

Your Handle Type:

## Emtek Active



**1** Remove the handle from the door. Loosen the set screws while holding the spindle in place.



**2** Remove the snap ring and washer underneath.



**3** Remove the spring.



**4** Remove the stop washer and the additional washer.



**5** After detaching the escutcheon plate, remove the nylon washer sleeve from the handle and save.



**6** Place the nylon washer sleeve on the extension.



**7** Attach the escutcheon plate to the extension. Replace the first washer on the back.



**8** Replace the stop washer.



**9** Replace the spring.



**10** Replace the second washer. Add additional washers if needed.



**11** Reinstall the snap ring. If it doesn't fit, you may need to remove a washer.



**12** Attach the escutcheon plate to the door. Insert the **new spindle** until it meets resistance. Make sure that the spindle enters the door's bolt and rests against the end of the handle. Mark the spindle 1" longer than the end of the extension. Remove the spindle and cut it off on the mark. Slightly round the cut end. Now insert the cut end through the extension and into the door's bolt. The routed side of the split end should face the handle set screw. Finally, attach the handle and tighten the set screws.

## Optional Installation

**1** After installing the extension, remove the **outside** door handle and escutcheon plate.

**2** Loosen the set screw on the handle. Remove the short spindle and spring.

**3** Install the longer spindle into the extended door handle with the routed side of the split end facing the handle set screw. Make sure enough of the spindle remains to go through the door and reach the set screw on the **outside** handle. (The set screw on the extension may face the direction of the handle or face down.)

**4** Install the extended handle back onto the door and add the outside handle. Press them firmly together.

**5** Tighten the outside handle set screw and the extension screw. Make sure isn't too tight or in a bind.