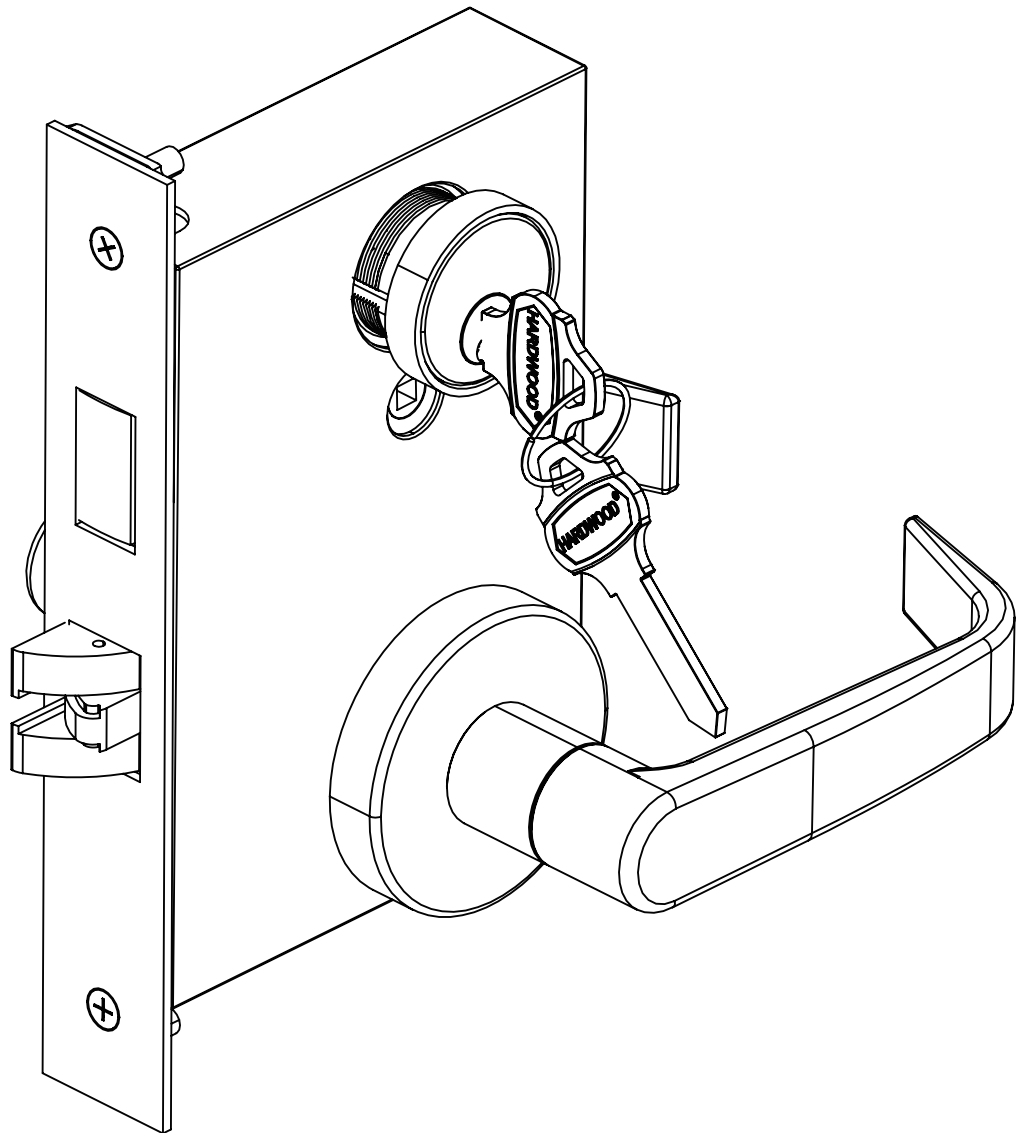


DD Series

Mortise Lock with Lead Box

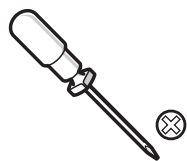


WARNING

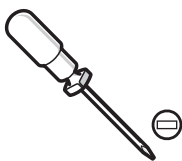
Installers should be aware that improper installation may cause product damage and void the factory warranty.

