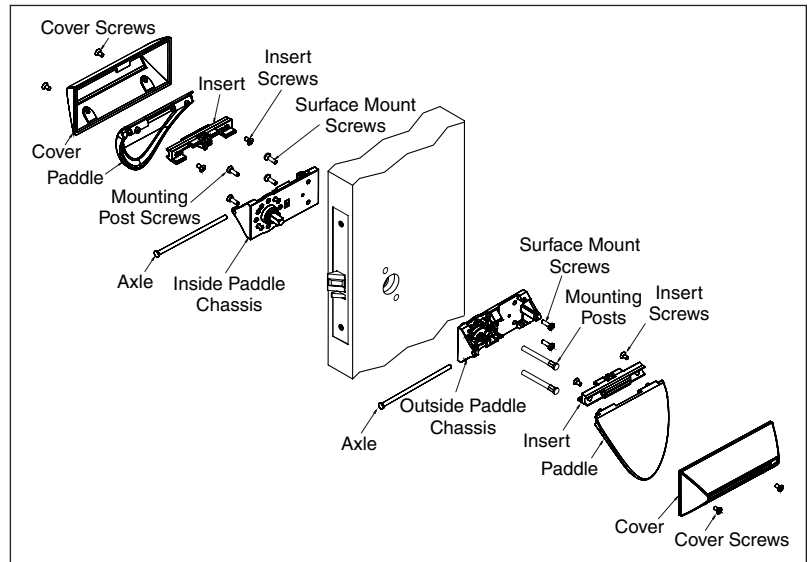
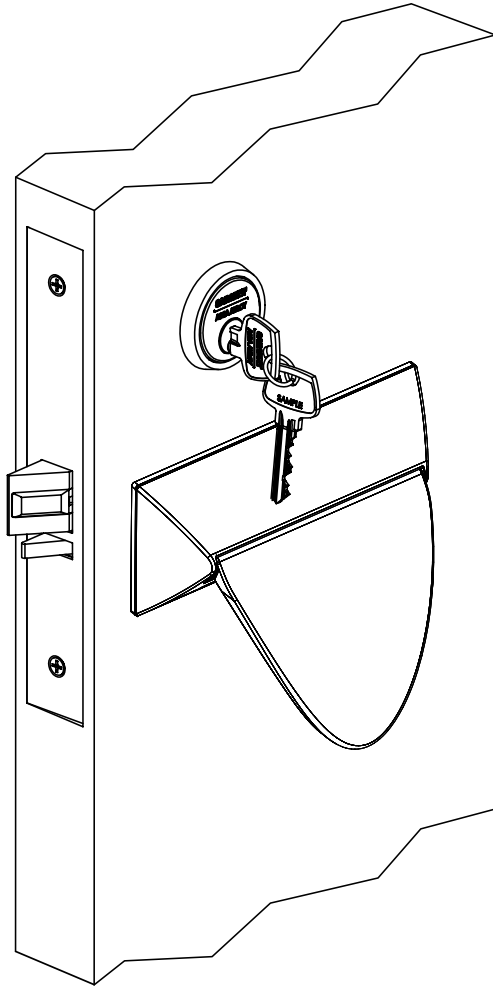


Installation Instructions

SARGENT

ASSA ABLOY

ALP Trim for 8200 Mortise Locks



TOC

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QR Codes

To view the QR Code video clips within this document, download a free mobile app and scan the QR Code with your mobile device. The complete video for Changing Lock Handing can be viewed on YouTube: <https://youtu.be/3alaDIEST1k>
The complete video for Changing Lock Functions can be viewed on YouTube: https://youtu.be/M_B9fDqlvQY

1

Mortise Lock Handing Instructions

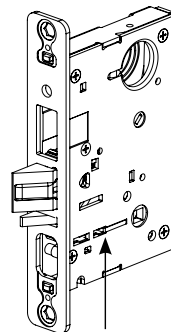


NOTE:

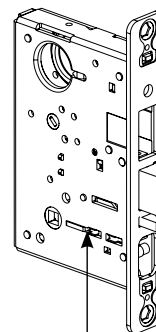
RED SURFACE OF LOCKING PIECE MUST FACE SECURE SIDE OF DOOR.

To rotate locking piece:

1. Position lockbody with red surface of locking piece visible.
2. Insert blade type screwdriver into locking piece slot to rotate locking piece.
3. Push locking piece toward back of lockbody and rotate 180° until RED surface shows on opposite side.



