

Extension Installation

HARDWARE TYPE **Emtek Active**



Remove the handle from the door. Loosen the set screws while holding the spindle in place.



Remove the SNAP RING and the WASHER underneath.



Remove the SPRING.



Remove the STOP WASHER and the ADDITIONAL WASHER underneath.



After detaching the escutcheon plate, REMOVE the NYLON WASHER SLEEVE and save it.



Place the nylon washer sleeve on the ENCI extension.



After attaching the escutcheon plate to the extension, replace FIRST WASHER on the back of the escutcheon plate.



Replace the STOP WASHER.



Replace the SPRING.



Replace the SECOND WASHER. Add additional washers if needed.



Reinstall the SNAP RING. If the snap ring does not fit, you may need to remove a washer underneath.



Attach the escutcheon plate onto the door. Insert the NEW SPINDLE until it meets resistance. Make sure that the spindle enters the door bolt and rests against the handle end. Mark the spindle 1 INCH LONGER past the end of the extension. Remove the spindle and cut it off on the mark. Slightly round the cut end. Now insert the cut end through the extension and into the door bolt. The routed side of the split end should face the door handle set screw. Finally, attach the door handle and tighten the set screws.



Optional Installation



After installing the ENCI Extension, remove the OUTSIDE door handle and escutcheon plate.



Loosen the set screw on the outside handle and remove the short spindle and spring.



Install the longer spindle into the EXTENDED door handle with the routed side of the split end facing the handle set screw. Make sure enough of the spindle remains to go through the door and reach the set screw on the OUTSIDE handle. (The set screw on the extension may face the direction of the handle or face down.)



Install the EXTENDED door handle back onto the door and add the outside handle. Press them firmly together.



Tighten the outside handle set screw and the extension screw. Make sure it is not too tight or in a bind.



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