

KEY IN LEVER (K.I.L.) REVERSING AND RE-KEYING INSTRUCTIONS

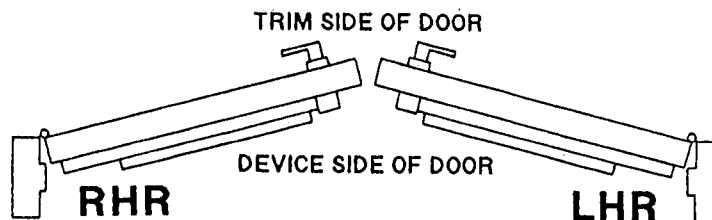
**K.I.L.
TRIM****D-1109-B**Date: **05-29-2015**

1 APPLICATION REVIEW

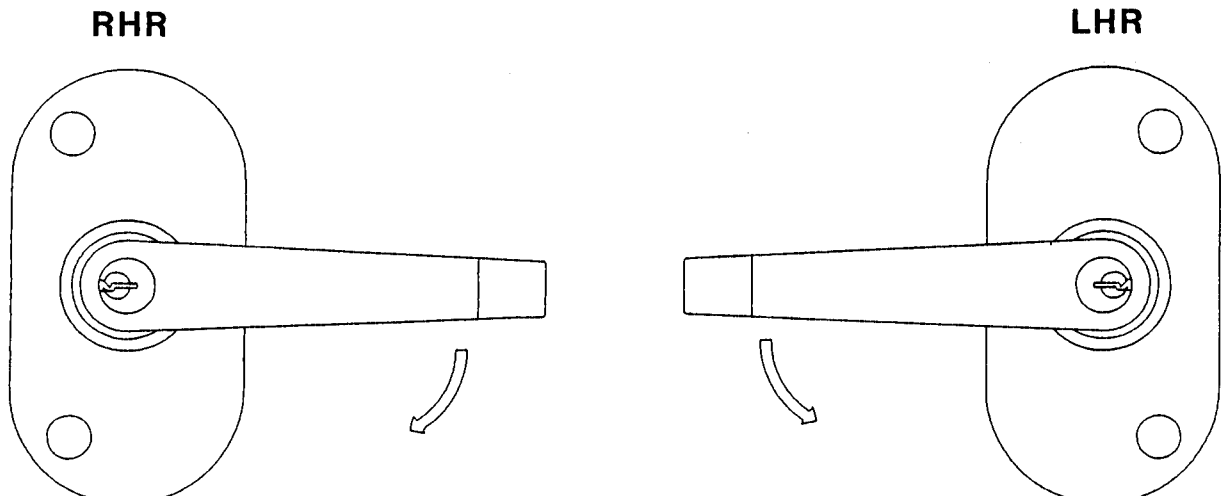
1. STD - KEY LOCKS OR UNLOCKS TRIM.
2. NL - TRIM REMAINS LOCKED. KEY OPERATION REQUIRED TO GAIN ENTRY.
3. LS/LK - NO CYLINDER OPERATION (PASSAGE).

