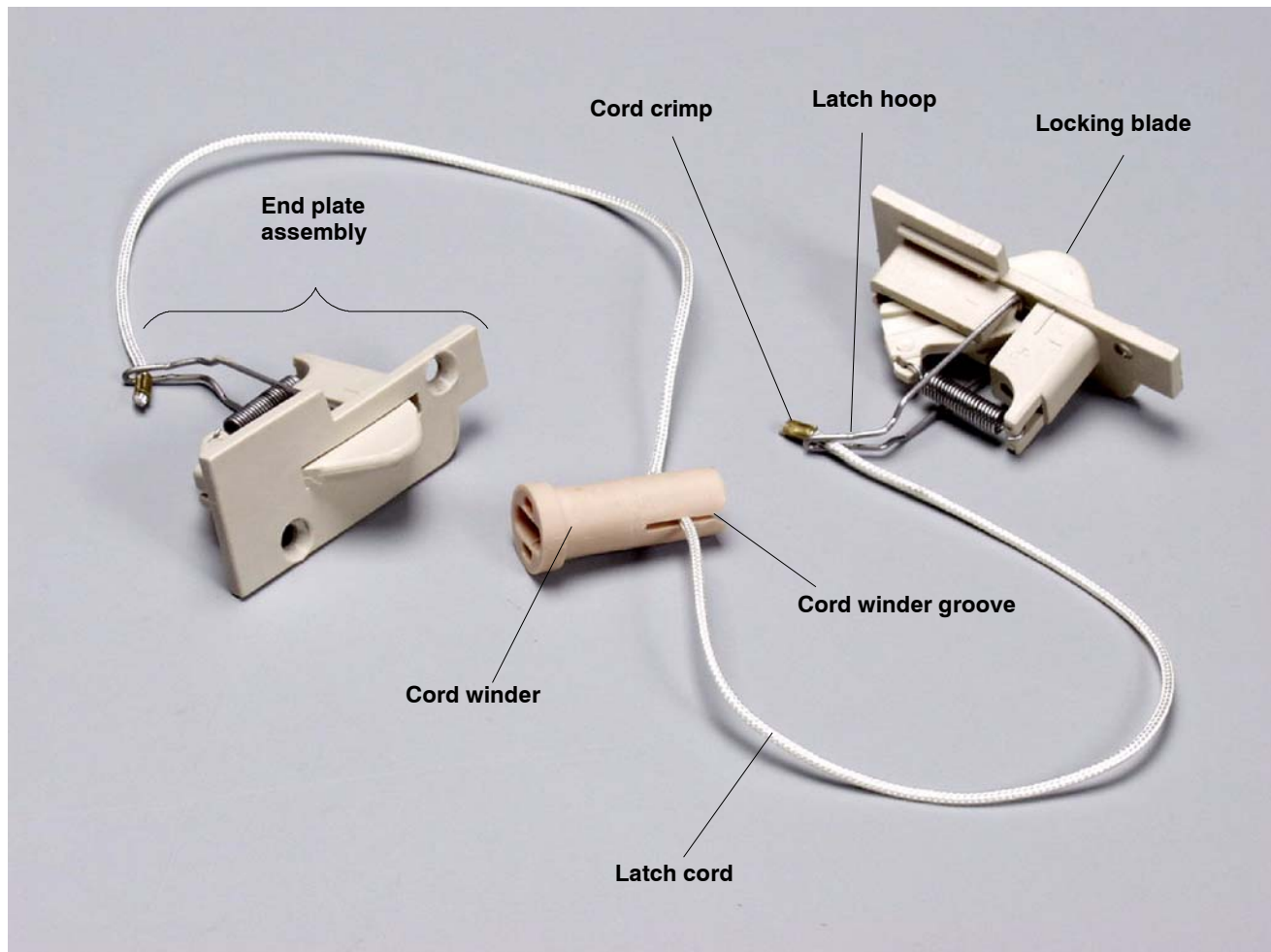


Ultimate Double Hung Service

Attaching Tilt Latch Cords to Locking Blades



End plate assemblies, latch cord, and cord winder

Abstract: These instructions will show a service technician how to reattach the tilt latch cord to the locking blades on an Ultimate Double Hung bottom sash.

ATTACHING TILT LATCH CORDS



IMPORTANT: Read all instructions thoroughly before attempting to reattach the latch cord on your Ultimate Double Hung sash. These procedures should only be attempted by qualified service technicians. Failure to follow the instructions explicitly may void the warranty (written or implied).

Check the tilt lever on the front of the lock. Indicators that the latch cord has broken or disengaged from the latch hoops are:

- The tilt lever is very loose and a "click" sound cannot be heard when fully actuated.
- With the tilt lever fully actuated, the locking blades do not retract allowing you to tilt the sash in.

Refer to the photo on the front cover for reference to specific parts.

