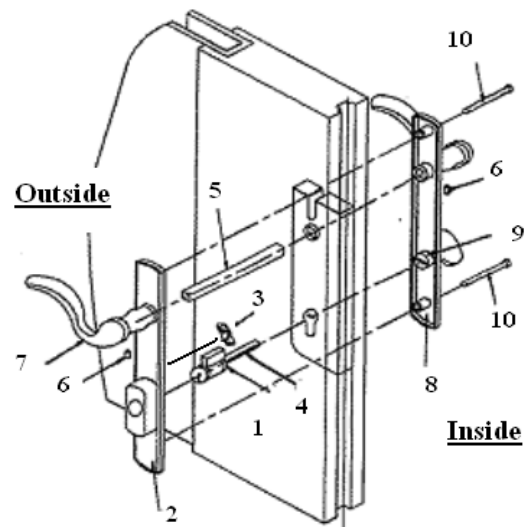


Ashworth™ by Woodgrain Millwork Multipoint Lockset Installation Instructions

Active Trim & lever Installation Instructions:

- Handles (#7) must be installed on escutcheon plates (#2) prior to installing the handlesets on the door. See Handle Assembly onto Backplate for instructions. (left hand shown)
- Insert locking cylinder (#1) into the outside escutcheon plate (#2) using “z” bracket (#3) to secure cylinder to escutcheon plate.
- Attach spindle (#5) into the square hole of the outside lever then insert spindle set screw (#6) into lever (#7) as shown. Making sure the split in spindle will receive set screw. Do not tighten set screw.
- Insert outside escutcheon plate into door by inserting spindle (#5) through the square hole in the lock body, **STOP** before tail piece (#4) goes into the lock body.
- Pull up on the handleset to extend the latches.
- Insert key into keyed cylinder and hold tail piece (#4). While holding tail piece (#4), turn the key, until it stops, counter clockwise for doors that swing right and clockwise for doors that swing left. Turn tail piece back to first horizontal position, approximately $\frac{1}{4}$ of a turn. (DO NOT TURN ANY FURTHER!)
- Continue installing exterior handleset, make sure tail piece #4 goes through horizontal slot in the lock body.
- Install inside escutcheon plate (#8) making sure the tail piece of cylinder (#4) is inserted into the slot on thumb turn (#9) and spindle is inserted into the square hole on lever.
- Attach outside and inside escutcheon plates together with the screws (#10) provided. Do not tighten screws all the way.
- Engage by pulling up on the lever and disengage by pushing down on the lever the locking points several times. When the handle operates smoothly tighten the bottom mounting screw (#10). Next, with the locking points in the engaged position, operate the key and thumb turn several times until both function smoothly. Tighten top mounting screw (#10). Do not over tighten the screws as it may damage the escutcheon plate.
- Insert the remaining set screw (#6) into inside lever. Tighten the set screws on both levers.



Inactive Trim & Lever Installation Instructions:

1. Handles (#6) must be installed on escutcheon plates (#3 & #7) prior to installing the handlesets on the door. See reverse side for instructions. (left hand shown).

2. Insert half spindle tail piece (#1) into slot on thumb turn (#2) of the inside escutcheon plate (#3). To accomplish this, rotate the "C" clips on thumb turn until the slot on the clips are aligned with the slot on thumb turn. Now insert the "V" side of the tail piece into the slot on thumb turn and rotate the "C" clips again to prevent the tail piece from falling out.

3. Install inside escutcheon plate (#3) with attached tail piece (#1) by first inserting tail piece through small slot on lock body then gently push inside escutcheon plate flat against the door.

