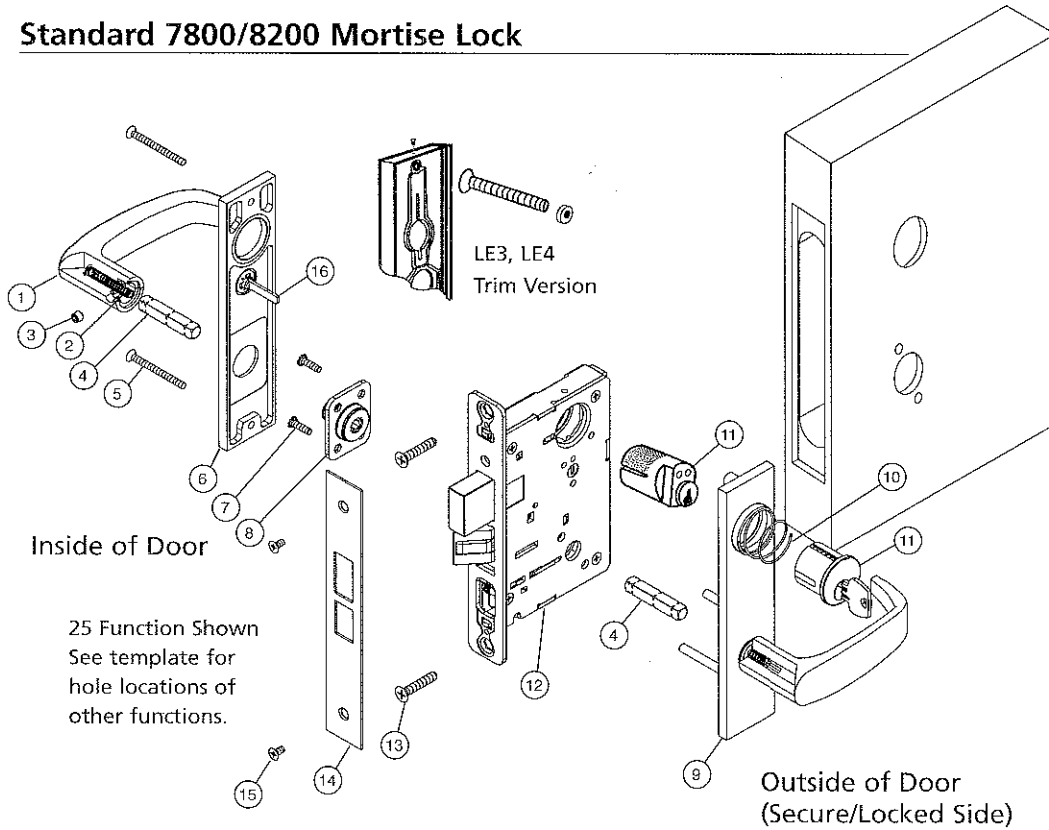


**INSTRUCTIONS FOR INSTALLING SARGENT 7800 KNOBS/8200 LEVERS MORTISE LOCK AND  
3P-8225 LEVERS TRIAD LOCK WITH ESCUTCHEON TRIM- CE, KE/LE (1, 2, 3, 4), KW/LW & TE DESIGNS  
U.S. Patent No. 5,678,870**

