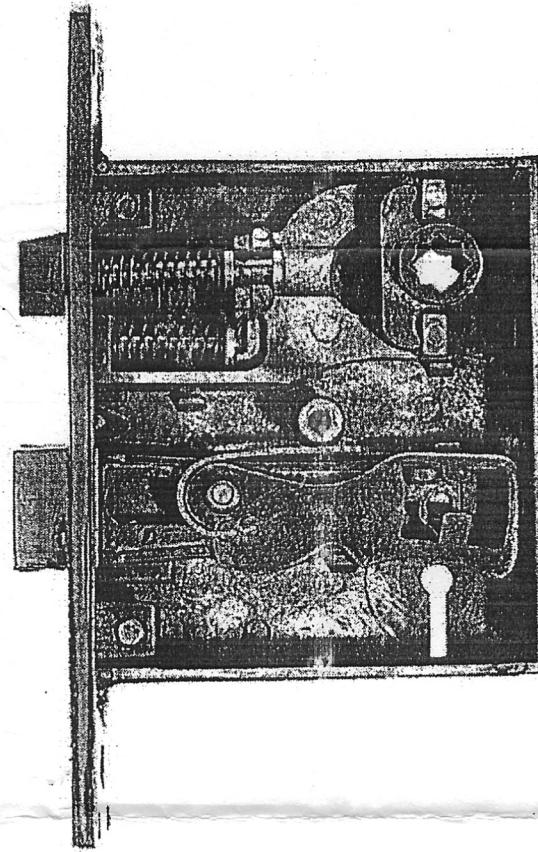
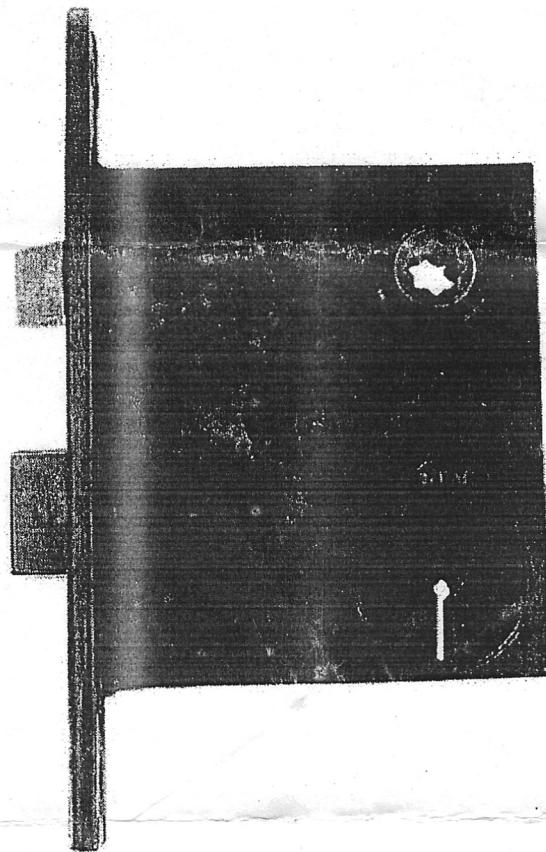


**Reversing Hand Instructions for all:  
299 locks and 300 locks and 400 locks  
Regardless of prefix designations (L or ZB etc)**



Confusing is to call a door...left hand...or right hand. Debate is considerable about this designation with differing opinions. However...for our purposes...if you stand in front of the door...so that the door opens towards you...(like a door on a piece of furniture)...then, which ever side the hinges are on.., is the hand of the door. The picture on the left-below...is a left hand application while the picture on the right-below, is a right hand application. Changing the lock from one hand to the other hand is, with care, a simple operation.

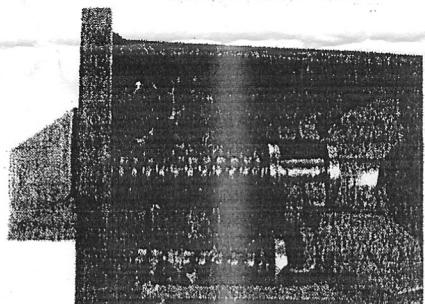
Step 1....remove the cover to the lock

Step 2...push the brass bolt into the case with your thumb and grasp the rear part of the bolt with your fingers and lift it out of the case.

Step 3...Turn the bolt over and re-insert it into the lock case in the reverse manner that it was removed.

Step 4...Be sure the spring and washers look identical to the pictures below.

Left Hand Lock



Step 5...Check to make sure none of the other parts have been disturbed. Compare to the above picture of all parts.

Step 6...replace the cover of the lock and fasten with the center screw.

Right Hand Lock