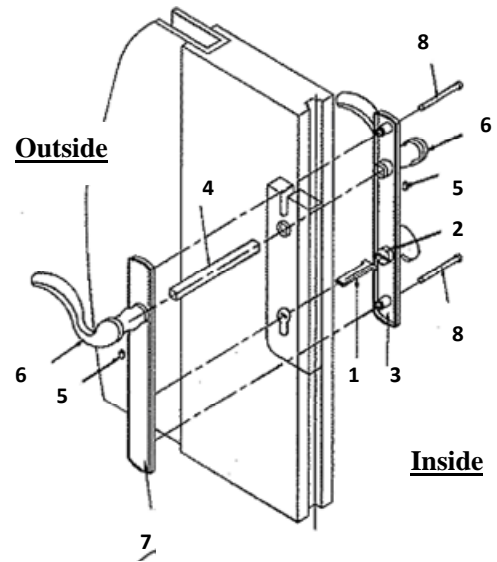
4. Insert spindle (#4) through the lower square hole on lock body & the square hole of inside lever then insert spindle set screw (#5) into lever (#6) as shown. Making sure the split in spindle will receive set screw. Do not tighten set screw.

5. Assemble the outside plate (#7) and inside plate (#3) together with mounting screws (#8.) provided. Do not tighten screws all the way.

6. Engage by pulling up on the lever and disengage by pushing down on the lever the locking points several times. When the handle operates smoothly, tighten the bottom mounting screw (#8). Next, with the locking points in the engaged position, operate the key & thumb turn several times until both function smoothly. Tighten top mounting screw (#8). Do not over tighten the screws as it may damage the escutcheon plate.

7. Insert the remaining set screw (#5) into outside lever. Tighten the set screws on both levers.

Important: Make sure top and bottom are in the retracted position before closing door panel.



The handleset may need to be turned upside down, 180 degrees, in specific applications. See drawing on this page.

Handleset Orientation:

- The door type that was purchased determines Handleset Orientation.
- On Full View units the handle is mounted above the keyed cylinder (Fig A).
- On Panel Door units with one operational panel, the handle is mounted below the keyed cylinder (Fig B).
- On Panel Door units with two operational panels, the handle is mounted above the keyed cylinder (Fig C).

FULL VIEW DOOR

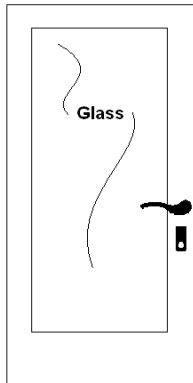


Fig A

PANEL DOORS

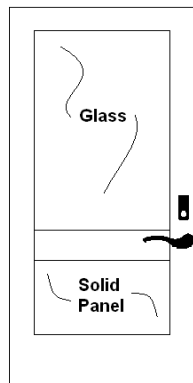


Fig B

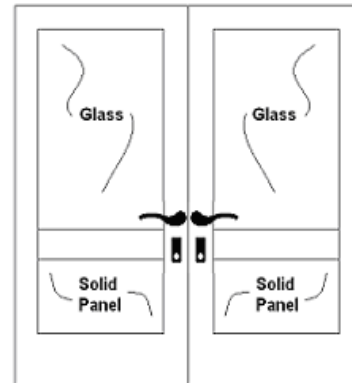
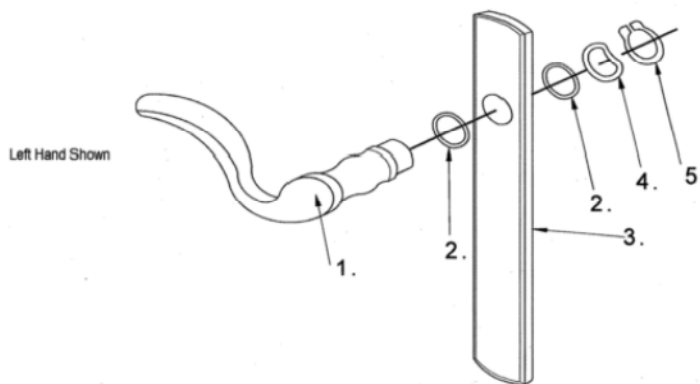


Fig C

Handle Assembly onto Backplate:

1. Place nylon washers (#2) over shank of lever (#1) on both sides of escutcheon plate (#3) as shown.
2. Place wave washer (#4) on top of nylon washer, then lock the "C" clip (#5), with snap ring pliers, into the groove in shank of lever.

Note: The "C" clip must be fully engaged with groove on lever.



If you have any questions or experience any problems with your Woodgrain Millwork product, visit our website at www.ashworthdoors.com or contact our Customer Service Department at 800.935.2000.