



## Use and Care Guide

### **THANK YOU FOR CHOOSING Weather Shield**

We design, engineer, and manufacture all Weather Shield windows and doors to provide years of excellent performance. This section of the Use and Care Guide describes operation and routine maintenance the homeowner should perform, as well as certain service and repair functions that should be completed by your contractor or dealer.

### **Installation**

As stated in your Warranty, Weather Shield products must be installed in accordance with Weather Shield instructions, which are supplied with the products when they are delivered. We recommend that you verify with your contractor or installer that this requirement has been met, and that you obtain from the contractor, installer, or Weather Shield dealer, a copy of the Weather Shield installation instructions to keep on file for future reference. Also keep the original sales receipt, record the date of purchase, and the installation date.

**⚠️ IMPORTANT:** Weather Shield recommends that Weather Shield products be installed by a professional.

### **Know Your Weather Shield Dealer**

Be sure to obtain the name and telephone number of your Weather Shield dealer from your contractor or installer, and keep the information on file for future reference.

### **When You Believe You Have a Warranty-Covered Problem**

- First, get your contractor or installer to check it out.
- If necessary, request an evaluation by service personnel from your Weather Shield dealer.
- If service personnel conclude that the problem may be covered by your Warranty, they will contact Weather Shield to act on your problem.

### **Don't Put Off Correcting Problems**

We want you to be pleased and satisfied with all the Weather Shield products used in your home. We recommend you consult your contractor or Weather Shield dealer as soon as you suspect any problems. The difficulties will probably be easily corrected. Immediate attention can prevent a much more serious problem from developing. You'll find the personnel at your Weather Shield dealer helpful and always eager to meet your needs.

Weather Shield can be reached at 1-800-222-2995 or visit us on the world wide web at [www.weathershield.com](http://www.weathershield.com)

**⚠️ CAUTION** Do Not Use Reflective or Tint Film On Glass. The application of film to insulated glass in any Weather Shield window or door will void your Warranty.

Such film can cause increased thermal loading of the glass, which can result in higher edge stresses that will cause breakage that would not normally occur. In addition, application of reflective or tinted film creates conditions that adversely affect the glass seal and can ultimately bring about seal failure.

### **Condensation**

Although window surfaces may be the first place you notice condensation forming, it's really not the fault of the windows. Condensation is caused by excess humidity trapped inside a home - moisture that can cause problems if allowed to remain.

There are several steps you can take to reduce or eliminate excess humidity and condensation inside your home.

- As a temporary solution to an acute problem, open a window in each room for just a few minutes. This is especially helpful after a shower, or after running the washing machine or other moisture creating appliances.
- Keep attic louvers open. This will allow moisture that travels upward through the house and into the attic to be released to the outside. Some people close or block attic louvers during the winter in hopes of saving fuel. While energy savings are minimal, the moisture that is trapped in the attic can eventually do a great deal of damage to the roof, to attic insulation, and to the ceilings below. Besides louvers, other types of attic ventilation to consider are continuous eave vents and ridge venting. If you are considering adding attic ventilation, it's best to consult with a knowledgeable contractor on the best types for your house.
- Check the crawl space or basement. The crawl space should have foundation vents so that moisture from the soil can travel to the outside instead of upward into your house. A vapor barrier (such as polyethylene film) over the ground is also helpful. If you have a basement, watch walls and floor for moisture seepage. Again, for advice on eliminating moisture in crawl spaces and basements, it's best to consult an expert.
- If you have exhaust fans in your kitchen, bathrooms and utility rooms, run them longer than usual in winter. If you don't have them, consider having them installed.
- Keep draperies and shades open so that air can circulate around the inside glass. Condensation is more apt to occur when drapes are closed and shades are pulled down.
- Eliminate any other controllable sources of moisture in your house. Properly ventilate clothes dryers and all gas appliances. Control excessive use of room humidifiers.
- Use dehumidifiers. Check with your local heating and cooling contractor on the size you need.

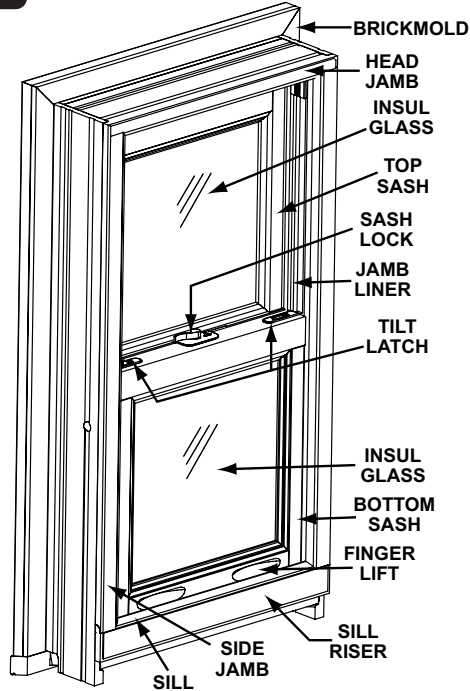


Use and Care Guide – Hung Windows

Weather Shield WINDOWS

Hung Window  
Components

WOOD DOUBLE HUNG WINDOW  
VIEWED FROM THE INTERIOR



Day-to-Day Guidelines

- Don't use extreme force to open or close any Weather Shield Window. It should not be necessary. If it seems to work hard it should be checked carefully for some source of interference.
- Always be sure any Weather Shield window is fully closed before attempting to lock or latch it.
- Don't allow children or anyone else to pull, swing or lean on open casement sash and stabilizer arms.
- Open and close awning and casement windows only from inside using the operator handle designed for these purposes.
- Always apply even pressure to both sides to open or close double hung sash, or apply pressure directly in the center if need be. Pushing or pulling at double hung sash from one side only is inviting problems, even if it works.

Tilt Windows – Single or Double Hung  
To Tilt or Remove Sash on Hung Windows

All Weather Shield single or double hung tilt windows operate in a similar fashion as explained below.

**NOTE:** On single hung windows only the bottom sash opens, tilts, or is removable.

FIGURE 1

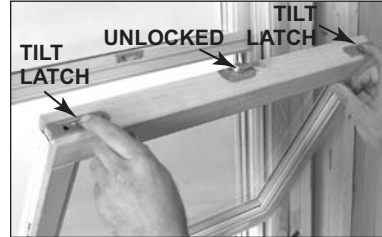


FIGURE 2



1. Unlock and raise bottom sash about 4". With index fingers, slide tilt latches (on top of bottom sash) (FIGURE 1) towards center of window until latches clear the side jambs.

2. While holding tilt latches in retracted position, pull or tilt top of sash in toward you. Once meeting rail clears the side jambs, the tilt latches may be released. Sash now tilts in for cleaning, while remaining hinged at the bottom (FIGURE 2).

3. To remove the bottom sash, tilt sash in so it is at right angles to the window frame (FIGURE 3). Grasp the sash firmly on both sides and lift one side straight up to disengage the sash pivot pin (FIGURE 4). Lift the opposite side up and out of the side jamb.

4. To tilt or remove top sash, the bottom sash must be first tilted in or removed. Lower the top sash to about 12" from the bottom of the unit. Unlatch and tilt or remove following the same steps as for the bottom sash.

FIGURE 3



FIGURE 4





**Use and Care Guide – Hung Windows**

FIGURE 1

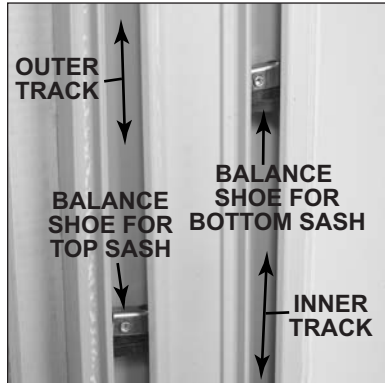


FIGURE 2

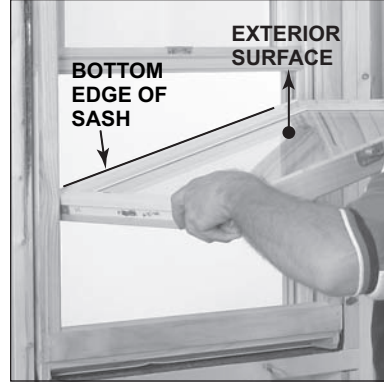
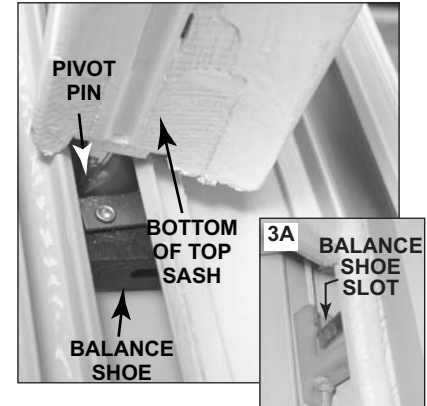


FIGURE 3



**Reinstalling Sash – Hung Windows**

**NOTE:** On double hung tilt install top sash first. Top sash is placed into the outer track. Bottom sash is placed into the inner track (FIGURE 1).

