



# 3000 SERIES MORTICE LOCK INSTALLATION / SETTING

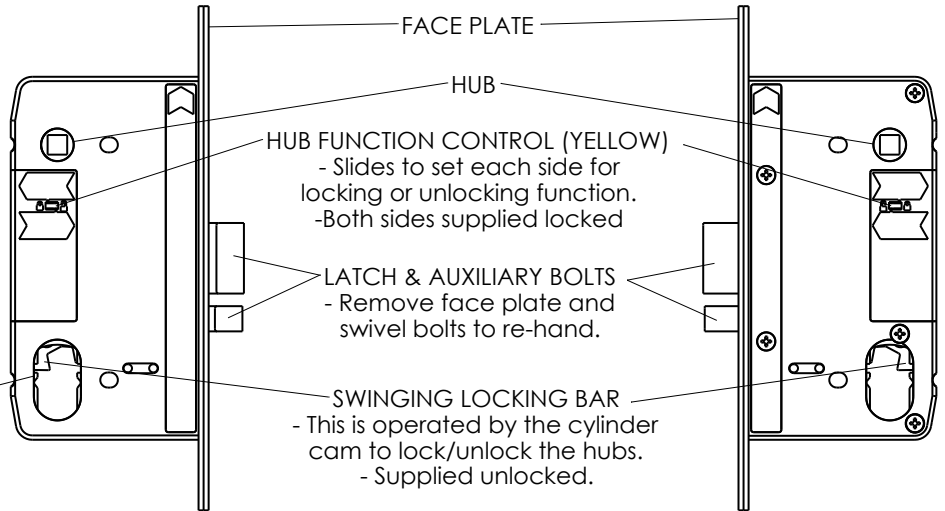
## 1. LOCK STATUS / QUICK REFERENCE

### IMPORTANT!

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

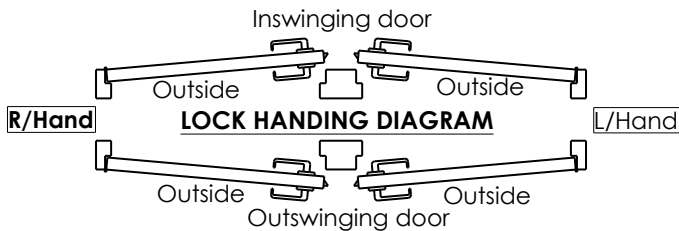
### NOTE:

