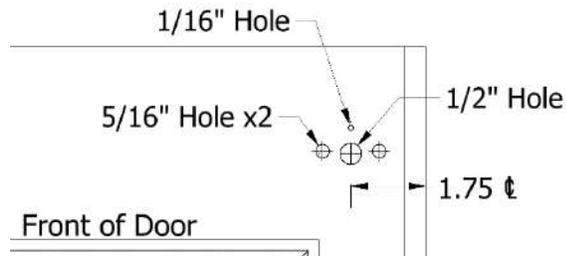
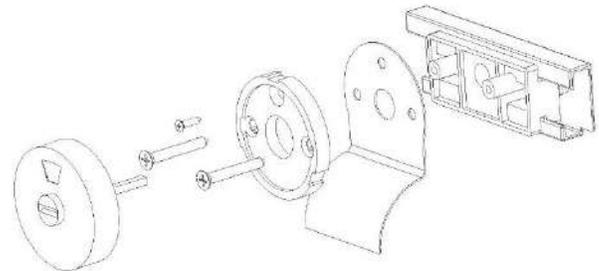


Occupancy Indicator Latch – Installation Instructions



1. Place Template sticker on door with the center of the largest hole being approximately 1-3/4" from the edge of the door. With template in place drill holes completely through the door with the correct sized bits (1/2" & 5/16"). *On fire rated material it is strongly recommended to use a smaller bit for starter holes which will make process easier.*

2. While holding the handle behind the round, black, plastic attachment piece, use the longer countersunk screws provided to secure them through the door and into the black plastic holes in the slide latch on the other side.



3. Drill a small hole into the top screw hole in the front facing round black piece and secure with the small countersunk screw.
4. Place the square pin into the back of the indicator circle and be sure the Red indication color is in the proper position to appear when the latch is in the closed position.
5. Slide the square pin through the large center hole and into the slide latch on the other side.
6. Make sure the indicator circle is secured with the small tabs over the black plastic piece.
7. With the remaining two screws, place the keeper on the adjacent surface and position so that the slide latch can engage once it has rotated the indication into the red position on the front of the door.