DD Series

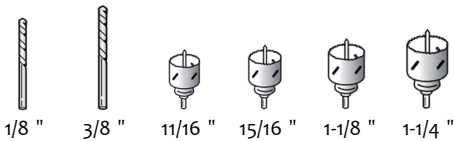
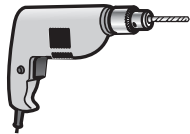
1 Tools Required



Phillips screwdriver



Slotted screwdriver



Drilling machine & heads



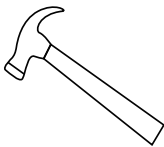
Chisel



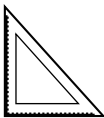
Pencil



Tape measure

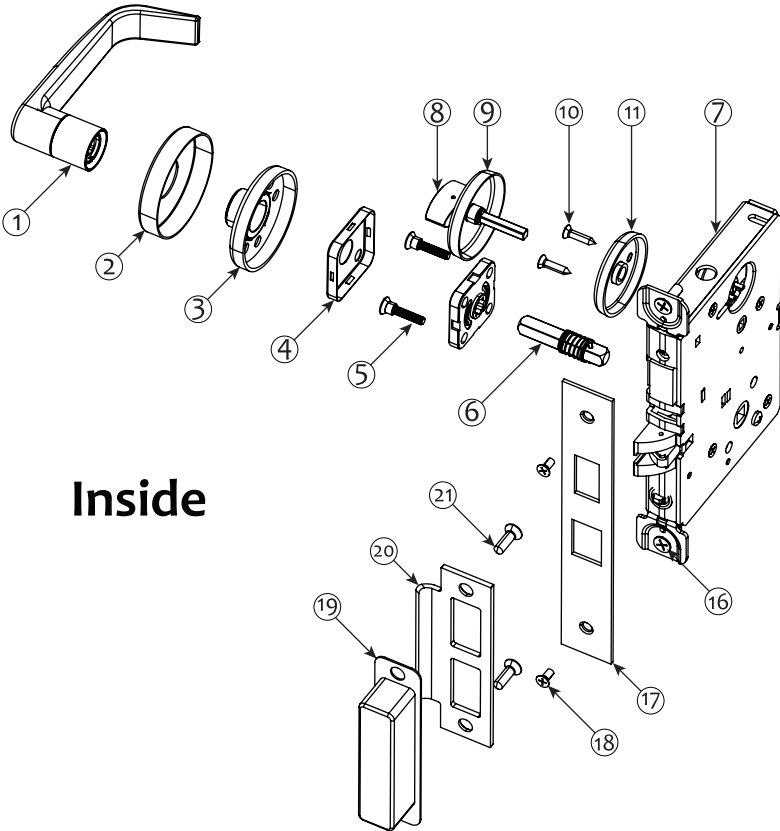


Hammer

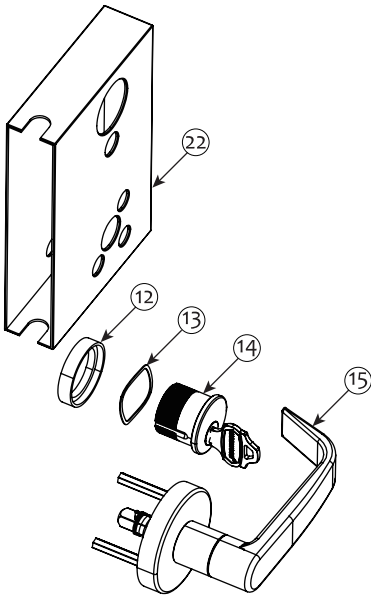


Set square

2 Product components



Inside



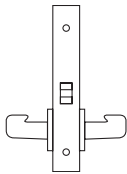
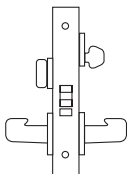
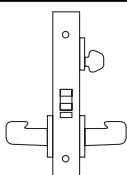
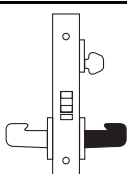
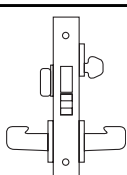
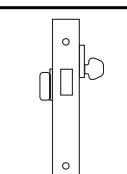
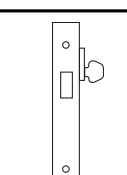
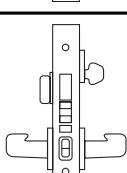
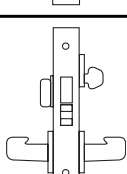
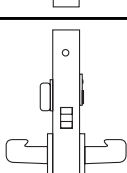
Outside