Locking piece slot



Red color indicates locked side of door or hold back side (91 and 92 Functions)

For 04, 06, 13 and 31 Functions:

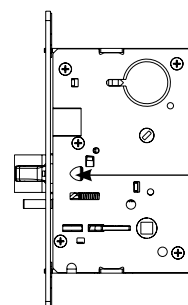
- (a) Remove green catch screw.
- (b) Rotate hub to 45° position.
- (c) Rotate locking piece for required hand.
- (d) Face red surface to locked side of door.
- (e) Rotate hub to original 45° position (as shown on lockcase).
- (f) Reinstall green catch screw.

NOTE:

BEVELED SURFACE OF LATCH MUST FACE STRIKE. DEADLATCH IS SELF ADJUSTING.

To change hand of latch:

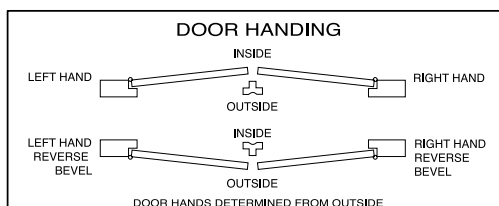
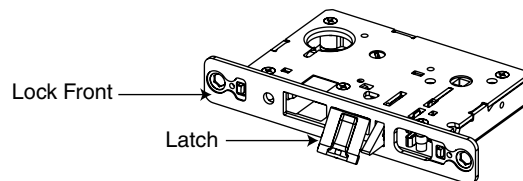
1. Insert screwdriver blade into the spade shaped slot.
2. Rotate screwdriver 90° to push latch out until back of latch clears lock front. Rotate latch 180°. Latch will re-enter lockbody.



Spade Shaped Slot

NOTE:

LATCH CANNOT BE UNSCREWED.



2

Mortise Lock Function Changing Instructions



How to change function of lock:

Green catch screw must be located in following three (3) locations as designated on lock case to create desired function:

1. 05, 37 & 38 functions
2. 04, 06, 13 & 31 functions
3. 36 function

NOTE:

WHEN MOVING GREEN CATCH SCREW TO 04, 06, 13 & 31 FUNCTIONS, HUB POSITION MUST BE AT 45° AS SHOWN ON LOCKCASE (FIGURE 1).

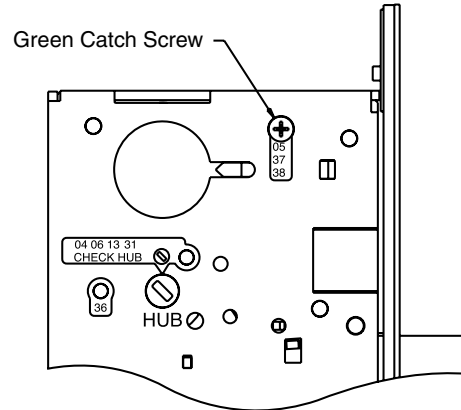


Figure 1

Items needed to create each of the following functions:

Function	Outside Lever	Inside Lever	Trim One Side Kit	Outside Cylinder	Inside Cylinder	Thumb Turn
04 (F07) Storeroom closet lock	X	X		X		
05 (F04) Office or entry lock	X	X		X		X***
06 Storeroom or service lock		X	X	X		
13 (F31) Communicating or exit lock		X	X			
31 Utility lock		X	X	X		
36 Closet lock	X		X	X		
37 (F05) Classroom lock	X	X		X		
38 (F32) Classroom security intruder latchbolt lock	X	X		X	X	

#41 Cylinder is standard for both single & double cylinder functions for 1-3/4" thick door

NOTE: Trim-one-side functions always require an inside trim assembly which can be used on the inside or outside of the door (to order Trim one-side kit (for all trim except PT or FE) order part # 82-4611.

*** 130 KB thumb turn is used with rose trim only. Escutcheon trims requiring thumb turns must be preassembled at factory.

3

Mortise Lock Door Preparation & Installation

Important: Be sure to hand the lockbody before installing. See Section 1.

1. Insert mortise lock into door and fully tighten 1" lock mounting combination screws. (Figure 2)

2. TURN-PIECE FUNCTIONS ONLY:

Insert turn-piece door marker spindle into lockbody on inside of door.

