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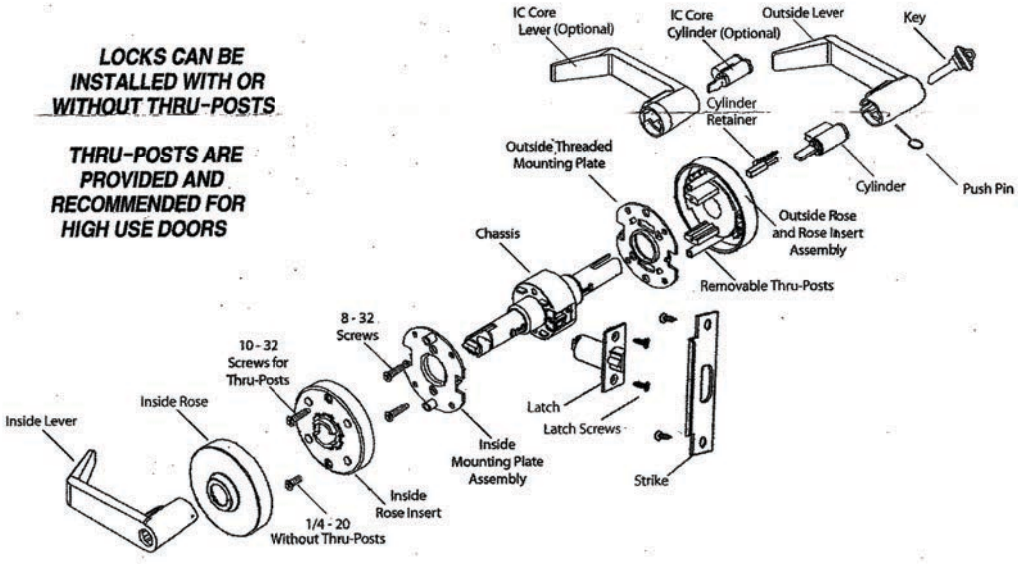
CRL Grade 1 and 2 Lever Lock Installation Instructions

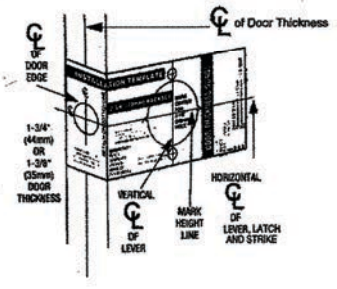
LOCKS CAN BE INSTALLED WITH OR WITHOUT THRU-POSTS

THRU-POSTS ARE PROVIDED AND RECOMMENDED FOR HIGH USE DOORS



Door Preparation

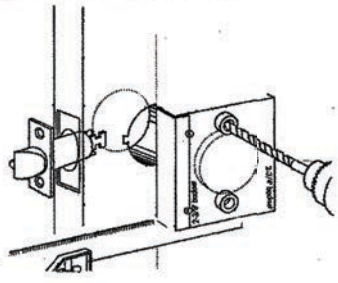
Figure 1



DOOR PREPARATION:

1. Fold and apply **template** to high edge of door at desired height from floor.
2. Mark hole centers on door and door edge.
3. If using thru-post studs, drill **5/16" (8mm) thru-post** holes first, then drill 2-1/8" (54mm) hole.
4. *If thru-posts are removed, 5/16" (8mm) holes* ***are not*** *necessary.*

Figure 2

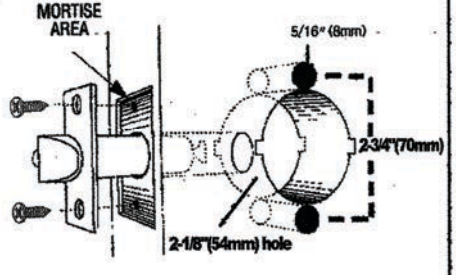


HOLLOW METAL DOORS:

Must have horizontal and vertical lock and latch case support provided by door manufacturer.

