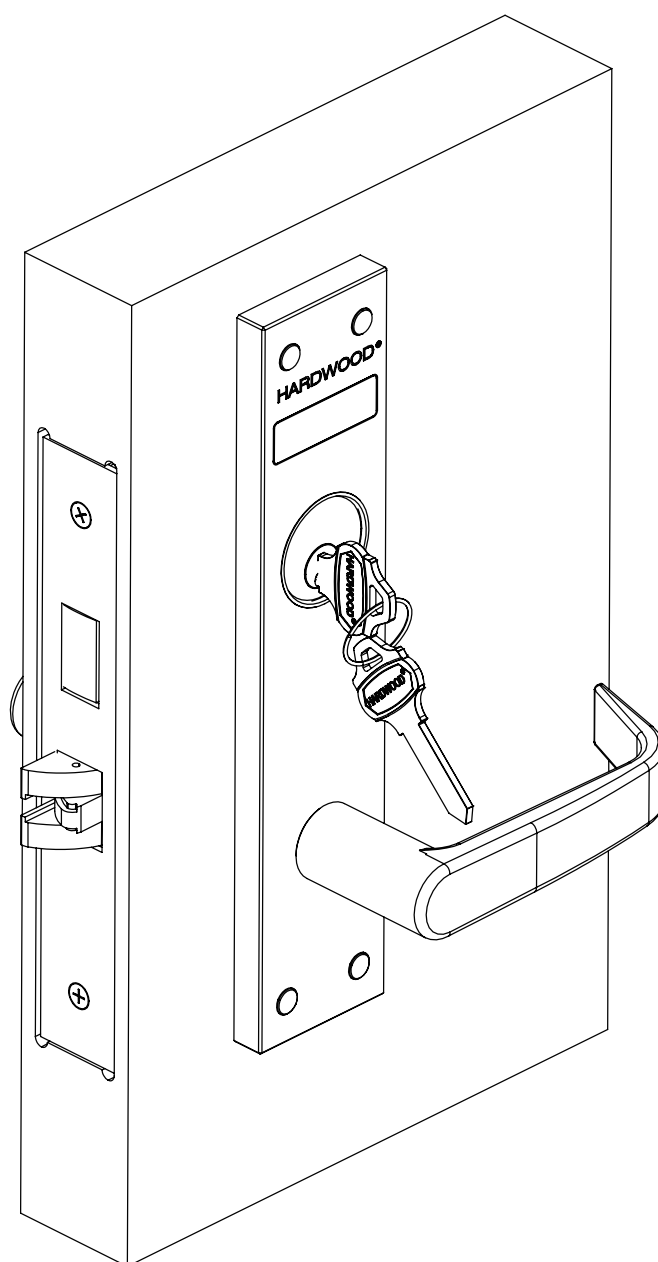


M30 Series

Indicator Mortise Lock



WARNING

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

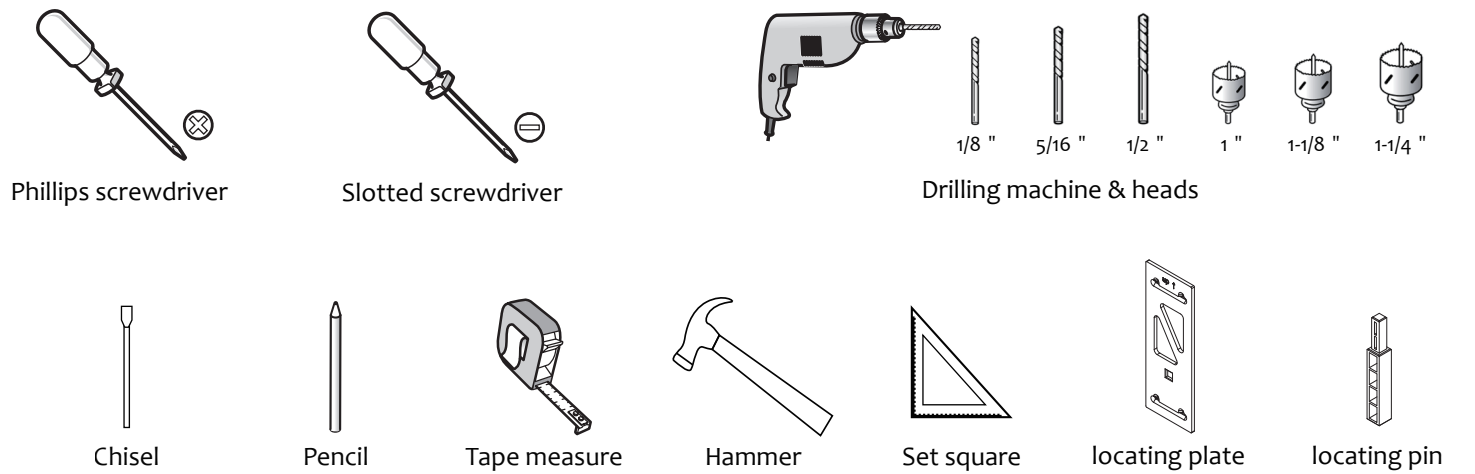
Installation Instructions

HARDWOOD®

Indicator Mortise Lock