No.	Description	No.	Description
1	Inside lever	12	Cylinder spacer ring
2	Rose of inside lever	13	Spring ring
3	Mounting plate-inside lever	14	Outside cylinder
4	Rotation stop-inside lever	15	Outside lever assembly
5	PH #8-32UNC screw	16	PH #12-24+ #12 screw
6	Inside spindle	17	Face plate
7	Lock body	18	PH #8-32UNC×1/4" screw
8	Thumb turn	19	Strike box
9	Rose of thumb turn	20	Strike
10	PH #8×1/2" wood screw	21	PH #12-24×3/4"+ #12 wood screw
11	Mounting plate-thumb turn	22	Lead box

Installation Instructions

3

Function & Configuration

PICTURE	MODEL NO.	ANSI NO.	FUNCTION	LEVER	CYLINDER	THUMB TURN	EMERG TURN
	DD01	F01	Passage or Closet Latch	✓			
	DD04	F04	Entry Lock	✓	✓	✓	
	DD05	F05	Classroom Lock	✓	✓		
	DD07	F07	Storeroom or Closet Lock	✓	✓		
	DD13	F13	Dormitory or Exit Lock	✓	✓	✓	
	DD17	F17	Dead Lock		✓	✓	
	DD18	F18	Dead Lock		✓		
	DD20	F20	Apartment Corridor Door Lock	✓	✓	✓	
	DD21	F21	Room Door Lock	✓	✓	✓	
	DD22	F22	Privacy, Bedroom or Bath Lock	✓		✓	✓

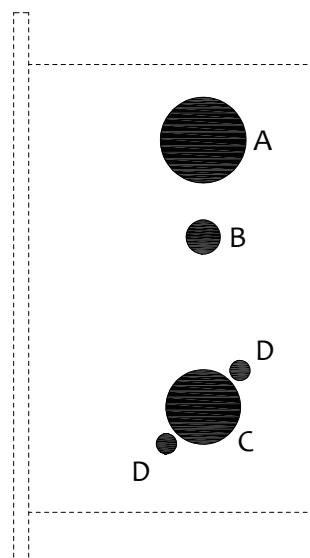
Installation Instructions

4

Drilling Hole Options

NO. HOLE	F01 DD01		F04 DD04		F05/07 DD05/07		F17 DD17		F18 DD18		F13 / 20 / 21 DD13 / 20 / 21		F22 DD22	
	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside	Inside	Outside
A CYLINDER HOLE				●		●		●		●		●		
B TURN KNOB HOLE			●				●				●		●	●
C LEVER HOLE	●	●	●	●	●	●					●	●	●	●
D THRU HOLE	●	●	●	●	●	●					●	●	●	●

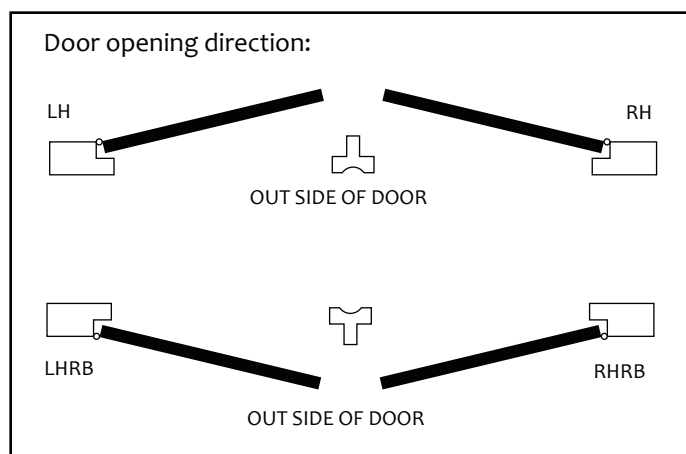
NOTE: 1. Door thickness must be between 45mm (1-3/4") and 57mm (2-1/4").
2. Confirm the lock model before selecting the hole type.
3. Select the hole according to the mortise lock cylinder type



5

Handing

Verify hand and bevel of door. Illustrations shown are as viewed from the outside or secure side of opening. (Figure 1)



(Figure 1)

