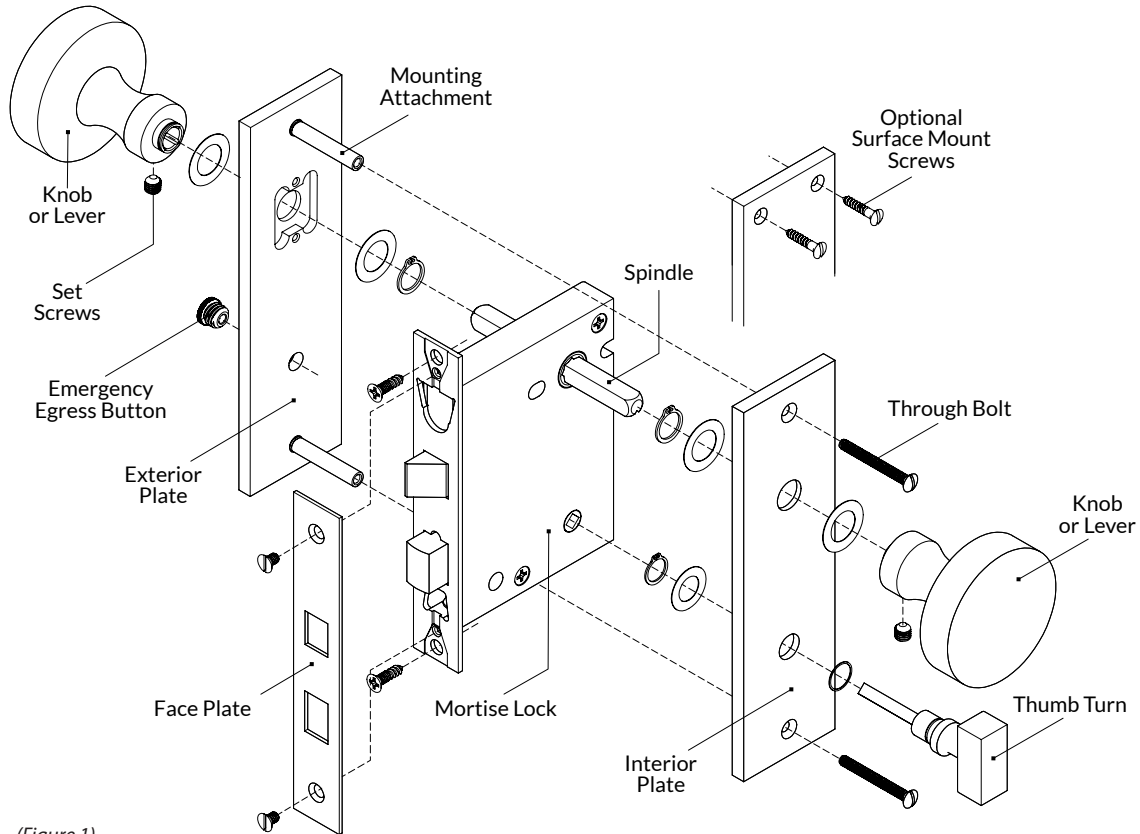




**WATER STREET.**  
JAMESTOWN NEW YORK

## ME-PR - MORTISE ESCUTCHEON PRIVACY SET



(Figure 1)

Mortise privacy locks can be ordered with a wide range of features. They may be completely mechanical or feature magnetic latching mechanisms. Various sized plates may be used. Regardless of the plate size or function chosen, the basic installation covered in these instructions remains the same.

### PRIVACY SET

A mortise escutcheon privacy set is used on interior doors and is not intended for exterior door applications. A set features a mortise lock and latch operated by a knob or lever on the either side of the door.

- The exterior plate has a door knob or lever, with entry mounting attachments and an emergency egress button.
- The interior plate has a door knob or lever, with exposed through bolts, and includes a thumb turn.

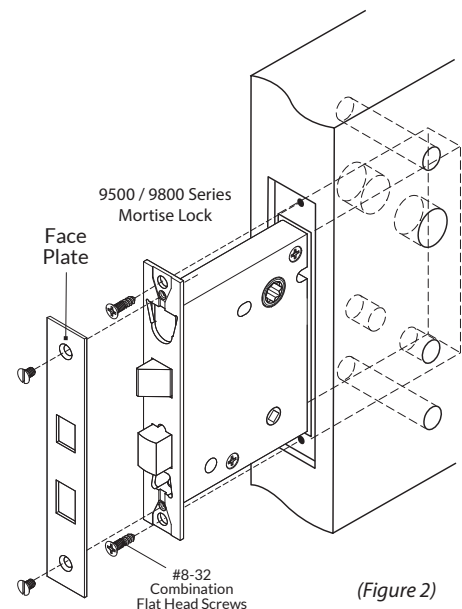
### PREPARE DOOR

1. Prepare the door according to the template provided. If optional surface mount screws are to be used, use the escutcheon plates to mark the hole locations to drill pilot holes.