NOTE:

USE BLADE SIDE OF DOOR MARKER SPINDLE.
(FIGURE 3)

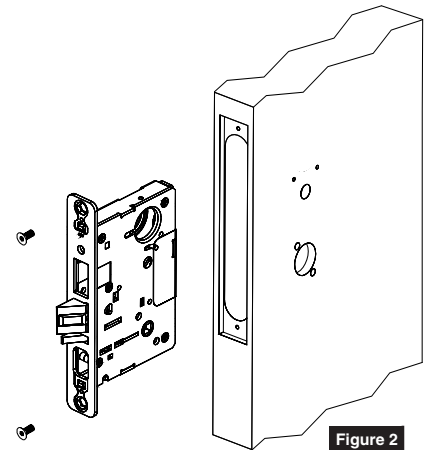


Figure 2

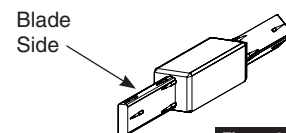


Figure 3

3. TURN-PIECE FUNCTIONS ONLY:

Slide turn-piece door marker over spindle.

4. TURN-PIECE FUNCTIONS ONLY:

Mark three holes for turn-piece. (Figure 4)

5. COIN-TURN FUNCTIONS ONLY:

Insert turn-piece marker spindle into lockbody on outside of door.

NOTE:

USE BLADE SIDE OF DOOR MARKER SPINDLE.
(FIGURE 3)

6. COIN-TURN FUNCTIONS ONLY:

Slide turn-piece door marker template over spindle.

7. COIN-TURN FUNCTIONS ONLY:

Mark two holes for coin-turn. (Figure 5)

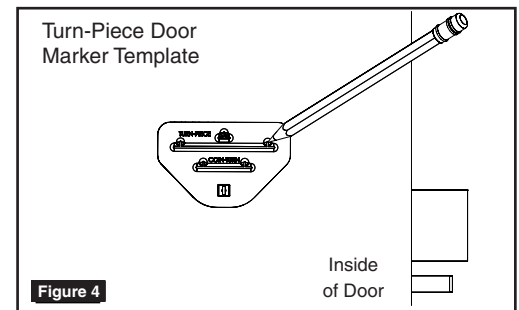


Figure 4

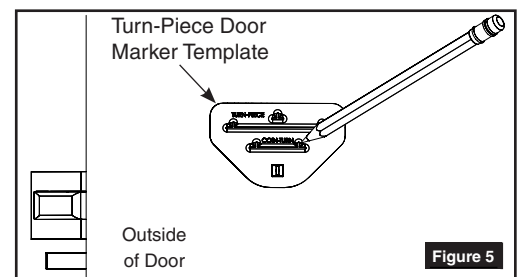


Figure 5

3

Mortise Lock Door Preparation & Installation

8. Remove lockbody from door.
9. **TURN-PIECE FUNCTIONS ONLY:**
Drill one middle hole (.290") and two outer holes (3/8") halfway through door. (Figure 6)

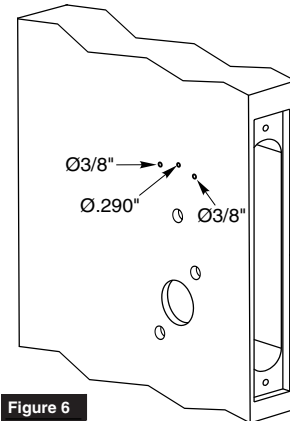


Figure 6

10. **COIN-TURN FUNCTIONS ONLY:**
Drill two holes (1/8") halfway through door. (Figure 7)

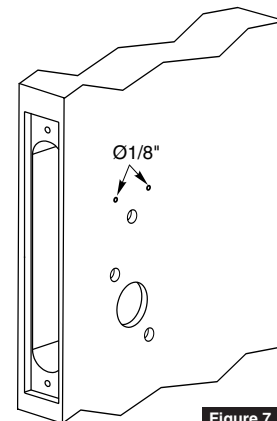


Figure 7

11. **TURN-PIECE FUNCTIONS ONLY:**
Install turn-piece thru-bolt plate using truss head screw. (Leave screw slightly loose.) (Figure 8)

NOTE:
THE THRU-BOLT PLATE IS INSTALLED INSIDE THE DOOR POCKET.