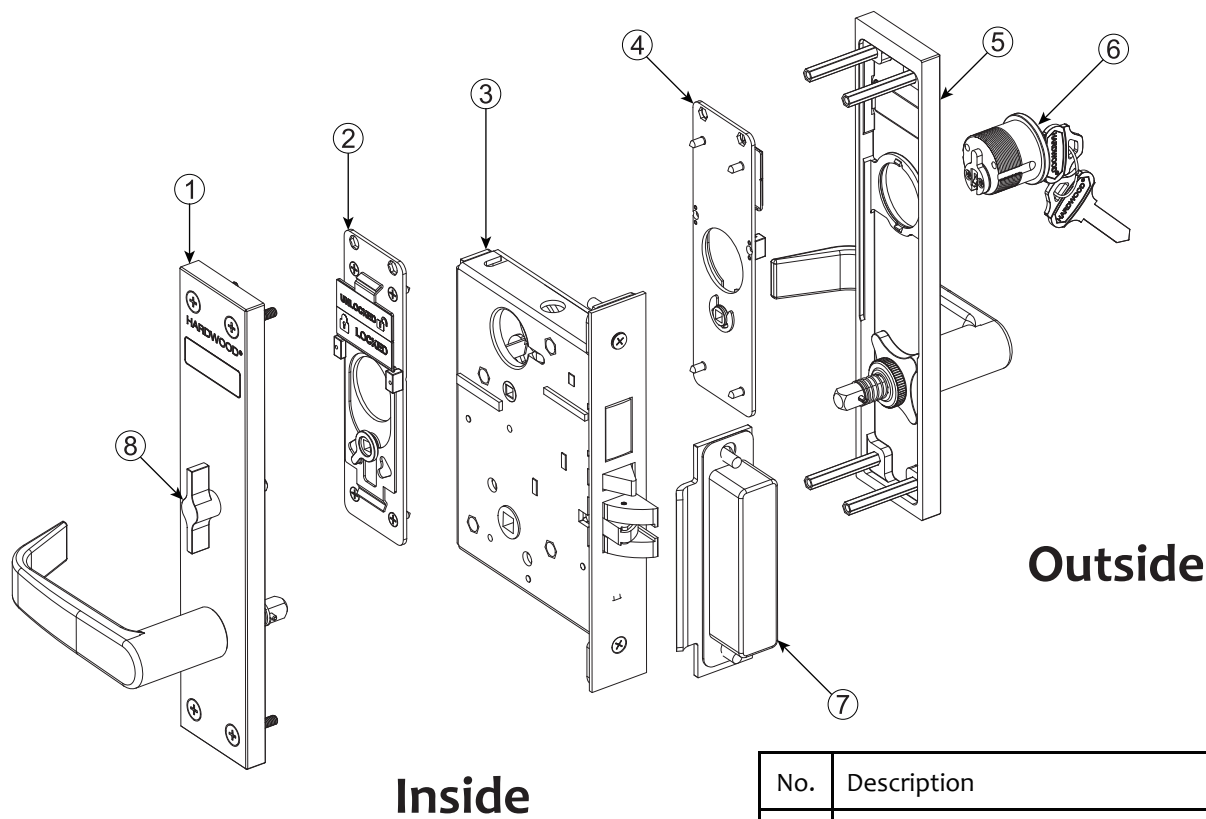
1

Tools Required



2

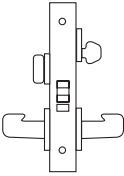
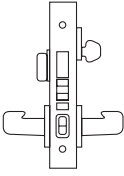
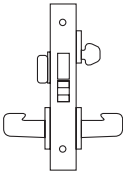
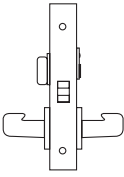
Product component