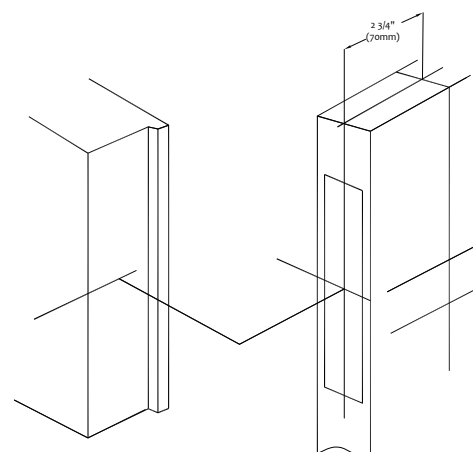
6

Door Preparation

a

Mark centerlines (Figure 2)

- Mark door thickness center line, ensure the centerline is equidistant from both edge.
- Mark the lock body centerline at the required height.
- Mark center line and confirm the position for cylinder, lever and turn.



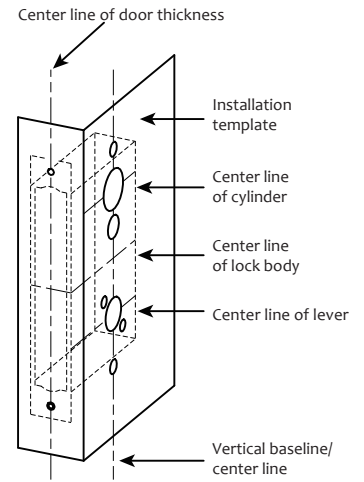
(Figure 2)

b Mark the drill holes with template(Figure 3)

- Fold and apply template to the door, ensure the vertical baseline parallel to the door edge and is aligned with the center of the door thickness; refer to the upper and lower scale markings as needed.
- Verify that the horizontal baseline aligns with the marked lock center height.
- Mark all required hole positions for the lock body, cylinder, lever, and thumb turn, etc.

*Note:

- Ensure clear identification of through holes and blind holes to prevent irreversible damages.
- Door thickness shall not be less than 1-3/4" (44 mm) and shall not exceed 2-1/4" (57 mm).



(Figure 3)

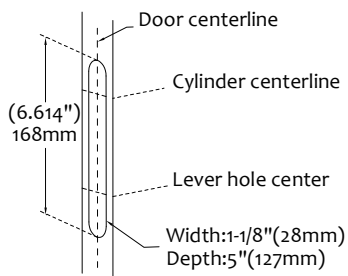
c Mortising and drilling holes

- Important: Before drilling, refer to (4. Drill Hole Options) based on the lock model to determine the required holes, and distinguish between blind holes and through holes.

1. Clean door pocket

Check template to clean door pocket :

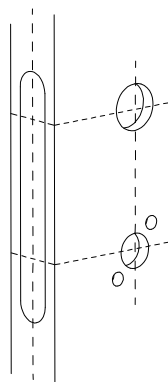
168×28×127mm
(6-5/8×1-1/8×5 ")



(Figure 4)

2. Drill outside holes

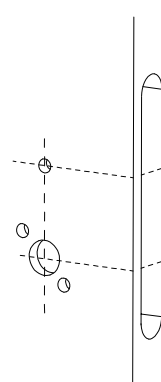
Drill outside holes
Note: Check Thru hole or blind hole before drilling



(Figure 5)

3. Drill inside holes

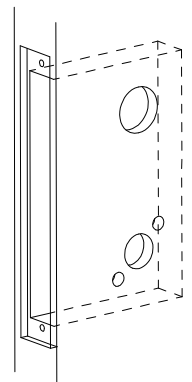
Drill inside holes
Note: Check Thru hole or blind hole before drilling.



(Figure 6)

4. Chisel front plate square groove

Chisel square groove:
32.8×204.9×5.5mm
(1-5/16×8-1/16×3/16 ")

