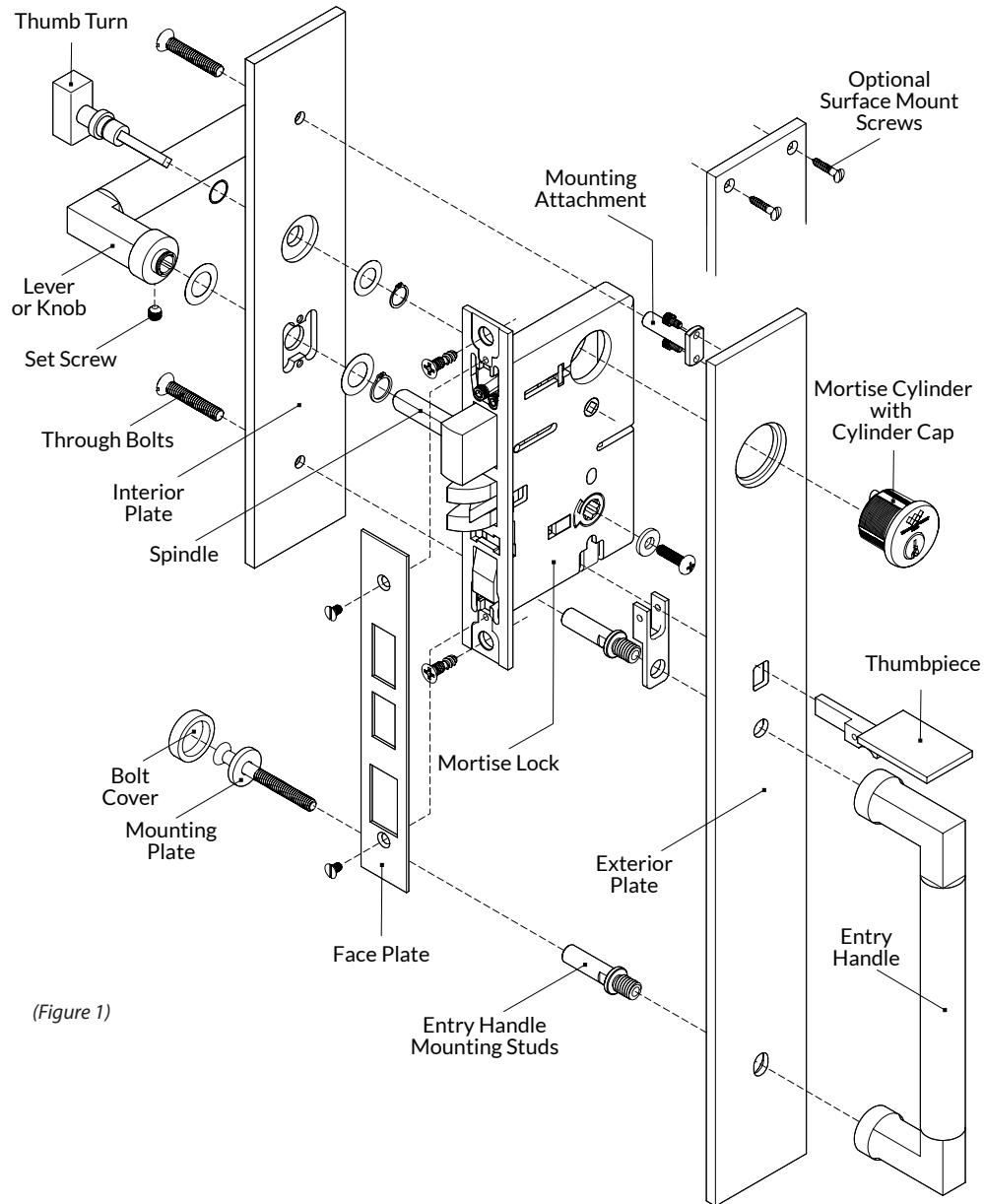




**WATER STREET.**  
JAMESTOWN NEW YORK

## MTKL - MORTISE ENTRY HANDLE SET



(Figure 1)

### ENTRY SET

An MTKL entry handle set features a mortise lock and latch operated by a thumbpiece on the exterior side of the door and a knob or lever on the interior side.

