

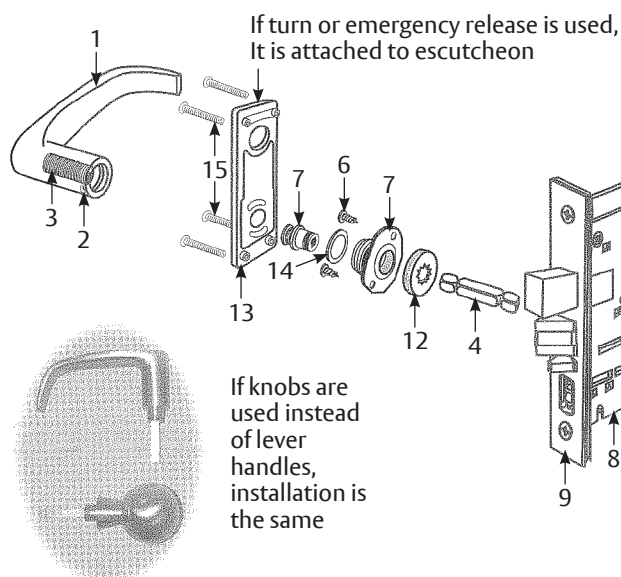
# Installation Instructions

**SARGENT**

**ASSA ABLOY**

## 9200 Lever With Security Escutcheon Trim LE 9100 Knob With Security Escutcheon KS

### How To Reverse Lock And Function

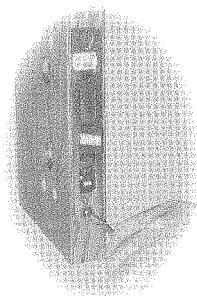


Parts Description	
1. Inside Lever	9. Outside Front
2. Setscrew	10. Mounting Posts
3. Spring	11. Outside Lever
4. Spindle	12. Retaining Nuts
5. Outside Escutcheon Plate	13. Inside Escutcheon Plate
6. Screw (2)	14. Washer
7. Adapter & Plate Assy.	15. Thru Bolts
8. Lockbody Unit	

Hole Locations — See Other Side

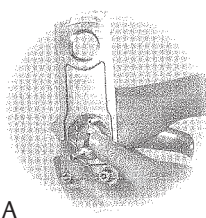
### 1. Install Lockbody

- Insert lockbody into mortise cutout. Hold loosely in place with (2) lockbody screws. **Do not tighten screws at this time.**
- Install cylinder. Cylinder is mounted under escutcheon. Tighten cylinder clamp

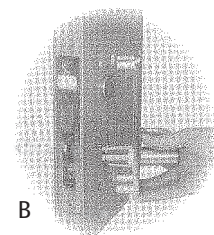


### 2. Install Outside Lever Assembly

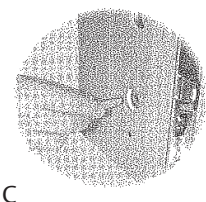
- Insert spindle into outside lever assembly.



- With outside lever horizontal carefully insert the mounting posts through the door and lockbody. Make sure the spindle is properly engaged in the lock cylinder in under escutcheon.



- Insert spindle into square hole on inside of door.

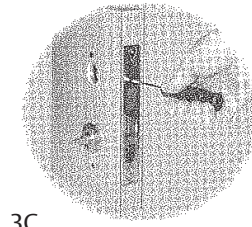


- Secure the adapter and plate assembly to the inside of the door. Thread the screws with the lock washers into the mounting posts of the outside lever assembly.



### 3. Install Cylinder

- Screw cylinder along with cylinder spring and collar into lockbody unit.
- After cylinder is screwed into the lockbody unit, flush with the cylinder collar. Make certain the cylinder retainer is lined up with the notch on the cylinder and the keyway is vertical.
- Tighten the cylinder retainer to prevent unscrewing of the cylinder.
- Turn the key in the cylinder to make certain that the locking or latching mechanism functions correctly.
- Tighten the lockbody screws.
- Secure the outside front plate to the lockbody.



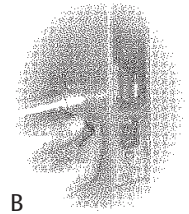
3C

### 4. Install Cylinder

- Firmly tighten two screws on the inside adapter and plate assembly.
- Tightly screw the escutcheon to the outside escutcheon using spanner thru bolts provided.
- Plate inside lever horizontally onto spindle. Tighten set screw securely with six lobe security screw driver.



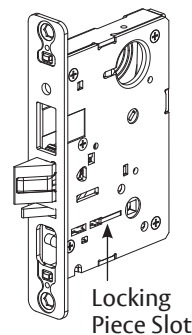
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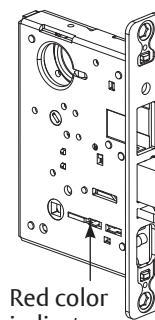
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### 5. How to Change Hand of Lock

- Red surface of locking piece must face locked side of door.
  - Position lockbody with red surface of locking piece visible.
  - Insert blade type screwdriver into locking piece slot to rotate locking piece.
  - Push locking piece toward back of lock- body and rotate 180° until red surface shows on opposite side.



Locking Piece Slot

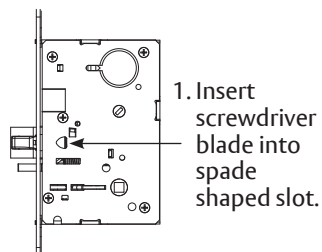


Red color indicates locked side of door.

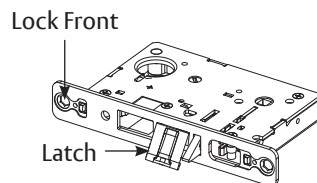


To view a video of this step, download a free mobile app and scan the QR code with your mobile device.

Beveled surface of latch must face strike. Deadlatch is self adjusting.  
To change hand of latch:



1. Insert screwdriver blade into spade shaped slot.



Lock Front

Latch

- Rotate screwdriver 90° to push latch out until back of latch clears lock front. Rotate latch 180°. Latch will re-enter lockbody.

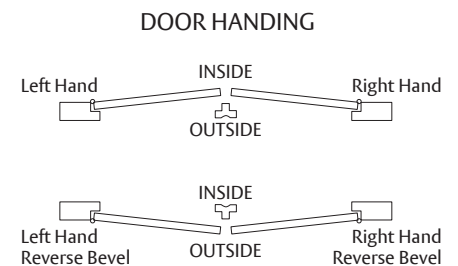
**NOTE:** Latch can not be unscrewed.

#### WARNING

This product can expose you to lead which is known to the state of California to cause cancer and birth defects or other reproductive harm. For more information go to [www.P65warnings.ca.gov](http://www.P65warnings.ca.gov).

#### WARNING

Attention Installer: Improper installation may result in damage to the product and void the factory warranty.



DOOR HANDS DETERMINED FROM OUTSIDE