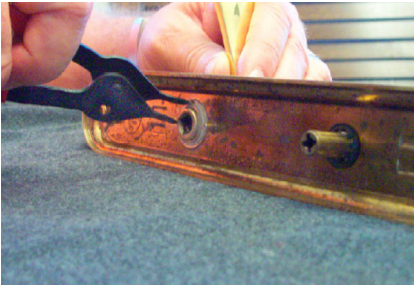


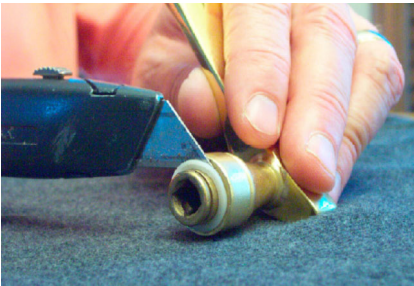
Your Handle Type:

## Pella Active



**1**

Remove the escutcheon plate from the door and save the screws. Using snap ring pliers, remove the snap ring and nylon washer from the back of the escutcheon plate.



**2**

Using a thin blade (like a box cutter), remove the nylon washer from the collar of the handle. Save the washer.



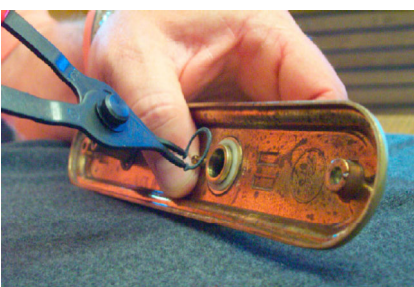
**3**

Place the washer from **Step 2** on the end of the extension piece. Or you can use a new washer from the kit.



**4**

Insert the extension through the hole of the escutcheon plate. Now place another nylon washer on the extension.



**5**

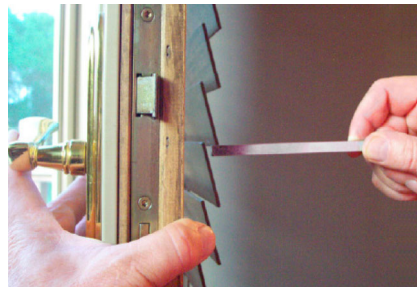
Again using snap ring pliers, install the snap ring back onto the escutcheon plate with the extension in place.



**6**

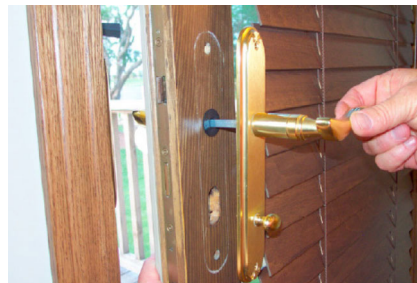
With the handle and escutcheon plate in their installed positions, make sure the set screw is on the bottom.

**Optional:** While holding the handle tight to the extension, use a #21 or 5/32-inch drill bit in the set screw hole to carefully make a dimple in the "male" end of the handle. This will ensure that the set screw holds the handle securely in that exact location.



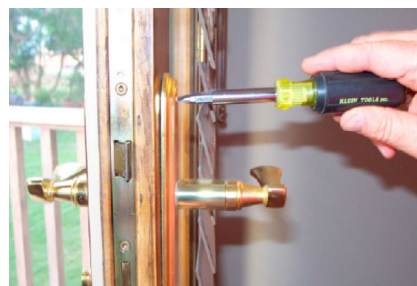
**7**

While holding the **exterior** escutcheon plate in place, insert the long spindle into the hole in the door corresponding to the handle.



**8**

Now attach the **interior** escutcheon plate onto the long spindle. If the spindle resists, loosen the set screw until the spindle goes in. Then tighten the set screw after **Step 9**.



**9**

Replace the two screws you saved from **Step 1**.