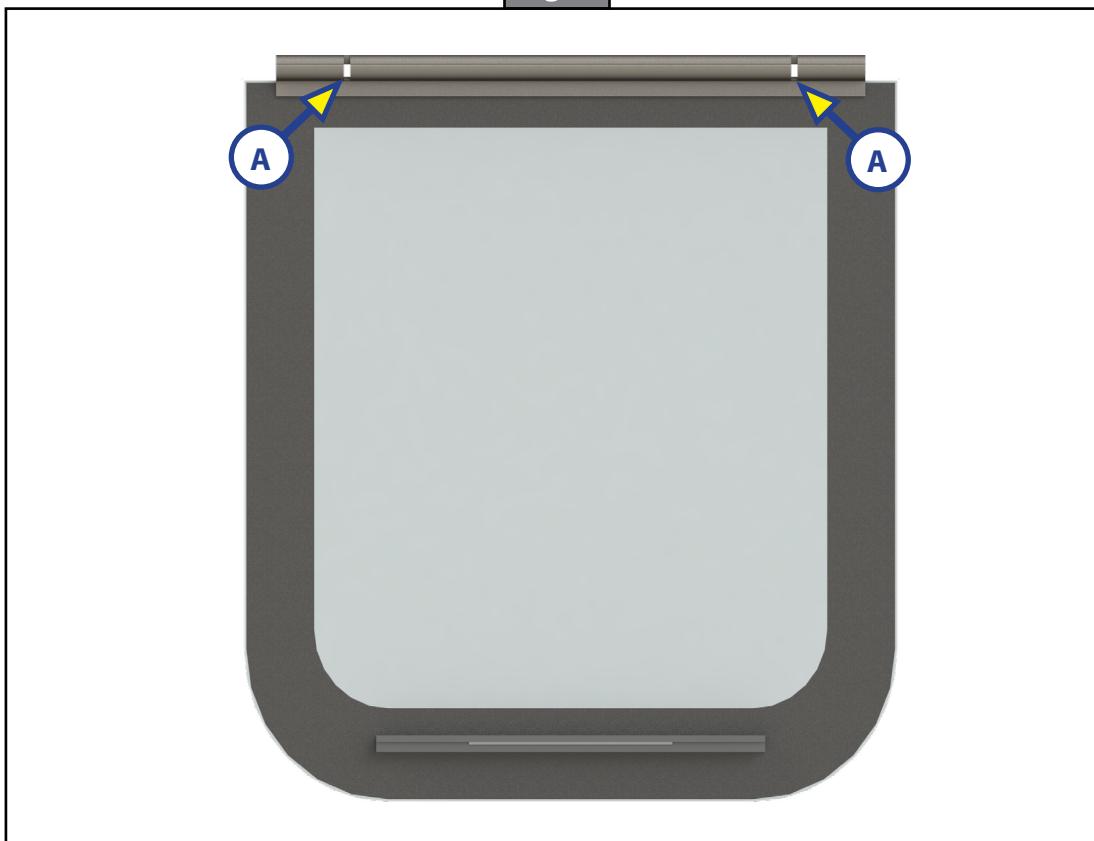


WINDOWS

Purpose

This document outlines steps necessary to remove and replace a vent sash (Fig. 1) from a 3000 series window with a mullion.

Fig. 1



NOTE: Depending on when the sash was produced, these notches (Fig. 1A) may or may not be present.

Safety

CAUTION

The "CAUTION" symbol above is a sign that a procedure has a safety risk involved that may cause personal injury and/or product damage, including voiding of warranty, if not performed safely and in accordance with the safety procedures stated herein.

CAUTION

Moving parts can pinch, crush or cut. Keep clear and use caution.

Resources Required

- Cordless or electric drill or screw gun
- $\frac{3}{16}$ " Drill bit
- Phillips and flathead screwdrivers
- Rivet gun
- Rivets (2x) (Part # 246120)
- Ladder

