

A) Open door and make sure ratchet gear (item 3) is either fully extended or fully retracted by turning the insert fully left or right.

B) Remove two screws (item 4) attached to the escutcheon plate (item 1) and remove escutcheon plate (item 1).

C) Remove screw (item 5) attached to the insert (item 2) and remove insert (item 2).

D) Replace with new insert and screw. Caution: Do not over tighten screw, ratchet mechanism will not work properly. If ratchet system is difficult to operate, loosen the screw holding onto the insert.



