

Instructions to remove a sash from single or double hung window

- 1- Deactivate the locks on the sash
- 2- **Open bottom sash at least 2"**
- 3- Disengage the two latches on each side at the same time located on the top of the sash (**FIG.1**) then position the sash perpendicular to the window (**FIG.2**). Make sure the sash is stable; otherwise it may tip over and break some components.
- 4- Using a small flat screwdriver, gently remove the retaining caps located in the bottom pads on each side of the sash. (**FIG.3 et 4**) Tip for remove the retaining cap: push down on the small rod and at the same time push the cap upwards.
- 5- Gently lift the sash one side at a time so you can free and remove the window.
- 6- For the top sash on a **double hung window**, lower this one by a minimum height of 4". Then follow the same steps as the bottom sash

*The **red** color of the retaining cap shown in the figures is for reference only.

