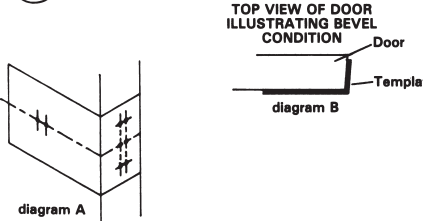
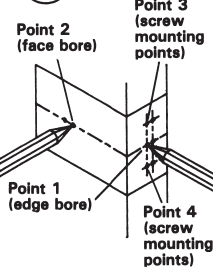
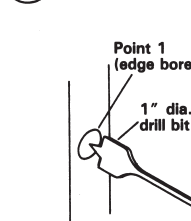
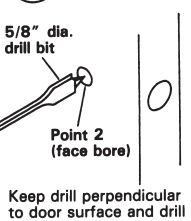
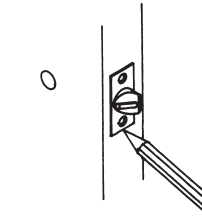
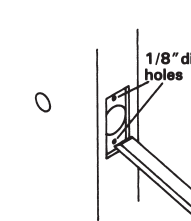
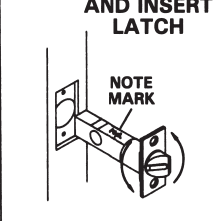
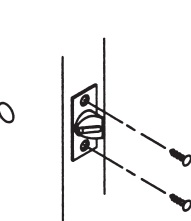
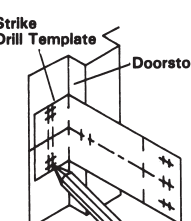


These instructions **MUST** be used for all rosettes with diameters less than 2.5" and doors thicker than 1-3/4".
 Optional for door thickness of 1-3/8" to 1-3/4" with a 5/8" face bore.

INSTALLATION INSTRUCTIONS FOR NO. 5500 SERIES PASSAGE LATCH - non-bored door condition
TOOLS REQUIRED: Drill, 1" dia. bit, 5/8" dia. bit, 1/8" dia. bit, Center Punch, Chisel, Hammer, Phillips Screwdriver, Baldwin Trim Aligning Tool #8480 (recommended).
BE SURE TO READ ALL INSTRUCTIONS BEFORE PREPARING DOOR.