CYLINDER IS BELOW HUB

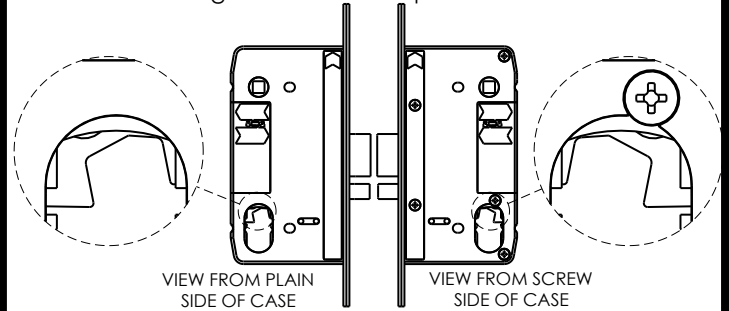


## 2. HANDING LOCKING FUNCTION

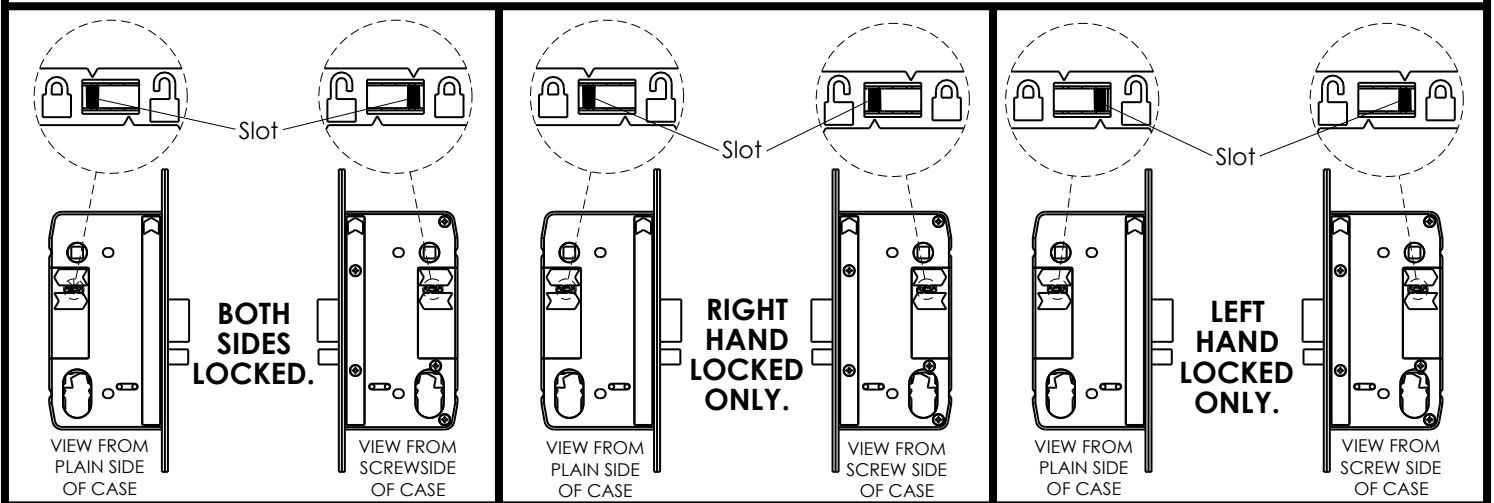
- 2A**
- Determine hand of door from lock handing diagram.
  - Determine the outside of the lock case.
  - Lock function can be altered to suit:
    - \* Hubs locked both sides.
    - \* Hub locked on one side only.



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

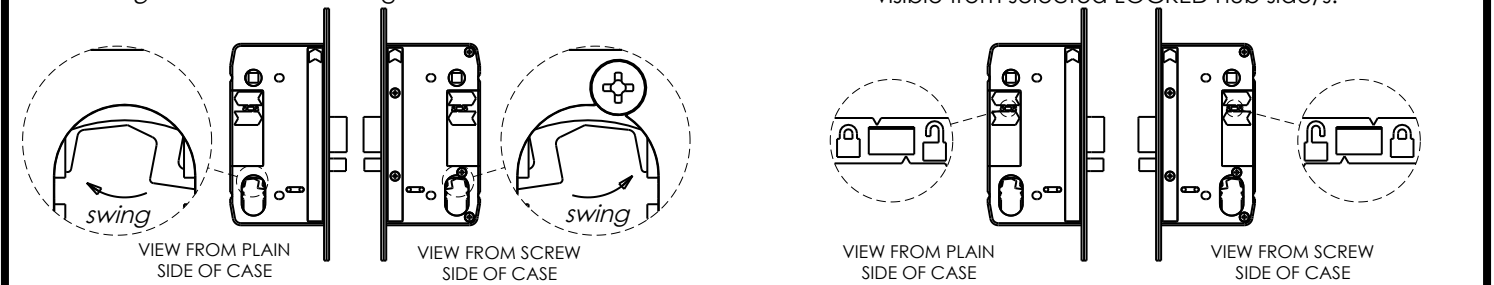


- 2C**
- Use a sharp point such as a steel nail to slide *hub function control* (yellow)
  - If *hub function control* doesn't slide easily or is not visible, refer to step 2B.



