

Instructions for Installing Telescopic Handles onto 10 & 12-inch (250 & 300-mm) Vic-300® Butterfly Valves



IMPORTANT INFORMATION

⚠ WARNING



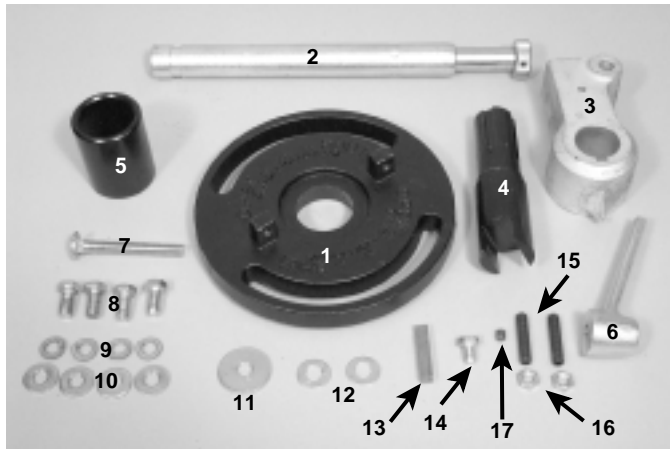
- Read and understand all instructions before attempting to install this telescopic handle kit.
 - Wear safety glasses, hardhat, and foot protection.
- Failure to follow these instructions could result in serious personal injury and/or property damage.

⚠ WARNING



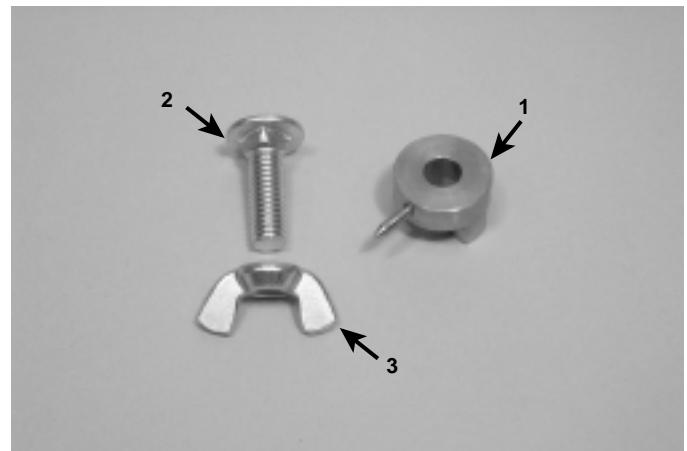
- Depressurize and drain the piping system before attempting to install, remove, or adjust any Victaulic piping products.
- Failure to follow this instruction could result in serious personal injury, property damage, and/or product damage.

PARTS LIST



Telescopic Handle

Item No.	Qty.	Item Description
1	1	Dial Stop Plate
2	1	Telescopic Handle Assembly
3	1	Telescopic Handle Hub
4	1	Stem Adapter
5	1	Stem Adapter Sleeve
6	1	Locking Lever
7	1	Carriage Bolt (3/8" X 16 X 3" Long)
8	4	Hex-Head Screw (3/8"-16 UNC X 3/4" Long)
9	4	Lock Washer (3/8" Diameter)
10	4	Flat Washer (3/8" Diameter)
11	1	Washer (1 3/8" OD X 3/8" ID X .100" Thick)
12	2	Washer (3/8" Diameter)
13	1	Key (.312" X 1.62" Long)
14	1	Hex-Head Screw (5/16"-18 X 1/2" Long)
15	2	Socket Set Screw (5/16"-18 X 1 1/2" Long)
16	2	Lock Nut (5/16"-18)
17	1	Socket Set Screw (1/4"-20 X 5/16" Long)



Optional Memory Pointer Assembly

Item No.	Qty.	Item Description
1	1	Memory Pointer
2	1	Carriage Bolt (3/8"-16 X 1 1/4" Long)
3	1	Wing Nut (3/8"-16)

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INSTALLATION OF TELESCOPIC HANDLE ASSEMBLY

⚠ WARNING



- Depressurize and drain the piping system before attempting to install, remove, or adjust any Victaulic piping products.

Failure to follow this instruction could result in serious personal injury, property damage, and/or product damage.



