

Your Handle Type:

## Pella Inactive



**1**  
Remove the escutcheon plate from the door and save the screws. Remove the press nut from the back of the escutcheon plate using the tip of a flathead screwdriver.



**2**  
Again using the flathead screwdriver, remove the washer from the back of the escutcheon plate. Now remove the door handle. You may need to use a Dremel tool to cut the press nut off.



**3**  
Replace the escutcheon plate on the door. Insert the nylon centering piece and drill a 3/16-inch pilot hole completely through the door, keeping the drill level and straight.



**4**  
Remove the wooden centering piece. With a 7/16-inch bit, drill a hole just past halfway through the door. Now finish drilling the 7/16-inch hole from the other side of the door.



**5**  
Use the blade of a box cutter to remove the nylon washer from the collar of the handle. Save the washer for later.



**6**  
Place the washer from **Step 2** on the end of the extension piece. Or you can use a new washer from the kit.



**7**  
Insert the extension through the hole of the escutcheon plate. Now place another nylon washer on the extension.



**8**  
Again using snap ring pliers, install the snap ring back onto the escutcheon plate with the extension in place.



**9**  
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 #29 or 1/8-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.



**10**  
While holding the **exterior** escutcheon plate in place, insert the long spindle into the hole in the door corresponding to the handle.



**11**  
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 12**.



**12**  
Replace the two screws you saved from **Step 1**.