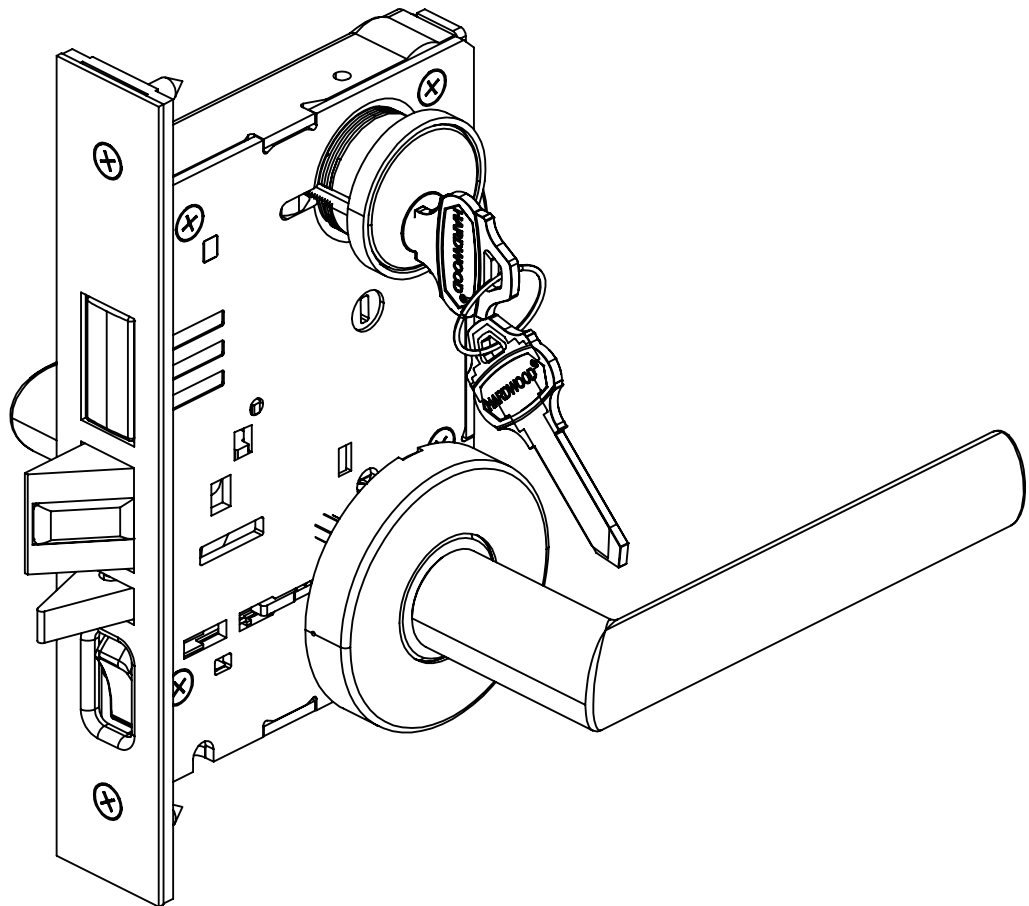


DG Series

Mortise Lock



WARNING

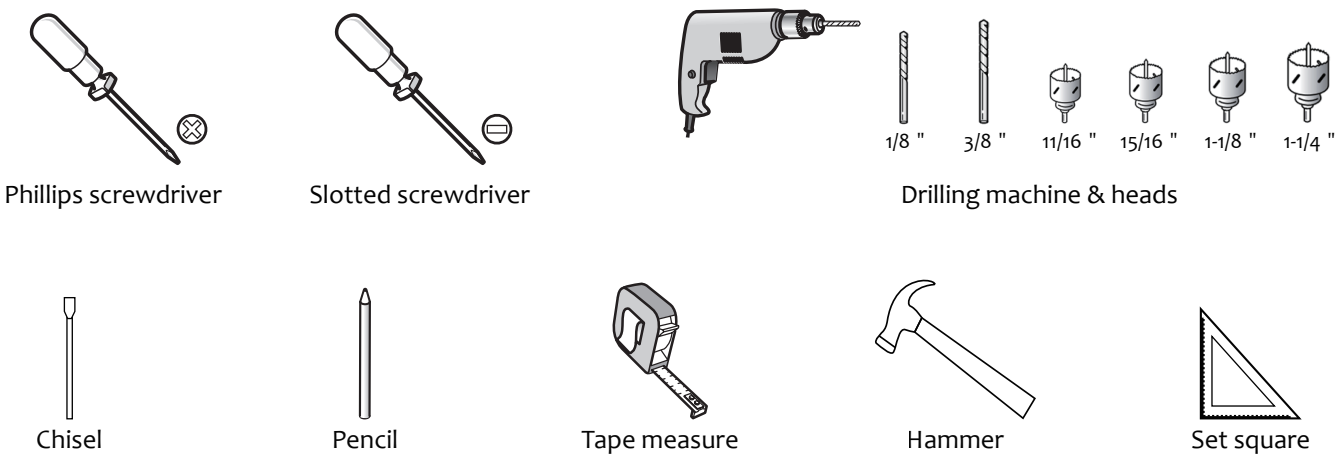
Installers should be aware that improper installation may cause product damage and void the factory warranty.

