

INSTALLATION INSTRUCTIONS

325 / 326 OUTSIDE ACCESS DEVICE

NOTES ON INSTALLATION

THIS OUTSIDE ACCESS DEVICE (OAD) PROVIDES LEVER / KNOB OPERATED LOCKING ENTRY WITH MASTER KEYING FACILITY.

THIS DEVICE IS SUITABLE FOR USE ON DOORS TOGETHER WITH **EXIDOR 200/300 SERIES** PANIC & EMERGENCY EXIT HARDWARE.

THIS DEVICE ALWAYS ALLOWS IMMEDIATE EXIT VIA THE PANIC / EMERGENCY EXIT HARDWARE REGARDLESS OF WHETHER THE OUTSIDE ACCESS DEVICE IS LOCKED OR UNLOCKED.

THIS DEVICE CAN BE FITTED AS PART OF THE INITIAL INSTALLATION OF THE PANIC / EMERGENCY EXIT HARDWARE OR RETROFITTED TO AN EXISTING INSTALLATION.

FOR DOUBLE DOOR INSTALLATIONS WITH REBATED MEETING STILES USED TOGETHER WITH DOUBLE DOOR PANIC / EMERGENCY EXIT SYSTEMS THE OAD MUST BE FITTED ON THE FIRST OPENING (LAST CLOSING) LEAF.

BEFORE INSTALLATION CHECK THAT BOTH THE FRAME AND DOOR ARE IN GOOD CONDITION, NOT TWISTED AND FREE FROM BINDING. ENSURE; THE DOOR IS HUNG ON SUITABLE HINGES, OPENS SMOOTHLY AND CLOSES SQUARE INTO THE FRAME.

THIS EQUIPMENT **MUST** BE FITTED BY A COMPETENT INSTALLER.

THESE INSTALLATION INSTRUCTIONS **MUST** BE SUPPLIED TO THE USER BY THE INSTALLER WHEN THE INSTALLATION IS COMPLETE.

IF THESE INSTALLATION INSTRUCTIONS ARE DISREGARDED NO RESPONSIBILITY CAN BE ACCEPTED BY THE MANUFACTURER.

OPERATION

TO **UNLOCK** THE DEVICE:

INSERT THE KEY, ROTATE CLOCKWISE ONE TURN AND REMOVE.

THE LEVER / KNOB WILL NOW OPERATE THE INSTALLED PANIC / EMERGENCY EXIT DEVICE ON THE INSIDE OF THE DOOR.

TO **LOCK** THE DEVICE:

INSERT THE KEY, ROTATE ANTI-CLOCKWISE ONE TURN AND REMOVE.

WHEN LOCKED THE OPERATION OF THE DEVICE IS DISENGAGED BUT THE LEVER / KNOB WILL MOVE FREELY.

PRODUCT OPTIONS

PRODUCT CODE	OPERATING ELEMENT (LEVER / KNOB)	CYLINDER SUPPLIED & FITTED (YES / NO)	*KEY RETENTION OPTION
325EC	LEVER	YES	NO
325EA	LEVER	NO	NO
326EC	KNOB	YES	NO
326EA	KNOB	NO	NO
325EC/RK	LEVER	YES	YES
325EA/RK	LEVER	NO	YES
326EC/RK	KNOB	YES	YES
326EA/RK	KNOB	NO	YES

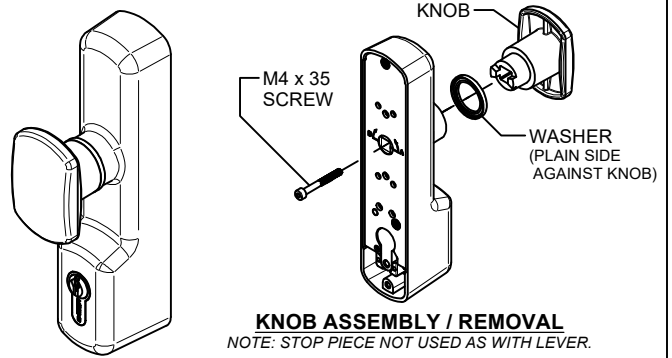
*KEY RETENTION PREVENTS THE KEY FROM BEING REMOVED WHEN DEVICE IS UNLOCKED.

