



**NOTE: Template may not be true-to-size. Please use for reference purposes only. DO NOT drill until measurements are verified.**



CEDAR GROVE, NJ 07009

## INSTALLATION INSTRUCTIONS FOR LATCHSETS

Installing Latch - Skip to #4 Instruction if door is pre-bored.

- Using template, mark all points for drilling. Use correct backset for latch. Drill  $2\frac{1}{8}$ " bore first. **For 2" diameter roses or narrow plates drill  $\frac{3}{4}$ " diameter hole instead of  $2\frac{1}{8}$ " bore.**
- Using 1" bit, drill from door edge across the bore to accommodate latch length.
- With face cover in place, position latch and mark perimeter of latch faceplate on door edge. Mortise to accommodate latch face and face cover,  $\frac{5}{32}$ " deep.
- PASSAGE:** When installing a passage latch, hold latch with writing facing upwards.  
**PRIVACY:** When installing privacy latch, hold latch with writing facing upwards. From inside of the room, push the "Privacy Locking Block" toward the outside of the room. Slide the oval plastic stopper over the outside privacy block. Fasten with the small machine screw (see Figure #2 on reverse side).
- Apply faceplate to latch with flat side of faceplate facing flat side of bolt (see Figure #1 on reverse side). Position latch and faceplate in door to suit the door swing. Rotate if necessary, using slight pressure. Screw latch and faceplate to door.

### BEFORE INSTALLING ROSE:

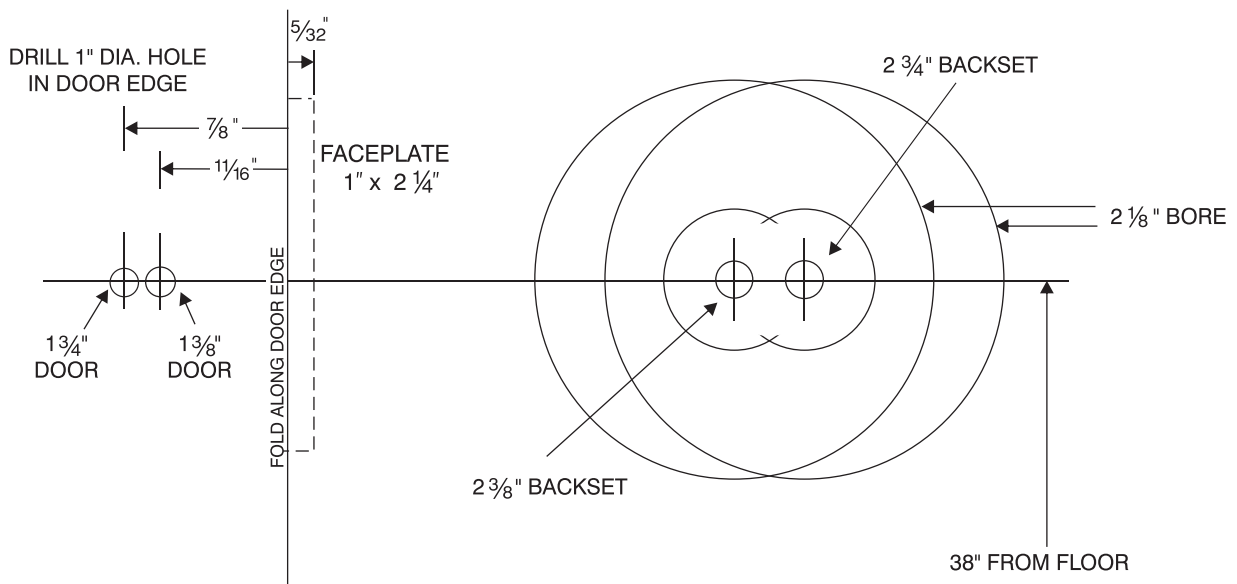
- Insert spindle through latch hub. **FOR PRIVACY: Insert split spindle until spindle stop hits latch hub. The "tear drop" cut outs on the spindle should be facing the set screw hole on lever or knob.**

### Installing Passage and Privacy Rose Set

- Place the metal sub-roses together through the door (slide both sides of the sub-roses onto the spindle). Make sure both sub-roses have the word "UP" facing upwards. Fasten the sub-roses together using the (2) screws provided. Tighten the screws to fasten the sub-roses together.
- Install the rose covers onto the metal sub-rose by aligning the two "tabs" of the rose with the two "notches" on the outside of the sub-rose. Tighten the two threaded washers with the tool (O) provided.
- For a privacy set, the small hole in the rose cover should face the door edge. From the inside of the door, insert the privacy pin into the rose hole and thread into the privacy locking block of the latch.
- Partially insert the provided set screws into the levers. Slide both levers onto the spindle until securely seated into the threaded nylon washers. (For privacy, ensure the spindle is centered in the latch so that each lever works independently.) Tighten the set screws onto the spindle.
- Check for smooth operation.

Your OMNIA Dealer/Distributor can help you with any further questions or information on other OMNIA Products.

