



Element Series

Privacy Lever Set Installation Instructions

We continually strive to exceed customer expectations and are always looking for ways to innovate and improve. Over the years, the Schlage Element Series has evolved. To ensure you have the correct information regardless of which version you own, we have created this comprehensive guide. Please read the entire document carefully. When presented with alternates, simply follow the steps where the image best matches your specific product.

Step 1

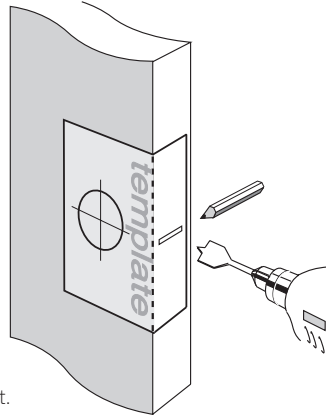
1. Position Template

- Fold the template as indicated.
- Place it on the door edge at the desired latch height.
- Hold firmly and mark the latch height and handle fixing holes according to the template.

2. Mark and Drill Holes

- Measure the door thickness and mark the centre.
- Drill a 25mm hole in the door edge for the latch.
- Drill a 54mm hole through the door face at the 60mm backset.

Tip: Drill squarely for proper alignment.



Step 2

1. Prepare the Door Edge

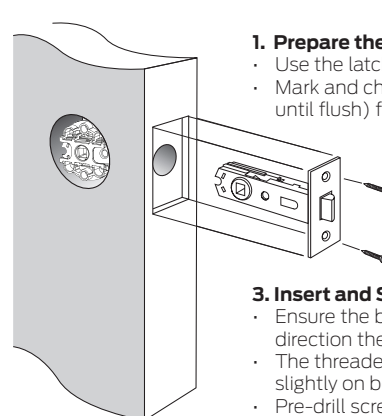
- Use the latch faceplate as a guide.
- Mark and chisel a recess 2mm deep (or until flush) for the latch plate.

2. Insert the Latch Support

- Insert latch support into hole as shown (suitable and required for 54mm hole prep).

3. Insert and Secure the Latch

- Ensure the bevelled latchbolt (B) faces the direction the door closes.
- The threaded drive bar (A) should stick out slightly on both sides.
- Pre-drill screw holes.
- Fasten the latch with the screws provided.



For Step 3, choose the option that best represents the components you have.

Step 3a

Follow these instructions if there are no grub screws included in lever

1. Insert the Spindle

- Insert the square drive spindle (1) through the latch.
- Press the retaining button (2) and continue pushing until it appears on the other side.

2. Attach the Levers

- Remove the rosette covers (3) from both lever assemblies.
- Slide one lever (4) onto the spindle.
- Attach the second lever (5) on the opposite side.

3. Secure the Levers

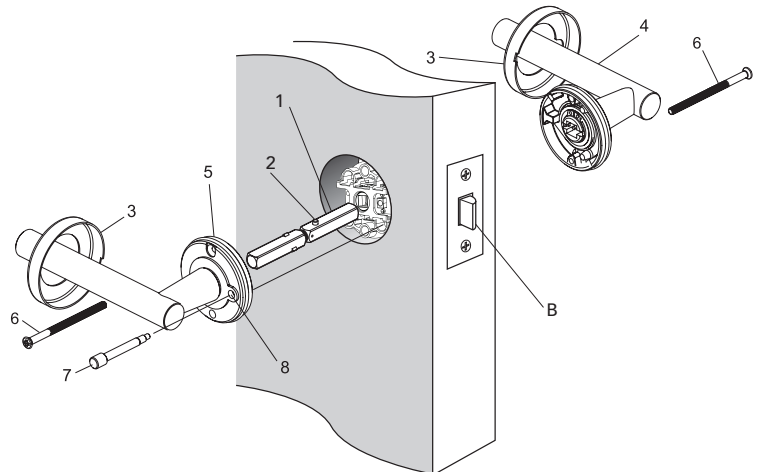
- Use the screws (6) provided to fasten both levers together.
- Use long screws for thick doors (40-45mm) and short screws for thin doors (32-39mm).
- Each under-rose has one countersunk hole and one threaded hole.
- Insert a screw (6) through each countersunk hole in the lever, through to the opposite threaded hole.
- Ensure lever is level, then tighten both screws securely.

4. Replace Rosette Covers

- Push the covers (3) over the rubber rings until flush with the door.

5. Install the Privacy Button

- Press the latchbolt in (B).
- Insert the privacy button (7) through the privacy button / emergency release hole (8) on the inside of the door.
- Screw it in tightly.
- Release the latchbolt once the button is secure.



NOTE: Carefully follow these instructions when installing.
Screws to be hand tightened to a recommended 2.5Nm torque.

Step 3b

Follow these instructions if discs (7) are included in pack

1. Insert the Spindle

- Orient the square spindle (1) with the groove facing down. Insert the spindle through the latch in the door. Depress button (2) and push spindle through the latch until the button is visible on the other side. The spindle is now retained in the centre of the latch.

2. Attach the Levers

- Remove rosette covers (3) from both lever assemblies.
- Screw standoffs (4) into threaded holes in each under-rose.
- If the door thickness is less than 38mm, trim the screw (8) at the marked section, otherwise use the full length for doors up to 45mm.
- Identify which side of the door each lever assembly (grub screw (5) facing down) will be located, to allow both levers to move in a downward motion once installed.
- Place one lever assembly (6), with disc (7) installed, onto the square spindle (1).
- Place the other lever assembly (6), with disc (7) installed, into position, locating it onto the other end of the spindle (1).