- The exterior plate has a thumbpiece and entry handle, with entry handle mounting studs. It may include mortise cylinder.
- The interior plate has a door knob or lever, with exposed through bolts. It may include a thumb turn or a lock cylinder.

Mortise locks can be ordered with a wide range of features and functions, including entry, storeroom, or patio. They may be electronically operated or feature magnetic latching mechanisms. Regardless of the function chosen, the basic installation covered in these instructions remains the same.

### 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.

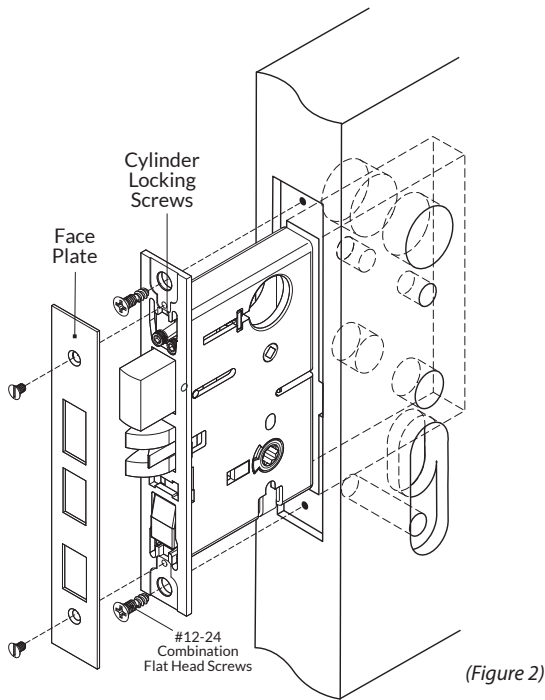


## MTKL - MORTISE ENTRY HANDLE SET

### 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. Metal doors require two #12-24 tapped holes for the combination screws. (Figure 2)

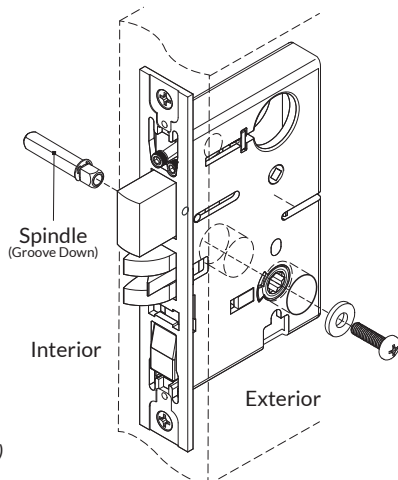
Do not install the lock face plate at this time.



(Figure 2)

### INSTALL SPINDLE

3. From the interior side of the door, slide the spindle into the lock hub, making sure the set screw slot is on the bottom, facing the floor. Complete by installing the screw and washer from the other side of the door and tighten firmly. (Figure 3)



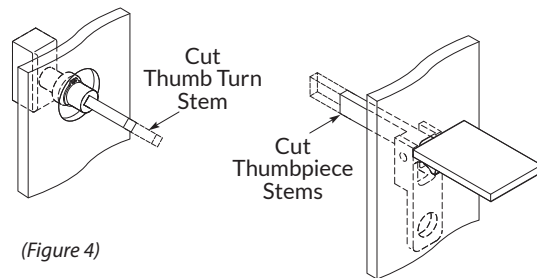
(Figure 3)

### MEASURE AND CUT STEMS

4. Measure the position of the lock body in the door to determine the stem cut lengths.

Prior to installation, mark the thumbpiece stem and cut so that it extends no further than the far side of the lock body from its side of the door.

5. Measure and cut the thumb turn stem so it extends at least halfway through the lock body when installed. (Figure 4)



(Figure 4)

### MORTISE LOCK STRIKE PLATE

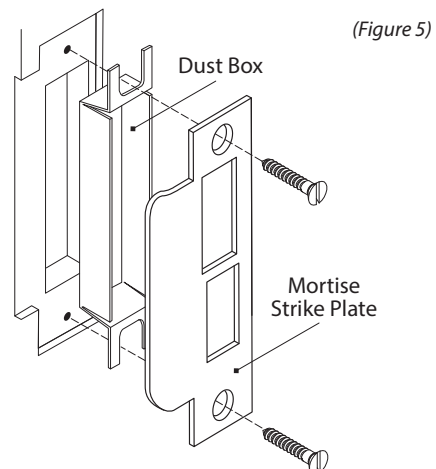
Installation of the strike plate can wait until the end of the project, but preparing the door jamb at this time may be convenient.