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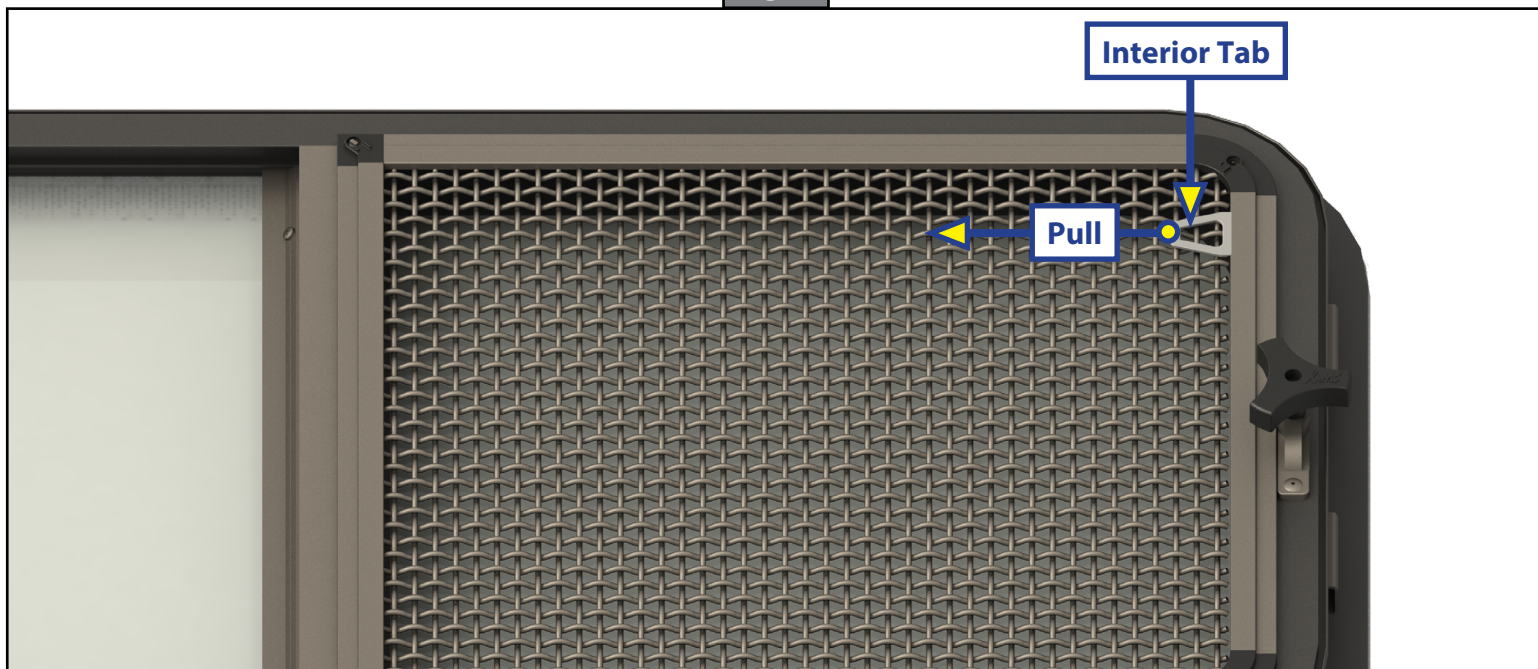
Procedure

Removing the Vent Sash

1. Working from the inside of the window, pull the white ring tab in the direction of the center of the frame (Fig. 2).

NOTE: If the screen remains positioned in the frame, it may be necessary to repeat this step pulling on the exterior nylon ring.

