STEP 1
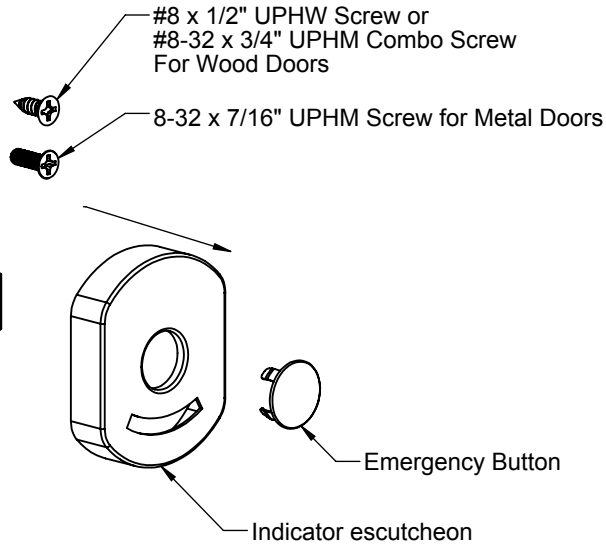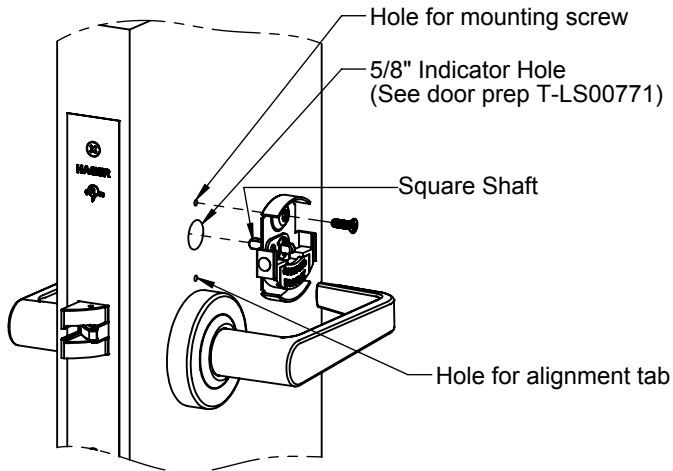
a. The parts shown are provided.
b. The indicator escutcheon is provided pre-installed. Remove the indicator escutcheon by pulling it off the indicator mounting assembly.

