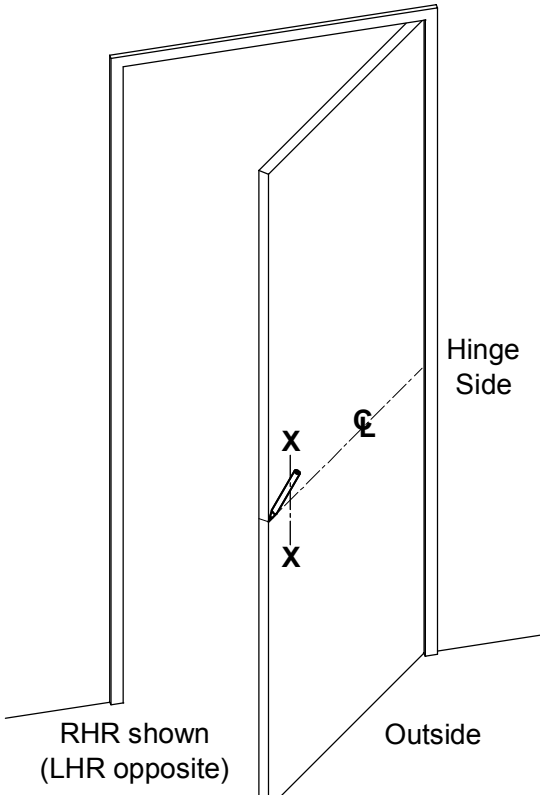


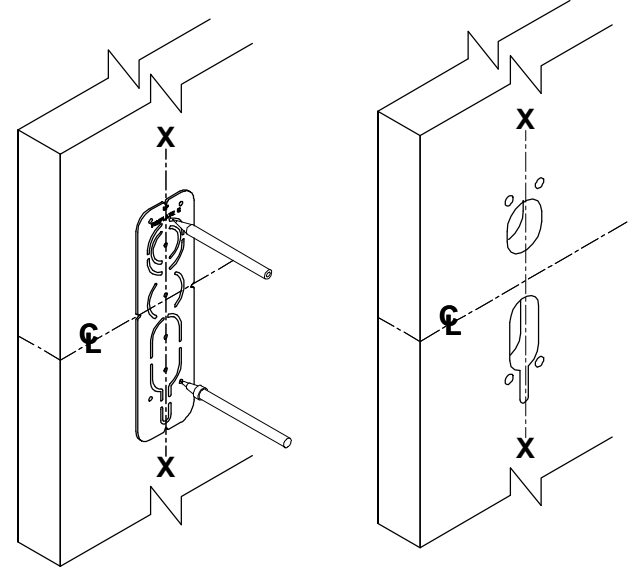
# 300 SERIES ESCUTCHEON TRIM FOR EXIT DEVICE INSTALLATION INSTRUCTIONS



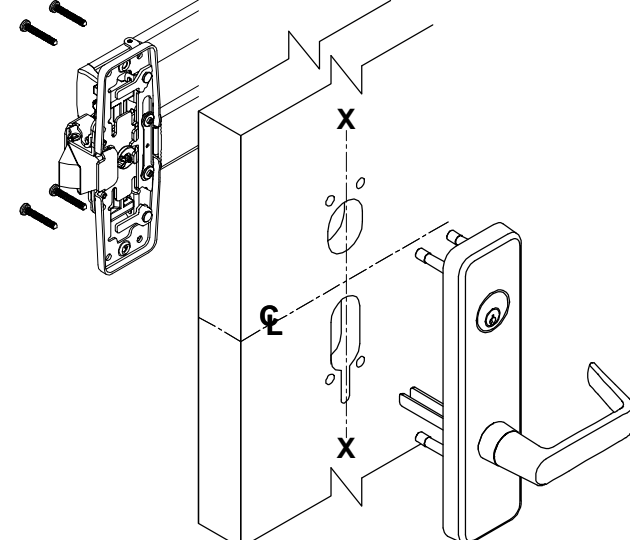
RHR shown  
(LHR opposite)

Hinge Side

Outside



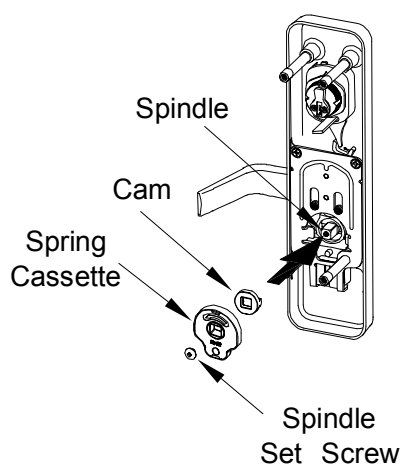
**NOTE:** See "TEMPLATE APPLICATION CHART"  
on back page for different trim functions.