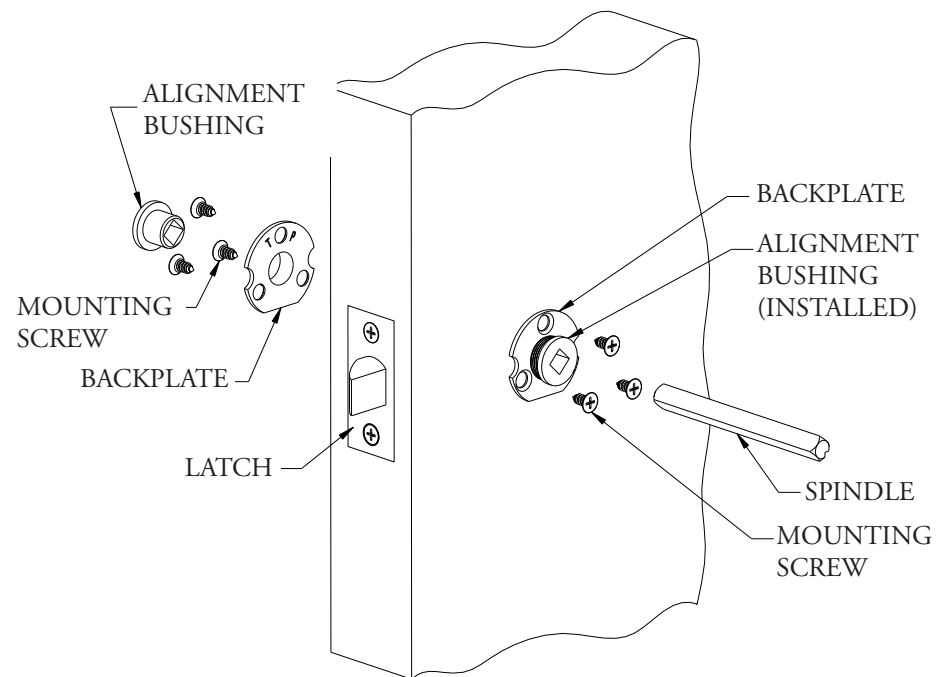
<p>1 POSITION TEMPLATE</p>  <p>TOP VIEW OF DOOR ILLUSTRATING BEVEL CONDITION</p> <p>Diagram A</p> <p>Determine latch backset (2-3/8" or 2-3/4"). Fold enclosed template on dotted line and locate on door at desired height (diagram A). If door is beveled (see diagram B), place folded edge on low side of bevel as shown above.</p>	<p>2 MARK DOOR</p>  <p>Point 1 (edge bore)</p> <p>Point 2 (face bore)</p> <p>Point 3 (screw mounting points)</p> <p>Point 4 (screw mounting points)</p> <p>Mark door at points No. 1, No. 2, No. 3, and No. 4 and center punch for drilling.</p>	<p>3 DRILL EDGE BORE</p>  <p>Point 1 (edge bore)</p> <p>1" dia. drill bit</p> <p>Drill 1" dia. hole. 2-3/8" backset.... drill 3-1/2" deep. 2-3/4" backset.... drill 3-7/8" deep.</p>	<p>4 DRILL FACE BORE</p>  <p>5/8" dia. drill bit</p> <p>Point 2 (face bore)</p> <p>Keep drill perpendicular to door surface and drill through.</p> <p>Note for wood doors: to avoid splintering, drill a centering hole through the door, then drill face bore from both sides.</p>	
<p>5 TRACE FACEPLATE</p>  <p>Slide latch into edge bore. Check that screw mounting points are centered before tracing the outline of the faceplate.</p>	<p>6 CHISEL MORTISE</p>  <p>1/8" dia. holes</p> <p>Remove latch. Drill 1/8" screw holes. Chisel out mortise 5/32" deep.</p>	<p>7 ADJUST BEVEL AND INSERT LATCH</p>  <p>NOTE MARK</p> <p>With MARKED side up, rotate faceplate to assure bevel side of latchbolt faces jamb. Slide latch into edge bore.</p>	<p>8 FASTEN LATCH</p>  <p>Fasten latch to door edge with two screws.</p>	<p>9 INSTALL STRIKE</p>  <p>Strike Drill Template</p> <p>Doorstop</p> <p>Using strike template, mark jamb, drill screw holes and chisel mortise at proper location. Install strike.</p>

NOTE: We recommend the use of the Baldwin Trim Aligning Tool to ensure precise alignment of the latch and trim.

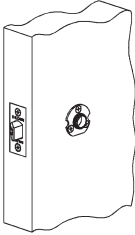
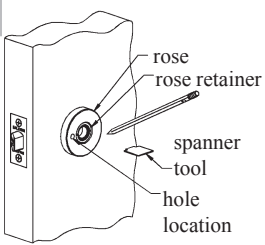
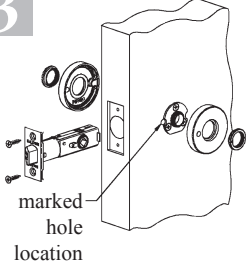
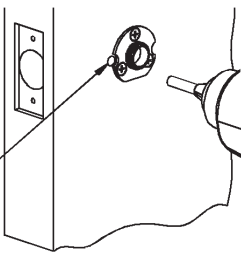
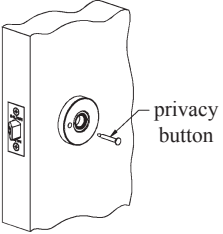
These instructions MUST be used for all rosettes with diameters less than 2.5" and a door thickness of 1-3/8" to 1-3/4" with a 5/8" face bore.

