2009©Pella Corporation Part Number: E829307

ENTRY DOOR PASSAGE LATCHSET INSTALLATION INSTRUCTIONS

You have selected one of the latchset types illustrated in these instructions. The exploded view shows, at a glance, how your latchset is assembled. Please follow the step-by-step installation instruction to ensure proper installation.

Note: If your door is not pre-bored, go to Step 2 and 3 for preparing the door for passage latchset and strike.

Note: The latchbolt included in this kit is for 2-3/4" backset. For 2-3/8" backset use the latch included in the optional 2-3/8" backset kit.

TOOLS REQUIRED:

- Phillips screwdriver or power screwdriver

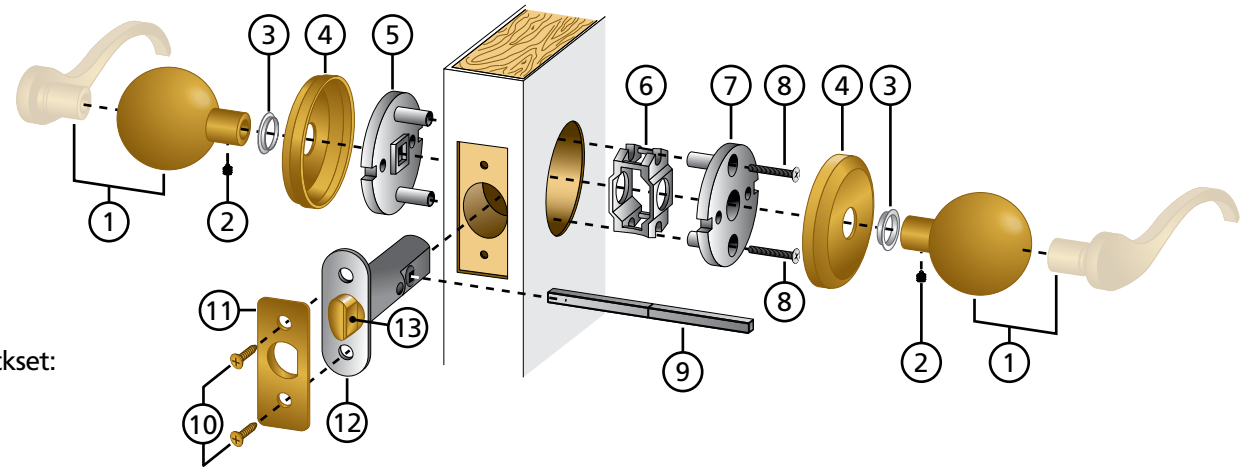
ADDITIONAL TOOLS IF DOOR IS NOT PRE-BORED:

- Center punch
- 1/8" drill bit
- 7/8" spade bit
- Wood chisel
- 2-1/2" hole saw
- 1" spade bit
- Drill

PART IDENTIFICATION

1 Knob / Lever
2 Set screw
3 Plastic washer
4 Rosette
5 Outside adapter
6 Latch support
7 Inside adapter
8 Flathead screws
9 Spindle
10 Wood screws
11 Faceplate
12 Pella Latch 2-3/4" backset: Non-adjustable
13 Latchbolt

EXPLODED VIEW



1 KNOB/LEVER INSTALLATION

A. **From the interior (room side) place the latch support** into the face bore.

B. **Insert the latch into the door panel and latch support.**

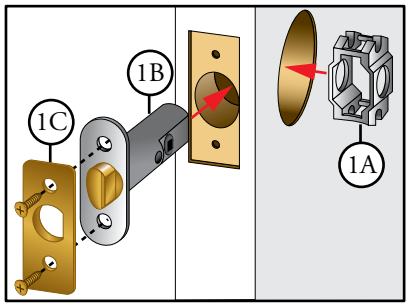
Note: The curved side of the latchbolt must face the frame jamb. The latchbolt can be reversed by rotating the latchbolt one half turn.

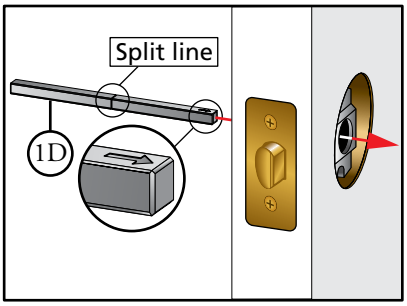
C. **Place the faceplate over the latchbolt** and secure in place with the two wood screws (provided).

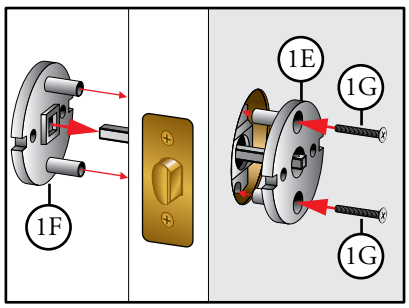
D. **From the exterior of the door insert the spindle.** Insert the spindle with the groove side down and the stamped arrow towards the square hole of the latch. Slide the spindle through the latch until the split line of the spindle is in the center of the latch.

