

# EMTEK Order Process, Order Acknowledgements, & Important Facts To Consider...

It is a very good idea to reference the **EMTEK ORDER FORMS** when writing your hardware orders. These order forms will help remind you what Emtek needs to process your custom hardware order **correctly** the first time!!!!

Please remember, at Emtek, if the **BACKSET** is not specified by you, they will send **2 3/8" every time**, as that is their standard. In the Midwest, in most instances, our **Exterior doors** will be 2 3/4" backsets and **Interior doors** will be 2 3/8". **On KEYED LOCKS ONLY!!!!** you may request **BOTH BACKSETS** at no extra charge. Save the one you do not use for a rainy day!!!!

Also consider what you need as far as what type of **BACKSET**, square, radius etc.. **Full lip square corner strike plates** are standard, **square corner face plates** are standard unless otherwise stated by you....

You may place order three different ways:

1. Fax orders to 800/577-5771 (best Way)
2. E mail order to [orders@emtek.com](mailto:orders@emtek.com)
3. Call into Customer Service 800/356-2741 (Worst Choice!!)

You should receive an **ACKNOWLEDGEMENT** with in 2-6 hours.

**Inspect the acknowledgement IMMEDIATELY.** Emtek's entire focus is on getting your order into the system, built in 1-3 days and shipped to you 3 days **AIR FREIGHT FREE.** Typically they try their best to delivery your order in seven days to your location. Pretty amazing!

Because of this intense focus on moving product for you **E mailing or leaving voicemails will not get the results you want when you want it. YOU MUST CALL IN when changes need to be made!!!!** If and when you must call in to customer service **make a note of the name of the person you talk with, please!!!!**

# **EMTEK DUMMY HARDWARE:**

**SPECIFY "MACHINED POSTS"  
ON ALL DUMMY HARDWARE ORDERS.**

**This will help prevent the dummies from shifting!!!**

**Terms:**

Net 30 Days on established credit.

**Shipping:**

Emtek assembles all products to order in City of Industry, California. Orders typically ship within two business days. For shipments to customers located in the U.S. or Canada, Emtek ships freight prepaid via 3 day service. For shipments to customers located in Mexico, Emtek ships freight prepaid via UPS ground. For shipments to customers located outside of North America, Emtek ships freight prepaid to the U.S. location of the customer's freight forwarder via 3 day service.

If a reduced transit time is needed, shipments can be upgraded to 2nd Day Service or Next Day Service for a fee. Orders not shipping to the customer's place of business must ship via 2nd Day or Next Day Service, and additional charges will apply for shipments to a residential address. Emtek cannot use a customer's freight account for shipping charges.

**Returned Goods:**

For your convenience, dealers can now process returns directly from the Emtek website. Go to [www.emtek.com](http://www.emtek.com), click on "Dealer Site", and then select "Return Goods". Fill out the RGA form, and follow the link to generate a UPS call tag (terms and conditions apply – see the web site for details). A completed RGA form must accompany all packages for returned goods. Returns can only be accepted from, and any refunds made to, the Emtek dealer who originally purchased the product being returned. All returned goods are subject to a minimum 25% handling charge.

**Minimum Order:**

There is no minimum order quantity. A \$10.00 net handling charge will be added to orders valued at less than \$50.00 net.

**Patina Finishes:**

Sandcast & Lost Wax Cast Bronze products have patina finishes that will gracefully age showing highlights of the underlying bronze over time.

**Prices:**

Prices are subject to change without prior notice. All prices listed are in U.S. funds.

**EMTEK TECHNICAL REFERENCE MANUAL**

Available at the Emtek website at [www.emtek.com](http://www.emtek.com). Select Resources and then Technical Specifications.