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

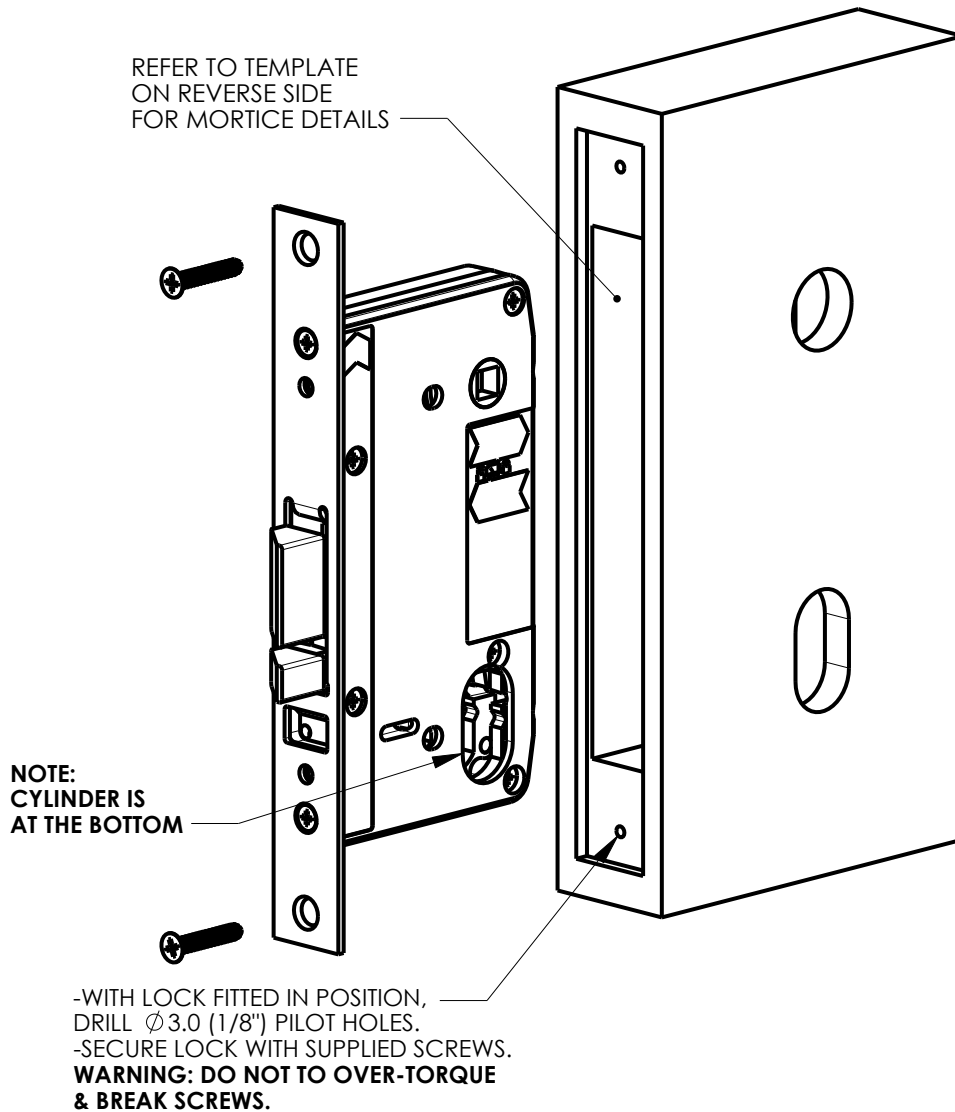
Yellow *hub function control* should not be visible from selected LOCKED hub side/s.





