SERVICE INSTRUCTION

Handle and Universal Mortise Replacement (XO to OX)–Sliding Patio Door

These instructions apply to:

Pella® 150 Series 02/2020 - Current
Centera by Pella™ 02/2007 - 02/2012
ThermaStar by Pella® 2003 - 03/2021
Encompass by Pella® 02/2008 - Current

Tools Required:

- Hand Phillips screwdriver
- Flat-head screwdriver
- Vise grip

Supplies Required:

- Handle package or mortise lock package



NOTE: Remember to work safely while doing any maintenance or repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc.

NOTE: To reverse the handing of the handle go to steps 1A - 1C then, steps 2C - 2G.

1 Handle and Mortise Lock Removal:

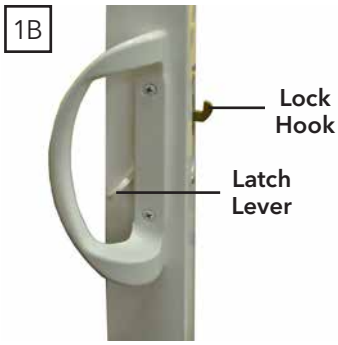
A. Unlock and open the operable door panel.

B. Extend the lock hook by operating the latch lever.

1B

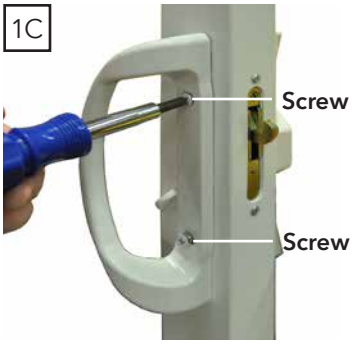


1B



C. Remove the door handle by removing the two handle screws, remove the handle. The lock latch lever is a separate piece behind the handle, remove the latch lever from the door.

1C



1C



NOTE: The exterior handle will also be free to fall from the door.

1C



1C



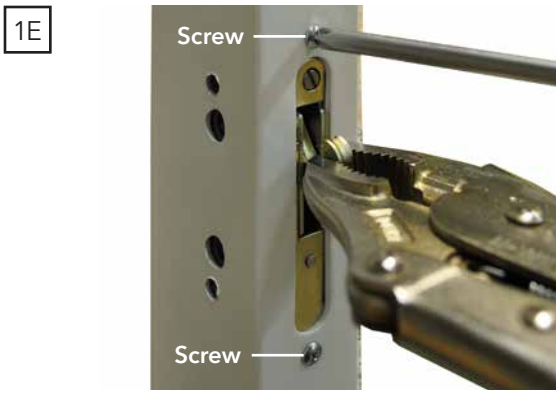
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1 Handle and Mortise Lock Removal (Continued):

D. Grasp the lock hook with the vise grip.

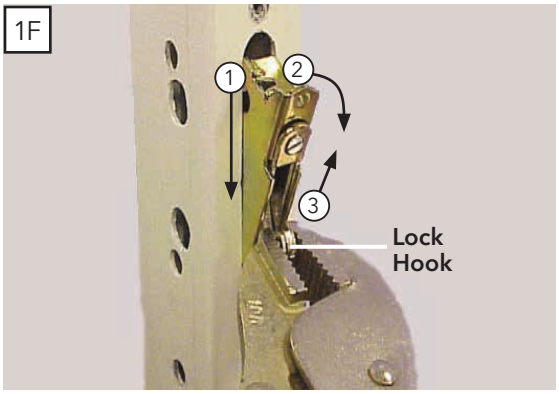


E. Remove the two mortise lock attachment screws attaching the mortise lock assembly to the door panel.



F. Remove the lock by working it down, then tilt out and pull up.

G. Extend the lock hook on the new mortise lock.

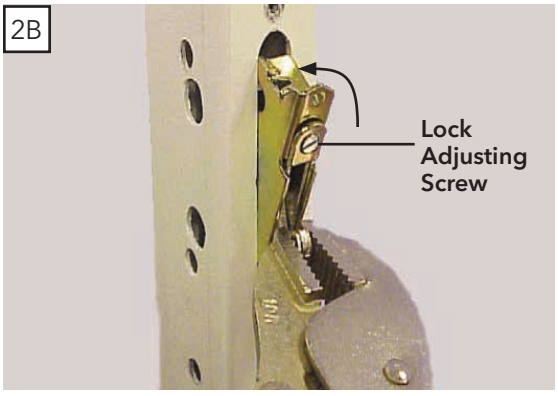


2 Mortise Lock and Handle Installation:

A. Grasp the lock hook with a vise grip.

B. Insert the bottom of the mortise lock into the door panel, then tilt the top in and lift the lock into position.

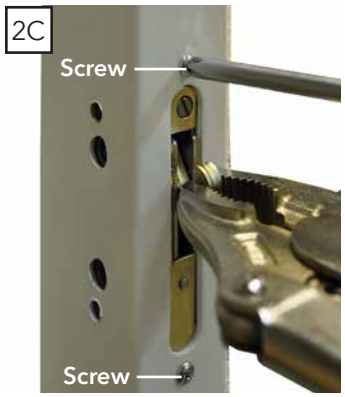
NOTE: The lock adjusting screw should be positioned at the top.



2 Mortise Lock and Handle Installation (Continued):

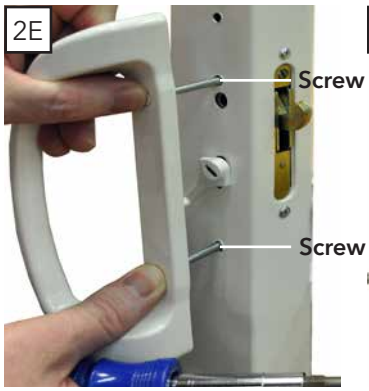
C. Align the mortise lock screw holes with the holes in the panel edge; insert and tighten the screws.

D. From the interior; Insert the lock latch lever into the door panel making sure it engages the slot in the side of the mortise lock assembly.





E. With the two handle mounting screws inserted into the interior handle, insert the two mounting screws into the door panel holes and into the exterior handle. Tighten the screws.





F. Retract the lock hook by operating the handle latch lever.

G. Close the operable door panel and engage the lock by operating the handle latch lever. Check for panel movement when locked. If the operating panel can move more than 1/8" when locked, adjust the "throw" of the lock hook.

H. If adjustment of the lock hook is required, unlock the door, and open the operating panel. The adjustment screw is located directly below the top mounting screw of the mortise lock assembly. (Counter-clockwise tightens the lock or clockwise to loosen it).





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