# **Emtek 2016 Freight Rates**

**Standard Freight: 3 Day Air Freight Free to dealer locations.**

## **Expedited Freight Rates**

### **Dealers Locations**

2<sup>nd</sup> Day Air UPS to **principal place of business** at 6% of invoice upcharge

Next Day Air to **principal place of business** at 16% of invoice upcharge

### **Drop Ship to Commercial Locations**

10% of invoice for 2<sup>nd</sup> Day Air

20% of invoice for Next Day Air

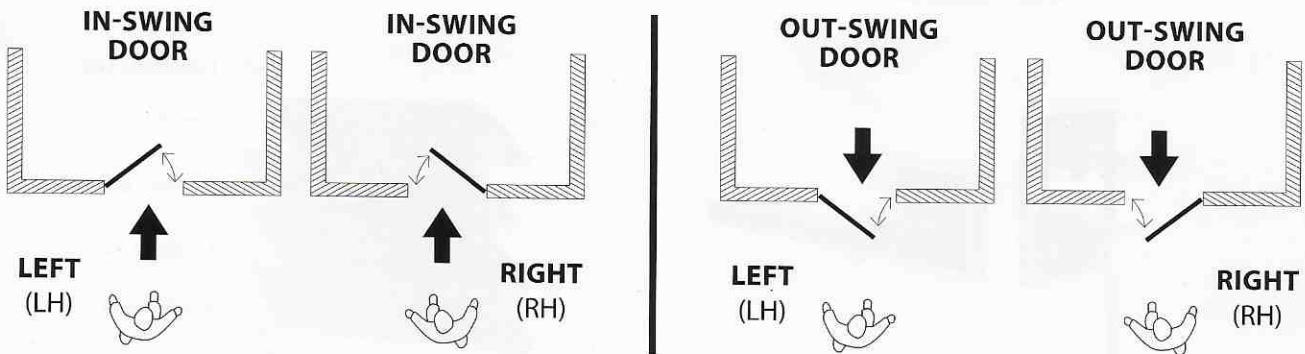
### **Drop Ship to Residential Addresses**

20% of invoice for 2<sup>nd</sup> Day Air

25% of invoice for Next Day Air

Determining handing for door hardware is different than determining handing for carpentry (ordering and hanging doors). If you follow the standard carpentry rules for handing door hardware, instead of following the diagram below, there is good chance you may end up with a lock that is handed incorrectly. Please refer to the diagram below and if you have any questions, call Customer Service at (800) 356-2741.

**HANDING OF DOOR IS ALWAYS DETERMINED FROM THE OUTSIDE**



Handing is required for all products **EXCEPT** for the following\*:

<b>ENTRY SETS</b> • Interior Trim with Knob	<b>CF MECHANISM</b> • Lever-by-Lever • Knob-by-Knob
<b>ALL DUMMY FUNCTION SETS</b> (Handing is required for 1/2 dummy levers, Handleset with Lever, and STRETTO)	<b>KNOB SETS</b> • All Functions

\* Split finish of items listed may require handing

	Standard	On Request (at no charge)
Latches	Mortise	Drive-in
Backsets	2-3/8"	2-3/4"
Strike Plates	Full Lip Square Corner	1/4" Radius, Extended, T-Strike
Face Plates	Square Corner	1/4" Radius

**Passage & Privacy Set Sample Views**



**UL LISTED Knobsets and Deadbolts**

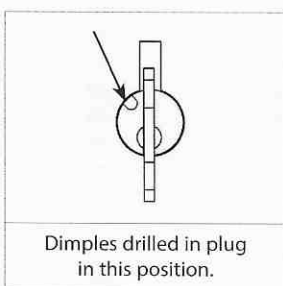
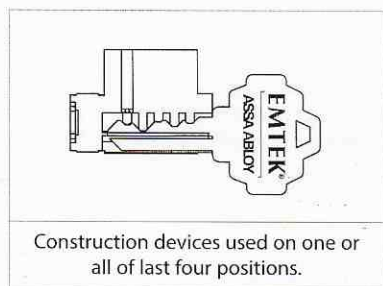
Add the below product codes and prices to standard items to obtain UL LISTED versions of EMTEK Knobsets and Deadbolts

Knobsets with UL LISTING-USL, 60 Minute Fire Rating		Add On List Price
<b>Passage Set 81UL</b>	Add Product Code, Knob Style, Rosette Style*, and Finish.	<b>\$20.00</b>

\* Available only in Round Rosettes for UL.