12. Insert mortise lockbody into door and loosely tighten 1" lock mounting combination screws.

NOTE:
MAKE SURE LOCK IS UNLOCKED. (FIGURE 9)

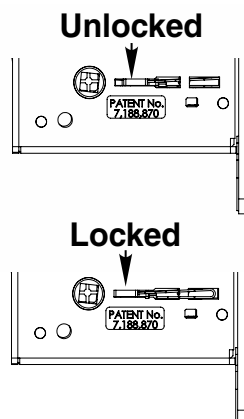


Figure 9

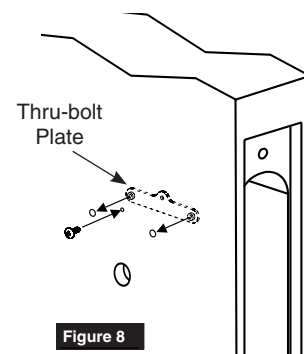


Figure 8

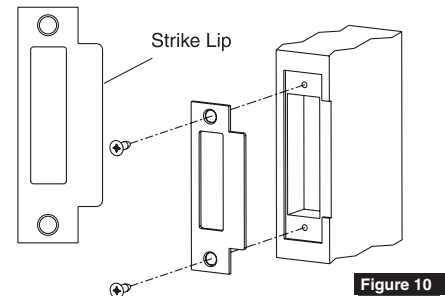
4

ALP Trim Installation

1. Install strike using 3/4" strike mounting screws.

NOTE:

STRIKE MUST BE ORIENTED WITH STRIKE LIP TOWARDS PULL SIDE OF DOOR. (FIGURE 10)

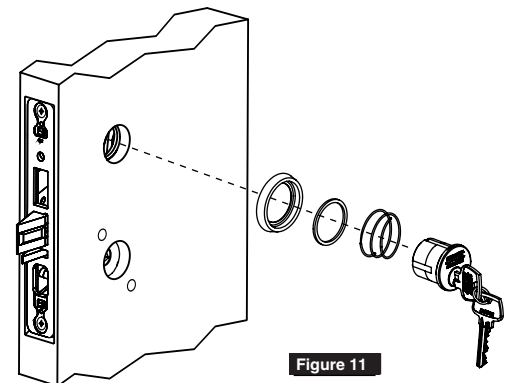


2. **CYLINDER FUNCTIONS ONLY:**

Slide cylinder(s) through spring, spacer and collar, threading into lockbody until cylinder face is flush with collar. (Figure 11)

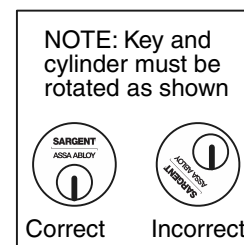
NOTE:

PULL KEY SLIGHTLY OUT OF CYLINDER TO HELP THREAD INTO LOCKBODY.



NOTE:

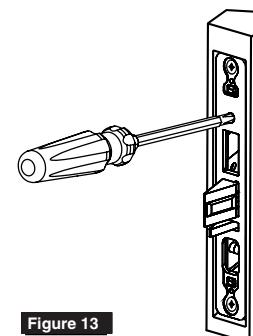
CYLINDER MUST BE ORIENTED CORRECTLY. (FIGURE 12)



3. **CYLINDER FUNCTIONS ONLY:**

Tighten cylinder set screw. (Figure 13)

4. Fully tighten lock mounting screws.



4

ALP Trim Installation

NOTE: Chassis is packed with cover and paddle attached. If necessary, remove prior to starting step 5.

- Choose orientation of trim. Trim can be mounted vertically or horizontally. (Figure 14)

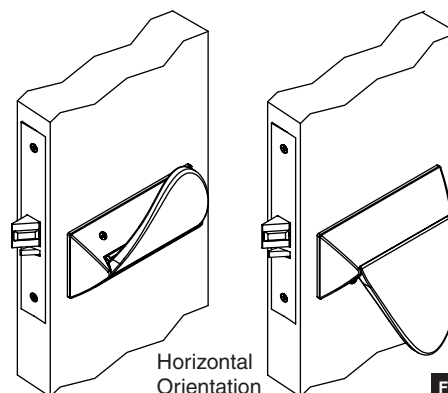
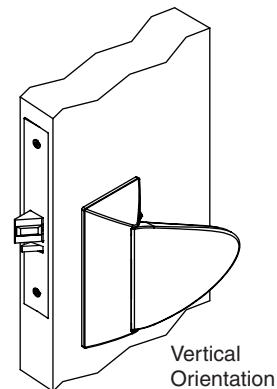