Backplate Installation Process

1. Use instructions and template to install latch.
2. Insert the spindle into the latch.
3. Position the backplates over the spindles and insert the alignment bushings into the backplates.
4. For dummy installations level the bottom edge.
5. With the spindle square to the door surface, mark and drill pilot holes (5/64" softwood / 3/32" hardwood).
6. Install mounting screws into backplates.
7. Remove the alignment bushings and discard.
8. Attach roses to backplates and install knobs or levers.



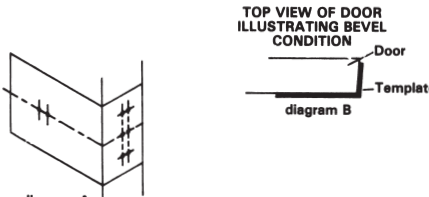
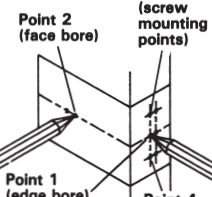
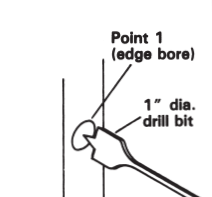
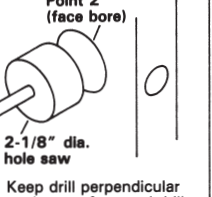
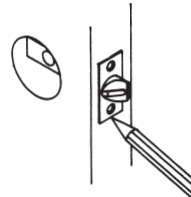
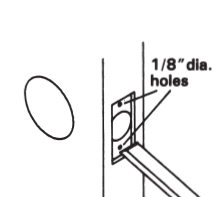
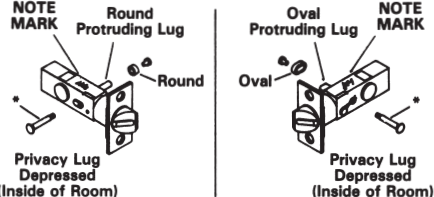
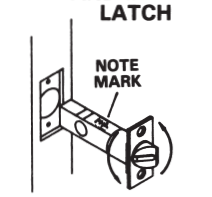
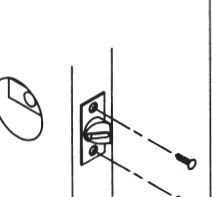
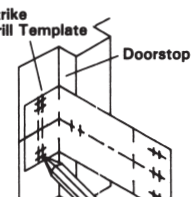
These instructions MUST be used for all rosettes with diameters less than 2.5" and a door thickness of 1-3/8" to 1-3/4" with a 5/8" face bore.

<p>1</p> 	<p>2</p>  <p>rose rose retainer spanner tool hole location</p>	<p>3</p>  <p>marked hole location</p>	<p>4</p>  <p>1/4" diameter hole</p>	<p>5</p>  <p>privacy button</p>
<p>After completing the latch and backplate installation, a hole for the privacy button needs to be drilled.</p> <p>The first step is to remove the alignment bushings and spindle used for the backplate installation process.</p>	<p>Attach the roses to the backplates using the rose retainers and tighten with the supplied spanner tool.</p> <p>Use a pencil to mark the privacy hole location on each side of the door.</p>	<p>To avoid damage, remove both roses and the latch before drilling the privacy holes.</p>	<p>Drill a 1/4" diameter hole through both sides of the door.</p> <p>Caution: To assure proper hole location drill from each side of the door and not from one side only.</p>	<p>Re-install the latch and re-attach both roses.</p> <p>On the inside of the room, thread the privacy button into the latch and install the knobs or levers.</p>

These instructions may be used for rosettes with diameters greater than 2.5" and a door thickness of 1-3/8" to 1-3/4" with a 2-1/8" face bore.