Deadbolts with UL LISTING-USL, 60 Minute Fire Rating		Add On List Price
<b>Single Cylinder Deadbolt 84UL</b>	Add Material (Low Profile Brass (8455), Sandcast Bronze (8450), or Wrought Steel #2 (8452)) and Add Finish.	<b>\$20.00</b>

**CONSTRUCTION KEYING**



**Charge for Construction Keying - \$3 (NET)**

Locks that are both construction keyed and keyed alike will be charged a total of \$5.00 (NET) per cylinder.

**Charge for Re-Keying - \$2 (NET)**

Locks that are keyed to code or keyed alike will be charged \$2.00 (NET) per cylinder.

**Keying to Code**

Order by indicating "Key Code XXXXX" next to applicable locks.

**Keying Alike**

Order by indicating "Keyed Alike" next to applicable locks if only one keyed alike group is wanted.  
If ordering multiple groups (houses) indicate "Keyed Alike House #\_" next to applicable locks.

**Standard with Construction Keying Services**

- Lost ball system
- Last four pin locations drilled for lost ball application
- Master key wafers used for code variability
- Construction keys and owner keys sent separately
- Order by indicating "Construction Keyed, House #\_" next to applicable locks



Thru-Bore Dummy Mounting Kit

<b>8900</b>	<b>List Price: \$12.00</b>
Thru-Bore Dummy Mounting Kit	
>> Specify Lever/Knob and Rosette styles when ordered.	
<b>CY4</b>	<b>List Price: \$12.00</b>
Tubular Cylinder (Each)	
>> Specify function and finish.	
<b>MS4-KEYBLKC</b>	<b>List Price: \$1.00</b>
Key Blanks (Schlage® C Keyway / Weiser® (WR5) Keyway)	

Adjustable Latch



**ADJUSTABLE LATCHES**

Fit Both 2<sup>3</sup>/<sub>8</sub>" & 2<sup>3</sup>/<sub>4</sub>" backsets

Finish

List Price

**ELECTRONIC LOCKS**

**KEY IN KNOBS & LEVERS ONLY!**

- Polished Brass (US3)
- French Antique (US7)
- Oil Rubbed Bronze (US10B)
- Polished Nickel (US14)
- Satin Nickel (US15)
- Pewter (US15A)
- Flat Black (US19)
- Polished Chrome (US26)
- Medium Bronze (MB)
- Tumbled White Bronze (TWB)

**\$8.00**

Drive-in Latch



**DRIVE-IN LATCHES**

Passage Latch, 2<sup>3</sup>/<sub>8</sub>" backset

Please specify Brass or Chrome nose bolt.

List Price

**\$8.00**

Privacy Latch, 2<sup>3</sup>/<sub>8</sub>" backset

**\$8.00**

Passage Latch, 2<sup>3</sup>/<sub>4</sub>" backset

**\$8.00**

Privacy Latch, 2<sup>3</sup>/<sub>4</sub>" backset

**\$8.00**

Deadbolt Latch



**DEADBOLT LATCHES**

Finish

List Price

2<sup>3</sup>/<sub>8</sub>" backset

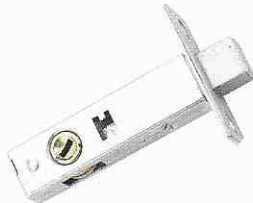
- Polished Brass (US3)
- French Antique (US7)
- Oil Rubbed Bronze (US10B)
- Polished Nickel (US14)
- Satin Nickel (US15)
- Pewter (US15A)
- Flat Black (US19)
- Polished Chrome (US26)
- Medium Bronze (MB)
- Tumbled White Bronze (TWB)

**\$8.00**

2<sup>3</sup>/<sub>4</sub>" backset

**\$8.00**

Thumbturn Privacy Latch



**THUMBTURN PRIVACY LATCHES**

Finish

List Price

Privacy Latch, 2<sup>3</sup>/<sub>8</sub>" backset

- Polished Brass (US3)
- French Antique (US7)
- Oil Rubbed Bronze (US10B)
- Polished Nickel (US14)
- Satin Nickel (US15)
- Pewter (US15A)
- Flat Black (US19)
- Polished Chrome (US26)

**\$8.00**

Privacy Latch, 2<sup>3</sup>/<sub>4</sub>" backset

**\$8.00**

# STRIKE PLATES

**Heavy Duty Deadbolt Strike Plate**



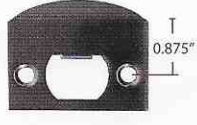
**Heavy Duty Full Lip Deadbolt Strike Plate**