DEVICE PREPARATION

A1

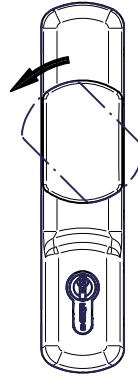
KNOB VERSION (326) - KNOB ASSEMBLY

- LOCATE THE **WASHER** ONTO THE BODY'S BOSS 'CUPPED' SIDE DOWN (PLAIN SIDE UP).
 - LOCATE THE **KNOB** ONTO THE SQUARE SHANK (IN BOSS).
 - USING 3mm HEX KEY SECURE WITH THE **M4 x 35 SCREW**.
- THE KNOB ROTATES 45° IN EITHER DIRECTION TO A STOP, TO SUIT EITHER LEFT OR RIGHT HAND DOORS.

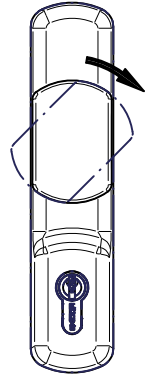


KNOB ASSEMBLY / REMOVAL

NOTE: STOP PIECE NOT USED AS WITH LEVER.



KNOB ACW ROTATION

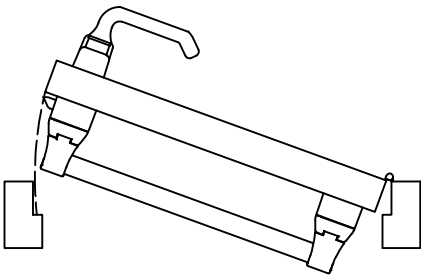


KNOB CW ROTATION

A2

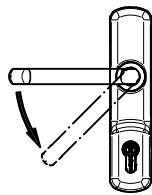
LEVER VERSION (325) - LEVER HANDING & ASSEMBLY

- FIT THE LEVER'S **STOP PIECE** INTO THE CORRECT APERTURE, TO SUIT THE DOOR HANDING.
- LOCATE THE **WASHER** ONTO THE BODY'S BOSS 'CUPPED' SIDE DOWN (PLAIN SIDE UP)
- LOCATE THE **LEVER** ONTO THE SQUARE SHANK (IN BOSS) IN THE CORRECT ORIENTATION, TO SUIT THE DOOR HANDING.
- SECURE LEVER TO DEVICE WITH THE SUPPLIED CAP HEAD **M4 x 35 SCREW**, USING 3mm HEX KEY.



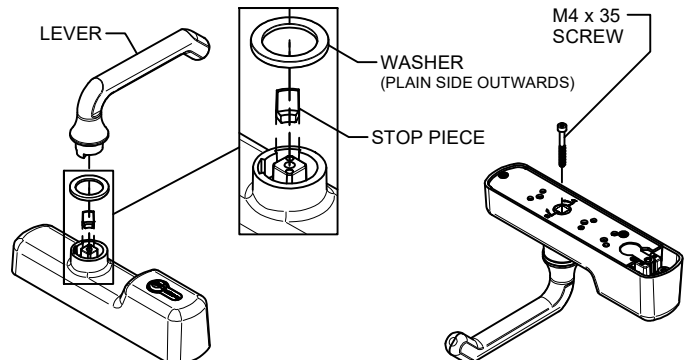
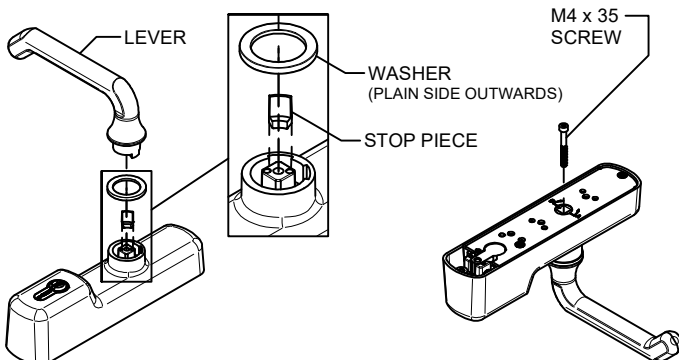
LH DOOR

