

Crestline Vinyl 200 Series Single Hung

To remove the sash-

Open window ½ way. Compress jamb balance assembly (see picture) with thumb and pull sash towards you with other hand until that side of the sash is out of the track. Repeat the procedure on the opposite side until top half of sash is free. Tip sash toward you until parallel to the floor. Grasp sash on both sides and move up until it stops. Bring bottom rail of sash all the way up to the top of the slot of the balance. Pull one side down just enough to pull the other side out of balance shoe. Slowly bring other balance shoe back to top of slot and remove.



To replace the sash-

Insert sash pin into jamb balance spring assembly on right hand side of window. Pull down sash and spring assembly to allow lift hand sash pin to be inserted parallel to the window. Tilt upper part of sash back into jamb balance until set. Check for correct operation.

To remove the screen-

While pushing top side of screen frame (opposite of tabs) against side jamb, push top tab side of screen out past window frame. Repeat at bottom. Pull away from opposite side until screen is completely removed.

To replace the screen-

Insert screen (opposite side of tabs) into window frame. While pushing on screen frame, grasp black screen tab and guide top of tab side into frame. Repeat at bottom