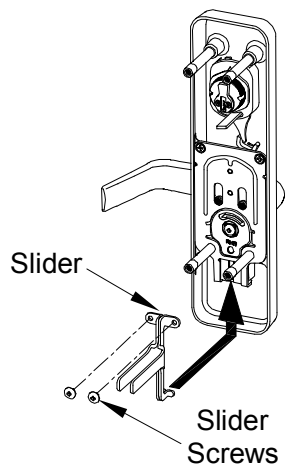
1. Prepare door for exit device. See exit device instructions for holes, backset (line X-X), and center lines.
2. Transfer line X-X from inside (exit device) side of door to outside (trim side) of door. Use extra care if edge of door is beveled. Be sure line X-X is parallel to edge of door.
3. Locate X-X line and prepare required holes with "Template C".
4. Determine trim handing and assemble trim. (see "HOW TO ASSEMBLE TRIM" and "INSTALL CYLINDER")

## HOW TO ASSEMBLE TRIM

### FOR FUNCTIONAL LEVER

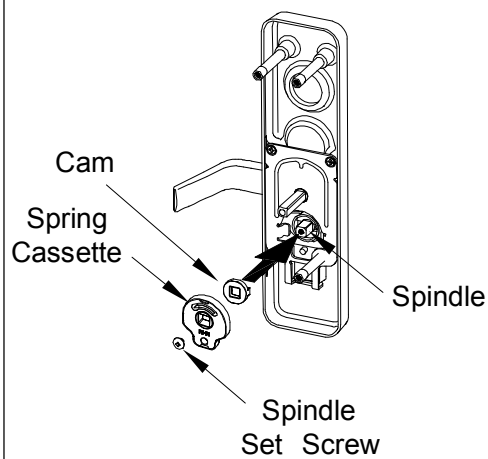


1. Determine lever handing. (RHR shown; LHR opposite)
2. Insert cam on spindle.
3. Insert spring cassette and make sure the direction of spring cassette matches with lever handing.
4. Rotate lever to check function, tighten spindle set screw.



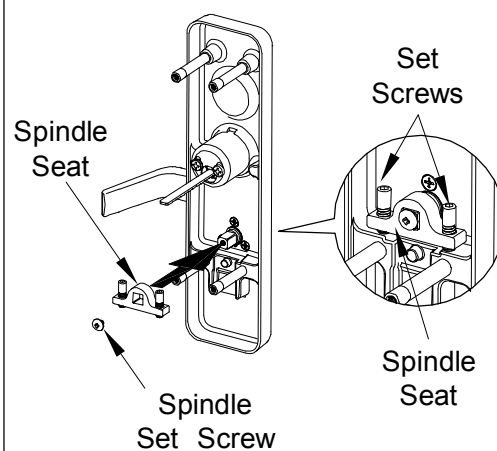
5. Install slider by fitting tabs into guide under mechanism.
6. Fasten slider set screws with moving parts in mechanism.

### FOR MORTISE LOCK



1. Determine lever handing. (RHR shown; LHR opposite)
2. Insert cam on spindle.
3. Make sure the direction of spring cassette matches with lever handing. Insert spring cassette.
4. Rotate lever to check function and tighten spindle set screw.