1. If 2-1/8" (54mm) hole exists, use optional **Installation Tool** to insure accurate locating and drilling of **5/16" (8mm) thru-post holes. Drill from both sides of door.**
2. For best results, align and clamp the tool to door before drilling.

Figure 3



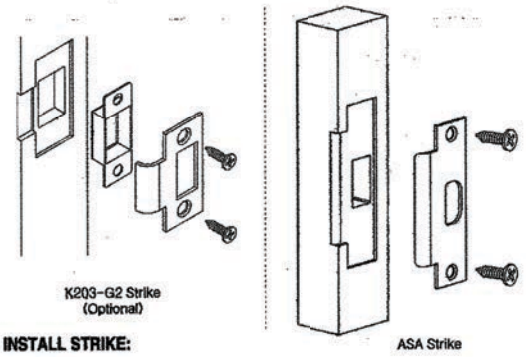
INSTALL LATCH:

1. Drill 1" (25mm) diameter hole for latch. Mortise for latch front. (Insert latch and fasten with two screws).

NOTE: It is important that both 1" (25mm) and 2-1/8" (54mm) holes are on the same horizontal center line.

For proper alignment of lock chassis and levers, cut out two notches from each side of 2-1/8" (54mm) hole for bent tabs on both mounting plates.

Figure 4



K203-G2 Strike (Optional)

ASA Strike

INSTALL STRIKE:

1. Align strike with latch.
2. Trace strike outline on door jamb.
3. Mortise jamb and install strike.

DOOR THICKNESS ADJUSTMENT

Figure 5

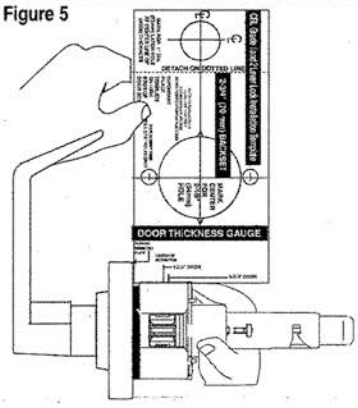
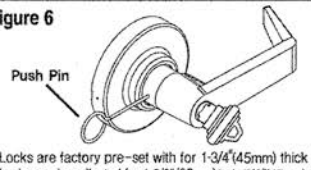


Figure 6



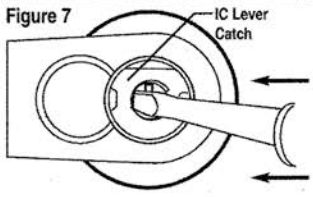
1. Locks are factory pre-set with for 1-3/4"(45mm) thick door. Locks can be adjusted for 1-3/8"(35mm) to 1-7/8"(47mm) door thickness.
2. Before installation, use **door thickness gauge** on **template** as shown in Fig. 5, to check lock chassis position. Center of latch retractor should align with mark on gauge for appropriate door thickness.

   If chassis is not on center, remove outside lever rose and screw chassis in or out of outside mounting plate to align with mark.

TO REMOVE OUTSIDE LEVER WITH CONVENTIONAL CYLINDER:

1. Turn **key** in **cylinder** 45° in either direction.
2. Depress outside lever catch with **Push pin** through small hole in lever and pull lever off tube.

Figure 7

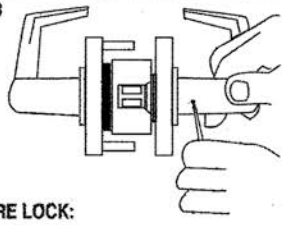


IC CORE CYLINDER (Optional):

1. With **IC Core** removed, use **screwdriver** inside lever to depress lever latch.
2. Pull off **lever**.

INSTALLING LOCK

Figure 8



PREPARE LOCK:

1. Remove **inside lever**. Depress the **lever catch** with the **Push pin** through the small hole in the **lever** and pull **lever** off tube.
2. Remove the inside rose assembly and inside mounting plate.
3. To remove thru-posts, unscrew using flat blade screwdriver.