Installation Instructions

DG Series

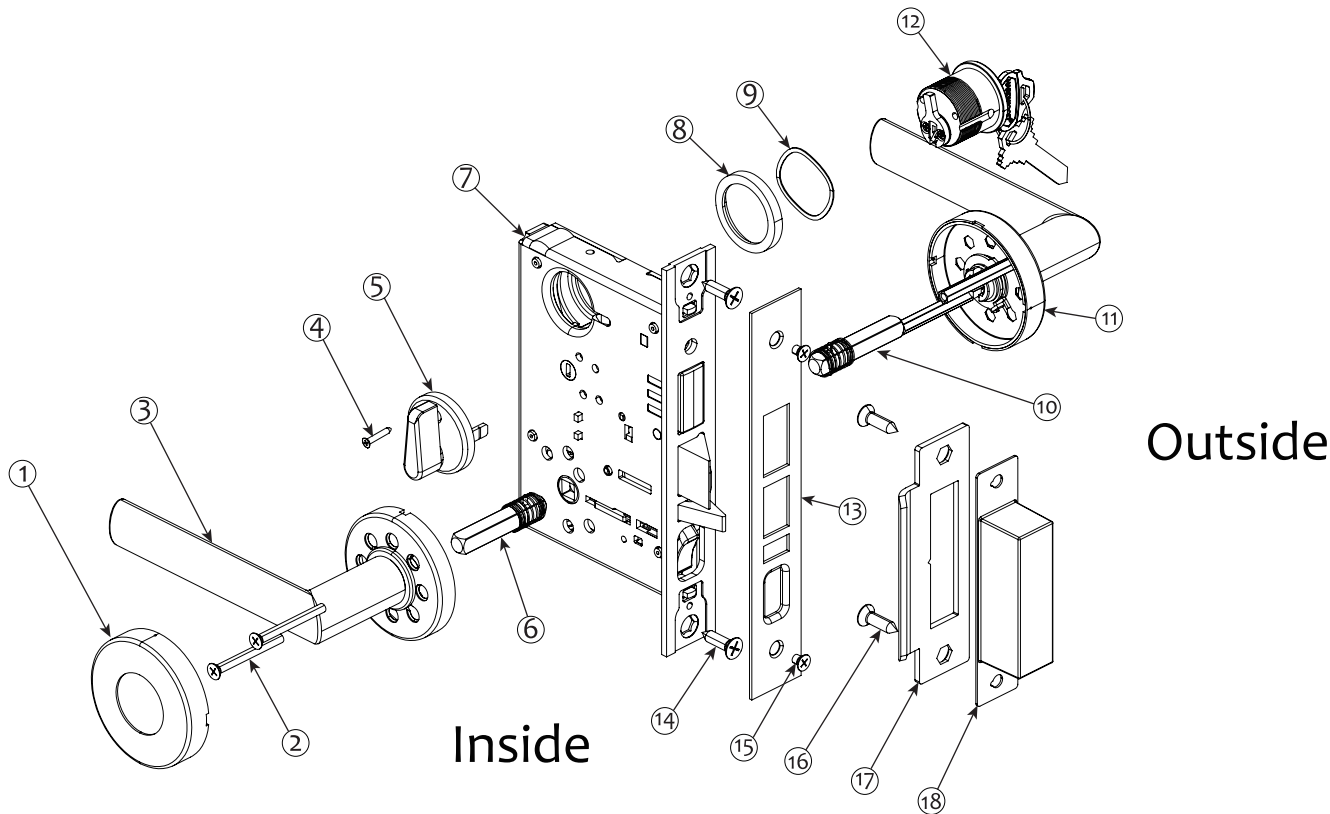
1

Tools Required



2

Product components

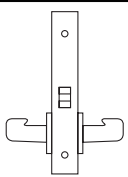
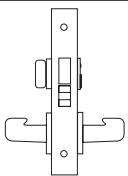
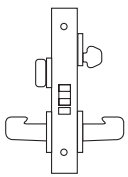
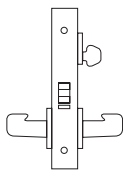
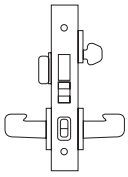
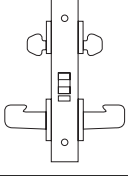
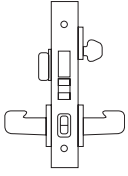
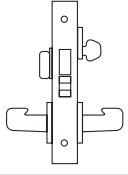
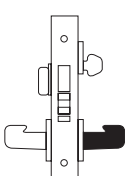
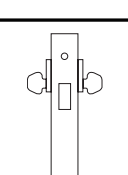


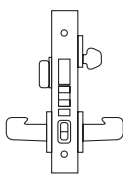
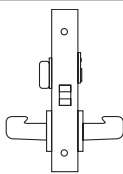
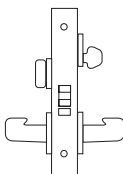
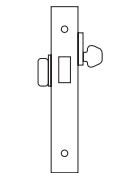
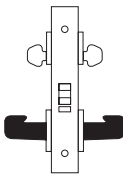
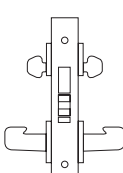
No.	Description	No.	Description
1	Inside rose	10	Outside spindle
2	PH #8-32UNC screw	11	Outside lever assembly
3	Inside lever assembly	12	Cylinder
4	PH #8x1/2 inch screw	13	Face plate
5	Thumb turn	14	PH #12-24x#12 screw
6	Inside spindle	15	PH #8-32UNCx1/4 inch screw
7	Lock body	16	PH #12-24x3/4 inchx#12 screw
8	Spacer ring	17	Strike
9	Wave spring	18	Strike box

Installation Instructions

3

Function & Configuration

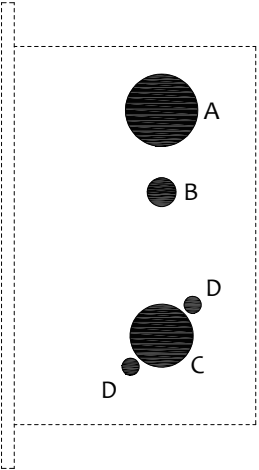
PICTURE	MODEL NO.	ANSI NO.	FUNCTION	Description	LEVER	CYLINDER	THUMB TURN	EMERG TURN
	DG01	F01	Passage or Closet Lock	Latch bolt operated by lever from either side at all times.	✓			
	DG02	F02	Privacy, Bedroom or Bath Lock	Latch by either lever; dead bolt by inside turn and outside emergency release	✓		✓	✓