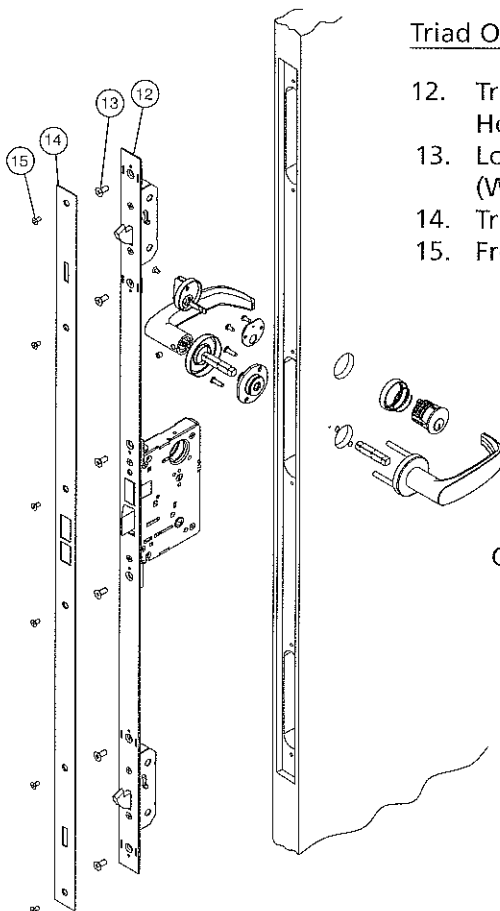
**Standard 7800/8200 Mortise Lock**



**Parts List Description**

1. Inside Lever
2. Spring
3. Lever/Knob Set Screw (1)  
Varies by Lever design
4. Spindles (2)
5. Trim Screws (2)  
(# 8-32 x 1-7/8" FH)
6. Inside Escutcheon Trim
7. Thurbolt Screws (2) &  
Lockwashers (2)(#8-32 x 5/8")
8. Adapter & Plate Assembly  
A) Adapter  
B) Mounting Plate  
C) Washer (2)  
D) Retaining Nut
9. Outside Escutcheon Trim  
A) Lever  
B) Escutcheon  
C) Thurbolt Posts (2)  
D) Mounting Plate  
E) Washer (2)  
F) Retaining Nut
10. Optional - depending on  
function and cylinder size
11. Cylinder type -  
Varies by 1, 2, 3 & 4 designa-  
tion after the KE/LE trims
12. Lockbody
13. Lockbody Screws (2)  
(#12 x 1 1/4" WD)
14. Front Plate
15. Front Screws (2)  
(#8 -32 x 1/4")
16. Thumb Turn Tail Piece —  
Optional per function

**Triad Lock 3P-8225**



**Triad Only - Parts List**

12. Triad Lockbody and  
Hookbolt Assembly
13. Lockbody Screws (6)  
(WD and MS as above)
14. Triad Front Plate
15. Front Screws (6)(as above)

**Tools Required**

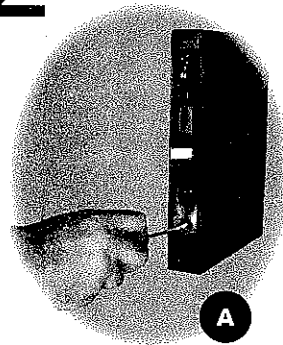
- Phillips Screwdriver (standard size)
- 1/8" Allen Wrench
- .050" Allen Wrench

If knobs are used instead of levers  
installation is the same.

# 1 CHECK DOOR PREPARATION

- A. Clean out lockbody pocket in edge of door to assure it is clear of debris. For Triad Lock also clear debris from hookbolt pockets and track in edge of door.

# 2 INSTALL LOCKBODY



- A. Insert lockbody (and hookbolts for Triad) into door prep. Check that lockbody fits easily in door with screw holes aligned. Secure lockbody to the door using lockbody screws. **Do not tighten fully at this time.**

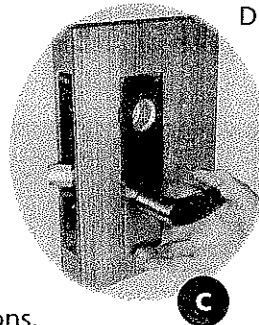
# 3 INSTALL OUTSIDE ESCUTCHEON ASSEMBLY



- A. With outside escutcheon assembly in hand tighten the retaining nut against the mounting plate as far as it will go by hand. To insure a tight fit in this assembly, back off retaining nut **just one notch**, until star pattern aligns with square corners. (see pattern shown)

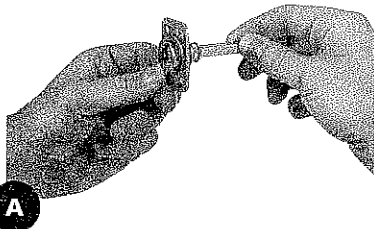
- B. **Important** Insert spindle into retaining nut to secure this position.

- C. If a thumbturn tail piece is attached to both the inside and outside escutcheons, make both tail pieces shorter by snapping them off at the seam.



- D. If LE3 or LE4 trim design skip to step 6. With outside lever in the horizontal orientation, as shown, carefully insert the mounting posts through the door and lockbody, making sure the spindle is engaged in the lock. Outside escutcheon assembly should be flush with door surface.