1. Remove the four bolts that attach the valve bracket to the valve body.



2. Remove the bracket from the valve.



3. Install the stem adapter onto the valve stem.



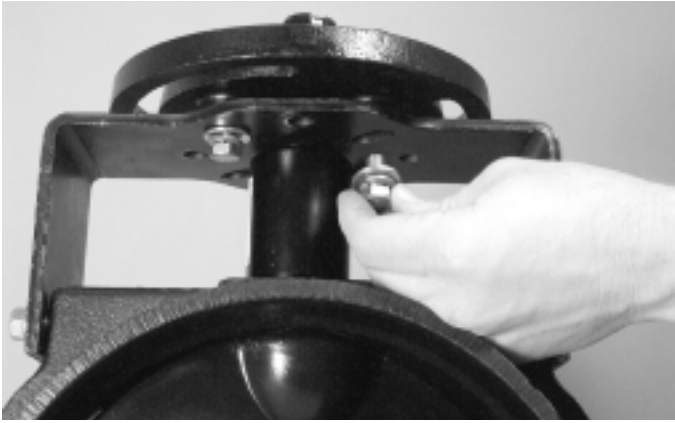
4. Install the stem adapter sleeve over the stem adapter.



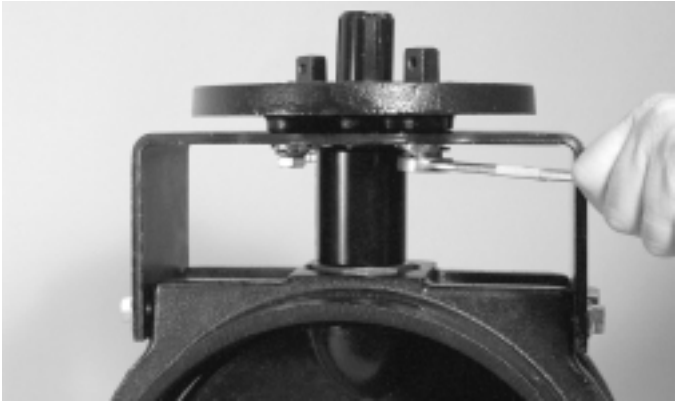
5. Re-install the valve bracket onto the valve body. Re-install and tighten the four bolts.



6. Install the dial stop plate onto the valve bracket so that the plate's holes align with the bracket's holes and the "OPEN" markings align with the valve inlet and outlet (refer to photos above).



7. Place one $\frac{3}{8}$ -inch lock washer and one $\frac{3}{8}$ -inch flat washer onto each of the four hex-head screws ($\frac{3}{8}$ -16 UNC X $\frac{3}{4}$ " long). Install these screws up through the valve bracket and into the tapped bosses of the dial stop plate until they are hand tight.



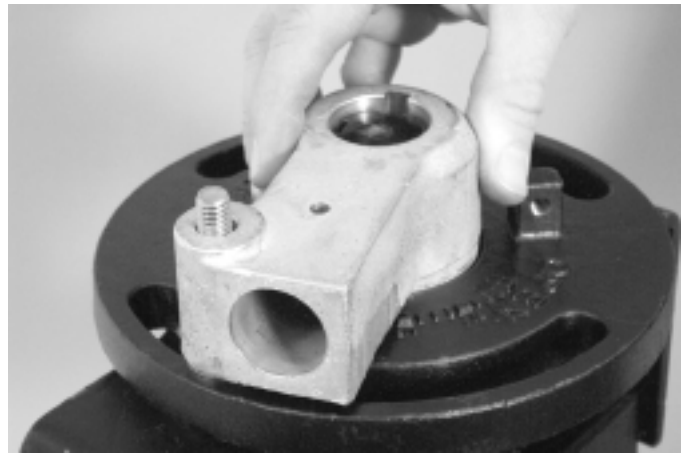
8. Using a wrench, fully tighten the four hex-head screws.



