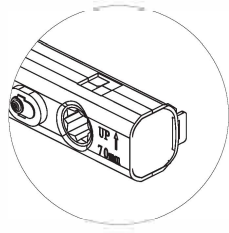
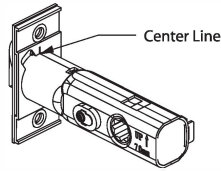
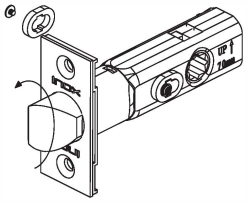


Change Latch Bolt Direction For TL4 Latch

TL4 Latch
28 degree retraction latch

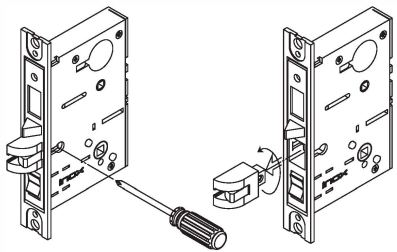


Determine door handing for latch and remove INSIDE washer (privacy pin side)
Change the latch direction 180° with the faceplate together.
Note: Be sure to install the latch with faceplate attached to the latch body.

Note: Please ensure the center line on the back of the faceplate meets the center seam of the latch case.

Note: Please ensure the latch has the Arrow facing up.

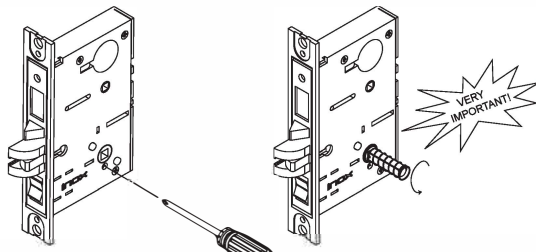
Change Latch Bolt Direction For MC Mortise Lock



Release the latch screw

Change latch direction and secure with screw

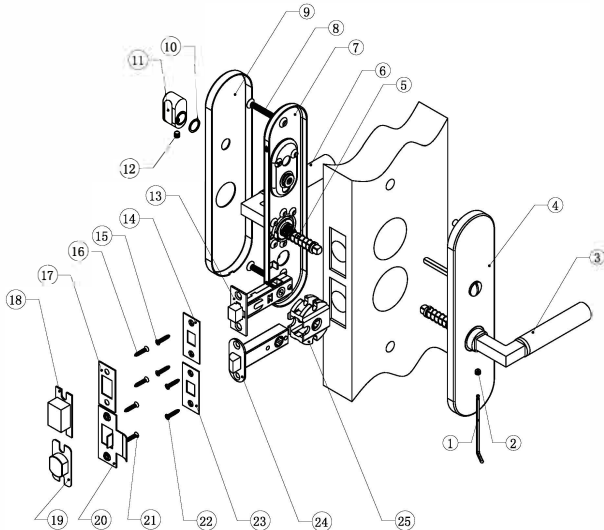
Change Handing / Outside-Inside Lever For MC Mortise Lock *



Release set screw under spindle hub to be the outside hub
Use spindle to turn the hub until latch retracts

* Mortise Lockcase is usually Pre-Handed at factory to LH/RH/LHR/RHR when specified.

LA/SF Plate with Tubular Latch Parts List:



