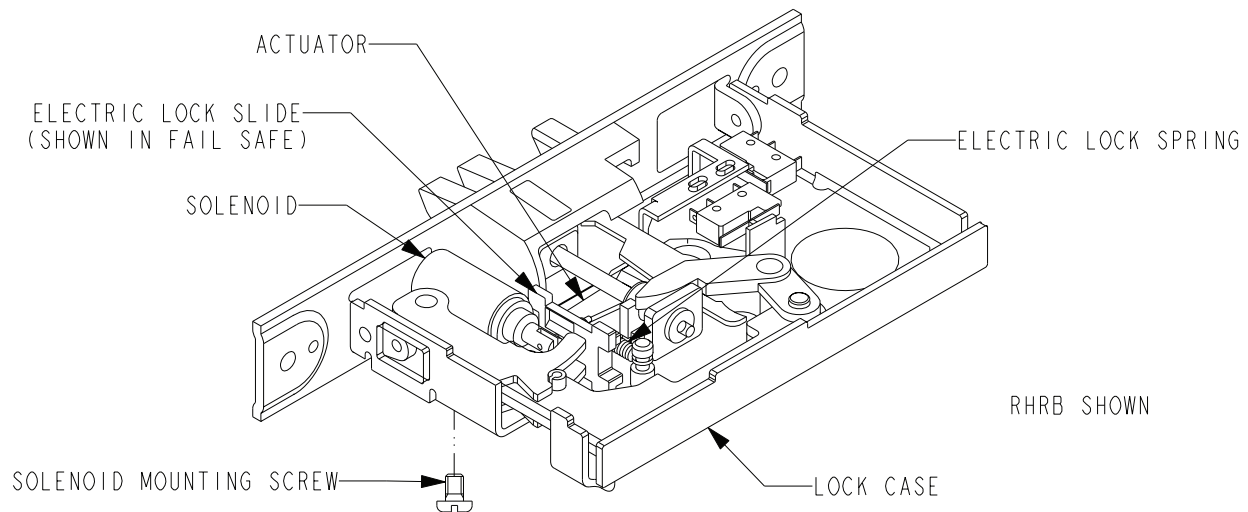


## Fail Safe/Fail Secure Conversion Mortise Lock Series: EM303, EM303F, LSEM303, LSEM303F

For online instructions, assistance or warranty information:  
Call 1-800-392-5209 or visit <https://dhwsupport.dormakaba.com/hc/en-us>



### MORTISE LOCK SHOWN WITH LOCK COVER REMOVED

- 1 Remove the SOLENOID MOUNTING SCREW from the bottom of the LOCK CASE.
- 2 Remove the three screws from the lock cover and then remove the lock cover. (NOT SHOWN)
- 3 Disconnect the ELECTRIC LOCK SPRING, then remove the SOLENOID and ELECTRIC LOCK SLIDE.
- 4 Rotate the ELECTRIC LOCK SLIDE to obtain the desired function. See Diagrams.  
Fail Secure: (see diagram #1) the function slots will be away from the SOLENOID.  
Fail Safe:(see diagram #2) the function slots will be toward the SOLENOID.

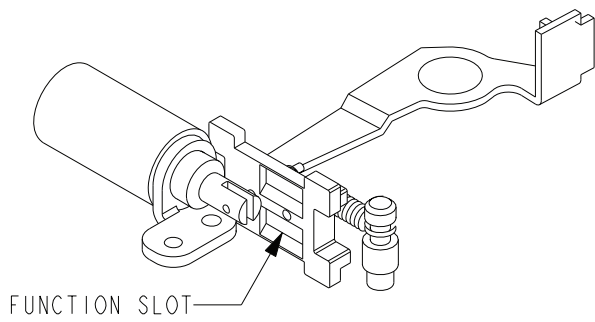


DIAGRAM #1  
FAIL SECURE

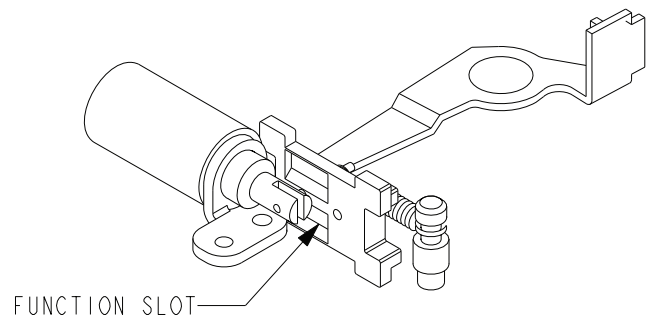


DIAGRAM #2  
FAIL SAFE

5. Reinstall the SOLENOID with its pin in the ELECTRIC LOCK SLIDE, while positioning the ACTUATOR into its notch. (See diagram #3)

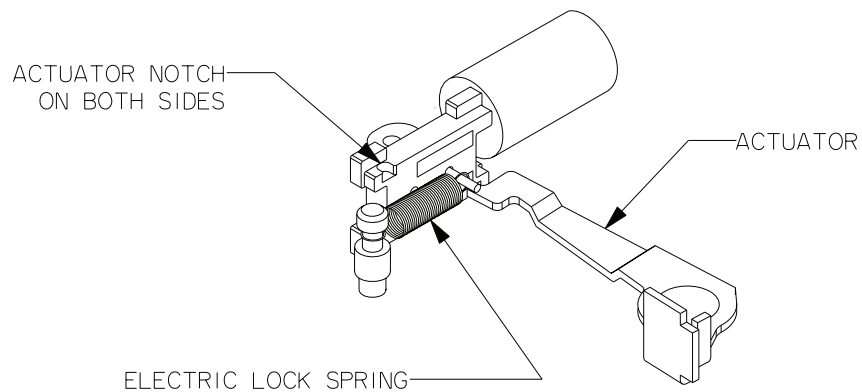


DIAGRAM #3

6. Reinstall the SOLENOID mounting screw.
7. Attach the ELECTRIC LOCK SPRING.
8. Reinstall the lock cover and secure with the three screws.