Figure 14

- Position and verify spindle is engaged into mortise lock hubs.
- Cams must be oriented as shown based on desired paddle orientation. (Figure 15)

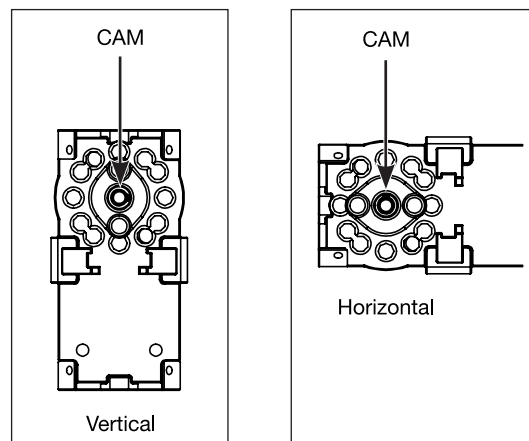


Figure 15

4

ALP Trim Installation

NOTE: If retrofit plate is required, refer to instructions supplied with retrofit kit.

6. Install chassis. (Figure 16)

- Through-bolt two (2) chassis' to each other in orientation determined in step 5.
- Insert two (2) mounting posts through outside chassis, then secure with two (2) #8-32 x 5/8" machine screws through inside chassis. **Do not tighten fully at this point.**
- Lockbody screws on edge of door are to be securely fastened at this point.
- Level chassis, verifying both chassis' are horizontal and vertical to door edge.
- Locate, mark and drill for two (2) screws, to be located at other end of chassis.
 - Wood doors: 7/64" pilot hole
 - Metal doors: drill & tap for #8-32 screw
- Install screws (supplied) to secure chassis and tighten through-bolt screw.

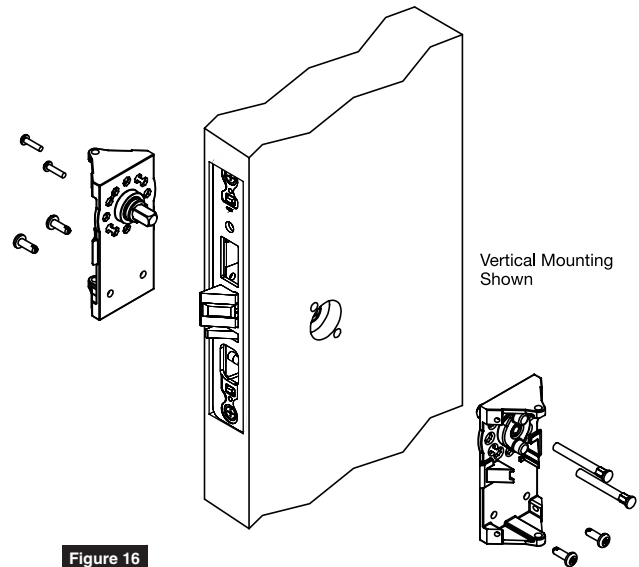


Figure 16

IMPORTANT:
BOTH CHASSIS' MUST BE LEVEL TO ENSURE PROPER OPERATION.

Check operation by turning cams by hand. If binding occurs loosen mounting screws and retighten.

- Attach outside front plate to lock front with two (2) #8-32 x 1/4" flat head screws. (Figure 17)
- Tighten all screws firmly, be sure not to over tighten and check that latchbolt returns when cam is operated by hand.

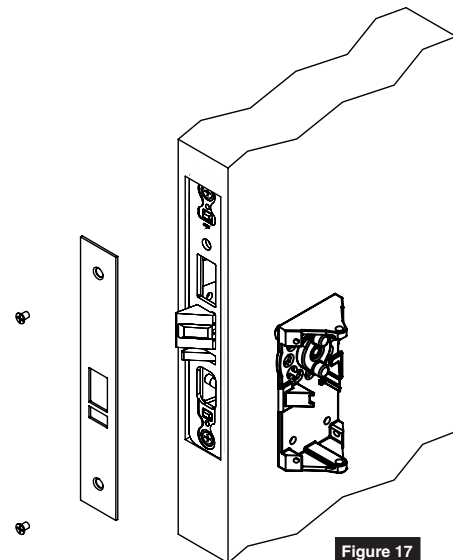


Figure 17

4

ALP Trim Installation

7. Determine paddle orientation.

- Paddle has three (3) potential orientations:

VERTICAL

HORIZONTAL-UP

HORIZONTAL-DOWN

- Insert is attached to paddle using two (2) #8-32 x 5/16" machine screws - VC-3 coated.

