A Dummy Sash Lok is fitted to the lock side of a sash that has been ordered as a dummy sash. On opening the sash you will find the plastic sash packer has been fitted in the correct position at both corners. (see Fig. A)

Two metal Sash Plates are also secured to the sash. (see Fig. A) When you are ready to secure the sash, remove the screws from the metal Sash Plates and fit them into position using these screws as shown in Fig. B.

Close the sash and push until the required seal is achieved. The sash will require medium force to engage the Dummy Sash Lok. **Further pressure on the sash corners may be applied to give a tighter seal if preferred.**

**FITTING DUMMY-SASH LOK**

**REMOVING DUMMY-SASH LOK**

Make sure you hold the Release Tool firmly (available for purchase from our Trade Counter) with the blade flush to the sash internal face, push straight down between the sash and the outer frame in the area as shown in Fig 1. This action disengages the Paddle Plate away from the Sash Plate. Next roll the Release Tool forward to move the sash outwards and away from the frame for approximately 20mm as shown in Fig2. Repeat this to the other Dummy Sash Lok positions as required.

Occasionally, the Dummy Sash Lok will move into the “Lock Out” position when moving forward and will not release. This will require the operator to push the sash back into place and return to the first instruction at the top of this page.