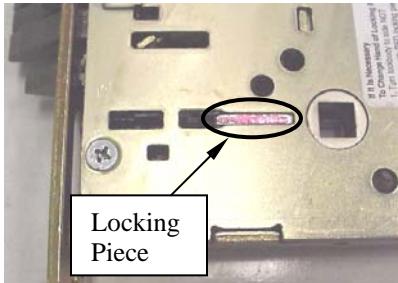


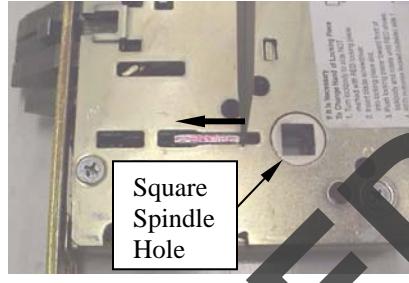
## Handing Instructions for the 8800 Mortise Lock prior to March 2012

- Tools required: small screw driver

### Handing the *Hubs* for Lever Operation



Step 1. Find red mark on Locking Piece.

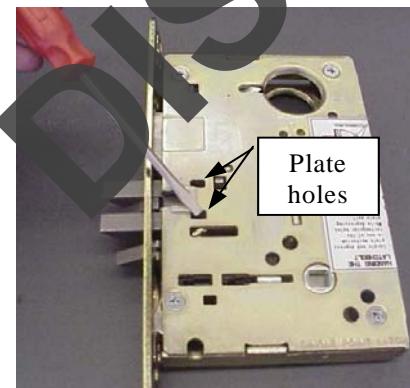


Step 2. Move Locking Piece away from Square Spindle Hole.

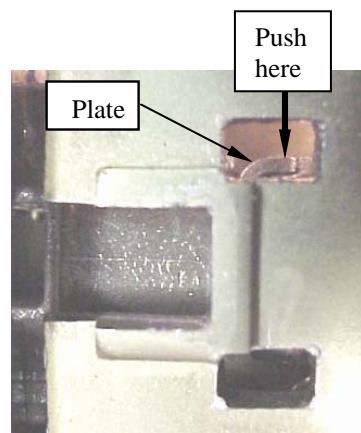


Step 3. Push on edge of Locking Piece between Locking Piece and Square Spindle Hole. Rotate 180°. Red mark indicates locked side of door and **MUST** be seen on either side of lock.

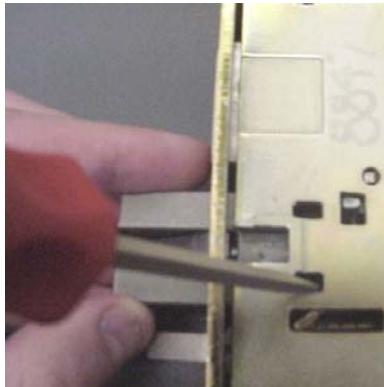
### Handing the *Latchbolt*



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



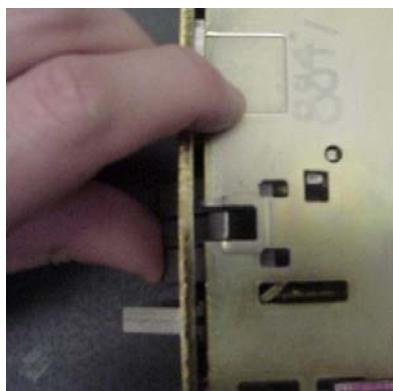
Step 2. Exploded view of Plate where screw driver presses.



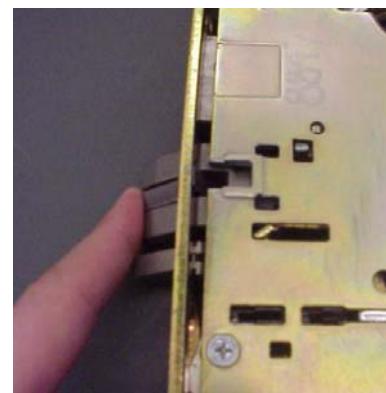
Step 3. Insert screw driver in hole  
press on Plate while pulling  
out latch bolt.



Step 4. Rotate Latchbolt  $180^0$  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.