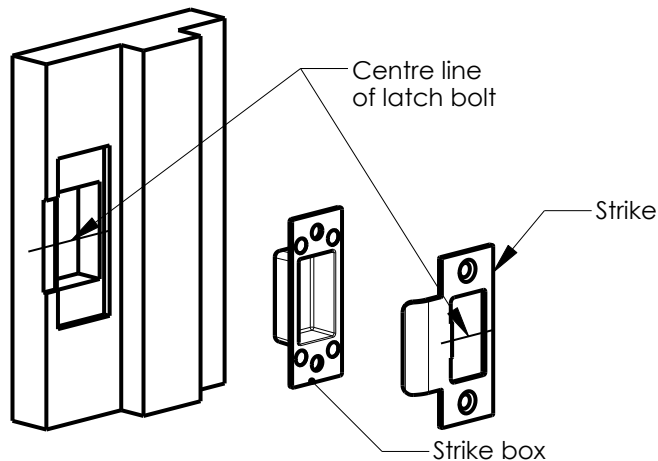
# 3000 SERIES MORTICE LOCK MOUNTING

## MOUNTING LOCK TO DOOR.



## MOUNTING STRIKE

- Mortice lock should be installed prior to mounting strike.
- Mark centre of latch bolt on door frame.
- Mortice out to suit the strike & strike box.
- Screw to door frame with screws supplied.




