

Handing Change for Imperial/Rockwell Multipoint Hardware	Planning Time: 2 min
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1.0 Scope

Locks are Preset for a left hand door. To change the handing please see below.

2.0 Time Allowance

2.1 Multipoint hardware handing change – 2 min

3.0 Setup and tools needed

3.1 Phillips Screw Driver.

3.2 Multipoint hardware

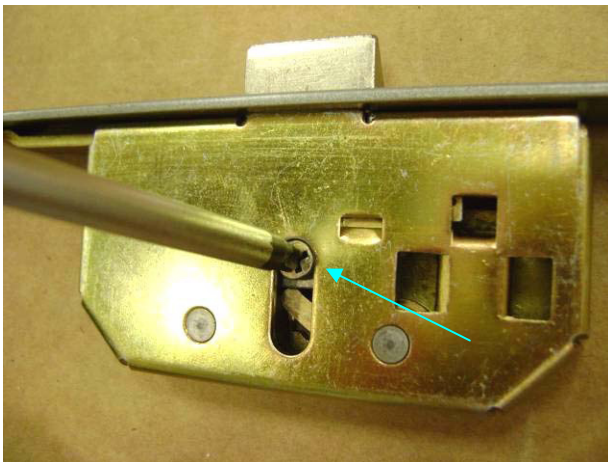


Three Lock points: Top, Middle, and Bottom



4.0 Remove Screw from Top Lock Point

4.1 Use Phillips Screw Driver to remove the screw securing the latch



5.0 Remove Top Latch insert

5.1 Remove the Latch Insert from the lock assembly.



