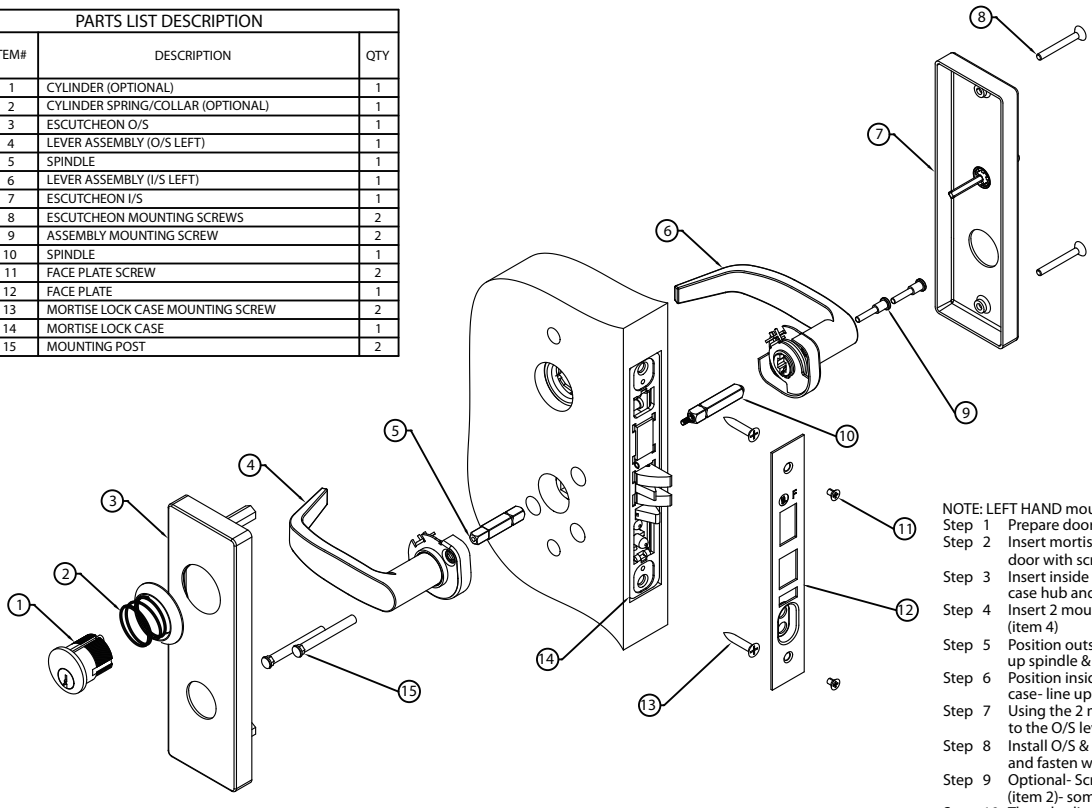
Installation Guide - For MSE-R/MSE-W/MSE-E