2 IDENTIFY HANDING

1. IDENTIFY HAND OF DOOR.



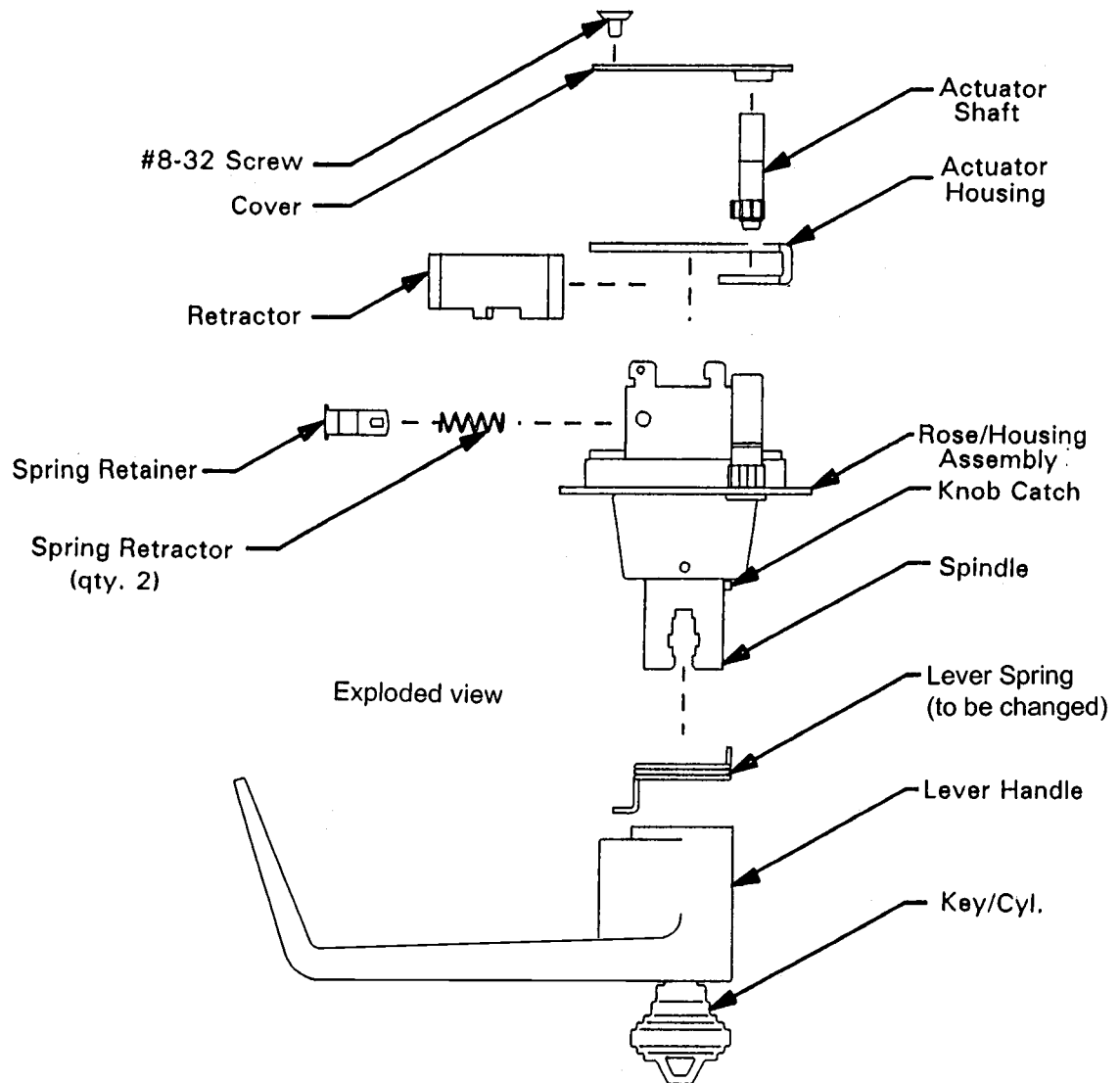
2. COMPARE YOUR TRIM TO THE PICTORAL VIEWS SHOWN AND NOTE HANDING.



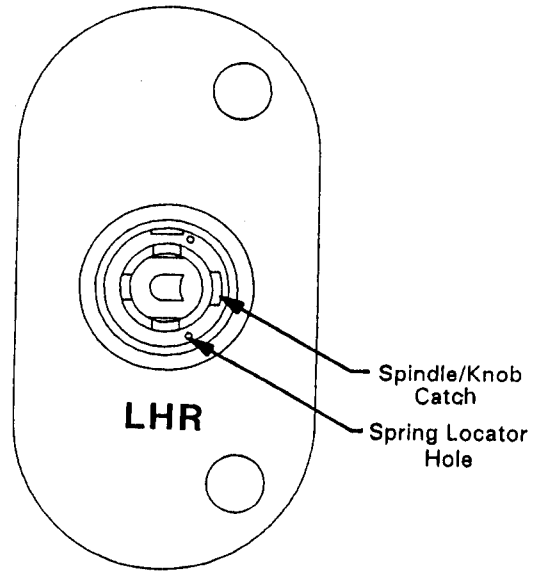
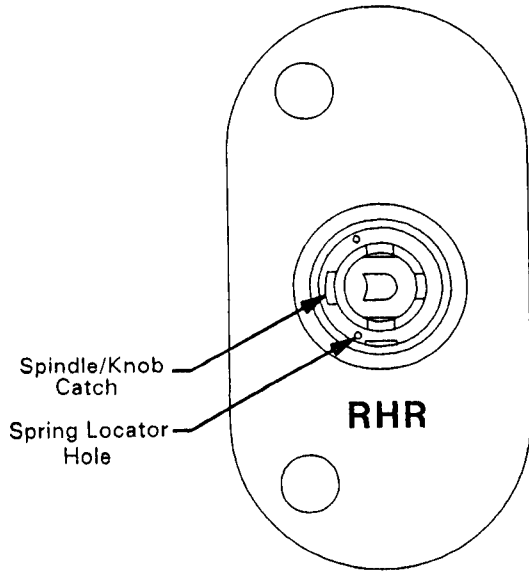
3 LEVER REVERSING