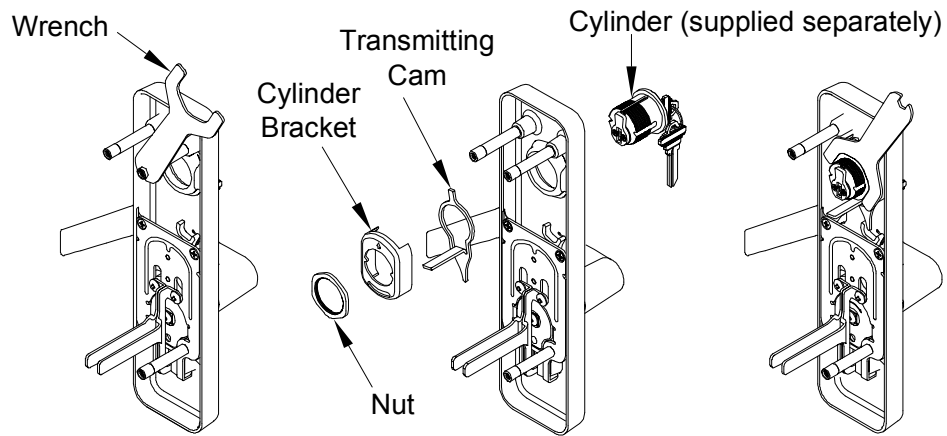
### FOR RIGID LEVER



1. Determine lever handing. (RHR shown; LHR opposite)
2. Install spindle seat and tighten spindle set screw.
3. Tighten set screws on spindle seat and level the lever by adjusting either side set screws if necessary.

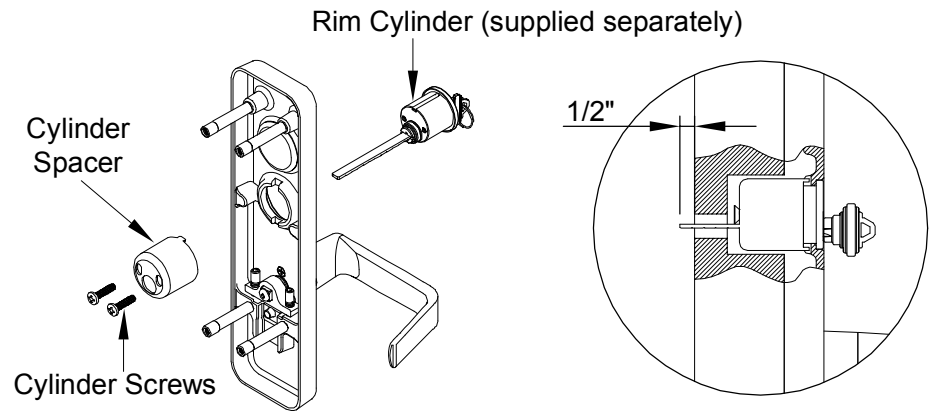
# INSTALL CYLINDER

## FOR MORTISE CYLINDER



1. Use the wrench provided to unscrew the thumbolt.
2. Install cylinder, transmitting cam, cylinder bracket and nut.
3. Secure nut tightly by the wrench and re-install thumbolt .