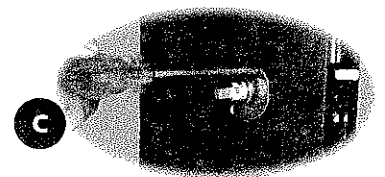
# 4 INSTALL INSIDE ADAPTER & PLATE ASSEMBLY



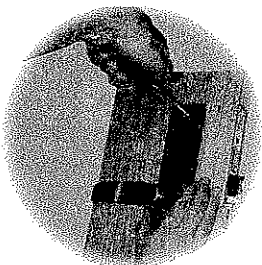
Note: This plate assembly will be circular in shape on KW1 and LW1 trim

- A. With adapter and plate assembly in hand **repeat important steps 3A and 3B** as above. For retaining nut and spindle only.
- B. Insert spindle with adapter and plate into square hole in lockbody on inside face of door.

- C. Secure adapter and plate with thrubolt screws making certain the lock washers are attached before tightening screws into thrubolt post of the outside rose assembly. **Do not over tighten.**



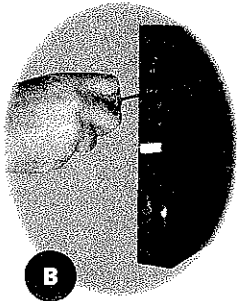
# 5 INSTALL INSIDE ESCUTCHEON



- A. Lay inside escutcheon flush against door face and screw the inside escutcheon to the outside escutcheon using trim screws. **Do not over tighten.**

# 6

## SECURE CYLINDER (IF PROVIDED)



A. **Single Cylinder:** Screw cylinder, along with cylinder spring and blocking ring behind it (if provided), into escutcheon and lockbody.

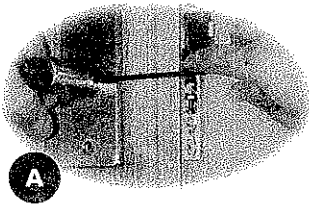
**Double Cylinder:** Screw both cylinders, with cylinder spring and collar behind, into lock so that the cams within the lock do not touch while the cylinder face lays flush with collar edge, when collar is held against the escutcheon face. Note: It is easier to use a key, slightly out of position in cylinder, to help screw the cylinder down completely. Over tightening cylinder could cause malfunction in lock.

- B. Secure cylinder in place by tightening the cylinder retainer through hole in edge of door (shown) with Phillips screwdriver.
- C. Test cylinder for proper operation. If LE3 or LE4 trim design, return to step 3 to continue.
- D. Now tighten the lockbody screws completely.
- E. Secure the outside front plate to the lockbody with front screws.
- F. For LE2 or LE4 trim designs, attach outside escutcheon with small set screws using allen wrench.

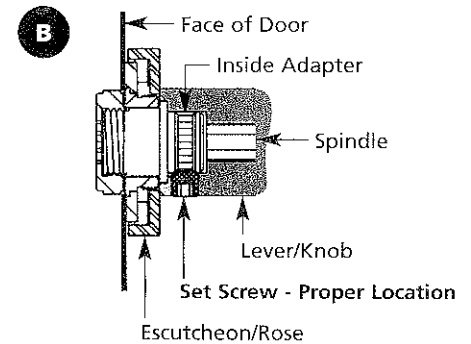
If a cylinder is not included in your lock function, proceed to step 7

# 7

## INSTALL INSIDE LEVER/KNOB



- A. Place inside lever/knob horizontally onto spindle. Position lever/knob edge so it is 1/16" from inside escutcheon face. Hold lever/knob in place while securing with set screw.
- B. Lever/knob set screw must rest in groove on inside adapter for proper installation. See illustration.
- C. Pull on lever/knob to test if set screw is properly secured.



**Important: Test lock for all operations before closing the door.**

## HOW TO REVERSE LOCK

**If It Is Necessary To Change Hand of Locking Piece**

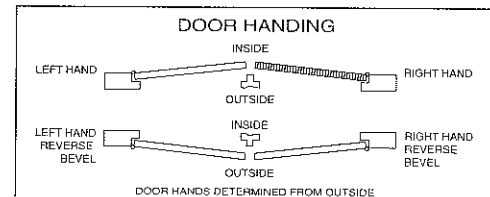
1. Turn lockbody to side NOT marked with RED locking piece.
2. Insert blade screwdriver into locking piece slot.
3. Push locking piece toward front of lockbody and rotate until RED shows.
4. RED indicates locked (OUTSIDE) side!

**If It Is Necessary To Change Hand of Latchbolt**

1. Insert blade screwdriver into oval slot behind latchbolt.
2. Push latchbolt out until back of bolt clears lockbody front.
3. Rotate latchbolt 180° until the latchbolt drops back into the lockbody.
4. If necessary, flip guardbolt to match latchbolt bevel.

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Note: Red color indicates locked side of door or hold back side (91 and 92 Function).