On single hung tilts only the lower sash is removable.

**⚠ IMPORTANT:** If your unit is a double hung tilt, the top sash must be completely installed in the side jamb's outer tracks before the bottom sash can be installed.

**⚠ IMPORTANT:** When placing sash into side jambs, the sash pivot pins **MUST BE ABOVE** the balance shoes so the latching mechanism in the shoe will engage the

**⚠ WARNING**

If pivot pins are placed below balance shoes 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.

**pivot pins when the sash is lowered into the balance shoes (FIGURE 3).**

1. Grasp the sash so that the exterior surface is up (FIGURE 2) and the bottom edge of the sash faces the window (pivot pins are located at the bottom edge of the sash) (FIGURE 3).

2. With one side of sash angled up (FIGURE 2), place pivot pin so it sits on the top of the balance shoe in the side jamb (FIGURE 3). Lower opposite side of the sash, so that its pivot pin is above opposite side balance shoe (FIGURE 3A).

3. Align the pivot pins with the slots on the balance shoes (FIGURE 3 & 3A).

4. Slide sash down until each pivot pin fully engages the balance shoe slot.

5. After pivot pins are fully engaged in balance shoes, tilt or push the top of the sash up and away from you (FIGURES 4 & 5) until the tilt latches on top of sash snap into both side jambs. Tug gently inward on top of lower sash to check tilt latch engagement.

FIGURE 4



FIGURE 5



FIGURE 6



**⚠ CAUTION**

Be sure tilt latches on both sides of sash are fully seated (FIGURE 6) to keep sash from unintentionally falling inward.

**If you have wooden side jamb liners (FIGURE 7) –**

**⚠ CAUTION**

Prevent damaging wood side jamb liners. Hold tilt latch levers in retracted position as window is tilted up into side jambs. Keep latches retracted until sash is fully seated in the side jambs.

FIGURE 7

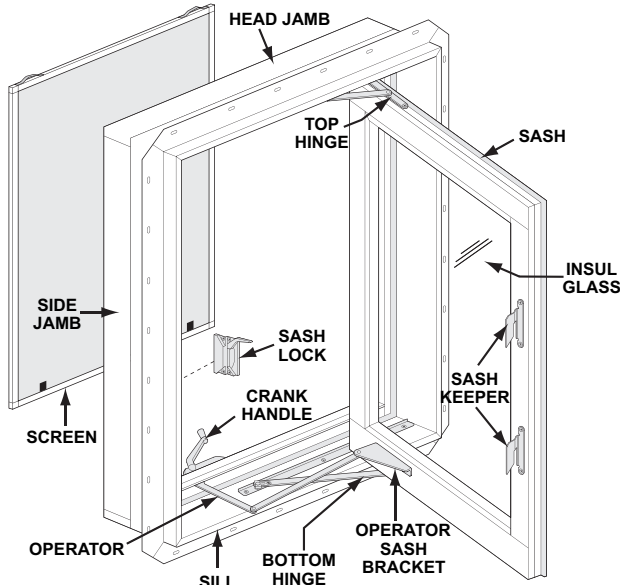




**Use and Care Guide – Casement Windows**

**Casement Window Components**

**CLAD CASEMENT WINDOW  
VIEWED FROM THE EXTERIOR**



**Window Lock & Unlock**

1. Sash is locked when lock lever is pulled down against the stop (**FIGURE 1**).

Some sash locks are linked together so when one lock lever is moved the other operates at the same time.

2. Sash is unlocked when lock lever is lifted all the way up (**FIGURE 2**).

**FIGURE 2**

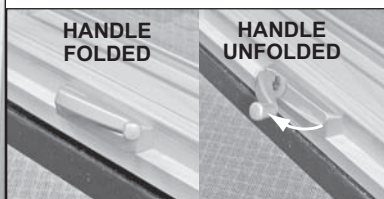


Some casement windows have a folding handle (**FIGURE 3**).

**FIGURE 1**



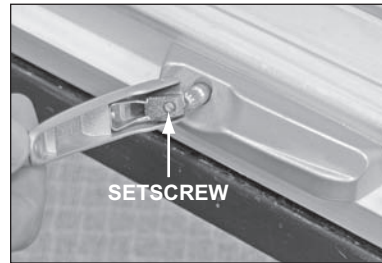
**FIGURE 3**



1. To use handle, pull out the knob end to the unfolded position.
2. When finished, push knob end of handle inward to the folded position.
3. Handle is held in place with a setscrew underneath the

handle (**FIGURE 4**). Use a small flat-bladed screwdriver to loosen screw to remove handle. Tighten screw to secure handle. When setscrew is loose, pull handle straight off. To replace handle, push it straight onto stud and tighten setscrew.

**FIGURE 4**



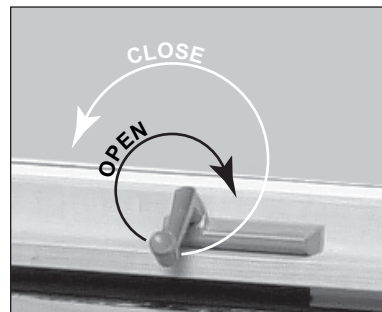
**Casement Sash Operation**

**NOTE:** The following instructions are for a left-hinged casement (as viewed from the outside).

*While standing inside and facing window –*

1. To open sash move lock lever to unlock position, unfold handle and then turn crank handle in a clockwise direction (**FIGURE 5**).

**FIGURE 5**



5. To close sash turn crank handle counter-clockwise until sash is fully shut. Lock window by moving lock lever fully downward.

**NOTE:** A right-hinged casement (as viewed from the outside) would function opposite – to open – turn handle counterclockwise to close – turn handle clockwise.

**Screen Removal and Reinstall**

Casement windows have the screen mounted to the inside so the screen must be removed prior to cleaning glass or removing the sash.

**! DANGER**

About Children: The consumer Product Safety Commission, in its pamphlet *Protect your Child*, advises: "Keep children away from open windows to prevent falls. Don't depend on screens to keep the child from falling out the window. They are designed to keep insects out, not children in. Avoid placing furniture near windows to keep children from climbing to a window seat and sill."

**! DANGER**

**Keep a firm grip on screen so wind or other conditions will not pull it from your grasp.**

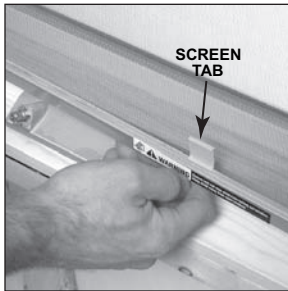


**Use and Care Guide – Casement Windows**

**NOTE:** To provide clearance for taking out the screen, remove sash crank handle by pulling it off its shaft. Loosen setscrew if necessary.

If your screen has screen tabs (**FIGURE 1**), proceed as follows:

**FIGURE 1**



**FIGURE 2**



1. Lift screen straight up from the bottom as in (**FIGURE 1**). Apply only enough pressure to compress tension springs in the top (**FIGURE 2**).

**FIGURE 3**



2. While holding screen up, pull bottom edge of screen inward to clear window crank housing. Bring screen inside (**FIGURE 3**).

**To Reinstall Screen**

1. Orient screen so screen tabs are to the inside and at the bottom (**FIGURE 1**).

2. Insert tension springs into screen channel at top of window frame (**FIGURE 2**).

3. Apply enough upward pressure to compress tension springs.

4. While continuing to hold upward pressure, slide bottom of screen outward so it clears window crank housing and lines up with lower screen channel.

5. Release upward pressure allowing screen to settle into the screen channel.

6. Install sash crank handle.

Some screens have spring loaded plungers holding the screen in place. To remove this style screen, pull the plungers located on the sides of the screen towards the center of the window unit and at the same time pull the screen towards you and lift out (**FIGURE 4**).

**FIGURE 4**



**Sash Removal and Reinstall**

**WARNING**

- Use care when working on ladders and scaffold, falls could occur.
- Follow all safety procedures recommended by ladder, scaffold and tool manufacturers.
- Use care when working around window openings, a fall could occur.

**WARNING**

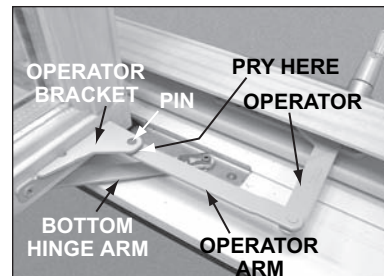
When you remove the hinge arms from the track pins on the sides of the unit the sash will be free. Sash is heavy and caution should be used when removing. It is recommended that the sash be removed with adequate number of persons.

