**STEP 3 INSTALL INNER MOUNTING PLATE**

Place inner mounting plate assembly with screws towards door edge and slide onto chassis spindle. This piece will position inner trim assembly. Secure to door with the #6-32 x 1/2" screws provided.

**STEP 4 INSTALL TRIM AND CHASSIS ASSEMBLY**

Slide trim and chassis assembly into door from outside. Important: Chassis assembly must be positioned in center of door for proper operation.

**STEP 5 INSTALL INNER MOUNTING PLATE**

A. Please inner mounting plate onto chassis assembly making sure that mounting plate and latch adapter tabs are fully engaged with the slot opening in strike plate.

B. Secure mounting plate to chassis with the two #6-32 x 1/2" flat head screws supplied.

C. Position flanged nut over chassis assembly and screw holes of (A) making sure to align the tab of the latch assembly with the slot and latch adapter tab are fully engaged.

D. Secure mounting plate to door with two #8 x 3/4" Phillips Pan head self-drilling sheet metal screws or equivalent (not supplied).

**STEP 6 INSTALL INNER TRIM ASSEMBLY**

Position inner trim assembly with screws towards door edge and slide onto chassis spindle. This piece will position inner trim assembly. Secure to door with the #6-32 x 1/2" screws provided.

**STEP 7 INSTALL INNER LEVER**

A. Position case over inner trim assembly.

B. Install lever handle and tighten set screw with key provided.

**STEP 8 LOCATE AND INSTALL STRIKE**

A. Remove old strike and install new strike and dust box.

B. Close door and check for proper operation.

**STEP 9 INSTRUCTIONS FOR REMOVING LOCK FOR DOOR BEVEL**

A. Temporarily, re-install latch assembly mounting screws (A) on the inside without the inside mounting plate (this is to hold the support plates in place during re-handing).

B. Remove the outside trim retaining screw (B).

C. Slide the outside trim (C) from the chassis assembly.

D. Remove two (2) latch assembly mounting screws (D).

E. Replace the latch assembly mounting screws (D) finger tight.

F. Reverse the latch assembly and remove the latch assembly screws (A). Then place it on the chassis. Make sure that chassis housing engages the latch assembly. Reverse must also engage the latch tail.

G. Replace the two (2) latch assembly mounting screws (A) making sure to align the pin of the latch assembly with the slot of the mounting plate and screw holes of the support plates.

H. Slide the outside trim (C) onto the chassis.

I. Replace the outside trim retaining screw (B).

J. Remove latch assembly mounting screws (D). Do not discard!

K. See Step 4 to continue.

**STEP 10 TO REMOVE INTERCHANGEABLE CORE CYLINDER LEVERS**

A. Insert control key into core and rotate 15 degrees clockwise. Pull key to remove core.

B. Insert screwdriver into Figure “8” core hole and into lever retainer.

C. Depress retainer and slide lever off pin.

**TO RE-INSTALL LEVER**

D. Slide lever over spindle and push over core retainer.

E. Give a pull on lever to be sure retractor engaged lever.

F. Re-install core with talpiece pressed into core.

**STEP 11 INTERCHANGEABLE CORE CYLINDER TAILPIECE INSTALLATION**

For proper function of the lock the right talpiece must be used. Six pin cores should only use the “6P” talpiece and seven pin core should only use the “7P” talpiece.
A. Place template on high edge of door bevel. Center the template to HIGH EDGE. Fold template on lines indicated.

B. Using a thin flat screwdriver, turn the action bar slot clockwise (cw) until it stops at about 2:00.

C. Position flanged nut over chassis assembly and tighten securely with black hex wrench provided.

D. Insert cylinder into spindle.

E. Operate key to test for proper operation.

F. Re-install core with tailpiece pushed into core.

G. Give a pull on lever to be sure retainer engaged lever.

STEP 15 TIMING INSTRUCTIONS FOR IC CYLINDER LOCKS
For The Following Functions: RU371, RU381, RU651, RU751
A. If the cylinder is installed, refer to step 10 for IC core removal instructions.
B. Using a thin flat screwdriver, turn the action bar slot clockwise (cw) until it stops at about 11:00.
C. Then turn the action bar counterclockwise (ccw) to the 7:30 position. There is no physical stop at this location.
D. Using the control key, insert IC core into the lever and spindle.
E. Remove control key.
F. Operate key to test for proper operation.

STEP 16 TAILPIECE INSTALLATION INSTRUCTIONS FOR RU381 FUNCTION
See Step 11 for Interchangeable Core Tailpiece Installation.
See Step 13 Standard Cylinder Tailpiece Installation.

STEP 17 INSTALL OUTER TRIM
A. Temporarily, re-install latch assembly mounting screws (A) on the inside without lifting latch assembly. Thru-posts will engage inner trim assembly.

B. Lift latch assembly and remove control key from core.
## Additional Notes:

1. None

## Revision History

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**Material:** White Paper

**Notes:**
1. printed two sides
2. printed black
3. tolerance ± .13
4. printed in country may vary
5. drawings not to scale

**Revision Description:**
D > Revised artwork

**Edited By:** D. Spence

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