



Sash replacement instructions for 346 models

TOOLS NEEDED: Phillips screw driver, small flat blade screw driver, and scissors. Two people recommended.

STEP 1: REMOVE BOTTOM SASH FROM DOOR FRAME

There are two different styles of bottom sash frames depending on the age of the door.

- If your door has wedges on the top corner of the bottom sash, remove the screws from the clear sash wedges as shown. Remove the wedges from door by prying them out with a flat bladed screwdriver (FIG 1).
- If the bottom panel has 4 screw hole plugs, punch out all 4 screw hole plugs using a Phillips screw driver. Then remove the 4 screws that are behind these plugs as shown in FIG 2. **Note High View doors have a solid bottom panel and not a glass insert as shown in figure 3.**
- For both sash designs, slide the sash towards one side of opening and remove it from the door frame as shown in FIG 3. Sometimes lifting the sash up towards the middle of the door will help to remove it as well. Retain this sash as it will be used later.

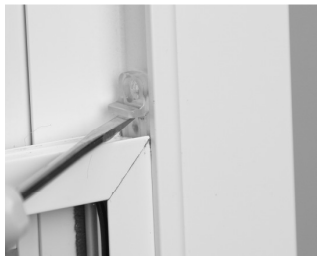


Figure 1



Figure 2



Figure 3

Step 2

Pull window sash down to a comfortable height.



Figure 4

Step 3

Remove screw from each side of head cover and remove cover.



Figure 5

Step 4

Remove sash spacer from the bottom of the top sash by inserting a screwdriver as shown and twisting it. Repeat for both sides. There are two possible types of sash spacers. Both remove the same way.

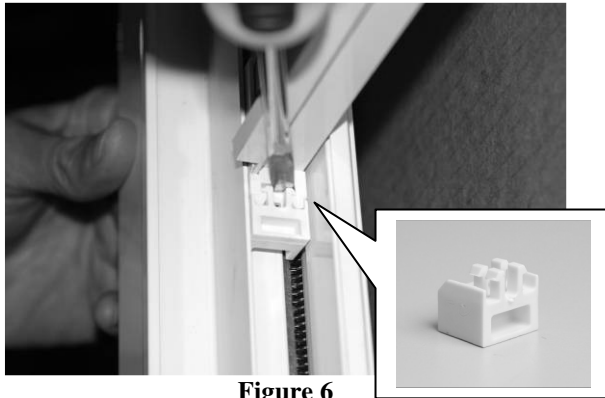


Figure 6

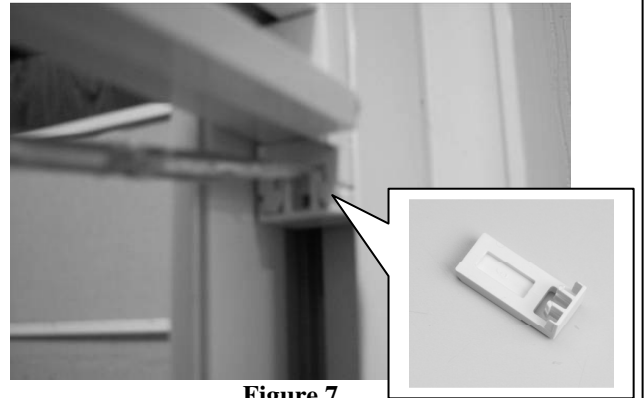


Figure 7

Step 5

If you have a 2 piece spacer (as shown below), discard it. You will be instructed to use the new one provided later in step 17.



Figure 8

Step 6

Holding onto the sash, cut the screen and slowly lower the sash down. Screen is under tension and will retract rapidly.

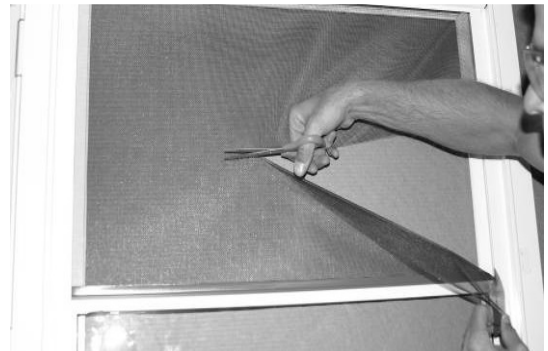


Figure 9

Step 7

Remove screen by inserting screwdriver between it and the bracket on the right side. Pry it out and then downwards until it clears the door frame.



