



Sash Replacement Instructions for Easy Vent Models

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

Step 1

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. Remove the wedges from door by prying them out with a flat bladed screwdriver (Figure 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 (Figure 2). **Note: High View doors have a solid bottom panel and not a glass insert (Figure 3).**
- For both sash designs, slide the sash towards one side of opening and remove it from the door frame (Figure 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 DETERMINE SASH TYPE

There are two different sash types depending on the age of the door. Look at the side channel where the screen is (may need to pull the screen back).

- If you see slots (Figure 4) go to step 3.
- If you do not see any slots (Figure 5) go to step 6



Figure 4



Figure 5

Step 3

Lower window sash to approximately 18".



Figure 6

Step 4

Remove screw from each side of head cover (Figure 7) and remove cover.



Figure 7

Step 5A INSTALL "TAKE-OUT" CLIPS

Insert the "take-out" clips (Figure 8) into the slot in the door frame towards the top. Insert the bottom curved end of the clip into the bottom hole and then snap the top leg into the top hole. Then pry the bottom end out with a flat bladed screw driver (Figure 9).

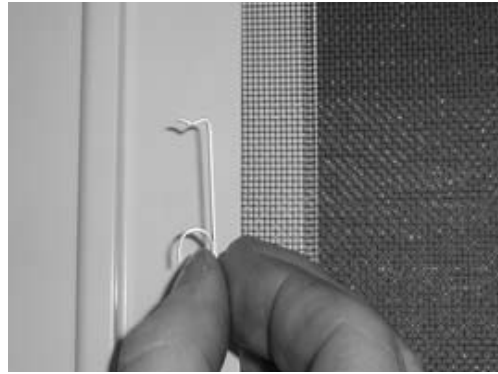


Figure 8



Figure 9

Step 5B REMOVE TOP SASH

Remove the balance screws located at the bottom left and right corners of the operating sash (Figure 10). Some models may not have them. Slowly raise the sash up past the "take-out" clips (Figure 11). Slide the sash to one side of the opening (Figure 12) and then remove the opposite side first. The rubber screen connector has to clear the door frame before it can be removed (Figure 13). Slide the sash off of the screen. The screen may have some tension and want to retract into the door, this is normal.



Figure 10



Figure 11



Figure 12



Figure 13

Step 5C REMOVE SCREEN INSERT

Using a flat blade screw driver, pry right side of tube out of the door frame and slide the pin out of the slot in the bracket (Figure 14). Pull the left side of the tube out and discard the old screen (Figure 15).



Figure 14



Figure 15

Step 5D REMOVE BALANCES

The balances should be seated in the take out clips (Figure 16). Push down slightly on the balance to disengage it from the take out clip. Next, using a flat bladed screw driver, pry out the plastic plug that holds the balance into the door frame (Figure 17). Lift up on the balance and disconnect it from the door frame. Discard old top sash, screen and balances. **Go to Step 12**



Figure 16



Figure 17

Step 6

Remove sash spacer from the bottom of the top sash by inserting a screwdriver as shown (Figures 18 and 19) and twisting it. Repeat for other side. There are two possible types of sash spacers. Both remove the same way.

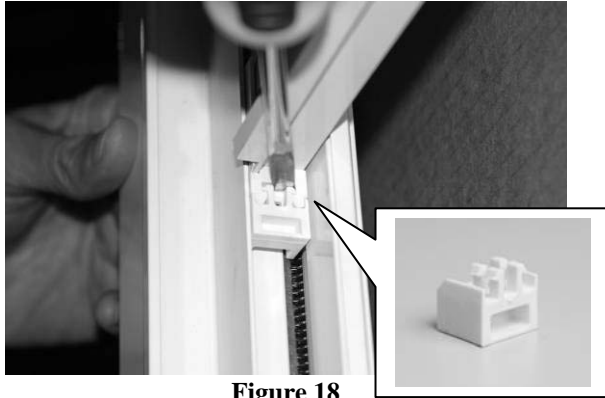


Figure 18

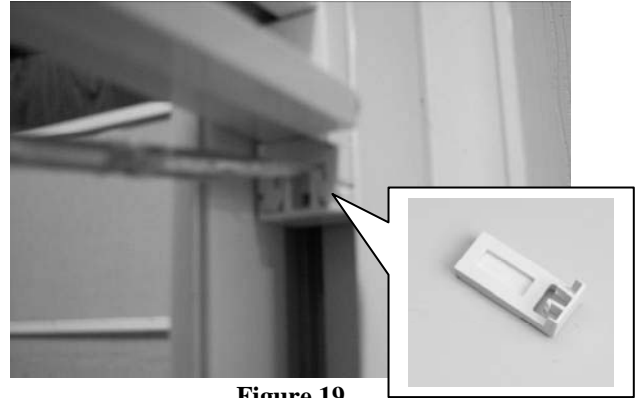


Figure 19

Step 7

Lower the sash all the way down then cut the screen. **Screen is under tension and will retract rapidly.**

