

P/No. VELO-321 221116

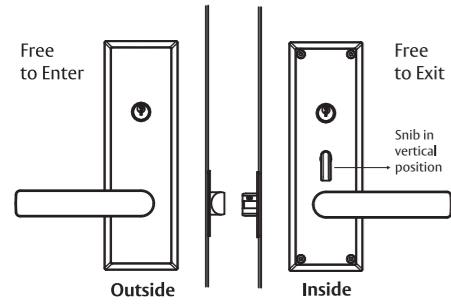
UNDERSTANDING LOCKSET MODES & FUNCTION

**PASSAGE MODE:**

Ideal for when the door is closed and access without key is desired.

Outside: Handle is free to enter.

Inside: Handle is free to exit.

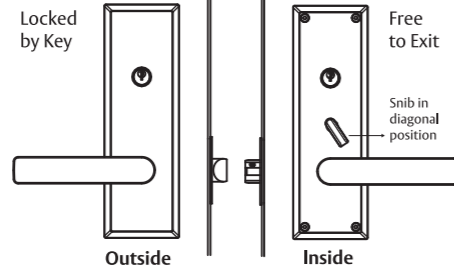


**PRIVACY MODE:**

Ideal for when people are at home and locking is desired.

Outside: Handle is locked. Requires key to unlock.

Inside: Handle is free to exit. Operating handle releases privacy snib.

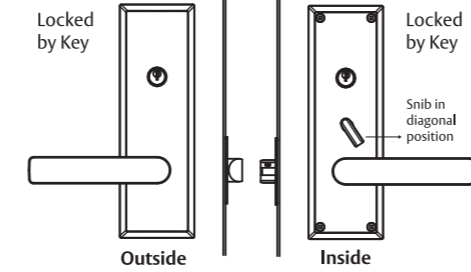


**DEADLOCK MODE:**

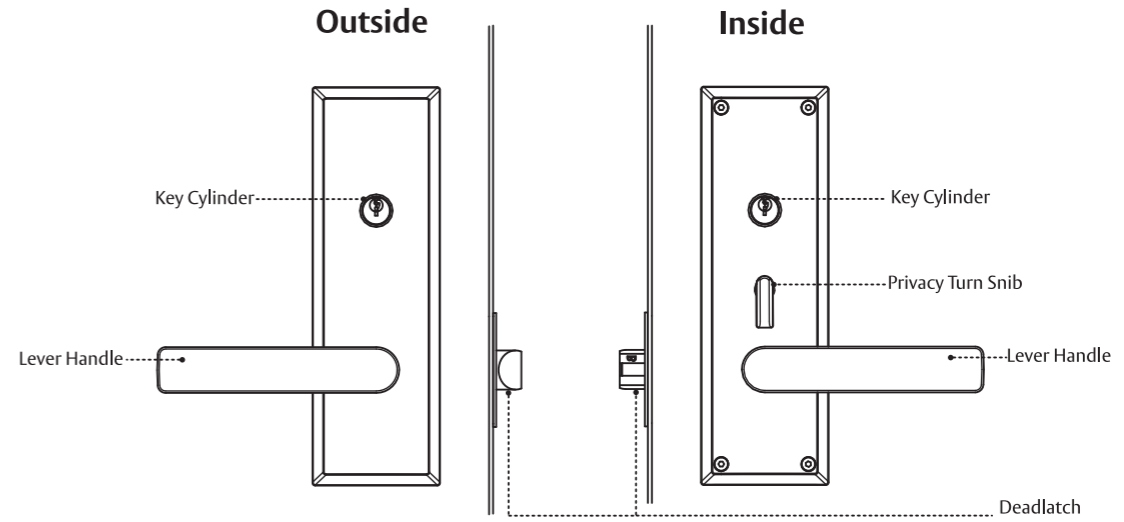
Ideal for securely locking when no one is at home.

Outside: Securely locks, requires key to enter. Inside: Securely locks, requires key to exit.