Figure 10



Figure 11

Step 8

Remove sash by sliding it to the top. Then slide towards the handle side of the door and pull out. Plastic spacer needs to clear top of frame.



Figure 12

Step 9

Remove the old screen by sliding it out of the channel.



Figure 13

Step 11 INSTALL NEW BRACKETS

Install the new brackets as shown in FIG 15 and 16. Note that the arrows on the brackets will point up and be visible after installation. Also when viewed from the inside, the bracket with the slot will go on the left while the bracket with the hole will be on the right.

LEFT BRACKET

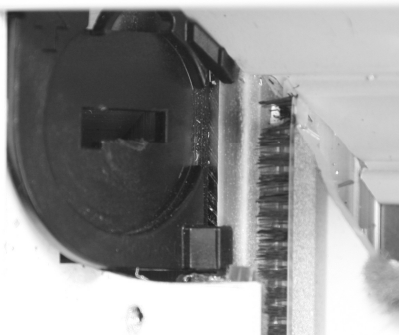


Figure 15

RIGHT BRACKET



Figure 16

Step 10 REMOVE OLD BRACKETS

If you have metal brackets as show in Figure 14a & 14b, remove the metal brackets and install the new black ones as shown in in step 11. Otherwise proceed to step 12.



Figure 14a



Figure 14b

Step 12

Slide new screen roll into sash. The screen should be coming off the outside of the roll as shown in the below illustration. This is pretensioned, do not touch the opposite end shown or you could lose tension.



Figure 17

Step 13

Reinstall sash by inserting the top as shown. Slide sash towards one side of opening and slowly lower into channel.

Be careful not to rip the screen.



Figure 18

Step 14

Insert left end of the screen roll into the left bracket. Be careful not to twist the tab before it's inserted or spring tension will be lost. Do not unroll the screen roll more than 6" or the operation of the sash may be affected.



Figure 19

Step 15

Insert the pivot bracket (figure 21) into the right end of the screen tube. Be sure the arrow is pointing up as shown in FIG 22. Rock the right end of the screen into place. **Do not operate sash until head cover is in place.**



Figure 20



Figure 21

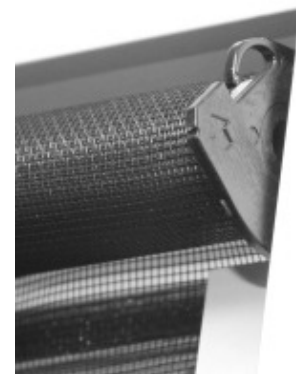


Figure 22

Step 16

Reinstall head cover and fasten in place.



Figure 23

Step 17

Install spacers by snapping them into place.



Figure 24



Figure 25

Step 18

Reinstall bottom insert and both wedges. Be sure the bottom insert seats in the bottom channel when fully lowered as shown in FIG 27. Screw wedges back into place. If the holes do not line up, the bottom insert is not seated correctly. Raise it up and lower it into place again. If the insert will not seat apply a small amount of pressure with your foot as shown in FIG 26.

Older models that do not have these wedges should refer back to Fig 2 and reinstall the 4 screws and plugs that hold the bottom sash into place.



Figure 26



Figure 27



Figure 28

NOTE: THIS STEP IS ONLY NEEDED IF ROLLER SPRING LOSES TENSION.

THE SPRING COMES PRE-WOUND FROM THE FACTORY, DO NOT COMPLETE THIS STEP UNLESS TENSION HAS BEEN LOST.

If spring setting is disturbed, or “set off”:

Grip rectangular end of screen roller assembly with a pair of vice grips, hold in the position shown and turn clock-wise the number of revolutions per the chart below, then back-off a half turn and tilt screen roller assembly until spring locks in place. (Do not release until spring is locked. If done correctly the spring will not unwind)

Full View Settings:

32" = 21 revolutions

36" = 24 revolutions

Mid View Settings:

32" = 19 revolutions

36" = 22 revolutions



Figure 42