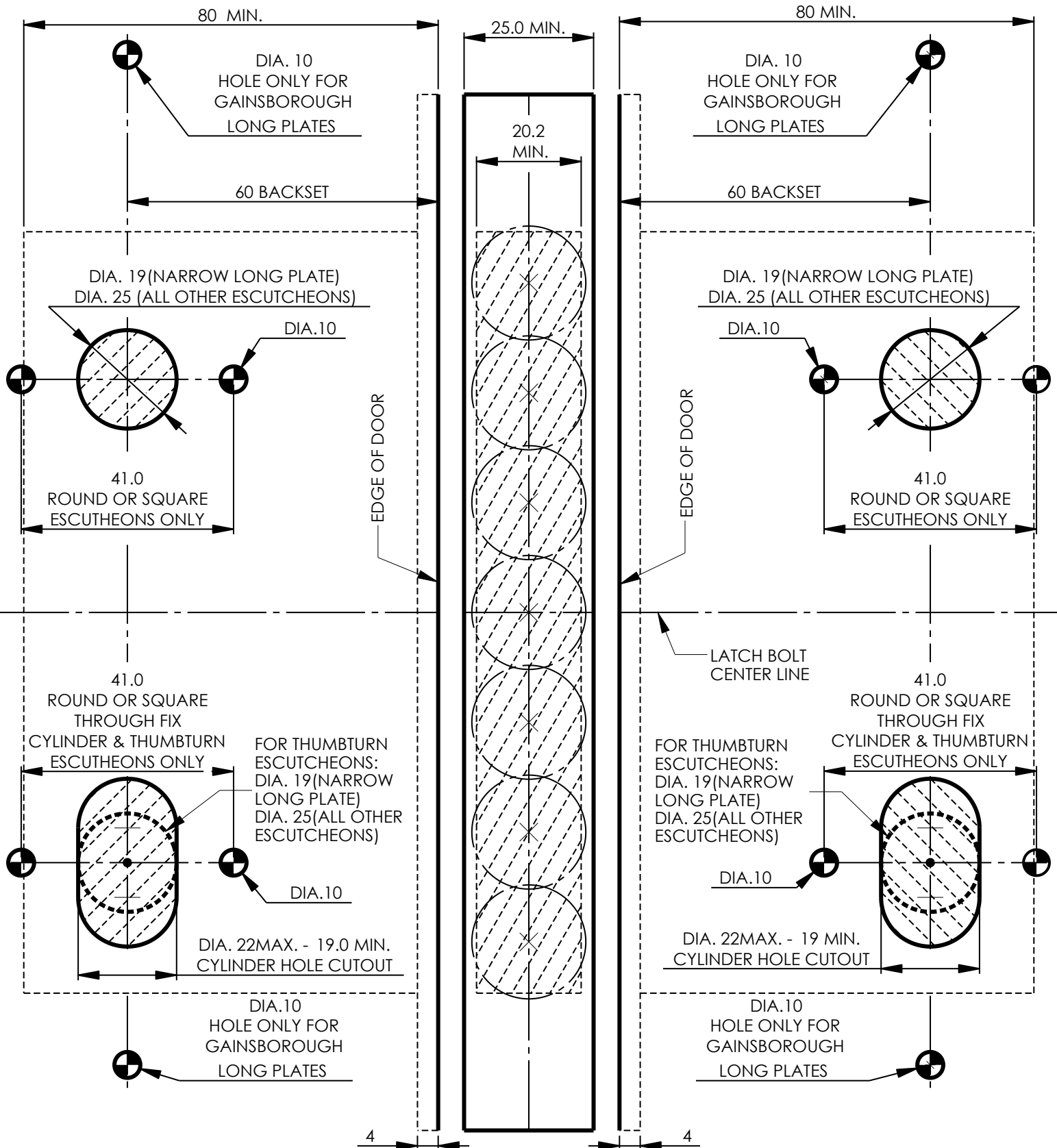


# 3000 SERIES MORTICE LOCK TEMPLATE

## Mortice Instructions:

- Use template to mark out mortice on door edge.
- Determine holes required for lockset function and use template to mark holes on door face.
- Drill 22mm (7/8") diameter holes on door edge & chisel out mortice.
- Insert lock into mortice & scribe around face plate.
- Cut out face plate mortice ensuring that the face is flush with the door edge.
- Drill holes on door face as required for lockset function. Remove lock prior to drilling.
- Clear out mortice of all wood shavings.
- Replace lock in mortice & attach with wood screws supplied.

 This symbol indicates fixing hole positions for Gainsborough Escutcheons & Long Plates. Before drilling holes, check that they will suit the lockset function to be fitted!



### 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.

Check length of **adaptor** retaining pin by laying against the scale drawing below. (Do not confuse with **cylinder** retaining pin which is 20mm longer. Using the wrong pin will damage the turn knob adaptor)

**Full scale drawing of adaptor retaining pin**

Insert adaptor retaining pin until L shaped end is flush behind front plate.

Ensure adaptor retaining pin is engaged into fixing hole on adaptor.

### 5. MOUNT LOCK TO DOOR & STRIKE TO FRAME (REFER TO SEPARATE SHEET) 6. INSTALL CYLINDERS, SPINDLES & FACE PLATE

**6A. CYLINDER INSTALLATION (IF REQUIRED)**  
-Insert cylinder paying careful attention to cam orientation. (Refer to cam orientation chart below).  
-Check length of cylinder retaining pin by laying against the scale drawing below. (Do not confuse with adaptor retaining pin which is 20mm shorter. Using the wrong pin will result in poor cylinder retention.)  
-Insert cylinder retaining pin until L shaped end is flush behind front plate.

**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.  
Use hand screwdriver to install screws.

**6C. SPINDLE INSTALLATION (IF REQUIRED)**  
- Insert spindle as shown  
- Install spindle spring on round boss of spindle.

**Full scale drawing of cylinder retaining pin**

Cylinder retaining pin design: Licensed under AU Patent 643379 by agreement with LockwoodSecurity Products Pty Limited.

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

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

TURN KNOB

CUT TAIL PIECE TO EDGE OF SCREW HEAD AS SHOWN

CYLINDER

DOOR FACES

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

TURN KNOB

DOOR FACES

INDICATOR/ EMERGENCY RELEASE

DEPENDENT ON THE ESCUTCHEON, TAIL PIECE WILL NEED TO BE CUT 1 TO 10MM FROM DOOR FACE

### 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.

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

Cam orientation shown with key removed

Bent gear teeth face away from cylinder surface.

HUB LOCKING CAM\*

LATCH RETRACTION CAM

HUB LOCKING & LATCH RETRACTION CAM

ADAPTOR LOCKING CAM

LATCH HOLD BACK CAM