

REMOVE OLD SASH



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1. Cut and remove the cords and pulleys on the lower sash, if applicable.
2. Remove the old sash; these should be discarded after installation of the new sash.
3. Remove the side and head parting stops.
NOTE: If your existing window has jambliners, once you have removed the inside and head parting stops and sash, the jambliners can be rotated from the opening as a unit. Be sure that all staples and other similar fastening devices have first been removed from the jambliner.
4. Then remove the upper sash.
5. Repair jambs as needed and fill old pulley holes with insulation.
6. The window is now ready to have the new sash installed.

PREPARE FOR NEW SASH INSTALLATION



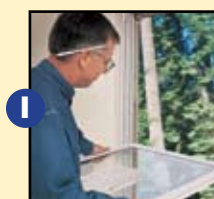
1. Install the left and right vinyl jambliners between the inside and outside stops. Place the supplied foam pads on the head jambs directly above where the jambliners will be. Jambliners are held in place using metal U-clips. Attach these clips to the existing window jamb using the 3/4" screws provided. Use 4 clips, evenly spaced, per side. Once the clips are in place, snap the jambliners into position over the clips.
2. Jambliners should be touching the sill and the "flange" side touching the outside/blind stop. Press jambliner against frame.
3. Before installing the sash, make sure the shoes line up where the sash pivot pins will be inserted. If they don't, insert a flat head screwdriver onto the metal part of the shoe and pull down until it is of a similar height as the other.

IMPORTANT:

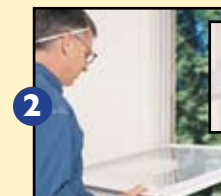
If interior or exterior sash is to be painted or stained this should be done with the sash removed.

Do not get stain or paint on jambliners, parting stop, or weatherstrips.

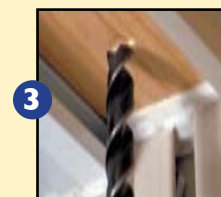
INSTALL NEW SASH



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1. Hold the sash so the outside surface of the sash is facing up and the pivot pins at the end of the sash are closest to the windows.
2. Install the top or outside sash first. Insert the pivot pins into the outer friction shoes. Tilt the sash up and push toward the outside to fully install the sash.
3. Repeat step 2 for the lower/inside sash of your kit. Move both sashes up and down to ensure proper installation. Because your Win-Pac has easy tilt latches, you'll need to make room for the tilt latch finger tabs at the head jamb. After installing the top/outside sash (Step 2) carefully drive the sash up against the head jamb. This will create a small indentation in the head jamb. Then, very carefully, drill or notch out the indentation area to about 1/4" deep. BE CAREFUL NOT TO DRILL OR NOTCH ALL THE WAY THROUGH THE HEAD JAMB! Then repeat step 2 for the bottom sash of your kit.
4. Engage all locks. If you have difficulty locking the units, DO NOT FORCE them. Check to be sure the top sash is raised so the sash touches, or nearly touches, the head jamb; if not, check to be sure the top sash tilt latch finger tabs are not touching the head jamb. (If they are, additional drilling or notching may be required.)
5. Included in your kit is a vinyl head parting stop. Cut the stop to fit securely between the two jambliners. Press the head stop into the head parting groove. Center this piece into the head of the window frame. Be sure the flexible weather strip fin faces toward the outside of the house. Drive the stop into the groove with a block of wood and a hammer.
6. Replace the existing interior stops. Check sash for operation and tiltage.
7. Congratulations! Installation is complete.