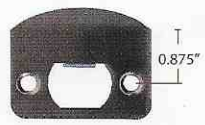
<b>HEAVY DUTY DEADBOLT STRIKE PLATE</b>			
Supplied with 4 Screws: (2) #10, 2 1/2" Wood Screws (2) #10, 3/4" Wood Screws			
	Product Code	Finish	List Price
<b>Standard</b> 1 1/4" x 3 3/8", 3/4" Fits Kwikset® Type Jamb Prep	93223	Polished Brass (US3) French Antique (US7) Oil Rubbed Bronze (US10B) Polished Nickel (US14)	<b>\$4.00</b>
<b>Full Lip</b> 1 7/8" x 3 3/8", 3/4" Full Lip Deadbolt Strike	93224	Satin Nickel (US15) Pewter (US15A) Flat Black (US19) Polished Chrome (US26) Medium Bronze (MB) Tumbled White Bronze (TWB)	<b>\$4.00</b>

>> Strike plates must be purchased separately. If ordered along with deadbolts they will be packed into the deadbolt boxes. In that case deadbolts will be packed with both normal strikes and heavy duty strikes.

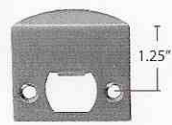
**Full Lip Strike Square Corner**



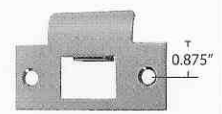
**Full Lip Strike 1/4" Radius Corner**



**Extended Lip Strike Square Corner**



**T Strike Square Corner**



<b>STRIKE PLATES</b>			
For Passage and Privacy Sets			
	Product Code	Finish	List Price
Full Lip Strike, Square Corners <b>STANDARD</b>	86084	Polished Brass (US3) French Antique (US7) Oil Rubbed Bronze (US10B) Polished Nickel (US14)	<b>\$6.00</b>
Full Lip Strike, 1/4" Radius Corners <b>ON REQUEST</b>	86085	Satin Nickel (US15) Pewter (US15A) Flat Black (US19)	<b>\$6.00</b>
Extended Lip Strike, Square Corners <b>ON REQUEST</b>	86086	Polished Chrome (US26) Medium Bronze (MB) Tumbled White Bronze (TWB)	<b>\$6.00</b>
T Strike <b>ON REQUEST</b>	86087		<b>\$6.00</b>

>> All Brass Strike Plates supplied with 2 screws. Strike plates are included with EMTEK locks. Square corner strike plates are standard. Full Lip Strike and T-Strike plates may be substituted at no extra charge. Extended Lip Strike and T-Strike plates not available with radius corners.

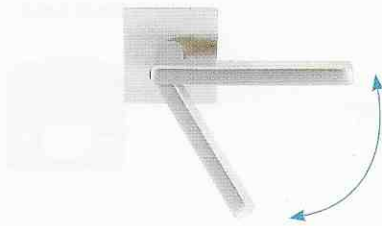
28° Rotation Latch



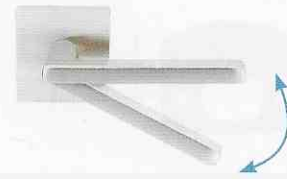
28 DEGREE ROTATION LATCHES		Finish	List Price
Passage Latch, 2 <sup>3</sup> / <sub>8</sub> " backset		Polished Brass (US3) French Antique (US7)	<b>\$12.00</b>
Privacy Latch, 2 <sup>3</sup> / <sub>8</sub> " backset		Oil Rubbed Bronze (US10B) Polished Nickel (US14)	
Passage Latch, 2 <sup>3</sup> / <sub>4</sub> " backset		Satin Nickel (US15) Pewter (US15A)	<b>\$12.00</b>
Privacy Latch, 2 <sup>3</sup> / <sub>4</sub> " backset		Flat Black (US19) Polished Chrome (US26) Medium Bronze (MB) Tumbled White Bronze (TWB)	

>> 28° rotation latch is designed to work with a corresponding door mechanism and cannot be retrofitted. Replacement use only. Please specify function and finish when ordering.