Sash handling procedures are similar for all casement products. Significant differences will be illustrated.

**CAUTION** Please proceed with caution as sash can be heavy and handling ease will be affected by wind and weather.

1. Remove the screen.
2. Unlock and open sash so hinges are exposed.
3. Using a standard screwdriver, release the operator arm by prying between the operator arm and the operator bracket (**FIGURE 1**). The operator arm will drop down off the pin on the operator bracket (**FIGURE 2**). {Some units have the pin on the top of operator bracket so the operator arm must be lifted up off the pin (**FIGURE 2A**).} Once the operator arm is off the pin, use the crank handle to close the operator to get it out of the way.

**FIGURE 1**



**FIGURE 2**



**FIGURE 2A**





**Use and Care Guide – Casement Windows – Sash Remove and Reinstall**

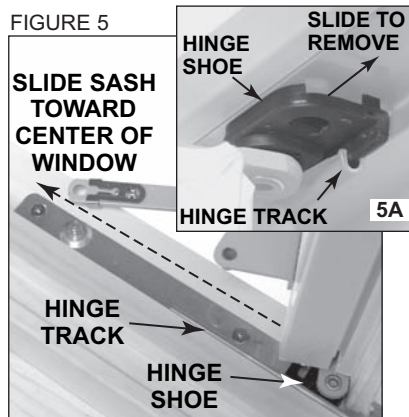
FIGURE 3



FIGURE 4



FIGURE 5



**4. Release hinge arms from the frame.**

Insert a standard screwdriver into the slot in the retaining clip on the bottom hinge arm and slide clip away from the track pin. Pull arm up to release it (FIGURES 3 & 4). Hold on to the sash and release the top hinge arm in a similar manner by sliding retaining clip away from the track pin and pulling the upper arm **DOWN** off the track pin.

**NOTE:** On larger units the black slide bracket can be removed by pushing down on the operator.

5. With both upper and lower hinge arms and lower operator arm released, carefully slide the sash along the hinge track toward the center of the window until the hinge shoes are free of the tracks (FIGURES 5 & 5A).

The sash is now released, and can be turned and brought into the building (FIGURE 6).

FIGURE 6



**Reinstall Sash**

1. Orient sash so operator bracket is to the interior, at the bottom, and closest to the side jamb. Carefully lift sash through opening. Rest the bottom hinge shoe near the hinge track pin (FIGURE 1). Start the top hinge shoe into the top hinge track (FIGURE 2). Start the bottom shoe into the bottom hinge track (FIGURE 3). Slide the sash toward the side jamb so both hinge shoes slide along with the sash.

2. Place hole in the top hinge arm under the top track pin. Push up to seat arm on pin. Place a standard screwdriver into the slot on the retaining clip and slide toward track pin until it snaps into place. Place hole in the bottom hinge arm on top of the bottom track pin (FIGURE 4). Push down to seat arm on pin (FIGURE 5). Place a standard screwdriver into the slot on the retaining clip and slide toward track pin until it snaps into place. Test top and bottom arms to make sure they are securely attached to their respective track pins.

On larger units, reattach black slide bracket.

3. Use the crank handle to open the operator. Align the operator arm and the pin on the operator bracket. Lift up {or push down} on the operator arm to snap the arm onto the pin (FIGURE 6). Once the top and bottom hinge arms and the bottom operator arm are secured, the sash can be closed and locked.

FIGURE 1

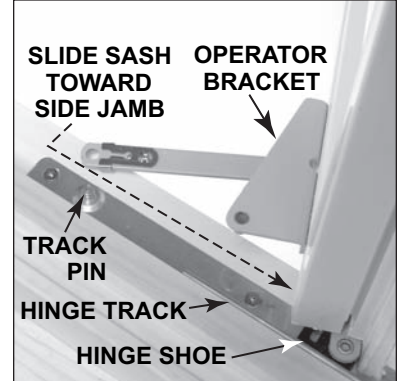


FIGURE 2

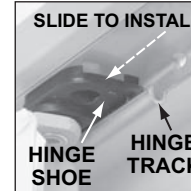


FIGURE 3

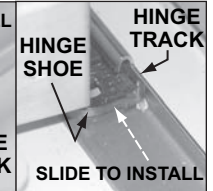


FIGURE 4



FIGURE 5

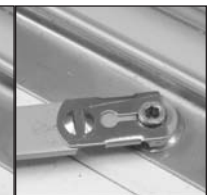
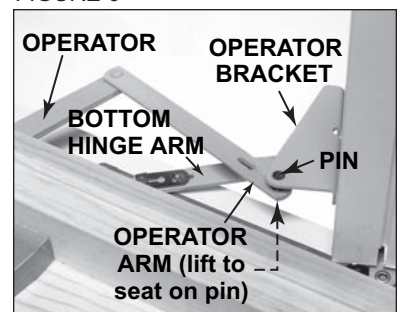


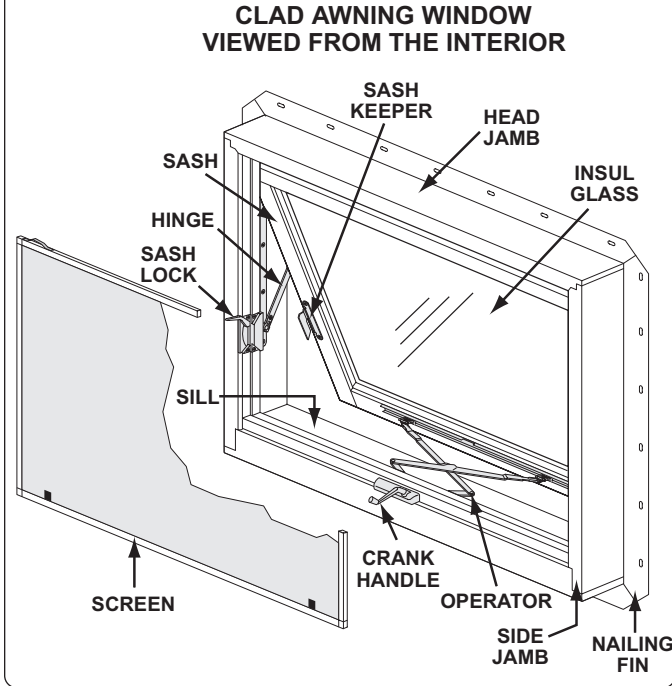
FIGURE 6





**Use and Care Guide – Awning Windows – Sash Remove and Reinstall**

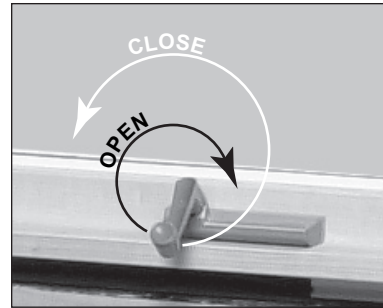
**Awning Window Components**



**Awning Window Operation**

*While standing inside and facing the window –*

FIGURE 3



1. To open sash, move lock levers to unlock position and then turn crank handle in a clockwise direction (**FIGURE 3**).
2. To close sash turn crank handle counterclockwise until sash is fully shut. Lock window by moving lock levers fully downward.

**Awning Window Lock and Unlock**

FIGURE 1



FIGURE 2



Awning windows have a lock on each side jamb. Both levers must be positioned alike to either lock or unlock the sash.

1. Unit is locked when both levers are pulled down against the stops (**FIGURE 1**).
2. Unit is unlocked when levers are lifted to the upper stops (**FIGURE 2**).

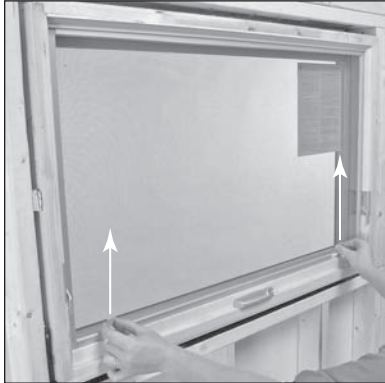


**Use and Care Guide – Awning Windows – Sash Remove and Reinstall**

**Screen Removal**

**NOTE:** To provide clearance for taking out the screen, remove sash crank handle by pulling it off its shaft.

FIGURE 1



1. Lift screen straight up from the bottom as in (FIGURE 1). Apply only enough pressure to compress tension springs in the top (FIGURE 2).

2. While holding screen up, pull bottom edge of screen inward to clear window crank housing. Bring screen inside (FIGURE 3).