5.2 Flip the insert 180 degrees.



6.0 Reinsert Top Latch Insert

6.1 Reinsert the latch insert into lock assembly.

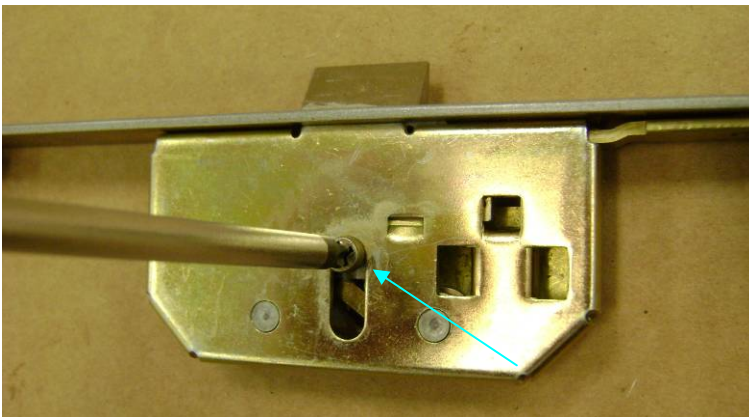


6.2 Align the latch insert screw hole with the slot in the lock assembly.

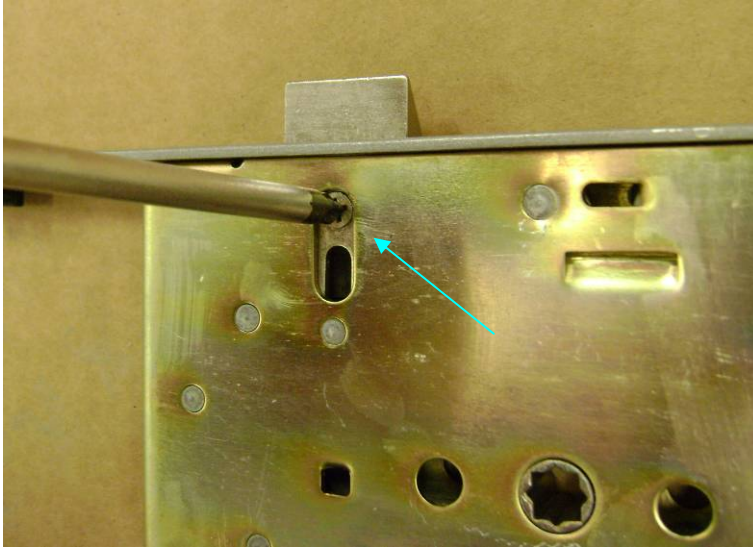


7.0 Reinsert the Top Latch Insert Screw.

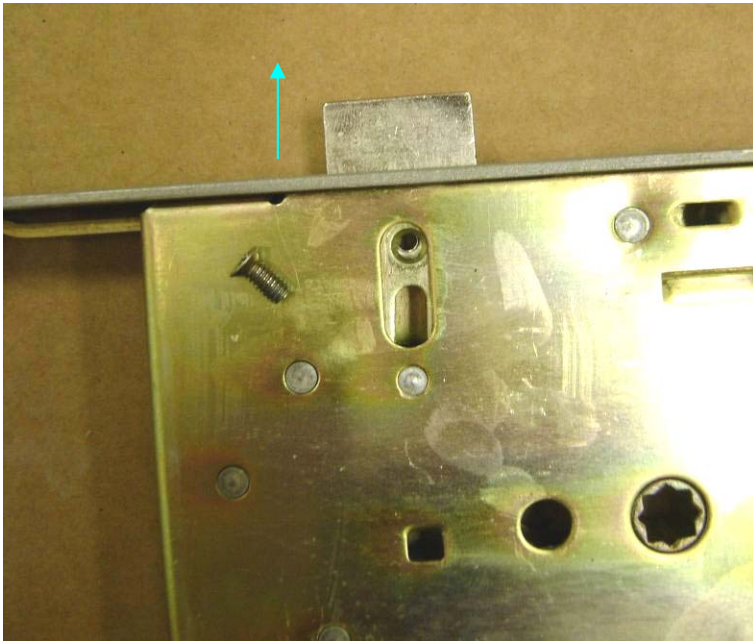
7.1 Reinsert the latch insert screw using the Phillips Screw Driver. 7.2 Tighten the screw until it is hand tight. Do not over tighten the screws.



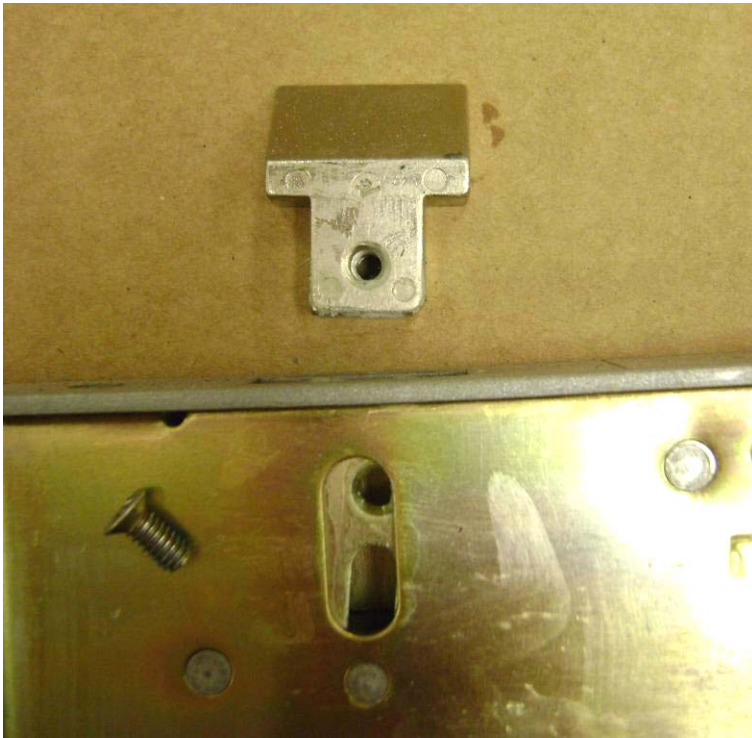
- 8.0 Remove the Latch Insert Screw from Middle Lock Point
- 8.1 Use Phillips Screw Driver to remove latch insert screw.



