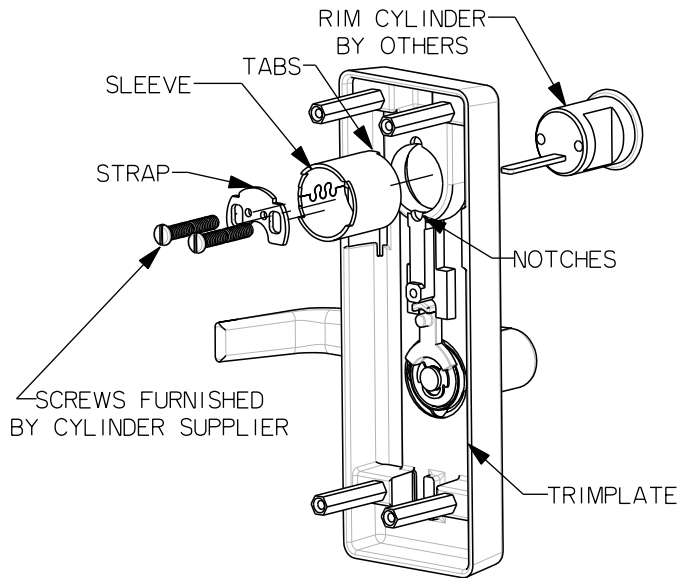


# 3900 SERIES TRIM INSTRUCTIONS

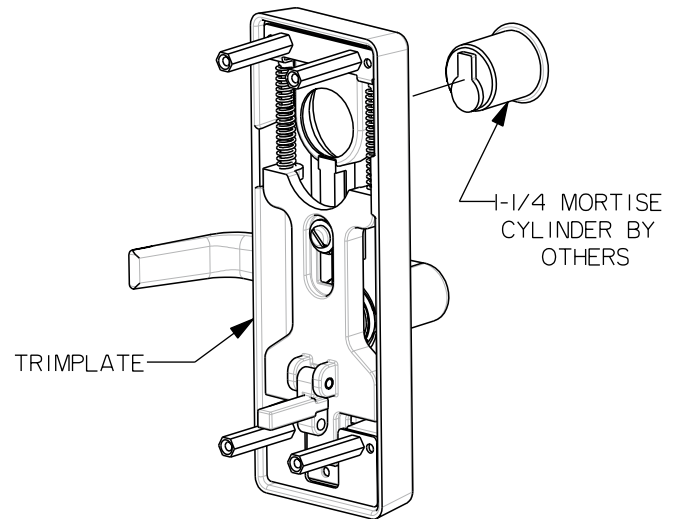
(SEE TEMPLATE FOR DOOR PREPARATION)

