

Your Handle Type:

# Schlage Inactive or Passage



**1**

Insert a thin rod through the hole at the base of the door handle. Push to release the handle.



**2**

Pull off the door handle.



**3**

Slide on the extension until the clip fits into the slot.



**4**

Pull on the extension so that it is tight against the clip.



**5**

Hold the extension straight and tighten the set screw on the opposite side of the clip.



**6**

Slide on the finished tube.



**7**

Slide on the door handle. The pin hole should line up with the set screw on the shaft. If it doesn't, loosen the set screw in **Step 5**. Go back to **Step 4**. This time, don't pull the extension out so far.



**8**

Hold the door handle tight and level. Back off the set screw until it keeps the handle from moving. If there is a gap between the finished tube and the door handle, go back to **Step 4**. Adjust how far you pull the extension, making sure that you can still reach the set screw in **Step 8**.