The standard bolt is supplied in a non-locking position and needs to be configured if set up for locking use is desired.


The outer case has 2 holes either side. The smaller hole indicates the bolt is non locking.


The bigger hole indicates that the bolt is ready to be locked when pushed up


To start the conversion the bolt needs to be taken apart


For a Face Fix bolt, un-screw the knob to the point that it is nearly out.

The bottom of the bolt should now look like this allowing you to remove the bolt from the sleeve.


The knobs screw is flush with the bolt


For a Concealed bolt, you will need to push the bolt
 up to make the end of it stick out


Un-screw the screw completely and take the silver knob out.

Pull the top of the bolt to remove it from the case


Turn the bolt case $180^{\circ}$. The bigger
hole should now be facing you.

## You now need to re-assemble the bolt



Push the bolt back into the case. You will need to push the tab in at the same time you push the bolt back into the case

The bolt is now in the locked position



Whilst you have the key pushed to the side you will need to pull the bolt down the case to have the bolt in the open and unlocked position


When the bolt has been put back together you need to screw the knob/screw back in and make sure that the end of the screw is in the slot as shown

You have now finished the conversion and the bolt is configured for key locking. You will need to use the key to operate the bolt every time you wish to open the bolt returning it to this position.


