



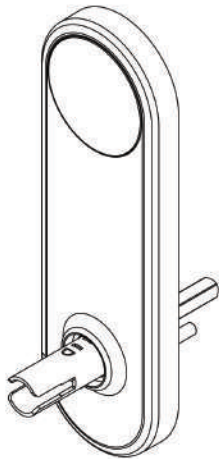
**e-Genius™ Powered by Latch®  
Interconnected Lock Series  
Installation Guide  
4" Center to Center**



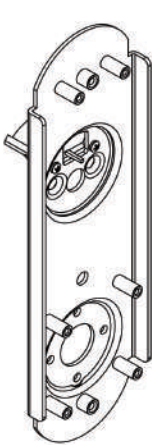
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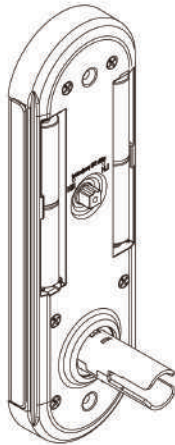
# Package Content



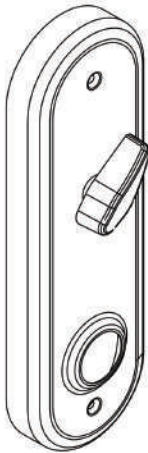
Outside Trim Assembly



Backplate



Battery Tray Assembly



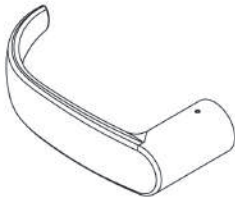
Inside Cover



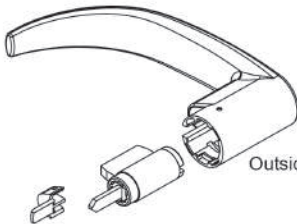
Thumb Turn Tailpiece



Lever Removal Tool



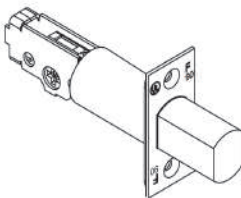
Inside Lever



Outside Lever

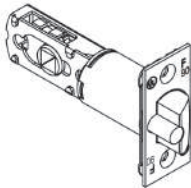


Cylinder Retainer & Cylinder



Deadbolt

Note: Fixed 2 3/8" or 2 3/4" backset



Latch Bolt

Note: Adjustable 2 3/8" to 2 3/4"

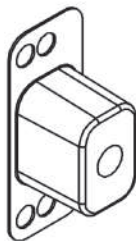
# Package Content



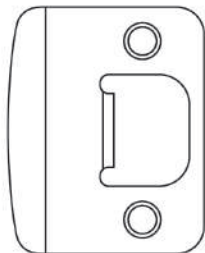
Deadbolt Strike



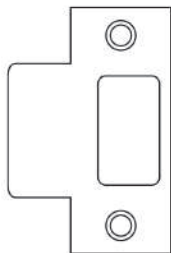
Deadbolt Armor Plate



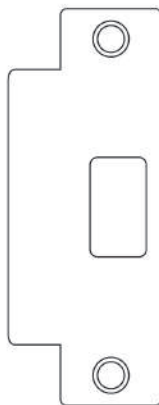
Deadbolt Dust Box



Full Lip Latch Bolt Strike

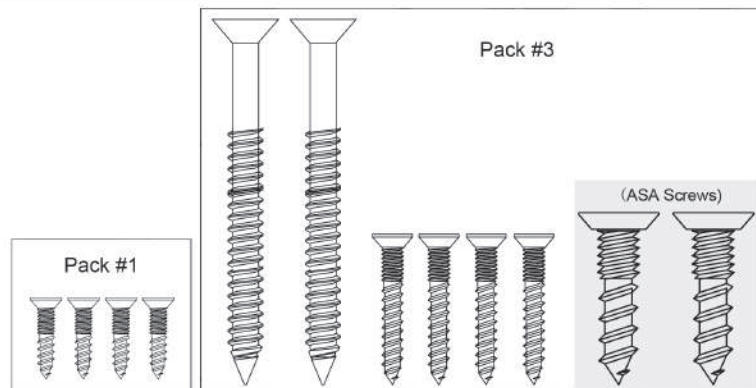


T-Strike

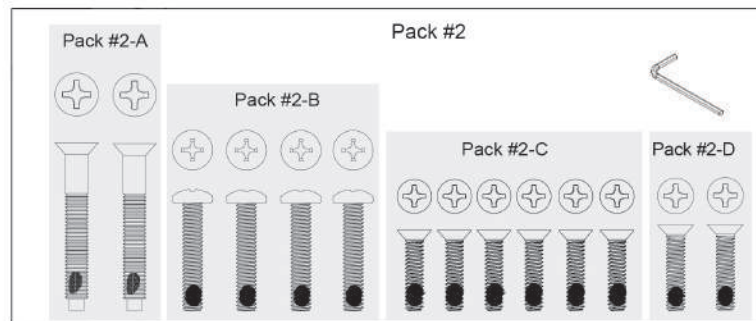


ASA Strike

\* Choose the correct latch bolt strike plate to fit the door preparation



Screw Pack for Latch Bolt, Deadbolt and Strike Installation



Screw Pack For Lock Assembly  
and 7/64" Allen Wrench For Handing Change

## General Operation

This is an interconnected lock. Inside is always unlocked. Deadbolt can be extended from inside or outside by lifting lever or using thumb turn on the inside. From inside, rotating lever down will retract both bolts. From the outside, presenting a valid credential and rotating the lever down will retract both bolts.

Outside latch bolt is always locked unless a valid credential or key override is used.

**Key Override** - Rotating the key clockwise approximately 90° will allow you to rotate the lever and retract both bolts. The key will not retract the bolts. Return key back to home position to pull out key.

## Tools Needed For Lock Installation

Phillips screw driver

Flat Head screw driver

*Note: Do not use a power drill for installation of lock as it can damage lock.*

## Tools May Be Needed For Door Preparation

Tape Measure

Power Drill (For drilling holes ONLY)

1" and 2 1/8" Drill Bits

Wood Chisel

Pencil

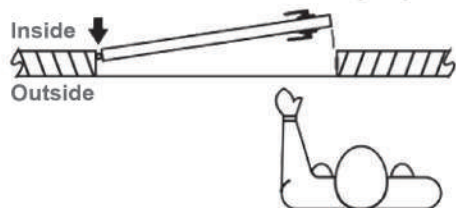
When batteries are installed and lock is ready to be operated, refer to programming guide for programming instruction.