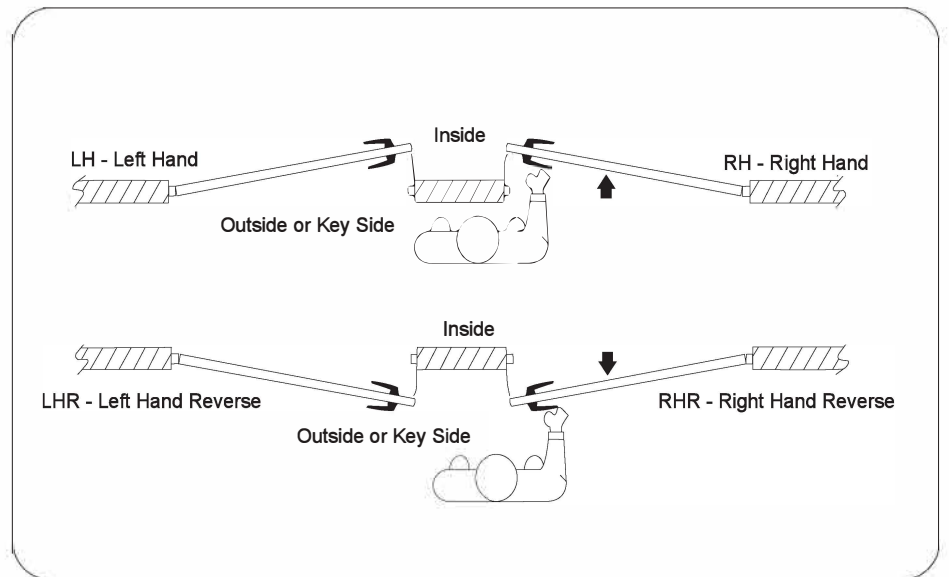
Items	No.	Parts Description	Function			
			Passage	Privacy	Privacy w/ Privacy Bolt	Dummy Pair
Leverset Parts	1	3mm Allen Key	1 EA	1 EA	1 EA	1 EA
	2	M6 Set Screw for Lever	2 EA	2 EA	2 EA	2 EA
	3	LA/SF Outside Lever	1 EA	1 EA	1 EA	1 EA
	4	LA/SF Outside Sub Plate & Cover Plate	1 EA	1 EA	1 EA	1 EA
	5	8x8x45mm Spring Spindle	2 EA	2 EA	2 EA	-
	6	LA/SF Inside Lever	1 EA	1 EA	1 EA	1 EA
	7	LA/SF Inside Sub Plate	1 EA	1 EA	1 EA	1 EA
	8	M6 x 45mm Thru-bolt	-	-	2 EA	-
	9	LA/SF Inside Cover Plate	1 EA	1 EA	1 EA	1 EA
	10	Thumb-turn Washer	-	-	1 EA	-
Locks and Cylinders	11	TT04 Thumb-turn	-	-	1 EA	-
	12	M6 Set Screw for T-turn	-	-	1 EA	-
	13	Privacy Bolt	-	-	1 EA	-
	14	Privacy Bolt Faceplate	-	-	1 EA	-
	15	#8 screws for Privacy Bolt Faceplate	-	-	2 EA	-
	16	#8 Screws for Privacy Bolt Striking Plate	-	-	2 EA	-
	17	Privacy Bolt Striking Plate	-	-	1 EA	-
	18	Privacy Bolt Dust Box	-	-	1 EA	-
	19	Tubular Latch Dust Box	1 EA	1 EA	1 EA	-
	20	Tubular Latch Striking Plate	1 EA	1 EA	1 EA	-
	21	#8 Screws for Tubular Latch Striking Plate	2 EA	2 EA	2 EA	-
	22	#8 Screws for Tubular Latch Faceplate	2 EA	2 EA	2 EA	-
	23	Tubular Latch Faceplate	1 EA	1 EA	1 EA	-
	24	Tubular Latch	1 EA	1 EA	1 EA	-
	25	Tubular Latch Bracket	1 EA	1 EA	1 EA	-
Others	-	M4 x 40mm Bolt Sleeves	2 EA	2 EA	-	-
	-	M4 x 35mm Thru-bolt	2 EA	2 EA	-	-
	-	M6 x 30mm Bolt Sleeves	-	-	2 EA	-
	-	#10 Wood Screws	4 EA	4 EA	-	4 EA
	-	Privacy Pin	-	1 EA	-	-

LA/SF Installation Instructions

Tubular Latch
Tubular Entry
Mortise Lock

(PM-IS2000-V120813)

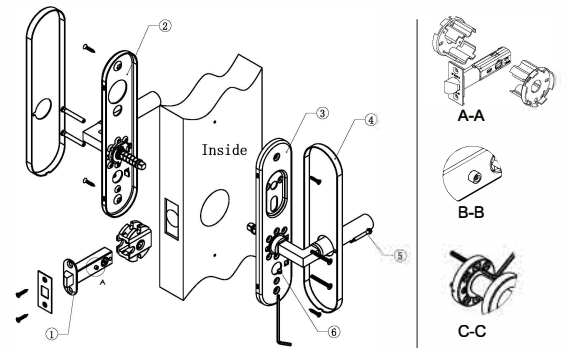
Determine Door Handing and Set Lock Case Direction