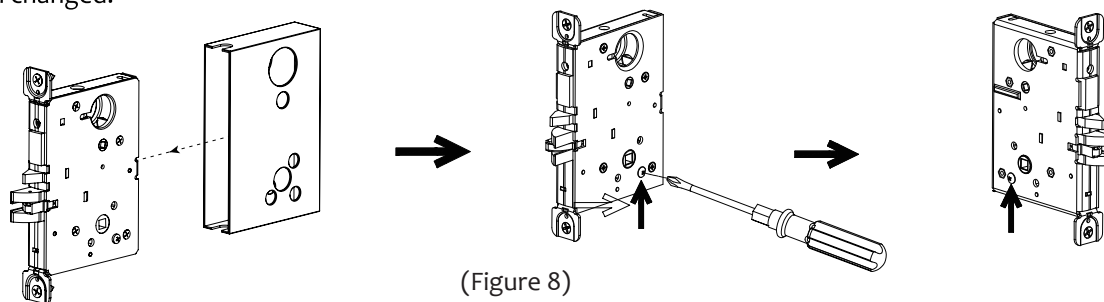


(Figure 7)

a Inside/Outside lever change (if needed) (Figure 8)

⚠ Wear gloves during operation.

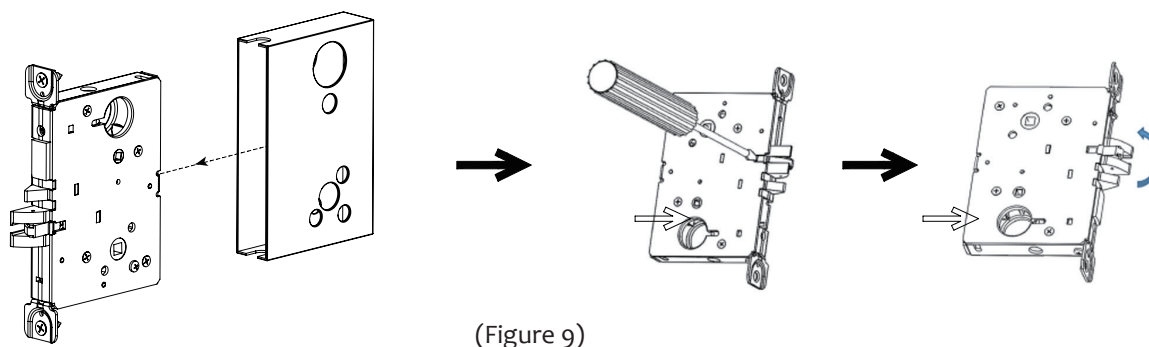
- Remove the lead box.
- Screw off the limit screw by philips screwdriver.
- Screw the limit screw into the opposite hole as shown.
- Tighten the screw enough to make sure the direction has been changed.



b Change latch bolt handing (Figure 9)

⚠ Wear gloves during operation.

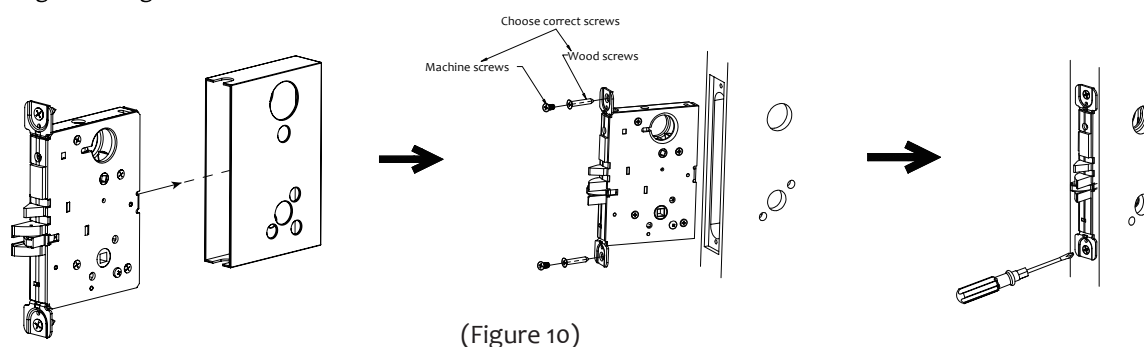
- Remove the lead box
- Remove the face plate with a Phillips screw driver
- Pull out the latch bolt with a flathead screw driver, then rotate it 180° to the desired direction.



c Install Lockbody (Figure 10)

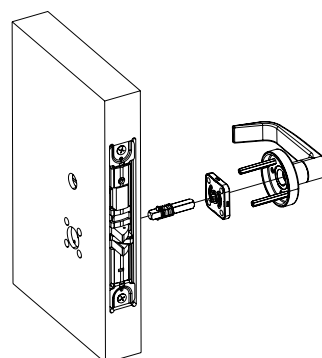
⚠ Wear gloves during operation.