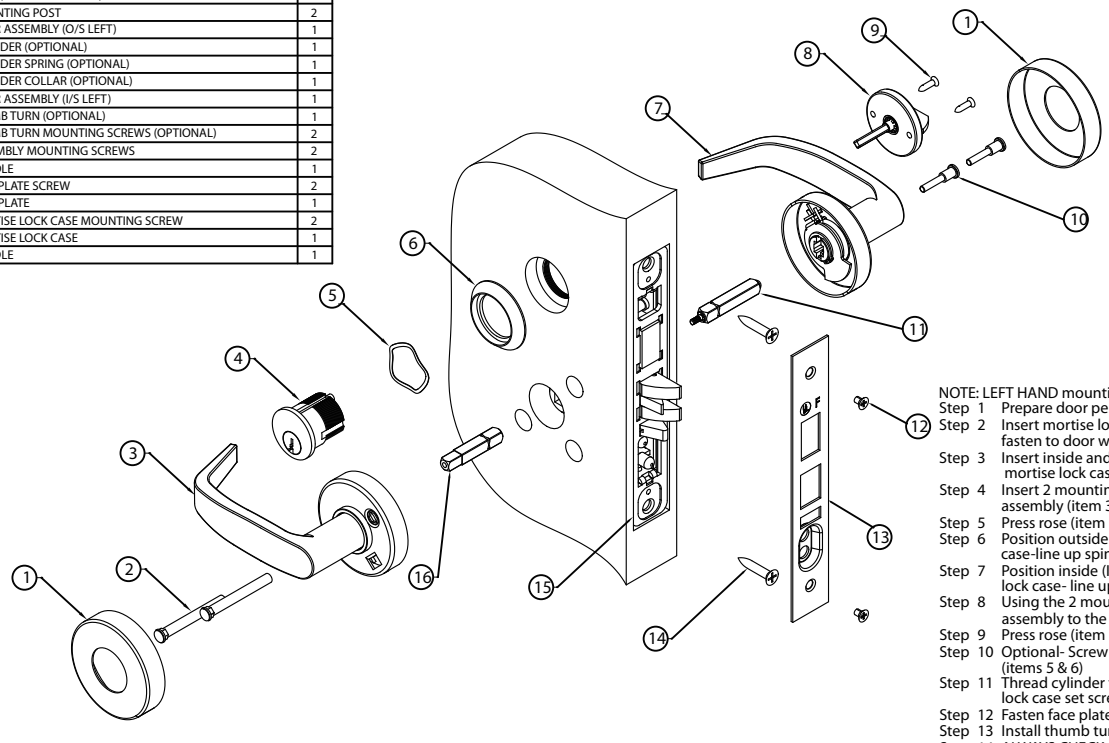
PARTS LIST DESCRIPTION		
ITEM#	DESCRIPTION	QTY
1	CYLINDER (OPTIONAL)	1
2	CYLINDER SPRING/COLLAR (OPTIONAL)	1
3	ESCUTCHEON O/S	1
4	LEVER ASSEMBLY (O/S LEFT)	1
5	SPINDLE	1
6	LEVER ASSEMBLY (I/S LEFT)	1
7	ESCUTCHEON I/S	1
8	ESCUTCHEON MOUNTING SCREWS	2
9	ASSEMBLY MOUNTING SCREW	2
10	SPINDLE	1
11	FACE PLATE SCREW	2
12	FACE PLATE	1
13	MORTISE LOCK CASE MOUNTING SCREW	2
14	MORTISE LOCK CASE	1
15	MOUNTING POST	2



NOTE: LEFT HAND mounting is shown
Step 1 Prepare door per supplied template
Step 2 Insert mortise lock case (item 14) into mortise cutout and fasten to door with screws (item 13)
Step 3 Insert inside and outside spindles (items 5 & 10) into the mortise lock case hub and tighten screw
Step 4 Insert 2 mounting posts (item 15) into the outside lever assembly (item 4)
Step 5 Position outside (O/S) lever assembly onto the mortise lock case- line up spindle & mounting posts with mortise lock case
Step 6 Position inside (I/S) lever assembly (item 6) onto the mortise lock case- line up spindle
Step 7 Using the 2 mounting screws (item 9) fasten the I/S lever assembly to the O/S lever assembly
Step 8 Install O/S & I/S Escutcheons (items 3 & 7) over lever assemblies and fasten with screws (item 8)
Step 9 Optional- Screw in cylinder (item 1) using spring & cylinder collar (item 2)- some models use no cyl. collar
Step 10 Thread cylinder to operational depth and secure with mortise lock case set screw
Step 11 Fasten face plate (item 12) on using screws (item 11)
Step 12 ALWAYS CHECK OPERATION OF LOCK SET PRIOR TO LOCKING/SHUTTING DOOR
TO CHANGE HANDING: REVERSE INSIDE & OUTSIDE LEVER ASSEMBLIES (items 4 & 6) & CHANGE MORTISE LOCK CASE HANDING

Installation Guide for MSS-R/MSS-L/MSS-E

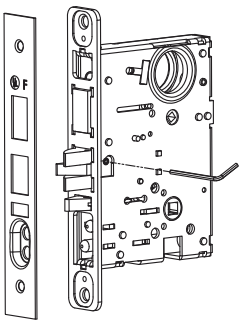
PARTS LIST DESCRIPTION		
ITEM#	DESCRIPTION	QTY
1	ROSE (INSIDE & OUTSIDE)	2
2	MOUNTING POST	2
3	LEVER ASSEMBLY (O/S LEFT)	1
4	CYLINDER (OPTIONAL)	1
5	CYLINDER SPRING (OPTIONAL)	1
6	CYLINDER COLLAR (OPTIONAL)	1
7	LEVER ASSEMBLY (I/S LEFT)	1
8	THUMB TURN (OPTIONAL)	1
9	THUMB TURN MOUNTING SCREWS (OPTIONAL)	2
10	ASSEMBLY MOUNTING SCREWS	2
11	SPINDLE	1
12	FACE PLATE SCREW	2
13	FACE PLATE	1
14	MORTISE LOCK CASE MOUNTING SCREW	2
15	MORTISE LOCK CASE	1
16	SPINDLE	1



