



GU LOCKS - Re-handing The Spindle ('Split Spindle'/'Night-latch')

Please note: that the lock may require the 'Split Spindle'/'Night-latch' feature to be re-handed once the latch has been re-handed. Please consult the next page for this feature.

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

You will require a screw driver with the following attachment. (Torx Screw Driver Part CR-V 3.)



Unscrew the screw that is in the centre of the latch. Once this has been unscrewed you can remove the latch.



Once the latch is unscrewed you can remove it and turn in around. Please ensure that when you start to tighten the screw up with the latch in its new position that the latch doesn't twist. Failure to do this may cause the latch not to work properly and that you may also damage the thread of the lock.

After the screw has been tighten please test the latch both by hand and by using the handle to retract it.





GU LOCKS - Re-handing The 'Night-Latch'/'Split Spindle' Function

Generally this re-handing instructions are found on most GU locks on the side of the lock either with an orange sticker or yellow sticker as pictured. You may find that you will need to re-hand the 'Night-latch'/'Split Spindle' once you have re-handed the latch as the door bolt allows access to the building, and in order to exit the building you have to use a key instead of the opposite way round.

To start with you will need to place the lock into the locked position by throwing the handle upwards so that all the bolts are now out. Please note: you can not re-hand the bolt while it is in the door.



Locate the Allen key slot at the back of the lock case.



Insert the Allen key into the slot and turn it anti clockwise until you cannot turn it that way any more.



Remove the Allen key and test the lock. The 'Night-latch'/'Split Spindle' function should now be re-handed and ready to use.

