HOW TO REPLACE YOUR MILGARD SMARTTOUCH® LOCK

Materials Required

Needle Nosed Pliers

Phillips head screwdriver

New SmartTouch® Lock

Safety Precautions

This activity is appropriate for individuals with an understanding of how to use simple hand tools. Remember to wear eye protection and to make sure that pets and small children are not present when performing these activities.

For questions, please contact us:

1.800.MILGARD

milgard.com

These instructions will guide you through how to replace the SmartTouch® lock on your Milgard window. The SmartTouch® lock is located on the operable portion of the window.

1. Start by opening window all the way.

2. Take out the window sash by lifting up and pulling the bottom of the sash out first.

3. Locate mortise screws on exterior side of sash.

4. Using a Phillips head screwdriver, remove both screws while holding the lock handle in place.
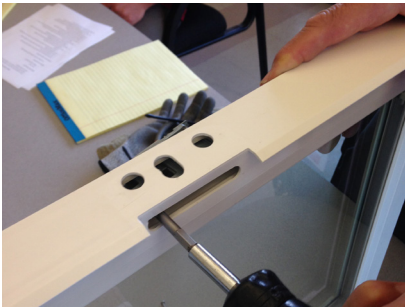
5. Once the screws are loose, use needle nosed pliers to remove the screws from the mortise body.
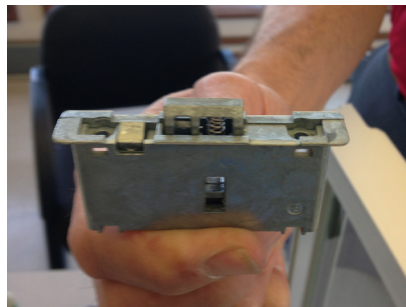

6. Remove the lock handle by pulling the handle down and towards the inside of the sash.

7. Using a Phillips screw driver, push the mortise lock body out of the vinyl frame.

8. To reassemble, start by making sure the mortise latch is extended by depressing the release button at the side of the mortise latch.

9. Make sure the sloped side of the mortise latch is facing the glass. Insert mortise lock body back into to the vinyl sash.

10. Once the mortise lock body is inserted back into the vinyl sash, depress the mortise latch back into the mortise lock body.

11. Install the new SmartTouch® lock into the vinyl sash and mortise lock body.

12. Reinsert the screws into mortise lock body.

13. Replace sash into the window frame by inserting the top first.