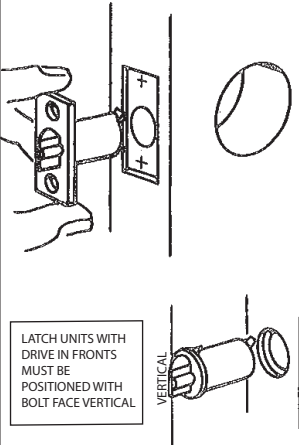


# INSTALLATION INSTRUCTIONS FOR COLUMBUS 7500 SERIES



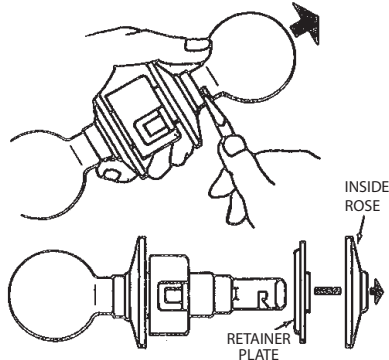
## A INSTALL LATCH UNIT

After preparing door and jamb according to template provided, mount latch unit onto door.



## B REMOVE INSIDE KNOB OR HANDLE

If received with knob or handle engaged, depress knob catch with screw driver and pull knob or handle off spindle.

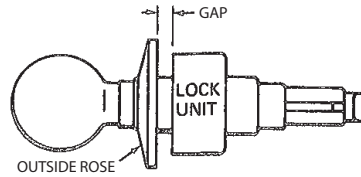


**REMOVE ROSE AND RETAINER PLATE**  
NOTE: LOCKS WITH THREADED INSIDE ROSES DO NOT HAVE RETAINER PLATES. UNSCREW TO REMOVE.

## C ADJUST FOR DOOR THICKNESS

Rotate outside rose in or out depending on door thickness. Lock will fit any door from 1-3/8" (35mm) to 2" (50.8mm)

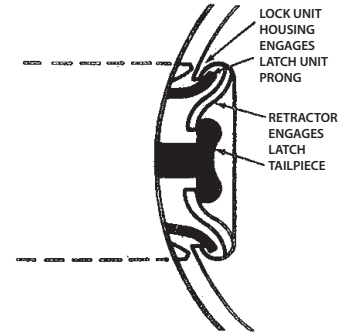
1/8" (32mm) gap for 1-3/8" (35mm) doors  
1/4" (6mm) gap for 1-3/4" (44mm) doors  
3/8" (9mm) gap for 2" (51mm) doors



## D INSTALL LOCK UNIT

Lock unit housing must engage latch unit prongs and retractor must engage latch tailpiece.

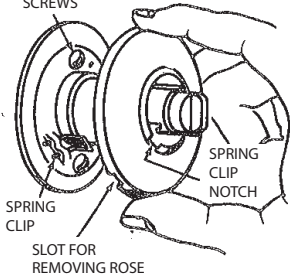
NOTE:  
-If guard bolt function is installed, do not attempt to mount lock unit when door is closed. Otherwise guard bolt tail piece will interfere.  
-Depress latch bolt slightly to allow retractor to engage latch tailpiece.



## E ATTACH INSIDE ROSE

**SNAP ON ROSES:** Slip on retainer plate and fasten with two machine screws. Position spring clip notch and snap rose over retainer plate.