LA/SF Plate with Tubular Latch Installation Instructions:

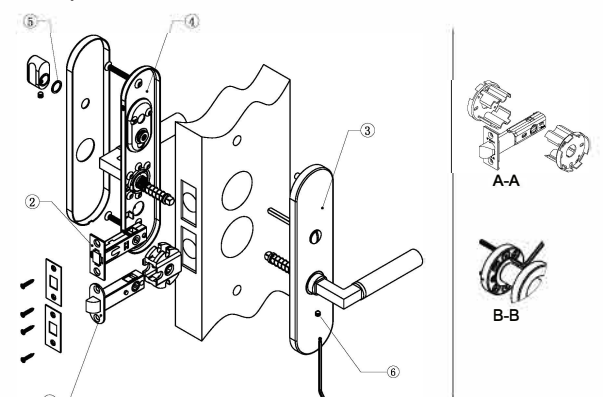
For Passage/ Privacy Function: L461/L462/L471/L472

1. Install latch bracket and tubular latch with 2x #8 Screws. For TL4 Latch Installation, see Section A-A.
 - ▲ For privacy, privacy pin hub with thread facing inside of door. See Section B-B.
2. Install outside lever and sub-plate with 2 EA M4 x 40mm bolt sleeves.
3. Install inside lever and sub-plate with 2 EA M4 x 35mm Thru-bolts. Fixing sub-plates with 4 x #10 wood screws.
 - ▲ Please ensure levers on both sides are at horizontal level and plates are vertical before tightening wood screws.
 - ▲ For non-removable plate designs, use M4x35mm hexagon with allen key. See Section C-C.
4. Mount inside and outside cover plate (snap-on).
5. For privacy function, insert privacy pin into latch privacy pin hub. See Section B-B.
6. Tighten the lever set screw after complete installation.
 - ▲ Lever set screws may need to be loosen prior to installation if it is preventing the spindle or lever moving freely by spring action.

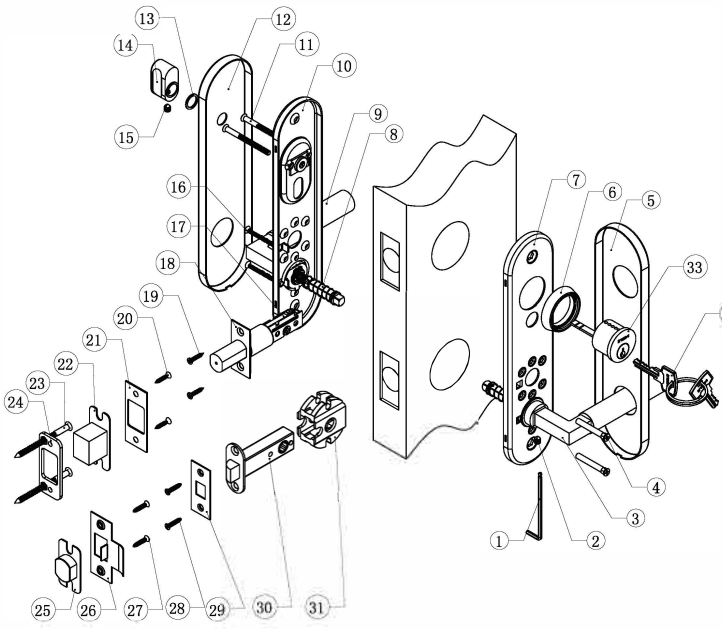


For Privacy with Privacy Bolt Function: L466/L476

1. Install latch bracket and tubular latch with 2x #8 Screws. For TL4 Latch Installation, see Section A-A.
2. Install privacy bolt with 2x #8 Screws.
 - ▲ Please ensure the privacy bolt is retracted inside the casing.
3. Mount outside lever with escutcheon plate; insert the 5x5mm t-turn and release spindle through the privacy bolt hub.
4. Install inside lever and sub-plate with 2 EA M6 x 45mm Thru-bolts.
 - ▲ Please ensure levers on both sides are at horizontal level and plates are vertical before tightening thru-bolts.
 - ▲ For non-removable plate designs, use M4x35mm hexagon with allen key. See Section B-B.
5. Mount inside cover plate and thumb-turn clear washer before mounting thumb-turn piece. Then tighten the set screw inside thumb-turn piece using allen key.
6. Tighten the lever set screw after complete installation.
 - ▲ Lever set screws may need to be loosen prior to installation if it is preventing the spindle or lever moving freely by spring action.