### INSTALL THE MORTISE LOCK

2. Insert the mortise lock body into the cavity and mark the lock screw locations. Drill pilot holes for the screws, then install the lock using the screws provided. (Figure 2)

Do not install the lock face plate at this time.



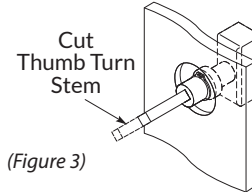
(Figure 2)



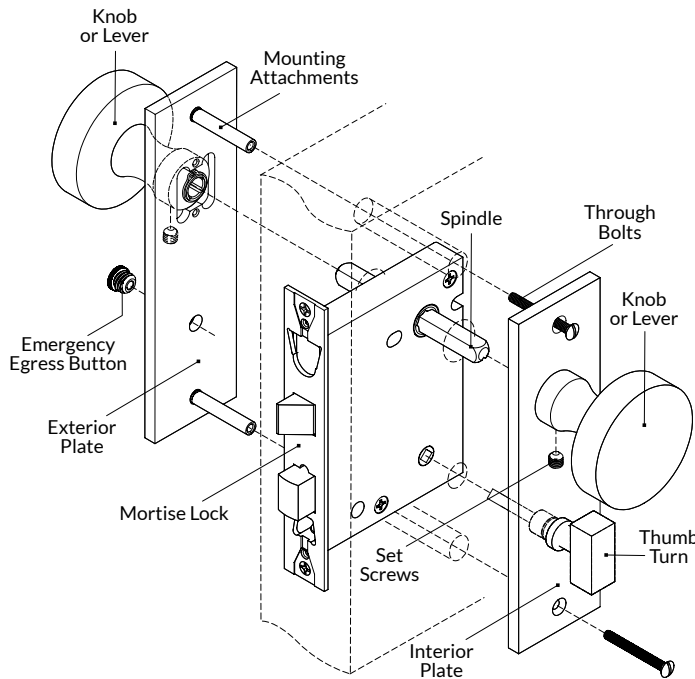
## ME-PR - MORTISE ESCUTCHEON PRIVACY SET

### MEASURE AND CUT STEM

3. Measure the thumb turn stem on the interior plate. Cut the length so it extends **no more than** halfway through the lock body when installed. You must allow enough room for an emergency egress key to engage with the lock to release from the exterior. (Figure 3)



(Figure 3)



(Figure 4)

### INSTALL SPINDLE

4. From the exterior side of the door, slide the spindle into the lock hub, centering in the lock body. A swivel spindle will include a stop ring to assure proper positioning. Make sure the set screw slot is on the bottom, facing the floor. (Figure 4)

### INSTALL THE HARDWARE

5. Fit the exterior plate onto the door surface, passing the mounting studs through the bore holes and sliding the exterior door knob or lever onto the spindle. (Figure 4)

6. Next, position the interior plate on the door. Slide the knob or lever onto the spindle and the thumb turn into the lock.

7. Loosely install the two through bolts so that they engage with the exterior plate mounting attachments. Make sure both plates are square and parallel to the door edge, and adjust as needed. Tighten through bolts. Test the lock and latch function and adjust plates as required to achieve proper operation.

If surface mount screws are to be used, now is when you should mark the screw hole locations and drill pilot holes. Install the screws.

8. Secure the knobs or levers onto the spindle by firmly tightening the set screws with an Allen wrench.

9. Screw the emergency egress button into the exterior plate and hand tighten.

10. Install the lock face plate at this time. (Figure 2)

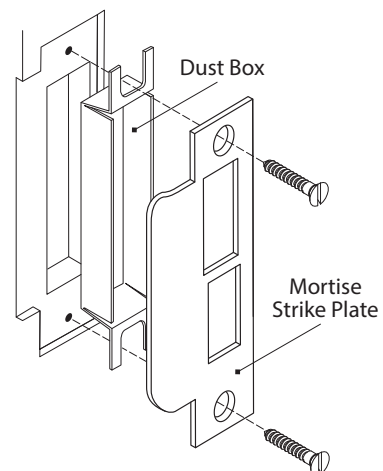
### MORTISE LOCK STRIKE PLATE

Depending on the lock model, function, and handing, the strike plate and dust box may appear differently than shown.