NOTE: TRIM IS FIELD REVERSIBLE WITH ADDITIONAL LEVER SPRING

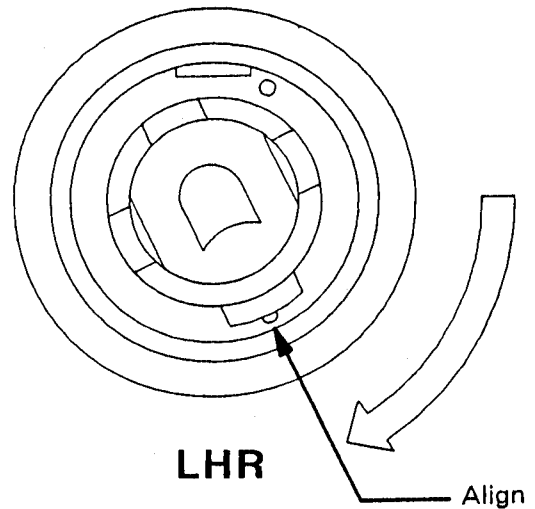
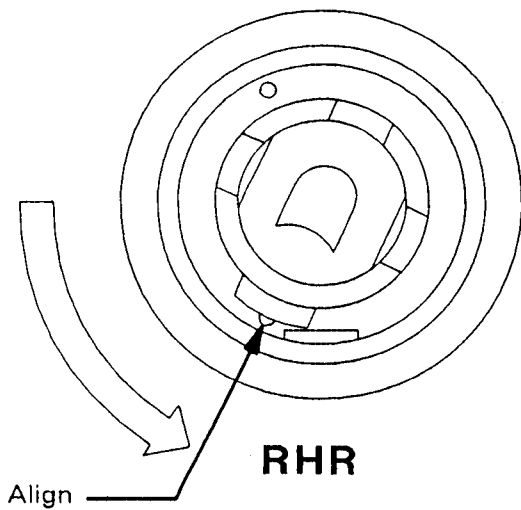
1. TURN KEY 1/4 TURN CLOCKWISE (WHEN APPLICABLE) AND DEPRESS KNOB CATCH LOCATED AT FRONT OF LEVER HANDLE, THEN PULL OFF LEVER AND REMOVE LEVER RETURN SPRING (WILL BE REPLACED BY NEW SPRING).



2. ORIENT TRIM FOR HAND REQUIRED.

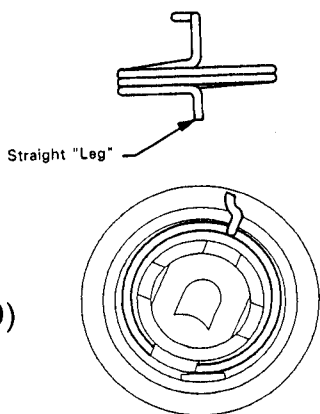


3. POSITION KNOB CATCH AND SPRING LOCATOR HOLE AS SHOWN BELOW.

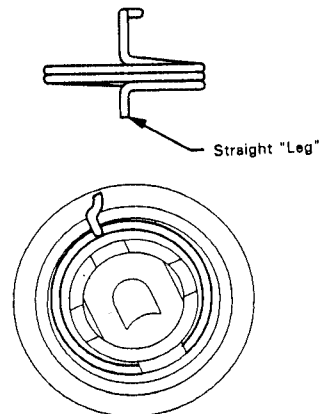


4. SELECT PROPER SPRING AND SLIDE SPRING OVER SPINDLE, THEN INSERT STRAIGHT "LEG" OF SPRING INTO SPRING LOCATOR HOLE.

**RHR
LEVER
SPRING
PAINTED
BLACK
(P/N 4749)**



**LHR
LEVER
SPRING
(P/N 4748)**



5. WHILE MAINTAINING KNOB CATCH ORIENTATION, SLIP LEVER HANDLE OVER SPINDLE UP TO KNOB CATCH. (ALIGN HOLE IN FRONT OF LEVER HANDLE WITH KNOB CATCH.)
6. ROTATE KEY 1/4 TURN CLOCKWISE.
7. DEPRESS KNOB CATCH AND PUSH LEVER HANDLE UNTIL CATCH ENGAGES SLOT IN LEVER HANDLE.

4 ACTUATOR SHAFT HANDING

1. CHECK ROTATION OF ACTUATOR SHAFT AND ORIENTATION OF FLATS.
2. FUNCTION LEVER AND WATCH ROTATION OF ACTUATOR SHAFT.
3. IF ACTUATOR SHAFT NEEDS TO BE REVERSED, REFER TO EXPLODED REVIEW SHOWN BELOW AND PERFORM THE FOLLOWING:
 - A. REMOVE #8-32 SCREW.
 - B. LIFT OFF COVER, MAKING SURE NOT TO DISTURB INTERNAL COMPONENTS.
 - C. REASSEMBLE ACTUATOR SHAFT ASSEMBLY FOR HANDING DESIRED, AS SHOWN.
 - D. REPLACE COVER AND TIGHTEN SECURELY.
 - E. PROCEED WITH DEVICE INSTALLATION.

