



Forme Fixa Fitting Instructions

Forme Fixa

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For best results when fixing Forme Fixa levers, follow these instructions.

1. Insert the spindle through the spindle hole in the latch with the cut-out groove of the spindle facing down. You **must** ensure that it is central in the latch, with the same length of spindle either side of the door.
Expert Tip - At this point, with a permanent marker, mark a line on the spindle both sides of the door, so at a later stage, you can ensure it remains central.
2. Thread the Fixa back plate over the spindle, as in photo below and hold it back to the door.
 - a. You **must** ensure the spindle is level and straight through latch to ensure precise fitting.
3. Prepare your screwdriver and screws.
Expert Tip - Hold a tri-square along the edge of the door and line the top of the tri-square up with the holes on the right and left of the Fixa back plate.
4. Put one screw into the bottom left screw hole of the Fixa plate.
5. Check the Fixa back plate is level again with the tri-square and then screw 2 more screws into the bottom right and top central holes.
6. Double check the spindle is still level and central in the door.
7. Repeat step 3 to 6 for the other side of the door – always ensuring the spindle is level through the latch.
8. Now do a test fit of the levers. Offer the levers up to the door, with the grub screws holes pointing down, and push the levers firmly onto the Fixa plates. Ensuring both levers are tight back against the door, try turning the levers down, and check that they spring back up well. In doing so, this will break out the metal locating guides from the centre of the Fixa plate. If you are happy that the levers are freely returning to the horizontal position, you can now pull the levers of the door, remove the pieces of metal fixing guide.
Expert Tip - If they are not springing back up to the horizontal position, you will need to adjust the position of the Fixa plates, as this would indicate that the plates are not fitted level on the door. This can be achieved by loosening 2 screws, then adding a temporary 4th screw in one of the horizontal fixing holes, to adjust that side of the plate up or down until level on the door, and level with the Fixa plate on the opposite side of the door.
9. Use a 5mm wide wood drill bit to drill a hole through the central left and right holes (horizontal with the spindle) on the Fixa plate, into the centre of the door. Repeat on the opposite side, so you can see through these bolt through fixing holes. You **must** ensure you drill straight and level, to avoid damaging the mortise latch/lock.
10. Insert the bolt through fixings through the holes and tighten firmly.

11. Take both levers and pre-thread the grub screw into the grub screw holes, ensuring grub screws are NOT cross threaded. These only need threading in a few turns, so as to make it easier on step 15. Grub screws usually have a red or blue strip of Thread Locker on them. If not, apply a small amount of medium strength thread locker to the thread.
12. Take one lever and place the top edge of the lever rose on to the Fixa rose and press the top edge back to the door.
13. Then apply strong pressure to the bottom edge of the rose with one hand and the front of the lever with other hand to push the lever back to the door.
14. Ensure the rose is fully back to the door – if not use the palm of your hand on the top of the stem of the lever to firmly punch the lever back to the door.
15. Check again that the spindle is the correct way round, and is central in the door then tighten up the grub screw into the fixed lever and apply pressure to ensure it is secure.
16. Repeat steps 12 to 15 for the second lever double checking there is no gap behind the rose of the levers. Levers must be held firmly together whilst the 2nd grub screw is tightened up, to ensure they do not work loose over time.

Test the levers are springing well.