LA/SF Plate with Tubular Entry Parts List:

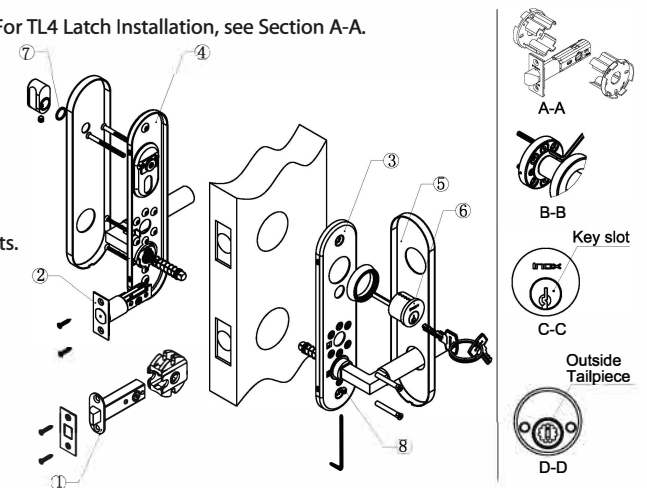


Items	No.	Parts Description	Function			
			Single Cylinder	Double Cylinder	Dummy Entry	Dummy Pair
Lever Set Parts	1	3mm Allen Key	1 EA	1 EA	1 EA	1 EA
	2	M6 Set Screw for Lever	2 EA	2 EA	2 EA	2 EA
	3	LA/SF Outside Lever	1 EA	1 EA	1 EA	1 EA
	4	M4 x 40mm Bolt Sleeve	2 EA	2 EA	-	-
	5	LA/SF Outside Cover Plate	1 EA	1 EA	1 EA	1 EA
	6	Cylinder Escutcheon	1 EA	2 EA	1 EA	-
	7	LA/SF Outside Sub Plate	1 EA	1 EA	1 EA	1 EA
	8	8 x 8 x 45mm Spring Spindle	2 EA	2 EA	-	-
	9	LA/SF Inside Lever	1 EA	1 EA	1 EA	1 EA
	10	LA/SF Inside Sub Plate	1 EA	1 EA	1 EA	1 EA
	11	M5 x 50mm/70mm Thru-bolt	2 EA	2 EA	2 EA	-
	12	LA/SF Inside Cover Plate	1 EA	1 EA	1 EA	1 EA
	13	Thumb-turn Washer	1 EA	-	-	-
	14	TT04 Thumb-turn	1 EA	-	-	-
	15	M6 Set Screws for T-turn	1 EA	-	-	-
	Locks and Cylinders	16	M4 x 35mm Thru-bolt	2 EA	2 EA	-
17		Deadbolt	1 EA	1 EA	-	-
18		Deadbolt Faceplate	1 EA	1 EA	-	-
19		#8 screws for Deadbolt Faceplate	2 EA	2 EA	-	-
20		#8 Screws for Deadbolt Striking Plate	2 EA	2 EA	-	-
21		Deadbolt Striking Plate	1 EA	1 EA	-	-
22		Deadbolt Dust Box	1 EA	1 EA	-	-
23		#10 Screws for Deadbolt Reinforcement Plate	2 EA	2 EA	-	-
24		Deadbolt Reinforcement Plate	1 EA	1 EA	-	-
25		Tubular Latch Dust Box	1 EA	1 EA	-	-
26		Tubular Latch Striking Plate	1 EA	1 EA	-	-
27		#8 Screws for Tubular Latch Striking Plate	2 EA	2 EA	-	-
28		8# Screws for Tubular Latch Faceplate	2 EA	2 EA	-	-
29		Tubular Latch Faceplate	1 EA	1 EA	-	-
Other	30	Tubular Latch	1 EA	1 EA	-	-
	31	Tubular Latch Bracket	1 EA	1 EA	-	-
	32	Keys	2 EA	2 EA	-	-
	33	Rim Cylinder w/ Tailpiece	1 EA	2 EA	-	-
-	Blind Cylinder	-	-	1 EA	-	
-	#10 Wood Screws	-	-	4 EA	4 EA	