	DG04	F04	Entry Lock	Lever-operated latch from both sides; outside lever can be disabled by non-key means. When locked, latch retracts by outside key or inside lever. Auxiliary dead latch	✓	✓	✓	
	DG06	F06	Holdback Lock	Latch bolt operated by either lever except when outside lever is key-locked. Latch bolt may be held retracted by key. Locked latch retracts by outside key or inside lever. Auxiliary dead latch.	✓	✓		
	DG08	F08	Front Door Lock or Apartment Corridor Door Lock	Latch by either lever except when outside lever is mechanically disabled. Dead bolt by inside turn. Outside key operates both bolts.	✓	✓	✓	
	DG09	F09	Apartment, Exit or Public Toilet Lock	Latch by either lever except when outside lever is key-locked from inside. Locked latch retracts by outside key or inside lever. Auxiliary dead latch.	✓	✓		
	DG12	F12	Dormitory or Exit Lock	Latch by either lever except when outside lever is mechanically disabled. Dead bolt by outside key and inside turn. Inside lever retracts both bolts; outside remains locked.	✓	✓	✓	
	DG13	F13	Dormitory or Exit Lock	Latch by either lever. Dead bolt by outside key or inside turn. Inside lever retracts both bolts and unlocks outside lever.	✓	✓	✓	
	DG15	F15	Hotel Guest Lock	Latch by outside key or inside lever; outside lever inoperative. Dead bolt by inside turn with key override restriction except emergency/display keys. Inside lever retracts both bolts. Auxiliary dead latch; indicator button optional.	✓	✓	✓	
	DG16	F16	Dead Lock	Dead bolt operated by key from either side.		✓		

