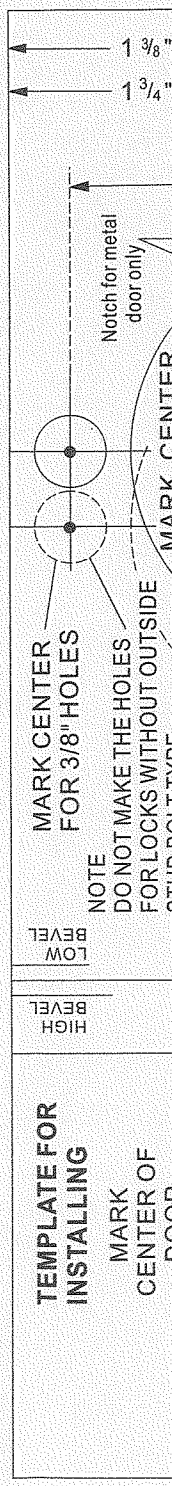


1. Disassemble inside lever.
2. Disassemble inside rose assembly and inside mounting plate.

## 3 FIT FOR 1-3/8" DOOR THICKNESS

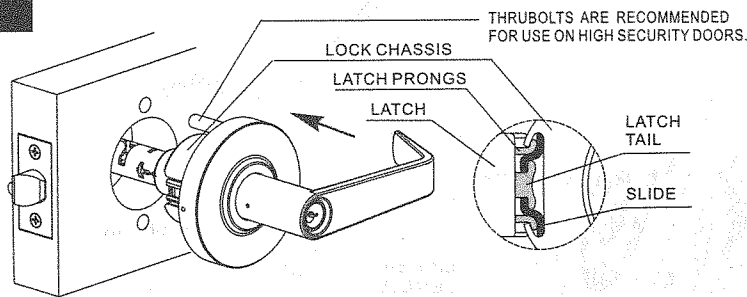


- For thickness which is 1-3/8", follow the steps A or B for adjusting:**
1. Screw off 4 small screws.
  2. Turn outside mounting plate to adjust center line of lock body to match the centerline of the door.
  3. Screw 4 small screws back to outside mounting plate for next installation.
1. Refer to 6A, move outside lever, depress catch, keep turning outside rose to make it fit for 1-3/8" door.
  2. Refer to 6B and 6C, put back outside lever.

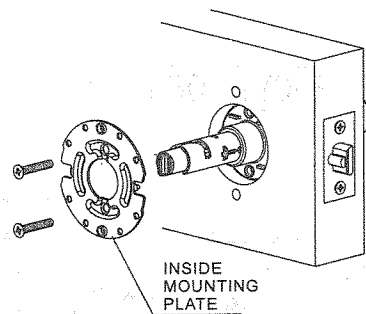


# 4

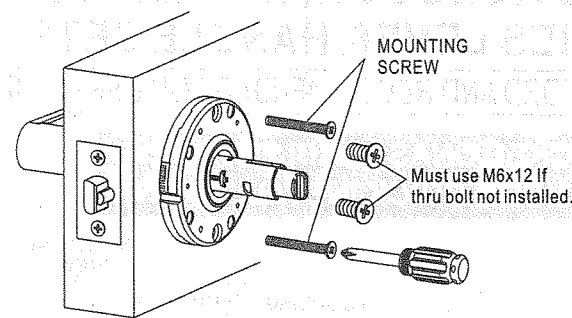
## INSTALL LOCK ONTO DOOR



**4A:** Place lock body into position. Make sure that latch prongs engage chassis housing, and slide engages latch tail.

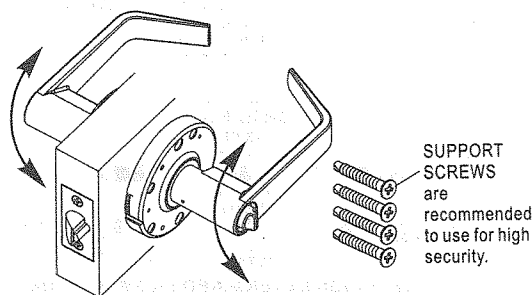
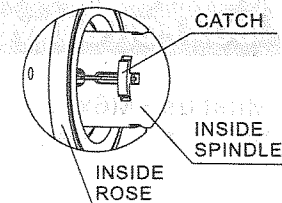