Tools Needed

Safety glasses #2 Phillips screwdriver
 Needle nose pliers Power drill with a 5/32" drill bit*
 Tape Crochet hook with a narrow handle
 Casemaster locking rod (a heavy gauge wire may also work)

***Drill bit will vary depending on the diameter of the handle on the crochet hook.**



Removing the Assembly

1. Using a Phillips screwdriver, remove the screws fastening the lock to the check rail. Set the lock and screws aside for use later. Note the loose tilt lever in figure 1.
2. Using a needle nose pliers, remove the cordwinder from the sash and set aside. See figure 2.

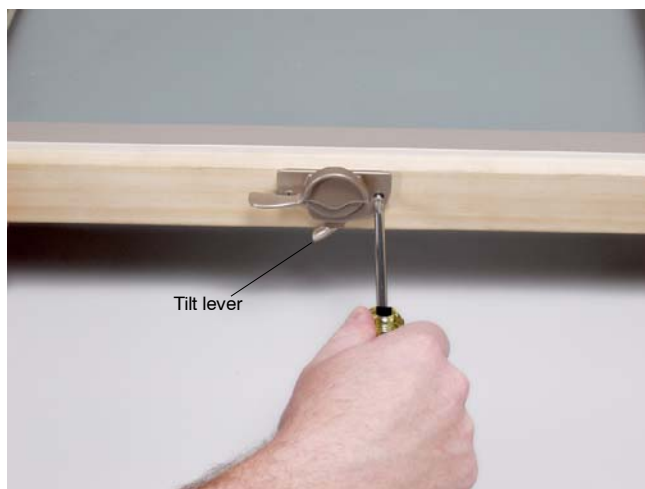


Figure 1-Removing lock

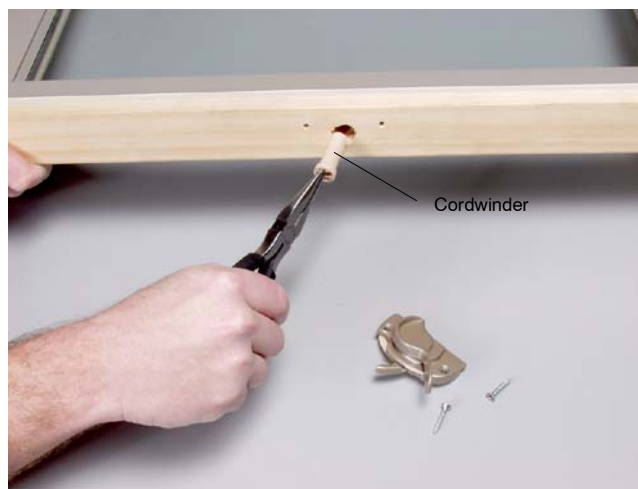


Figure 2-Removing cordwinder

3. Remove the screws fastening the end plate assemblies to the sash. Remove both assemblies and set aside. See figure 3.

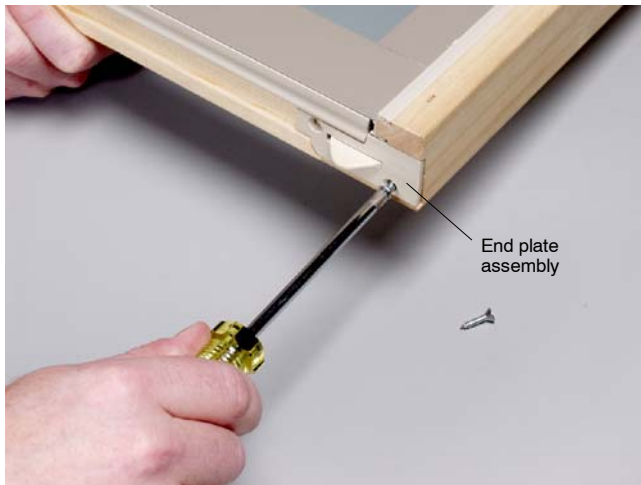


Figure 3-Removing end plate assembly

4. Using a needle nose pliers or similar tool, re-crimp the ends of the latch cord.
5. Remove the latch hoop from the end plate assembly that has been disconnected from the latch cord. To do this, simply press in on the locking blade and spread the hoop ends, separating the ends from the holes in the blade. See figure 4.

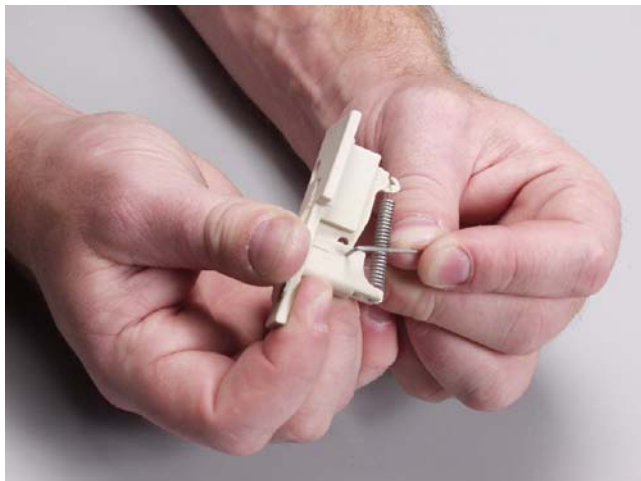


Figure 4-Removing latch hoop from assembly

Reattaching the Cord

6. Thread the loose end of the latch cord through the detached hoop.
7. Tape the detached loop and cord to the end of the locking rod. See figure 5.
8. Carefully fish the rod (with the latch hoop attached) through the sash until it comes out the other side. Then pull the rod through until latch hoop appears. See figure 5.