TIGHTEN SCREWS

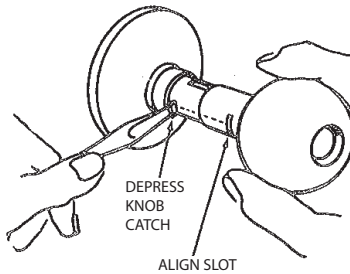


**THREADED TYPE ROSES:**  
SLIP ROSE OVER SPINDLE AND SCREW DOWN FIRMLY USING TRIM WRENCH PROVIDED

## F REPLACE INSIDE KNOB OR HANDLE

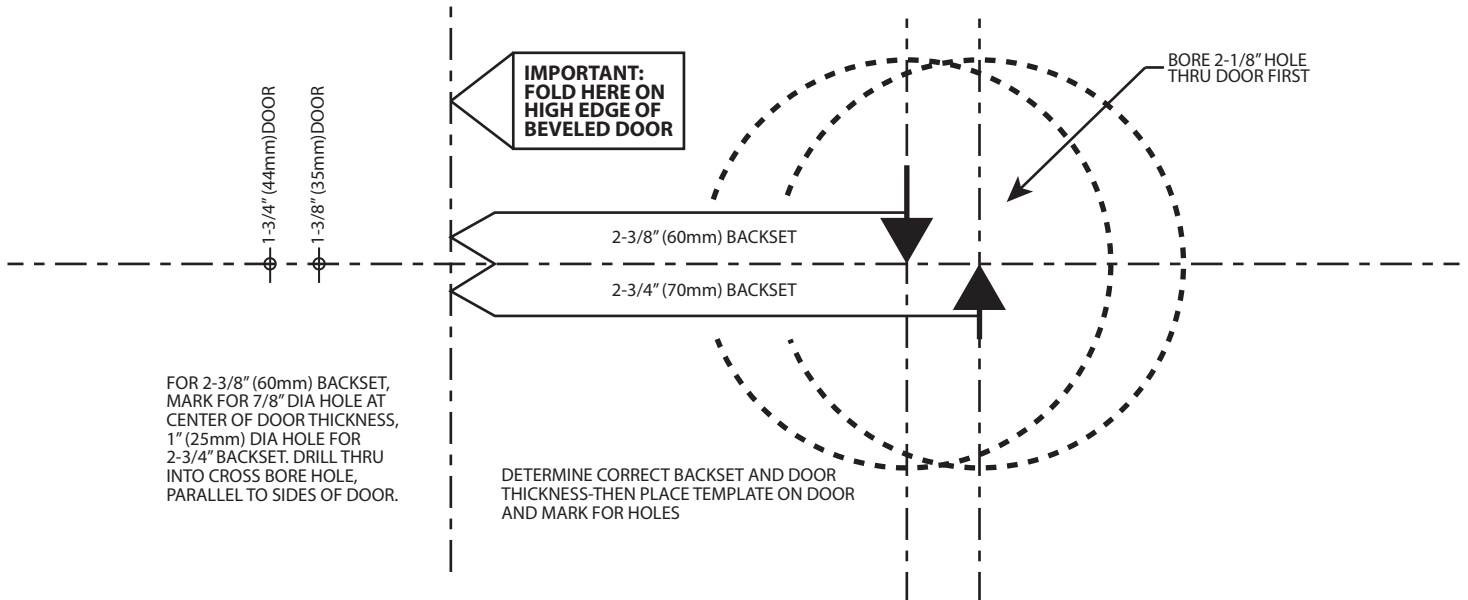
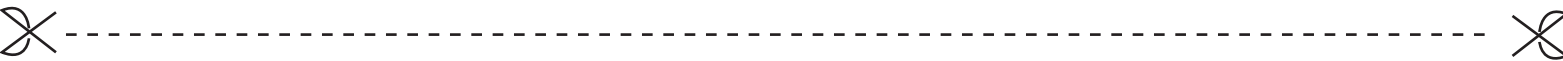
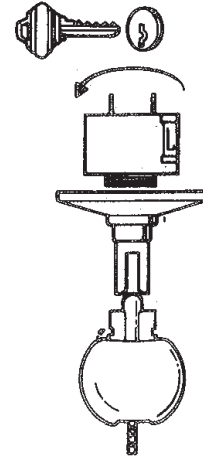
Line up slot in knob with knob catch in spindle. Slide knob or handle on to spindle. Depress knob catch and push knob or handle into engaged position.

NOTE: Ball knob button sets should be in the unlocked position when replacing the inside knob or handle.



NOTE: When a cylinder function lock is correctly installed, the key should enter in this position. If not reverse cylinder as follows:

1. With inside knob unlocked, insert a key into the cylinder.
2. Turn key about 45°.
3. Press retainer thru sleeve hole by using tool provided and pull knob out.
4. Turn lockset to opposite side where you wish to reverse.
5. Put outside knob with key-in-cylinder back into spindle until tailpiece can engage retractor. (Turn key slightly)
6. Turn key about 45° and push knob in until retainer clicks into position.



FOR 2-3/8" (60mm) BACKSET, MARK FOR 7/8" DIA HOLE AT CENTER OF DOOR THICKNESS, 1" (25mm) DIA HOLE FOR 2-3/4" BACKSET. DRILL THRU INTO CROSS BORE HOLE, PARALLEL TO SIDES OF DOOR.

