

How to guide – Door Handle / Lock Out



Remove the handle plate cover using a screwdriver as a lever; there is a small cut-out in the cover for this purpose.



Once the surround has been removed remove the two screws that hold the handle on.



When removing the handle you find that the screws sometimes spin – if this happens remove the plate cover from the other side of the door (same method as the first step on this page).

If you do not have access to one side of the door; pull the handle firmly towards you (maintain the pressure) and undo the screws at the same time.



Next remove the Allen key (hexagonal key) grommet from the handle and set to one side (you may not need to do this to release the handle assembly).



Remove the handle assembly from the door.

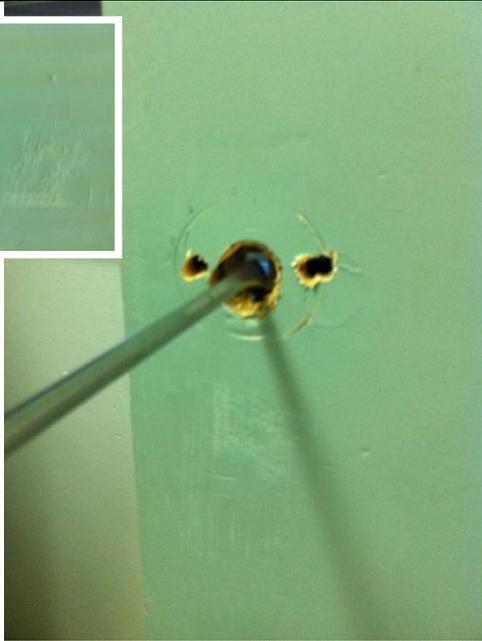
What you should see now is an exposed/semi-exposed piece of square bar (square section rod); this bar is the mechanism that turns the latch which in turn disengages it from the keep (small recess in the door frame) and enables the door to open.



There are now two options/methods to release the latch.

Method 1

The first option is to grip the square bar with a pair of pliers or grips and turn it clockwise (if the door handle is to the left) or anti-clockwise (if the door handle is to the right) and push (or pull) the door at the same time.



Method 2

Remove the square bar completely by pulling it towards you and put it to one side. What will be left is the small square cavity/bar housing.

To release the latch insert a large screwdriver (large enough so that the flat head of the screwdriver fits diagonally between two corners of this square – see diagram), turn the screwdriver clockwise (if the door handle is to the left) or anti-clockwise (if the door handle is to the right) and push (or pull) the door at the same time.