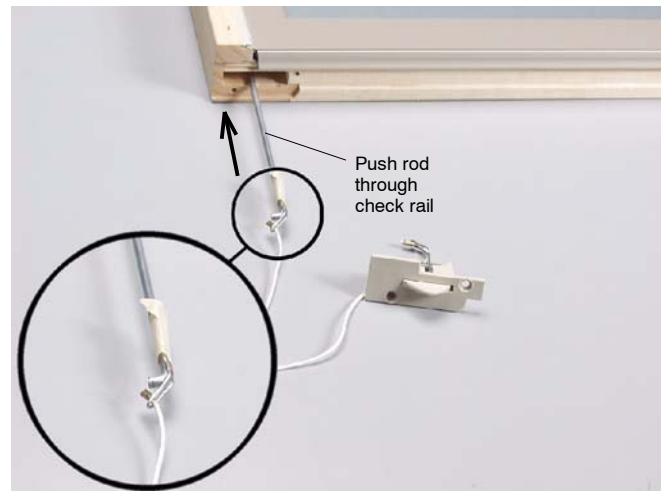


Figure 5-Fishing cord through sash

9. Grasp the latch hoop with pliers and remove the tape from the rod.
10. Depress the locking blade on the loose end plate assembly.
11. While holding the latch hoop with the pliers, attach the ends of the loop through the holes in the locking blade as shown in figure 6.



Figure 6-Reattaching latch hoop

12. Fit the end cap assembly into the recess at the end of the sash.
13. Fasten both end caps with the screws removed earlier. Do not over-tighten screws.



CAUTION: When using power tools, be sure to wear the proper safety equipment at all times.

14. Using a power drill and appropriate diameter drill bit, bore a hole through the center of the cord winder. Make the hole big enough for the crochet hook to fit through. See figure 7.



Figure 7-Drilling out cordwinder

15. Carefully grab the latch cord with the crochet hook. Pull up on the cord to make sure the locking blades depress. See figure 8.

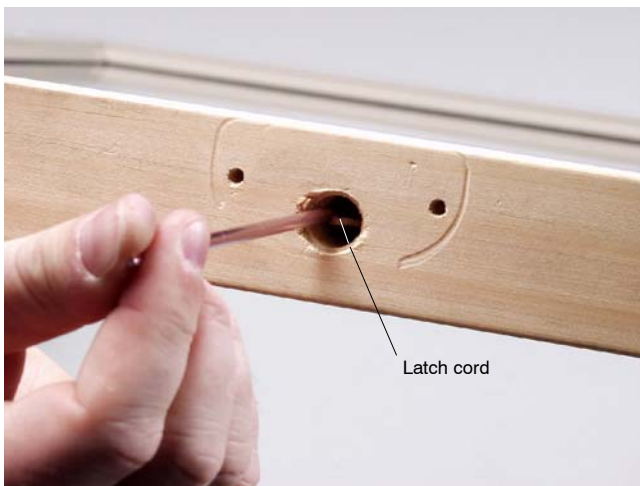


Figure 8-Capturing latch cord

16. While holding onto the crochet hook, slide the cordwinder over the hook and into the sash as shown in figure 9.



Figure 9-Engaging cord in cordwinder groove

17. Pull up on the cord again to snap it into the groove on the cordwinder.
18. Remove the crochet hook. Be careful not to disengage the cord from the winder when you remove the crochet hook.
19. Turn the cordwinder counterclockwise until slight resistance is felt. The slot on the winder should be in a horizontal position. See figure 10.



Figure 10-Replacing lock

20. Test the tilt lever by temporarily replacing the lock to make sure the blades retract properly.
21. If working properly, fasten the lock with screws removed earlier.
22. Replace sash.

Troubleshooting Questions and Answers

Q: My latch cord is completely broken, what do I do? Can I use something else?

A: You'll have to replace the cord. Don't try to mend the cord or use any other string. The lock is designed for a specific length and type of cord. Contact your service representative for replacement parts

Q: I followed all the steps and replaced the lock. My locking blades still won't retract when I pull on the tilt latch.

A: Remove the lock and manually engage the cordwinder by inserting a standard screwdriver in the top of the winder. Turn the cordwinder counter clockwise and check to see that the blades retract. If they don't retract it could be one two things:

1. The cord has disengaged from the cordwinder. If this is the case, remove the winder and follow steps 15-21.
 2. The cord crimps slipped off or the cord itself released from the latch hoop. In this instance you will need to remove the end caps and start over.
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Q: I can't get the sash out of the frame to work on it. What do I do?

A: Obtain the Double Hung Round Top operator tilt jigs or use two credit cards (or similar material). Place the cards or jigs between the sash and frame just above the location of the locking blades. Then lift the sash to manually engage the locking blades. Tilt the sash in and remove as normal.
