1. **MORTISE LOCK REVERSING INSTRUCTIONS**

1. **REMOVE** MORTISE BACK COVER (4 SCREWS NOT SHOWN)
2. **REMOVE** ACTUATING ARM
3. **REMOVE** LATCHBOLT ASSEMBLY FROM LOCK FACE, TURN OVER 180°, AND REINSTALL (MAKING SURE LATCHBOLT ASSEMBLY TAB IS IN THE SLOT IN THE MORTISE LOCK HOUSING)
4. **REPLACE** ACTUATING ARM
5. **LOosen** LOCK FACE SCREWS (2 QTY)
6. **PIvot** MORTISE LOCK FACE TO CORRECT BEVEL HANDING
7. **TIGHTEN** MORTISE LOCK FACE SCREWS
8. **REPLACE** MORTISE BACK COVER (WITH 4 SCREWS NOT SHOWN)

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2. **LOCKING ARRANGEMENTS**

**NOTE:** DOES NOT APPLY TO 17 SERIES DEVICES. THE LockING FUNCTION IN 17 SERIES BUILT INTO THE TRIM.

1. **TO MAKE** A KNOB (KE), LEVER (LE), OR THUMBPIECE (T) FUNCTION MORTISE LOCK LESS Locking (LS/LK), **PERFORM** THE FOLLOWING STEPS:
   A. **REMOVE** MORTISE BACK COVER (4 SCREWS NOT SHOWN)
   B. **REMOVE** DEAD LOCKING ARM, ACTUATING ARM, LATCHBOLT ASSEMBLY, AND LOCKING ARM
   C. **REINSTALL** LATCHBOLT ASSEMBLY (SPECIAL ATTENTION SHOULD BE GIVEN TO THE HANDING OF THE LATCHBOLT, SEE ABOVE; ALSO MAKE SURE LATCHBOLT ASSEMBLY TAB IS IN THE SLOT IN THE MORTISE LOCK HOUSING), DEAD LOCKING ARM AND ACTUATING ARM
   D. **REINSTALL** MORTISE BACK COVER (WITH 4 SCREWS NOT SHOWN)
2. TO MAKE A KNOB (KE), LEVER (LE), OR THUMBPIECE (T) FUNCTION MORTISE LOCK NIGHT LATCH (NL) WHERE THE TRIM IS ALWAYS LOCKED, UNLESS ALLOWED TO FUNCTION BY KEY, PERFORM THE FOLLOWING STEPS:

A. REMOVE MORTISE BACK COVER (4 SCREWS NOT SHOWN)
B. REMOVE DEAD LOCKING ARM, ACTUATING ARM, LATCHBOLT ASSEMBLY AND LOCKING ARM
C. WRAP NIGHT LATCH SPRING AROUND POST OF NIGHT LOCKING LEVER, SEE DETAIL BELOW
D. INSTALL NIGHT LOCKING ARM WITH NIGHT LATCH SPRING (MAKING SURE THE NIGHT LATCH SPRING CONTACTS POST MARKED "A" AS SHOWN IN DETAIL BELOW), LATCHBOLT ASSEMBLY (SPECIAL ATTENTION SHOULD BE GIVEN TO THE HANDING OF THE LATCHBOLT, SEE ₁), ALSO MAKE SURE LATCHBOLT ASSEMBLY TAB IS IN THE SLOT IN THE MORTISE LOCK HOUSING), DEAD LOCKING ARM AND ACTUATING ARM.
E. REINSTALL MORTISE BACK COVER (WITH 4 SCREWS NOT SHOWN)

NOTE: ADDITIONAL PARTS ARE REQUIRED FROM THE FACTORY (NIGHT LATCH SPRING - P/N 3518 AND NIGHT LATCH LOCKING ARM - P/N 4067)

3. MORTISE LOCK FUNCTION CHANGE

NOTE: ALL 17 SERIES MORTISE LOCKS (EXCEPT FOR "P" FUNCTION) ARE "N" FUNCTION LOCKS (SEE ₁)
NOTE: ALL TYPES OF MORTISE LOCKS (EXAMPLE: KE, LE, T, P) CAN BE USED AS "N" FUNCTION LOCKS.

| ADDITIONAL PARTS REQUIRED FROM FACTORY TO CHANGE TO THE FUNCTIONS BELOW |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| EXIT ONLY                   | - | - | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| CYLINDER RETRACTS LATCH     | P | P | - | - | 2 | 2.5 | 3 | 3.5 | 4 |
| KNOB                        | - | - | K | - | - | - | - | - | - |
| KNOB - LESS LOCKING         | - | - | K | - | - | - | - | - | - |
| KNOB - ALWAYS LOCKED        | - | - | - | - | K | - | - | - | - |
| LEVER - LESS LOCKING        | - | - | - | - | - | L | - | - | - |
| LEVER - ALWAYS LOCKED       | - | - | - | - | - | - | L | - | - |
| THUMBPIECE - LESS LOCKING   | - | - | - | - | - | - | - | T | - |
| THUMBPIECE - ALWAYS LOCKED  | - | - | - | - | - | - | - | - | T |

1 = CYLINDER OPERATING ARM (P/N 3542)
2 = K-HUB (P/N 3518)
3 = LOCKING ARM (P/N 840670)
4 = NIGHT LATCH SPRING (P/N 3518) - SEE STEP ₁ ABOVE
5 = NIGHT LATCH LOCKING ARM (P/N 4067) - SEE STEP ₂ ABOVE

2. REMOVE MORTISE BACK COVER (4 SCREWS NOT SHOWN)
3. REMOVE DEAD LOCKING ARM, ACTUATING ARM, AND LATCHBOLT ASSEMBLY
4. REMOVE EXISTING FUNCTION ARM (CYLINDER OPERATING ARM - IN "P" FUNCTION, OR LOCKING ARM IN "KE", "LE", OR "T" FUNCTION)
5. INSTALL NEW FUNCTION ARM (CYLINDER OPERATING ARM - IN "P" FUNCTION, OR LOCKING ARM IN "KE", "LE", OR "T" FUNCTION) PER FIGURES
6. REINSTALL LATCHBOLT ASSEMBLY (SPECIAL ATTENTION SHOULD BE GIVEN TO THE HANDING OF THE LATCHBOLT, SEE ₁), ALSO MAKE SURE THE LATCHBOLT ASSEMBLY TAB IS IN THE SLOT IN THE MORTISE LOCK HOUSING), DEAD LOCKING ARM AND ACTUATING ARM.
7. TO MAKE THE MORTISE LOCK "KE" OR "LE" FUNCTION, INSTALL K-HUB. TO MAKE "T" OR "P" FUNCTION, DO NOT INSTALL K-HUB.
8. REPLACE MORTISE BACK COVER (WITH 4 SCREWS NOT SHOWN).