

# Replacement Guide

# EMCO®

## For Ventilating Window on Self-Storing Door with Retractable Insect Screen

### IMPORTANT: READ ENTIRE GUIDE BEFORE BEGINNING INSTALLATION.

**PLEASE NOTE:** Proper assembly, installation and maintenance are essential if the benefits of your EMCO® product are to be fully attained. Therefore, please read and follow this Installation Guide completely. If your abilities do not match this procedure's requirements, contact an experienced contractor.

You may direct any questions to the **Solution Center** at 1-800-933-3626, Monday through Friday, 7 a.m. to 7 p.m. Central Time, and Saturday and Sunday, 8 a.m. to 5 p.m. Central Time.

#### ⚠ WARNING:

Improper use of hand or power tools could result in personal injury and/or product damage. Follow equipment manufacturer's instructions for safe operation. Always wear safety glasses.

#### ⚠ WARNING:

Weight of window and door unit(s) and accessories will vary. Use a reasonable number of people with sufficient strength to lift, carry, and install window and door unit(s) and accessories. Always use appropriate lifting techniques.

#### ⚠ WARNING:

Wear gloves, safety glasses or eye shields when handling glass. Failure to do so may result in severe personal injury.

## REQUIRED TOOLS

— Safety Glasses

— Gloves

— Filament or Duct Tape

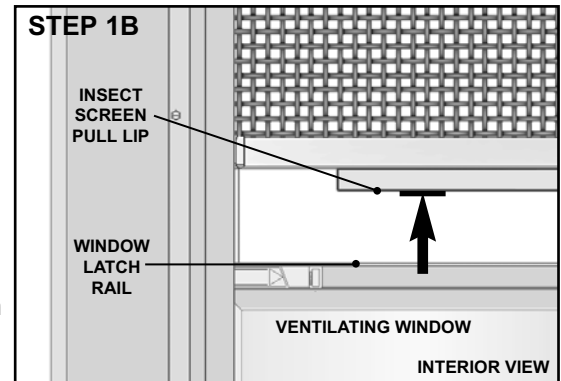
## 1. SEPARATE INSECT SCREEN FROM VENTILATING WINDOW:

- A. Slightly pull down and inwards on the insect screen pull lip to disengage from the window latch rail.

#### ⚠ WARNING

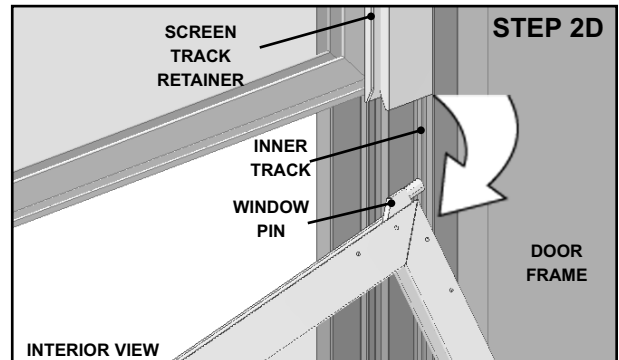
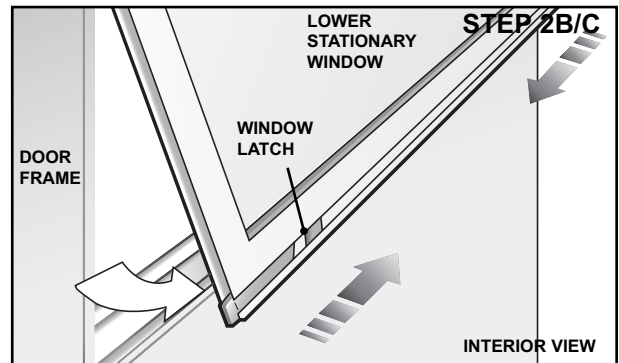
The retractable insect screen is stored inside the door with a highly tightened spring. If released, insect screen may release suddenly causing injury or improper product operation. Maintain a firm grasp when detaching the screen from the window.

- B. Grasp the insect screen pull lip firmly and raise until the insect screen pull lip is at the top of the window.
- C. Move the ventilating window to the lowest position.



**EMCO®****2. REMOVE LOWER STATIONARY WINDOW:**

- A. Raise the lower stationary window up slightly until it touches the bottom of the screen track retainers.
- B. Slide the window latches on the bottom window toward each other.
- C. While holding the latches in, pull the lower portion of the window toward you
- D. Rotate the window clockwise to remove the window pins from the inner track.