(HINGED ON RIGHT, OPENING OUTWARDS, VIEWED FROM ABOVE)



RH DOOR

(HINGED ON LEFT, OPENING OUTWARDS, VIEWED FROM ABOVE)



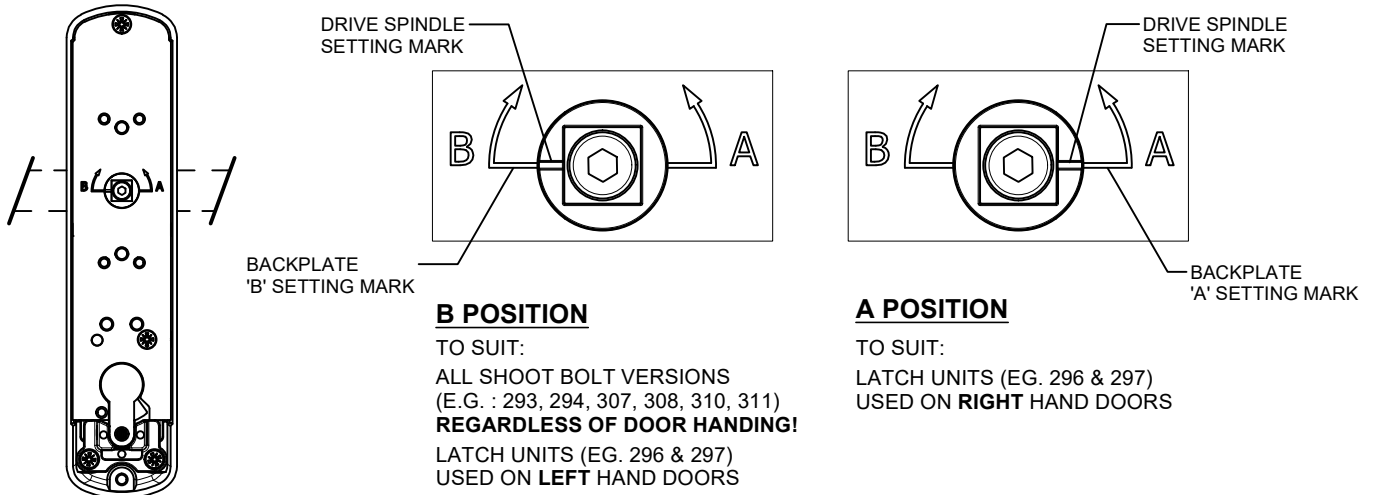
DEVICE PREPARATION

B

SETTING THE DRIVE SPINDLE HANDING

THE **DRIVE SPINDLE** MUST BE SET TO SUIT THE REQUIRED HANDING / TYPE OF EXIT DEVICE. REFER TO THE DIAGRAMS TO DETERMINE THE REQUIRED POSITION. FOLLOW THE PROCEDURE BELOW TO SET THE POSITION.

1. SELECT THE REQUIRED POSITION A OR B (SEE DIAGRAMS).
2. ENSURE DEVICE IS UNLOCKED. ORIENTATE THE UNIT SO YOU ARE LOOKING AT THE BACK.
2. USING THE SQUARE END OF THE SUPPLIED SPINDLE (IN SCREW PACK):
TURN THE **DRIVE SPINDLE** TO THE REQUIRED START POSITION (A OR B)
ALIGN THE SETTING MARK ON THE **DRIVE SPINDLE** WITH THE CORRECT SETTING MARK ON THE BACKPLATE.
3. OPERATE THE **LEVER** TO CHECK ROTATION. THE **DRIVE SPINDLE** SHOULD ROTATE IN THE DIRECTION OF THE RELEVANT ARROW. RE-SET THE **DRIVE SPINDLE** TO ITS START POSITION (AS IN STEP 2)



