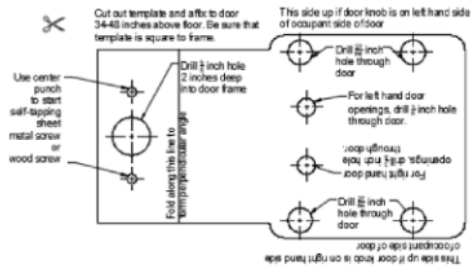


**Parts Included:**

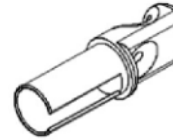
**Installation Templates (right and left)**



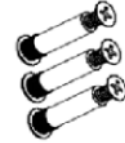
TeacherLock II Body



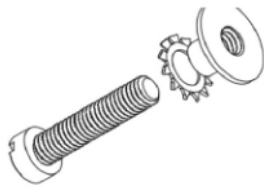
Activator



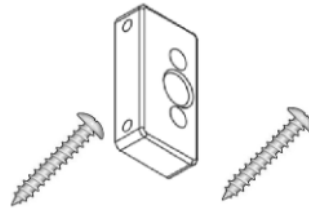
Architectural Sex Bolts



Fillister screw, toothed washer, insert nut



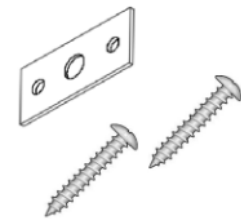
Universal Strike, Mounting screws



Shim Plate



Outside Plate and Screws



Outside door key (not shown for security purposes)

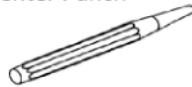


**Tools:**

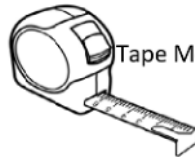
Cordless Drill



Center Punch



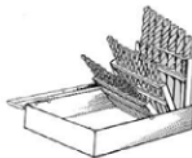
Tape Measure



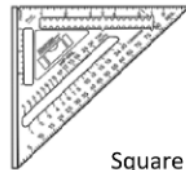
Phillips Head Screw Driver or Bit



Metal/Wood Drill Bits 3/8"



Square

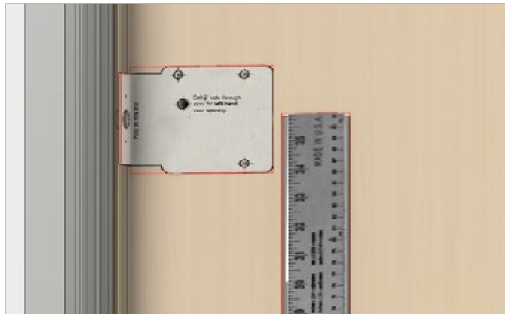


Hammer



\*Please note that certain building codes require a single-motion egress. TeacherlockII should be mounted directly below the door lever so that the door's lever engages the TeacherLock Shark Fin during its last few degrees of rotation. Care must be taken to make sure that TeacherLock does not impair the door's normal function of retracting the latch. Ideally, the latch should be FULLY retracted before the lever hits the shark fin. In the remaining few degrees of rotation, the door's lever moves the shark fin to disengage the TeacherLock bolt. **FOR IN-SWING INSTALLATIONS, PLEASE SEE IN-SWING INSTRUCTIONS BEFORE DRILLING HOLES!**

## STEP 1



### (PLEASE SEE IN-SWING INSTRUCTIONS FOR INWARD-SWING DOORS BEFORE DRILLING HOLES IN THE DOOR!)

Rotate the door's lever until the door's latch retracts enough to open the door. Holding the lever in position, and with a fully extended TeacherLock bolt, move Teacherlock up the door frame until the black shark-fin bumps the lever and moves AT LEAST ½ INCH thereby unlocking the TeacherLock Bolt. This is your mounting location. Ideally, the bolt should be 1/8 inch from door's frame.

Mark the location of the lock on the door.

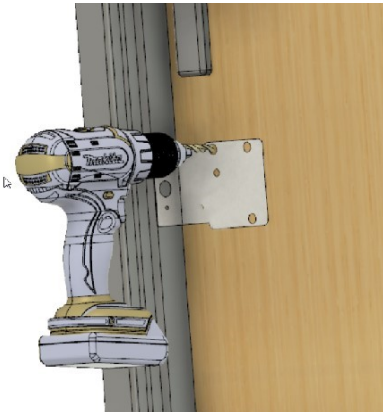
Please note that the adjustable shark fin may be moved left or right to fit the door's lever. Ideally, only the last few degrees of rotation of the door lever are needed to unlock TeacherLock.