NOTE: When using deadlock mode please ensure nobody is left home. Deadlock mode will prevent anyone from exiting even in case of an emergency, unless the keys are readily accessible.



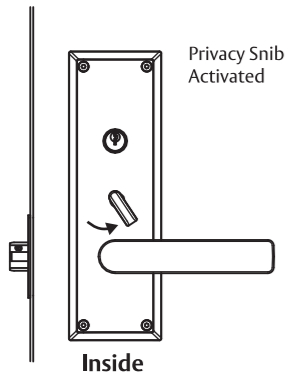
PARTS IDENTIFICATION



PRIVACY MODE

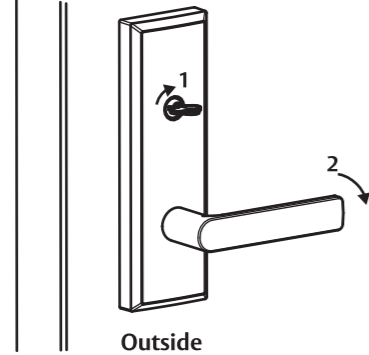
**SETTING PRIVACY MODE:**

Lock will be set to Privacy Mode by manually placing turn snib into the diagonal position, as illustrated.



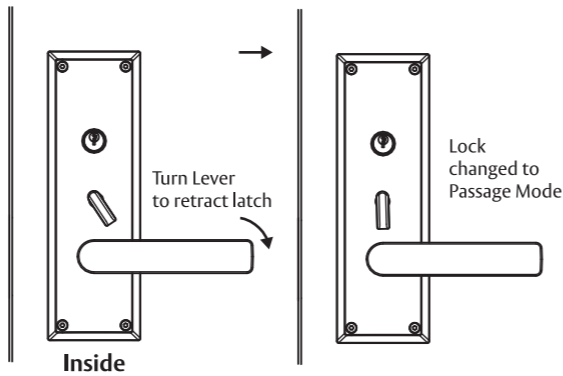
**ON ENTRY FROM PRIVACY MODE:**

1) Insert key and turn clockwise until stopped.  
2) With key rotated, turn lever downwards to retract latch and enter. When key is removed, lock will return to Privacy Mode.

