



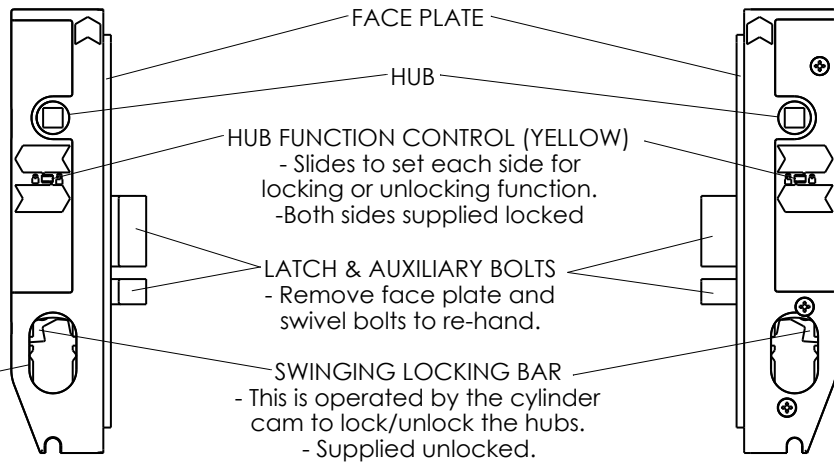
# 2400 / 2500 SERIES MORTICE LOCK INSTALLATION / SETTING

## 1. LOCK STATUS / QUICK REFERENCE

### IMPORTANT!

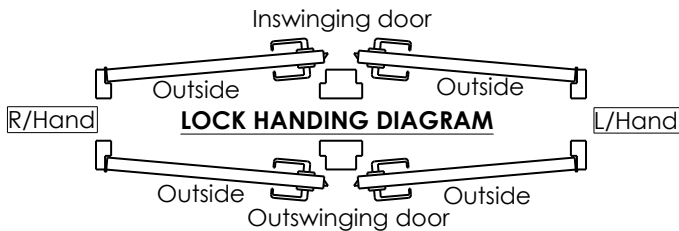
Gainsborough mortice locks are fully field reversible. Opening the case is not necessary and voids the warranty!

**NOTE:**  
CYLINDER IS BELOW HUB

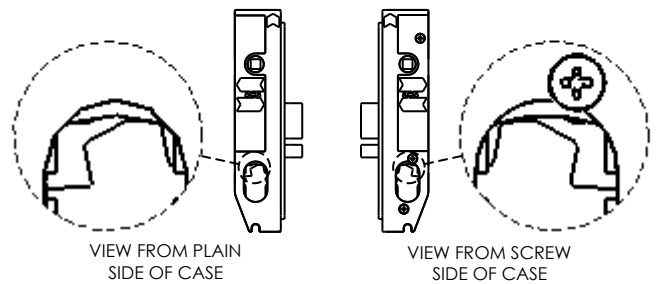


## 2. HANDING LOCKING FUNCTION

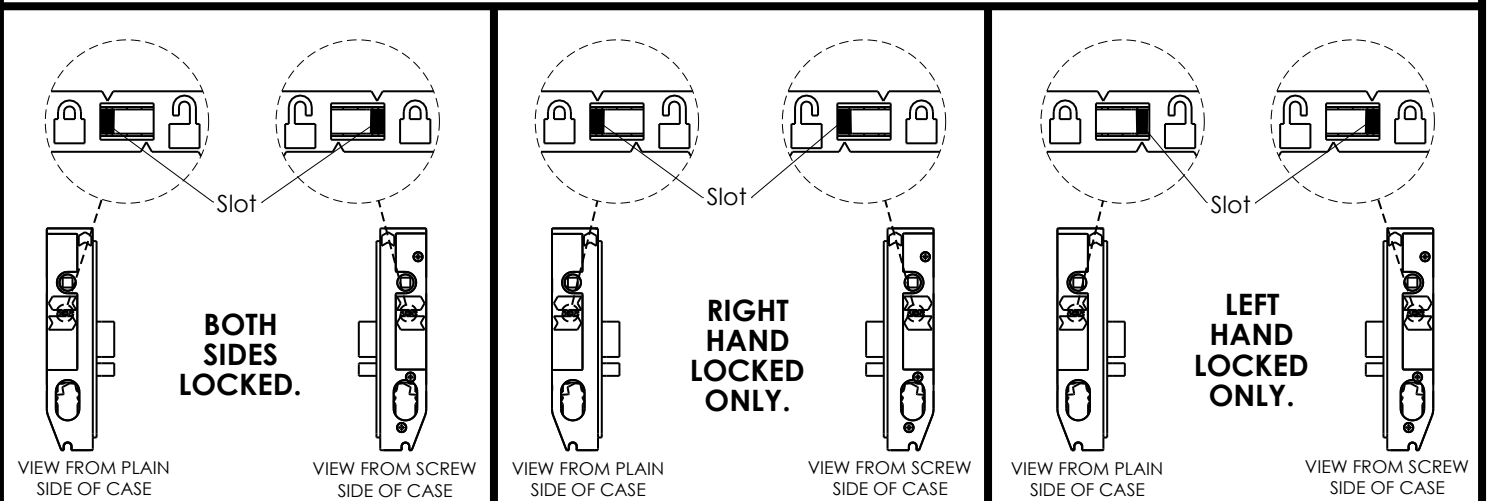
- 2A - Determine hand of door from lock handing diagram.  
- Determine the outside of the lock case.  
- Lock function can be altered to suit:  
\* Hubs locked both sides.  
\* Hub locked on one side only.