Lever operated without 28° Rotation Latch



Lever operated with 28° Rotation Latch



\* Knobsets, leversets and platesets ordered with 28° Rotation Latches are assembled with internal components specifically designed for use **ONLY** with our 28° Rotation Latch.

Standard Latch



STANDARD LATCHES		Finish	List Price
Passage Latch, 2 <sup>3</sup> / <sub>8</sub> " backset		Polished Brass (US3) French Antique (US7)	<b>\$8.00</b>
Privacy Latch, 2 <sup>3</sup> / <sub>8</sub> " backset		Oil Rubbed Bronze (US10B) Polished Nickel (US14)	
Passage Latch, 2 <sup>3</sup> / <sub>4</sub> " backset		Satin Nickel (US15) Pewter (US15A)	<b>\$8.00</b>
Privacy Latch, 2 <sup>3</sup> / <sub>4</sub> " backset		Flat Black (US19) Polished Chrome (US26) Medium Bronze (MB) Tumbled White Bronze (TWB)	

>> Please specify if faceplate and screws are required. If required, specify finish and square or ¼" radius corner condition for faceplate.

**EMTEK'S HEAVY DUTY MORTISE LOCK BODY WITH ANSI F20 UL LISTED FUNCTION**



- Deadbolt operated by key outside, thumbturn inside
- When locked outside, latch bolt and deadbolt are operated by key outside
- When deadbolt is engaged, outside thumb press/knob/lever is automatically locked
- Latch bolt retracted by thumb press/knob/lever either side, except when outside thumb press/knob/lever is locked by stop button
- Operating inside knob/lever retracts latch bolt and deadbolt simultaneously with outside thumb press/knob/lever remaining locked
- Deadlocking latch bolt
- Deadbolt has saw-proof inserts
- UL Listed Mortise Door Prep ANSI A115.1
- UL180 minute fire rating

**HOW TO ORDER**

To form an item number, add **FUNCTION** to the Product Code, Backset, Lever / Knob, Handing and Finish. For Example:



**ALSO AVAILABLE IN ANSI F13 UL LISTED FUNCTION MORTISE LOCK BODY**



- Deadbolt operated by key outside, thumbturn inside
- When deadbolt is engaged, outside thumb press/knob/lever is automatically locked
- Latch bolt retracted by thumb press/knob/lever either side
- Operating inside knob/lever retracts latch bolt and deadbolt simultaneously, automatically unlocking outside thumb press/knob/lever
- Deadlocking latch bolt
- Deadbolt has saw-proof inserts
- UL Listed Mortise Door Prep ANSI A115.1
- UL180 minute fire rating

**HOW TO ORDER**

To form an item number, add **FUNCTION** to the Product Code, Backset, Lever / Knob, Handing and Finish. For Example:



**EMTEK  
MULTI POINT  
DOOR HARDWARE  
ORDERS...**

**Please remember to  
specify all multi point  
orders with:  
Spring Assist!!!!**

**This will prevent SAGGING LEVERS!!!!**

**Door Manufacturers listed under each configuration are for reference only and are subject to change. Some retro fitting may be necessary. Please carefully measure and identify your hardware using the diagrams and steps listed on page 3 and 4.**

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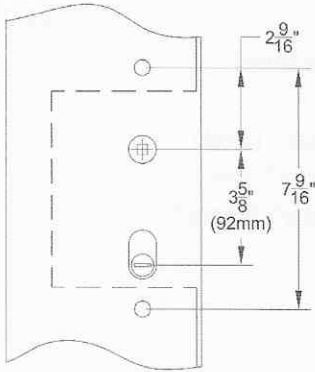
# EMTEK MULTI POINT LOCK TRIM FOR SWING PATIO DOORS

CHOOSE TRIMSETS FROM 7 DOOR & LOCK CONFIGURATIONS, AVAILABLE BOTH KEYED AND NON-KEYED FUNCTIONS

## To determine your Multi-Point Lock configuration:

- 1) Identify the manufacturer of your patio door and multi-point lock
- 2) Measure center-to-center hole spacing between lever and the cylinder
- 3) Check the lever position, is it above or below the cylinder?
- 4) Identify the type of cylinder used in the door, is it American or Euro Profile Cylinder?

