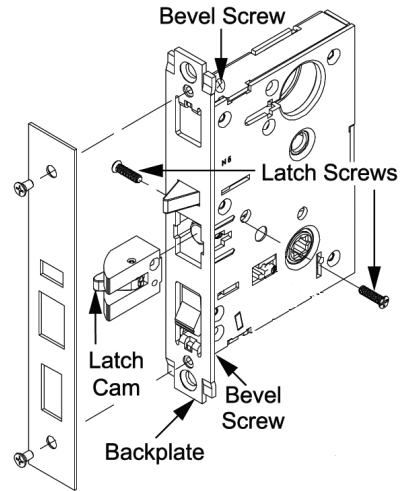




**M3000 Series Lock**

Reverse The Latch

1. Remove Face Plate from Lock (two screws)
2. Depress Latch until screws are visible in access cutout
3. Remove both latch screws (One from each side)
4. Tilt Latch Cam to remove Latch
5. Flip Latch to desired hand
6. Depress Latch and replace both latch screws
7. Adjust Bevel of Back Plate
8. Replace Face Plate

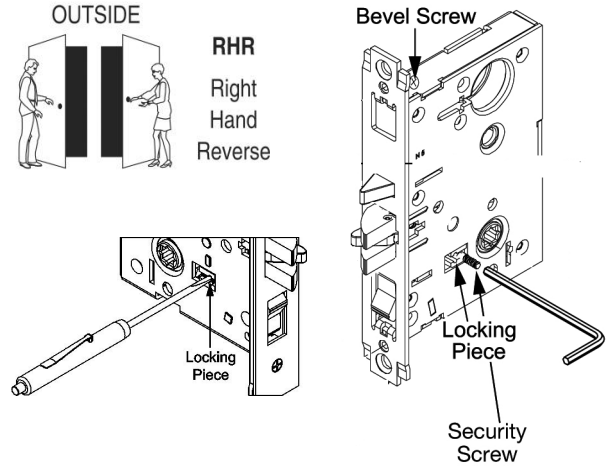


**M3000 Series Lock**

Reverse The Locking Hub



1. Remove the security screw with allen wrench
2. Push Locking Piece towards desired locked side
3. **Replace the security screw from non locking side**
4. Insure lock is operating as desired before reinstalling in door
5. Replace face plate and **check operation before closing door**



**M3000 Series Lock**

Adjusting the Bevel

1. Loosen Adjustment Screws at the top and bottom of the case
2. Turn Backplate to the desired bevel
3. Retighten the adjustment screws

