



DOUBLE HUNG STORM WINDOW OPERATING INSTRUCTIONS

To open for ventilation when operating insert is in the fully closed position:

- 1.) To disengage the pin-lock plunger, slightly lift on extruded lift handle and press the pin-lock knobs inward.
- 2.) Lift the lower glass panel upward using the extruded lift handle.
- 3.) Continue lifting to desired ventilation setting. As you are lifting the pin-lock plungers will automatically engage every two inches in the ratchet-action vinyl track. If you release the pin locks the sash will lock at the closest ratchet position.

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

To remove glass insert and screen:

- 1.) Follow steps 1 through 3 listed above, but raise the lower glass panel to the top, or fully opened, ventilating position.
NOTE: Removal of the glass panels and screen insert is easier if the sash of the interior prime window is first removed.
- 2.) With your fingers on the bottom of the extruded lift handle, disengage the pin-lock plungers.
- 3.) Pull the bottom of the lower glass panel forward until it clears the vinyl track.
- 4.) Once the bottom of the operating insert has cleared the vinyl track, slowly lower the insert downward.
NOTE: As you lower the insert, the nylon glides at the top corners of the lower glass panel will continue to slide in the extruded ports in the upper half of the master frame.
- 5.) To completely remove the lower glass panel, guide the nylon glides at the top corners through the pre-punched square notches located just above the top ventilating position.
- 6.) To remove the screen insert, pull the top of the screen frame inward until it clears the bottom of the top glass panel.
- 7.) Lift the screen insert upward until it is out of the master frame.
- 8.) Pull the bottom of the screen insert in and then lower and remove the screen to the interior.
- 9.) To remove the top glass panel, place your hands under the bottom sash rail. Lift the bottom sash rail upward and slightly inward into the weather-stripped head pocket until it is dislodged and cleared from the two nylon support blocks at the lower corners. As you lower the top glass insert downward it will also dislodge from the upper sash pocket at the top of the window frame. Lower the top glass insert all the way down and out of the window opening.

To re-install glass inserts and screen:

- 1.) Reverse the procedures for removing the glass inserts and screen listed above.

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