

**Door and latch preparation template**

VIV-121 (3)

**Important Note**  
Drill hole from both sides of door to prevent splintering of door face.

**Hole Drilling Legend**  
Privacy Latch use V1, V2 & H2.  
Passage Latch & Mortice Lock use H1 & H2.

**Backset 60mm**

**2** Mark hole position ready for drilling 25mm furniture hole.

**3** If using these holes mark positions and drill 10mm.

**4** If using these holes mark positions and drill 10mm.

**1** Find centre of door and mark ready for drilling 25mm latch hole.

**CL** Fold here on door edge

Cut along dashed line

Guide only

**Door preparation and latch installation (steps 1- 10)**

<p><b>1</b></p>	<p><b>2</b></p>	<p><b>3</b></p>	<p><b>4</b></p>	<p><b>5</b></p> <p>Face plate</p>
<p>Mark line on the door face approx 1 metre from the floor. Cut along --- dashed line. Fold page on door edge.</p> <p>Align CL on template with marked line on door face.</p>	<p>Find centre of door and mark ready for drilling 25mm latch hole.</p> <p>Mark hole position ready for drilling 25mm furniture hole both sides of door.</p>	<p>Drill 2mm pilot hole for the furniture both sides of door.</p>	<p>① Drill 25mm latch hole to depth of 80mm, ensure hole is drilled squarely. ② Drill a 25mm furniture hole, ③ Drill 10mm holes as shown in template, from both sides of door to prevent splintering.</p>	<p>Face plate to be fitted to latch as shown.</p>
<p><b>6</b></p> <p>Face plate</p>	<p><b>7</b></p> <p>Latch bolt</p>	<p><b>8</b></p> <p>PRIVACY LATCH ONLY</p>	<p><b>9</b></p> <p>PRIVACY LATCH ONLY</p> <p>Set bolt position on the exterior door side.</p> <p>Privacy pin on the interior door side.</p>	<p><b>10</b></p> <p>Fold here on door edge</p>
<p>Insert latch into 25mm hole.</p> <p>Mark around latch face plate and chisel out recess to suit face plate thickness.</p> <p>Face plate must be flush with door face.</p>	<p>Insert latch with the curved side of the latch bolt facing in the direction that the door closes.</p>	<p>To reverse the latch bolt handing (for doors that open outwards).</p> <p>Pull Latch Bolt out and rotate to correct hand.</p>	<p>Drill 2 x 2mm pilot holes and affix screws provided.</p>	

## Passage and Privacy set installation (steps 11 - 23)

	<p>Spring Spindle</p>	<p>Stop Screw</p>	<p>Stop Screw</p>	
<p><b>PRIVACY SET (displayed)</b> Parts and assembly</p>	<p>Insert spring and spindle into furniture as shown.</p>	<p>If required, handing the furniture is done by positioning the stop and screw in the correct location to suit the handing required.</p>	<p>If required, fixed lever is achieved by positioning the stop and screw in the location shown.</p>	<p>Position lever assembly (side with nut insert) so that it operates downward to retract the latch bolt.</p>
<p>SUITABLE SCREW LENGTH BASED ON DOOR THICKNESS</p>				
<p>Cut mounting screws to measured door thickness plus 13mm.</p>				
<p>Door thickness + 13mm = Cut to length</p>				
<p>16 Privacy Hole Only</p>				
<p>Align spindle into the square opening in latch, screws pass through screw holes.</p>				
<p>17 Lightly tighten fixing screws. Check levers are horizontal and in-line with the latch. Then firmly tighten fixing screws.</p>				
<p>18 Pass trim over lever. Push trim to secure.</p>				
<p>19 Emergency access hole</p>				
<p>20 Screw in the privacy button on the interior side of door through hole in trim.</p>				
<p>21 Pressing the privacy button will lock the (exterior) outside lever.</p>				
<p>22 Rotate (interior) inside lever to release privacy lock.</p>				
<p>23 Insert and push pointed tool supplied to gain access from the (exterior) outside when the privacy button is engaged.</p>				

## Strike preparation and installation (steps 24 - 30)

		<p>Door stop</p>	<p>30 mm</p>	<p>Striker Box Striker</p>
<p>Partially close door. Mark centre of latch bolt. Mark horizontal line along the inside face of the door jamb.</p>	<p>Measure the door thickness and halve it.</p>	<p>From the door stop along the horizontal line, measure and mark a vertical line at half the door thickness.</p>	<p>At this point drill 25mm hole, 13mm deep into the door jamb. Mark 30mm x 25mm box. Then chisel out jamb to the same depth for striker box.</p>	<p>Striker and striker box to be fitted into door jamb.</p>
<p>* FOR OUTWARD OPENING DOORS REFER TO STEPS 7 &amp; 8.</p>				
<p>HANDING OF DOOR ACCORDING TO ENGLISH PRACTICE</p>				
<p>DOOR OPENING IN                      DOOR OPENING OUT</p>				
<p>RIGHT HAND KIT    INSIDE    LEFT HAND KIT    OUTSIDE</p> <p>RIGHT HAND KIT    INSIDE    LEFT HAND KIT    OUTSIDE</p>				
<p>Align strike plate centrally and vertically over this box hole. Mark around plate. Chisel out jamb to allow strike plate &amp; box to sit flush.</p>	<p>Drill 2x 2mm pilot holes and affix screws provided.</p>			