If trim is mounted **VERTICAL** and end of paddle will point towards **HINGE**, attach insert to paddle in orientation shown. (Figure 18)

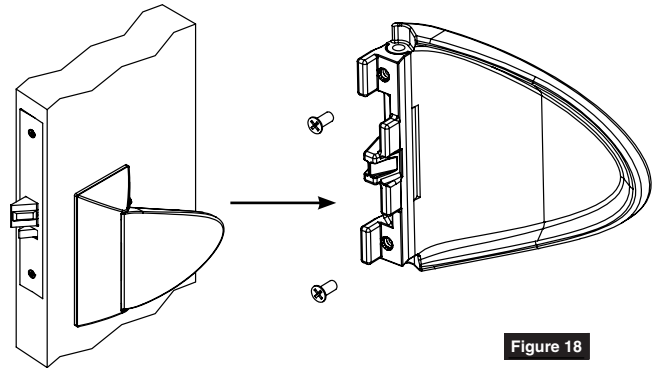


Figure 18

If trim is mounted **HORIZONTAL** and end of paddle will point **UP**, attach insert to paddle in orientation shown (same as vertical). (Figure 19)

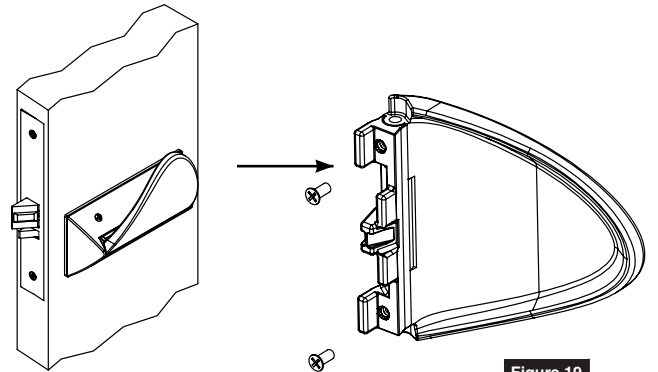


Figure 19

If trim is mounted **HORIZONTAL** and end of paddle will point **DOWN**, attach insert to paddle in orientation shown. (Figure 20)

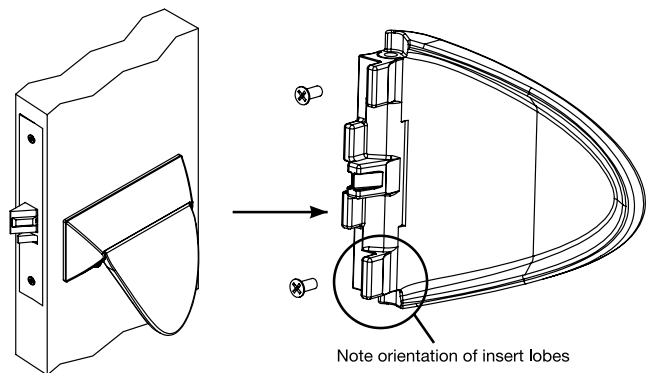


Figure 20

4

ALP Trim Installation

8. Install paddles.

- Attach paddle to chassis in desired orientation by inserting axle through pivot hole. (Figure 21)

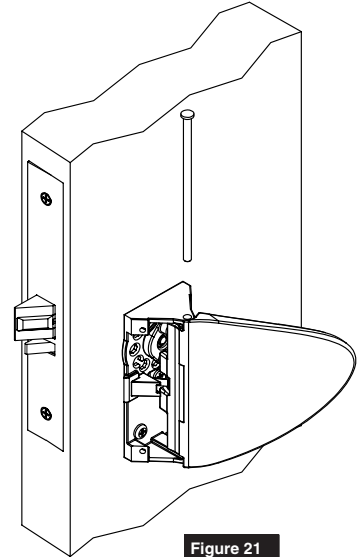


Figure 21

9. Install covers.

- Position cover over paddle.
- Press cover against door surface and slide towards hinge until mounting holes align with those of chassis.
- Install #8-32 x 5/16" cover screws. (Figure 22)