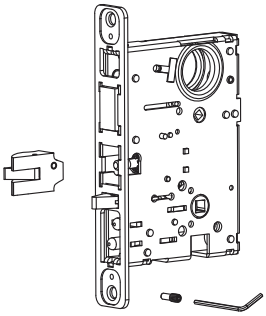
NOTE: LEFT HAND mounting is shown
Step 1 Prepare door per supplied template
Step 2 Insert mortise lock case (item 15) into mortise cutout and fasten to door with screws (item 14)
Step 3 Insert inside and outside spindles (items 11 & 16) into the mortise lock case hub and tighten screw
Step 4 Insert 2 mounting posts (item 2) into the outside lever assembly (item 3)
Step 5 Press rose (item 1) onto the outside lever assembly (item 3)
Step 6 Position outside (O/S) lever assembly onto the mortise lock case-line up spindle & mounting posts with mortise lock case
Step 7 Position inside (I/S) lever assembly (item 7) onto the mortise lock case- line up spindle
Step 8 Using the 2 mounting screws (item 10) fasten the I/S lever assembly to the O/S lever assembly
Step 9 Press rose (item 1) onto the inside lever assembly (item 7)
Step 10 Optional- Screw in cylinder (item 4) using spring and collar (items 5 & 6)
Step 11 Thread cylinder to operational depth and secure with mortise lock case set screw
Step 12 Fasten face plate (item 13) on using screws (item 12)
Step 13 Install thumb turn (items 8 & 9) if required
Step 14 ALWAYS CHECK OPERATION OF LOCK SET PRIOR TO LOCKING/SHUTTING DOOR
TO CHANGE HANDING: REVERSE INSIDE & OUTSIDE LEVER ASSEMBLIES (items 3 & 7) & CHANGE MORTISE LOCK CASE HANDING

Regular Mortise handing change instruction

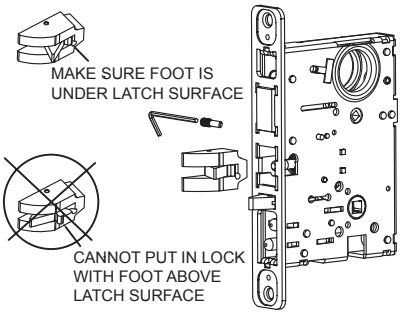
Change the latchbolt position



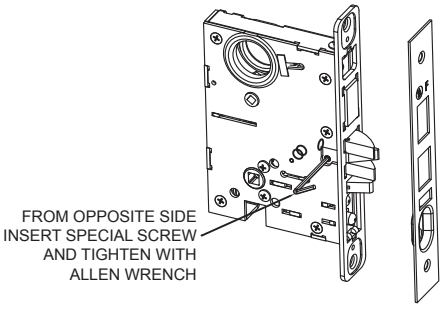
1. Remove special screw with provided allen wrench