FIGURE 2



**Screen Reinstall**

1. Orient screen so screen tabs are to the inside and at the bottom (FIGURE 1).

2. Insert tension springs into screen channel at top of window frame (FIGURE 2).

3. Apply enough upward pressure to compress tension springs.

4. While continuing to hold upward pressure, slide bottom of screen outward so it clears window crank housing and lines up with lower screen channel.

5. Release upward pressure allowing screen to settle into the screen channel.

6. Install sash crank handle.

FIGURE 3

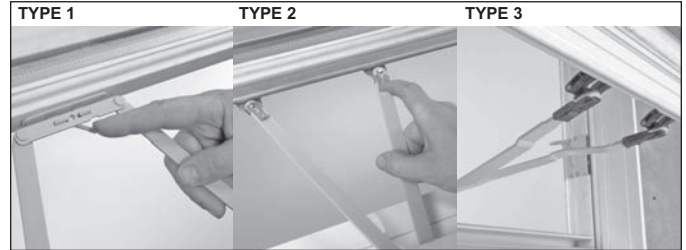


**Sash Removal**



- Use care when working on ladders and scaffold, falls could occur.
- Follow all safety procedures recommended by ladder, scaffold and tool manufacturers.
- Use care when working around window openings, a fall could occur.

FIGURE 1



**NOTE:** Your unit may have one of three different operators (FIGURE 1). Sash removal instructions are the same for each type of unit.

Disconnecting the operator arms is different for each.

See the following for detailed instructions.

**FOR ALL UNIT TYPES**

1. Remove screen.
2. Unlock and open sash fully so operator is exposed.
3. Unclip operator arms from sash as explained below.

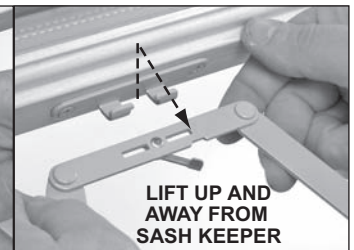
**UNCLIP OPERATOR ARM – TYPE 1**

1. Unlock latch by moving lock lever counterclockwise (FIGURE 1).
2. Lift operator arm link up and off keeper on sash (FIGURE 2).

FIGURE 1



FIGURE 2





**Use and Care Guide – Awning Windows – Sash Remove and Reinstall**

**UNCLIP OPERATOR ARM – TYPE 2**

1. Slide operator clip, on each operator arm, away from sash (**FIGURE 3**).
2. Lift each operator arm up and off pin on sash (**FIGURE 4**).

FIGURE 3



FIGURE 4



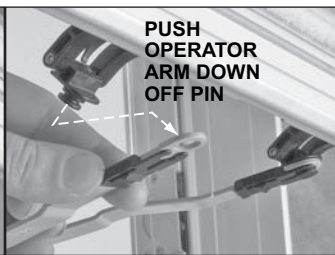
**UNCLIP OPERATOR ARM – TYPE 3**

1. Slide operator clip, on each operator arm, away from sash (**FIGURE 5**).
2. Push each operator arm down and off pin on sash (**FIGURE 6**).

FIGURE 5



FIGURE 6



**FOR ALL UNIT TYPES**

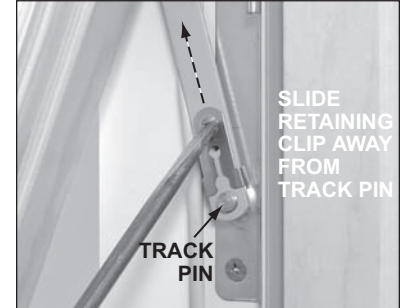
By now the screen should be removed, the sash unlocked, the sash opened fully, and the operator arms unclipped from the bottom of the sash (see previous pages).

**⚠ DANGER** When the hinge arms are removed from the track pins on the sides of the unit, the sash will be free to fall out. Keep a firm grip on the sash to keep it from falling!

**⚠ CAUTION** Sash is heavy and caution should be used when removing it. The sash should only be removed with adequate number of persons.

1. Using sash operating handle, fully retract operator arms to get them out of the way.

FIGURE 1



2. Use a flat-bladed screwdriver to slide retaining clip on each hinge arm away from the track pin (**FIGURE 1**). Hinge arms are located at the top corners on each side of sash.

3. Keeping a firm grip on the sash, use a flat-bladed screwdriver to pry each hinge arm off its track pin (**FIGURE 2**). Hinge arms remain attached to sash.

FIGURE 2



4. Slide sash down toward sill until hinge shoes clear the hinge track on both sides of sash (**FIGURE 3**).

FIGURE 3



5. Once clear of hinge track, angle sash and bring inside (**FIGURE 4**).

FIGURE 4





**Use and Care Guide – Awning Windows – Sash Remove and Reinstall**

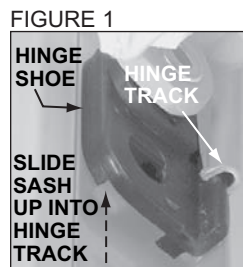
**Sash Reinstall**

**⚠ DANGER** Keep a firm grip on the sash. Sash will remain free to fall out until hinge arms are secured to track pins!

**⚠ CAUTION** Sash is heavy and caution should be used when installing it. The sash should only be installed with an adequate number of people.

1. Orient sash so operator keeper or anchor pins are to the inside and at the bottom. Carefully lift sash through opening.

2. Start the one side hinge shoe into the hinge track (**FIGURE 1**). Start other side hinge shoe into its hinge track. Slide the sash upward toward the head jamb so both hinge shoes slide along with the sash.



2. Place hole in each hinge arm over its track pin (**FIGURE 2**). Push hinge arms outward toward side jambs to firmly seat each arm on its pin.

3. Place a standard screwdriver into the slot on the retaining clip and slide clip toward track pin until it snaps into place (**FIGURE 3**). Test hinge arms to make sure they are securely attached to their respective track pins.



3. Use the crank handle to open the operator. Attach the operator arms to the keeper or anchor pins by following, in reverse order, the “Operator Arm Unclipping” instructions on Page 18. Once the hinge arms and the operator arms are secured, the sash can be closed and locked.

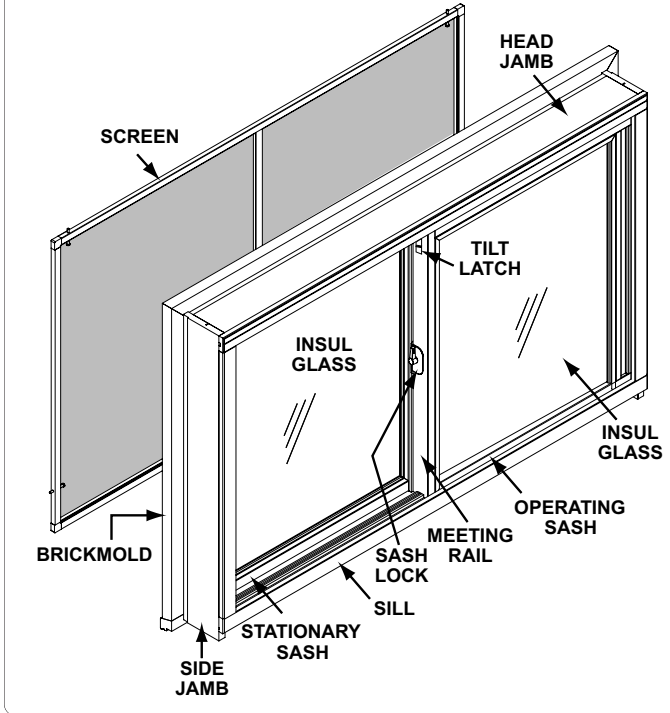


**Use and Care Guide – Sliding Windows – Sash Remove and Reinstall**

**Sliding Windows – Single, Double & Triple Sliders**

**Sliding Window  
Components**

**WOOD SINGLE SLIDE WINDOW  
VIEWED FROM THE INTERIOR**



Sliding windows can be single, double or triple depending on how many operable sashes the unit contains. In addition, the sash can be either a tilt or pocket style which determines how the sash is removed and replaced.

**Sash Lock and Unlock**

The number of sash locks is determined by window height. Each operable sash will have at least one or more sash locks. The locks rotate to lock and unlock and may be of the type shown in (FIGURE 1).

FIGURE 1



*Sash Locked*

*Sash Unlocked*

**TO LOCK SASH –**

1. Slide operating sash sideways so it is closed and seats firmly in its side jamb.
2. Rotate lock handle toward the locked position. Move handle as far as it will go. The lock cams must engage the lock keeper.

**TO UNLOCK SASH –**

Reverse above locking steps and slide sash to desired position.

**⚠ WARNING**

If removing sash and reinstalling while standing on a ladder or step stool, be careful not to lose your balance.

