



## KNOW BEFORE YOU GO

### A QUICK REFERENCE GUIDE FOR YOUR SHOWROOM VISIT

## DO YOU WANT TO UPDATE YOUR DOOR HARDWARE?

Are you remodeling or building a new home? Whatever your circumstances, Baldwin can help! Due to the nature of customizable options of door hardware, our items are sold at the Baldwin Brass Center in West Reading or online at [www.BaldwinHardwareDirect.com](http://www.BaldwinHardwareDirect.com), so you have a partner to help guide you with your decisions. Here are a few things that will make your visit to the Baldwin Brass Center showroom more productive. The following information will help us specify the perfect Baldwin hardware for your door and design preference.

Once you have all your measurements, call us at 1.800.358.2469 or visit us at our showroom located at 623 Penn Avenue, West Reading, PA 19611

## GENERAL TIPS

- 1 We recommend calling ahead to make an appointment.** *Specifying Baldwin products is a personalized experience and we want to ensure that you get your representative's undivided attention.*
- 2 Plan ahead.** *Your showroom may have a number of of your desired products in stock but, they may need to order items specific to your requirements which may take days or weeks for delivery.*
- 3 Bring inspiration photos** *including ads, brochures, photos or web pages of products or styles you like. You can also print out product dimensions for any Estate handleset you find on [baldwinhardware.com](http://baldwinhardware.com) to bring with you. Also, please include any photos of your house which show its architectural style.*
- 4 Bring along any blueprints or a door schedule.**
- 5 Please take photos of your door.** *Take photos of the inside, outside and edge of your door and the inside of the door frame (showing the metal strike plate). If are replacing existing hinges, please take a photo of the old ones.*
- 6 Let your sales associate know** *if any of your doors have glass, molding or insets.*

# MEASUREMENTS

If you are buying hardware for more than one door, please provide a count of how many doors by type.



**PASSAGE**  
(non-locking knob or lever set)



**PRIVACY**  
(locking knob or lever – no key)



**KEYED**  
(locking knob, lever, entrance set or deadbolt for security)

## DOOR PREPARATION



**Pre-Drilled with One or Two Holes**  
(prepared for tubular locks)

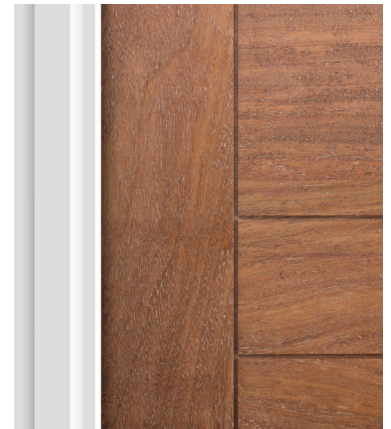
The tubular style lock is commonly found on all types of doors, most notably interior residential and office doors.

It boasts excellent security for most applications and is usually quite easy to install and replace if standard bore holes are already cut in the door. Make sure your new latch has the correct backset length (the measurement from the edge of the door to the center of the bore hole), and just follow the installation instructions. The most popular types of tubular style locks are single cylinder and double cylinder.



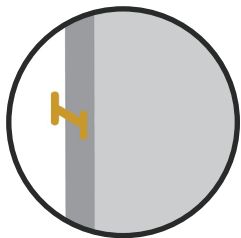
**Pre-drilled with a Pocket in the Side of the Door**  
(prepared for mortise locks)

A mortise style lock is the most secure form of an entry set. The reason? A special cut in the door allows a longer and thicker mortise to slide into the pocket in the door itself, providing superior protection. These types of locks require special door preparation, so if your door isn't currently cut to fit this kind of lock, you (or a professional installer) will need to use a mortise saw to cut into the door so the lock fits properly. Take note that not all mortise locks have the same dimensions. So prior to any door alteration, take careful measurements.



**Blank Door**  
(unprepared door with no holes or pockets pre-drilled for locks)

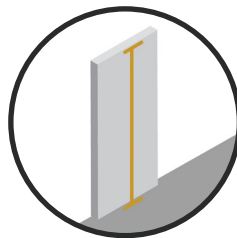
# MEASUREMENTS



## DOOR THICKNESS

*Measure the door from the inside to the outside.*

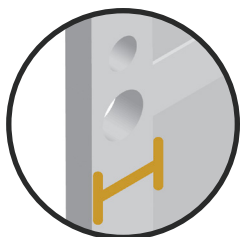
For example, many interior doors measure 1-3/8" thick and the industry standard for front doors is 1-3/4". If you have a custom door that is thicker, don't worry. Your representative can order longer components that connect the hardware from one side of the door to the other.