DETERMINE CORRECT BACKSET AND DOOR THICKNESS-THEN PLACE TEMPLATE ON DOOR AND MARK FOR HOLES

# INSTALLATION INSTRUCTIONS FOR COLUMBUS 7500 SERIES



### TO MORTISE DOOR FOR LOCK

- 1 DETERMINE CORRECT BACKSET AND DOOR THICKNESS, THEN PLACE TEMPLATE ON DOOR AND MARK FOR HOLES
- 2 BORE 1" HOLE THRU INTO FIRST HOLE: 7/8" HOLE THRU DOOR
- 3 BORE 2-1/8" HOLE THRU DOOR
- 4 CUT OUT TO FIT LOCK FRONT, AS SHOWN

38" FROM FLOOR OR AS RECOMMENDED

HIGH EDGE OF BEVELED DOOR

2-1/4" 1-1/8" 2-3/8"

5/32"

BORE 1" HOLE THRU INTO FIRST HOLE: 7/8" HOLE THRU DOOR

BORE 2-1/8" HOLE THRU DOOR

CUT OUT TO FIT LOCK FRONT, AS SHOWN

CUT OUT TO FIT LOCK FRONT, AS SHOWN

EDGE AND MUST BE PARALLEL TO THE SIDES)

### TO MORTISE FRAME FOR STRIKE

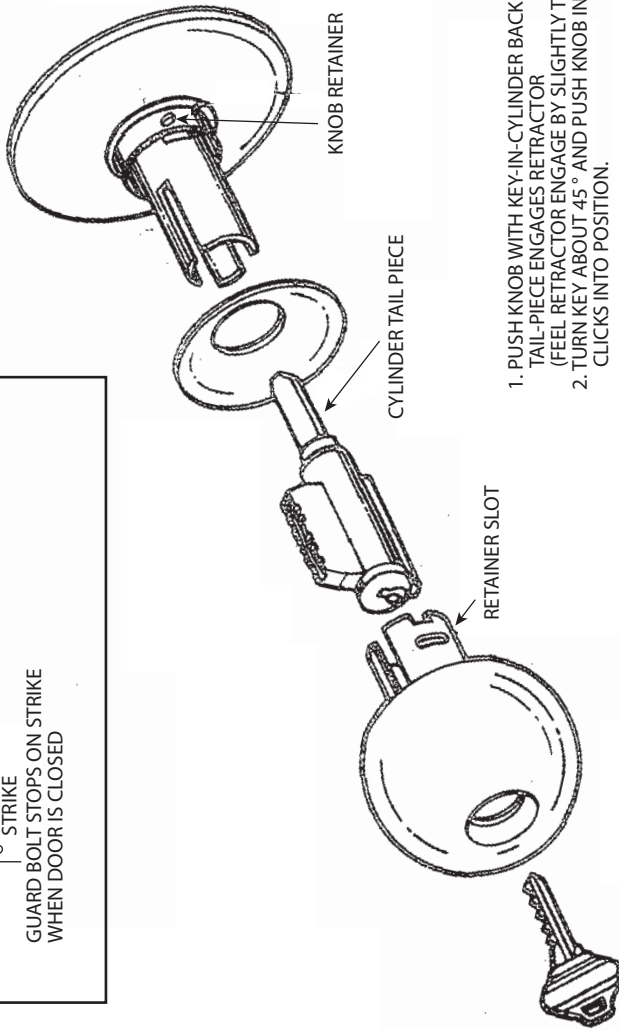
LOCATE STRIKE SCREWS AT 1/2" THE DOOR THICKNESS MEASURED FROM STOP

CUT OUT JAMB FOR STRIKE

WHEN STRIKE BOX IS NOT USED- RECESS IN JAMB MUST BE DEEP ENOUGH TO ALLOW LATCH BOLT TO EXTEND ITS FULL FREE LENGTH.

GUARD BOLT STOPS ON STRIKE WHEN DOOR IS CLOSED

## CYLINDER REASSEMBLY



1. PUSH KNOB WITH KEY-IN-CYLINDER BACK INTO SPINDLE UNTIL TAIL-PIECE ENGAGES RETRACTOR (FEEL RETRACTOR ENGAGE BY SLIGHTLY TURNING KEY)
2. TURN KEY ABOUT 45° AND PUSH KNOB IN UNTIL RETAINER CLICKS INTO POSITION.