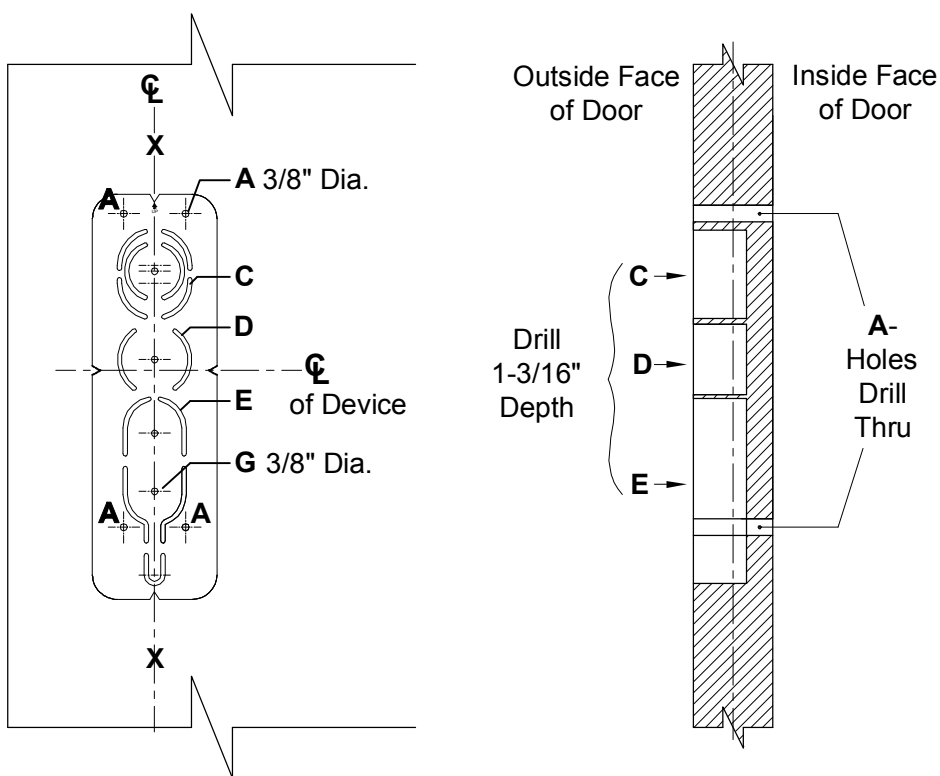
## FOR RIM CYLINDER



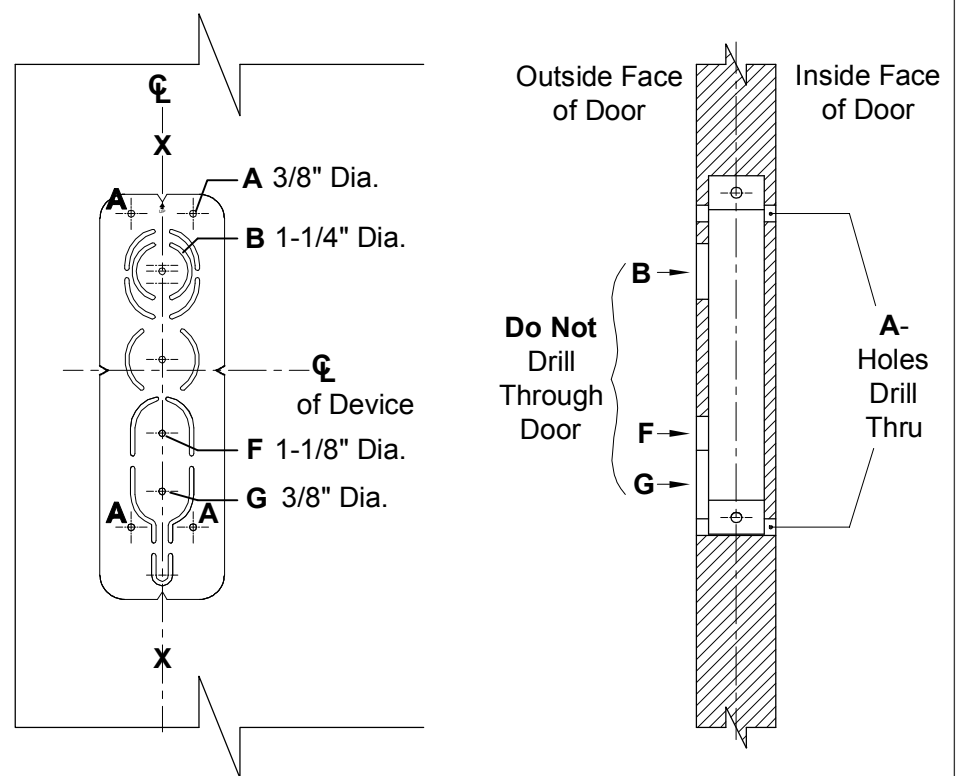
1. Mount rim cylinder to cylinder spacer and attach to outside trim with two(2) cylinder screws.
  2. Make sure the tailpiece is extending 1/2" from the inside face of door.
- NOTE:** Cut off tailpiece for different door ranges and various cylinder lengths.

# DOOR PREPARATION FOR 300 SERIES TRIM

## FOR RIM AND VERTICAL ROD DEVICE



## FOR MORTISE LOCK



## TEMPLATE APPLICATION CHART

DEVICE TYPE	RIM AND VERTICAL ROD				MORTISE LOCK			
<b>CUT OUT ILLUSTRATION</b>								
<b>TRIM DESCRIPTION</b>	302	308R	309R	314R	302	308M	309M	314M
<b>FUNCTION</b>	02	08	09	14	02	08	09	14
<b>PREPARATION</b>	A+G	A+C+E	A+D	A+E	A+G	A+B+F+G	A+B+G	A+F+G