## DOOR HEIGHT

*Measure the door from the bottom sill to the top of the door.*

Standard door heights are 6' 8" but, can be higher. This measurement is important if you are planning to purchase new hinges.



## STILE WIDTH

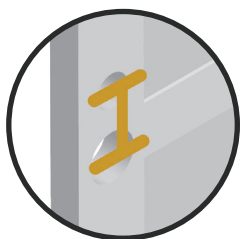
*Measure from the edge of the door to the edge of any molding, raised panels or glass in place on the door.*

Narrow stiles (4" or less) may limit some of the backset or trim options for your knob or lever.



## BACKSET

*This is the distance from the edge of the door to the center of the knob or shank on the lever.*



## CENTER TO CENTER

*Measure from the center of the top hole (deadbolt) to the center of the bottom hole (latch).*

This measure is needed when shopping for exterior door handle sets or on interior doors where you have two pre-drilled holes.



**Tip:** Measure, measure, measure. And then go back and check your measurements.

## DOOR HANDING

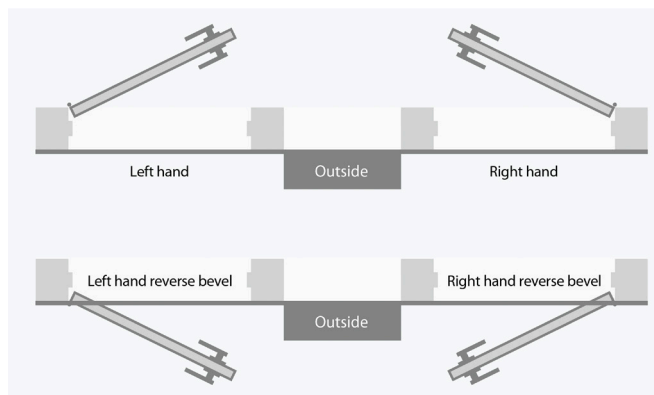
This is a term used to describe which way your door is hinged. To determine the handing of a door, stand on the side of the door from which you gain access to the room. (exterior door = street side; room door = hall side; closet door = room side; other doors = side where hinges are not visible). Face the door. Notice which side the hinges are on.

**Left Handed:** hinges on left, door swings into the room

**Left Handed Reverse Bevel:** hinges on left, door swings out of the room

**Right Handed:** hinges on right, door swings into the room

**Right Handed Reverse Bevel:** hinges on right, door swings out of the room



# HOW TO ORDER: MORTISE TRIM

There are several types of functions available when ordering mortise entrance trim. There are handle set styles as well as knob by knob and lever by lever styles. Due to the highly customizable design of mortise entrance sets, there are several steps you must consider when shopping and purchasing mortise.

1

STEP 1: PICK YOUR ENTRANCE TRIM



Entrance  
(ENTR)

Entrance  
Double Cylinder  
(DBLC)

Full  
Dummy  
(FD)

Back to  
Back  
(BB75)

## MORTISE TRIM FUNCTIONS

FUNCTION CODE	DESCRIPTION
.ENTR	Active Entrance Trim – Knobs, Levers
.RENT	Right-handed Active Handleset – Levers
.LENT	Left-handed Active Handleset – Levers
.DBLC	Double Cylinder Active Entrance Trim
.FD	Full Dummy Trim
.RFD	Right-Handed Full Dummy
.LFD	Left-Handed Full Dummy
.BB75	Back to Back Entrance Trims 1 ¾" Doors
.BB30	Back to Back Entrance Trims up to 3" Doors
.BBFD	Back to Back Full Dummy



# HOW TO ORDER: MORTISE TRIM

## 2 STEP 2: PICK YOUR KNOB OR LEVER



**Knob**  
(K012 knob shown)

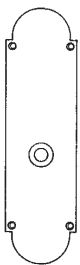


**Lever**  
(5162 lever shown)

All Estate mortise entrance trim sets have been set up with a pre-selected knob or lever that best enhances the design. However, this can be easily ordered with any knob or lever of your design preference.

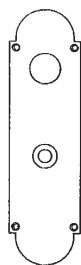
Additionally, you can order mortise trim as a "set" or customize them by pairing handle set exteriors with escutcheons or by pairing two escutcheons together. Escutcheons come in several functions as individual components to allow for this customization. Below is the standard offering of escutcheons available within most Estate mortise entrance trims.

