CHANGING LEVER HANDING

A. Remove input shaft screw. (Remove input shaft if necessary).
B. Remove stop plate.
C. WARNING: Springs under pressure! Remove spring retaining plate. Carefully remove the springs.
D. (For 09 Function only) Switch lock spring to opposite side.
E. Remove top gear.
F. Loosen the clutch center screw approximately two (2) turns. Bend locking tab back to disengage with notch.
G. Slide the locking bar away from the rack (not necessary for 14 function). Remove the rack while rotating the lever.
H. Continue rotating the lever to the opposite side.
I. Rotate the lever to the position shown. Partially engage the rack and the clutch gear on the opposite side.
J. Rotate the lever until the rack is completely seated.
K. Insert the top gear.
L. Add permanent thread locking adhesive and tighten the clutch center screw. Bend tab over screw notch so that screw cannot turn.
M. WARNING: Springs under pressure! Install the springs. Hold the lever in the open position, firmly compressing the springs in place.
N. While holding the lever in the open position, replace the spring retaining plate and fasten the two (2) screws.
O. Reverse the stop plate and fasten the screw.
P. Replace input shaft screw. Handing complete.
# 08, 09, 14 LEVER TRIM INSTALLATION INSTRUCTIONS

**NOTES:**
1. Mortise lock NOT supplied with TRIM device.
2. For a retrofit application, remove lock and device before installing new trim.
3. LHR installation shown (Reverse all steps for RHR).

## STEP 1: PREP DOOR

**TRIM side:** Use plastic template to mark and drill TRIM holes

### MARK HOLES

Mark centerline for trim 40" above finished floor

### INSTALL MORTISE LOCK AND TRIM DEVICE

**STEPS 3-4:**

1. Mark trim holes
2. Mark trim input hole
3. Drill 1/2" diameter holes thru trim side only
4. Drill 3/4" diameter hole thru trim side only

**NOTES:**
- Mortise lock NOT supplied with TRIM device.
- For a retrofit application, remove lock and device before installing new trim.
- LHR installation shown (Reverse all steps for RHR).

## STEP 2: PREP TRIM DEVICE

**Install mortise cylinder and trim input shaft**

**NOTE:**
1. Key should turn cylinder easily to slide locking bar in both directions.
2. Mortise cylinder installed on 08 & 09 trims only
3. Mortise cylinder NOT supplied with trim, but can be ordered separately

Cylinder P/N: 102281-X

Short collar included

P/N: 100572-X

## STEPS 3-4: INSTALL MORTISE LOCK AND TRIM DEVICE

### INSTALL MORTISE lock

Install lock with (2) "I" screws or (2) "J" screws for wood doors.

**IMPORTANT!**
For modular cable devices, see electrical instructions for cable routing

### INSTALL TRIM device

Install backplate with (4) "A" screws

**TRIM INSTALLATION COMPLETE**
Continue installation using device instructions (p/n:101349)