3. Secure the Levers

- Insert a screw (8) through each countersunk hole in the lever, through to the opposite threaded screw standoff (4). Tighten the screw of each side.
- Tighten the grub screw (5) at base of levers on both sides with the hexagonal key (9) provided.

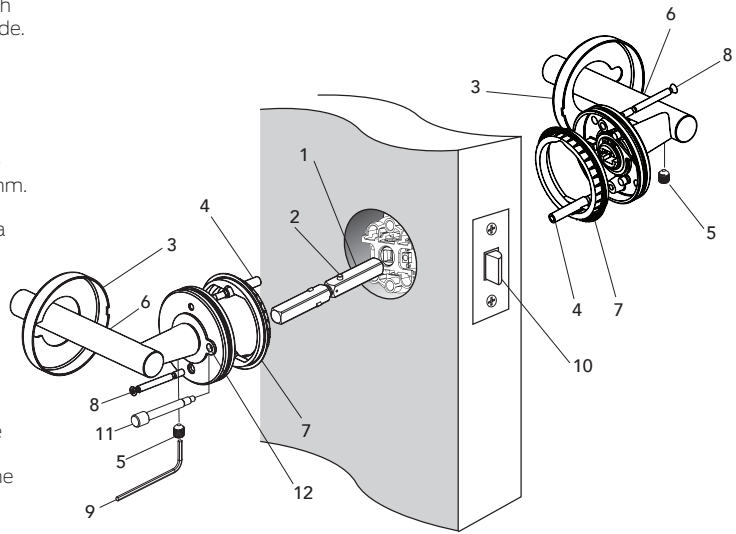
4. Replace Rosette Covers

- Push the covers (2) over the rubber rings until flush with the door.

5. Install the Privacy Button

- Depress latchbolt (10) and install the privacy button (11) through the privacy hole (12) on the internal side of the door and screw tight.

Note: Emergency release hole can be found on the external side and used by inserting a pointed object into the hole to release privacy button.



NOTE: Carefully follow these instructions when installing. Screws to be hand tightened to a recommended 2.5Nm torque.

Step 3c

Follow these instructions if you have grub screws and no discs included in pack

1. Insert the Spindle

- Insert square drive spindle (1) through latch in door. Depress button (11) and push spindle through the latch until the button is visible on the other side. The spindle is now retained in the centre of the latch.

2. Attach the Levers

- Identify which side of the door each lever assembly will need to be located in order to allow both levers to move in a downward motion once installed.
- Remove rosette covers (2) from both lever assemblies.
- Place on lever assembly (3) onto the square drive spindle.
- Place the other lever assembly (4) into position, locating it onto the other side of the spindle.

3. Secure the Levers

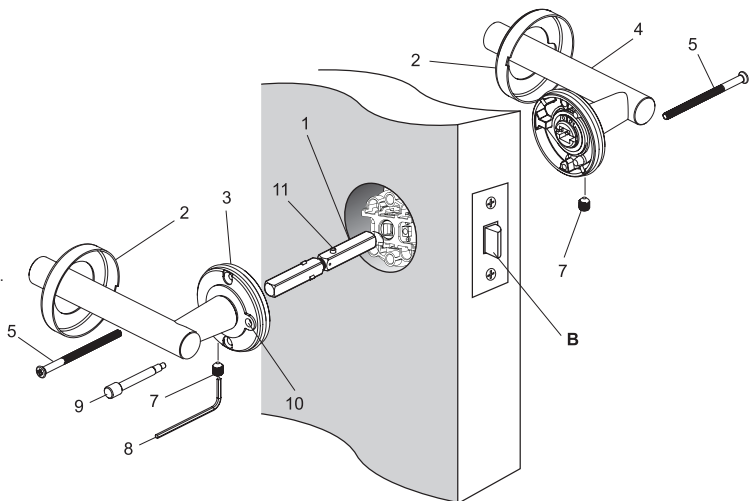
- Fasten both lever assemblies together with screws provided (5).
- Use long screws for thick doors (40-45mm) and short screws for thin doors (32-39mm).
- Each under-rose features a countersunk hole and a threaded hole.
- Insert a screw (5) through each countersunk hole in the lever, through to the opposite threaded hole.
- Tighten the screw head on each side.
- Tighten the grub screw (7) at base of levers on both sides with the hexagonal key (8) provided.

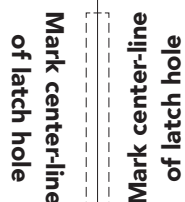
4. Replace Rosette Covers

- Push the covers (2) over the rubber rings until flush with the door.

5. Install the Privacy Button

- Depress latchbolt (B) and install the privacy button (9) through the privacy button / emergency release hole (10) on the internal side of the door and screw tight. Ensure this is completely tightened, then release latchbolt.





 **PRINT TO SCALE**

FOLD HERE

Fit here on door edge

Fit here on door edge

BACKSET 60mm

**ALLEGION™**

54mm hole

Allegion (New Zealand) Limited
 Freephone 0800 477 869
 Email nzinfo@allegion.com
www.allegion.co.nz

Suits doors 32mm to 45mm thick.
Installation template for privacy applications



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