1. Cut out the correct template for the door.

**IMPORTANT**

It is important that the correct template is used. Looking from the exterior, choose the "XO" template (XO, XOO, and OXO-R configurations) if the operator panel is on the left, or choose "OX" (OX, OOX, and OXO-L configurations) if the operator panel is on the right.

2. Using a #2 Phillips screwdriver, unfasten 2 screws and remove existing handle set. See figure 1.

3. Align the top and bottom placement holes of the template with the exterior holes of the door. Be sure to point the direction arrows toward the glass and top of the panel as shown. Attach the template to the door with tape. See figure 2.

4. In order to prevent the backer from falling to the bottom of the panel, place a flat screwdriver in the top handle set hole of the panel. This screwdriver will remain in place until the lock box is fastened back into place. See figure 3.

5. Remove the top and bottom Phillips screws from the lock box and pry it loose with another flat screwdriver. See figure 4.

6. Drill a pilot hole with the ¼” drill bit through the dashed template (exterior Ultrex wall and backer wall) without going through the second wall of Ultrex.

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**You Will Need to Supply**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety glasses</td>
<td>1</td>
</tr>
<tr>
<td>1/4” Drill bit</td>
<td></td>
</tr>
<tr>
<td>5/8” Drill bit</td>
<td></td>
</tr>
<tr>
<td>#2 Phillips screwdriver</td>
<td></td>
</tr>
<tr>
<td>Tape</td>
<td></td>
</tr>
<tr>
<td>Template</td>
<td></td>
</tr>
</tbody>
</table>

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**Figure 1**

**Figure 2**

**Figure 3**

**Figure 4**
7. Drill out the pilot hole with the 5/8” drill bit (through the Ultrex wall and backer wall) without going through the second wall of Ultrex. See figure 5 and figure 6.

8. Reinstall the lock box and secure with the two Phillips screws removed in step 5. See figure 7.

9. Remove flat screwdriver from the top handle set hole.

10. Remove template.

11. Place keyed cylinder in keyed cylinder hole. See figure 8.

12. Place key handle set on the door with the keyed side to the exterior of the panel.

13. Place the thumb latch and the interior handle on the interior side of the panel, and fasten the two Phillips screws to fully reinstall the handle. See figure 9.

Be very careful when drilling. Do not drill through second wall of Ultrex.
ATTENTION

The templates shown below are for All Ultrex product. Looking from the exterior, choose the "XO" template (XO, XOO, and OXO-R configurations) if the operator panel is on the left, or choose "OX" (OX, OOX, and OXO-L configurations) if the operator panel is on the right.