No.	Description
1	Inside escutcheon trim assembly
2	Inside indicator mechanism assembly
3	Lock body
4	Outside indicator mechanism assembly
5	Outside escutcheon trim assembly
6	Outside cylinder
7	Strike assembly
8	Thumb turn

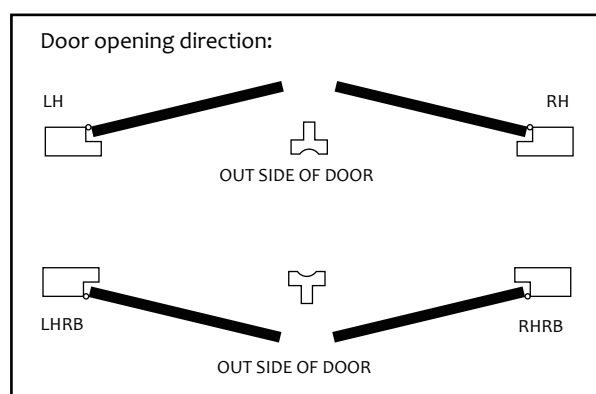
Indicator Mortise Lock

3 Function & Configuration

PICTURE	LOCK BODY NO.	ANSI NO.	FUNCTION	DESCRIPTION	LEVER	CYLINDER	THUMB TURN	EMERG TURN
	DD04	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.	✓	✓	✓	
	DD20	F20	Apartment Corridor Door Lock	Lever latch both sides; outside lever disable by non-key means. Dead-bolt 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.	✓	✓	✓	
	DD21	F21	Room Door Lock	Latch bolt operated by lever from either side. Dead bolt operated by key from outside and turn from inside.	✓	✓	✓	
	DD22	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.	✓		✓	✓

4 Handing

⚠ Verify hand and bevel of door. Illustrations shown are as viewed from the outside or secure side of opening.

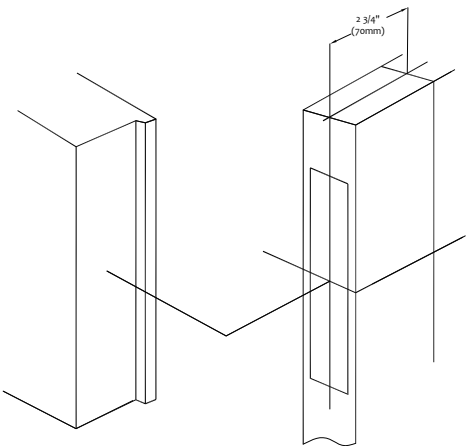


(Figure 1)

5

Door Preparation

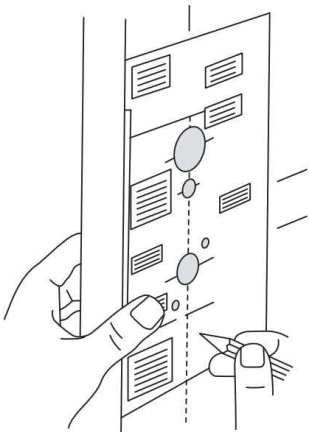
- a
- Mark centerlines (Figure 2)
- Door thickness shall not be less than 1-3/4" (44 mm) and shall not exceed 2-1/4" (57 mm).
 - Mark door thickness center line.
 - Mark the lock body centerline at the required height.
 - Mark center line and confirm the position for cylinder, lever and turn.



(Figure 2)

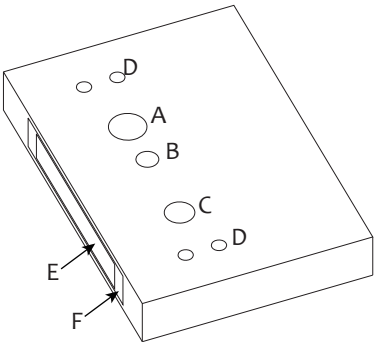
- b
- Mark the drill holes with template (Figure 3, 4)
- *Important:** Before drilling, refer to the below sheet based on the lock model to determine the required holes, and distinguish between blind holes and through holes.