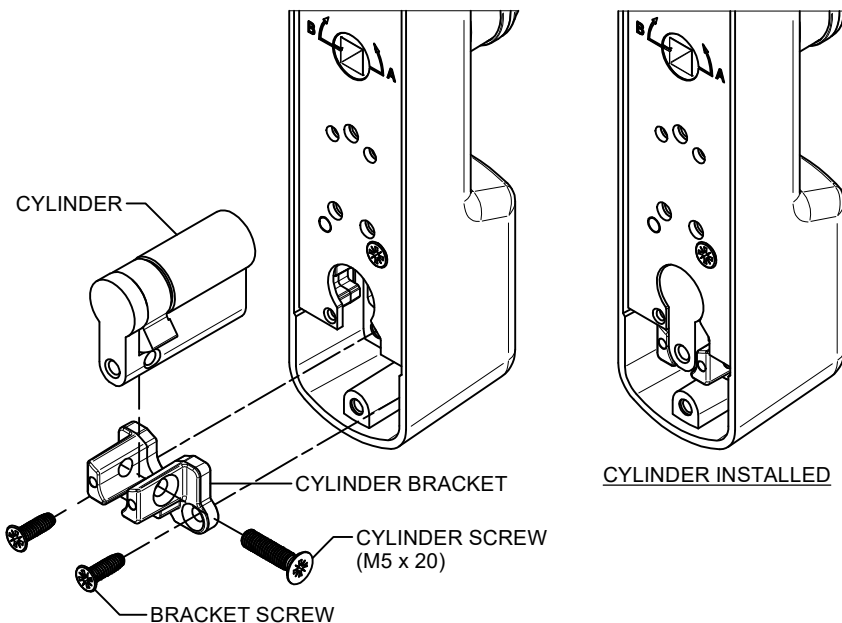
C

CYLINDER INSTALLATION (IF REQUIRED)

1. UNSCREW THE 2 **BRACKET SCREWS**. REMOVE THE **CYLINDER BRACKET** FROM THE UNIT.
2. FIT THE **CYLINDER** INTO THE **CYLINDER BRACKET**.
3. ALIGN THE HOLES & SECURE WITH THE PROVIDED **CYLINDER SCREW (M5 x 20)**. **IMPORTANT!** ENSURE THE SCREW IS FITTED FROM THE **RIGHT** HAND SIDE AS SHOWN.
3. INSERT THE **CYLINDER BRACKET / CYLINDER ASSEMBLY** INTO THE UNIT. **ENSURE** THE CYLINDER PROFILE LOCATES THROUGH THE PROFILE APERTURE IN THE DEVICE BODY.
4. SECURE WITH THE 2 **BRACKET SCREWS**.
5. TEST THE OPERATION OF THE CYLINDER:
 - ENSURE THAT WHEN LOCKED THE DRIVE SPINDLE DOES NOT ROTATE.
 - ENSURE THAT WHEN UN-LOCKED THE DRIVE SPINDLE ROTATES IN THE REQUIRED DIRECTION (AS SET STEP B)
 - RETURN THE DRIVE SPINDLE TO ITS START POSITION (AS SET STEP B)

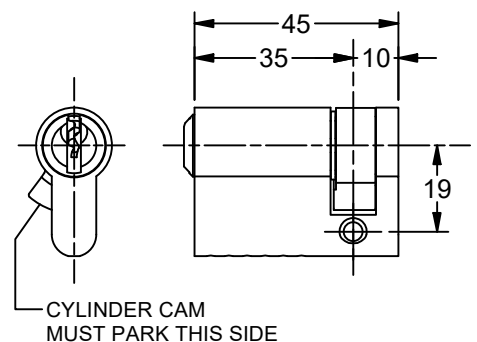
CYLINDER REMOVAL (IF REQUIRED)

1. UNSCREW THE 2 **BRACKET SCREWS**.
2. WITHDRAW THE **CYLINDER BRACKET / CYLINDER ASSEMBLY** FROM THE UNIT.
2. REMOVE THE **CYLINDER SCREW (M5 x 20)** FROM THE **CYLINDER BRACKET / CYLINDER**.
3. WITHDRAW THE **CYLINDER** FROM THE **CYLINDER BRACKET**.