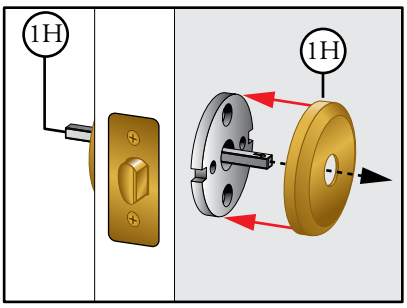
E. **Install the inside adapter.** Insert the two legs of the adapter into the holes in the latch support.

Note: The inside adapter has countersunk screw mounting holes to receive the heads of the screws.









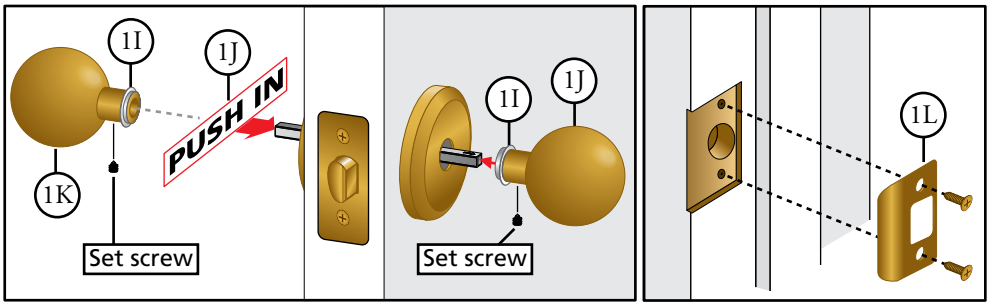
F. **Install the outside adapter.** Insert the two legs of the adapter into the holes in the latch support.

G. **From the interior, insert the two flat head screws** into the adapter holes and drive them into the outside adapter.

H. **Snap the rosettes onto the adapters.**

I. **Place the plastic washers on the shank of the knob/levers.**

J. **Slide the interior knob/lever onto the spindle,** pushing the spindle from the exterior side at the same time. Make sure there is not a gap between the knob/lever and the rosette. Insert and tighten the set screw with the allen wrench provided.



K. **Slide the exterior knob/lever onto the spindle.** Make sure there is not a gap between the knob/lever and the rosette. Insert and tighten the set screw with the allen wrench provided.

L. **Place the strike** and secure with the two screws provided.

2 PREPARING DOOR FOR PASSAGE LATCHSET

Note: The following instructions are for doors that have not been pre-bored.

A. **Fold the template on the line** and place on the door at the desired height (approximately 40" from the floor). Use a center punch to mark the hole locations on the face and edge of the door panel.

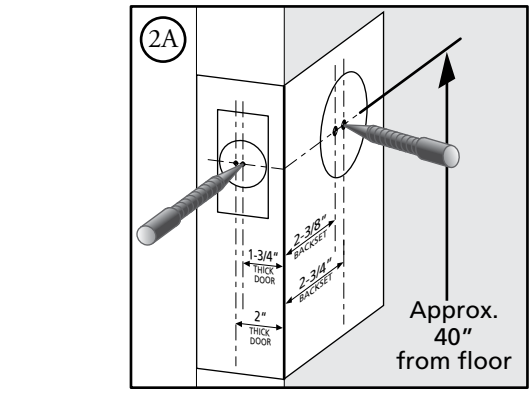
Caution: RE-CHECK bore hole locations BEFORE drilling.

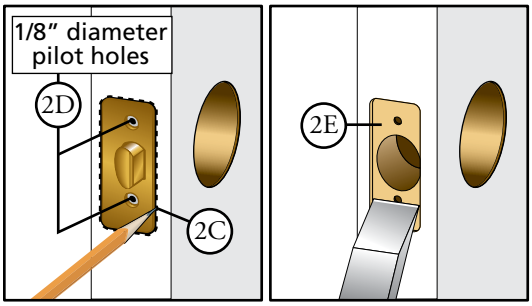
B. **Drill the face bore and edge bore** as indicated on the template.

C. **Insert the latch into the edge of the door.** Trace an outline of the faceplate onto the door's edge and mark the screw hole centers.

D. **At the screw hole marks, drill two 1/8" diameter pilot holes** for the screws.

E. **Chisel out the area marked in Step C** to a depth of 5/32" or until the faceplate is flush with the door's edge.





3 PREPARING DOOR FOR STRIKE INSTALLATION

A. **Using the strike portion of the marking template** locate and use a center punch to mark the strike mounting screws and centering points for the door thickness.

B. **Align the strike and trace the outline** onto the door frame using the mounting screw marks for the location.

C. **At the screw marks, drill two 1/8" diameter pilot holes** for the screws.

D. **At the centering point mark, bore a 7/8" diameter by 3/4" deep hole.**

E. **Chisel the area marked in Step B** until the strike is flush with the door frame.

F. **Place the strike** and secure with the two screws provided.