NO.	Holes	Size	DDo4/20/21		DD22	
			Inside	Outside	Inside	Outside
A	Cylinder hole	Φ1-1/4" (32mm)		●		
B	Lever hole	Φ1" (25.4mm)	●	●	●	●
C	Thumb turn hole	Φ3/4" (19mm)	●	●	●	●
D	Trim screw×4	Φ1/2" (12.7mm)	●	●	●	●
E	Lock pocket	6-5/8"×1-1/8"×5" (168×28×127mm)		●		●
F	Strike cutout	1-5/16"×8-1/16"×3/16" (32.8×204.9×5.5mm)		●		●



(Figure 3)

- c
- Mortising and drilling holes (Figure 4)
- Mortise and drill holes according to the marked options and listed sizes



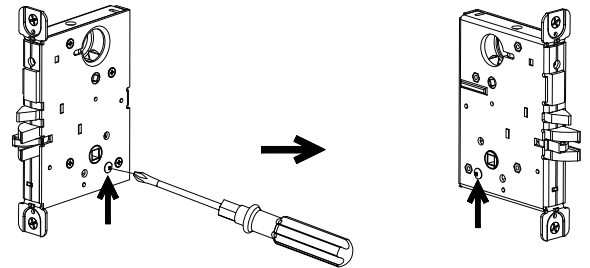
(Figure 4)

Indicator Mortise Lock

6 Installation

a Inside/Outside lever change (if needed) (Figure 5)

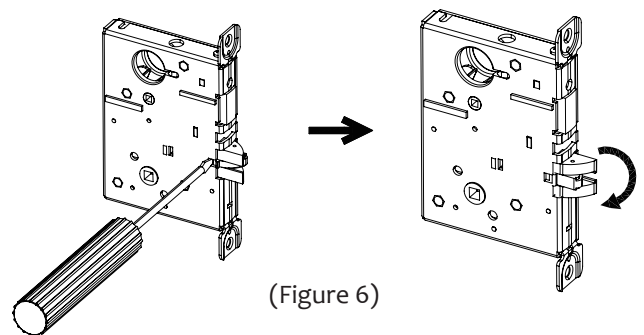
- Screw off the limit screw by philips screwdriver.
- Screw the limit screw into the opposite hole as shown below.
- Tighten the screw enough to make sure the direction has been changed.



(Figure 5)

b Change latch bolt handing (Figure 6)

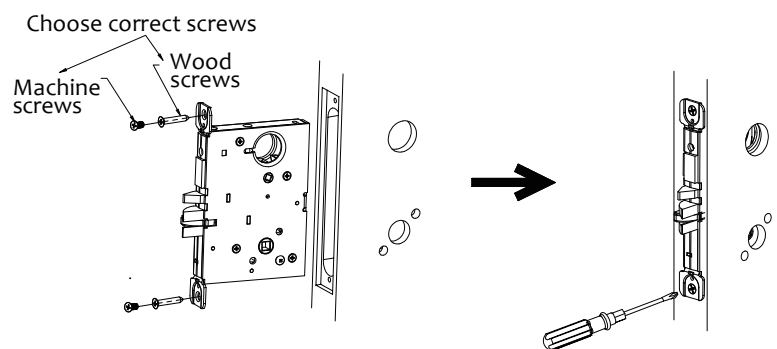
- Remove the face plate with a Phillips screw driver
- Pull out the latch bolt with a flathead screw driver, then rotate it 180° to the desired direction.



(Figure 6)

c Install lock body (Figure 7)

- Remove face plate.
- Slide the lock body into the door pocket
- Ensure the lock body is parallel to the door edge, then tight the screws



(Figure 7)