- 2B - Ensure swinging locking bar is unlocked: swung away from hinge side. (Factory default is unlocked)  
- Use index finger to rotate if required.

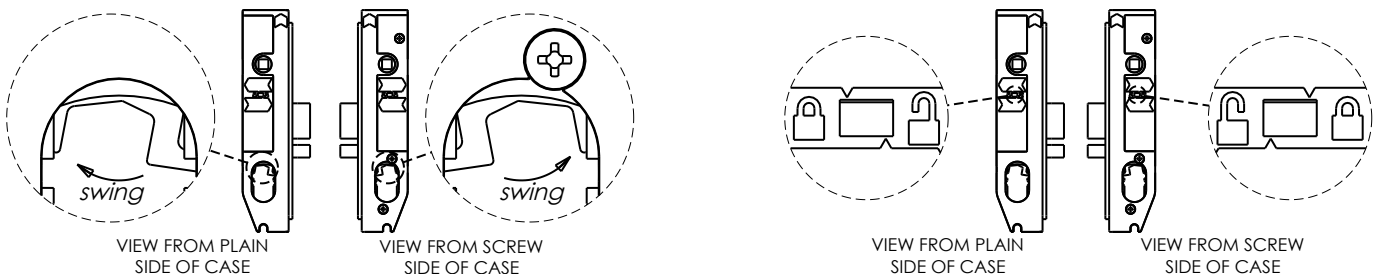


- 2C - Use a sharp point such as a steel nail to slide *hub function control* (yellow)  
- If *hub function control* doesn't slide easily or is not visible, refer to step 2B.



- 2D To verify lock has been handed correctly, rotate *swinging locking bar* towards the hinge side of the lock.

*Yellow hub function control* should not be visible from selected LOCKED hub side/s.



### 3. HANDING BOLTS.

Ensure faceplate has been removed. Swivel latch & auxiliary bolts as required.

### 4. INSTALLING TURN KNOB ADAPTOR (IF REQUIRED)

Ensure cam is at 12 o'clock when installing adaptor

Always install turn knob adaptor on the same side as the turn knob.

- Angle adaptor so that retaining lugs hook bottom of oval housing slot.
- Rotate top of adaptor so that face is flush with housing.

Adaptor retaining lugs

### 5. INSTALL LOCK

5A - Fit lock through slot.

5B - Use supplied screws to secure lock

### 6. INSTALL CYLINDER/S & RETAINING PIN

**FOR LOCKS WITH TURN KNOB ADAPTORS**

- Insert cylinder (if required) on opposite side of adaptor. Pay careful attention to cam orientation. (Refer to cam orientation chart below).
- Align 'J' shaped adaptor retaining pin so that short leg engages adaptor side. The long leg engages into the cylinder (where fitted).
- Insert retaining pin until it is flush behind housing.

Ensure short leg is engaged into fixing hole on adaptor.

**FOR LOCKS WITH SINGLE OR DUAL CYLINDERS**

- Insert cylinder/s paying careful attention to cam orientation. (Refer to cam orientation chart below).
- Insert 'U' shaped retaining pin until it is flush behind housing

### 7. INSTALL FACE PLATE & SPINDLES

**6B. FACE PLATE INSTALLATION**

- Install face plate.
- Secure face plate using supplied countersunk fixing screws. Do not use a power driver to tighten screws. Stripped or cross threaded screw holes are not covered by warranty.

**6C. SPINDLE INSTALLATION (IF REQUIRED)**

- Insert spindle as shown
- Install spindle spring on round boss of spindle.

### 8. CUT TURN KNOB TAIL PIECE LENGTH (WHERE REQUIRED)

**FOR TURN KNOBS USED WITH A CYLINDER ON OPPOSITE SIDE**

TURN KNOB

CYLINDER

CUT TAIL PIECE TO EDGE OF SCREW HEAD AS SHOWN

DOOR FACES

**FOR TURN KNOBS USED WITH AN INDICATOR/EMERGENCY RELEASE ON OPPOSITE SIDE**

TURN KNOB

8.0

CUT TAIL PIECE AS SHOWN

INDICATOR/EMERGENCY RELEASE

DOOR FACES

### CAM ORIENTATION CHART

Dogleg bend must face away from cylinder surface.