# Handing Information

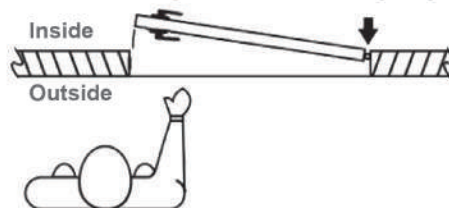
Interconnected lock is handed. See handing information below.

## Handing Information From Outside

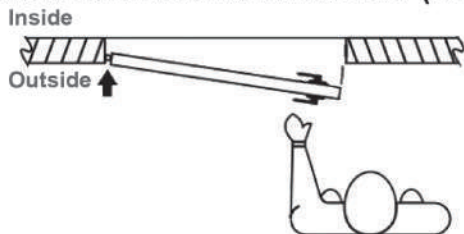
If hinges are on the left,  
and door opens inward,  
it is a **Left Hand Door (LH)**.



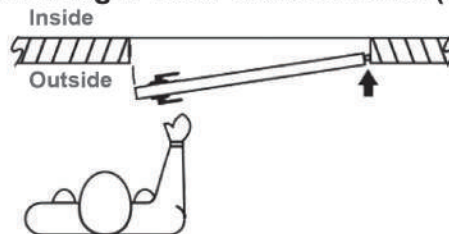
If hinges are on the right,  
and door opens inward,  
it is a **Right Hand Door (RH)**.



If hinges are on the left,  
and door opens outward,  
it is a **Left Hand Reverse Door (LHR)**.



If hinges are on the right,  
and door opens outward,  
it is a **Right Hand Reverse Door (RHR)**.

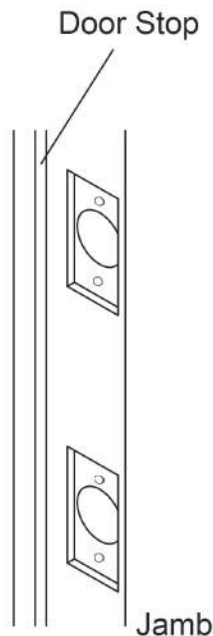
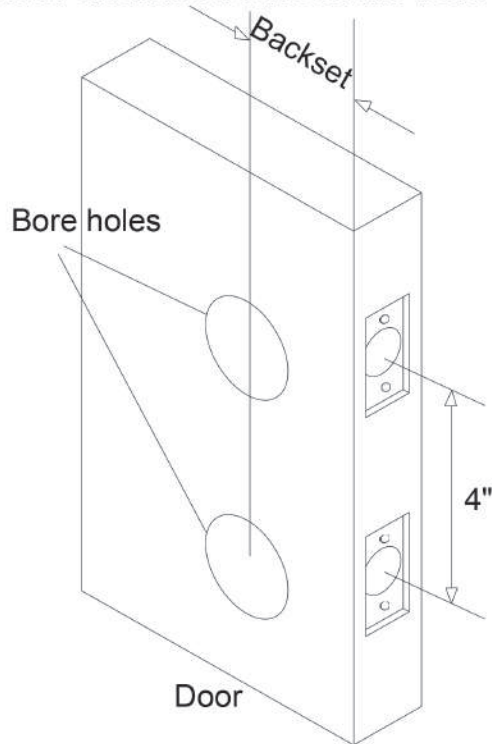


If handing needs to be changed, see **Addendum A** (Page 19) & **Addendum C** (page 21).



# Door Preparation

Prepare door and jamb per template provided. Backset is for 2 <sup>3</sup>/<sub>8</sub>" or 2 <sup>3</sup>/<sub>4</sub>". The backset is the dimension from the edge of the door to centerline of the lock. This lock requires a 4" center to center distance between the bore holes.



## IMPORTANT:

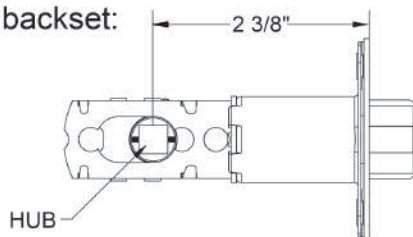
Door stop is where the door will stop when normally operated. Door stop includes any gasket, smoke seal, or bumpers. Position of strikes are to be measured from where the door actually stops. The deadbolt, when thrown, cannot have any interference with the deadbolt strike. If there is any interference, the strike and armor plate need to be adjusted for the lock to work properly.

## Step 1 Latch Bolt Preparation - Backset

Latch handing and backset need to match your door.

See below for setting backset. (See page 6 for backset information)

Latch bolt backset:



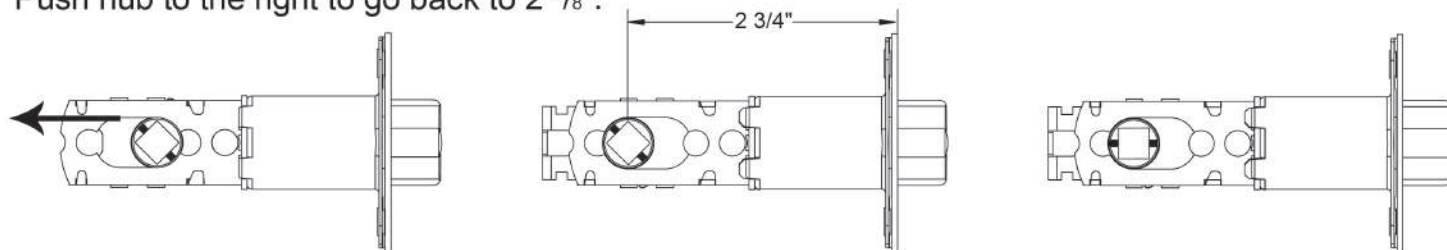
2 3/8" backset shown

In order to adjust from 2 3/8" to 2 3/4" rotate hub on the diagonal as shown below.

Pull on the hub to extend to 2 3/4" in the direction noted by the arrow.

