

PK.1241

### Congratulations!

With your purchase of your Full Dummy Set, you're among a group of discerning individuals who know the intrinsic value of selecting the finest—Baldwin.

Our step-by-step installation instructions will help guide you through your project quickly and easily.

Before you begin your installation, read and understand the installation instructions. If you have any questions, please do not hesitate to contact our Baldwin Consumer Help Line at 1-800-566-1986. We're here to help! We thank you for your purchase and wish you the fullest enjoyment of your Baldwin product.

## Installation Instructions ENGLISH

### MECHANICAL CONVERSION KIT FOR EMERGENCY EXIT DUMMY TRIMS



Blakely™



5360

Manchester®



5350

Stonegate®



5355

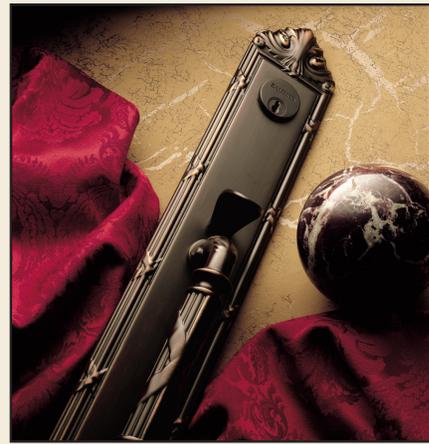
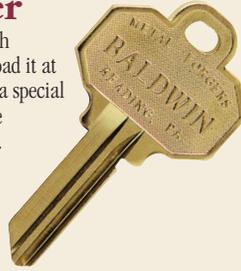
Tahoe



5340

### Complimentary Baldwin Security Test and Rebate Offer

Be assured that your home is safe and secure with Baldwin's Security Test. To get yours free, download it at [www.baldwinhardware.com/security](http://www.baldwinhardware.com/security) and receive a special online rebate offer. Or write to Baldwin Hardware Corporation, P.O. Box 15048, Reading, PA 19612.



### Remember Baldwin

With the completion of your project, remember that Baldwin quality hardware and giftware products are available for all your decorating and remodeling needs. Matching entrance sets for exterior doors, beautiful bath accessories, and a complete selection of cabinet and door-enhancing hardware are all available from your Baldwin retailer.

To request a product brochure or the name of a retailer near you, call 1-800-566-1986.



Baldwin offers a vast array of exceptional solid brass products to elegantly enhance all areas of the home. Each collection features a wide variety of beautiful, high-fashion finishes. From locking products to lighting and bath accessories, Baldwin provides the discriminating decorator with numerous options to accent and complement the home's ambience with distinction, taste, and fine detail.

PK.1241  
02/04/03

[www.baldwinstyleguide.com](http://www.baldwinstyleguide.com)

PK.1241

# 1 Before You Begin

- Follow the step-by-step sequence to ensure proper operation of your Baldwin lockset.
- We recommend spreading cardboard over the floor to prevent scratching parts or floor.
- Always wear protective eyewear.

**Note:** The illustrations in these instructions depict the outside handle being installed on the right of the door. For installation of the outside handle on the left of the door, proceed as if all illustrations were reversed.

## Required Tools



Protective Eyewear



Phillips Screwdriver



Flat Head Screwdriver



Pliers

## Helpful Tools



Putty Knife

## Conversion Kit Parts

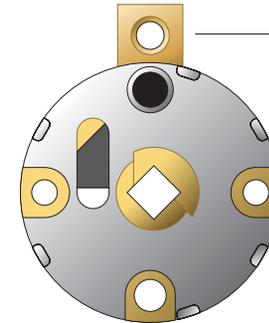
Verify that you have all parts pictured below. If parts are missing, please call the Baldwin Consumer Help Line at 1-800-566-1986.



Thumbpiece



Thumbpiece  
(Tahoe version only)



Thumblift Cartridge

**Note:**

Cartridge may or may not have a flange. This will not affect assembly or operation.