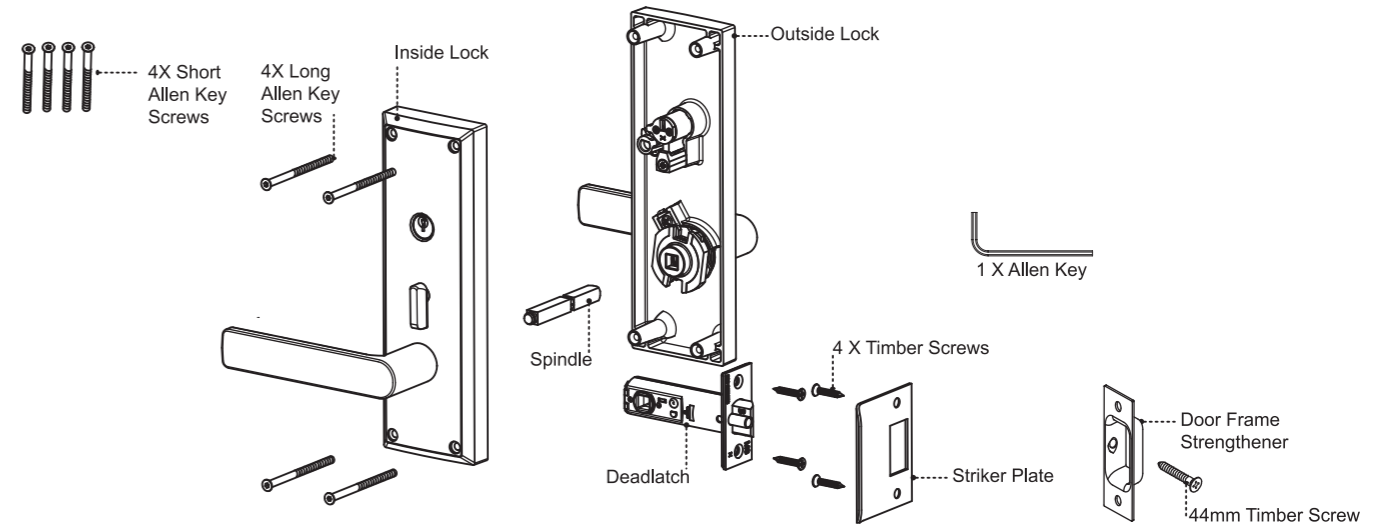


**ON EXIT FROM PRIVACY MODE:**

1) Turn lever downwards from internal lock. This will release the privacy snib and retract the latch. The lock will be left in Passage Mode.



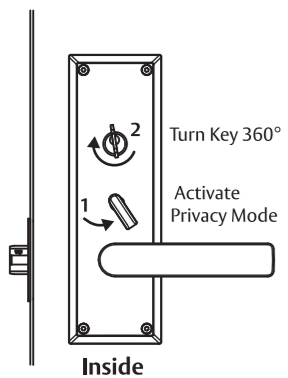
PARTS SUPPLIED



DEADLOCK MODE

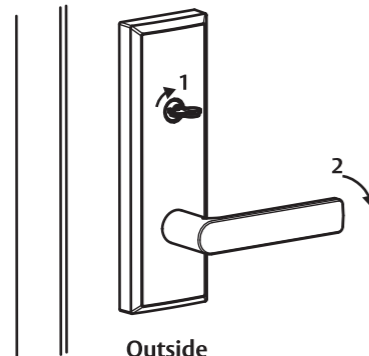
**SETTING DEADLOCK MODE:**

1) Set lockset to Privacy Mode.  
2) Insert key and turn 360° clockwise to deadlock.



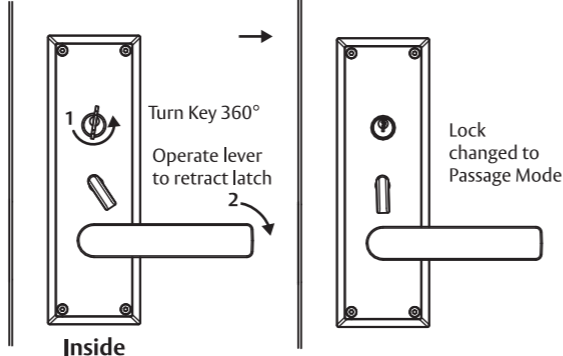
**ON ENTRY FROM DEADLOCK MODE:**

1) Insert key and turn clockwise until stopped.  
2) With key rotated, turn lever downwards to retract latch and enter. When key is removed, lock will be set to Privacy Mode.

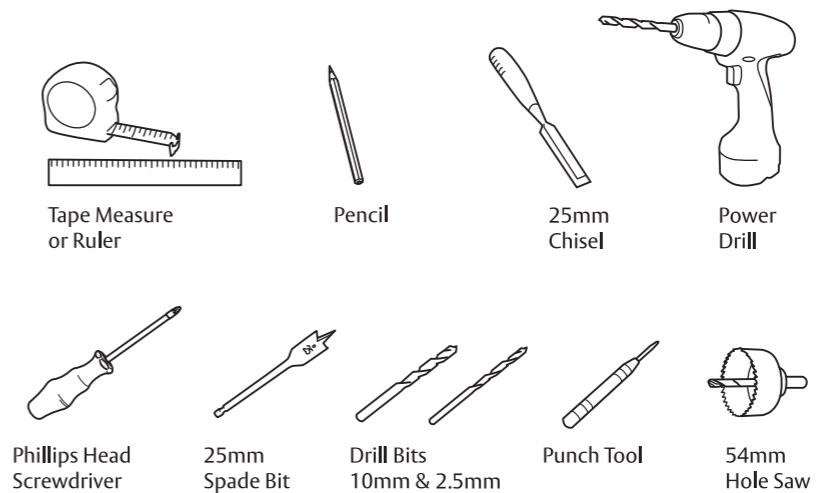


**ON EXIT FROM DEADLOCK MODE:**

1) Insert key and turn 360° counterclockwise.  
2) Turn lever downwards from internal lock. This will release the privacy snib and retract the latch. The lock will be left in Passage Mode.