\*Hub locking cam is 2 piece with lost motion. Ensure cam is at 12 o'clock when installing. Cam must fit within internal faces of swinging locking bar.

HUB LOCKING CAM\*

LATCH RETRACTION CAM

HUB LOCKING & LATCH RETRACTION CAM

ADAPTOR LOCKING CAM

LATCH HOLD BACK CAM

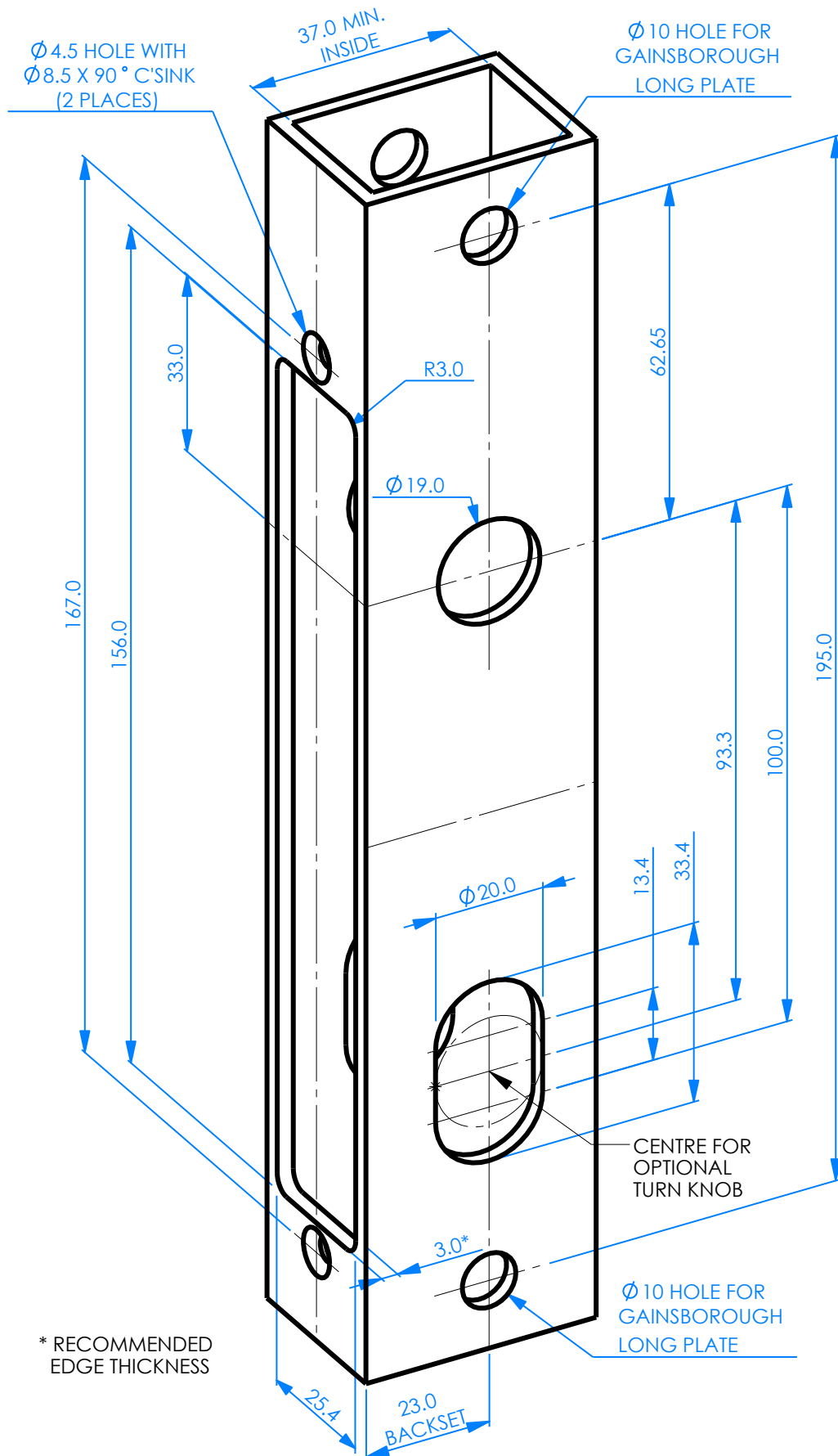
Bent gear teeth face away from cylinder surface.

Cam orientation shown with key inserted & rotated from 6 to 12 o'clock for installation into lock.

Cam orientation shown with key removed



# 2400 / 2500 SERIES MORTICE LOCK METAL DOOR MOUNTING DETAILS



\* RECOMMENDED  
EDGE THICKNESS