INSTALL LOCK:

1. Align **outside rose** so **rose posts** (if used) enter **thru-post** holes in door.
2. Push **lock** through 2-1/8"(54mm) hole from the outside so that **retractor** engages **latch tail**.
3. **Prongs** must engage inside lock housing. (See Figure 9)
4. Check from inside of door to see if **latch** is properly engaged.

INSTALL INSIDE TRIM:

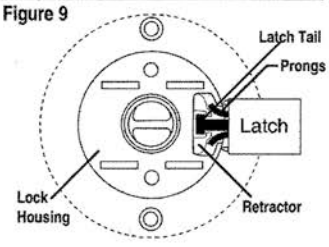
WITH THRU-POSTS

1. Replace inside mounting plate and screw through chassis into outside rose insert with 2 #8-32 screws.
2. Place inside rose insert over mounting plate and assemble with 2 #10-32 screws through to outside thru-posts.
3. Snap rose cover over rose insert.
4. Attach inside lever.

WITHOUT THRU-POSTS

1. Replace inside mounting plate and screw through chassis into outside rose insert with 2 #8-32 screws.
2. Place inside rose insert over mounting plate and assemble with 2 #1/4-20 screws through mounting posts on inside mounting plate.
3. Snap rose cover over rose insert.
4. Attach inside lever.

Figure 9



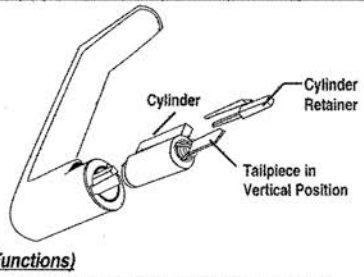
INSTALL INSIDE LEVER:

1. Press **lever** on **lock tube**, slightly wiggle and push until lever engages **lever catch** and **connector prongs**.
2. Test **lever** to be sure it is on securely.

CHANGE / REPLACE CYLINDER

Conventional Cylinder | *IC Core Cylinder (Optional)*

Figure 10



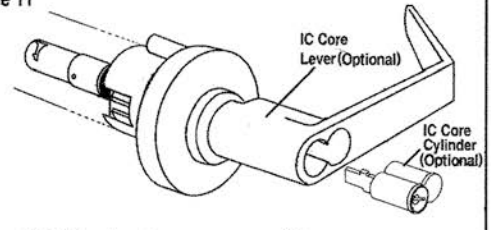
Removal *(All Functions)*

1. Remove **key** from cylinder and pull **plastic cylinder retainer** from **lever**, then remove cylinder.

Installation

1. **Tailpiece** must be in **vertical position** in cylinder.
2. Insert **cylinder** in **lever**.
3. Press **plastic cylinder retainer** into **lever** until flush with base of lever.

Figure 11



Removal *(All Functions)*

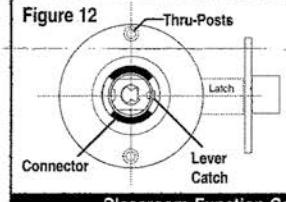
1. Insert **control key** and turn clockwise, then pull on **key** to remove core.

Correct orientation of spacer for conversion of 7 pin tailpiece for use with 6 pin IC Core.

REINSTALLING OUTSIDE LEVER

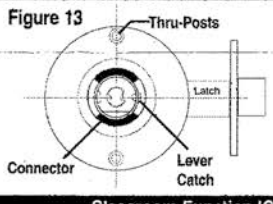
With Conventional Cylinders | *With IC Core Cylinder (Optional)*

Figure 12



1. Turn **key** in **cylinder** 45° in either direction.
2. Slide **lever** on **tube** until it stops at **lever catch**.
3. Slightly wiggle and push until the **lever** engages **lever catch and connector**.

Figure 13



1. Turn **key** in **cylinder** 45° in either direction.
2. Slide **lever** on **tube** until it stops at **lever catch**.
3. Slightly wiggle and push until the **lever** engages **lever catch and connector**.

