



MACO DOOR BOLTS - Re-handing The Latch ('Night-Latch'/'Split Spindle' Version)

Definition: 'Night-Latch' - this feature is generally found on the front door of the house. It is a security feature in which the key is required to retract the latch when entry to the building is required. It is also sometimes known as the 'Split Spindle' or 'Lever/Pad' due to some locks having either two spindle holes or that it is common to find a lever handle on the inside with a pad handle on the outside of the door. The idea behind this function was to ensure that the door still held in place if the occupant forgot to lock that door, the lock operates as normal I.E. you throw the handle up and turn the key to lock the door, the inside handle retracts all locking points including the latch where as the external handle retracts all locking points minus the latch.

IMPORTANT: The method below doesn't only re-hand the lock it also re-hands the 'Night-latch'/'Split Spindle'. If you have an outward opening door you will need A different latch Part Code: **MAC201378**. If you do not have this latch you will not be able to re-hand the 'Night-latch'/'Split Spindle'.

Please Note: Maco now stamp into the lock casing the Re-handing details for their locks.

Please locate the push in button on the side of the lock case of your Maco door bolt.

Press in the button (Using a screwdriver is easier to press the button). When the button is pressed in you can pull out the latch.

Note: It may be necessary to wipe of some of the lubricant that is on the latch as it makes it difficult to remove.

Once the latch is removed you can:

For Opening In Door: Simply rotate it round to the correct handing and follow the rest of the instructions.

OR

For Outward Opening Door: put the latch **MAC201378** in the door bolt to the correct handing required, then follow the rest of the instructions.

Press in the button that you used to remove the latch and push the latch into place. Release the button and make sure that the latch has been clicked back into place.

Test the lock by pressing in the latch and by also using the handle to retract the latch to make sure your lock is working properly before you insert the lock into the door.