#8 x 1/2" UPHW Screw or
#8-32 x 3/4" UPHM Combo Screw
For Wood Doors

8-32 x 7/16" UPHM Screw for Metal Doors

3896 SUPPLEMENTAL INSTRUCTIONS
PRIVACY WITH INDICATOR FUNCTION
FOR SECTIONAL MORTISE LOCK

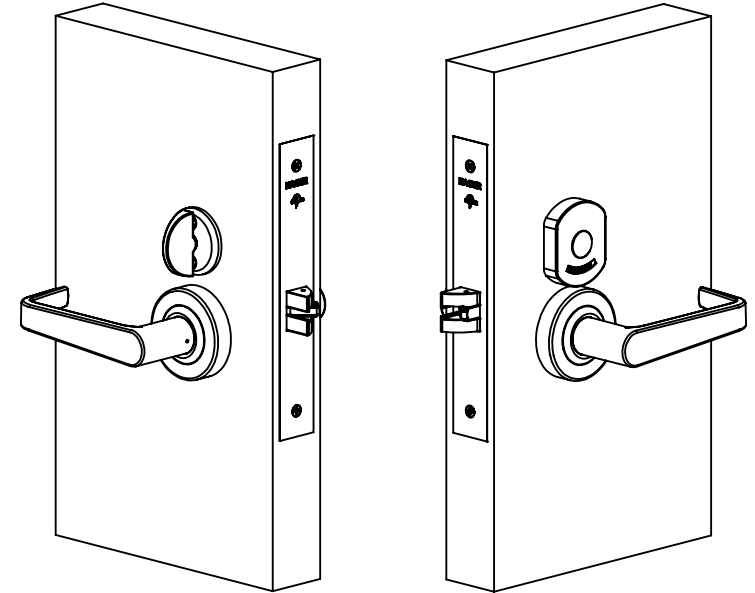Indicator mounting assembly

Emergency Button

Indicator escutcheon

STEP 2

a. Install indicator mounting assembly through 5/8" hole. Be sure square shaft is properly engaged with lock body by turning thumb turn on inside of door. The indicator should move from one state to the other (i.e. "Vacant" to "Occupied").
b. Align indicator mounting assembly so it is straight vertically and horizontally.
c. Mark screw location on door and prepare hole by using indicator mounting assembly or dimensions shown on page 2.
   i. Wood door: Pre-drill 1/8" hole.
   ii. Metal: Drill/tap for #8-32 machine screw.
d. Mark location for alignment tab and drill hole by using indicator mounting assembly or dimensions shown on page 2.
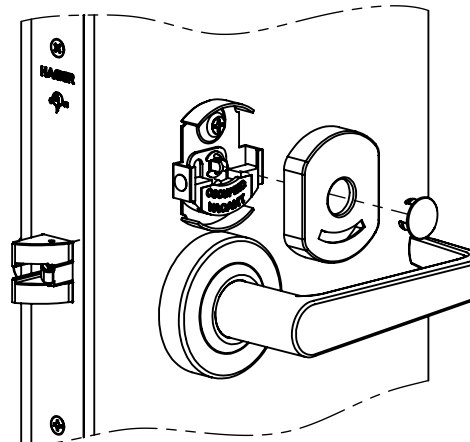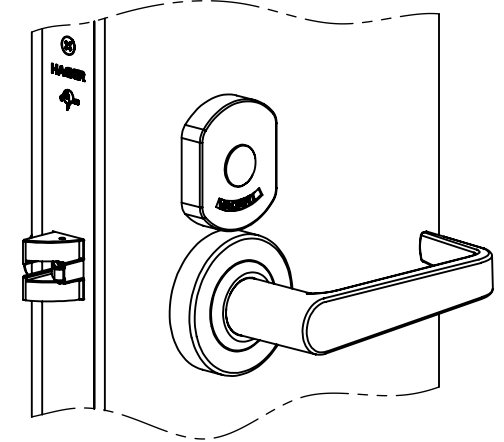e. Install indicator mounting assembly and secure with provided screw.

STEP 3

a. Press on indicator escutcheon over the indicator mounting assembly.
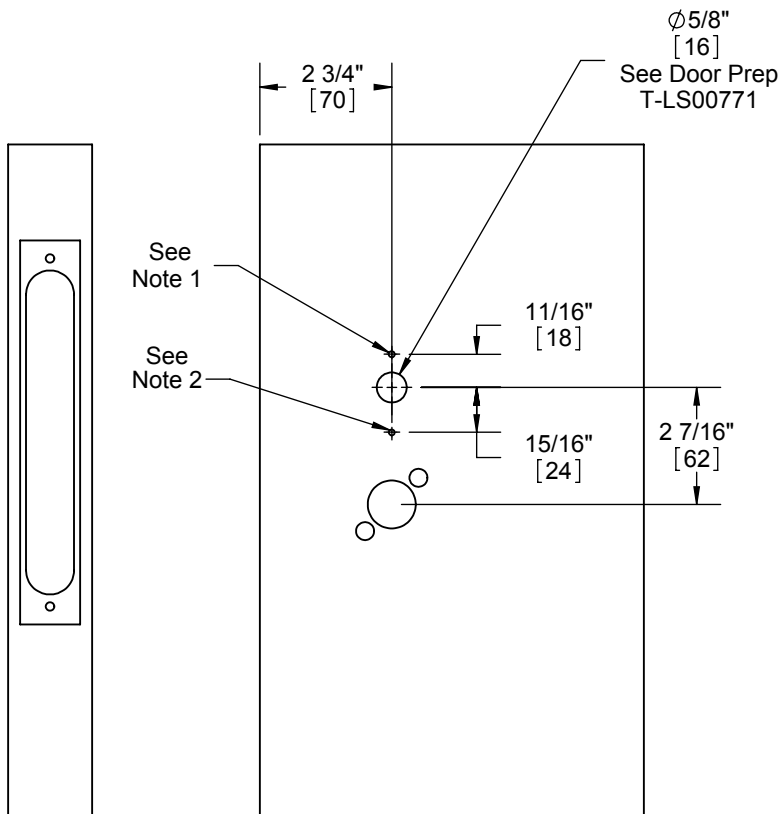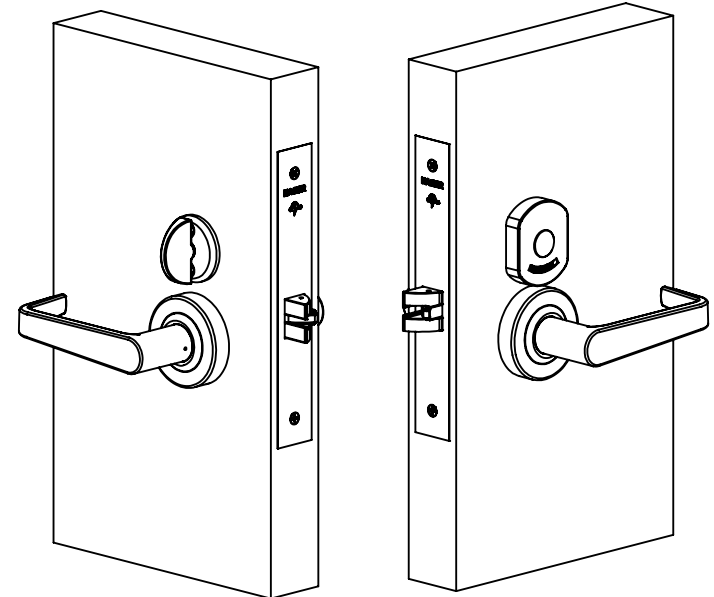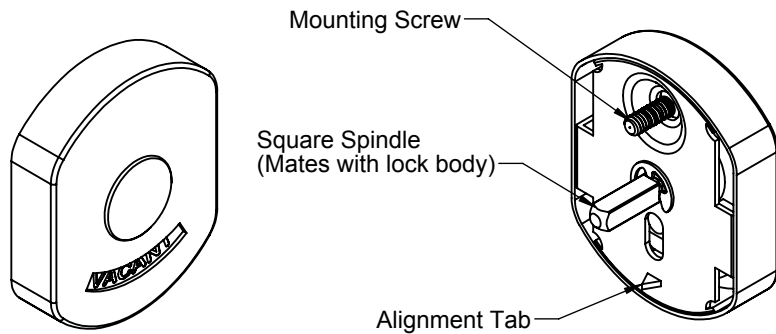b. Press emergency button into hole on indicator escutcheon.