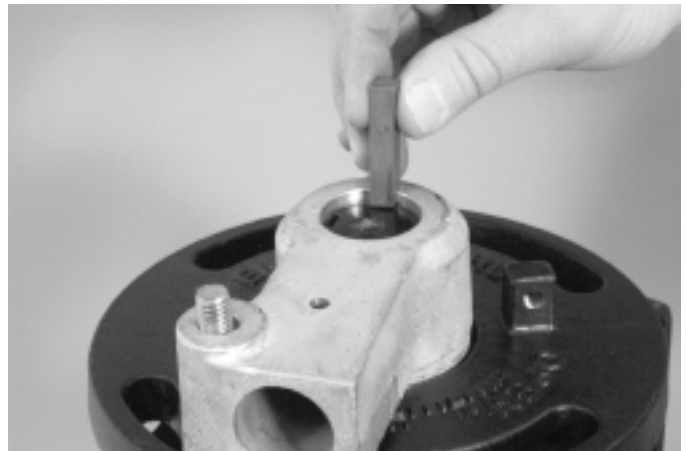
9. Insert the $\frac{3}{8}$ -16 X 3" long carriage bolt up through the bottom of the dial plate. Slide the carriage bolt in toward the bracket so that the head of the bolt rests on the top of the bracket.



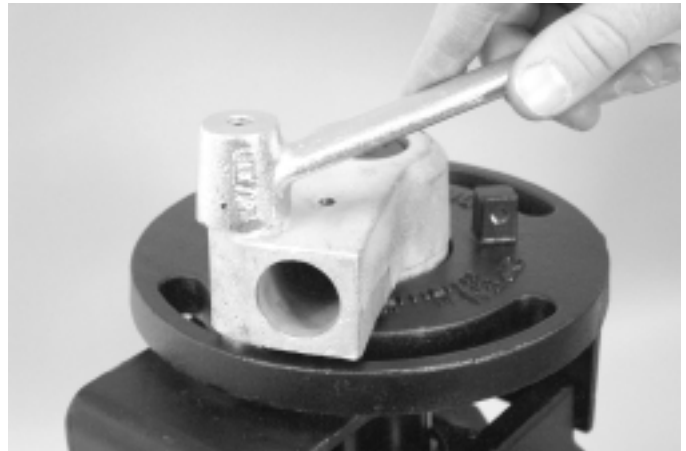
10. Insert two $\frac{3}{8}$ -inch OD washers onto the carriage bolt.



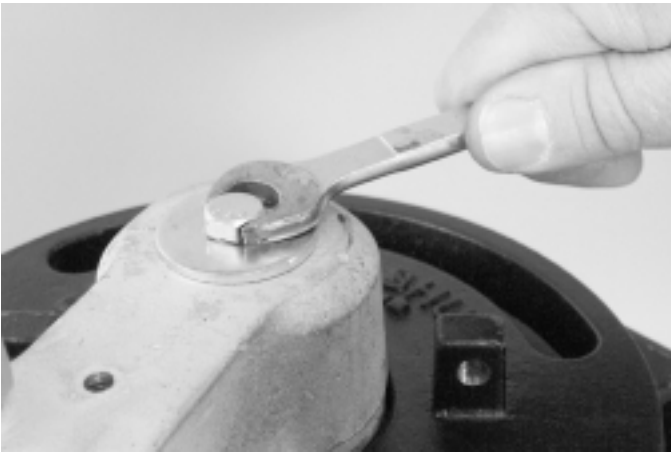
11. With the valve disc in the shut position, align the pointer of the telescopic handle hub with the "SHUT" marking. Install the hub assembly onto the stem adapter and carriage bolt, as shown above.



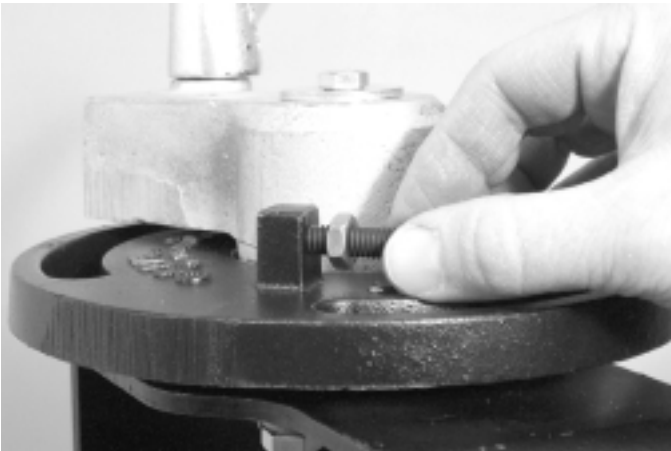
12. Install the key into the keyway in the stem adapter and handle's hub, as shown above.