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

6. 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.

7. 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)

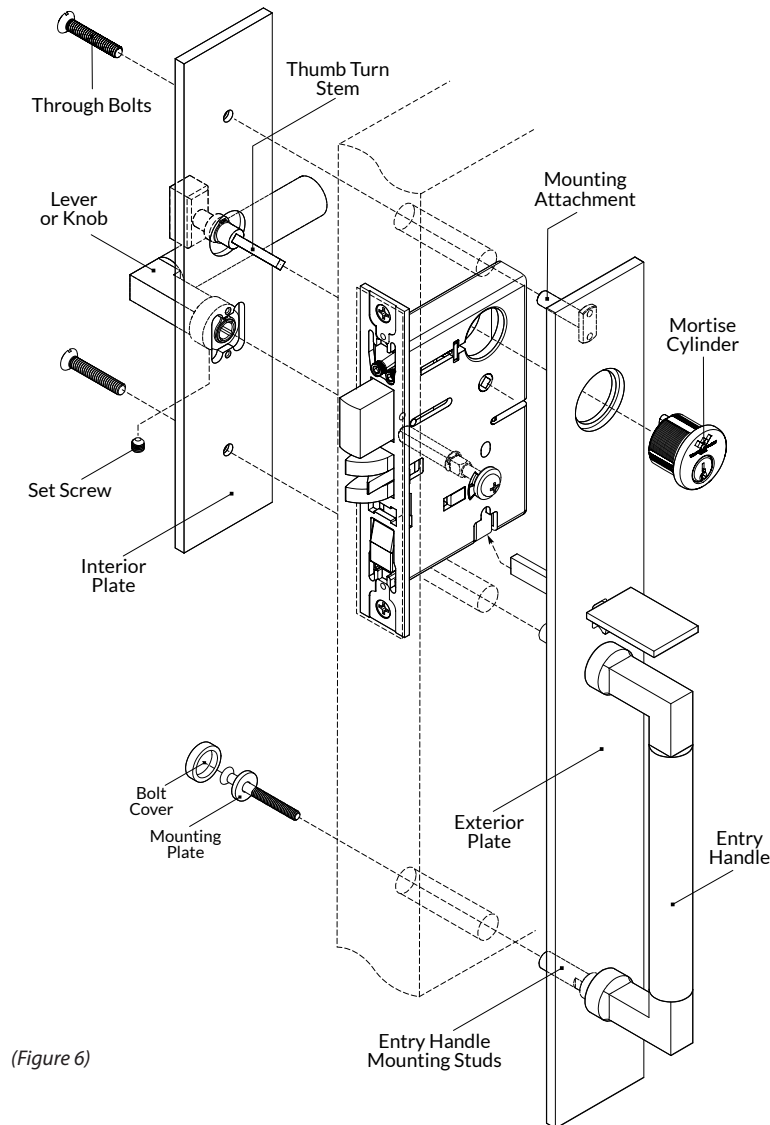


(Figure 5)



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## MTKL - MORTISE ENTRY HANDLE SET



(Figure 6)

### INSTALL THE ESCUTCHEON PLATES

8. Fit the exterior plate and entry handle onto the door surface, passing the mounting studs through the bore holes. Make sure the thumbpiece stem rests under the lock actuator. (Figure 6)
9. To help locate this plate on the door, thread the mortise cylinder into the lock body until it is fully seated in the plate and properly oriented. A cylinder blocking ring may be required.
10. Next, position the interior plate on the door. Slide the knob or lever onto the spindle and the thumb turn stem into the lock.
11. Loosely install the upper two through bolts so that they engage with the exterior plate mounting attachment and stud. Make sure both plates are square and parallel to the door edge, and adjust as needed. Tighten through bolts.
12. Place the lower through bolt into the bolt cover mounting plate and tighten into the lower entry handle mounting stud. Install the bolt cover onto its mounting plate and hand tighten.

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.

