Medeco® Eos™ Knob/Lever set Door Preparation

Door Preparation:

1. Tape the enclosed template to the edge of the door at the desired height (typically 42" above the finished floor). Use a straight-edge and level to ensure it is placed perfectly on the door. The template should be placed on the high side of the door bevel (the side that faces out as the door swings away from the frame). FIG 1

2. Use the center punch to mark the door with the necessary drilling locations. Use a hammer to strike the center punch to leave a good mark. Punch both the cross-bore on the face of the door and the latch hole on the edge of the door. Be sure to mark the correct position on the door edge relative to the thickness of the door. FIG 2

3. Using a hole-saw, drill the 2-1/8" cross-bore though the door. The guide-bit included with the hole-saw should be placed in the dimple left by the center punch. To avoid splintering the door, drill from one side until the guide-bit passes through the door, then complete the hole from the other side. FIG 3

4. Use the 1" spade bit to drill the hole for the latch. The tip of the spade bit should be placed in the dimple left by the center punch. Drill straight through to the center of the cross-bore. Take care to keep your drill perfectly level and aimed straight. FIG 4

5. Mark the edge of the door for the latch faceplate. It measures 1" x 2-1/4" and is 3/16" deep. It should be centered on the latch hole. Use a chisel to score the edges then carefully shave the wood from the faceplate area. Insert the latch to mark the placement of the pilot holes, then drill pilot holes with 3/32" drill bit - 1/2" deep. FIG 5

Complete steps 6 - 8 after the knob/lever set has been installed on the door

6. With the knob/lever set installed, trace the latch onto the door jamb. Place a mark on the jamb above and below the latch. Continue the lines around to the inside edge of the door jamb. Locate the center line between the top and bottom marks. Then, measure and mark the vertical center point where the latch will go into the jamb. FIG 6

7. Drill a 1" hole, 1/2" deep using the 1" spade bit.

8. Place the latch plate over the hole, aligned to the center of the hole, and mark the perimeter. Using a wood chisel, carefully mortise out the area required for the plate to be flush with the surface of the door trim (approximately 1/8"). FIG 7

9. Attach strike to jamb with the two screws provided.

*Not required for factory prepped doors - be sure to validate hole sizing and placement on factory prepped doors.
**Medeco® Eos™ Knob/Lever set Installation Instructions**

**Lock Installation:**

1. Install the latch into the hole in the door's edge and secure it with the two 1/2" wood screws provided. Be sure the bevel of the latch is facing the door frame for proper operation. FIG 1

2. Use the Allen wrench provided to remove the set screw located on the inside knob/lever assembly. Once the set screw is removed, the inside knob/lever can be removed. FIG 2a/2b.

3. With inside knob/lever removed, rotate the round template counter-clockwise until it is removed from the chassis. With the rose removed, the mounting holes are accessible.

4. Insert the outside knob/lever assembly into the 2 1/8" from the outside of the door. Slide the connecting bar through the drive hub on the latch. Rotate the connecting bar to a vertical position. FIG 3

5. Place the inside knob/lever assembly (without the knob and rose) over the interior hole, making sure to insert the connecting bar from the outside assembly into the shaft of the inside assembly. Secure the knob/lever lockset to the door with the two machine screws provided. Use 1" long machine screws for 2 1/8" to 2 1/2" thick doors. Tighten until firmly attached to the door. Operate the outside knob/lever to ensure no binding. FIG 4

6. Reattach the rose cover to the inside assembly by rotating it clockwise. Rotate until the rose cover is tight; however, do not over tighten. FIG 5

7. Place the inside knob/lever back onto the inside spindle. FIG 6a/6b.

8. Secure the knob/lever to the spindle with the Allen wrench provided. FIG 7a/7b.

9. Attach the strike to the jamb with the two wood screws provided.

**Cylinder Removal:**

10. Insert the key into the cylinder and turn it 90 degrees. Insert a small pin or wire into the small hole on the narrow portion of the exterior knob/lever to depress the release mechanism. It will only release with the key at the 3 or 9 o'clock positions.

11. With the release mechanism depressed, pull the knob/lever off.

12. Remove the inner portion of the knob/lever from the outer portion, fully exposing the cylinder for servicing.

**Cylinder Replacement:**

13. Insert the cylinder into the outer knob/lever with the pin chamber aligned to the slot in the knob/lever.

14. Place the inner portion of the knob/lever over the back of the knob, trapping the cylinder in the knob/lever. IMPORTANT: make sure the small hole on the inner portion of the cylinder is aligned to the small slot on the shaft of the outer portion of the knob/lever (away from the cylinder pin chamber). Failure to align this to the slot will make it impossible to remove the knob/lever in the future.

15. Press the inner and outer knob/lever sections onto the outside shaft of the lockset. Be sure to push until the release mechanism engages to hold the knob/lever securely.