Rotate hub back to the square position (see latch bolt handing in step 2)

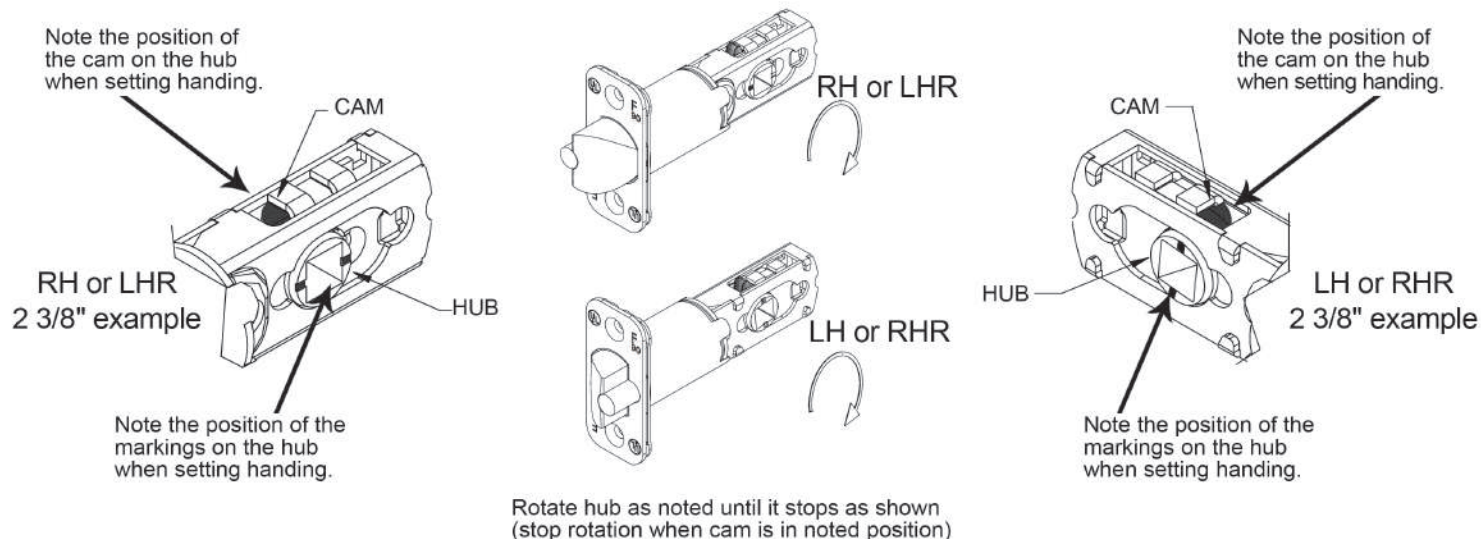
Push hub to the right to go back to 2 3/8".





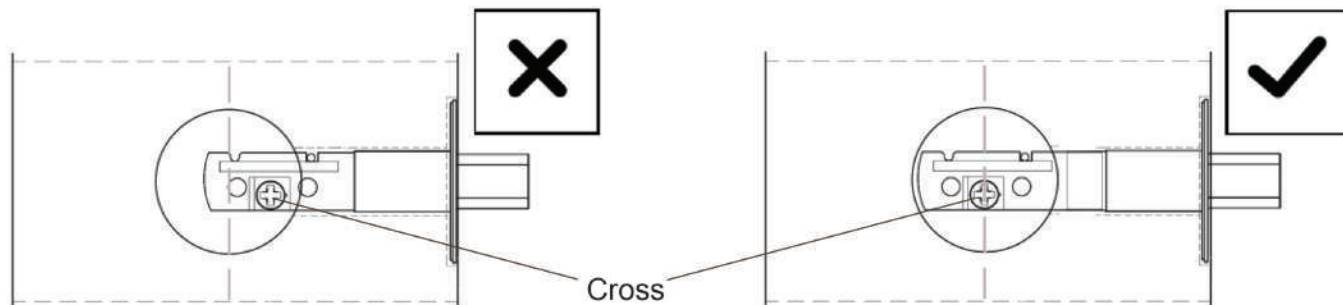
## Step 2 Latch Bolt Preparation - Handing

See below showing the hub orientation for the handing of your door  
- RH, LH, RHR, LHR. (See page 5 for door handing information.)



## Step 3 Deadbolt Preparation

Place the deadbolt in the door cutout and make sure the cross is centered. The backset is ordered as 2  $\frac{3}{8}$ " or 2  $\frac{3}{4}$ ". If the backset is incorrect, it will not function properly.