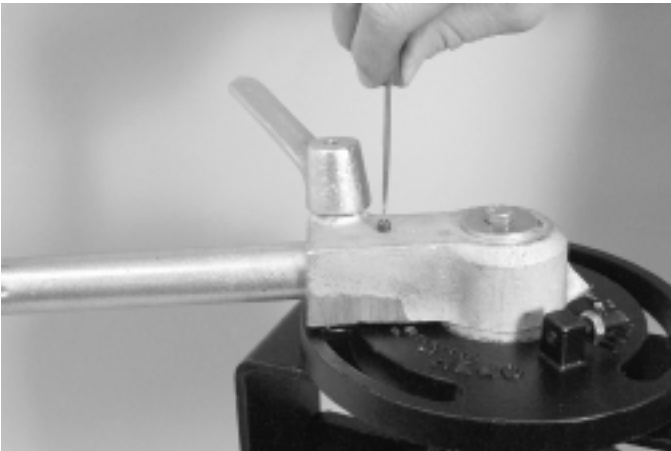
13. Install the locking lever onto the carriage bolt, as shown above. Do not tighten the lever fully at this time.



14. Secure the handle's hub assembly with the 1 $\frac{3}{8}$ -inch OD washer and the $\frac{5}{16}$ -18 hex-head screw, as shown above.



15. Install a lock nut onto both socket set screws ($\frac{5}{16}$ -18 X 1 $\frac{1}{2}$ " long). Thread the socket set screws halfway into the travel limit bosses, as shown above.



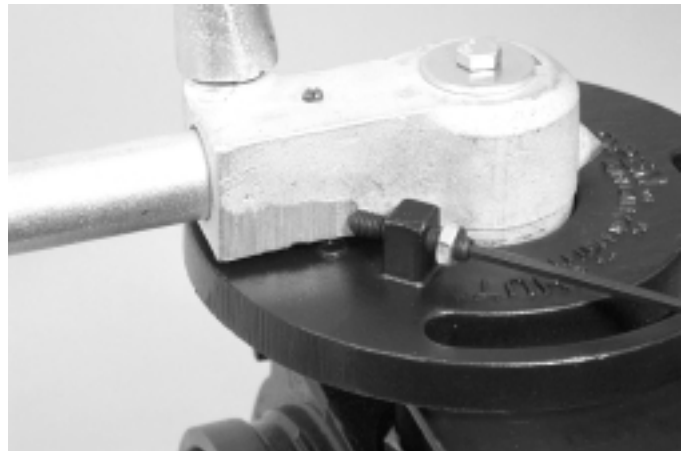
16. Insert the telescopic handle into the hub. Tighten the socket set screw ($\frac{1}{4}$ -20 X $\frac{5}{16}$ " long) into the hub to secure the telescopic handle in position.



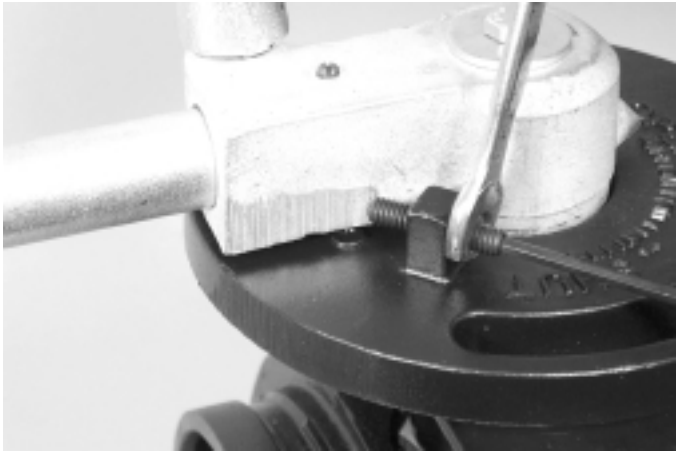
17. Make sure the valve disc is in the "SHUT" position. Turn the travel limit's socket set screw until it contacts the side of the handle's hub, as shown above.