LA/SF Plate with Tubular Entry Installation Instructions:

For Single Cylinder Entry Function: C463/C473

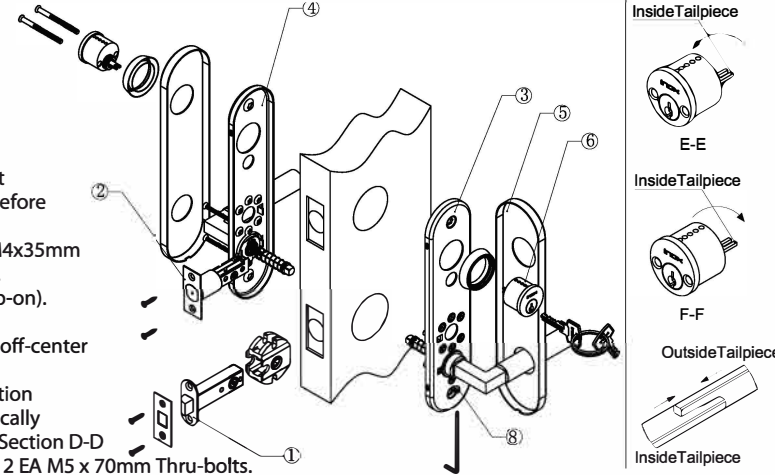
1. Install latch bracket and tubular latch with 2x #8 Screws. For TL4 Latch Installation, see Section A-A.
2. Install deadbolt with 2x #8 Screws.
 - ▲ Please ensure the deadbolt bolt is retracted inside the casing.
3. Install outside lever and sub-plate with 2 EA M4 x 40mm bolt sleeves.
4. Install inside lever and sub-plate with 2 EA M4 x 35mm Thru-bolts.
 - ▲ Please ensure levers on both sides are at horizontal level and plates are vertical before tightening thru-bolts.
 - ▲ For non-removable plate designs, use M4x35mm hexagon with allen key. See Section B-B.
5. Mount outside cover plate (snap-on).
6. Install outside cylinder and escutcheon with 2 EA M5 x 50mm Thru-bolts.
 - ▲ Key slot on cylinder should be on lower off-center position. See Section C-C.
 - ▲ Set the outside tailpiece to Vertical position WITHOUT keys, and insert tailpiece vertically through the cross hub of deadbolt. See Section D-D
7. Mount inside cover plate and thumb-turn clear washer before mounting thumb-turn piece. Then tighten the set screw inside thumb-turn piece using allen key.
8. Tighten the lever set screw after complete installation.



▲ Lever set screws may need to be loosen prior to installation if it is preventing the spindle or lever moving freely by spring action.

For Double Cylinder Entry Function: CC464/C474

1. Install latch bracket and tubular latch with 2x #8 Screws. For TL4 Latch Installation, see Section A-A.
2. Install deadbolt with 2x #8 Screws.
 - ▲ Please ensure the deadbolt bolt is retracted inside the casing.
3. Install outside lever and sub-plate with 2 EA M4 x 40mm bolt sleeves.
4. Install inside lever and sub-plate with 2 EA M4 x 35mm Thru-bolts.
 - ▲ Please ensure levers on both sides are at horizontal level and plates are vertical before tightening thru-bolts.
 - ▲ For non-removable plate designs, use M4x35mm hexagon with allen key, see Section B-B.
5. Mount outside and inside cover plate (snap-on).
6. Install outside cylinder and escutcheon.
 - ▲ Key slot on cylinder should be on lower off-center position. See Section C-C.
 - ▲ Set the outside tailpiece to Vertical position WITHOUT keys, and insert tailpiece vertically through the cross hub of deadbolt. See Section D-D
7. Install inside cylinder (RH) and escutcheon with 2 EA M5 x 70mm Thru-bolts.
 - ▲ For Right Hand (RH) door, turn the inside tailpiece to the LEFT and keep it at HORIZONTAL position without keys. See Section E-E
 - ▲ For Left Hand (LH) door, turn the inside tailpiece to the RIGHT and keep it at HORIZONTAL position without keys. See Section F-F
8. Tighten the lever set screw after complete installation.
 - ▲ Lever set screws may need to be loosen prior to installation if it is preventing the spindle or lever moving freely by spring action.