**⚠ WARNING**

Sash can be heavy and caution should be used when handling. It is recommended that the sash be handled with adequate number of persons.

**⚠ WARNING**

- Use care when working on ladders and scaffold, falls could occur.
- Follow all safety procedures recommended by ladder, scaffold and tool manufacturers'.
- Use care when working around window openings, a fall could occur.

**Slider Sash Removal – With Tilt Latches**

Slider windows can be equipped with tilt latches, much like a hung window, or be a “pocket-style” slider.

**Single or Double Slider**

**NOTE:** A single slider has one active sash, in the inside track, that can be opened and easily removed. The sash in the outside track is fixed.

On a double slider both sashes can be opened and removed.

1. Unlock and slide inner sash to center of window (FIGURE 1).

FIGURE 1





**Use and Care Guide – Sliding Windows – Sash Remove and Reinstall**

**CAUTION** Hold on to sash. Once top of sash is tilted clear of frame there will be no support. You must hold sash to keep it from falling.

FIGURE 2

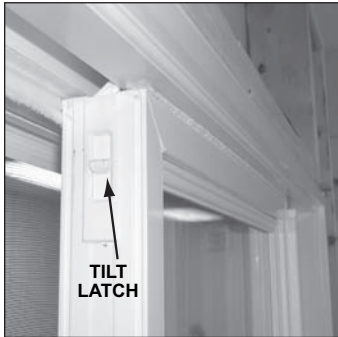


FIGURE 3



2. With index fingers, slide tilt latches (on both sides at top of inner sash) (FIGURE 2) towards bottom of window. While holding tilt latches down (FIGURE 3), tilt top of sash in toward you until top of sash clears head of frame.

FIGURE 4



3. Lift sash up to clear the sill track (FIGURE 4). Place sash in a safe place.

For a double or triple slider, repeat steps 1 through 3 to remove the other active sash.

**Slider Sash Removal – Pocket Slider**

1. Unlock and slide active sash until it is just short of fully open (FIGURE 5).

FIGURE 5

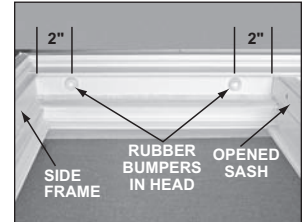


**NOTE:** Some pocket sliders have “fillers” in the head pocket to keep the operating sash securely in place when the sash is closed. To remove the sash, the sash must be opened past the “fillers”.

The pocket slider shown here has rubber bumpers located in the head pocket. The sash must be slid past the end bumper

before it can be lifted for removal (FIGURE 6).

FIGURE 6



2. After opening, firmly grasp sash and lift sash straight up into the head pocket (FIGURE 7).

3. While holding sash upward, tilt the bottom of the sash into the interior until the sash bottom clears the sill track (FIGURE 8). Once sash is clear of the sill track, lower sash from the window frame (FIGURE 9).

FIGURE 7



FIGURE 8



FIGURE 9



**Slider Window Sash Reinstall**

Reinstalling the sash is the reverse of sash removal.

**IMPORTANT:** For pocket sliders the top of the sash is inserted into the head jamb pocket first. For tilt latch sliders insert the bottom of the sash in the sill track first.

**NOTE: DOUBLE SLIDER**

Install outside sash first. Outside sash is placed into the outer track. Inside sash is placed into the inner track .

**SINGLE SLIDER**

Only the inside sash is removable and uses the inner track.



**Use and Care Guide – Sliding Windows – Sash Remove and Reinstall**

**⚠ IMPORTANT:** If your unit is a double slider, the outside sash must be installed in the outer track before the inner sash is installed.

**For Pocket Sliders**

1. Firmly grasp sash and place sash close to the side jamb of the inactive side of the window to clear any head jamb “fillers”. Lift sash up into the head pocket (FIGURE 1).

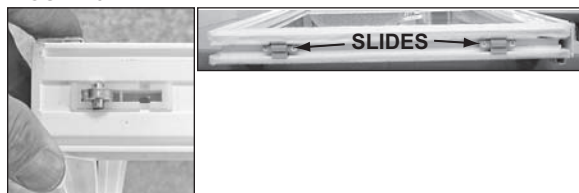
2. Tilt bottom of sash toward the exterior while continuing to lift sash up into the head frame pocket. When sash is vertical, let it settle onto the support located in the sill (FIGURE 7).

3. Slide sash side-to-side to check that the sash rides evenly on the sill support member.

All slider windows have some type of system at the bottom of the active sash to enhance ease of operation. They may be a roller system or glider slides (FIGURES 8 & 9).

FIGURE 8

FIGURE 9



4. Close and lock sash as desired.

**Sash Reinstall – Tilt Latch Sliders**

Tilt latch sliders also reinstall the reverse of how they were removed. They differ from pocket sliders in that the bottom of the sash is inserted into the sill track first; then the head is latched into place. To reinstall your tilt-latch equipped slider sash proceed as follows.

**NOTE: DOUBLE SLIDER**

Install outside sash first. Outside sash is placed into the outer track. Inside sash is placed into the inner track.

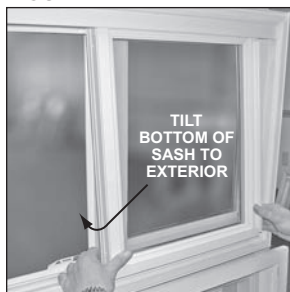
**SINGLE SLIDER**

Only the inside sash is removable and uses the inner track.

FIGURE 1



FIGURE 1



**⚠ IMPORTANT:** If your unit is a double slider, the outside sash must be installed in the outer track before the inner sash is installed.

**For a Double Slider:**

1. Grasp the outside sash so that the exterior surface faces outside and the top is up.

2. Place bottom of sash into outer track lining up slides or rollers with supports in sill. Start with sash lined up in the middle of the window frame (FIGURE 1).

3. While holding tilt latches down with your index fingers, raise sash into a full upright position and align with top of outer track (FIGURE 3).

4. Release tilt latches and push outward on sash to ensure tilt latches fully engage.

**⚠ CAUTION** Be sure tilt latches on both sides are fully seated to keep sash from unintentionally falling inward (FIGURE 4).

FIGURE 4



5. Slide sash to its respective side jamb, so lock slot inserts on meeting rail are to center of window.

6. Repeat Steps 1 through 4, using the inner track for the inside sash. Make sure the locking levers line up with the lock slot insert in the outer sash.

**For a Single Slider:**

1. Repeat Steps 1 through 4 above but use the inner track. Outer track will be occupied by the inactive sash.

FIGURE 1



FIGURE 1





**Use and Care Guide – Sliding Windows – Screen Remove and Reinstall**

Screens for sliding windows can be either half-screens or full. Half-screens are found on single sliders and cover only the active sash side of the unit. On double sliders the full screen covers the both sash openings.

Screens are mounted outside of the sash and are held in place with either spring tension and channels or spring-loaded plunger buttons and grommets.

Normally it is not necessary to remove the sash to remove the screen. However if you wish to remove the sash prior to removing the screen see the previous sash removal instructions.

**⚠ DANGER**

About Children: The consumer Product Safety Commission, in its pamphlet *Protect your Child*, advises: "Keep children away from open windows to prevent falls. Don't depend on screens to keep the child from falling out the window. They are designed to keep insects out, not children in. Avoid placing furniture near windows to keep children from climbing to a window seat and sill."

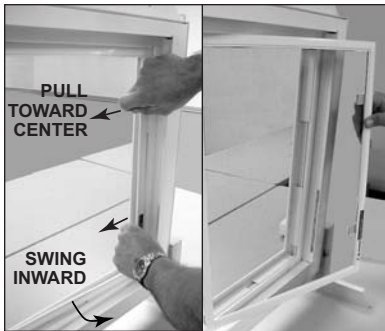
**⚠ DANGER**

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

**Half-Screens With Screen Tabs**

FIGURE 4

FIGURE 5



**SINGLE SLIDER**

1. Unlock sash.
2. Fully open inside sash.
3. Pull the screen tabs (FIGURE 4), located along outside edge of the screen, toward the center of the window.
4. While holding tabs, swing the screen inward

and bring into the structure (FIGURE 5).

**Screen Re-Install**

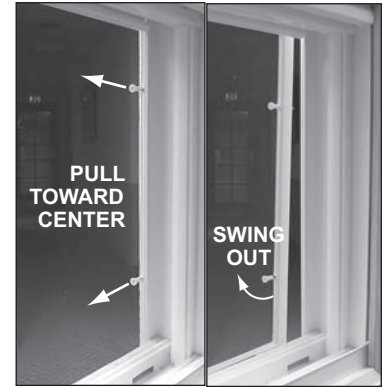
Reverse above steps to reinstall screen.

