

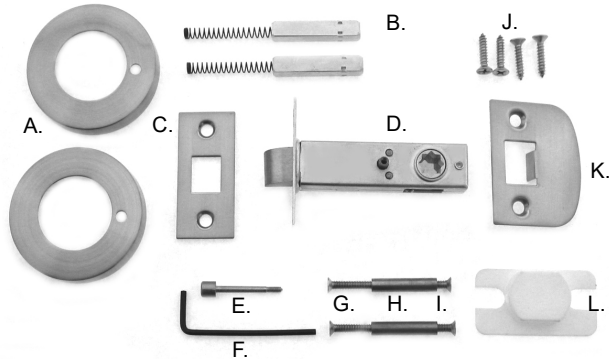
Privacy Adaptor Kit Installation Instructions

(to suit Venetian series stainless steel lever set - Tenor, Torcello, Lido)

This Privacy Adaptor Kit is used to convert a VSS Lever Passage set into a Privacy function (e.g. for Bedrooms and Bathrooms)

Step 1. Check components supplied

1. See list of components below:

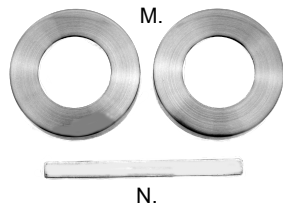


(Note: Privacy Rosettes may be round or square type.)

- | | |
|-----------------------------------|--------------------------------|
| A. Privacy Cover Plates (2) | G. Large screws (2) |
| B. Half spindles with springs (2) | H. Brass posts (2) |
| C. Latch faceplate (1) | I. Small screws (2) |
| D. Privacy latch (1) | J. Wood screws (4) |
| E. Privacy snib button (1) | K. Latch striker plate |
| F. Grub screw tool (1) | L. Latch striker cavity insert |

Step 2. Set aside passage set items

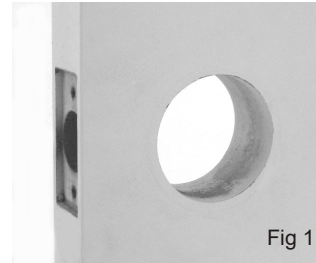
See list below of passage set components to set aside: (these components will not be needed when converting the lever set to a privacy function).



- M. Passage Cover Plates (2)
(Note: Passage Cover Plates may be round or square type.)
N. Passage set spindle (1)

Step 3. Door preparation

Note: For door preparation instructions and hole drilling templates, See steps 1 & 2 in the Passage set instructions.



Step 4. Install privacy latch

1. Insert privacy latch (D) into latch hole with the tongue facing the correct closing direction (See Figure 2)
2. Note: for outward opening privacy doors, the snib side of the latch can be reversed by removing the snib mechanism circlip (located on the side of the privacy latch body) and replacing it on the other side of the latch. Place latch striker plate over the latch tongue and secure with 2 wood screws (J).



Step 5. Fit the lever privacy set

1. Remove the passage set cover plates (M) from the passage set backplates and set aside
2. Place the small screws (I.) through the **vertical** screw holes in the lever backplate and secure to the brass posts (H) as shown in figure 3 below.

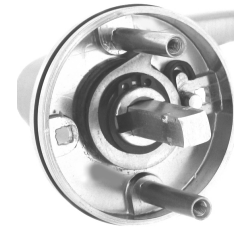


Fig 3

3. Place a half spindle with spring attached (B) into the spindle cavity with the spring inside the cavity (see Fig 3 above). Do the same with the other lever.
4. Place the half set (with the brass posts and half spindle attached) into the latch as shown in Figure 4 below.



Fig 4

5. Place the other half set (with the half spindle attached) into the latch spindle cavity on the other side of the door and secure with the large screws (G), as shown in Figure 5 below.



Fig 5

(Tip: Before fully tightening the large screws in step 5, screw in and test the privacy snib button, as some backplate adjustment and re-alignment may be necessary.)

6. Place press-on privacy cover plates (A) over the lever backplates, lining up the backplate holes with the corresponding holes (located at the "9 o'clock" position) on the lever backplate.

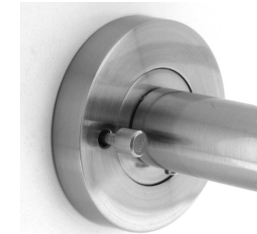


Fig 6

7. Screw in the privacy snib button (E) as shown in Figure 8 above.

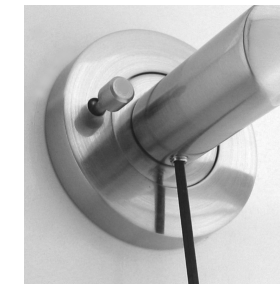


Fig 7

7. Using the Grub screw tool (F), tighten grub screw (located either beneath the lever neck. See Figure 8 above.
8. Check the privacy function. Press Snib in to engage the privacy lock. Use the Lever handle to automatically release the snib locking function. On the external side of the door, use the grub screw tool (F) or similar implement to access the emergency release button through the hole in the privacy cover plate (A).
9. For square privacy cover plates, press the plate firmly against the door and gently tighten the additional grub screw located under the bottom of the cover plate.