



## Operation & Maintenance Instructions DeVAC Model 640 Removable Panel

### A. Removal / Insertion of prime sash

*Sequence of removal:*

1. Prime sash
2. Storm sash

*Sequence of reinsertion:*

1. Prime sash
2. Storm sash

### B. To remove insert:

1. Depress both pin-locks. Raise prime sash to the pre-processed sash removal pin-lock holes



and release the pin-locks. The sash should stay in position.

2. Using the spacer removal tool, insert the tip of the tool into the processed hole at the center



of the sill spacer. Lift upward and remove the spacer.

Release the pin-locks and lower and push the sash into the left pocket. This will allow you to



bring the prime sash out of the frame for removal.

3. Place the sash aside in a safe location.
4. Repeat the same sequence of steps for the storm sash and when removed set the insert aside.

**Note:** Best results are achieved when step 2 is performed as a smooth series of events rather than individual motions.

### **C. Re-insert the storm sash**

1. Pick up the storm sash first, holding it on top with the left hand and on the bottom with the right hand on the pin-lock.. Insert the left side of the sash into the jamb pocket, while pressing in the right pin-lock. Once the sash is in position, raise it to the pre-processed pin-lock holes and release the pin-locks. The sash should stay in place.
2. Using the spacer removal tool, position the spacer over the sill and set into place.
3. Release the pin-locks and lower the storm sash, so it locks into the spacer. When down release the pin-locks and the storm sash will be closed.
4. Follow the same sequence of steps for the prime sash to seal the entire window unit.