COMPATIBLE CYLINDER DIMENSIONS

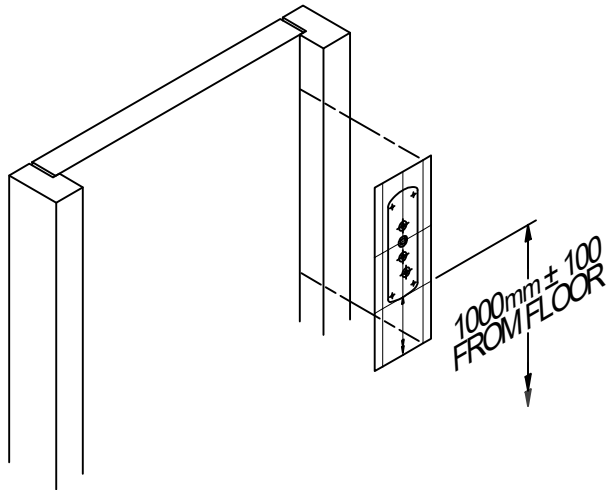
EN 1303 (DIN 18252) EURO PROFILE CYLINDER
WHEN THE KEY IS REMOVED:
THE CAM MUST PARK ON THE LEFT HAND SIDE.
(VIEWED FROM THE FRONT, AS PER DIAGRAM).



DEVICE INSTALLATION

1 ESTABLISH UNIT POSITION

WORKING ON THE INSIDE FACE OF THE DOOR.
 USE TEMPLATE **FD 2/9** TO ESTABLISH THE FIXING POSITION OF THE PANIC / EMERGENCY EXIT DEVICE.
 DETERMINE HEIGHT 900mm TO 1100mm FROM FLOOR
 ALIGN TEMPLATE CORRECTLY WITH:
 THE EDGE OF FRAME (FOR SINGLE DOOR) OR THE
 EDGE OF 2nd OPENING DOOR (FOR DOUBLE DOORS)
 FOR EXISTING INSTALLATIONS WHERE ACCESS DEVICE
 IS TO BE RETROFITTED. REMOVE EXIT DEVICE & ALIGN
 TEMPLATE WITH THE EXISTING EXIT DEVICE FIXING HOLES.

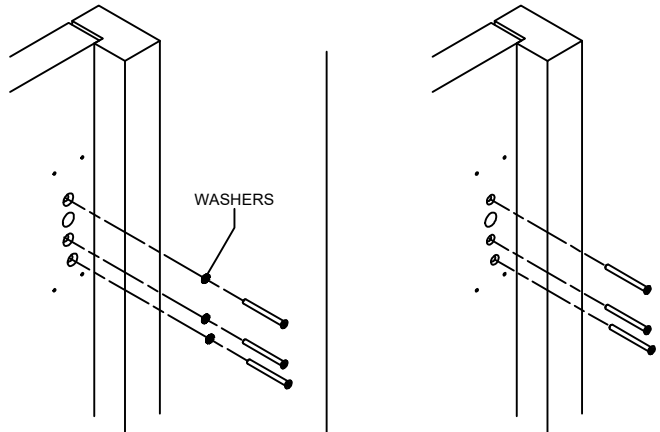


2 PREPARE DOOR

MARK THE CENTRES OF ALL EIGHT HOLES.
 DRILL $\varnothing 16\text{mm}$ SPINDLE HOLE THROUGH THE DOOR.

FOR TIMBER DOORS:
 PILOT THE FOUR EXIT DEVICE FIXING HOLES (TO SUIT No.8 SCREWS).
 DRILL THROUGH 3 OFF $\varnothing 5,5\text{mm}$ CLEARANCE HOLES FOR OAD FIXINGS.
 COUNTERSINK THESE HOLES $\varnothing 14\text{mm}$ ON THE INSIDE FACE OF THE
 DOOR TO SUIT THE SUPPLIED SERRATED COUNTERSUNK WASHERS.

FOR STEEL DOORS:
 DRILL FOUR EXIT DEVICE FIXING HOLES TO SUIT **M5** RIVET NUTS.
 DRILL THROUGH 3 OFF $\varnothing 5,5\text{mm}$ CLEARANCE HOLES FOR OAD FIXINGS.
 COUNTERSINK THESE HOLES $\varnothing 10\text{mm}$ TO SUIT THE SCREW HEADS.

