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250 SERIES DRYWALL PASS-THRU SINGLE-HUNG

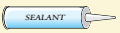
These instructions should not be performed until the window is fully installed into the rough opening.

Note: Even if you do not use this product to pass drywall through you must still remove and reinstall the glass in the window.

Caution: Use appropriate safety equipment when removing and installing insulating glass.

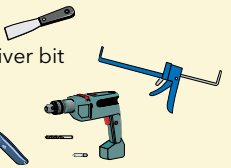
YOU WILL NEED TO SUPPLY:

- High quality exterior grade silicone sealant (clear or color to match window frame)



TOOLS REQUIRED:

- Putty knife
- #2 Phillips driver bit
- Sealant Gun
- Drill
- Utility Knife



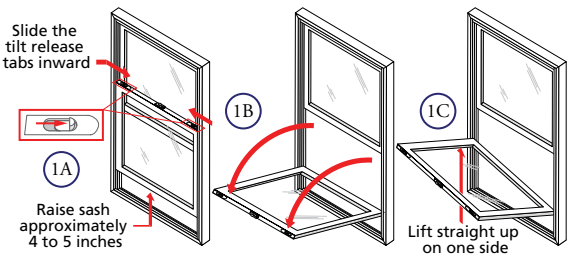
1 Disassemble the Unit:

A. **Unlock the window** and raise the lower sash approximately 4 to 5 inches. Slide the tilt release tabs inward. These are located at the top of the sash.

Caution: Sash may be heavy.

B. **Pull the top of the sash toward you until the sash is perpendicular to the frame.**

C. **Grasp the sash near the frame,** and lift straight up on one side until the locking pivot bar of the sash can be released from the bottom of the sash balance. Continue to lift the sash up until the locking pivot bar is released from the opposite side of the sash and can be removed from the bottom of the balance. Lift the sash up and out of the window frame. Set it aside in a safe location.



D. **Remove the screen from the window**.

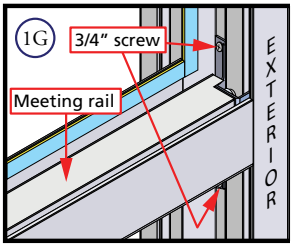
E. **Remove the four glazing beads.** While holding the glass in position, use a putty knife to remove the glazing beads from the top sash. Begin with the stiles, then finish with the rails. See Supporting documents -- ***250 Series Glazing Bead Replacement & Reglazing Instruction*** -- ***All Tape Glazed Products*** -- in web browser for more detail.

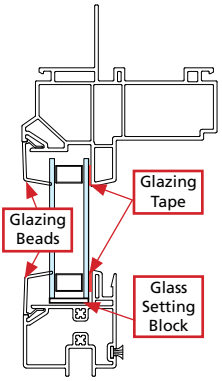
F. **Remove the fixed insulating glass (IG)** by tilting it out. Mark the locations of the glass setting blocks on the jamb and meeting rail since they will be needed when the window is re-assembled.

1 Disassemble the Unit (continued):

G. **Cut the glazing tape** at the meeting rail ends using a utility knife to score the glazing tape.

H. **Remove the meeting rail from the frame** by removing the Phillips head screws (two screws per side) fastening the meeting rail clip to each jamb. Pull one side of the meeting rail down until it is released from the frame. The other side can then be removed from the frame.





I. **Store all window components** in a safe, clean place to avoid damage.

Note: Be sure to protect the sill and jamb so the materials being passed through will not damage them.

2 Reassemble the Unit:

A. **Place the meeting rail in position** ensuring the glazing tape is located on the top side of the meeting rail.

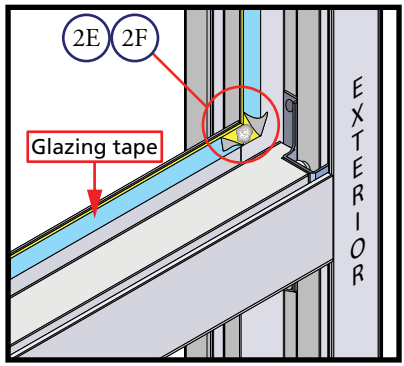
B. **Reinstall Phillips screws** into meeting rail clips through existing holes. DO NOT OVERTIGHTEN.

C. **Check to ensure the jamb and meeting rail** glass setting blocks are in the same location as prior to disassembly.

D. **Remove the glazing tape backing** from the three sides of the frame and the meeting rail.

E. **Place a small bead of sealant** in each corner where the meeting rail glazing tape meets the stile glazing tape and also at the top two corners of the top sash.

F. **With the instruction label right side up** and to the interior, place the glass on the meeting rail setting blocks and up against the jamb setting blocks without the glass touching the glazing tape. Tilt the glass into the glazing tape, pressing the perimeter of the glass to set the glass to the frame.



G. **Replace glazing beads** starting at the rails, then finish with the stiles. Press down on the bead to snap into position. The glazing bead with the weep hole goes in the bottom rail.

H. **Re-install the screen and lower sash,** reversing steps 1A-1D.