PICTURE	MODEL NO.	ANSI NO.	FUNCTION	Description	LEVER	CYLINDER	THUMB TURN	EMERG TURN
	DG20	F20	Apartment Corridor Door Lock	Lever latch both sides; outside lever disable by non-key means. Deadbolt by key outside or turn inside; key operates both bolts. Inside lever retracts both bolts; outside stays locked. Latch deadlocks when disabled or deadbolt thrown; re-enabled when deadbolt is retracted.	✓	✓	✓	
	DG22	F22	Privacy, Bedroom or Bath Lock	Latch by lever both sides; outside lockable by inside turn/button. Unlocks by inside lever, door closing, or outside emergency release.	✓		✓	✓
	DG26	F26	Institutional Privacy	Latch by either lever unless outside lever is inside-locked. Key overrides inside hold-lock to unlock. Inside lever or closing door restores operation. Auxiliary dead latch.	✓	✓	✓	
	DG29	F29	Classroom Dead Lock	Key from outside operates deadbolt. Turn from inside retracts but does not project dead bolt.		✓	✓	
	DG30	F30	Asylum or Institutional Lock	Latch bolt operated by key from either side. Both levers always inoperative. Auxiliary dead latch.	✓	✓		
	DG34	F34	Intruder Dead Bolt Lock	Latch by either lever unless outside lever is key-locked. Dead bolt by key from either side. Inside lever retracts both bolts and unlocks outside. Auxiliary dead latch / latch deadlocked when dead bolt is thrown.	✓	✓		

4

Drilling Hole Options

NO. HOLE	F01 DG01		F02/22 DG02/22		F04/08/12/13/15/20/26 DG04/08/12/13/15/20/26		F06 DG06		F09/30/34 DG09/30/34		F16 DG16		F29 DG29	
	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	●	●	●	●	●	●	●	●	●	●				

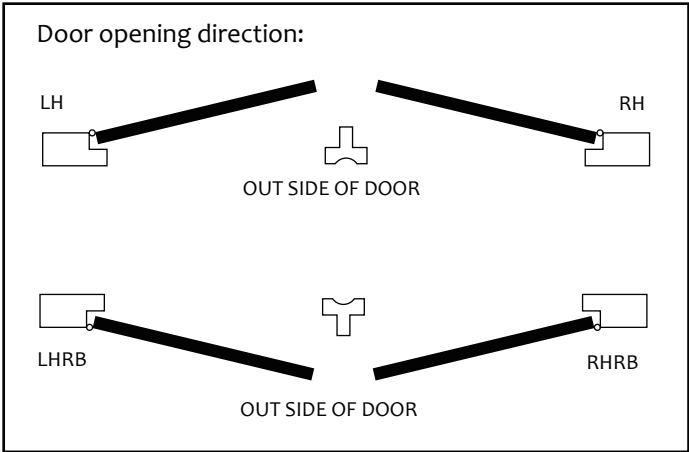


NOTE: 1. Door thickness must be between 45mm (1-3/4") and 57mm (2-1/4").
2. Confirm the lock model before selecting the hole type.
3. Select the hole according to the mortise lock cylinder type

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)

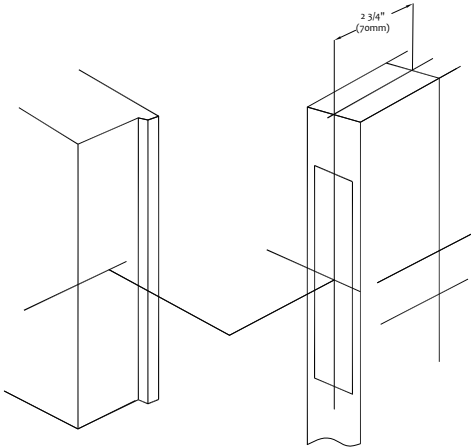
6

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.