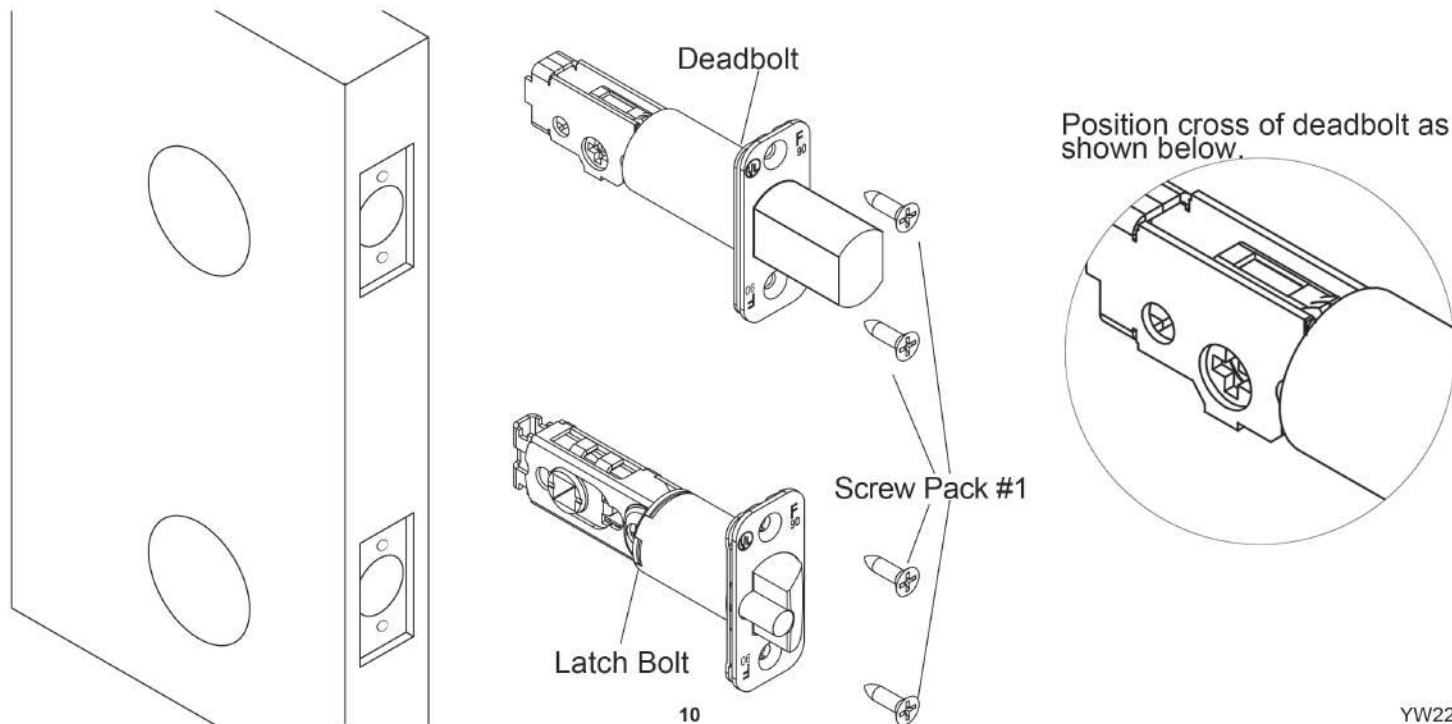


This is incorrect. The cross is not centered. You have the wrong backset on your deadbolt for your door cutout.

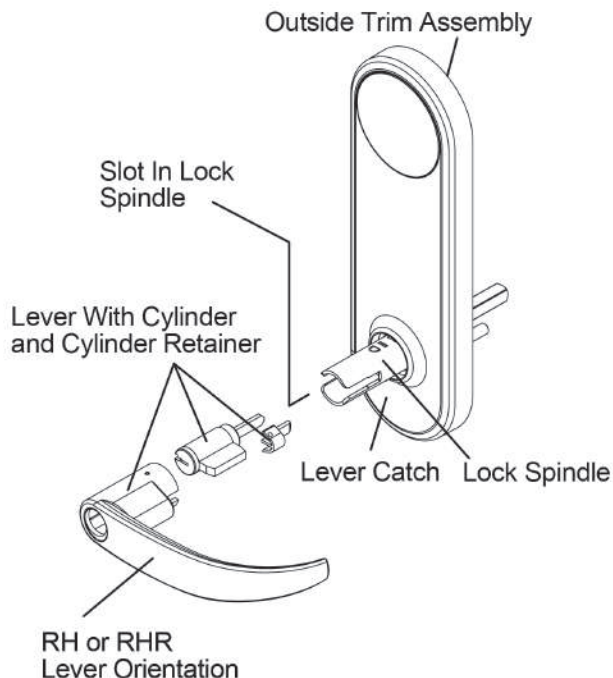
This is correct. The cross is centered in the door cutout.

## Step 4 Install Deadbolt And Latch Bolt

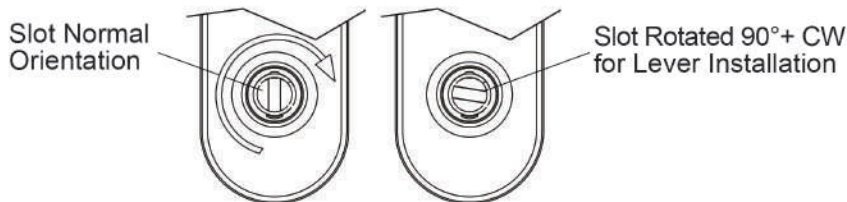
Extend deadbolt. Install deadbolt and latch bolt as shown (RH Shown). Push face plates flush to face of door edge, screw in the 4 screws. **Note: Do not tighten the screws at this step, tighten after testing in Step 10.**



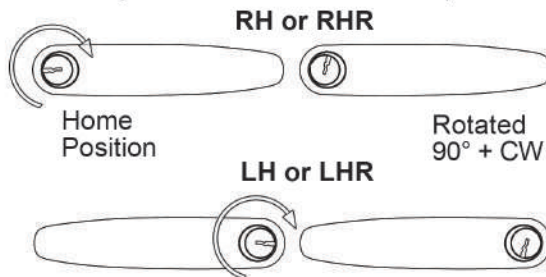
## Step 5 Install Outside Lever



- 1) Use a flat head screwdriver to rotate slot in spindle 90°+ clockwise (CW) until it stops



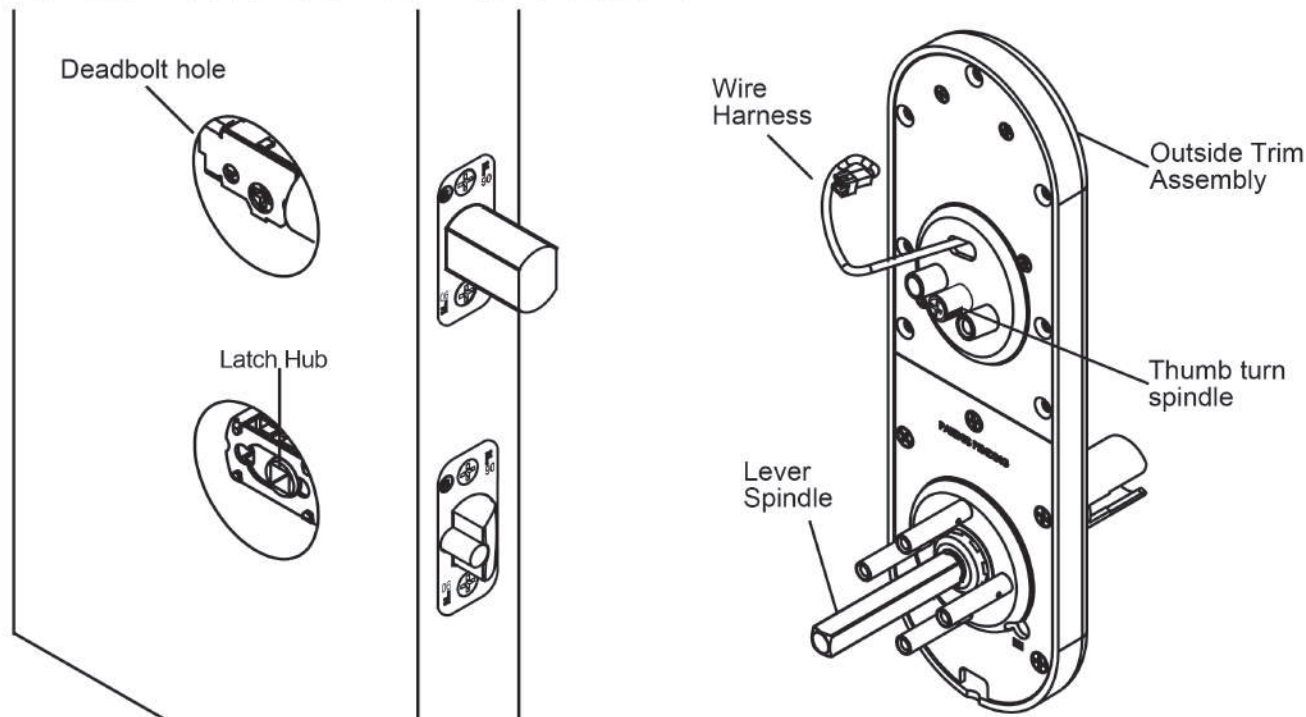
- 2) Insert key and rotate cylinder a little more than 90°+ clockwise (CW) (as much as you rotated the screwdriver).



