



## Millhouse Brass Levers Fitting Instructions – Standard Depth Rose

# Millhouse Brass Levers – Standard Depth Rose

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For best results when fixing Millhouse Brass levers with a standard 10mm Rose, 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. Loosen of the grub screws underneath both levers using the hex key provided. (Do not fully remove grub screws from levers as they can easily be lost)
3. Remove the outer roses of the levers. Insert the spindle into one handle up to the pre-marked line and tighten the grub screw.
4. Thread the other lever on to the spindle and push the two levers back firmly to the door.
5. Straighten up the levers to ensure they are level at the same height on both sides of the door.
  - a. You **must** ensure the levers are straight and level otherwise when drilling the holes for the bolt-through fixings in step 5, they will not be in line with the bolt-through holes in the latch.

Expert Tip - Hold a tri-square along the edge of the door and line the top of the tri-square up with the top of the rose on both handles.

6. Next drill the holes for the bolt-through fixings using the following steps.
  - a. Using a small thin spike, create a mark exactly where the two horizontal holes on the left and right (3 o'clock and 9 o'clock positions) of the inner rose are.
  - b. Remove both levers.
  - c. Prepare a drill with a 5mm wide drill bit.
  - d. Drill through the two marks created in step 5a. from one side of the door through and out the other side. You **must** drill straight and level through the door otherwise the door handles will be fitted twisted and will not operate properly.
7. Take both bolt-through fittings and remove the screws from the metal sleeve. Then put a screw through bolt holes on the left and right (3 o'clock and 9 o'clock positions) of the rose

on one lever. Then screw the metal sleeves, three or four turns on to the screws from the inside of the rose.

8. Thread this lever back on to the spindle and push back to the door, threading the bolt-through fixings through the pre drilled holes.
9. Now thread the remaining lever on to the spindle and push back to the door. Take the two remaining bolts and thread these through the holes on the left and right (3 o'clock and 9 o'clock positions) of the rose on this second lever, and twist into the sleeve.
10. Take two screwdrivers with a Phillips #1 head and screw the bolt-through screws tight through the door, so the levers are firmly secured to the door.
11. Now test the levers on the door to ensure the levers turn, smoothly retracting the latch and spring back again when released.
12. Next take the remaining six screws and use three in each rose. Use the screws in the top, bottom and one of the remaining holes.
13. Now tighten up the grub screws underneath each handle, using the hex key provided to secure the lever to the spindle.
14. Replace the outer roses onto the levers and carefully screw back to the door, ensuring the threads don't become cross threaded.