PAGE

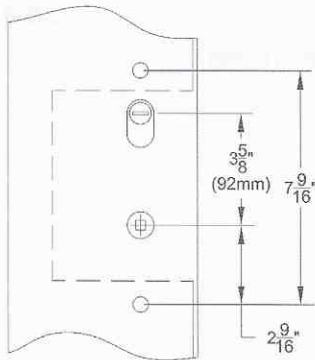


### Door Configuration #1

8-13

American Cylinder Hub Below Handle,  $3\frac{5}{8}$ " Center to Center

ref. Atrium®, G-U®, KML by Andersen®, Andersen®, Marvin Integrity®, Paddock Lockmaster™, Superior®

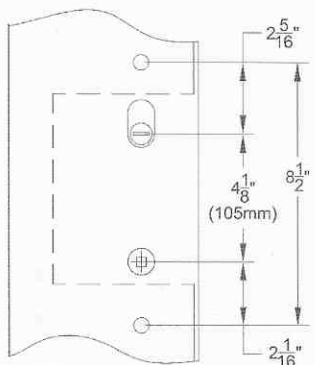


### Door Configuration #2

14-19

American Cylinder Hub Above Handle,  $3\frac{5}{8}$ " Center to Center

ref. BiltBest®, G-U®, Hurd® (Energy Saver), Andersen®

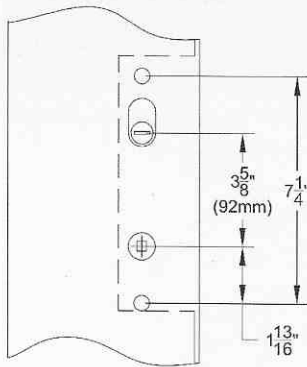


### Door Configuration #3

20-25

American Cylinder Hub Above Handle,  $4\frac{1}{8}$ " Center to Center

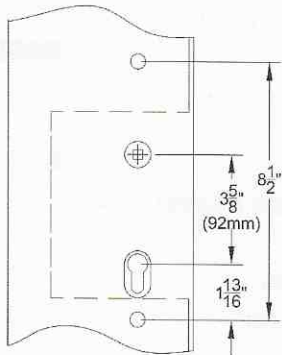
ref. Andersen®



**Door Configuration #4** ..... 26-31

American Cylinder Hub Above Handle, 3 5/8" Center to Center

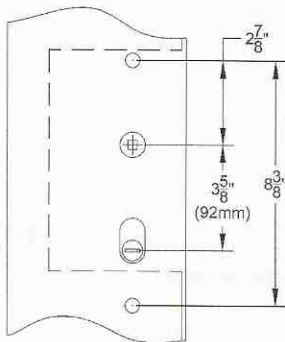
ref. Ashland®, Caradco®, JELD-WEN®, Jeldwen® Custom Collection (formerly Pozzi®), Marvin®, PGT®, Premium Collection (formerly Norco®), Weathershield®



**Door Configuration #5** ..... 32-37

Euro Profile Cylinder Below Handle, 3 5/8" Center to Center

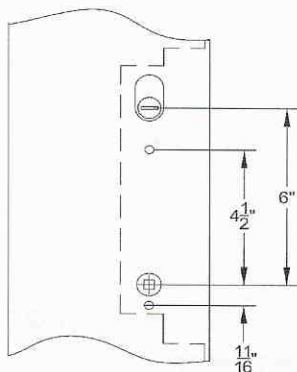
ref. Crestline®, Hoppe®, Hurd®, KFV®, Kolbe & Kolbe®, Lincoln®, Loewen®, Paddock Lockmaster™, Peachtree®, Semco®, Sierra Pacific®, Signature®, Simpson®, Therma-Tru®, Vetter®, Willmar®, Windsor®, Weathershield®



**Door Configuration #6** ..... 38-43

American Cylinder Hub Below Handle, 3 5/8" Center to Center

ref. Milgard®, Pella®



**Door Configuration #7** ..... 44-48

American Cylinder Hub Above Handle, 6" Center to Center

ref. Trillanium® (formerly W&F Manufacturing)

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