Indicator Mortise Lock

6

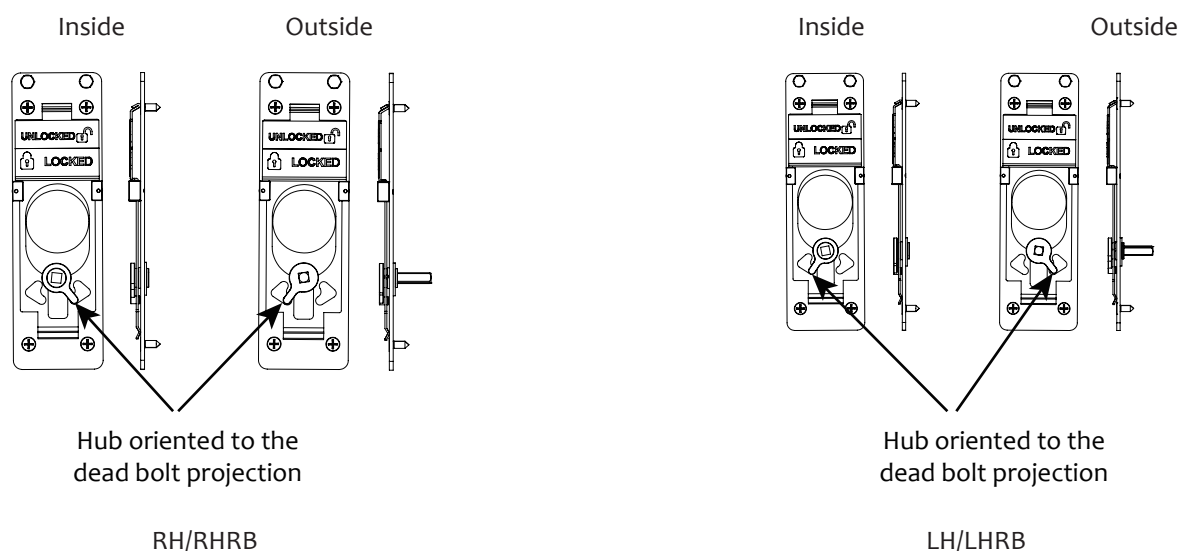
Installation(cont.)

d

Re-handing indicator (if needed) (Figure 8)

- Verify the handing by checking the orientation of spindle hub.
- If the direction is incorrect, remove the spindle washer and spindle hub.
- Orient the spindle hub correctly, then install the washer.
- Set the indicator to the unlocked position before installation.

Note: Ensuring the spindle hub is always oriented to the dead bolt projection, when the indicator is mounted on the door

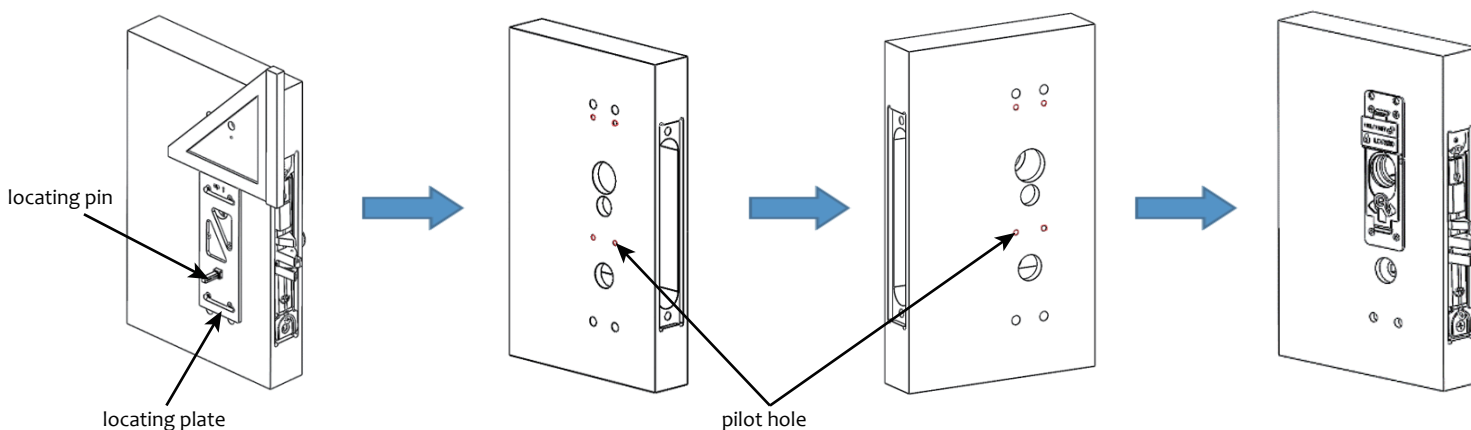


(Figure 8)

e

Install indicator (Figure 9)

- Insert the locating pin into the thumb turn hole, then pass the square hole of the locating template over the pin and mount it on the door.
- Use a try square to level the locating template and mark the screw hole positions.
- Mount the indicator and secure it with screws, ensuring the spindle hub is oriented to the dead bolt projection.
- Keep the lock case in the unlocked position after installation.