INSTALLATION INSTRUCTIONS FOR NO. 5500 SERIES LATCH WITH 2-1/8" CYLINDRICAL CUTOUT

(NOTE: This larger cutout is **OPTIONAL** for **PASSAGE LATCHES** (see reverse side), but **REQUIRED** for **PRIVACY LATCHES**)
TOOLS REQUIRED: Drill, 1" dia. bit, 5/8" dia. bit, 1/8" dia. bit, Center Punch, Chisel, Hammer, Slotted & Phillips Screwdrivers, Baldwin Trim Aligning Tool #8480 (recommended).
BE SURE TO READ ALL INSTRUCTIONS BEFORE PREPARING DOOR.

<p>1 POSITION TEMPLATE</p>  <p>diagram A</p> <p>Determine latch backset (2-3/8" or 2-3/4"). Fold enclosed template on dotted line and locate on door at desired height (diagram A). If door is beveled (see diagram B), place folded edge on low side of bevel as shown above.</p>	<p>2 MARK DOOR</p>  <p>Point 2 (face bore) Point 3 (screw mounting points) Point 1 (edge bore) Point 4 (screw mounting points)</p> <p>Mark door at points No. 1, No. 2, No. 3, and No. 4 and center punch for drilling.</p>	<p>3 DRILL EDGE BORE</p>  <p>Point 1 (edge bore) 1" dia. drill bit</p> <p>Drill 1" dia. hole. 2-3/8" backset.... drill 3-1/2" deep. 2-3/4" backset.... drill 3-7/8" deep.</p>	<p>4 DRILL FACE BORE</p>  <p>Point 2 (face bore) 2-1/8" dia. hole saw</p> <p>Keep drill perpendicular to door surface and drill through.</p> <p>Note for wood doors: to avoid splintering, drill a centering hole through the door, then drill face bore from both sides.</p>	<p>5 TRACE FACEPLATE</p>  <p>Slide latch into edge bore. Check that screw mounting points are centered before tracing the outline of the faceplate.</p>
<p>6 CHISEL MORTISE</p>  <p>1/8" dia. holes</p> <p>Remove latch. Drill 1/8" screw holes. Chisel out mortise 5/32" deep.</p>	<p>7 INSTALL PLASTIC SPACER (PRIVACY LATCH ONLY)</p>  <p>NOTE MARK Round Protruding Lug Oval Protruding Lug NOTE MARK Privacy Lug Depressed (Inside of Room)</p> <p>Hold latch with MARKED side up. The side of the latch that will be inside the room MUST BE toward you. Push in the privacy lug with your thumb. Slide either the oval or round plastic spacer over the protruding lug. Fasten with small machine screw.</p> <p>*NOTE: Thread in privacy button after trim is applied.</p>	<p>8 ADJUST BEVEL AND INSERT LATCH</p>  <p>NOTE MARK</p> <p>With MARKED side up, rotate faceplate to assure bevel side of latchbolt faces jamb. Slide latch into edge bore.</p>	<p>9 FASTEN LATCH</p>  <p>Fasten latch to door edge with two screws.</p>	<p>10 INSTALL STRIKE</p>  <p>Strike Drill Template Doorstop</p> <p>Using strike template, mark jamb, drill screw holes and chisel mortise at proper location. Install strike.</p>

NOTE: We recommend the use of the Baldwin Trim Aligning Tool to ensure precise alignment of the latch and trim.

These instructions may be used for rosettes with diameters greater than 2.5" and a door thickness of 1-3/8" to 1-3/4" with a 2-1/8" face bore.

Adapter Installation Process

1. Use instructions and template to install latch.
2. Position the adapters so the #10 machine screws are inserted from the inside face of the door.
3. Loosely thread the #10 machine screws through the inside adapter into the outside adapter.
4. Insert the spindle into the latch.
5. Insert the alignment bushings into both adapters.
6. Fully tighten the #10 machine screws.
7. Remove the alignment bushings and discard.
8. Attach roses to adapters and install knobs or levers.