### TUBULAR LATCH TEMPLATE

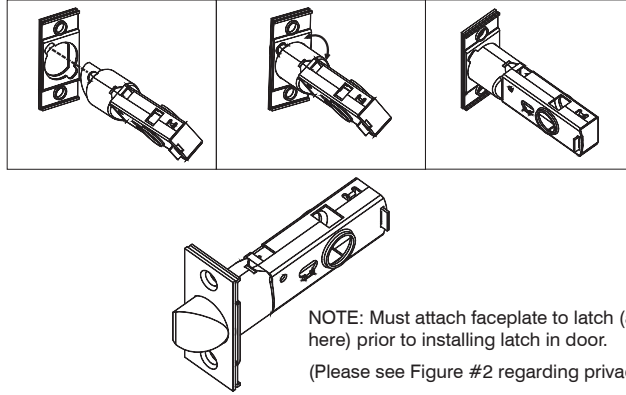


### CAUTION: DOOR AND FRAME MANUFACTURERS

When door gasketing or silencers are used, proper allowances must be made for strike location to maintain a common centerline with lock and door so that the bolt will freely enter strike.

ATTACHING LATCH TO FACEPLATE

Figure #1



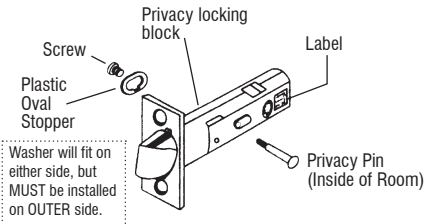
NOTE: Must attach faceplate to latch (as shown here) prior to installing latch in door.  
(Please see Figure #2 regarding privacy latch.)

INSTALLATION OF PRIVACY LATCH  
(PRIVACY LATCH FOR LEVERS ONLY)

Figure #2

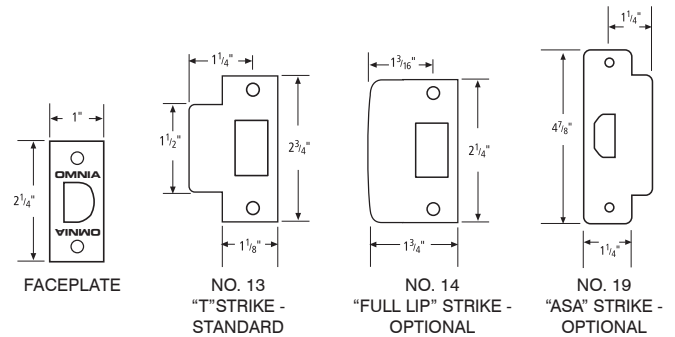
Hold latch with writing on label facing upwards. The side of the latch that is inside of the room must be towards you. Push in the privacy locking block. Slide the oval plastic stopper over the outside privacy block. Fasten with the small machine screw.

**\*NOTE Thread privacy pin into latch after trim is applied.**



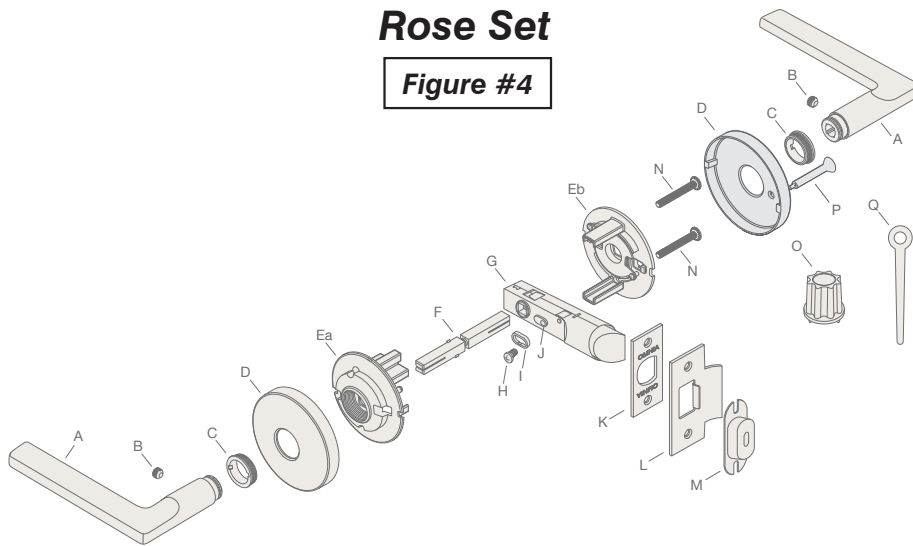
FACEPLATE AND STRIKES  
DRAWINGS NOT TO SCALE

Figure #3



Rose Set

Figure #4



Latchset Component List

- A) Door Knob/Lever (2)
- B) Set Screw (2)
- C) Nylon Threaded Washer (2)
- D) Finished Rose (2)
- Ea) Metal Spring Assist Sub-Rose
- Eb) Metal Spring Assist Sub-Rose
- F) Spindle (Teardrop groove positioned towards set screw)
- G) Tubular Latch
- H) Privacy Locking Block Machine Screw
- I) Privacy Locking Block Locking Stopper
- J) Privacy Locking Block
- K) Tubular Latch Faceplate
- L) Tubular Latch Strike Plate
- M) Tubular Latch Dust Box
- N) Thru-Bolt Machine Screws With Locking Washer (2)
- O) Washer Installation Tool
- P) Privacy Locking Pin (For Privacy Only)
- Q) Emergency Release Key