**Full Screen With Side Plungers**

1. Open one sash all the way.

FIGURE 1

FIGURE 2



2. Reach through opening and pull both spring-loaded plungers, on side of screen, in toward the center of the window (FIGURE 1).

3. While holding spring-loaded plungers in this retracted position, push edge of screen outward to clear window frame (FIGURE 2).



**CAUTION** Keep a firm grip on screen to prevent it from falling or being blown from your hand.

FIGURE 3

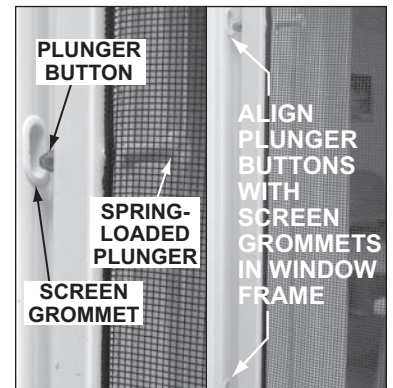


4. Re-grip screen, rotate and bring screen inside (FIGURE 3).

1. Open one sash all the way.
2. Position screen so spring loaded plungers are to the inside and toward the side jambs.
3. Maneuver screen through open window and align plunger buttons (sticking out from the screen's edge) with screen grommets in the window frame (FIGURES 4 & 5).

FIGURE 4

FIGURE 5



4. Align and insert the plunger buttons, on the far side of the screen, with their screen grommets. Pull the near end of the screen frame inward.

5. Pull the spring-loaded plungers toward the center of the window and continue pulling screen inward.

6. Release spring-loaded plungers when plunger buttons align with their screen grommets. Each plunger button must be fully seated in their respective screen grommet.

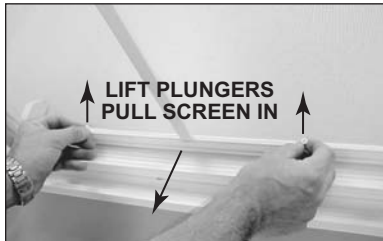
**Screen Re-Install**

Reverse above steps to reinstall screen.



### Use and Care Guide – Sliding Windows – Screen Remove and Reinstall

FIGURE 1



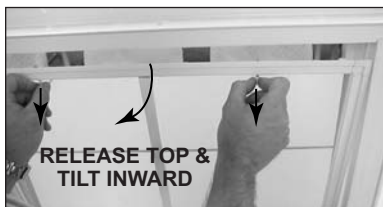
#### Full Screen With Top and Bottom Plungers

1. Unlock sash.
2. Remove both inside and outside sash following previous instructions.
3. Pull up and hold the spring-loaded plungers (**FIGURE 1**), located on the bottom of the screen. While holding plungers up, gently pull the bottom of the screen inward until bottom edge rests in the outside sash track (**FIGURE 2**).

FIGURE 2



FIGURE 3



3. Pull down and hold the spring-loaded plungers located on the top of the screen and tilt the top inward to clear the head jamb (**FIGURE**

- 3).
4. Screen can now be brought into the structure.

#### Screen Re-Install

Reverse above steps to reinstall screen.



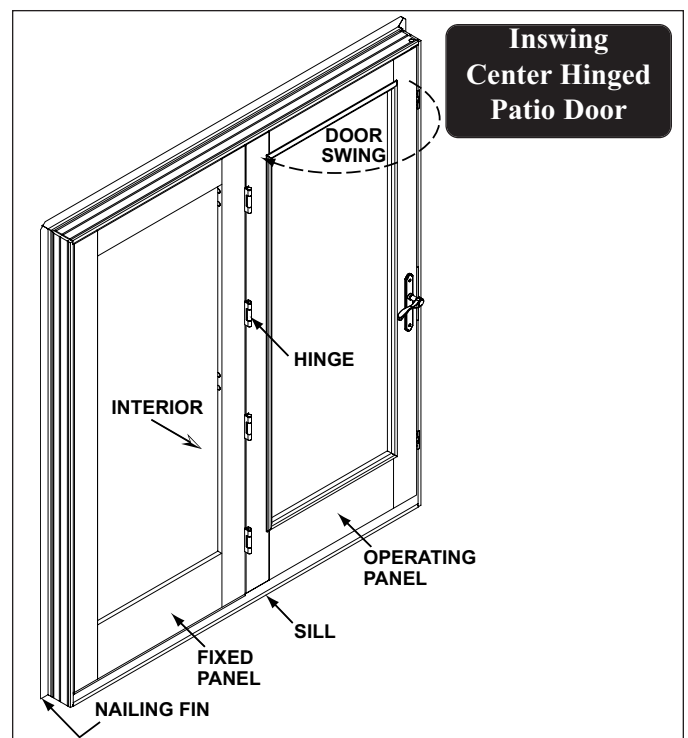
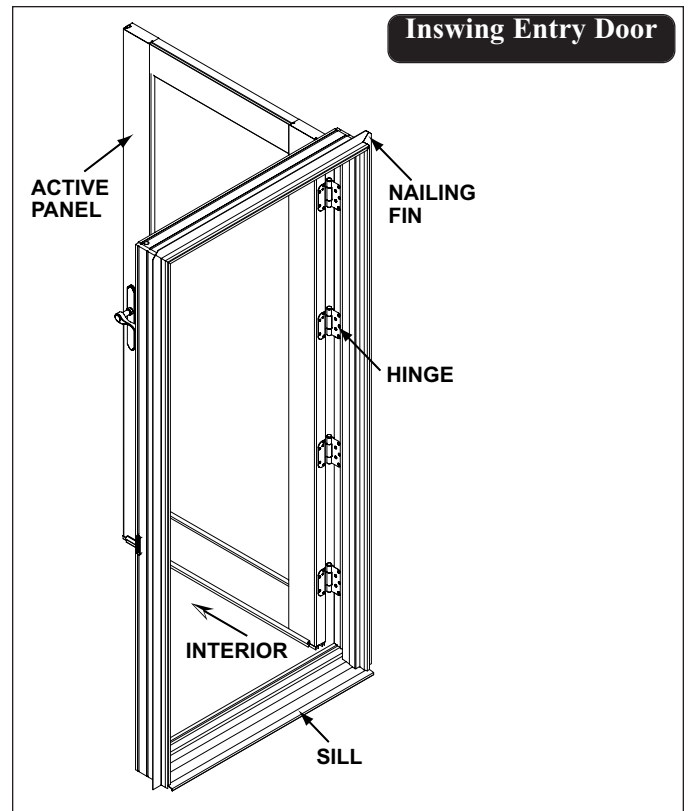
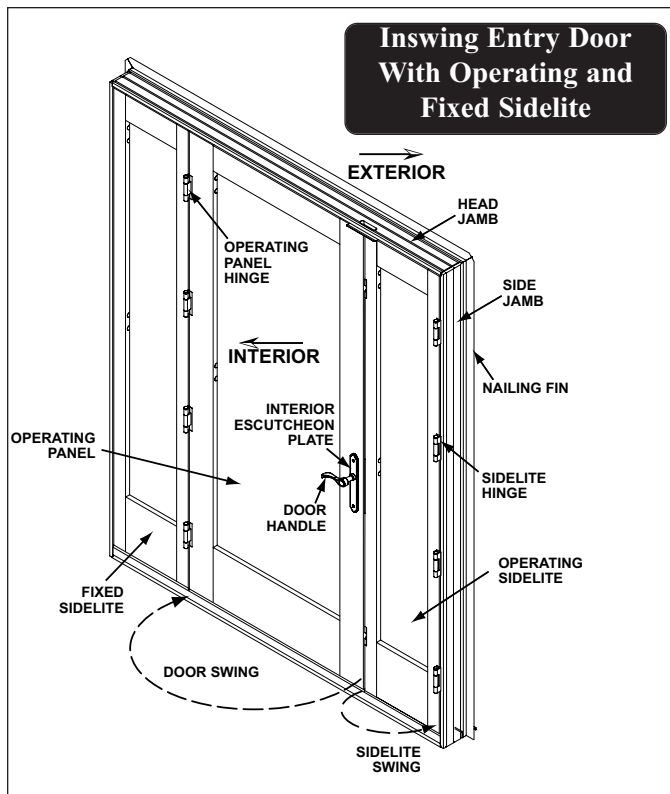
**Use and Care Guide – Entry and Patio Doors**

**Entry Doors and Patio Doors**

Weather Shield provides a complete line of doors including entry doors and patio doors in many styles, sizes and configurations. Our offerings include:

- All wood designs • Aluminum and vinyl clad wood
- All vinyl products • Fiberglass

These various materials are available in entry doors, sliding patio doors, center and side hinged patio doors, and telescoping patio doors.



