

## TYPES OF

## DOOR FUNCTIONS

### Passage Latch Function

The passage function is the most simple of the door locks we will discuss here. The latching mechanism can be retracted by both the inside and outside levers at all times. This door lock function is never locked and has no key or locking mechanism on either side of the door. It is often referred to as a passage latch instead of a lock.

### Privacy Lock Function

Just as the name implies, this door lock function is for use on openings where privacy is a concern. The outside and inside levers will retract the latchbolt, unless the outside lever is locked by a button on the inside trim. An emergency key can be inserted in the outside trim which can also retract the latch bolt. The inside lever is always operable to retract the latch for egress.

### Entrance Lock Function

Entrance locks have a key and are used at entrances to buildings or other spaces such as offices or conference rooms. Both the inside and outside trim will operate the latch unless the outside lever is locked by button on the inside. A key will operate the latch both when the outside lever is locked. The inside lever is always free for egress. The key can lock and unlock the outside lever.

### Classroom Lock Function

A classroom lock function is obviously used most often on classroom doors. The outside lever is locked or unlocked with a key. There is no button on the inside like there is for the entrance lock function. The inside lever is always free to operate the latch bolt for egress.

### Storeroom Lock Function

Now we arrive at the storeroom lock function, also referred to as the storage room function. This door lock function has an outside lever that is always rigid and cannot be unlocked. The latch is retracted by the inside lever or by the use of a key in the outside trim. The inside lever is always operable and free for egress.