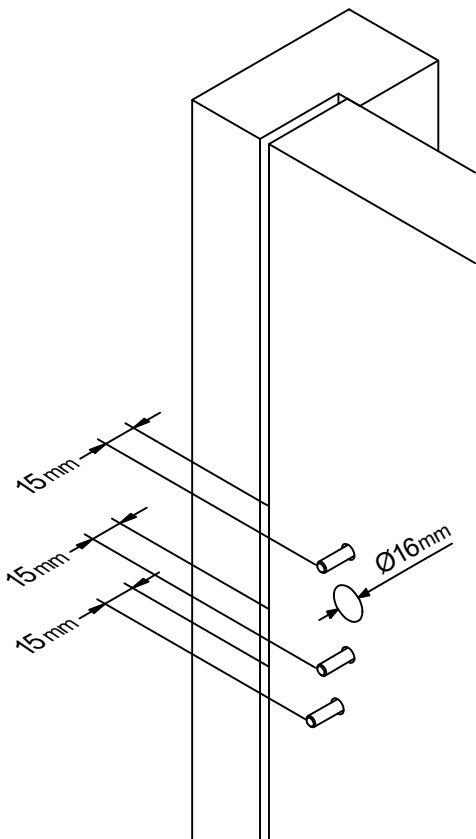


TIMBER DOOR

STEEL DOOR

3 PREPARE FIXING SCREWS

TRIAL FIT 3 OFF M5 x 80 FIXING SCREWS.
 (FOR TIMBER DOORS USE THE WASHERS)
 CUT THE SCREWS TO PROVIDE A MAXIMUM
 PROJECTION OF 15mm FROM THE OUTSIDE
 FACE OF THE DOOR.



OUTSIDE DOOR FACE SHOWN

NOTES ON SCREW LENGTH:

CUT SCREW LENGTH = DOOR THICKNESS + 15mm
 65mm MAX DOOR THICKNESS WITH SUPPLIED SCREWS.
 100mm SCREWS ARE AVAILABLE ON REQUEST,
 (PT No: 15010705) TO SUIT DOORS UP TO 85mm THICK

4 FIT OUTSIDE ACCESS DEVICE & PREPARE SPINDLE

FIT THE ACCESS DEVICE USING THE PREVIOUSLY PREPARED SCREWS.

WHEN FITTING WITH SHOOT BOLT UNITS (293, 294, 307, 308, 310 & 311)

MEASURE THE DOOR THICKNESS AND ADD 21mm, MEASURING FROM THE **PLAIN**
 END CUT THE SPINDLE TO THIS LENGTH AND DE-BURR THE CUT END.

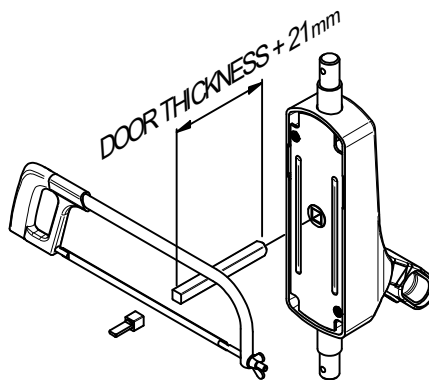
WHEN FITTING WITH LATCH UNITS (296 & 297)

FOR LATCH UNITS FIT THE SPINDLE ADAPTOR (SEE DIAGRAMS). ENSURE IT IS FULLY
 INSERTED INTO THE SQUARE DRIVE OF THE PANIC / EMERGENCY EXIT LATCH UNIT.

MEASURE THE DOOR THICKNESS AND ADD 21mm, MEASURING FROM THE **REDUCED**
 END CUT THE SPINDLE TO THIS LENGTH AND DE-BURR THE CUT END.