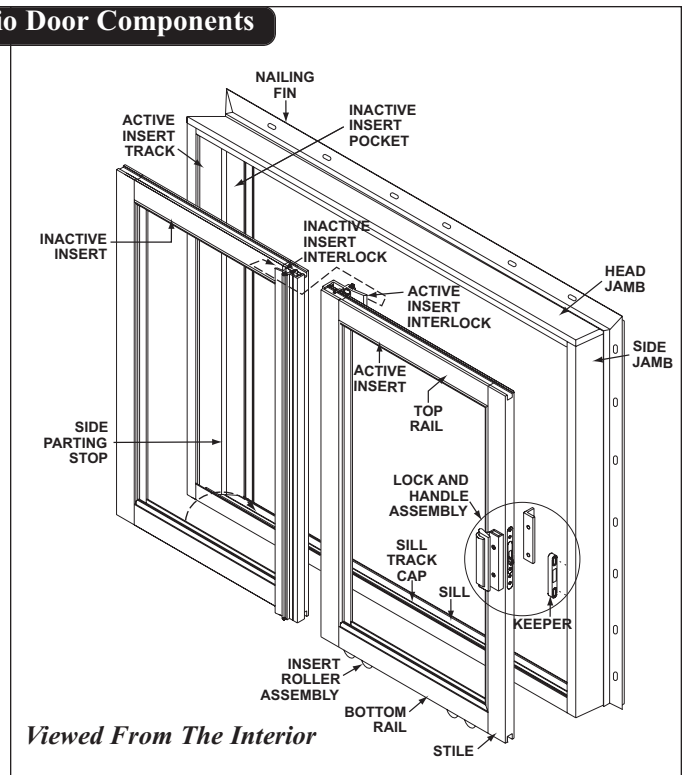
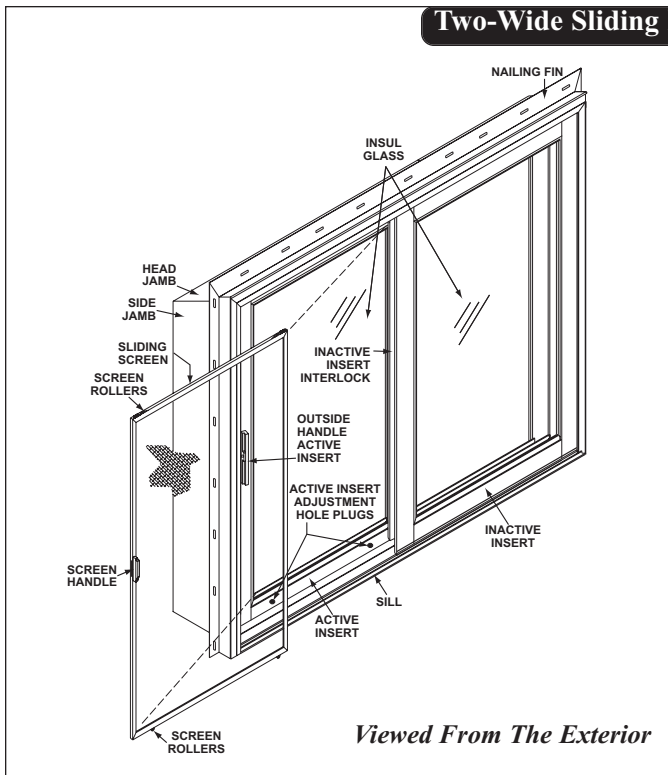
Active or operating panels on hinged and sliding doors can be removed to facilitate painting or finishing, to help with sweep replacement and for cleaning and lubricating rollers on sliding doors.

Doors can be equipped with screens that slide on rollers or retract into canisters. Rollers on sliding screens need to be adjusted, cleaned, and lubricated for maximum life and ease of operation. Retractable screens also need periodic maintenance.



**Use and Care Guide – Entry and Patio Doors**

**Two-Wide Sliding Patio Door Components**



**Panel Removal – Hinged Doors**

The active panel in a hinged door can be removed by pulling the hinge pins and taking the panel out of the frame. The following procedure applies to an entry door, a hinged patio door and an operating sidelite. Sliding door instructions follow the hinged door section.

**! WARNING**

Weight of door panels and accessories will vary. Use a reasonable number of people with sufficient strength to lift, carry and handle door panels and accessories. Always consider site conditions and use appropriate techniques when removing or installing panels.

**Removing Inswing or Outswing Door Active Panel**

Removing an inswing or outswing door active panel is very similar. Differences will be pointed out.

1. Determine which way the door is going to be removed; toward the interior or exterior. Protect the floor areas with appropriate drop cloths or tarpaulins.
2. Prepare a sturdy, protected surface to lay the panel.
3. Gather tools and adequate number of people to handle door panel.

**Tools Needed**

- Pry Bar • Phillips Screwdrivers (#1 & #2) • Hammer
- Long-Nosed Nail Set or Drift • Wood Support Blocks • Flat-Bladed Screwdriver

The following chart highlights the differences between inswing and outswing hinged door removal.

	<b>Inswing</b>	<b>Outswing</b>
Start Position of Panel	Closed	Open
Support for Panel Bottom	Optional	Required
Remove Hinge Setscrew	None	Yes
Have Helper Hold Panel	Yes	Yes
Tap Hinge Pins Up From Bottom	Yes	Yes
Open Door Panel	Yes	Done
Lift Panel Off Hinge Leaves	Yes	Yes

4. Inswing – Close door completely and work from the interior.

4. Outswing – Open the door about half way.

5. Outswing – Support bottom of door with wood blocking (**FIGURE 1**).

6. Outswing – Remove setscrew on all hinge barrels (**FIGURE 2**). Keep for reinstalling.

**Do not remove adjustable hinge adjustment screws on either inswing or outswing hinges.**

7. Inswing or outswing – Examine bottom of hinge barrel to see if there is a hinge pin cap. Remove the cap to access the hinge pin (**FIGURE 3**).



Use and Care Guide – Entry and Patio Doors

FIGURE 1 Outswing Hinged Door Blocked for Removal

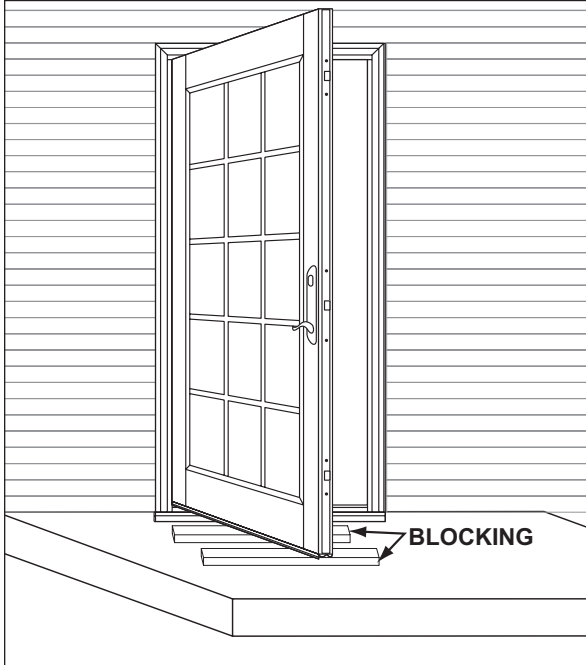
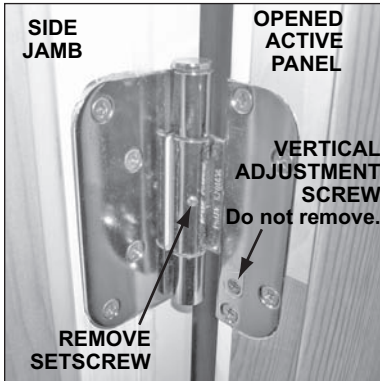


FIGURE 2 Outswing Hinge Viewed From Interior



**CAUTION** At this point have your helper hold the door to keep it from falling.

8. Working from the interior, start at the bottom of the door and use a long-nosed punch, nail set, or nail that will fit inside hinge barrel and a hammer; tap firmly upwards on hinge pin shaft to drive it up out of hinge leaves (FIGURES 4 & 5).

9. Start at the bottom hinge and work upwards removing each hinge pin.

10. When all the hinge pins are removed, grasp the door handle and carefully open the door and remove the panel by lifting it off the hinge leaves attached to the jamb (FIGURE 6).