NOTE:

COVER SHOULD HOOK UNDERNEATH CHASSIS ON EDGE OPPOSITE MOUNTING SCREWS.
(FIGURE 23)

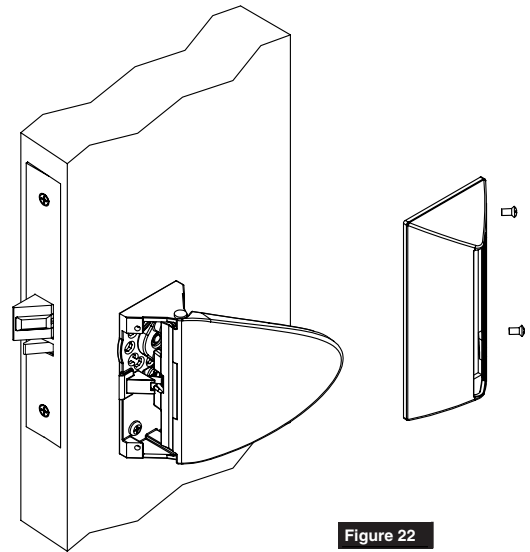


Figure 22

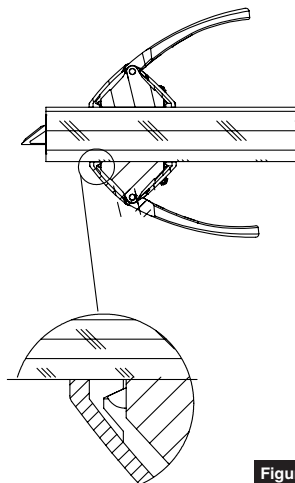


Figure 23

5

Turn-Piece Installation

1. Install turn-piece loosely using two (2) turn-piece mounting screws. (Figure 24)

NOTE:

MAKE SURE LOCK IS UNLOCKED AND TURN-PIECE IS ROTATED AWAY FROM LATCH. (FIGURE 25)

2. Adjust location of turn-piece on door until turn-piece rotates easily, then fully tighten mounting screws.

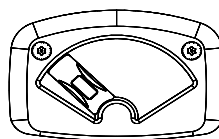
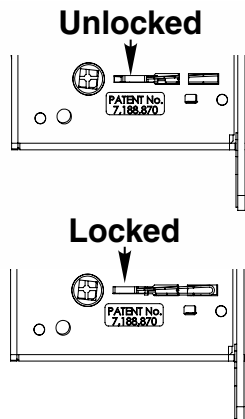


Figure 25

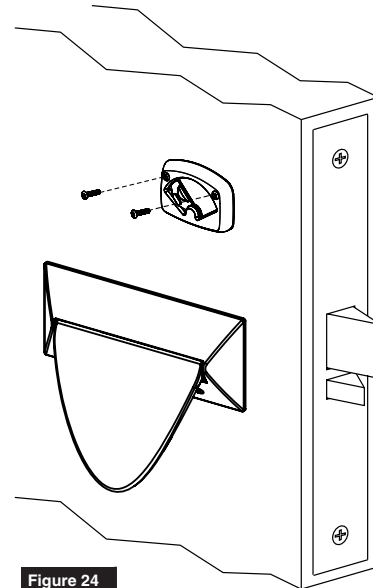


Figure 24

6

Coin-Turn Installation

1. Install coin-turn using two surface mount screws. (Figure 26)

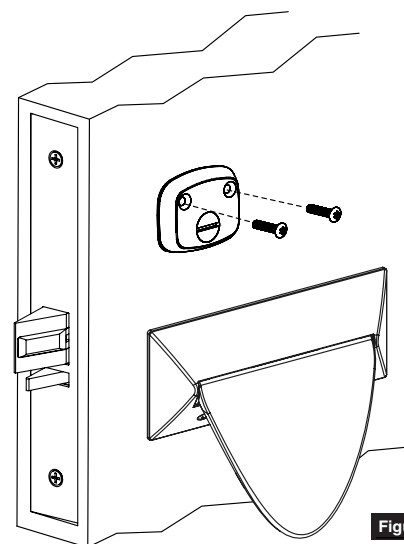


Figure 26

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