- 3) With key inserted and rotated 90°+ CW, push lever onto the spindle on the outside trim assembly while slot is also rotated 90°+ CW. Lever catch is on the underside of lock spindle and lever should snap into place. Rotate keyway CW back to home position and pull out key. Pull lever to make sure lever is secure.

## Step 6 Install Outside Trim Assembly

Align outside trim assembly and install onto door face. Lever spindle goes through latch hub. Carefully guide wire harness through the deadbolt hole and over the deadbolt. Do not pull on wire harness. Position thumb turn spindle as shown.

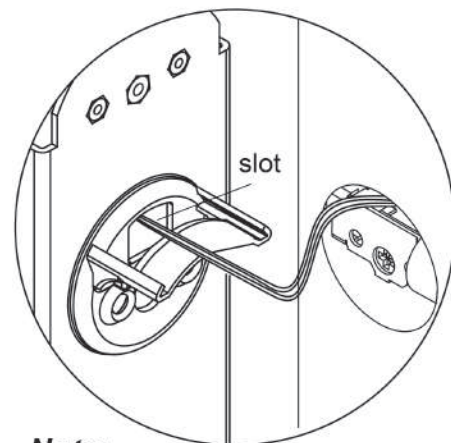
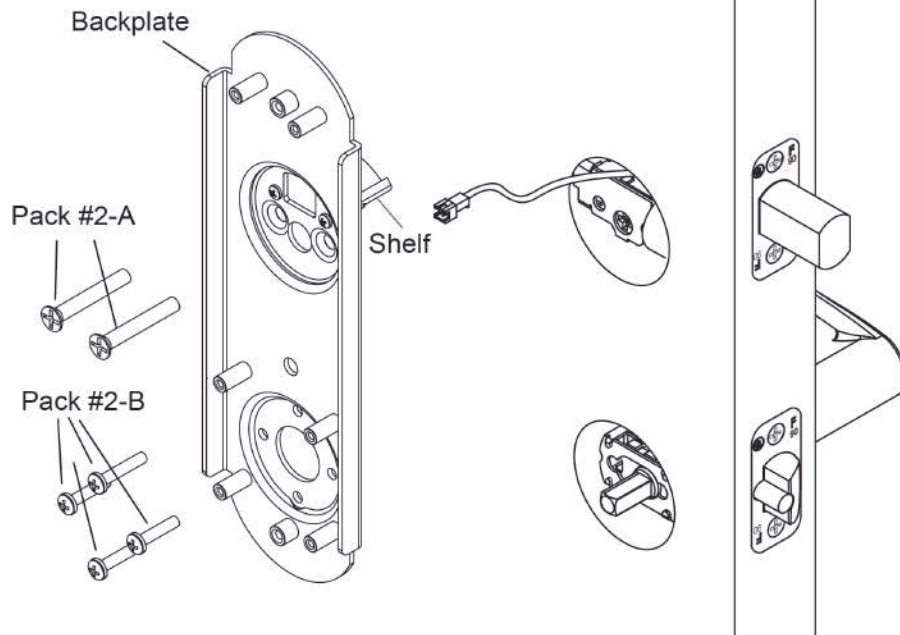




## Step 7 Install Backplate

Align backplate and install on the door. Guide the wire harness above the shelf on backplate and down through the slot. Secure top of backplate with 2 screws that go through the deadbolt body - do not tighten until all screws on the backplate are installed.

Secure bottom of backplate onto the outside trim with 4 screws.



**Note:**  
**Do Not Pull on Wire Harness**



## Step 8 Install Thumb Turn Tailpiece and Connect Battery Tray

Install thumb turn tailpiece as shown. Plug in connector from outside trim assembly into plug coming out of the back of the battery tray.