FIGURE 3

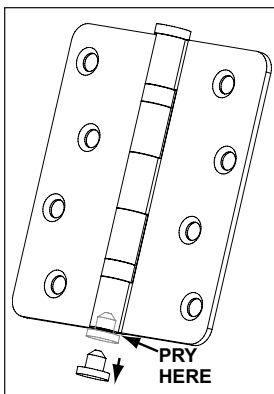


FIGURE 4

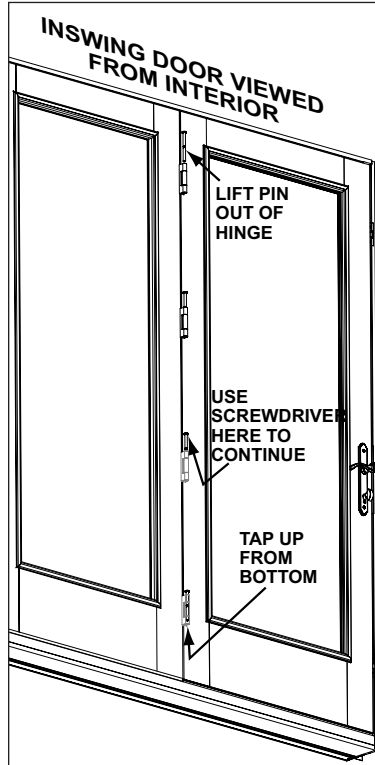


FIGURE 6

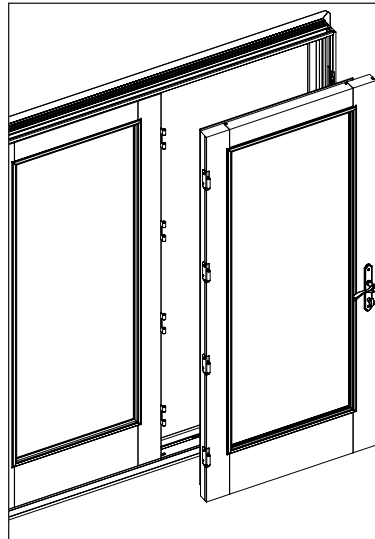
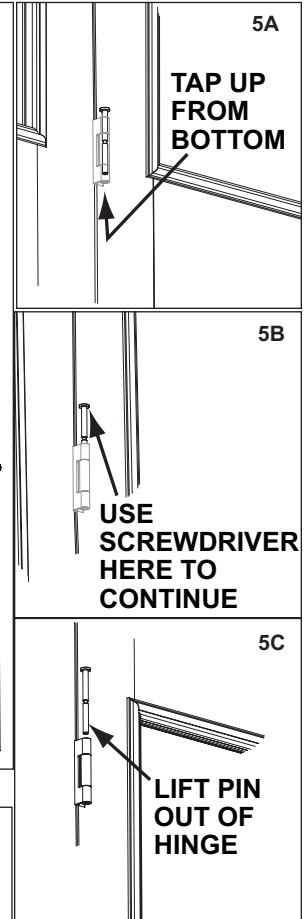


FIGURE 5





**Use and Care Guide – Entry and Patio Doors – Sliding Patio Doors**

**Insert Removal – Sliding Doors**

The active insert in a sliding door can generally be removed by opening the panel part way and then lifting it up and off of the sill track. Certain other components may need to be removed or adjustments made to facilitate panel removal.

1. Protect the floor areas with appropriate drop cloths or tarpaulins.
2. Prepare a sturdy, protected surface to lay the panel.
3. Gather tools and adequate number of people to handle door panel.

**Tools Needed**

- Stiff-Bladed Putty Knife • Phillips Screwdrivers

**For Clad and Wood Doors**

**CAUTION** Inserts are heavy. Use caution when handling to avoid injury or damage. Use adequate number of people to handle insert.

**CAUTION** Prevent damage to sill track! Check roller position (one set on each bottom side of each active insert) before moving active insert. Insert must be fully supported by roller mechanism. Extend or retract rollers to achieve insert support.

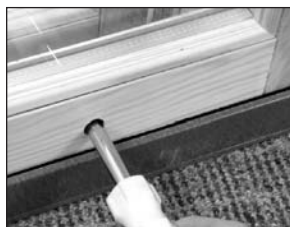
**IMPORTANT:** For best results adjust both sets of rollers at the same time.

Adjust Active Insert – Turn adjusting screw (FIGURE 1):  
Clockwise – Lower Rollers – Raise Insert  
Counterclockwise – Raise Rollers – Lower Insert

Use roller adjustment screw (FIGURE 1) to raise or lower insert to achieve smooth operation and to keep insert level and plumb.

**NOTE:** Vinyl plugs are provided to cover adjustment screw holes. These plugs can be stained to match your insert.

FIGURE 1



**Removing Active Insert**

1. Slide active insert open enough to completely clear side jamb channel. Slide panel far enough open so you can grasp both sides.
2. Use a Phillips head screwdriver to fully retract insert rollers. Turn screw counterclockwise.

FIGURE 2



3. Use a Phillips screwdriver to remove head inside stop (FIGURE 2).

4. While holding both sides of insert tilt the insert top toward you (FIGURE 3).
5. Lift insert off sill track.

FIGURE 3



**Installing Active Insert**

**IMPORTANT:** Clean sill before installing active insert.

1. With insert upright and rollers (FIGURE 4) down, position insert close to its side frame. Lift insert up onto the sill track. Be sure interlock will properly engage inactive insert.

FIGURE 4



2. Carefully push top of insert away from you until it is positioned vertically in the frame channel.

**NOTE:** Both sets of rollers must seat correctly on the sill track so the insert operates smoothly. Groove of rollers must rest on crown of sill track (FIGURE 5).

3. Slide insert to the fully closed position so the interlocks engage and the insert is secure.

FIGURE 5



4. While holding insert in place, use a Phillips head screwdriver to lower insert rollers. Turn screw clockwise until rollers support insert. Adjust both sets of rollers.

5. Install head inside stop.
6. Install vinyl hole plugs.



**Use and Care Guide – Entry and Patio Doors – Sliding Patio Doors**

**Insert Removal – Sliding Doors – Vinyl Doors**

**Remove Sliding Panel**

1. Slide panel open about 12".

**CAUTION** Relieve pressure on roller assembly by lifting panel with a stiff-bladed putty knife (FIGURE 1) while turning roller adjusting screws. Failure to release panel weight while turning adjustment screws may damage panel adjustment system.

FIGURE 1



2. Insert a stiff-bladed putty knife into sill channel and gently raise door to remove pressure from roller assembly (FIGURE 1).

3. With a Phillips head screwdriver, turn roller adjustment screw (FIGURE 3) counterclockwise to completely retract rollers. Repeat for other bottom roller.

**NOTE:** Top screw hole seen in FIGURE 1 houses roller installation screw. **Do NOT** use the top screw for adjusting rollers.

4. Grasp both sides of panel and lift the panel up into the head frame channel (FIGURE 2).

5. Pull bottom of panel toward you and remove panel from frame.

**Install Sliding Panel**

1. With panel laying down, insert a Phillips screwdriver into the roller adjustment hole at the bottom of the panel and turn the adjustment screw counterclockwise to completely retract the rollers (FIGURES 1, 2 & 3). Repeat for other roller set.

FIGURE 2

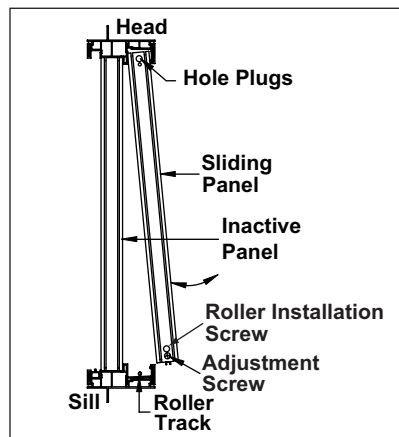
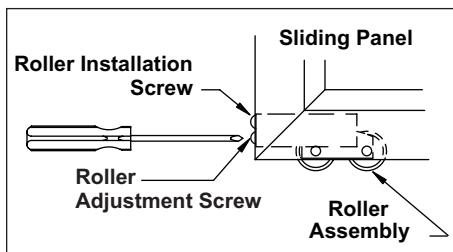


FIGURE 3



2. With panel upright and rollers down, position panel near the center of the frame and lift it up into the head frame channel (FIGURE 2).

3. Carefully push bottom of panel away from you until it clears the inside of the sill and is positioned properly in the frame channel. A stiff-bladed putty knife can be used to help slide panel into the channel.

**NOTE:** The rollers must be correctly seated on the roller track so the panel operates smoothly. Groove of rollers must rest on crown of roller track.

**Adjust Sliding Panel – Turn adjusting screw (FIGURE 3):**

Clockwise – Lower Rollers – Raise Panel

Counterclockwise – Raise Rollers – Lower Panel

**NOTE:** Before adjusting, use putty knife to lift panel slightly, taking weight off rollers (FIGURE 1).

Use roller adjustment screw (FIGURE 3) to raise or lower panel to achieve smooth operation and to keep panel level and plumb.