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## D500 Inside-Latch Installation Instructions

Please read all instructions carefully and study the illustration below before proceeding. Standard outside kits are assembled as shown below. Proper installation of the handle will have the locking lever on top. This requires that you press downward on the latch slider to release the latch from the strike. The label is affixed to the outside housing at the top. To remove the latch or to reverse the locking lever you must perform the following steps:

1. Remove the two handle screws. Remove the outside housing. You must loosen the latch slightly before it can be removed the inside housing. This is due to the extra length of tile latch stem necessary to properly connect to the strike. To release the inside latch slider from the latch and inside housing, carefully squeeze and depress (with your index fingers or with needle nose pliers) the center tabs that protrude through the latch. Push the slider tabs approximately halfway through the square latch openings so the inside housing will rotate out of the door stile. **Be sure that the latch and spring do not detach completely from the slider during this process.**
2. Once out of the door stile slot, completely remove the latch and spring.
3. The inside latch (with an "O" stamp) has a longer bend so it can be completely installed on the inside housing and fed into the door stile slot. Be sure the latch is in the correct relative position for your application before you attach it to the inside latch slider. Steps 4 thru 6 explain the re-assembly process.
4. The inside latch slider has a step at one end (see Slider Step Detail), You must install this slider with the step end down as shown below. There is also a step in the inside housing that coincides with the latch slider. Incorrect installation of this slider will not allow the latch to lock into place causing the latch to disengage.
5. Position the inside latch slider and the replacement latch in the inside housing. While holding the slider in place with your fingers, place the latch with the small square opening directly over the center tabs of the inside latch slider. Firmly press down on the latch until the tabs snap into place. Check to make sure the latch is secure and that it does not disengage with some side-to-side movement.
6. Install the spring on the end of the replacement latch stem with a slight twist to set the spring in place over the retainers. Position the spring into the pocket on the inside housing.
7. Feed the inside housing latch assembly into the door stile slot. Install the outside housing. Make sure that the latch slider on the outside housing aligns with the inside latch slider before fastening with the screws. Insert the handle screws. Test the operation of the latch and spring. Do not over tighten the handle screws as this could also affect the operation of the latch.
8. Install the strike as shown in the illustration with the tip 1/8" below the top of the latch.