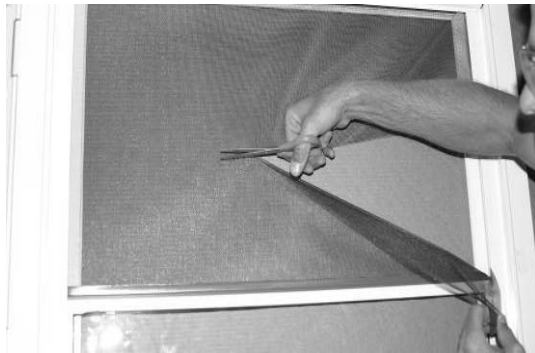


Figure 20

Step 8

Remove screw from each side of head cover (Figure 21) and remove cover.



Figure 21

Step 9

Remove screen by inserting screwdriver between it and the bracket on the right side (Figure 22). Pry it out and then downwards until it clears the door frame (Figure 23).



Figure 22



Figure 23

Step 10

Slide the sash up to the top of the frame so that the plastic spacers clear the top of the frame. Then slide towards the handle side of the door and swing out the opposite side.



Figure 24

Step 11

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



Figure 25

Step 13

Install the new plastic brackets (Figure 28 and 29). The bracket with the slot will go on the left while the bracket with the round hole will be on the right. **Note:** The arrows on the brackets will point up and be visible after installation.



Figure 28



Figure 29

Step 12

If you have metal brackets (Figure 26 & 27), remove the metal brackets and continue to Step 13. Otherwise proceed to Step 14.

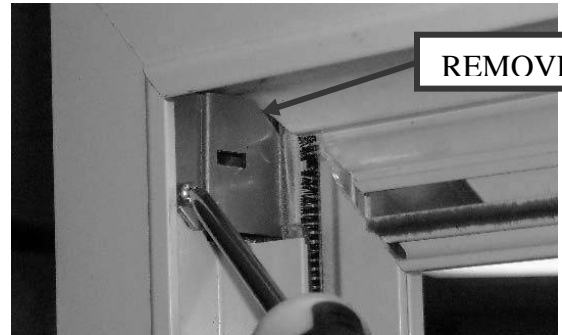


Figure 26



Figure 27

Step 14

Slide the spline from the new screen roll into the sash. The screen should be coming off the outside of the roll (Figure 30). **This is pretensioned. DO NOT touch the tab on the screen or tension could be lost.**



Figure 30

Step 15

Insert the sash in the channel on the handle side. Then swing in the sash into the opposite channel (Figure 31) and slowly lower the sash. **Be careful not to tear the screen.**



Figure 31

Step 16

Insert left end of the screen roll into the left bracket (Figure 32). 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 32

Step 17

Insert the pivot bracket (Figure 33) into the right end of the screen tube (Figure 34). Be sure the arrow is visible (Figure 35). Rock the right end of the screen into place so the arrow is pointing straight up. **DO NOT operate screen until after step 18.**



Figure 33



Figure 34

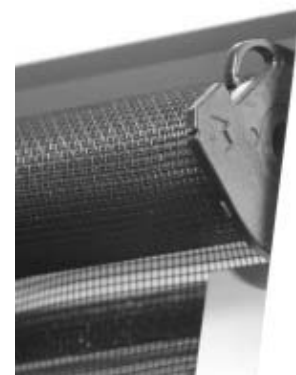


Figure 35

Step 18

Reinstall the head cover and fasten with screws.



Figure 36

Step 19

Install included spacers (Figure 37) into the bottom left and right corners of the top sash (Figure 38) by snapping them into place.



Figure 37



Figure 38

Step 20

Clear bottom channel of all dirt and debris. Reinstall bottom insert and both wedges. Be sure the bottom insert seats in the bottom channel when fully lowered (Figure 39). Screw wedges back into place (Figure 41). 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 Figure 40.

Older models that do not have these wedges should refer back to step 1 and reinstall the 4 screws and plugs that hold the bottom sash into place.



Figure 39



Figure 40



Figure 41

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 (Figure 42) and turn clockwise 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.)

High View and Full View Settings:

32" = 21 revolutions

34" = 23 revolutions

36" = 24 revolutions

Mid View Settings:

32" = 19 revolutions

36" = 22 revolutions



Figure 42