.KN



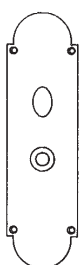
ENTRANCE  
(KNOB HOLE)  
MORTISE AND  
TUBULAR APPLICATION

.KC



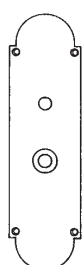
ENTRANCE  
(KNOB AND  
CYLINDER HOLE)  
MORTISE APPLICATION

.KT



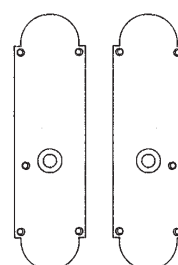
PRIVACY  
(KNOB AND TURN  
PIECE ATTACHED)  
MORTISE AND TUBULAR  
APPLICATION

.KE



EMERGENCY RELEASE  
(KNOB AND ER HOLE)  
MORTISE AND TUBULAR  
APPLICATION

.KP



PRIVACY PIN\*  
(KNOB AND PRIVACY PIN HOLE)  
\*NOT AVAILABLE ON ALL ESCUTCHEONS  
CAN ALSO BE USED FOR TUBULAR  
PRIVACY LATCH APPLICATION

Please note, for any customized sets, you will need to add an interior knob or lever for a handle set or a pair of either for an escutcheon set. All Estate mix and match knobs and levers are compatible with the exception of any crystal on an exterior door. Call 1.800.358.2469 to speak with a hardware specialist.

# HOW TO ORDER: MORTISE TRIM

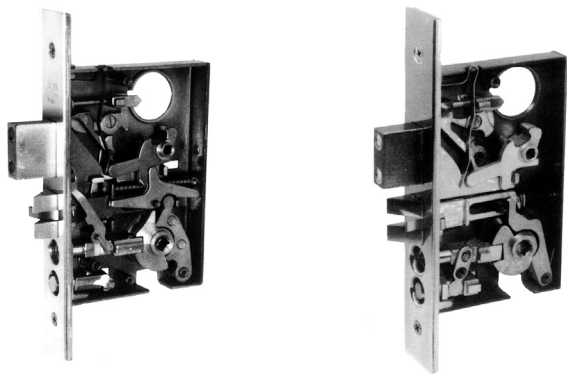
3

## STEP 3: SELECT YOUR MORTISE LOCK

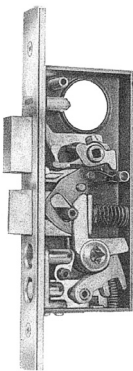
THERE ARE 4 BACKSETS TO CHOOSE FROM:

**Two standard mortise locks are 2-1/2" and 2-3/4".**

The 2-3/4" backset mortise case is the most secure and recommended for doors over 2" thick and 8' tall.



**The Narrow backsets** are 1 1/2" and 2" and are most often used in doors with a lot of glass. This smaller space in the door limits the functions of these locks.



**2.75" Backset**  
for doors 1.75" thick and over

**2.5" Backset**  
for doors 1.375" thick and over

**1.5" & 2" Backset**  
for doors 1.375" thick and over

Once you confirm your backset, you will need to determine your lock function based on the backset, entrance trim design (knob, lever, knob by knob or lever by lever), and door handing.

FUNCTION CODE	DESCRIPTION
.R	Right-handed Mortise Lock (Knobs)
.L	Left-handed Mortise Lock (Knobs)
.RLS	Right-handed Mortise Lock Lever Strength (Levers)
.LLS	Left-handed Mortise Lock Lever Strength (Levers)
.RR	Right-handed Reverse Bevel Mortise Lock (Knobs)
.LR	Left-handed Reverse Bevel Mortise Lock (Knobs)
.RRLS	Right-handed Reverse Bevel Mortise Lock Lever Strength (Levers)
.LRLS	Left-handed Reverse Bevel Mortise Lock Lever Strength (Levers)



# HOW TO ORDER: MORTISE TRIM

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## STEP 4: PICK YOUR CYLINDER

A cylinder must be added to the trim and mortise lock to complete the set. The correct cylinder length is determined by the combination of the door thickness and trim thickness. Cylinder options are available in both single and double cylinder.

If you have a thicker door, you will require additional parts to ensure proper installation. If you have a door thicker than 1.75", then there are 3 additional components you will need to purchase. Call us at 1.800.358.2469 and share steps 1-3 and your door thickness to determine the additional parts needed.



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