2. Pull latch bolt out of lock

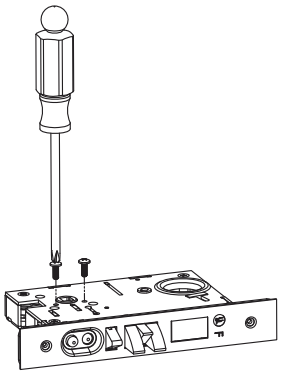


3. Rotate Latch bolt 180˚ and reinstall into lock, pushing the latch bolt into the lock and then releasing.

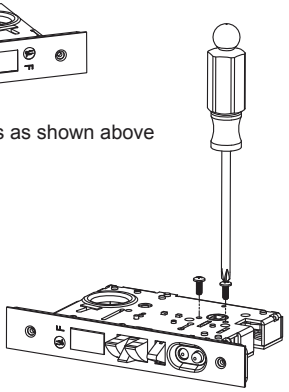


4. Reinstall the special screw and tighten securely with the provided allen wrench.

Change the locking slide position



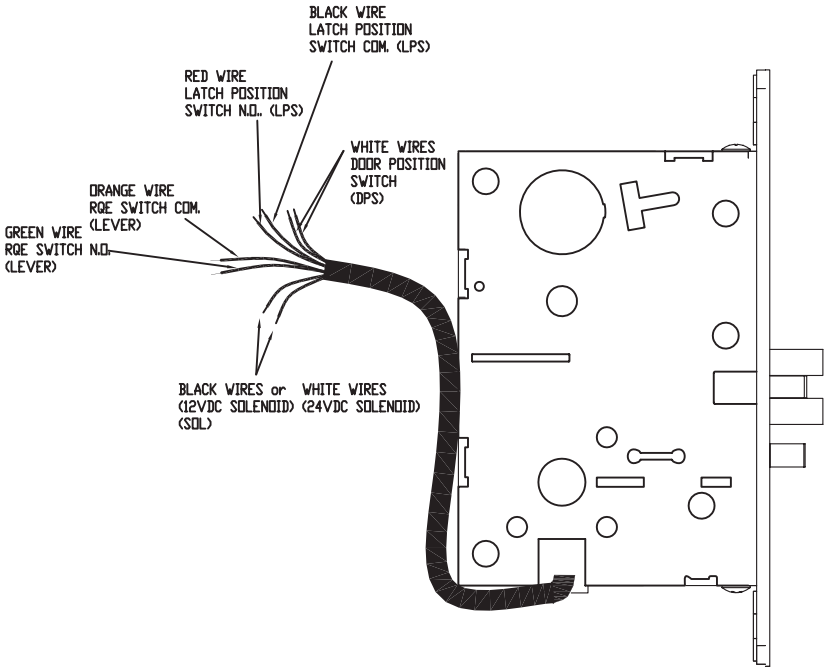
1. Remove 2 screws as shown above



2. Turn lock over to opposite side and reinstall screws as shown above. To ensure locking slide does not bind, manually push to the desired side or alternate tightening each screw every 2-3 turns.

09-30-10

INSTALLATION GUIDE FOR TOWNSTEEL ELECTRIFIED MORTISES



INSTRUCTIONS

1. PREPARE MORTISE POCKET IN DOOR PER TEMPLATE. ACCESS FOR THE WIRING TO BE PER INSTALLERS REQUIRMENTS. IT IS RECOMMENDED THAT AN ACCESS CHANNEL IS BORED TO PROVIDE CONTACT FROM THE ELECTRIC TRANSFER HINGE OR OTHER MEANS OF TRANSFER TO THE MORTISE POCKET.

2. CONNECT WIRES AS NECESSARY (SOME OPTIONS MAY NOT USED) AND SLIP THE MORTISE INTO THE PREPARED POCKET IN THE DOOR. TAKE CARE TO ENSURE WIRES ARE NOT PINCHED OR DAMAGED. NOTE: IT IS RECOMMENDED THAT ALL WIRING BE DONE BY A LICENSED ELECTRICIAN FAMILIAR WITH TEH SUPPORTING EQUIPMENT.

3. ALWAYS ENSURE DOOR OPERATES PROPERLY BEFORE LOCKING.

SPECIFICATIONS:

SOLENOID (SPECIFIED BY MODEL NUMBER):

12VDC	28.8+10%-0 Ω	WIRE SIZE 24AWG	OPERATE AT 12VDC±10%
24VDC	114.7+10%-0 Ω	WIRE SIZE 24AWG	OPERATE AT 24VDC±10%

SWITCHES (N.O.):

30VDC 2A WIRE SIZE 26-28AWG

REED SWITCH (N.O.):

DOOR POSTION SWITCH WIRE SIZE 22 AWG 10VDC .3A OPERATING GAP 5/8" MAX

TERMS

FAIL SAFE- OUTER TRIM IS LOCKED WHEN POWER IS APPLIED. WHEN POWER IS REMOVED THE OUTER TRIM REMAINS UNLOCKED.

FAIL SECURE- OUTER TRIM IS UNLOCKED WHEN POWER IS APPLIED. WHEN POWER IS REMOVED THE OUTER TRIM REMAINS LOCKED.

DOOR POSITION SWITCH- MONITORS DOOR POSITION USING THE REED SWITCH AND STRIKE MAGNET.

LATCH POSITION SWITCH- MONTIORS POSITION OF THE LATCH BOLT

REQUEST FOR EXIT SWITCH- MONITORS INSIDE LEVER POSITION