Battery Tray

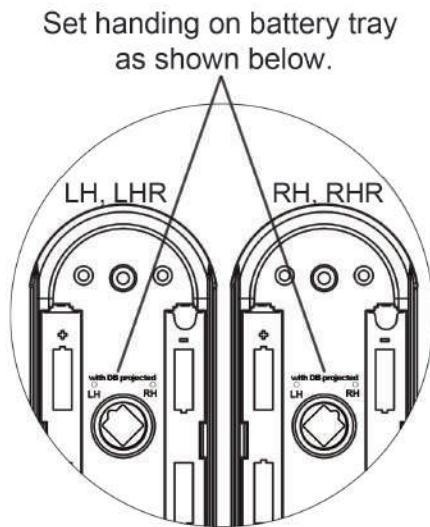
Connector

Thumb turn  
Tailpiece

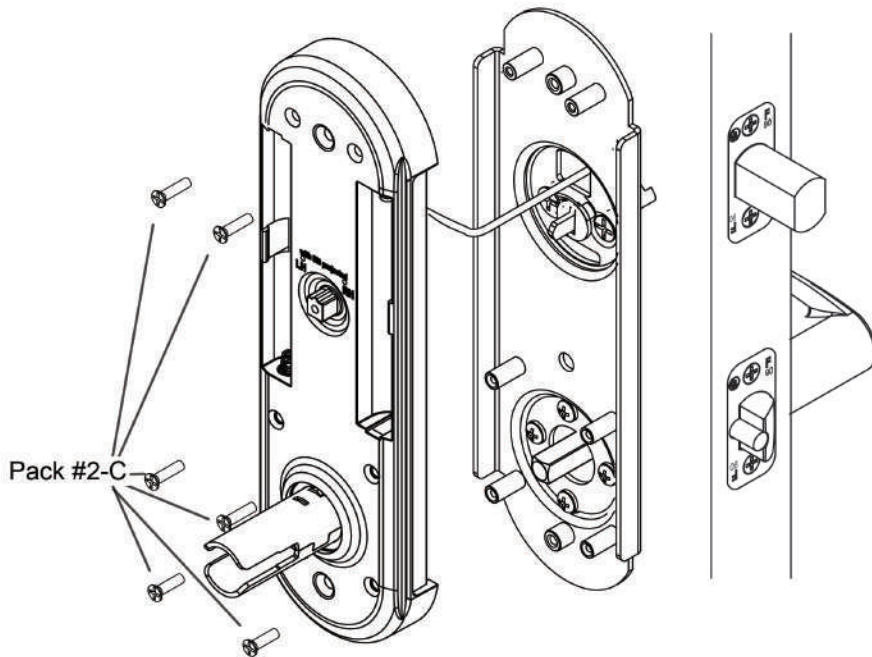
**Note: Make sure deadbolt is  
extended for installation**

## Step 9 Set Hanging On Battery Tray

Push excess wire into slot over the backplate. Set hanging on battery tray, push battery tray into place. Battery tray should sit flush without interference. Do not pinch wire harness. Secure battery tray with 6 screws.



**Note:** Ensure the deadbolt is extended and thumb turn spindle is installed.



## Step 10 Install Batteries

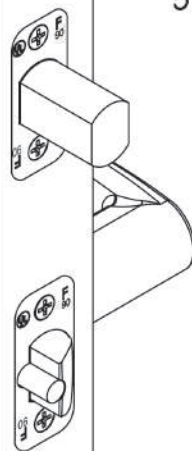
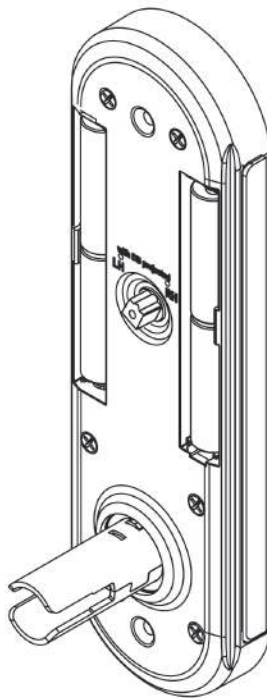
Install 4 AA-alkaline batteries supplied into battery tray. Use only alkaline batteries for the interconnected lock.

***Recommend the lock be tested for function at this step (do not shut the door):***

- 1- rotate the outside lever down- nothing should happen
- 2- insert the key and rotate 90° clockwise, rotate the outside lever down and the deadbolt and latch bolt should retract fully
- 3- rotate the key counterclockwise and pull the key out
- 4- rotate the outside lever up and the deadbolt should extend

***Deadbolt should extend and retract smoothly, if there is an issue and the deadbolt does not fully extend or retract or the operation is not smooth then go back to Step 7, try again, make sure everything is aligned and then proceed to this step.***

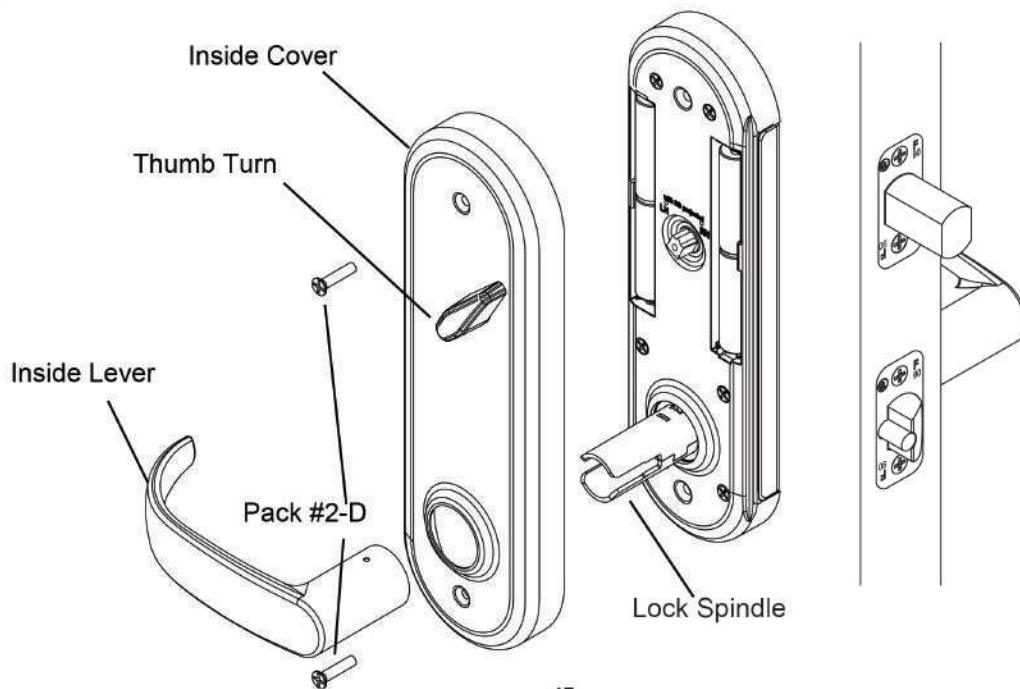
***If everything functions properly then tighten the latch bolt and deadbolt face plate screws.***



*When batteries are installed, you will hear the motor after approximately 5 seconds.*

## Step 11 Install Inside Cover And Lever

Place inside cover over battery tray. Make sure the thumb turn on the inside cover is properly aligned, align thumb turn until it falls into place without forcing it. Secure inside cover with 2 screws. Slide inside lever onto lock spindle. Lever catch is on the underside of lock spindle and lever should snap into place. Pull lever to make sure it is secured.