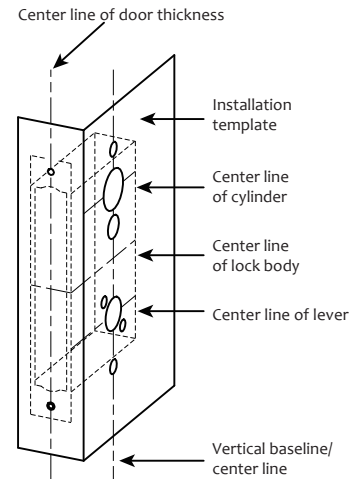
(Figure 2)

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.



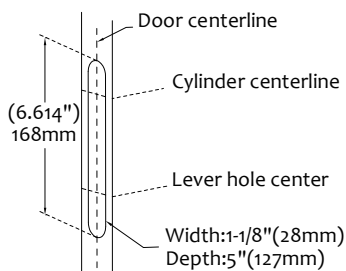
(Figure 3)

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

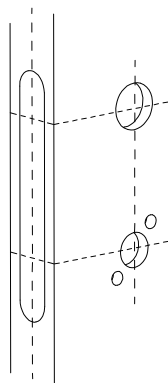
Check template to clean door pocket :
168×28×127mm
(6-5/8×1-1/8×5 ")



(Figure 4)

2. Drill outside holes

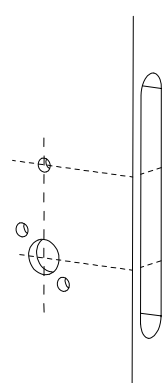
Drill outside holes
Note: Check Thru hole or blind hole before drilling



(Figure 5)

3. Drill inside holes

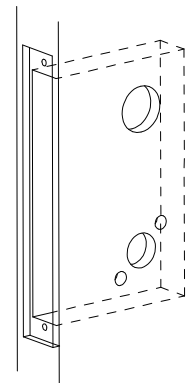
Drill inside holes
Note: Check Thru hole or blind hole before drilling.



(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 ")

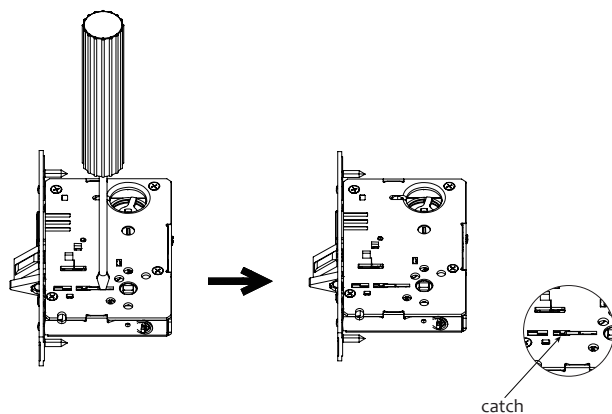


(Figure 7)

a

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

- Use a flathead screwdriver to press the catch down or push it to the left, rotate 180°, direction of the inside and outside handles will be change.

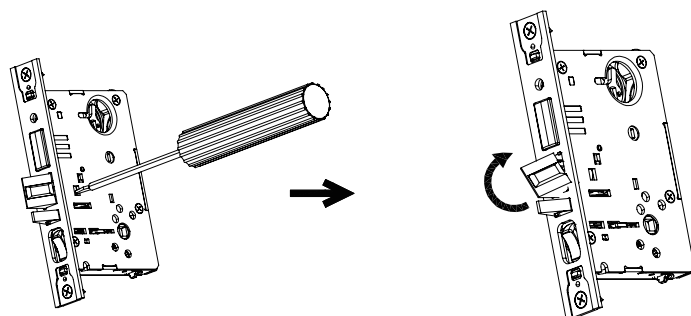


(Figure 8)

b

Change latch bolt handing (Figure 9)

- Remove the face plate with a Phillips screwdriver.
- Pull out the latch bolt with a flathead screwdriver, then rotate it 180°.