**4B:** Install inside mounting plate.

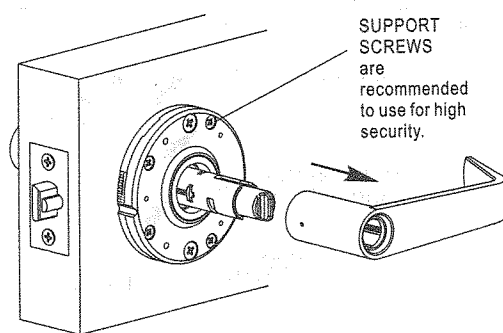


**4C:** Install inside spring cage with mounting screws, but do not tighten these two screws.

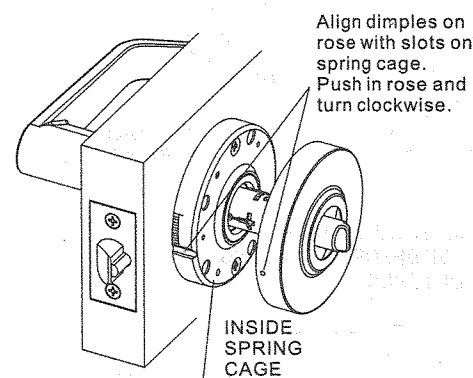
**IMPORTANT**  
If the door is thicker than 2", the catch will be covered by inside rose, do not install inside lever and lock.



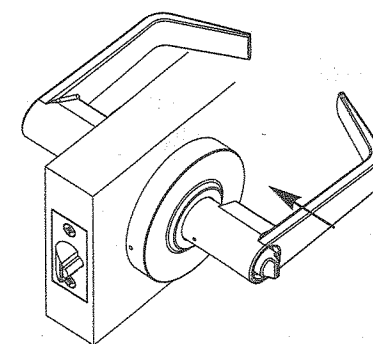
**4D:** Slide inside lever onto spindle and check to see if the rotation is smooth. Adjust the radial clearance between inside spring cage and inside lever if necessary. Then secure two mounting screws, and install four support screws now for high security.



**4E:** Insert push pin into hole to depress catch and remove inside lever.



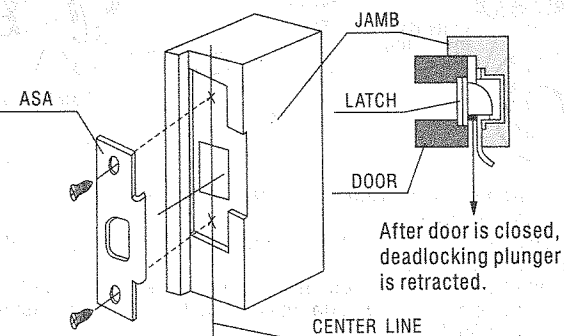
**4F:** Install inside rose, make sure inside rose and inside spring cage are secure.



**4G:** Slide inside lever onto spindle. Push lever completely onto spindle until it locks into place. (Pull on lever to make sure that catch is fully engaged).

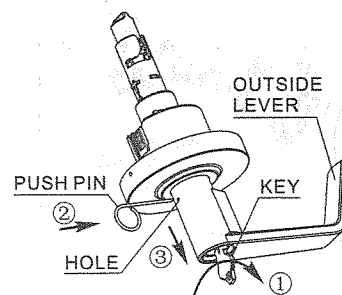
# 5

## INSTALL STRIKE

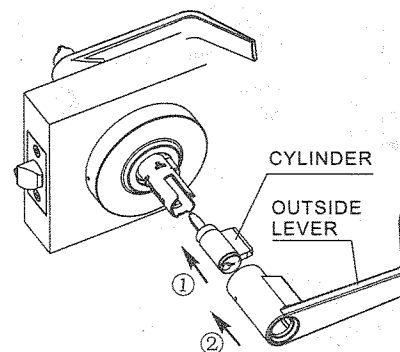


# 6

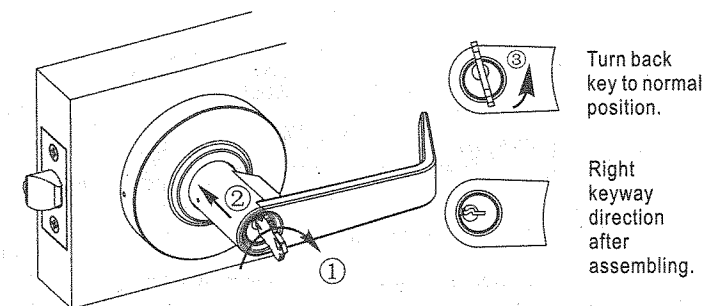
## INSTRUCTIONS FOR CYLINDER REPLACEMENT



**6A:** Turn key 75° clockwise, insert push pin into hole in outside lever to depress catch. Remove the outside lever.



**6B:** Install cylinder and lever.



**6C:** Turn the key approximately 80° clockwise and push the lever all the way onto the spindle and then turn the key back to normal position.