(Figure 9)

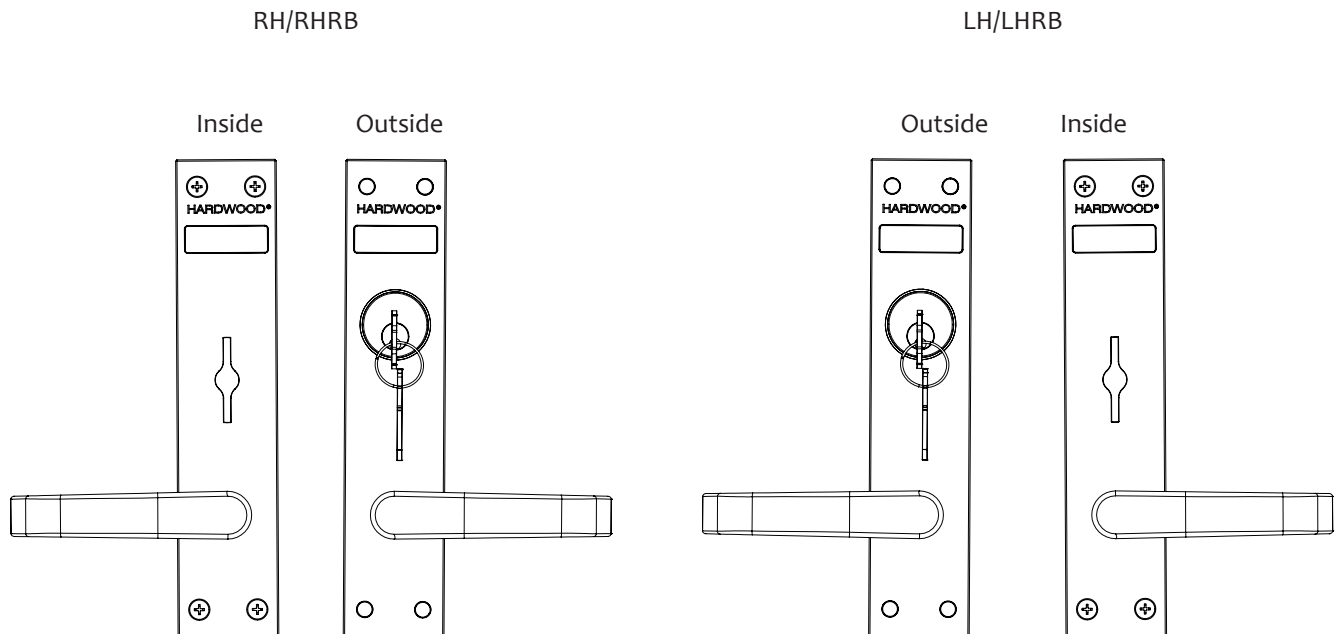
Indicator Mortise Lock

6

Installation(cont.)

f

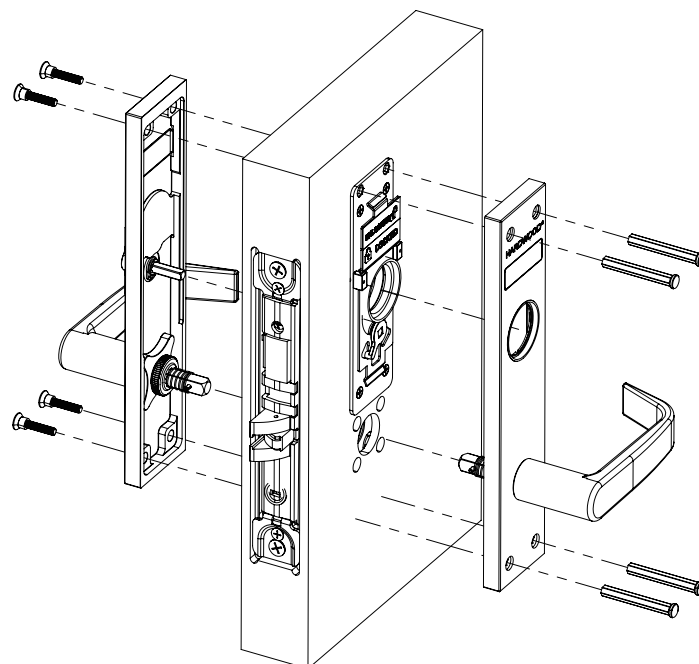
Indicator trim panel re-handing (Figure 10)



g

Install indicator trim (Figure 11)

- Outside indicator trim:
Insert the spindle and 4 guiding pins into the trim panel, then insert into the lever hole and screw holes in the door. Mount the trim panel firmly against the door surface.
- Inside indicator trim:
Insert the spindle into the trim panel, insert it into the lever hole, and align with the screw holes. Mount the trim panel firmly against the door surface
- secure the trims with four screws.