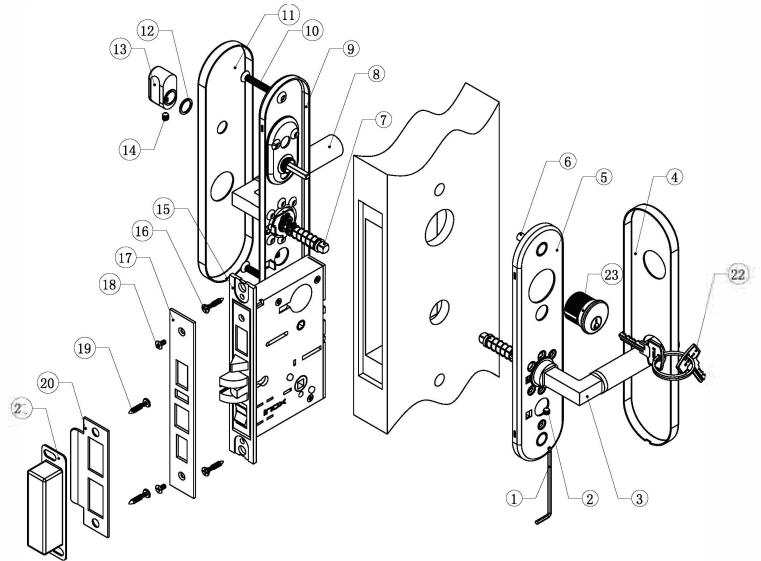
For Entry Dummy Set Function: EDP

1. Install outside and inside sub-plates with 4x #10 wood screws.
2. Mount outside cover plate.
3. Install outside blind cylinder and escutcheon with 2 EA M5 x 50mm thru-bolts.
4. Mount inside cover plate.

For Dummy Pair Function: DP

Please refer to EDP Installation Instruction Less Step 3 Dummy Cylinder.

LA/SF Plate with MC Mortise Lock Parts List:

