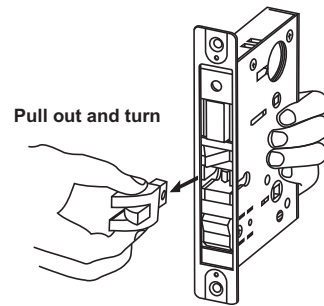
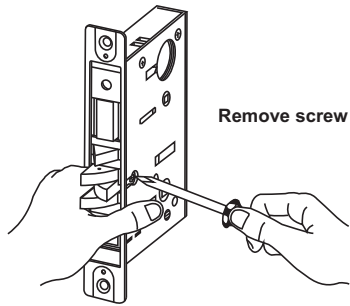


Instructions for changing lock handing:

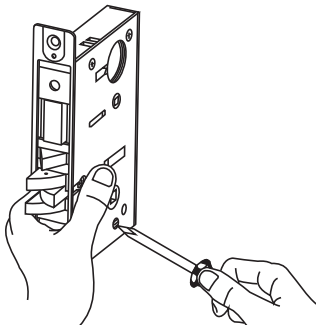
1. Change latchbolt handing.

Remove screw that holds the latchbolt head in place as shown. Pull out the latchbolt head and turn 180°. Reinstall the latchbolt and secure with the screw.

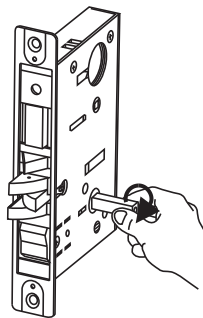


2. Set chassis handing.

The lock is secured with two catch screws. To make the outside lever (secure side) inoperative (clutching), remove the catch screw.



Check inner and outer hubs with the spindle (supplied) to make sure that they retract the latchbolt before installing the lock case into the door.



INSTALLATION GUIDE

CLUTCHING MECHANISM

Heavy Duty
Commercial Mortise Lock

MCS Series

MCE Series

MCW Series



TownSteel Inc.

707 N. Barranca Ave., Bldg #6, Covina, CA 91723

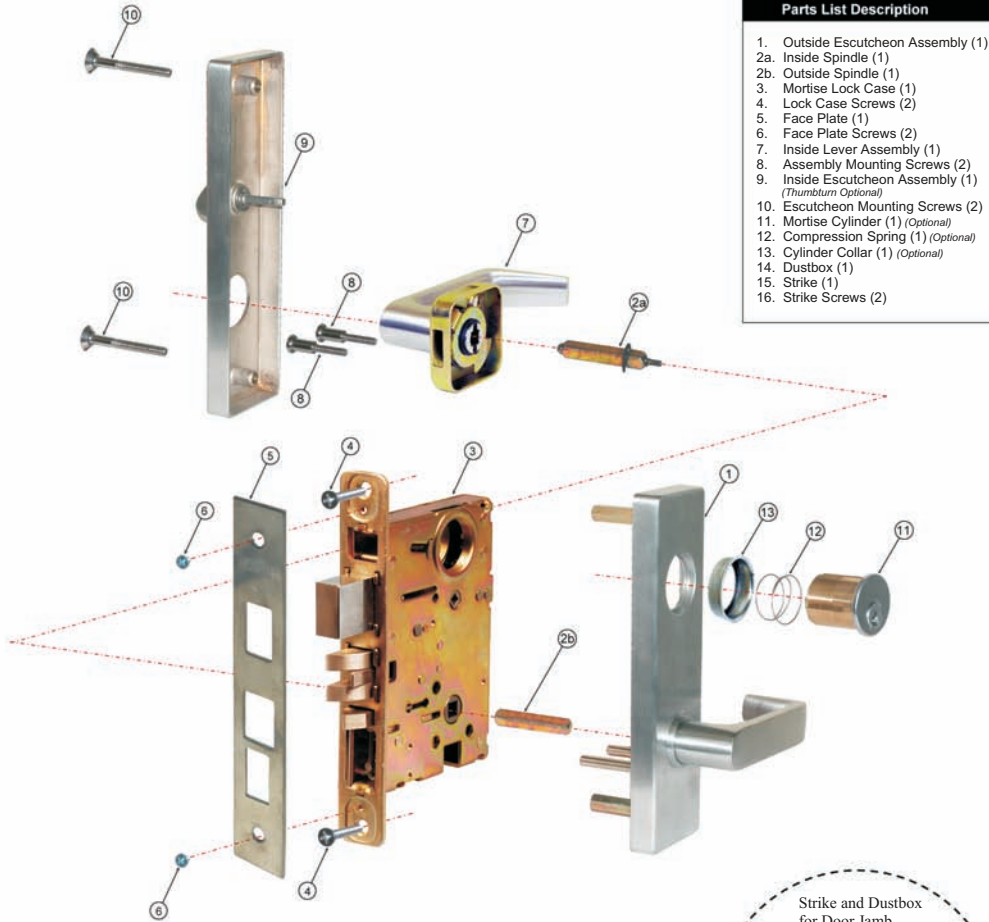
Technical Support: Tel: (626) 858-5080 Fax: (626) 858-3393 sales@townsteel.com