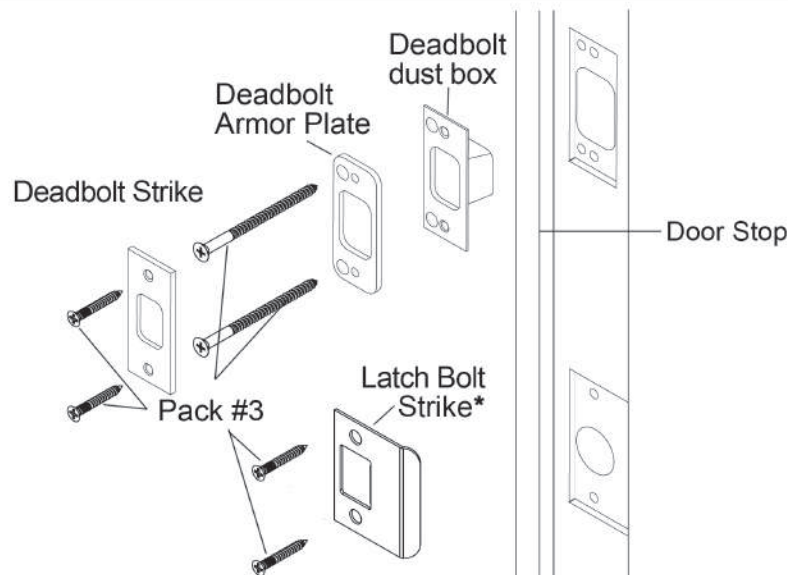


## Step 12 Install Strikes And Deadbolt Dust Box

Install deadbolt dust box, deadbolt armor plate, deadbolt strike, and latch bolt strike.

Secure with 6 screws.

*The door stop is where the door will stop when normally operated. Stop includes any gasket, smoke seal or bumpers. Positions of strikes are to be measured from where the door actually stops. The deadbolt, when thrown, cannot have any interference with deadbolt strike. If there is any interference, strike and armor plate need to be adjusted for the lock to work properly.*



### IMPORTANT:

Make sure the lock operates properly before closing the door. From inside, rotating the lever down should retract the latch bolt and deadbolt, lifting the inside lever up should extend the deadbolt. Use the mechanical key on the outside, rotate the key clockwise until it stops, a little more than 90°, rotate the lever down and it should retract both bolts. If the deadbolt is not extending or retracting fully or the action is not smooth, then go back to Step 7 and re-align the backplate. Once you've adjusted the lock and re-tested the lock then close the door (from the inside) and check strike alignment. Use the inside lever and lift up, the deadbolt should extend into the strike without interference, rotate the inside lever down and it should retract the latch bolt and strike bolt. Turn the thumb turn on the inside and check to ensure the deadbolt has no interference or binding. If the deadbolt is not extending, has interference, or is binding then re-align the strikes and/or check the strike cutout to ensure it is according to the template.

**Note:** Once you program your lock you can use the electronic features to open the lock from the outside.

\* Choose the correct latch bolt strike plate to fit the door preparation.

## Addendum A Change Handing Information

If handing needs to be changed from Right Hand to Left Hand (or Left Hand to Right Hand), handing must be changed on outside trim assembly and inside assembly. This entails changing a socket head screw on the back of outside trim assembly. Also, latch bolt, levers and battery tray need to be handed correctly

See:

**Addendum B** to remove and adjust levers

**Step 2** (Latch Bolt Preparation-Handing) to adjust handing on the latch bolt

**Addendum C** (Handing Outside Trim Assembly) to change handing on the outside trim

**Step 9** (Set Handing On Battery Tray) to set handing on the battery tray assembly

If handing needs to be changed from Right Hand to Right Hand Reverse (or Left Hand to Left Hand Reverse), only the latch bolt orientation needs to be changed.

**See Step 2** (Latch Bolt Preparation-Handing) to adjust handing on the latch bolt



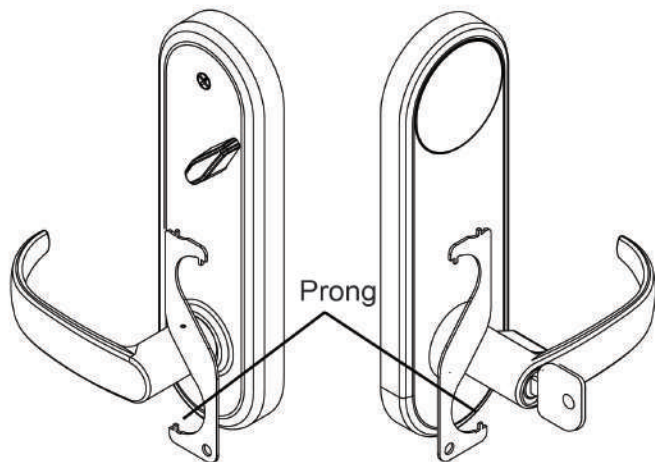


## Addendum B Removing Levers

### Remove Inside Lever

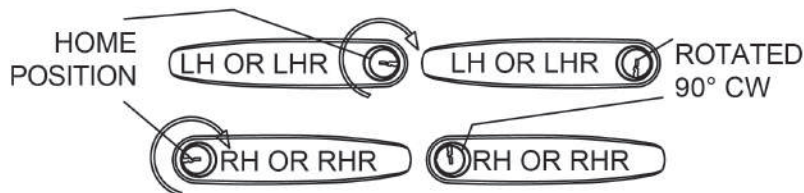
1) Insert prong on lever removal tool in the hole on underside of the lever.

2) Lift up the lever removal tool to depress the lever catch and pull the lever off.



### Remove Outside Lever

1) Insert the mechanical key and rotate it 90° clockwise.



2) Insert prong on lever removal tool in the hole on the underside of the lever.

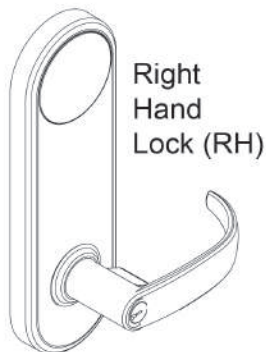
3) Lift up the lever removal tool to depress the lever catch and pull the lever off.

## Addendum C Handing Outside Trim Assembly

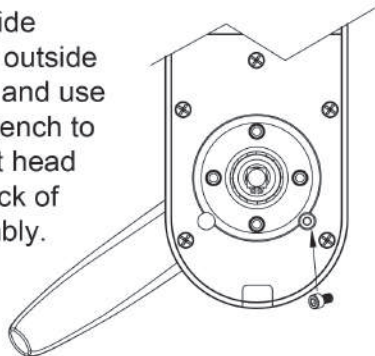
The lock is ordered handed. The outside trim assembly is handed. If you ordered incorrectly, you can change the Outside Trim Assembly handing.

