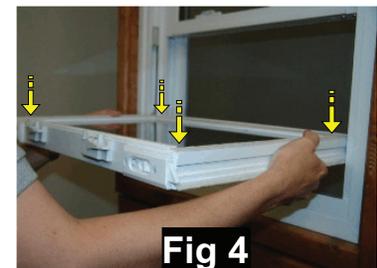
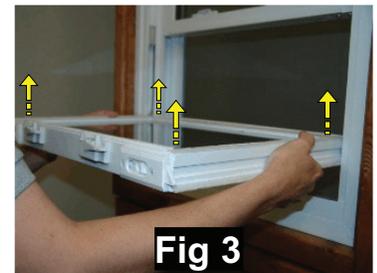
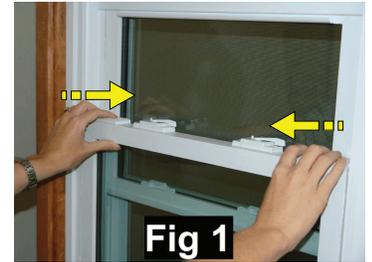


SASH REPLACEMENT

Lower Sash Removal:

1. Starting with the window in a closed position, unlock the sashes and raise the bottom sash 3-4 inches.
2. Slide the tilt latches towards the center of the sash (**Fig. 1**), and lower the sash until horizontal with the floor (**Fig. 2**).
3. While maintaining the sash in a level position, firmly grasp each side of the sash near the bottom at the same time (**Fig. 3**).
4. Lift the sash straight up, raising all four corners at the same time, until the sash is clear of the retaining boots. (**Fig. 3**)
5. Once clear of the retaining boots, tilt to one side and remove.



Upper Sash Removal:

1. First remove the lower sash as outlined above.
2. Lower the top sash until it stops.
3. Slide the tilt latches towards the center of the sash (**Fig. 1**), and lower the sash until horizontal with the floor (**Fig. 2**).
4. While maintaining the sash in a level position, firmly grasp each side of the sash near the bottom at the same time (**Fig. 3**).
5. Lift the sash straight up, raising all four corners at the same time, until the sash is clear of the retaining boots. (**Fig. 3**)
6. Once clear of the retaining boots, tilt to one side and remove.

Sash Replacement:

1. Grasp the sash on each side near the bottom at the same time and position the sash in the window frame with the inside pane facing the floor (**Fig 4**).
2. Lower all four corners of the sash at the same time until the pivot bars lock securely into the receiving boots (**Fig 4**).
3. **CAUTION: MAKE SURE BOTH PIVOT BARS ARE COMPLETELY SEATED BEFORE ATTEMPTING TO CLOSE THE SASH** (**Fig 5**).
4. Raise the sash slowly until the tilt latches engage and the sash is locked securely into the window frame (**Fig 6**).

!!! WARNING !!!

TO AVOID POSSIBLE INJURY THE ABOVE RECOMMENDATIONS SHOULD BE FOLLOWED WITH EXTREME CAUTION - PROCEED AT YOUR OWN RISK.

TO AVOID POSSIBLE INJURY ALWAYS USE TWO PEOPLE TO REMOVE AND REPLACE SASHES.