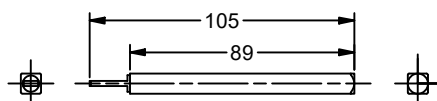
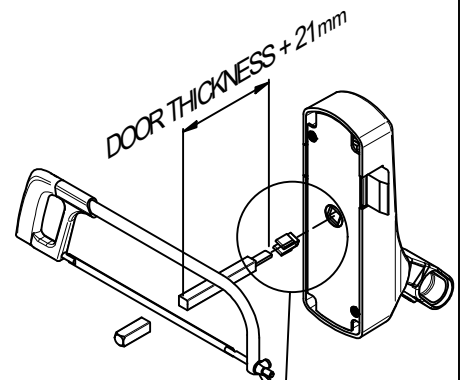
PLAIN SQUARE (SHOOT BOLT) SPINDLE

USE FOR SHOOT BOLT VERSIONS
 (E.G. 293, 294, 307, 308, 310, 311)



REDUCED END (LATCH) SPINDLE

USE FOR LATCH VERSIONS ONLY
 (E.G. 296 & 297)



NOTES ON SPINDLE LENGTH:

THE SUPPLIED SPINDLE IS 105mm LONG (SEE ABOVE DIAGRAM).

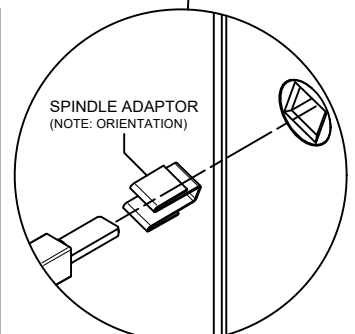
FOR LATCH UNITS (296 & 297):

THE SUPPLIED SPINDLE WILL ACCOMMODATE:
 MAXIMUM DOOR THICKNESS OF 84mm.

FOR SHOOT BOLT UNITS (293, 294, 307, 308, 310 & 311):

THE SUPPLIED SPINDLE WILL ACCOMMODATE:
 MAXIMUM DOOR THICKNESS OF 68mm (DUE TO THE REDUCED END).
 FOR THICKER DOORS A PLAIN 103mm LONG SPINDLE
 IS AVAILABLE (PT No: P1901) TO SUIT DOORS UP TO 82mm THICK

DOORS OVER 65mm THICK REQUIRE LONGER SCREWS (SEE STEP 3)

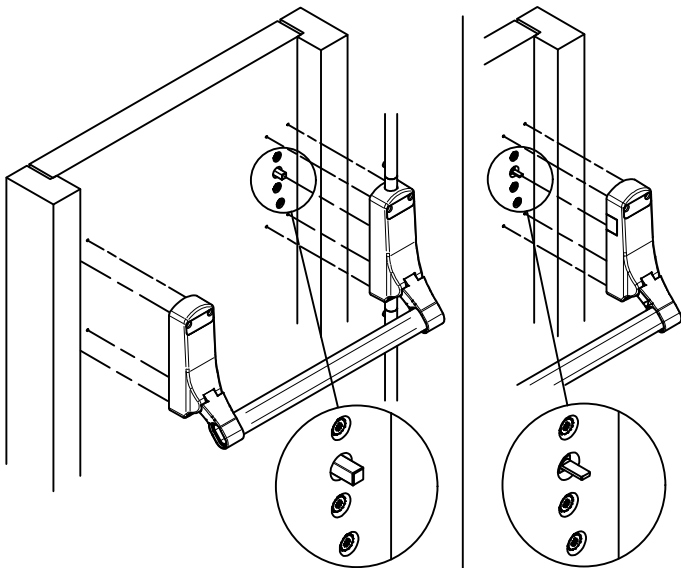


DEVICE INSTALLATION

5

INSTALL THE EXIT DEVICE

CONTINUE TO INSTALL THE EXIT DEVICE:
FOLLOWING THE INSTRUCTIONS SUPPLIED WITH THAT DEVICE.



