



GLASSWALLS OPERATING INSTRUCTIONS

To open for ventilation when operating inserts are in the fully closed position:

1. Place your index fingers on pin-lock knobs, thumbs on top of lift handle rail and other fingers on bottom of lift handle rail.
2. To disengage the pin-lock plungers, slightly lift with your fingers on lift handle rail and pressing both pin-lock knobs inward with your index fingers.
3. Lift the lower two (2) operating sash upward using your fingers on the lift handle rail or lowering the upper two (2) operating sash to any of the 9 preset ventilating positions. When you arrive at a ventilating position, release pin-lock knobs being held by your index fingers to lock the sash in place.

CAUTION: Always use the lift handle rail to lift or lower the operating glass insert. Do not place your fingers or thumbs underneath the operating glass insert to lift or lower it.

To remove glass insert:

1. Follow steps 1 through 3 listed above, but position all inserts in the center ventilating position.
2. Grasp the top and bottom right side of the insert.
3. With your thumb of your left hand under the lift rail and your right hand supporting the bottom of the insert, use your index finger to engage the pin-lock.
4. With both hands push the insert into the pocket on the left side of the Glasswalls frame. Keeping the pin-lock engaged, bring the sash toward you and out of the frame. Note: If the pin-lock is not fully engaged, it will catch the sash track, interfering with the removal of the sash.
5. Repeat the three (3) steps above to remove the remaining two sash.

To re-install glass inserts:

Reverse the procedures for removing the glass inserts. Install the outside sash first and work your way inward.

To remove screen:

1. Following the sash operating instructions, lower all sash to the bottom of the Glasswalls unit.
2. There are screen cams on each side of the frame. Rotate these downward to unlock the screen.
3. Go to the exterior and lift the screen upward and out of the screen mount brackets and set aside.

To re-install glass inserts and screen:

1. Reverse the procedures for removing the screen inserts listed above.

If you need assistance, please call us at **(800) 544-3646**.