

Ultimate Double Hung G2 Lock Removal Service Instruction



You Will Need to Supply

Phillips screwdriver

IMPORTANT

Do not use a power screwdriver, always remove and install screws with hand screwdriver.

1. Remove bottom sash. [Click here](#) for a video on how to remove the sash.
2. On the bottom sash, ensure lock is in the unlocked position. Remove first screw. See figure 1.

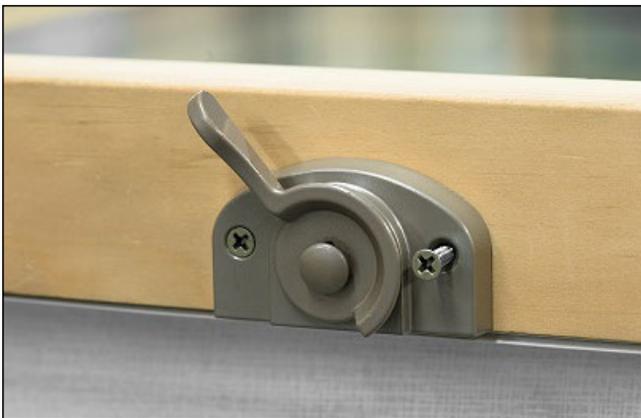


Figure 1

3. Move the lock to locked position and remove other screw. See figure 2.



Figure 2

4. Lift lock straight to remove. See figure 3.



Figure 3



Tip

Catch and catch spring need to be in correct position. If lock is in unlocked position, catch will stay in place. If the catch is outside of the catch spring, the lock will not function. See Figure 4.



Figure 4

5. Plunger will remain outside cord guide and extends up beyond the surface of the bottom check rail. Do not apply finish over plunger. Leave all components intact. See figure 5.



Tip

Cover plunger and lock handle holes with tape to prevent them from being sanded and keep them free of finish.

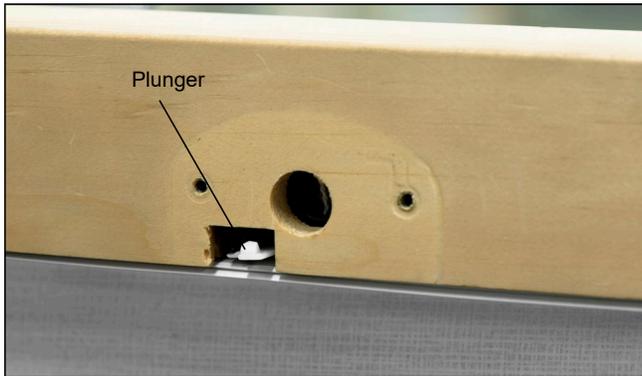


Figure 5

NOTE: Sash locking latches and tilt pins are handed. Handing designations on these components are indicated as viewed from the exterior. If these components are removed for finishing, ensure all fasteners are snug but not overtightened. Latches should operate easily by hand without binding. See Figure 6.

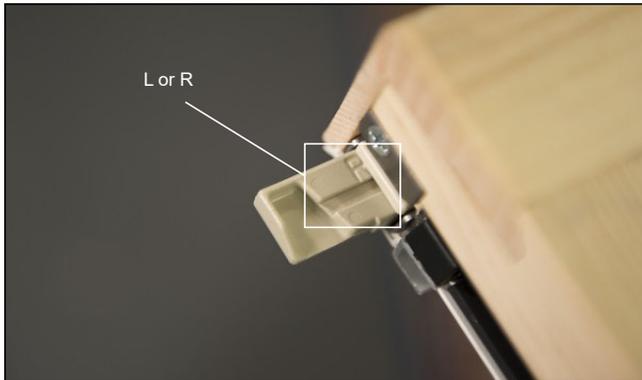


Figure 6

6. To install lock, place lock in locked position on to the check rail. Press lock firmly against check rail in locked position and tighten screw. See Figure 7.



Figure 7

7. Move to lock to unlocked position and install other screw. See Figure 8.



Figure 8

Other

1. Head jamb weather strip: No excess paint in the weather strip groove in the top rail. It will disrupt the proper operation of the weather strip and sash. If weather strip is removed it needs to be fully seated without distortion when installed. See Figure 9.

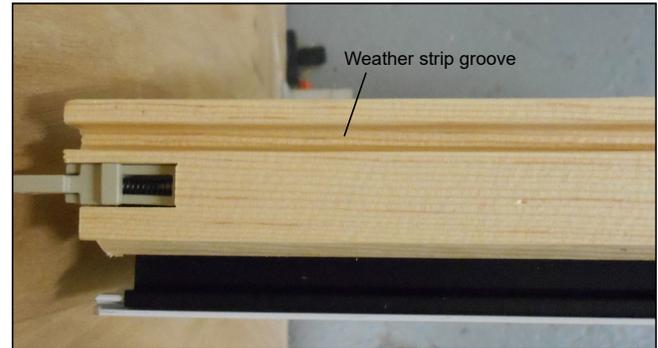


Figure 9

2. Jamb receiver hardware: Do not remove the jamb receiver assembly. Do not apply finish to seals, vinyl, or plastic surfaces. See Figure 10.



Figure 10