BOLT UNIT

(E.G. 293, 294, 307, 308, 310 & 311)

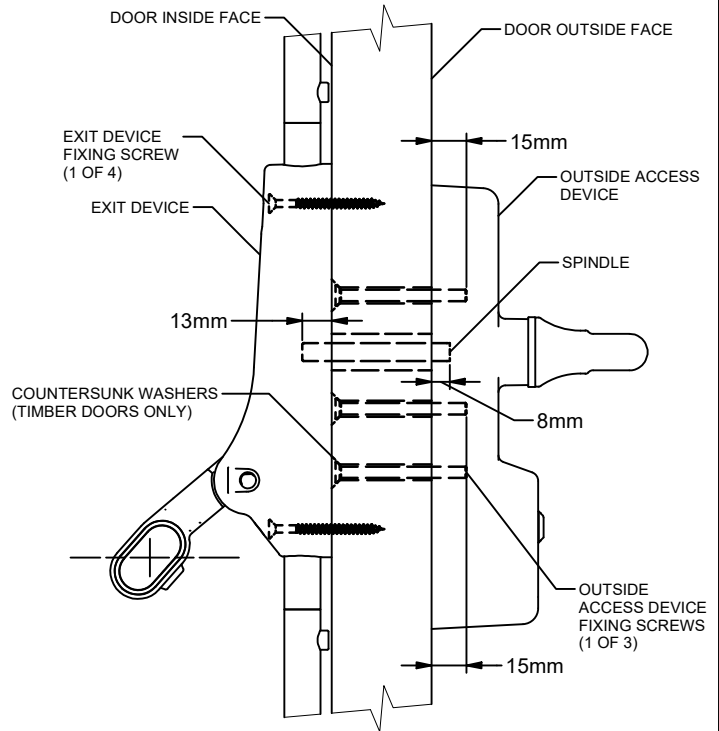
LATCH UNIT

(E.G. 296 & 297)

6

CHECK / TEST INSTALLATION

TEST THE OPERATION OF THE FINISHED INSTALLATION.
CHECK FOR FREE AND CORRECT OPERATION OF BOTH
THE OUTSIDE ACCESS DEVICE AND THE PANIC / EMERGENCY
EXIT HARDWARE.



MAINTENANCE

WEEKLY:

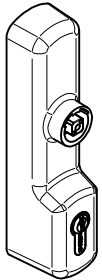
CHECK THE CORRECT OPERATION OF THE OUTSIDE ACCESS DEVICE
IN CONJUNCTION WITH THE PANIC / EMERGENCY EXIT DEVICE.

3 MONTHLY:

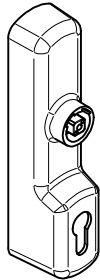
CHECK THAT ALL THE FIXINGS ARE SECURE.

BOX CONTENTS

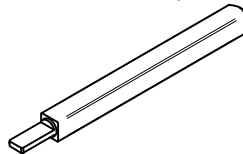
BODY ASSY C/W CYLINDER (x1)
325EC / 326EC ONLY
(P3801)



BODY ASSY W/O CYLINDER (x1)
325EA / 326EA ONLY
(P3800)



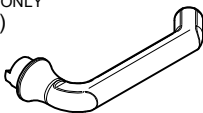
SPINDLE (x1)
(CONNECTS OAD TO EXIT DEVICE)
(SCR623452 - PACK)



SPINDLE ADAPTOR (x1)
FOR USE WITH LATCH UNITS
(SCR623452 - PACK)



LEVER HANDLE (x1)
325 OAD ONLY
(P3804)



KNOB (x1)
326 OAD ONLY
(P3805)



M5 x 80 CSK HEAD SCREW (x3)
(FOR FIXING OAD TO DOOR)
(SCR623452 - PACK)



M5 x 20 CSK HEAD SCREW (x1)
FOR CYLINDER FIXING
(SCR623452 - PACK)



WASHER (x1)
SUPPLIED IN SCREW PACK
(P3816)



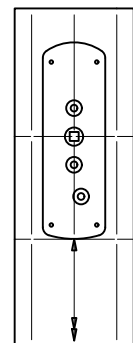
3mm A/F HEX KEY (x1)
(SCR623452 - PACK)



M5 SERRATED WASHER (x3)
FOR TIMBER DOORS ONLY
(SCR623452 - PACK)



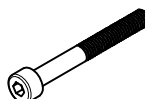
TEMPLATE (x1)
(FD 2/9)



STOP PIECE (x1)
325 OAD ONLY, SUPPLIED IN SCREW PACK
(P3820)



M4 x 35 CAP HEAD SCREW (x1)
FOR FIXING LEVER / KNOB
(SCR623452 - PACK)



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