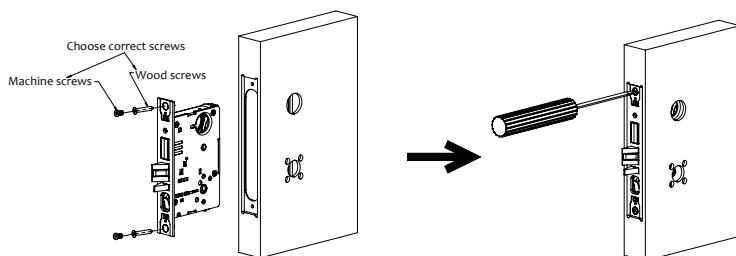


(Figure 9)

c

Install Lockbody (Figure 10)

- Remove the face plate.
- Put the lockbody into door pocket.
- Make sure it is plumb between lockbody and dooropening. Then tighten the screws.

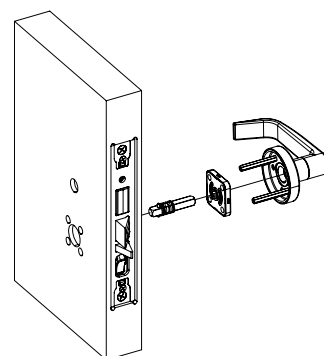


(Figure 10)

d

Install outside lever set (Figure 11)

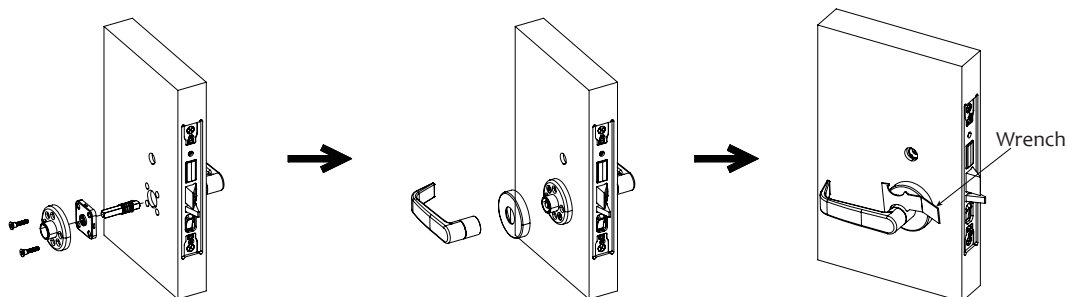
- Slide outside spindle into lock hub, mount the outside rotation stop on the spindle.
- Mount the outside lever set by insert the guide pins into to the through holes.



(Figure 11)

e Install inside lever set (Figure 12)

- Slide inside spindle into lock hub, mount the inside 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.

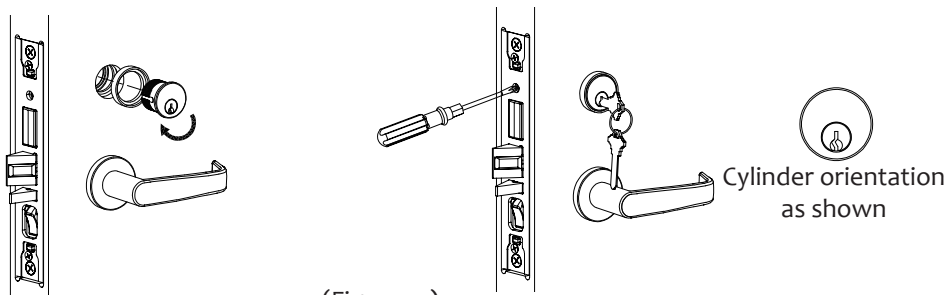


(Figure 12)

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

f Install cylinder (Figure 13)