MCE Series, MCW Series

INSTALLATION GUIDE

Parts List Description

1. Outside Escutcheon Assembly (1)
- 2a. Inside Spindle (1)
- 2b. Outside Spindle (1)
3. Mortise Lock Case (1)
4. Lock Case Screws (2)
5. Face Plate (1)
6. Face Plate Screws (2)
7. Inside Lever Assembly (1)
8. Assembly Mounting Screws (2)
9. Inside Escutcheon Assembly (1)
(Thumbturn Optional)
10. Escutcheon Mounting Screws (2)
11. Mortise Cylinder (1) *(Optional)*
12. Compression Spring (1) *(Optional)*
13. Cylinder Collar (1) *(Optional)*
14. Dustbox (1)
15. Strike (1)
16. Strike Screws (2)



Strike and Dustbox
for Door Jamb.



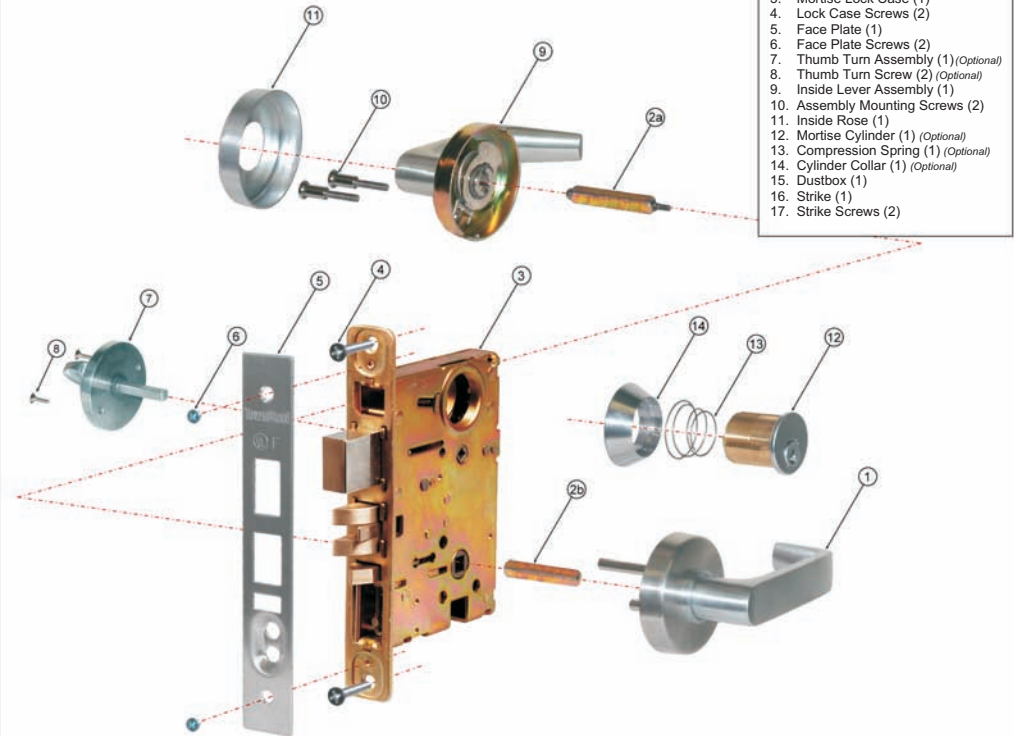
- Step 1: Prepare door per template (supplied).
- Step 2: Insert lockcase (3) into mortise cut-out (faceplate removed) and fasten to door with screws (4).
- Step 3: Insert inside (2a) and outside (2b) spindles into the lockcase hub and tighten screw.
- Step 4: Install outside escutcheon trim (1) onto spindle (2b) with the screw posts thru holes in lockcase.
- Step 5: Install inside mounting plate/lever assembly (7) onto spindle (2a) and secure inside (7)/outside (1) assembly with two (8) screws temporarily.
- Step 6: Install cylinder (11), compression spring (12) and cylinder collar (13). Adjust accordingly, tighten set screw and check lock (use key) for function.
- Step 7: Install faceplate (5) with two screws (6).
- Step 8: Tighten screws (8) and check lock for fit and function.
- Step 9: Install inside escutcheon trim (9) and secure with two screws (10).
- Step 10: Install dustbox (14) and strike (15) to jamb and fasten with screws (16).