(2) #10-32 x 1/4"  
Truss Head Screws



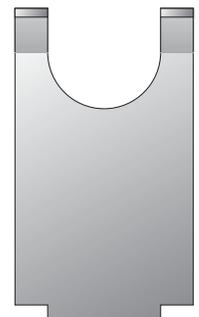
(2) #6-32 x 7/16"  
Flat Head Screws



Lower Post

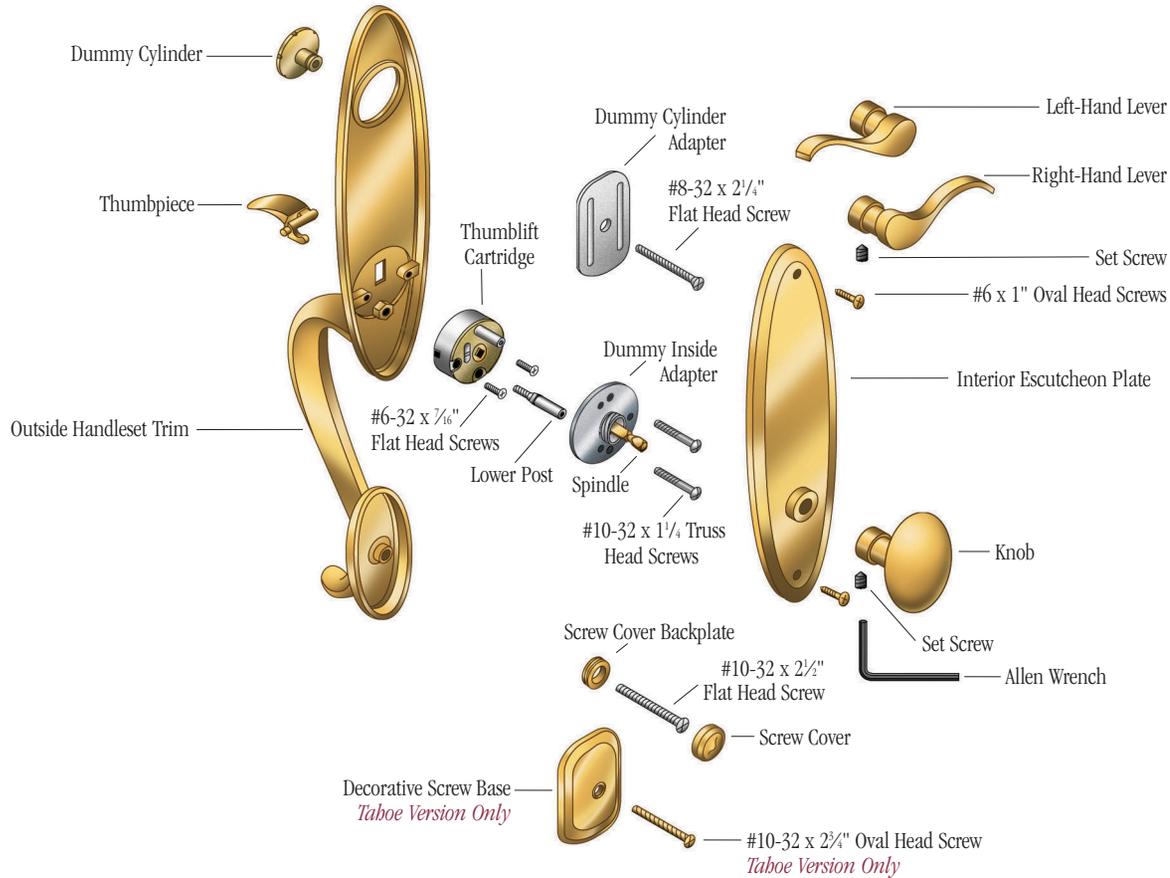


Allen Wrench



Rose Retainer Wrench  
(Tahoe version only)

## Exploded View



## Troubleshooting Guide

Problem	Solution
Knob or lever keeps coming off the spindle.	Ensure that set screw on knob or lever is installed in V groove on spindle and securely tightened with Allen wrench provided. Refer to handleset installation step 5.

## Care and Maintenance

**WARNING:** Do not attempt to clean your hardware with any type of abrasive cleaners, solvents, or chemicals. These types of cleaning agents may mar the finish. A damp cloth is all that is necessary to wipe clean.

**Note:** Finish Number 102, Oil-Rubbed Bronze, can be cleaned with light machine oil and wiped with a dry cloth.

## Consumer Help Line 1-800-566-1986

Hours: 6 a.m. to Midnight C.S.T.—7 days a week  
 If you have trouble installing your Baldwin product, feel free to call our toll-free Consumer Help Line.

©Baldwin Hardware Corporation - A Masco Company  
 P.O. Box 15048, Reading, PA 19612

[www.baldwinhardware.com](http://www.baldwinhardware.com)

## 2 Remove Handleset from Door



**1** Loosen the set screw using the Allen wrench provided. Remove the knob or lever from the spindle.



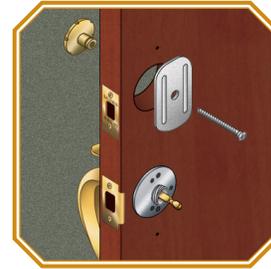
**2** Unscrew the 1" round screw cover from its base.

