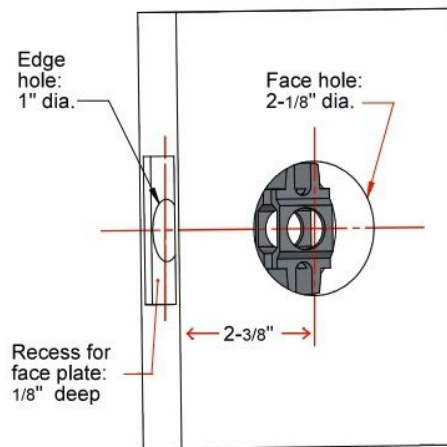


**PARTS LIST**

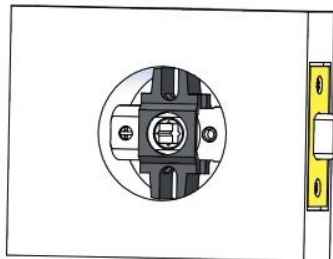
- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1 privacy latch                    | 1 plastic alignment block for latch |
| 2 doorknobs                        | 1 privacy pin                       |
| 1 swivel spindle - 4"              | 1 face plate                        |
| 1 door rose with threaded shanks   | 1 strike plate (full lip)           |
| 1 door rose with screw-holes       | 4 wood screws for plates            |
| 2 machine screws (bolts) for roses | 1 Allen (hex) key                   |

1-3/8" standard door thickness

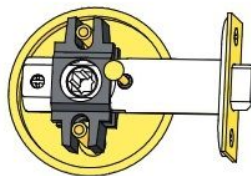


(a) Door prep for latch installation  
[Standard sizes of pre-drilled holes] shown with alignment block in place

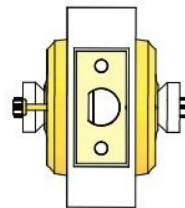
**Installation instructions - tubular latch sets - 2 3/8" backset - privacy function**



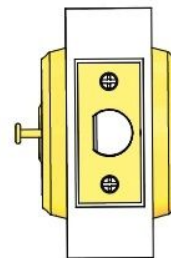
(b) Latch installed with alignment block and face plate



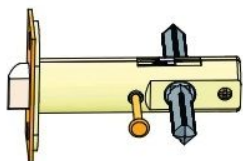
(c) Latch shown with alignment block, privacy pin, face plate and 1 rose



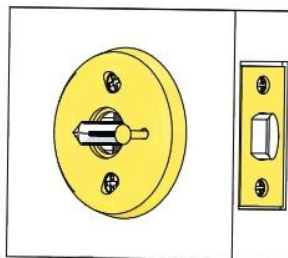
(d-1) Shown with ALIGNMENT TOOL [Alignment tool - sold separately - is used to align the roses and mark the location of holes for screws]



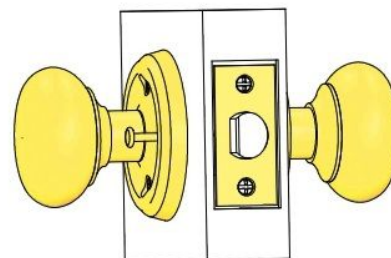
(d) Latch installed with roses



(e) Latch shown with spindle installed "ON THE DIAMOND"



(f) Latch installed with roses and spindle



(g) Fully assembled latch set

Brass doorknobs with  
Roses #8873  
Privacy function - backset: 2 3/8"

## Installation instructions: tubular latch sets - 2 3/8" backset - privacy function

General: Think safety. Use gloves and goggles as needed. Do not lock yourself inside a room while installing the latch set. Disengage the privacy function during installation. Keep a spindle and a doorknob inside the room in case door closes inadvertently.

### 1. A) Doors with pre-drilled holes:

There are two holes: face hole and edge hole. Standard diameter of face hole is 2-1/8". Standard diameter of edge hole is 1". You are good to go.

### B) Prep for doors without pre-drilled holes:

- 1) You'll need to drill 2 holes: a face hole and an edge hole. Standard height of the centers of the two holes is 38" to 40" from the floor. The center of the face hole is 2-3/8" from the edge of the door (equivalent to the backset of the latch). **[See picture (a)].**
- 2) Drill the face hole first. Make a pilot hole for it at the center. Drill a 2-1/8" diameter hole from both sides of the door to prevent splitting of the wood. **[Picture (a)]**
- 3) Drill a 1" diameter hole in the center of the door's edge to go through the face hole. **[Picture (a)]**
- 4) Mark the outline of the latch's face plate on the door's edge. Use a chisel or router to make a 1/8" deep recess for it.
2. Hold the plastic alignment block inside the larger (door face) hole, and insert the latch's tube through the smaller (door edge) hole and through the alignment piece until the latch's hub is inside the circle in the side of the alignment block. **[Picture (b)].** Make sure to insert the latch so the locking mechanism faces inside the room that may need to be locked. **[Picture (c)].**
3. The latch serves for both right-hand and left-hand doors. Turn the latch's bolt so the beveled (curved) side faces the door jamb. Put the face plate over the bolt, and install it with 2 wood screws. Once the face plate sits in place it determines and secures the orientation of the latch.
4. For maximum privacy place the rose with threaded shanks on the "out" side of the door, and the rose with countersunk holes on the "in" side of the door. Insert the shanks of the rose through the guide holes in the alignment block **[picture (c)]** and attach the other rose to them with machine screws (don't tighten the screws yet). Position both roses so their holes align with the latch's hub, and the privacy pin holes are in line with the latch's privacy lock mechanism. [We recommend using our alignment tool **(sold separately)** for this purpose.] Insert the privacy pin through the privacy hole on the "in" rose, and screw it onto the latch's locking mechanism. Tighten the machine screws to lock the roses in place. **[Picture (d)].**
5. The hub of the latch is star-shaped. It enables the latch to accept two widths of spindle: 9/32" [7mm] on the diamond, or 5/16" [8mm] on the square of the hub. Our spindle is 9/32" wide. The privacy function requires a swivel spindle. The swivel spindle consists of 2 halves connected together. One half has stop-notches (lugs) crimped on it near the center. Insert the spindle into the hub (the half *without* the stop-notches leading) ON THE DIAMOND of the hub for a snug fit. **[Pictures (e) and (f)].**  
Note: insert the swivel spindle from the "in" side of door, with the stop-notches on the "inside" half of the spindle.  
*The stop-notches constrain the middle of the spindle to align with the middle of the hub.*
6. Install one doorknob onto the spindle on the "out" side of door. Screw the doorknob onto the spindle so it's base fits nicely but not tightly into the rose's hub. Install the second doorknob from the "in" side of door. **[Picture (g)].** Adjust door knobs and roses for smooth operation, and tighten the set-screws on the sides of the doorknobs' bases against the spindle with the Allen key.
7. Mark the outline of the latch's strike plate on the doorjamb. Use a chisel or a router to make a 3/64" deep recess for it. Install the strike plate on the door jamb with 2 wood screws.

### Notes:

- A) *When the privacy function is activated from the inside, the outside doorknob will not operate the latch. Turning the inside door knob will release the privacy pin and operate the latch to open the door. Or you can manually pull the privacy pin from inside the room first.*  
*Another safety feature of this latch: if the privacy pin has been pushed in while the door is open, the privacy mechanism will be released automatically when the door closes, thus preventing locking an empty room from inside by accident.*
- B) *Keep the Allen key. Some situations require unlocking the door from outside. This is done by inserting a narrow bent object (like the Allen key, a short nail or a paper clip) through the privacy hole in the "outside" rose, and pushing the privacy mechanism.*