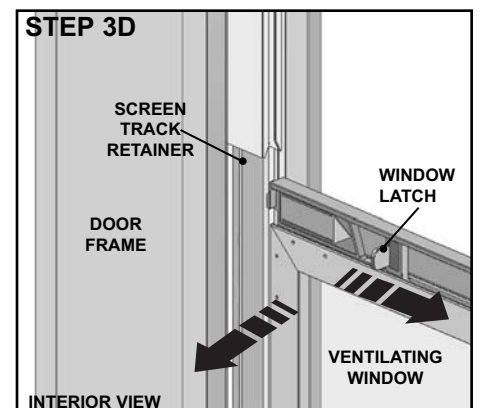
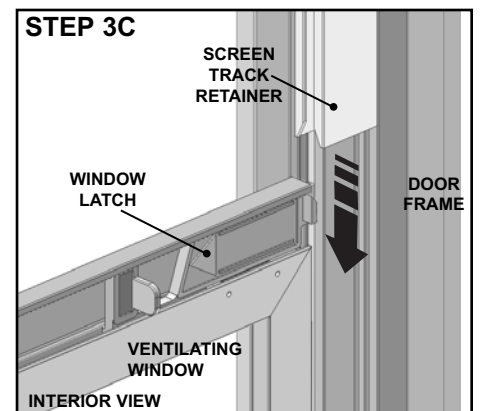
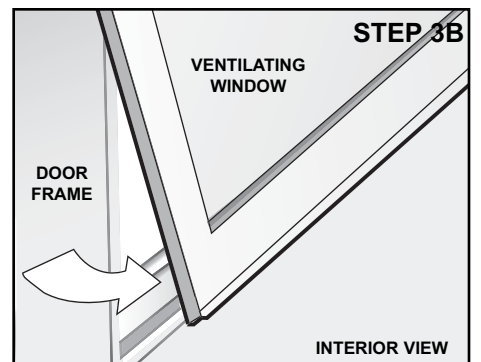
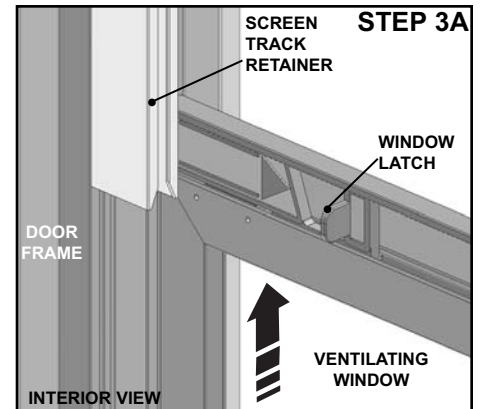


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**3. REMOVE UPPER VENTILATING WINDOW:****! WARNING**

If you are replacing this window due to breakage or cracking, take caution as glass may break further and potentially cause personal injury. Tape broken glass with filament or duct tape before removal to reduce glass fragmentation.

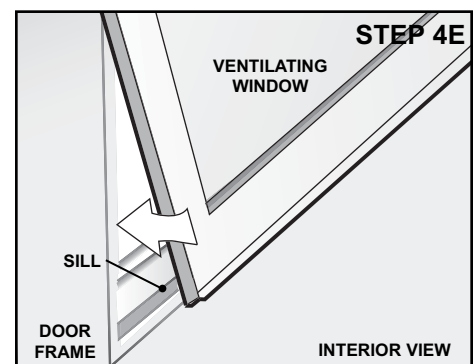
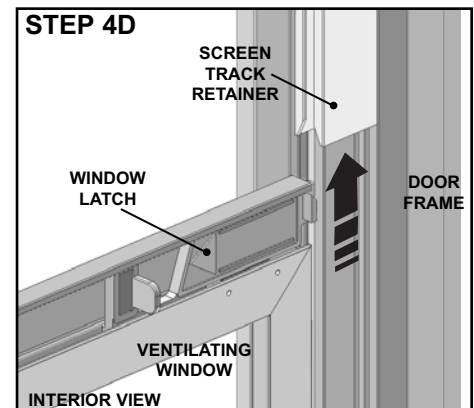
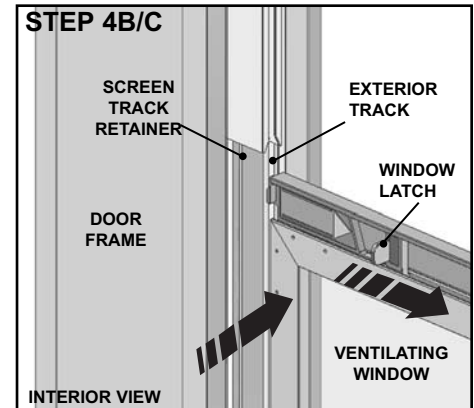
- A. With upper ventilating window in the lowest position, grasp the top of the window with one hand and raise up approximately 2" from the sill.
- B. With the other hand, grasp the bottom of the window and pull towards you until the window clears the sill.
- C. Lower the window until the latches at the top of the window are below the screen track retainers.
- D. While still holding the top of the window with one hand, depress one of the latches to disengage latch. Pull the side of window towards you until the latch clears window frame and remove window.