- 9.0 Remove the Middle Latch Insert.
- 9.1 Remove the Latch Insert from the lock assembly

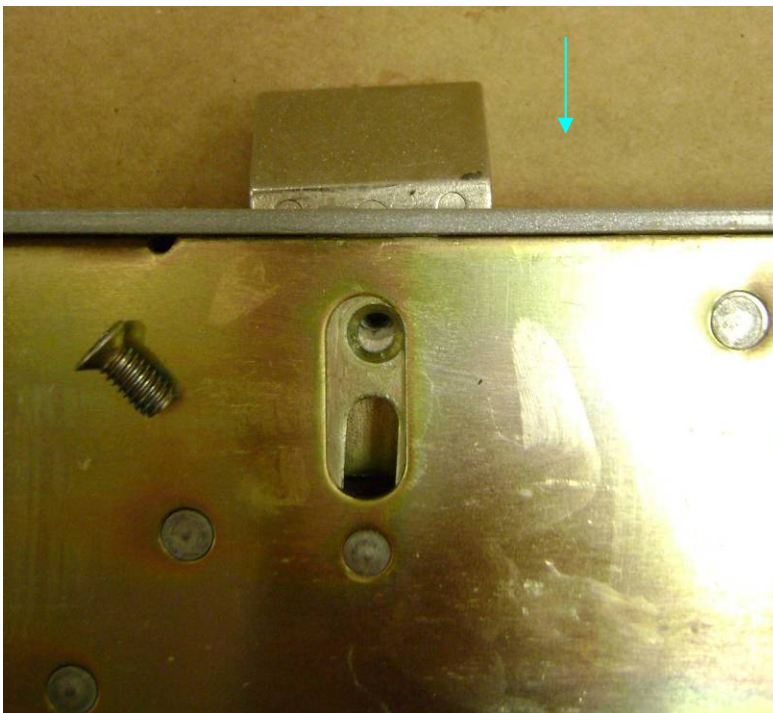


9.2 Flip the insert 180 degrees.

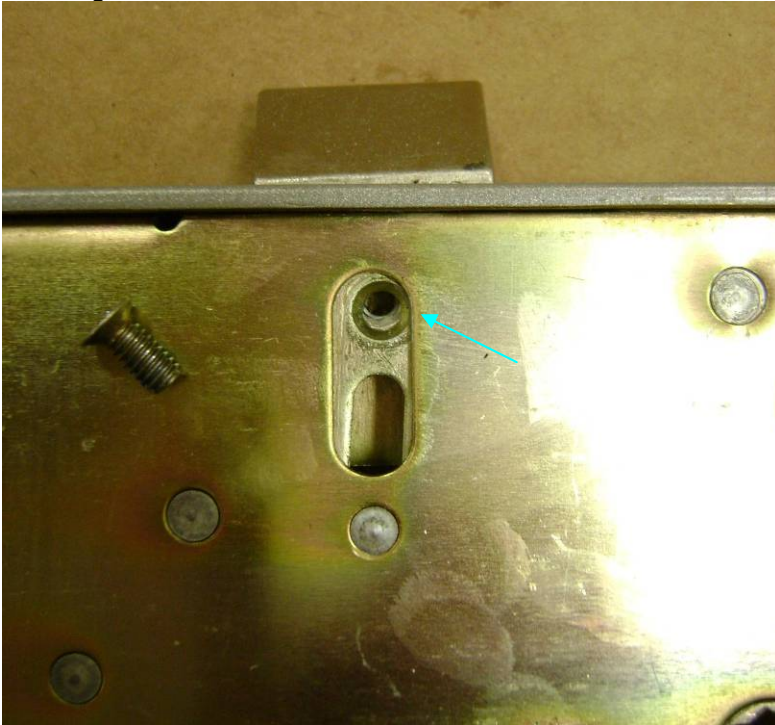


10.0 Reinsert Middle Latch Insert

10.1 Reinsert the latch insert into lock assembly.



10.2 Align the latch insert screw hole with the slot and hole in the lock assembly.



11.0 Reinsert the Middle Latch Insert Screw.

11.1 Reinsert the latch insert screw using the Phillips Screw Driver.

11.2 Tighten the screw until it is hand tight.



12.0 Change handing of Bottom Latch Insert.

12.1 Follow procedure steps 4.0 through 7.0 to change Bottom Latch Handing.
It is always recommended to test the operation of the lock using a construction handle to check all latches retract after changing the handing.

13.0 Change of Handing for Multipoint Latch Hardware complete.



LTR	DESCRIPTION	PCR	DRW	DATE	CHK
A	RELEASED	7780	WSY	4/7/10	MDW