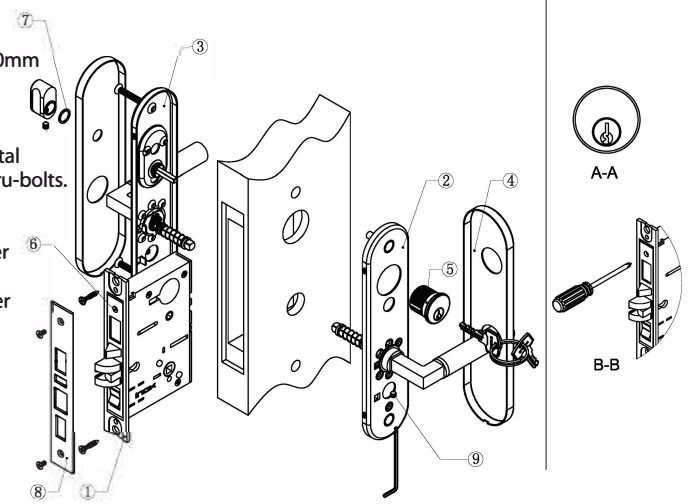


Items	No.	Parts Description	Function				Dummy Pair (MDP)
			Entry (F20/F04/F38)	Classroom (F05) Storeroom (F07)	Privacy (F22)	Passage (F01)	
Lever Set Parts	1	3mm Allen Key	1 EA	1 EA	1 EA	1 EA	1 EA
	2	M6 Set Screw for Lever	2 EA	2 EA	2 EA	2 EA	2 EA
	3	LA/SF Outside Lever	1 EA	1 EA	1 EA	1 EA	1 EA
	4	LA/SF Outside Cover Plate	1 EA	1 EA	1 EA	1 EA	1 EA
	5	LA/SF Outside Sub Plate	1 EA	1 EA	1 EA	1 EA	1 EA
	6	M6 x 30mm Bolt Sleeve	2 EA	2 EA	2 EA	2 EA	-
	7	8 x 45mm spring Spindle	2 EA	2 EA	2 EA	2 EA	-
	8	LA/SF Inside Lever	1 EA	1 EA	1 EA	1 EA	1 EA
	9	LA/SF Inside Sub Plate	1 EA	1 EA	1 EA	1 EA	1 EA
	10	M6 x 45mm Thru-bolt	2 EA	2 EA	2 EA	2 EA	-
	11	LA/SF Inside Cover Plate	1 EA	1 EA	1 EA	1 EA	1 EA
	12	Thumb-turn Washer	1 EA	-	1 EA	-	-
	13	TT04 Thumb-turn	1 EA	-	1 EA	-	-
	14	M6 Set Screws for T-turn	1 EA	-	1 EA	-	-
Locks and Cylinders	-	#10 Wood Screws	-	-	-	-	4 EA
	15	Mortise Lock Case	1 EA	1 EA	1 EA	1 EA	-
	16	#10 screws for Inner Faceplate	2 EA	2 EA	2 EA	2 EA	-
	17	Armored Faceplate	1 EA	1 EA	1 EA	1 EA	-
	18	#8 screws for Armored Faceplate	2 EA	2 EA	2 EA	2 EA	-
	19	#10 Screws for Striking Plate	2 EA	2 EA	2 EA	2 EA	-
	20	Striking Plate	1 EA	1 EA	1 EA	1 EA	-
	21	Dust Box	1 EA	1 EA	1 EA	1 EA	-
	22	Kyes	2 EA	2 EA	-	-	-
23	Mortise Cylinder	1 EA	1 EA	-	-	-	

LA/SF Plate with MC Mortise Lock Installation Instructions:

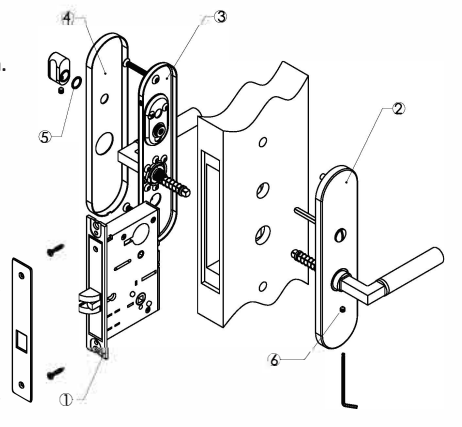
For Entry, Storeroom, Classroom, Passage Function: MC720, MC738, MC704, MC705, MC707, MC701

1. Install mortise lockcase;
 - ▲ Do NOT tighten faceplate screws until after installing cylinder.
2. Install outside lever and sub-plate with 2 EA M6 x 30mm bolt sleeves.
3. Install inside lever and sub-plate with 2 EA M6 x 45mm thru-bolts.
 - ▲ Please ensure levers on both sides are at horizontal level and plates are vertical before tightening thru-bolts.
4. Mount outside cover plate (snap-on).
5. Install outside cylinder without key.
 - ▲ Key slot on cylinder should be on lower off-center position. See Section A-A.
 - ▲ Using keys to test cylinder and make sure cylinder cam operates deadbolt smoothly.
6. Use a screw driver to tighten yoke inside lock case through faceplate to fix the cylinder in position. See Section B-B.
7. For entry function, mount inside cover plate and clear washer before mounting thumb-turn piece. Then tightening the set screw inside thumb-turn piece using allen key.
 - ▲ Storeroom, Classroom and Passage function do not require thumb-turn inside.
8. Install armored faceplate with screws.
9. Tighten the lever set screw after complete installation.
 - ▲ Lever set screws may need to be loosen prior to installation if it is preventing the spindle or lever moving freely by spring action.



For Privacy Function: MC722

1. Install mortise lockcase.
2. Mount outside lever with escutcheon plate. Insert 5x5mm t-turn and release spindle through mortise deadbolt hub.
3. Install inside lever and sub-plate with 2 EA M6x45mm thru-bolts.
 - ▲ Please ensure levers on both sides are at horizontal level and plates are vertical before tightening thru-bolts.
4. Mount inside cover plate.
5. Install clear washer before mounting thumb-turn piece. Tighten the set screw inside thumb-turn piece using allen key.
6. Tighten the lever set screw after complete installation.
 - ▲ Lever set screws may need to be loosen prior to installation if it is preventing the spindle or lever moving freely by spring action.



For Mortise Dummy Pair Function: MDP

1. Install outside sub-plate with 2 x #10 wood screws.
2. Install inside sub-plate with 2 x #10 wood screws.
3. Mount inside and outside cover plate.