TOOLS REQUIRED



DOOR PREPARATION INSTRUCTIONS (suits 35 - 45mm doors)

### 1 DOOR PREPARATION

Latch Height  
(Recommended 1m from the floor)

- Ensure your door is 35-45mm thick.
- Position the template at the desired lock height (Recommended at 1m from floor as illustrated).
- Mark all holes, including the latch hole.

### 2 DRILLING

A) Using a 25mm spade bit, drill latch hole horizontally to a depth of 90mm.

B) Use a 10mm drill bit for the screw holes, as shown. Drill from both sides to prevent splintering.

C) Use a 54mm hole saw for the main holes, as shown. Drill from both sides to prevent splintering.

### 3 LATCH PREPARATION

A) Slide the latch into the hole and mark around face plate. Remove the latch and chisel out the recess to a depth of 3.5mm.

B) Mark and drill 2 X 2.5mm holes. Insert latch with angled face of bolt towards door jamb. Fasten with the 2 X 20mm screws provided.

C) Remove any sawdust or loose material.

### 4 FIT SPINDLE

•Insert spindle into the hub on the back of the inside lock. Tap with a hammer to ensure proper fit.

⚠ Once spindle is inserted, it cannot be removed.

### 5 LEVER HANDING

Ensure the position of the levers is correct as per the image above. If change of handing is necessary, proceed to steps 6 & 7.

### 6 HANDING EXTERNAL LOCK

A) Identify stop plate on the reverse of the external lock. Unscrew and remove.

B) Turn lever 180° upwards to change handing towards the opposite direction.

C) Reposition stop plate and re-screw firmly in place.

### 8 FIT INTERNAL LOCK

⚠ Ensure the snib on the lock is in vertical position as illustrated.

•Position the lock in place, against the internal face of the door. Verify that the spindle inserts into the latch as shown.

### 7 HANDING INTERNAL LOCK

A) Fully loosen the handing screw located on the reverse of the internal lock. (Please note this screw will not come out).

B) Turn lever 180° upwards to change handing towards the opposite direction.

C) Re-tighten the handing screw firmly.

### 9 FIT EXTERNAL LOCK

A) Insert key into external furniture and turn until stopped.

B) Fit to door and align with internal lock body. The cylinders should connect with each other by the drive bar as shown on Figure 1.

C) Test operation by turning key left and right. The turn snib on the inside should turn accordingly.

### 4 FIT SPINDLE

•Insert spindle into the hub on the back of the inside lock. Tap with a hammer to ensure proper fit.

⚠ Once spindle is inserted, it cannot be removed.

### 5 LEVER HANDING

Ensure the position of the levers is correct as per the image above. If change of handing is necessary, proceed to steps 6 & 7.

### 10 FASTEN LOCKSET

\*Select appropriate screw length according to your door thickness.

57mm screws will suit 35-40mm doors

62mm screws will suit 40-45mm doors

•Select appropriate screws according to your door thickness, as shown. Fasten lock in position using the Allen key supplied.

•Check that all mechanical functions operate correctly, as per the user guide on the next page.

### 11 FIT STRIKE

A) Partially close door and mark position of latch bolt to determine striker height. Mark and mortise door jamb to suit the striker box and striker.

B) Drill the 2.5mm pilot holes for both striker box and striker.

C) Insert the striker box and secure with the 44mm screw provided, then insert the striker and secure with the 20mm screws supplied. Check final operation of lock, latch and strike.

⚠ Ensure that the auxiliary bolt is depressing correctly, as shown on Figure 2.