13. Test the function of the key in the cylinder. When satisfied with the operation of the lock, tighten the cylinder locking screw. (Figure 2)

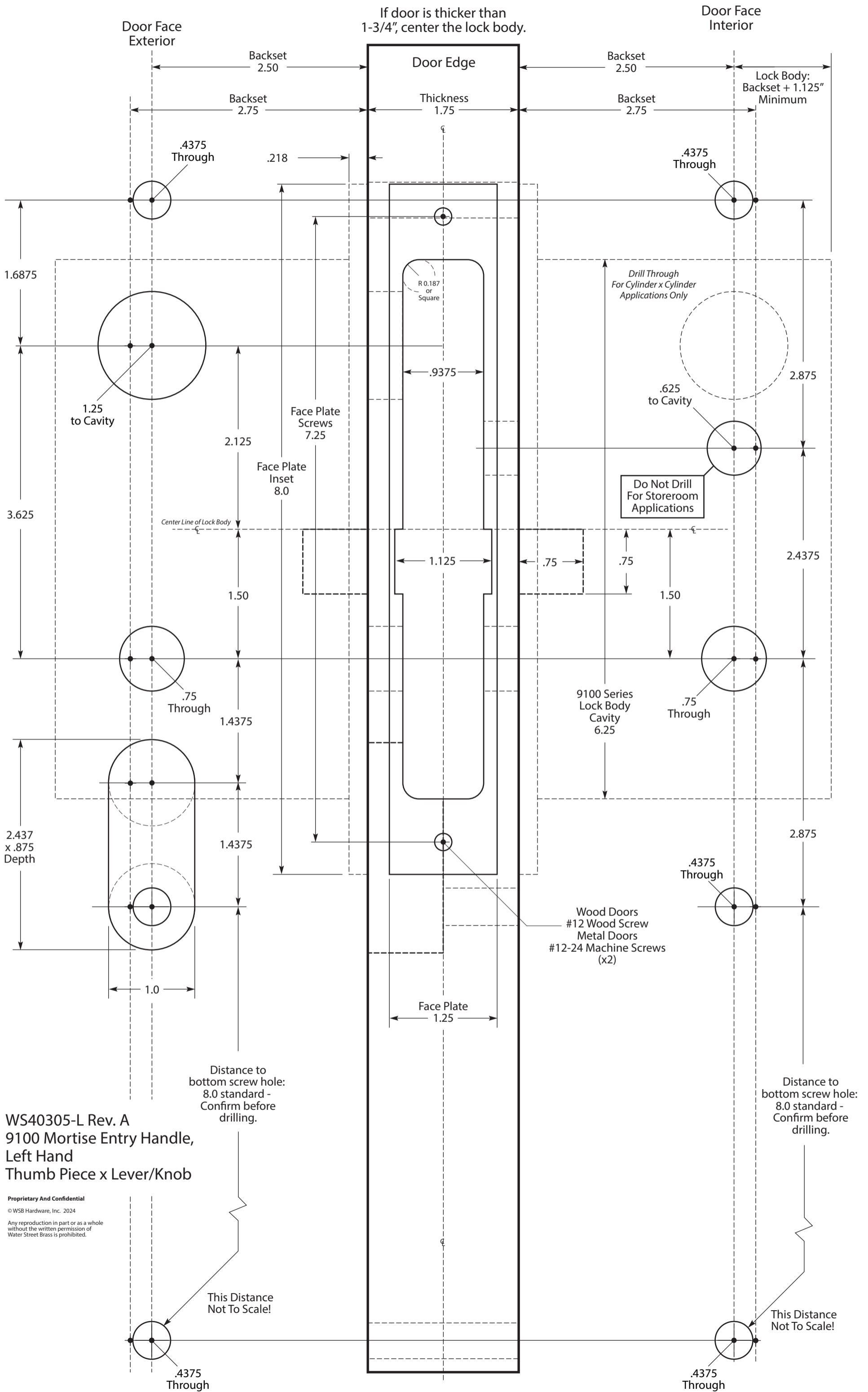
### FINISH INSTALLATION

14. Secure the interior lever or knob onto the spindle by firmly tightening the set screw with an Allen wrench. (Figure 6)
15. Install the lock face plate at this time. (Figure 2)

### KEY X KEY OPTION

For double cylinder applications, install the cylinders making sure that the cylinder cams do not interfere with one another. Cylinder blocking rings may be needed to achieve proper spacing.