**Note:** If you have a Tahoe design, do not remove the lower #10-32 x 2 1/4" oval head screw at this time.



**3** Remove the screws securing the interior escutcheon plate and remove escutcheon plate. Put the escutcheon and screws to the side for reassembly later in the installation.

**Note:** The shape of the emergency exit cartridge may be oval or rectangular depending on the trim style you own. If the emergency exit cartridge is oval, only two screws are used to secure the trim plate versus four screws for rectangular cartridges.



**4** Remove the #8-32 x 2 1/4" flat head screw securing the dummy cylinder adapter to the dummy cylinder. Put the dummy cylinder adapter, dummy cylinder and screw to the side for reassembly later in the installation.



**5** Remove the #10-32 x 1 1/4" truss head screws securing the inside adapter. Remove inside adapter. Discard the adapter and screws.

### Blakely, Manchester, Stonegate



**6a** Supporting the handleset with one hand, unscrew and remove the lower #10-32 x 2 1/2" flat head screw and screw cover backplate. Remove the handleset.

### Tahoe



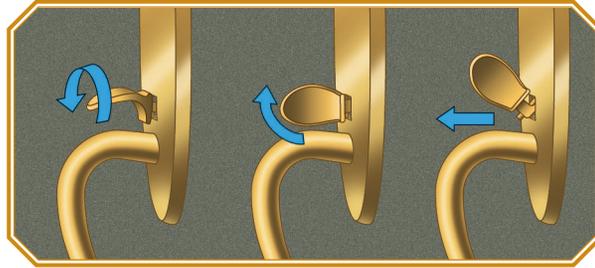
**6b** Supporting the handleset with one hand, unscrew and remove the lower #10-32 x 2 1/4" oval head screw and screw cover backplate. Remove the handleset.

### 3 Replace the Thumblift Assembly

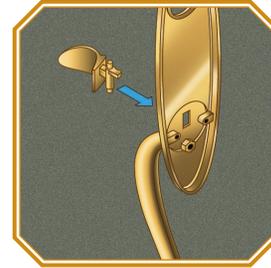
The next steps should be performed on a padded surface such as a towel or blanket to prevent damage to your handleset's finish.



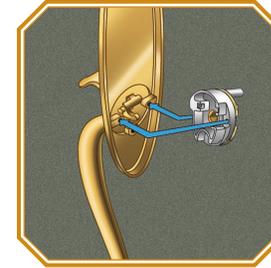
**1** Remove the #6-32 x 7/16" flat head screws that secure the thumblift cartridge to the handleset. Discard the cartridge and the screws.



**2** Remove the thumbpiece and discard it.  
**Helpful Hint:** The thumbpiece cannot be pulled directly out. Instead, it must be turned from a horizontal to a vertical position and then angled to allow the lugs to fit through the slot in the handle.



**3** Insert the new thumbpiece into the handleset.  
**Helpful Hint:** The new thumbpiece cannot be inserted directly into the handleset. Just reverse the steps followed to remove the old thumbpiece.



**4** Position the new thumblift cartridge against the handleset, making sure the lugs on the thumbpiece seat into the pockets in the cartridge.



**5** Locate the new thumblift cartridge over the screw posts and secure it with the new 6-32 x 7/16" flat head screws provided. The post on the cartridge should be at the top, and the face of the cartridge should be flush with the surface of the handleset.  
**Caution:** These screws should be "hand tightened" only — do not use a power tool!



**6** Screw the lower post into the threaded hole at the bottom of the thumblift cartridge and tighten.

## 4 Handleset Installation

Blakely, Manchester, Stonegate



**1a** Attach bottom of outside handleset by inserting the #10-32 x 2½" flat head screw on inside of door through screw cover backplate, lower hole, and into outside handleset. Leave screw loose for later adjustment.

Tahoe



**1b** Attach handle by inserting the #10-32 x 2¾" oval head screw on inside of door through screw base and the lower hole. Leave screw loose for adjustment.



**2** Place the new dummy inside adapter on the door, aligning the holes in adapter with posts on outside handleset. Secure with two new #10-32 x 1¼" truss head screws.



**3** Place dummy cylinder through the cylinder hole in the top of handleset. Thread #8-32 x 2¼" flat head screw through the dummy cylinder adapter and into the dummy cylinder. Tighten all screws.

**Tahoe**

Tighten the #10-32 x 2¾" screw to secure the decorative screw base.



**4** Attach inside trim with the two #6 x 1" oval head screws.



**5** Slide knob/lever onto dummy inside adapter and tighten set screw with Allen wrench. Position knob/lever with set screw down and toward hinges. Knob/lever is secured when set screw enters V groove in spindle.

Blakely, Manchester, Stonegate



**6** Tighten the #10-32 x 2½" screw. Screw on the 1" round screw cover to the screw cover backplate.