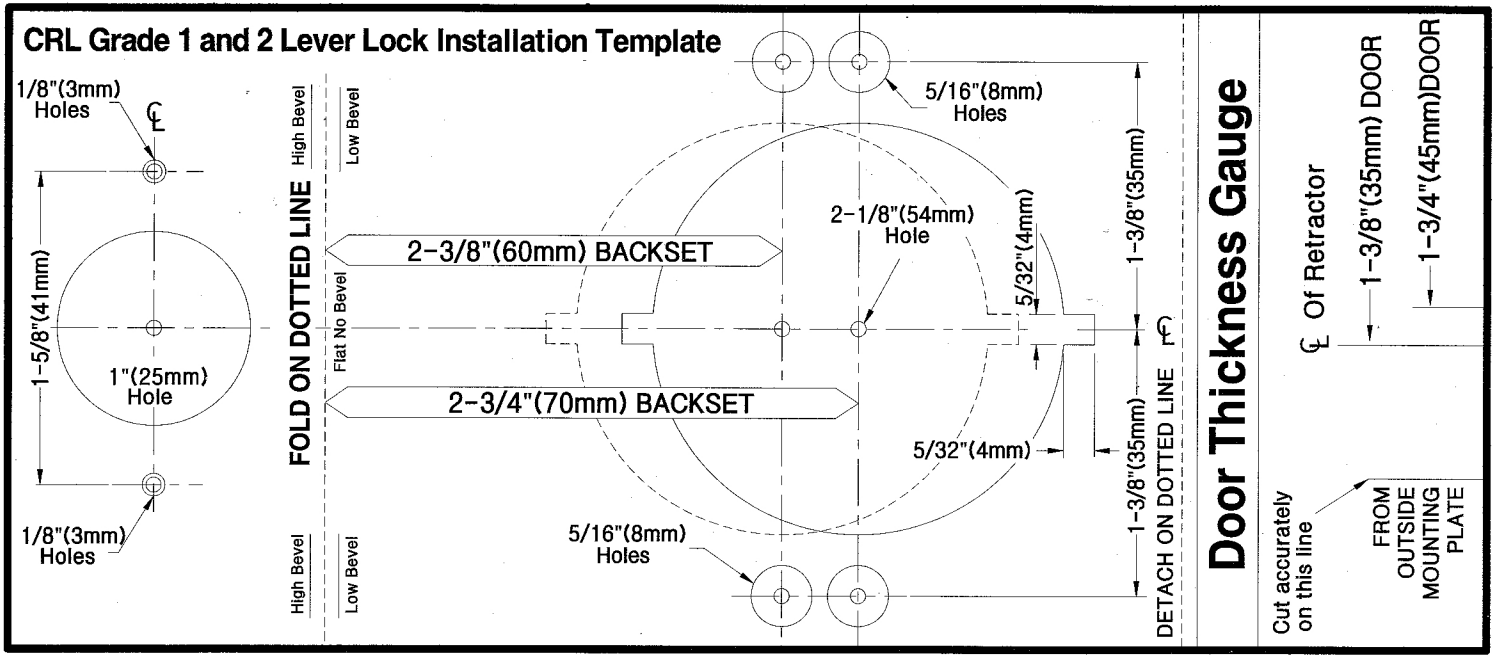
Classroom Function Conventional Cylinder

1. Insert screwdriver into key cam slot and rotate fully in a clockwise direction.
2. Insert key into cylinder and rotate approximately 45° in a counter-clockwise direction before sliding lever with cylinder on tube.
3. Slide lever on tube, slightly wiggle and push until lever engages with lever catch and connector.
4. Rotate back in a clockwise direction and remove key from cylinder. Lock should remain in passage mode. To lock the lock; insert key into cylinder and rotate 360° in a counter-clockwise direction then remove the key. Lock should remain in lock mode.
5. Check lock for proper operation before closing door.

NOTE: For bench testing or re-assembly, mounting post must be held in vertical position

Classroom Function IC Core Cylinder *(Optional)*

1. Insert screwdriver into key cam slot and rotate fully in a clockwise direction.
2. Using control key, insert IC Core and lock in lever.
3. Check lock for proper operation before closing door.



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