MCS Series

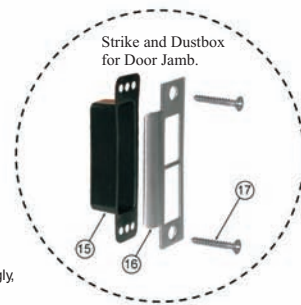
INSTALLATION GUIDE

Parts List Description

1. Outside Lever Assembly (1)
- 2a. Inside Spindle (1)
- 2b. Outside Spindle (1)
3. Mortise Lock Case (1)
4. Lock Case Screws (2)
5. Face Plate (1)
6. Face Plate Screws (2)
7. Thumb Turn Assembly (1) *(Optional)*
8. Thumb Turn Screw (2) *(Optional)*
9. Inside Lever Assembly (1)
10. Assembly Mounting Screws (2)
11. Inside Rose (1)
12. Mortise Cylinder (1) *(Optional)*
13. Compression Spring (1) *(Optional)*
14. Cylinder Collar (1) *(Optional)*
15. Dustbox (1)
16. Strike (1)
17. Strike Screws (2)



Strike and Dustbox
for Door Jamb.



- Step 1: Prepare door per template (supplied).
- Step 2: Insert lockcase (3) into mortise cut-out (faceplate removed) and fasten to door with screws (4).
- Step 3: Insert inside (2a) and outside (2b) spindles into the lockcase hub and tighten screw.
- Step 4: Install outside lever assembly (1) onto spindle (2b) with the screw posts thru holes in lockcase.
- Step 5: Install inside mounting plate/lever assembly (9) onto spindle (2a) and secure inside (9)/outside (1) assembly with two (10) screws temporarily.
- Step 6: Install cylinder (12), compression spring (13) and cylinder collar (14). Adjust accordingly, tighten set screw and check lock (use key) for function.
- Step 7: Install faceplate (5) with two screws (6).
- Step 8: Tighten screws (10) and check lock for fit and function.
- Step 9: Slide inside rose (11) onto inside lever assembly (9). Align indented dot over bottom notch and press to secure.
- Step 10: Install dustbox (15) and strike (16) to jamb and fasten with screws (17).
- Step 11: Install thumbturn assembly (if required).