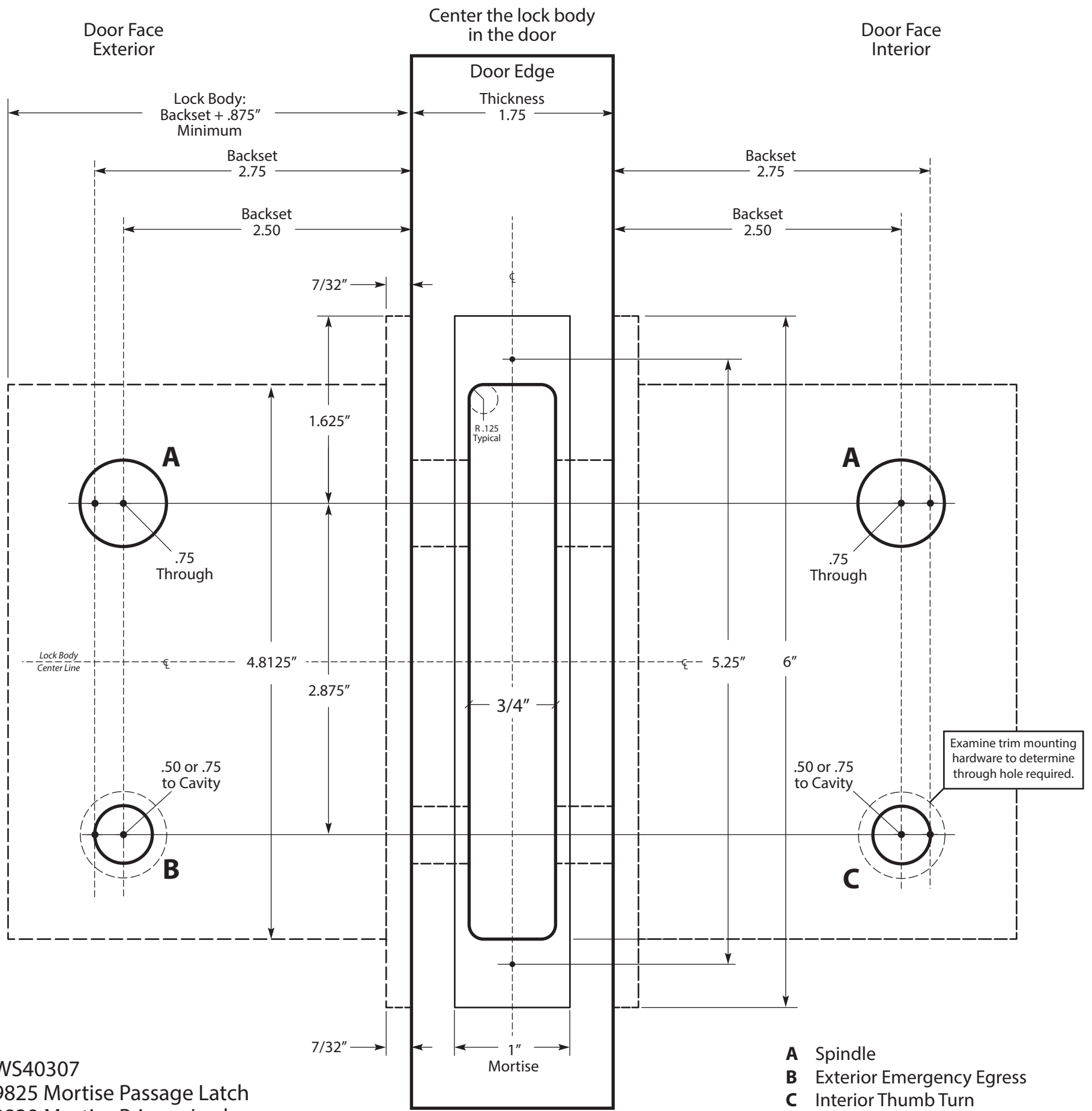
11. Measure the jamb to determine the location the latch bolt strikes when the door is fully closed. Using the strike plate template provided, prepare the door jamb to accept the dust box and strike plate.

Note: Determine the handing required. Mortise the jamb accordingly.

12. Install the dust box and face plate with the screws provided. Make sure the face plate sits flush with the jamb surface; deepen the cavities as needed. After installation, if the latch does not fully engage with the strike, loosen the screws and adjust. (Figure 5)



(Figure 5)



WS40307  
9825 Mortise Passage Latch  
9839 Mortise Privacy Lock

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### Lock Functions

