**Tool and Material Requirements**

- Hammer
- Electric Drill With Bits (Flat & Phillips Screwdriver)
- Soft-Bladed Putty Knife
- Pry Bar
- Hand Saw (Crosscut)
- 4D 1-1/2" Long Finish Nails
- Nail Set
- Files
- Utility Knife
- Measuring Tape
- Tilt Sash Replacement Kit (sized to your window openings)
- Side Inside Stops (Qty. 2) as shown in (FIGURE 15)
- Sandpaper, 180 & 220 Grade or 00 Steel Wool
- Finishing Supplies (paint, stain, varnish, primer, etc.)

**IMPORTANT:** Please read before you begin installation.

### Remove Bottom & Top Sash Of Old Window

1. Unlock and raise bottom sash. Prop sash open with a block of wood.
2. Use a pry bar or stiff putty knife to pry side and head inside stop moldings away from jambs (ITEMS 3 & 21 FIGURE 1). Also see (FIGURES 2 & 3).

**WARNING**

Move slowly and carefully to prevent glass from shattering. Wear full protective clothing including gloves and safety glasses.

3. Lower bottom sash and prop it up so its bottom edge rests above the stool (Item 12, FIGURE 1).
4. Rotate one side of bottom sash inward (FIGURES 4 & 5). Cut sash cord (FIGURE 9). Remove sash balance weights and cord (FIGURE 6).
5. Work toward interior and remove cord from opposite side.

**NOTE:** If top sash is stationary, remove the support blocks at the bottom of the top sash (FIGURE 7). If sash is "paint-in," insert a putty knife between sash and head and head parting stops. Work knife around all sides to break paint seal.

7. Lower the top sash and prop its bottom edge slightly above stool.
8. Use a pry bar or stiff putty knife to pry side parting stops and head parting stop away from side and head jambs. Remove all pieces (FIGURES 8 & 9). They will not be reused.

9. Rotate one side of sash inward. Cut sash cord (if present). Some units use a spring balance that must be disconnected.
10. Work sash toward interior and remove cord from spring from opposite side.
11. Safely discard top sash.

**WARNING**

Failing from window opening may result in serious injury or death. DO NOT leave openings unattended when children are present.

**IMPORTANT:** Wear safety glasses and always follow safe working practices.

### Size Confirmation

**NOTE:** Before continuing, insert jamb liner assembly and sash into opening to check fit of Tilt Sash Replacement Kit. Make adjustments to opening to obtain a good fit for the new parts.

**Prepare The Frame**

12. Clean all loose material and dirt from opening. Remove any objects that would damage new jamb liners or interfere with proper fit and operation.
13. Fasten the jamb liner clips on the side jambs with the screws provided, two screws per clip (FIGURE 10). Place one clip about 4" from the head jamb and one 4" from the sill. Distribute the others evenly in the vertical space remaining. The correct number of clips (based on unit size) will be sent with each kit. Arrange clips with flat side against side jamb and outer edge snug against head brick mould (FIGURE 10).
14. Slide vinyl sash stops onto jamb liners. Place one at the top of the left and right liner on the inside track (for the bottom sash only) (FIGURES 11 & 18).

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For Bare Wood Surfaces (Cont.)

-If a painted surface is desired (Cont.):
  - If a factory-primed wood unit requires repriming contact your customer service representative for help in selecting a primer compatible with the factory applied material.
  - Factory-applied Accentials™ color system finishes in standard, designer or custom colors do not require additional painting. For "touch up" paint specifications contact your customer service representative.
  - You may purchase wood unit "scratch sticks" available in the stain and varnish section at full-service hardware stores and paint centers.
  - When priming bare wood or repainting, cover all exposed wood surfaces. Priming all exposed surfaces helps prevent and stop splitting, warping and/or checking.
  - Once primed, apply two (2) coats of paint (again on all exposed sides) to each item.

-If a stained surface is desired:
  - If the unit is a pre-stain wood conditioner, applied before staining, will help softer woods like pine dry more rapidly and defects will occur. Apply at least two (2) coats of sealer.
  - Use only oil-based stain. A gel stain is easier to apply as it does not easily run or drip.
  - Use the manufacturers’ instructions for application.
  - A pre-stain wood conditioner, applied before staining, will help softer woods like pine dry more rapidly and defects will occur. Apply at least two (2) coats of sealer or varnish.
  - If a stain is applied over stain, the wood will weather very rapidly and defects will occur. Apply at least two (2) coats of sealer.

Recommended Finishing Instructions

- Always follow chemical manufacturers’ safety instructions when using chemicals to avoid injury or illness.

For Vinyl and Aluminum Surfaces

- Vinyl and aluminum surfaces may be cleaned with mild soap and water. Hard to remove stains and mineral deposits may be removed with mineral spirits.
- Do NOT use gasoline, diesel fuel, solvent based, or petroleum based products.
- Do NOT use abrasive materials against vinyl, aluminum, or glass surfaces.
- Do NOT scrape or use tools that might damage the surface.

For Bare Wood Surfaces

- For best results, wood should be sealed immediately upon installation or upon receipt, especially if unit is being stored for ANY length of time.
  1. Remove all construction and adhesive label residue with mineral spirits before finishing.
  2. Lightly sand surfaces being finished with 180 grit or finer sandpaper. Be careful not to scratch the glass.
  3. After sanding, clean-off sanding dust using lacquer thinner applied to a cloth so the cloth is slightly damp. Let surface dry completely.

-If a painted surface is desired:
  - If a wood unit is delivered with factory-applied primer paint, it may be painted without repriming, providing the finish paint coat is applied within 48 hours of unit installation.

Continued on next page.

WARNING

If pivot pins are placed below balance shoe, the pivot pins will not be supported. Sash will have no counter balance and could fall rapidly possibly causing personal injury or property damage. When inserting sash in frame, pivot pins MUST BE ABOVE the balance shoes.

For Clear (Natural) Finish:

- For a clear (natural) finish:
  1. Use only oil-based stain. A gel stain is easier to apply as it does not easily run or drip.
  2. Lightly sand surfaces being finished with 180 grit or finer sandpaper. Be careful not to scratch the glass.
  3. After sanding, clean-off sanding dust using lacquer thinner applied to a cloth so the cloth is slightly damp. Let surface dry completely.
- If a stained surface is desired:
  1. An unprimed wood unit will "dilute" humidity of inside air.
  2. When priming bare wood or repainting, cover all exposed wood surfaces. Priming all exposed surfaces helps prevent and stop splitting, warping and/or checking.
  3. Once primed, apply two (2) coats of paint (again on all exposed sides) to each item.

If there is a small dent or scratch in bare wood, fine sandpaper should remove the mark. Light sanding with grade 220 sandpaper or 00 steel wool will be required. Large dents (if wood fiber is not broken) can be lifted by applying a small amount of water on it. After wood swells, sand lightly with grade 220 sandpaper or grade 00 steel wool.

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