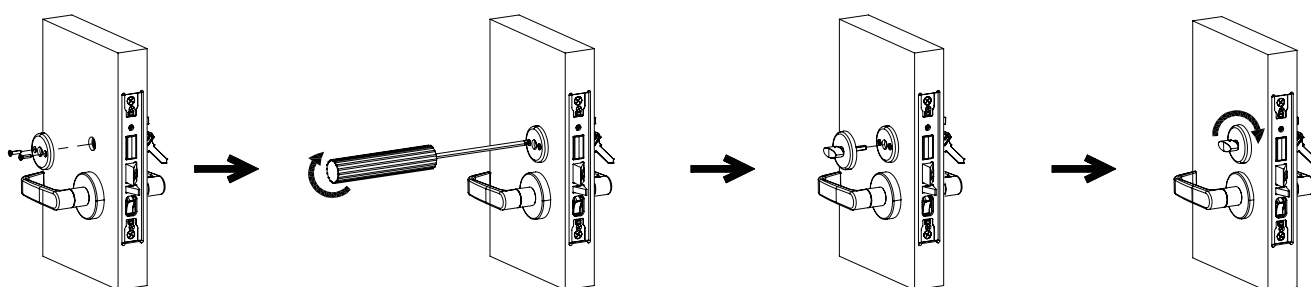
- Select the proper cylinder spacer according to the door thickness:
8mm (5/16") spacer for 44~50 mm (1-3/4"~1-31/32") door
5mm (3/16") spacer for 50~57 mm (1-31/32"~2-1/4") door
- Install the cylinder spacer and spring washer onto the cylinder, then insert and rotate the cylinder clockwise into the 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)

Installation Instructions

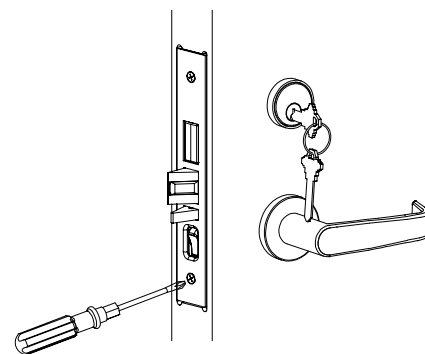
7

Installation(cont.)

h

Install face plate (Figure 15)

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

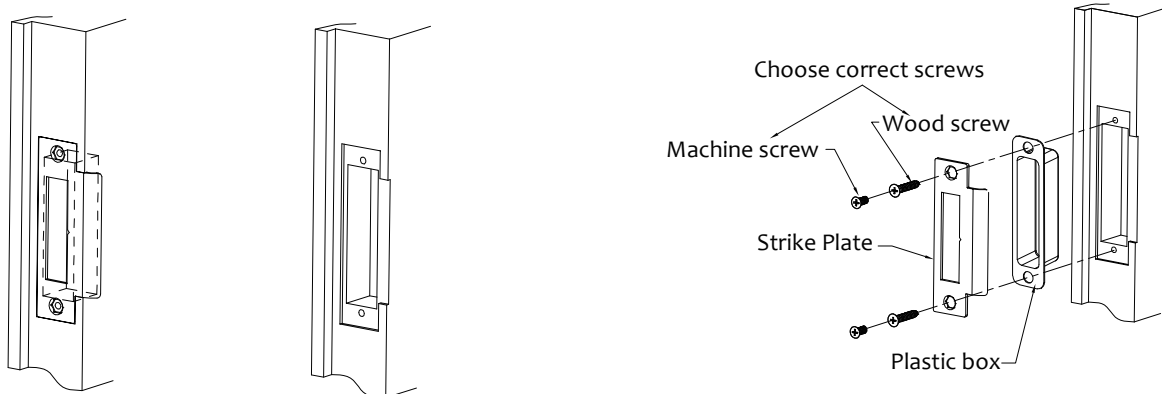


(Figure 15)

i

Mortise and install strike (Figure 16)

- Mortise the pocket $3\text{-}3/4\text{''} \times 15/16\text{''} \times 1\text{-}1/8\text{''}$ ($95 \times 24 \times 28.5\text{mm}$).
- Make cutout $4\text{-}7/8\text{''} \times 1\text{-}1/4\text{''} \times 1/8\text{''}$ ($124 \times 32 \times 3.4\text{mm}$) 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)

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.