- Remove decorative front plate.
- Put the lock body in to the lead box
- Put the lockbody into door pocket.
- Make sure it is plumb between lockbody and door opening. Then tighten the screws.



d Install outside lever set (Figure 11)

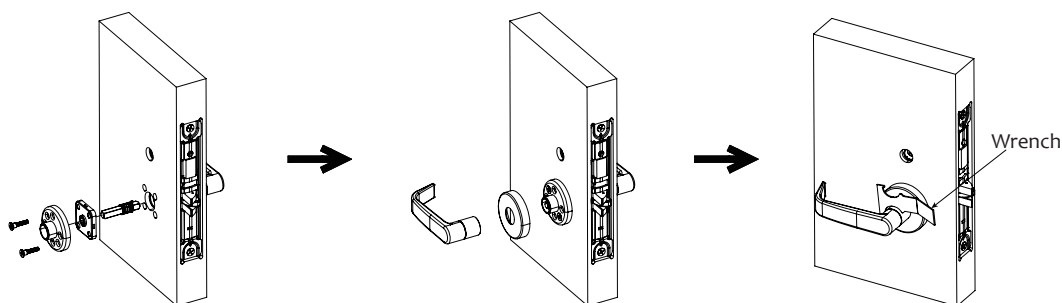
- Slide outside spindle into lock hub, mount the outside rotation stop on the spindle.
- Mount the outside lever set by insert the Mounting post into to the through holes.



(Figure 11)

e Install inside lever set (Figure 12)

- Slide inside spindle into lock hub, mount the outside rotation stop and mounting plate on the spindle, secure with two screws.
- Screw rose firmly onto the mounting plate.
- Attach inside lever to the spindle, tight the sleeve with the wrench supplied.

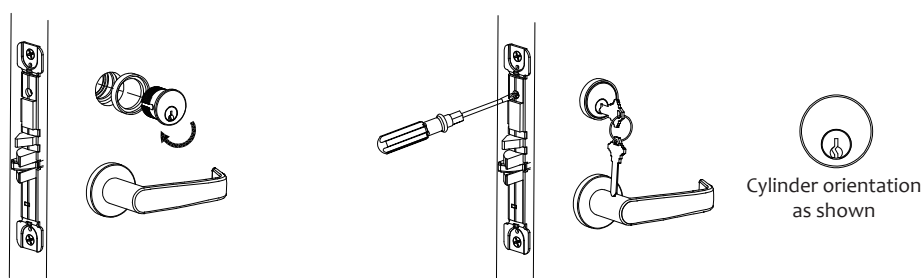


(Figure 12)

Note: Rotation stop of both sides must face correct direction, otherwise the lever can not be operated.

f Install cylinder (Figure 13)

- Select the proper cylinder spacer according to the door thickness:
8mm (5/16") spacer for 44~50 mm (1-3/4"~1-31/32") door
5mm (3/16") spacer for 50~57 mm (1-31/32"~2-1/4") door
- Install the cylinder spacer and spring washer onto the cylinder, then insert and rotate the cylinder clockwise into the cylinder hole, ensuring the spacer is flush with the cylinder face.
- Tighten the cylinder retaining screw.
- Verify the keyway orientation is correct, and use the key to check that the cylinder operates smoothly and that both the latch bolt and deadbolt function properly.

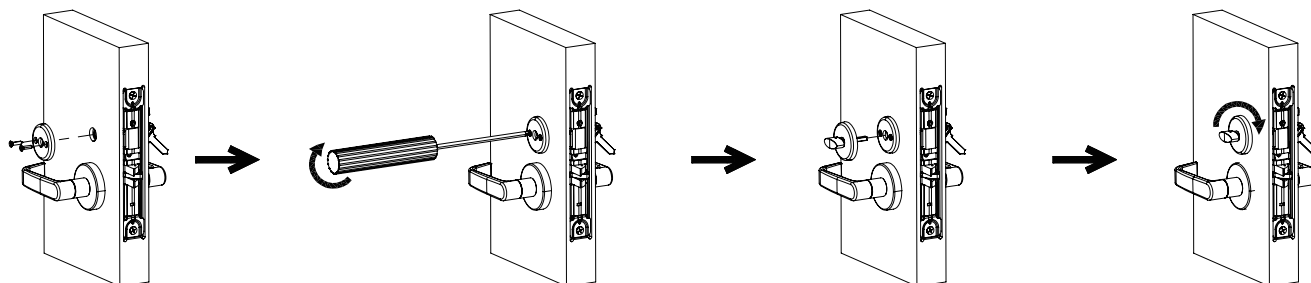


(Figure 13)

g

Install thumbturn (Figure 14)

- Position the mounting plate on the thumb turn hole, fix it with 2 screws.
- Mount the thumb turn assembly by insert the spindle into the mounting plate.
- Rotate the rose clockwise to tight it.
- Test the thumb turn by hand, it should be operated smoothly.