For ADA Compliance, the TeacherLock Universal Strike Block should be mounted at least 34 inches above the floor.

Align the template with marks made from the previous step. Mark the location of the holes to be drilled with a punch.

Please make sure that the template is square to the door frame.

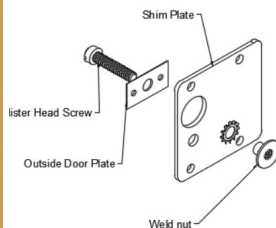
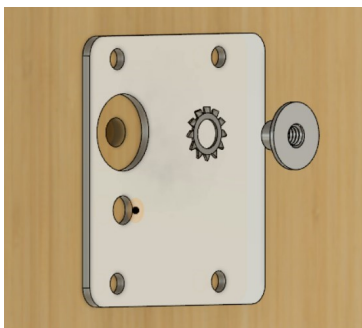
## STEP 2 - Drill 4—3/8 inch holes



From the occupancy side: Drill 4 holes as indicated through the door using a pilot drill, then a 3/8 inch drill bit. Please take extra care to drill square and level through the door! Three holes are for mounting, one hole is for the emergency key. It is advisable to use painters tape or a backer board on the opposite side of a wood door to minimize chips from the drill bit.

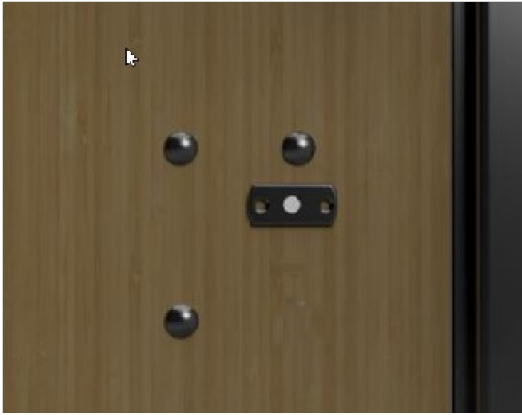
Please see in-swing instructions for mounting template on in-swing doors.

## Step 3 — Assemble Fillister Head Screw, Weld Nut, Outside Door Plate and Toothed Lock Washer.



Assemble weld nut and toothed washer with outside door plate and fillister head screw. **Please be sure to use the outside door key during the lock assembly process to make sure that the outside keyhole is aligned with the door lock.** If needed, a 1/2- to 5/8 inch counter-bore can be drilled on the inside where the insert nut is mounted. This will allow for alignment of the emergency key with the door lock.

#### Step 4



Affix the outside key plate with two #8 self drilling screws.

A fillister slotted head screw and toothed lock washer weld nut have been provided for inserting into the outside door keyhole. This screw must be removed for emergency access to the outside keyhole. Life safety codes suggest that no holes are left in a fire door assembly. Holes in listed fire doors must be filled with a steel fastener. Insert the Slotted Head Fillister screw and fasten to the Insert Nut in step 3.

This will hold the insert nut in place while installing the TeacherLock. Insert the barrel portion of the three (3) Architectural Binding Bolts into the 3/8 inch holes from the outside of the door. They may need to be tapped in with a hammer. The knurled end of the Architectural Bolt should fit snugly into door.

#### Step 5



Insert supplied Shim Plate between door and Body of TeacherLock and mount TeacherLock to the door using supplied fasteners.

#### Step 6



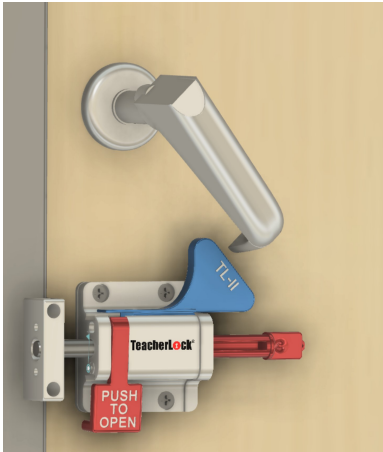
Align Universal Strike on door frame with bolt in the extended position. Mark position and attach to frame using supplied hardware. Use two(2) #10 self - drilling screws for metal door frames or 3" wood screws for wood door frame. For inwardly swinging doors please see inswing mount instructions.