## RIM CYLINDER INSTALLATION



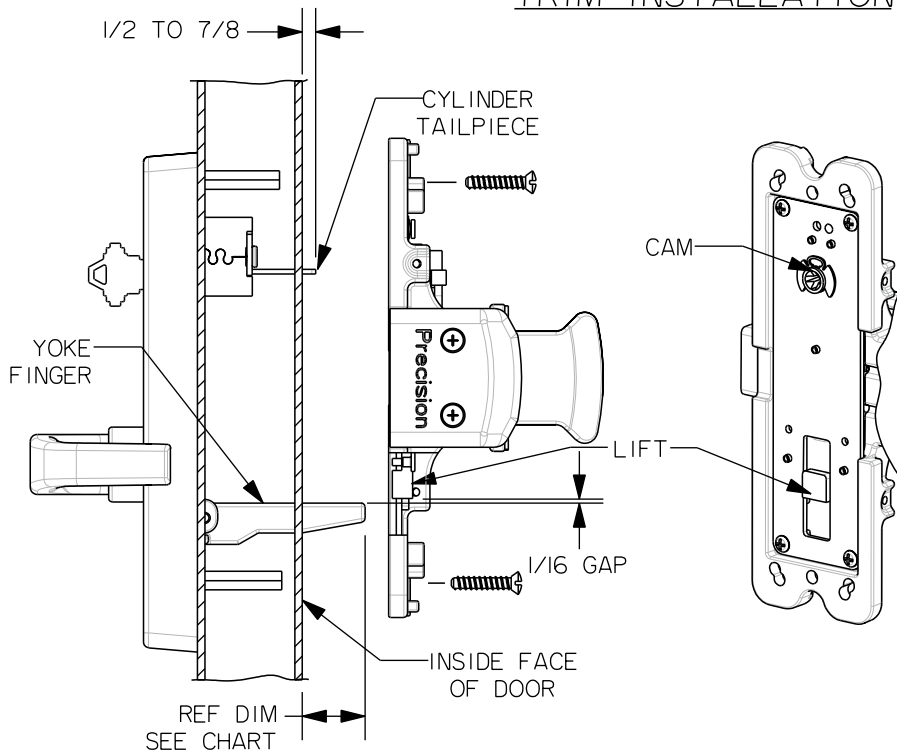
- 1) INSERT RIM CYLINDER INTO TRIM.
- 2) POSITION SLEEVE BY PLACING TABS INTO THE NOTCHES IN THE TRIM PLATE.
- 3) PLACE STRAP ON THE SLEEVE.
- 4) SECURE CYLINDER BY TIGHTENING SCREWS.

## MORTISE CYLINDER INSTALLATION



- 1) THREAD CYLINDER INTO THE MORTISE LOCK THROUGH TRIM ASSEMBLY.
- 2) SECURE WITH SCREW THROUGH MORTISE LOCK FRONT.

## TRIM INSTALLATION



NOTE:  
REF DIM DOES NOT APPLY  
TO MORTISE DEVICE TRIMS

DEVICE TYPE	DOOR THK.	REF.DIM
TOUCHBAR DEVICE	1-3/4	1-1/16
	2	13/16
	2-1/4	9/16
CROSSBAR DEVICE	1-3/4	1/2
	2	1/4
	2-1/4	FLUSH

FOR DEVICES WITH CYLINDER FUNCTION,  
INSERT CYLINDER TAILPIECE INTO THE CAM

FOR DEVICES WITH ACTIVE LEVER OR KNOB  
MAKE SURE YOKE FINGER IS UNDER THE LIFT WITH 1/16 GAP.

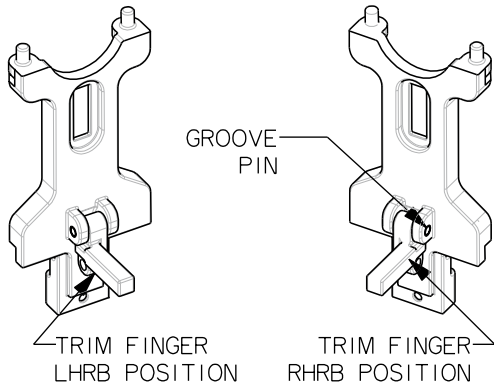
SECURE THE CHASSIS TO THE TRIM WITH SCREWS

# 3900 SERIES TRIM INSTRUCTIONS

(SEE TEMPLATE FOR DOOR PREPARATION)