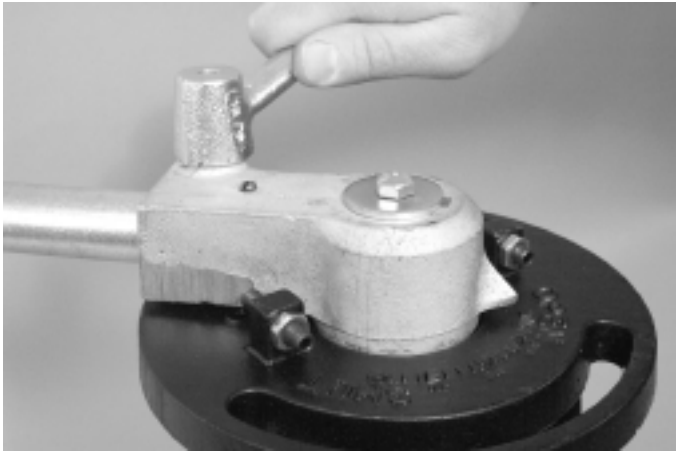
18. While holding the socket set screw in position, tighten the lock nut against the travel limit boss, as shown above. This sets the "FULL SHUT" travel stop.



19. Open the valve until the pointer aligns with the "OPEN" marking. Turn the remaining travel limit's socket set screw until it contacts the side of the handle's hub.



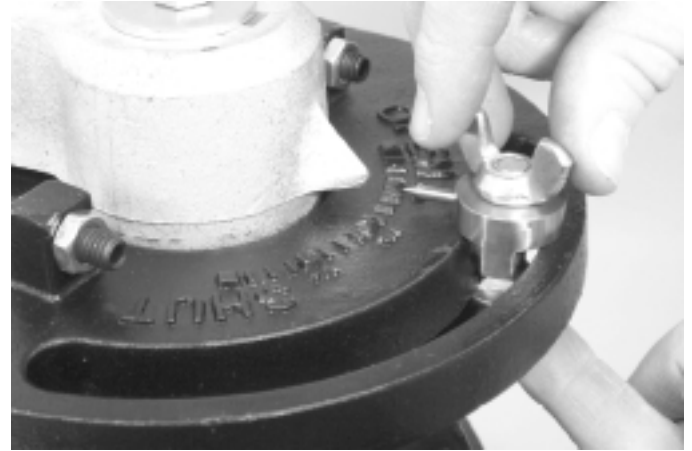
20. While holding the socket set screw in this position, tighten the lock nut against the travel limit boss, as shown above. This sets the "FULL OPEN" travel stop.



21. After placing the valve disc in the operating position, tighten the locking lever fully to maintain this position.

INSTALLATION OF OPTIONAL MEMORY POINTER

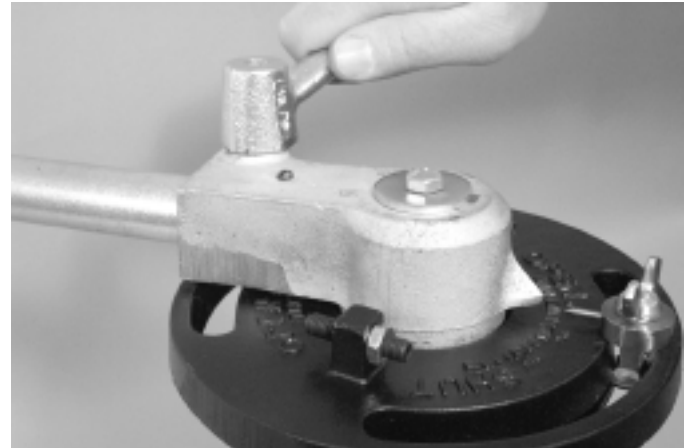
1. Using the telescopic handle, move the disc to the operating position.



2. Insert the $\frac{3}{8}$ -16 X 1 $\frac{1}{4}$ " long carriage bolt up through the dial stop plate's slot (adjacent to the handle hub's pointer).

2a. Install the memory pointer onto the carriage bolt. Make sure the memory pointer and the handle hub's pointer align.

2b. Thread the wing nut onto the carriage bolt and tighten.



3. When the memory pointer is tightened at the proper position, tighten the locking lever to maintain this position.