## IN-SWING INSTRUCTIONS

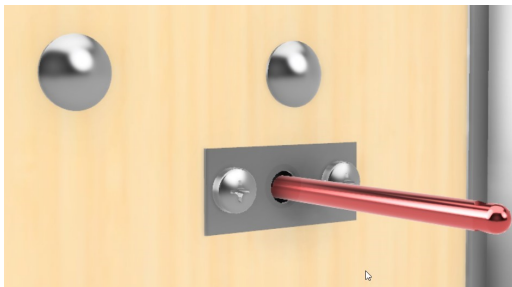


The universal strike block is used for inward and out-ward swinging doors. The universal strike block may be oriented on the outside of the frame where the frame is in a flush orientation with the door. In this case, the TeacherLock will need to be mounted on the door 1/2 inch closer to the door frame. Please see template for correct orientation. Always perform a fit test before installing screws by extending the bolt into the locked position and orienting the lock and the strike. Use the counter sink holes in the orientation as shown to insert and affix screws to the frame. Use two(2) #10 self drilling screws for metal door frames or 3" wood screws for wood door frame.

## STEP 7

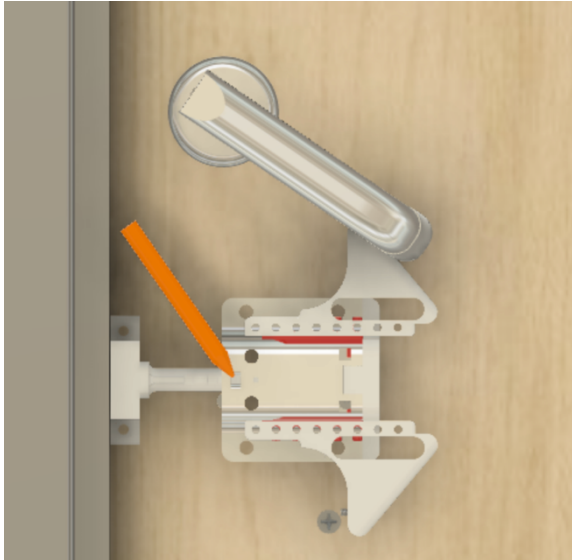


Test for smooth functioning.



Test for outdoor key function. The key should slide smoothly through hole and may need to be rotated into the correct position to push against the top of the lever, thereby disengaging the bolt. It is important to make sure that this hole is free of debris.

## TEACHERLOCK II JIG INSTRUCTIONS



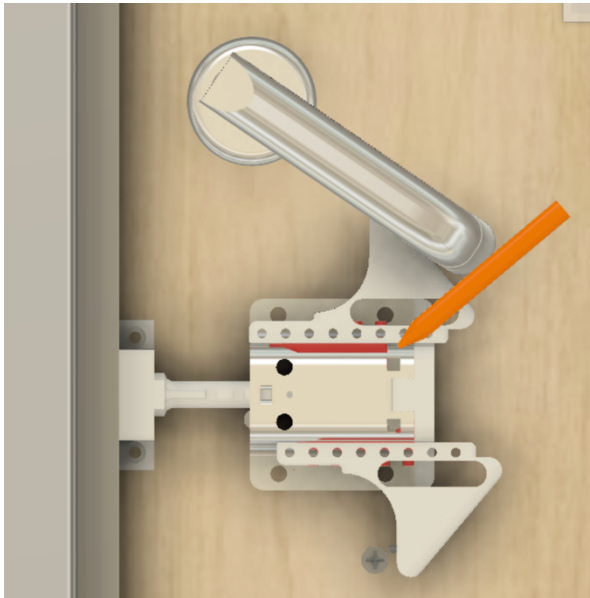
TeacherLock has designed a Jig which will make installation easy and repeatable from door to door.

### Step 1:

Set the jig to the standard bolt size as indicated by the number 3 in the window.

The Strike side of the jig has magnets in it, so attach it to the door frame.

Rotate the door's lever fully and slide the jig upwardly.



### Step 2:

As you are moving the jig upward, the door lever will move the sharkfin slider. Make sure that the dovetail clears the window as illustrated by the pencil. This assures that the dovetail has moved enough to disengage the lock. Mark your position on the door. Please note that the shark fin slider can be adjusted based on the radius and length of your particular door lever. You will also want to make sure that the door's

### Step 3:

Mark then drill four pilot holes through the four holes marked either "L" or "R" depending on door swing. Please note that not all holes are used. Only four holes are needed. 3 Mounting holes, and 1 hole for the emergency key. The pilot hole can be .25" in diameter. Use a 3/8" drill to finished holes.

### VERY IMPORTANT:

PLEASE MAKE SURE THAT YOU DRILL SQUARELY AND LEVEL THROUGH THE DOOR. We have provided a plastic drill guide for this purpose. Mount per instructions.

For technical support, please email: [info@teacherlock.com](mailto:info@teacherlock.com) Or call: 978-286-8855

For spare parts or additional keys, please visit our website at: [www.teacherlock.com](http://www.teacherlock.com)

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