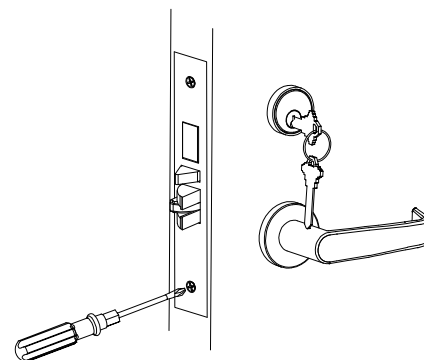


(Figure 14)

h

Install face plate (Figure 15)

- Install the face plate back to the lock front, and tight with two screws.

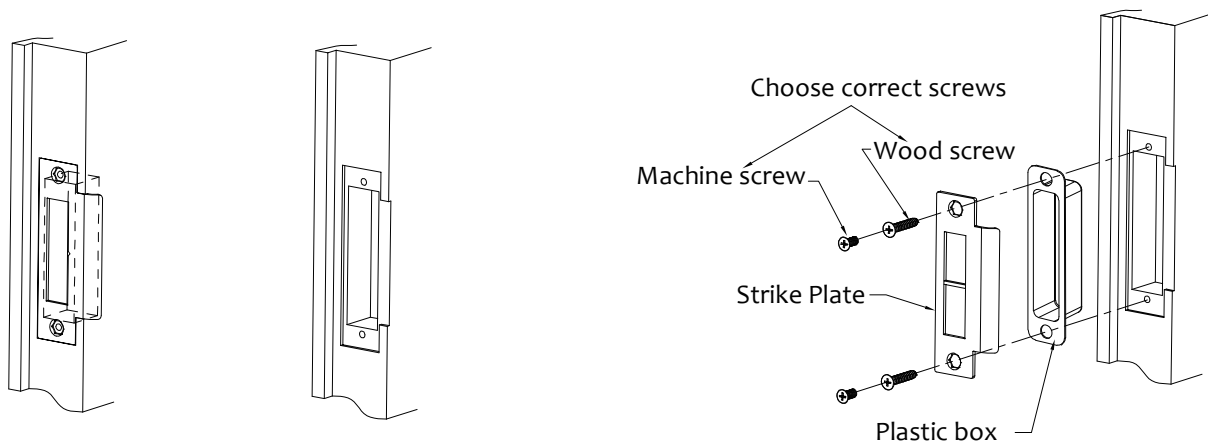


(Figure 15)

i

Mortise and install strike (Figure 16)

- Mortise the pocket $3\frac{3}{4}'' \times 15\frac{1}{16}'' \times 1\frac{1}{8}''$ (95×24×28.5mm).
- Make cutout $4\frac{7}{8}'' \times 1\frac{1}{4}'' \times 1\frac{1}{8}''$ (124×32×3.4mm) for strike plate.
- Fix the strike and strike box with 2 screws, make sure that the dead bolt can be completely projected after the door is closed.
- Make sure that the auxiliary latch will lock the latch bolt after the door is closed.



(Figure 16)

Installation Instructions

8

Trial Operation

a

Insert the key into the cylinder (if applicable) and rotate to ensure smooth operation without friction, and properly locks and unlocks the latches.

b

Operate the thumb turn (if applicable) and rotate to ensure smooth operation without friction, and properly locks and unlocks the dead bolt.

c

Test levers (if applicable). Inside lever must able to retract latch bolt. If with easy unlock function, inside lever can also retract deadbolt. Outside lever can/can't retract latch bolt depending on different functions, but must not retract deadbolt.

Note: Perform all functional tests with the door in the open position. Do not close the door until all functions operate correctly. If resistance is encountered, do not force operation. Verify correct orientation and adjust if necessary.