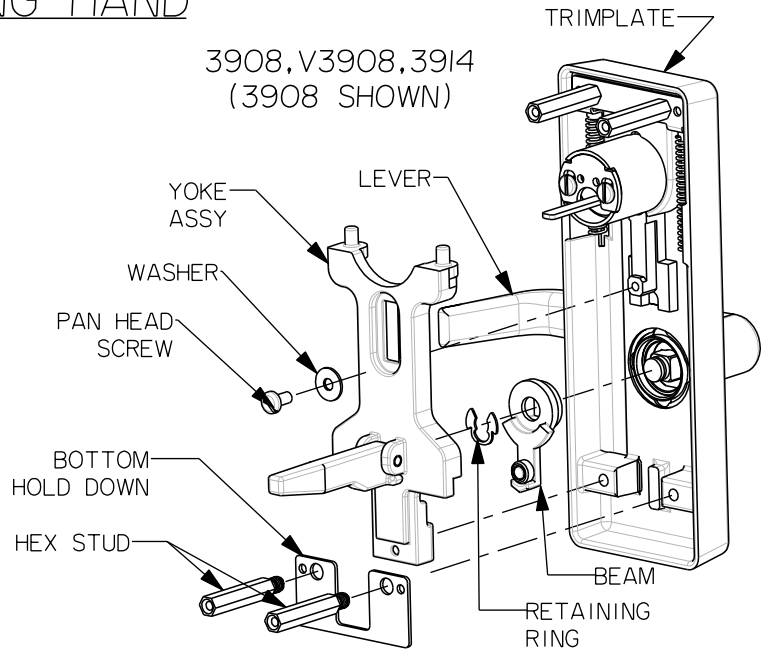
## CHANGING HAND

### HAND CHANGE MORTISE YOKE ASSEMBLY



- 1) REMOVE THE TRIM FINGER BY REMOVING THE GROOVE PIN.
- 2) ROTATE FINGER 180° AND REASSEMBLE WITH GROOVE PIN

3908, V3908, 3914  
(3908 SHOWN)



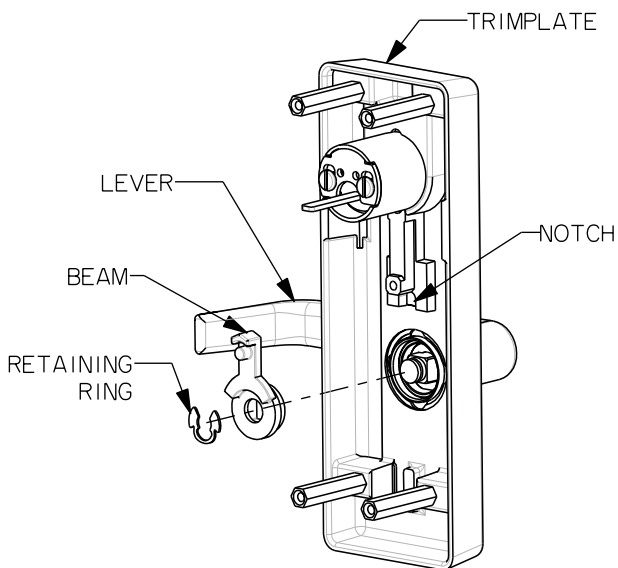
### DISASSEMBLE

- 1) BOTTOM HEX STUDS AND HOLDDOWN.
- 2) YOKE ASSEMBLY BY REMOVING SCREW.
- 3) BEAM BY REMOVING RETAINING RING.

### REASSEMBLE

- 1) ROTATE LEVER 180° AND SECURE IT TO THE BEAM WITH RETAINING RING.
- 2) INSERT YOKE BOSSES INTO SPRINGS AND PUSH UP TO SEAT YOKE ASSEMBLY INTO THE TRIMPLATE AND SECURE WITH SCREW AND WASHER.
- 3) SECURE BOTTOM HOLDDOWN WITH STUDS.

3902 AND 3903 ASSY  
(3903 SHOWN)



- 1) REMOVE BEAM BY REMOVING RETAINING RING
- 2) ROTATE LEVER 180°
- 3) POSITION BEAM IN THE NOTCH, SECURE IT TO THE LEVER WITH RETAINING RING.

### CHANGING 3908/3914 TRIM TO 3902/3903

#### DISASSEMBLE

- 1) BOTTOM HEX STUDS AND HOLDDOWN.
- 2) YOKE ASSEMBLY AND SPRINGS BY REMOVING SCREW.
- 3) BEAM BY REMOVING RETAINING RING.

#### REASSEMBLE

ROTATE BEAM 180° AND PLACE IN THE NOTCH IN THE TRIMPLATE AND SECURE IT TO THE LEVER WITH RETAINING RING AND INSTALL BOTTOM STUDS.