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## 4. INSTALL REPLACEMENT UPPER VENTILATING WINDOW:

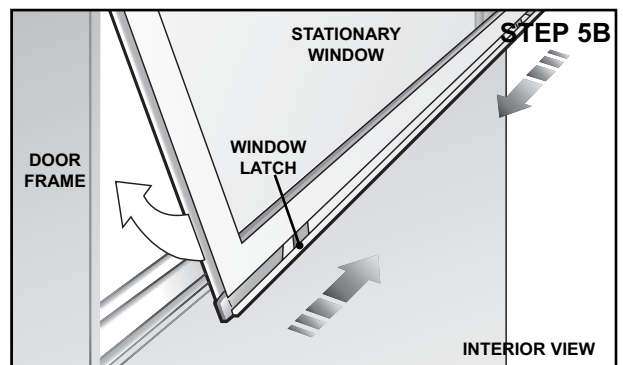
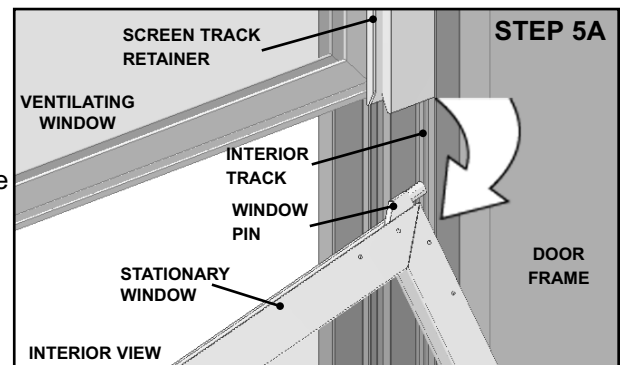
- A. Orient replacement window with latches to the top and facing you.
- B. Grasp the top of the window with both hands and position one latch in exterior track of window just below screen track retainers.
- C. While still holding the top of the window with one hand, slide other latch inward and position window in exterior track and release latch allowing it to engage into track.
- D. Without releasing hold on the top of the window, slide window up behind screen track retainers until it clears the sill.
- E. Position window bottom into place in opening with lower portion of window, resting on the sill.





**5. REINSTALL LOWER STATIONARY WINDOW:**

- A. Angle lower window and insert top window pins into interior tracks. Raise window until top of window seats into bottom of screen track retainers.
- B. Slide the window latches on the bottom of the window toward each other. Rotate window into place. Release latches to secure window in frame.

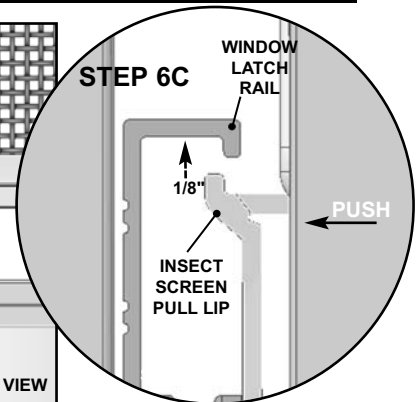
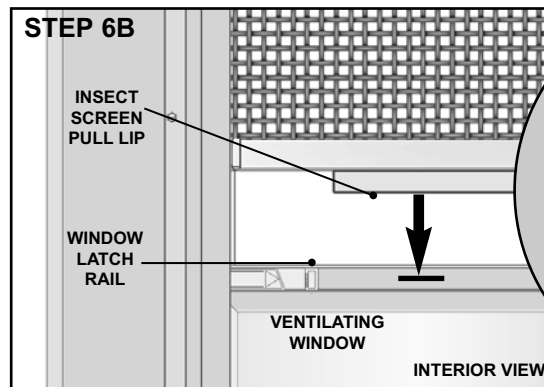


**6. ATTACH INSECT SCREEN TO VENTILATING WINDOW:**

- A. Raise the ventilating window to approximately eye level.

**! WARNING**

The retractable insect screen is stored inside the door with a highly tightened spring. If released, insect screen may release suddenly causing personal injury or product damage. Maintain a firm grasp when attaching the insect screen to the window.



- B. To position the insect screen and window, lower the insect screen. Grasp the insect screen firmly and pull down over the top of the window latch rail. A slight pull towards you will allow the insect screen pull lip to maneuver around the window latch rail.

- C. A slight push outwards will align the insect screen pull lip and window latch rail. Raise the insect screen slightly. The insect screen will be fully engaged when the window latch rail is interlocked with the insect screen pull lip.