(Figure 11)

Indicator Mortise Lock

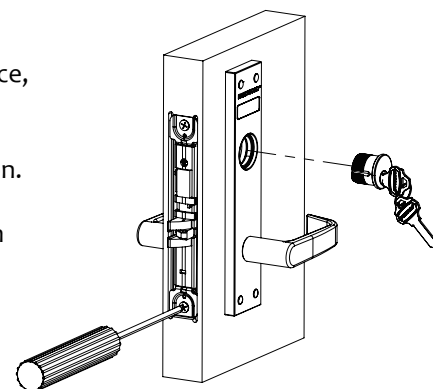
6

Installation(cont.)

h

Install cylinder (Figure 12)

- Rotate the cylinder into the lock body until it is flush with the trim panel surface, ensuring the cylinder logo is level and facing upward.
- Slightly withdraw the key from the cylinder to assist installation.
- When the cylinder is flush with the panel, ensure the key is in a vertical position.
- Tighten the cylinder retaining screw using a Phillips screwdriver.
- Ensure correct keyway orientation and smooth cylinder operation; verify latch and deadbolt function with the key.

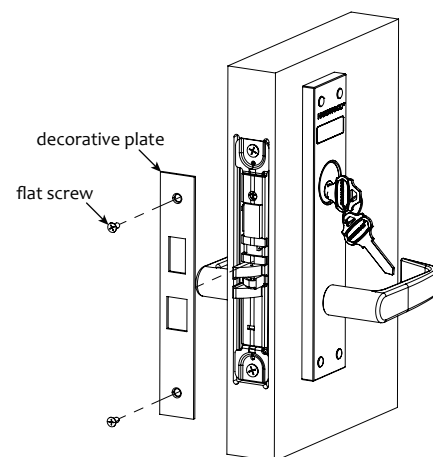


(Figure 12)

i

Install face plate (Figure 13)

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

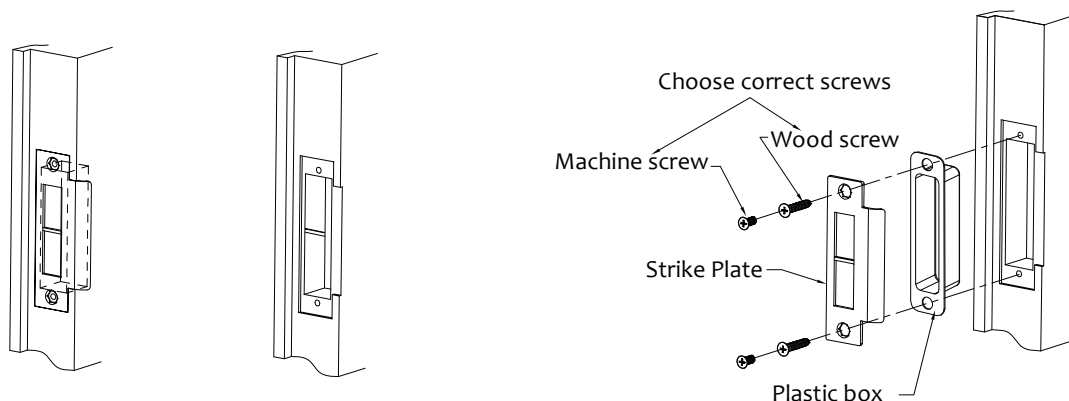


(Figure 13)

j

Mortise and install strike (Figure 14)

- Mortise the pocket $3\text{-}3/4\text{'}$ $\times$ $15/16\text{'}$ $\times$ $1\text{-}1/8\text{'}$ (95 $\times$ 24 $\times$ 28.5mm) for latch bolt and dead bolt according the strike template.
- Make cutout $4\text{-}7/8\text{'}$ $\times$ $1\text{-}1/4\text{'}$ $\times$ $1/8\text{'}$ (124 $\times$ 32 $\times$ 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 14)

Indicator Mortise Lock

7

Trial Operation

a

Operate the key (if equipped) to ensure it works smoothly and test if it can operate the both bolts.

b

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

c

Test levers. 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:

If resistance is encountered, do not force operation. Verify correct orientation and adjust if necessary.

Perform all functional tests with the door in the open position. Do not close the door until all functions operate correctly.