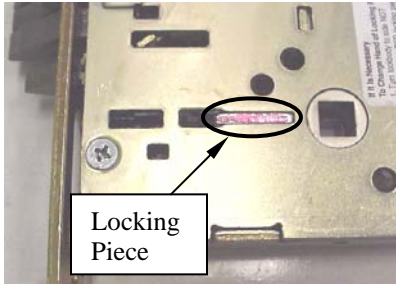


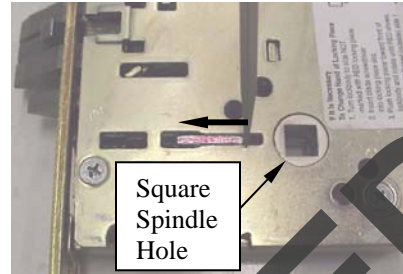
Handing Instructions for the 8800 Mortise Lock prior to March 2012

- *Tools required: small screw driver*

Handing the Hubs for Lever Operation



Step 1. Find red mark on Locking Piece.

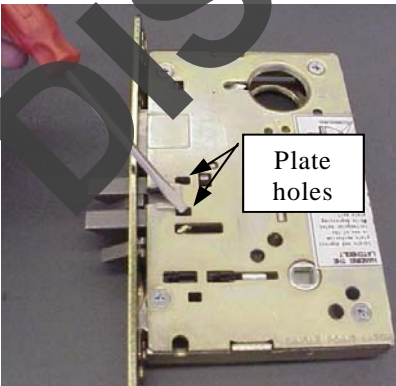


Step 2. Move Locking Piece away from Square Spindle Hole.

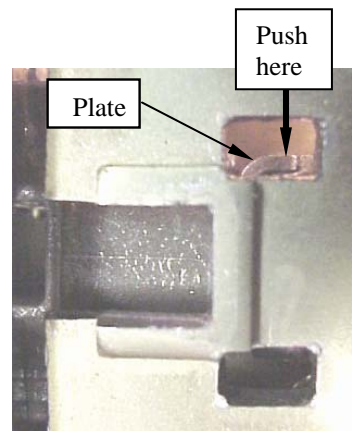


Step 3. Push on edge of Locking Piece between Locking Piece and Square Spindle Hole. Rotate 180°. Red mark indicates locked side of door and **MUST** be seen on either side of lock.

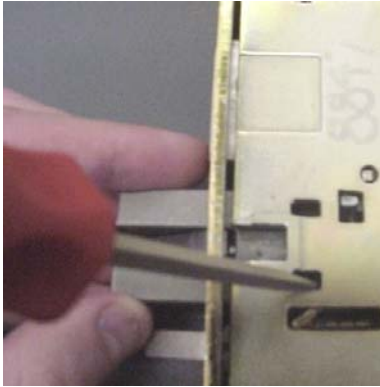
Handing the Latchbolt



Step 1. Locate Plate in **ONE** of the Plate Holes.



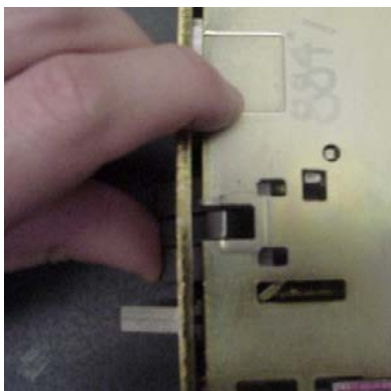
Step 2. Exploded view of Plate where screw driver presses.



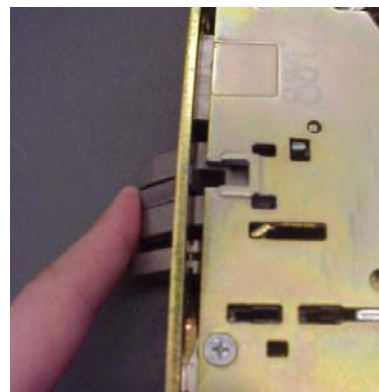
Step 3. Insert screw driver in hole press on Plate while pulling out latch bolt.



Step 4. Rotate Latchbolt 180⁰ to desired handing position.



Step 5. Firmly press Latchbolt into case until it stops moving.



Step 6. Check if Latchbolt operates properly. Push and pull on Latchbolt a few times. Latch bolt should **NOT** be able to rotate.