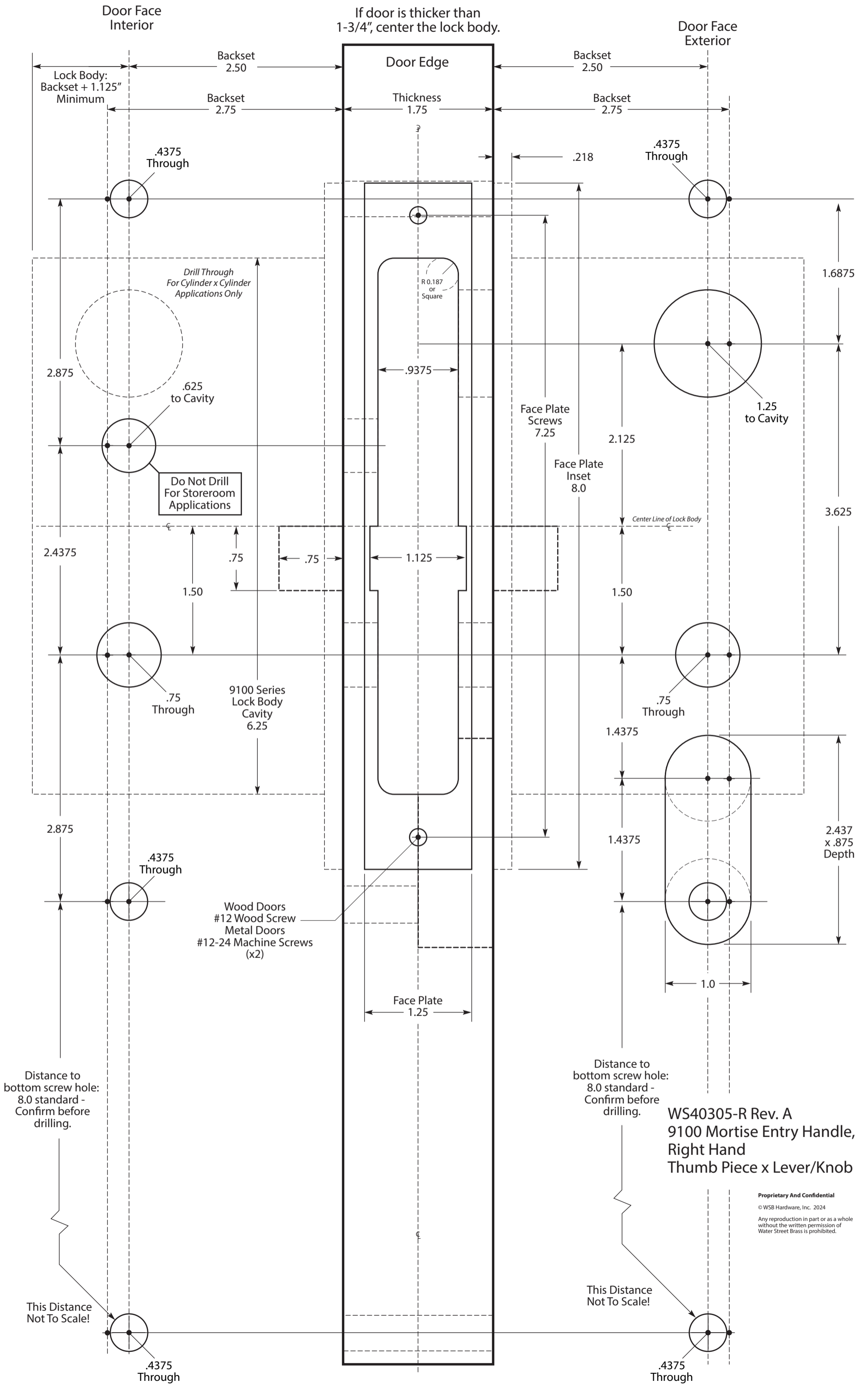




**WS40305-L Rev. A**  
**9100 Mortise Entry Handle,**  
**Left Hand**  
**Thumb Piece x Lever/Knob**

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**WS40305-R Rev. A**  
**9100 Mortise Entry Handle,**  
**Right Hand**  
**Thumb Piece x Lever/Knob**

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