STEP 4

a. Rotate thumbturn on inside of door to verify indicator changes state (Vacant/Occupied).
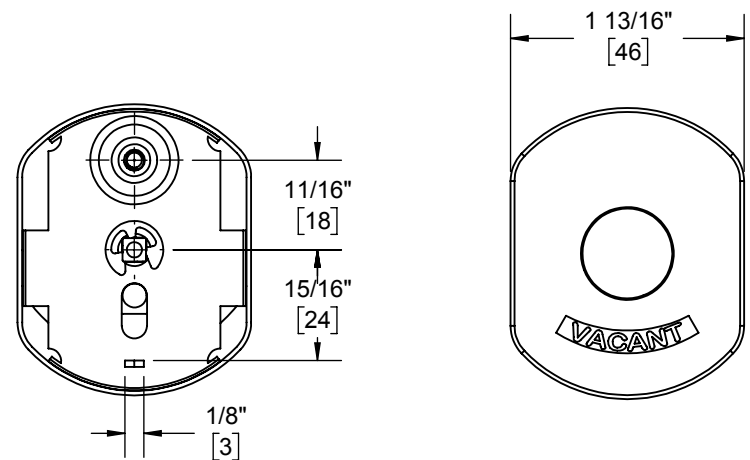b. If indicator is not showing the correct state, remove indicator, rotate thumbturn, then reinstall indicator.

Hole for mounting screw

5/8" Indicator Hole
(See door prep T-LS00771)

Square Shaft

Hole for alignment tab

Mounting Screw

Square Spindle
(Mates with lock body)

Alignment Tab

⌀5/8"
[16]
See Door Prep
T-LS00771

2 3/4"
[70]

See
Note 1

See
Note 2

11/16"
[18]

15/16"
[24]

2 7/16"
[62]

See Door Prep T-LS00771
for all hole and mortise details

1 13/16"
[46]

11/16"
[18]

15/16"
[24]

1/8"
[3]

NOTES:
1. Wood door: Pre-drill 1/8" hole x 1/2" deep.
   Metal door: Drill/tap for #8-32 machine screw.
2. Drill an 1/8" hole x 1/4" deep.

| DRAWING NO: I-LS00980 | REV: 03 | SHEET 2 OF 2 | **HAGER COMPANIES** 139 Victor Street, St. Louis, MO 63104 - (800) 325-9995 - Fax (800) 782-0149 |

27390039