



Screen replacement instructions for 346 models

TOOLS NEEDED: Phillips screw driver, small flat blade screw driver, 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.



Fig 1



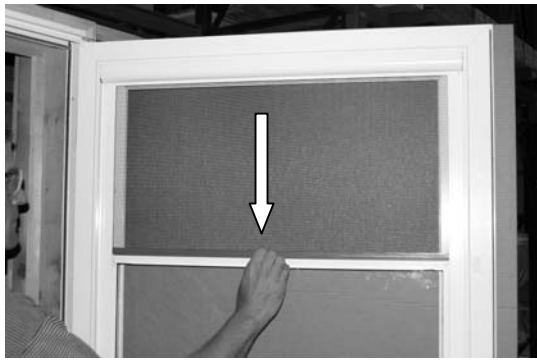
Fig 2



Fig 3

Step 2

Pull window sash down to a comfortable height.



Step 3

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

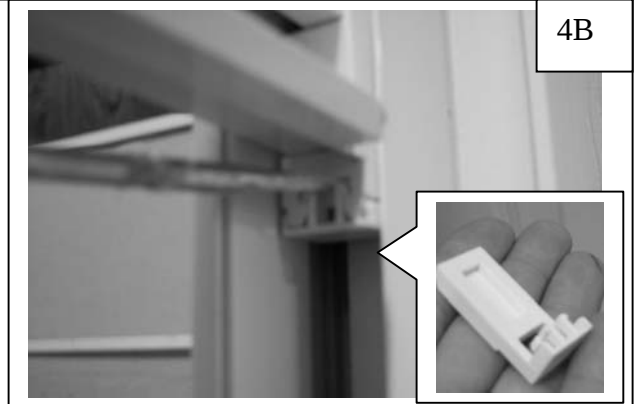


Step 4

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.



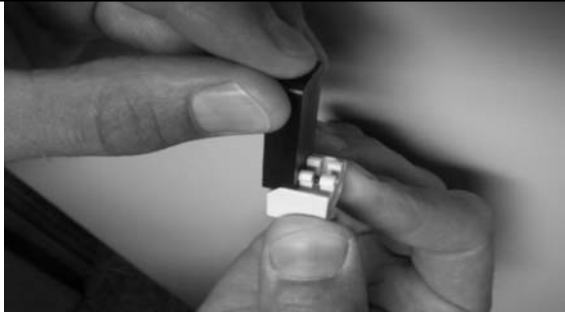
4A



4B

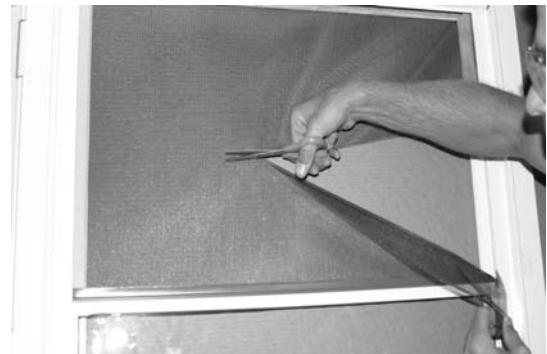
Step 5

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



Step 6

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



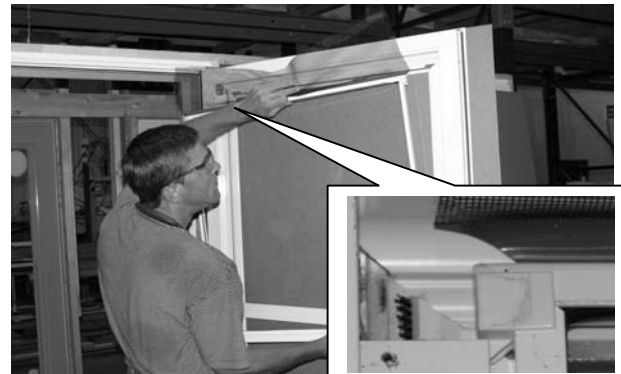
Step 7

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.



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 frame.



Step 9

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



Step 10

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



Step 11

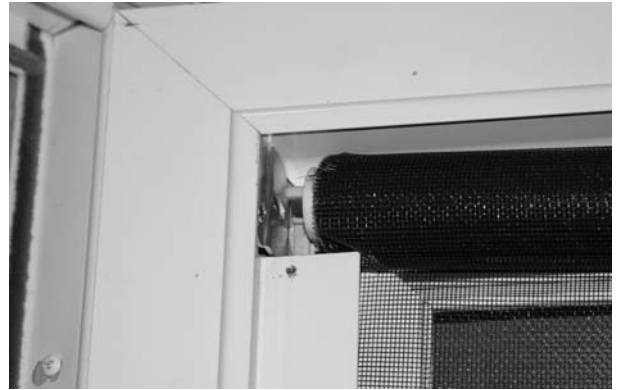
Reinstall sash by inserting the top as shown. Slide sash towards one side of opening and slowly lower into channel.

Be careful not to rip the screen.



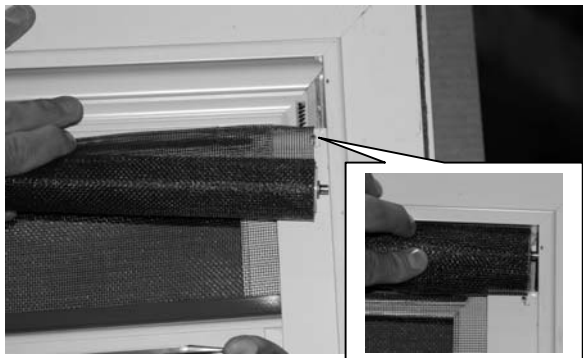
Step 12

Insert left end of the screen roll into 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.



Step 13

Lower right side until the spring end clears the lip of the door and then push up and snap into bracket. A screwdriver may be used to gently guide it into place if needed. The pin will snap into a hole in the bracket.

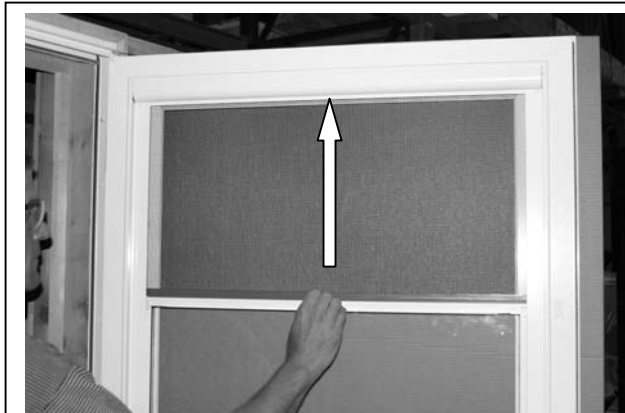
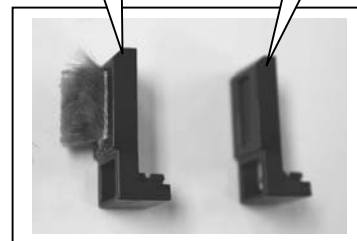


Step 14

Slide sash to the top of its travel and let go. If the sash stays in place, use the original spacers. If the sash drops more than 1" then discard the spacers that your door originally came with and use the black spacers with weatherstrip provided in the replacement kit.

One piece spacer with weatherstrip.

Original one piece spacer.



Step 15

Install spacers by snapping them into place. The weatherstripping should face towards the door frame.



Step 16

Reinstall bottom insert and both wedges. Screw 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.



Step 17

Reinstall head cover and fasten in place.



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 vicegrips.... 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