For this example, we will be changing the handing of a right hand lock to a left hand lock.

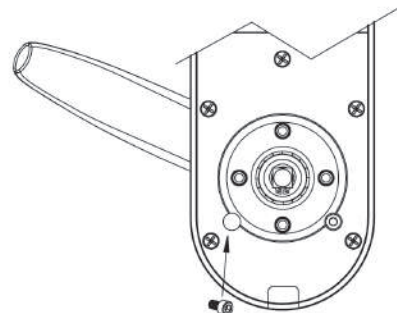
- 1) RH lever shown  
(BEFORE changing the  
handing)



- 2) Rotate outside  
lever down on outside  
trim assembly and use  
a 7/64" hex wrench to  
remove socket head  
screw from back of  
outside assembly.



- 3) To change handing,  
rotate outside lever  
up and install socket  
head screw into the  
threaded hole on the left  
side of lock assembly



- 4) LH lever shown (AFTER  
changing the handing)

Note: Be sure to change lever  
to new handing. See Install  
Outside Lever (Step 5) for  
more information.



# Exploded View Of Lock

## 4" Right Hand with Full Lip Latch Bolt Strike\* Shown

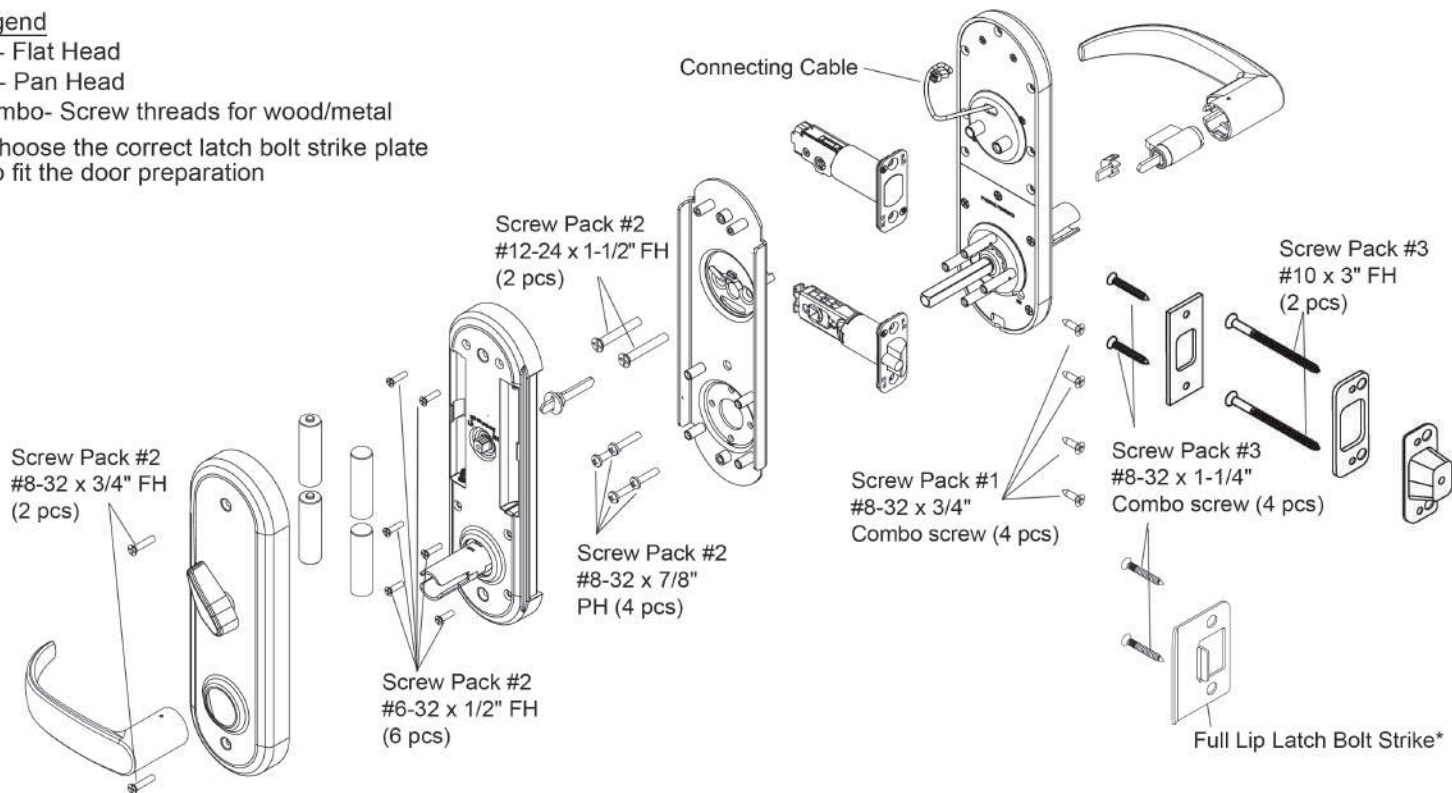
### Legend

FH- Flat Head

PH- Pan Head

Combo- Screw threads for wood/metal

\* Choose the correct latch bolt strike plate to fit the door preparation



PROBLEM	CAUSE	SOLUTION
Keypad does not light up.	Batteries are dead.	Replace batteries by removing back cover.
	Time-out after credential error.	Please reach out to support@latch.com
	Not fully plugged in wires or pinched wires.	Check wire connection.
Latch bolt retracts when lever is rotated up, not down	Hub on latch bolt was not installed correctly.	Take lock off door and re-adjust latch bolt (Step 2)
Rotate outside lever up will not extend deadbolt.	Deadbolt was not extended during installation.	Remove inside lever, back cover, and battery tray, extend deadbolt and re-install parts. (Step 8)
Key will not come out of lever after installation.	Handing on outside assembly was not properly set.	Take lock off door. Adjust handing on outside assy (See Addendum C), re-install parts. (Step 4)
Outside lever retracts deadbolt and latch bolt without a key, or proper credential.	Key cylinder was not installed correctly.	Use lever removal tool to remove lever and re-install cylinder correctly. (Step 5)
Deadbolt binds or does not fully extend.	Handing on outside assembly was not properly set.	Take lock off door. Adjust handing on outside trim assy (See Addendum C), re-install parts. (Step 4)
	Strike & Armor Plate are not aligned.	Adjust strikes. (Step 12)

VISIT ***WWW.TOWNSTEEL.COM*** FOR MORE INFORMATION.

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