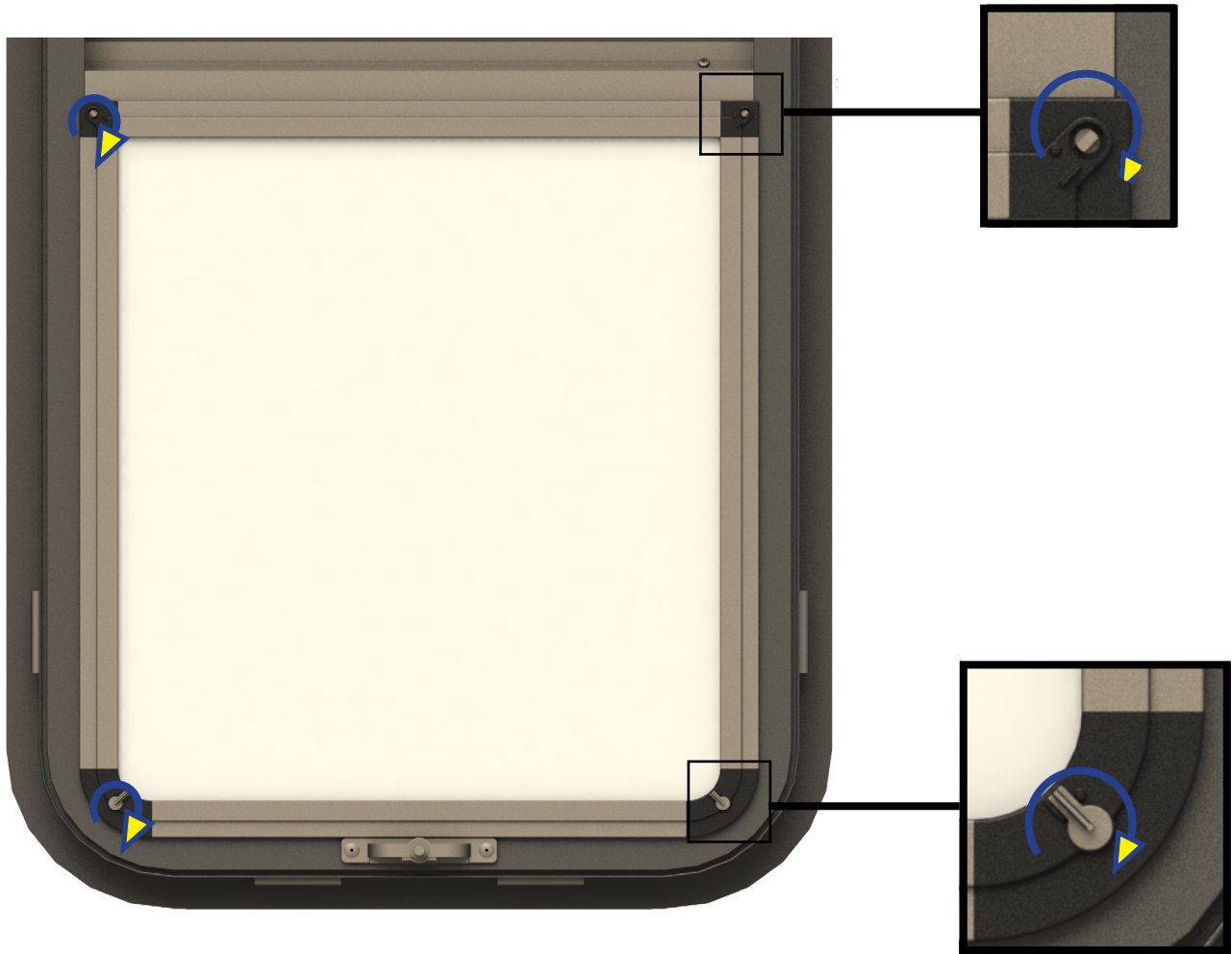
Fig. 2



WINDOWS

NOTE: In order to release the screen of windows installed in Thor manufactured units, it will be necessary to first turn the tabs located in each of the corners clockwise (Fig. 3), then pull the nylon ring tab.

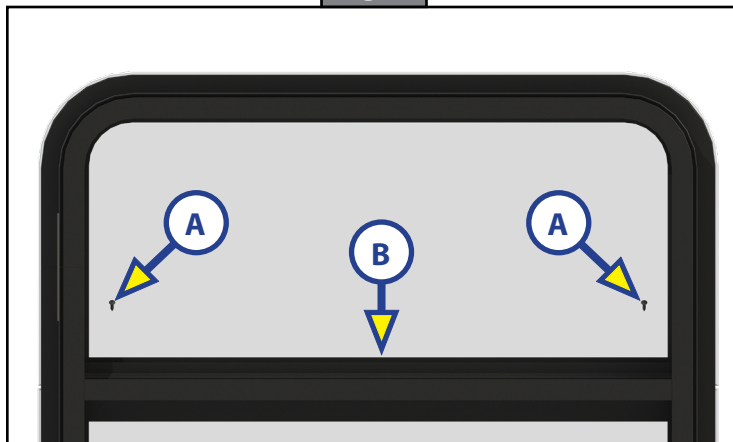
Fig. 3



WINDOWS

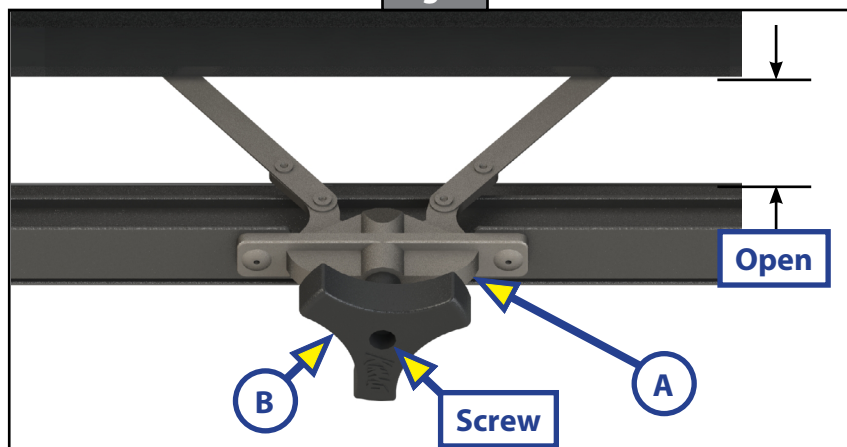
- Remove screw(s) (Fig. 4A) from inside of mullion (Fig. 4B). There could be one or two screws, depending on size of window. Set screw(s) aside for later use.

Fig. 4



- Open operator a few inches (Fig. 5A), this will make sure that the drill does not hit and damage the operator. Remove screw from operator handle (Fig. 5B). Set screw and handle aside for later use.

Fig. 5



- Using a drill and $\frac{3}{16}$ " drill bit, drill out the rivets (Fig. 6) from the operator. Wipe away any loose debris from the drilling operation.

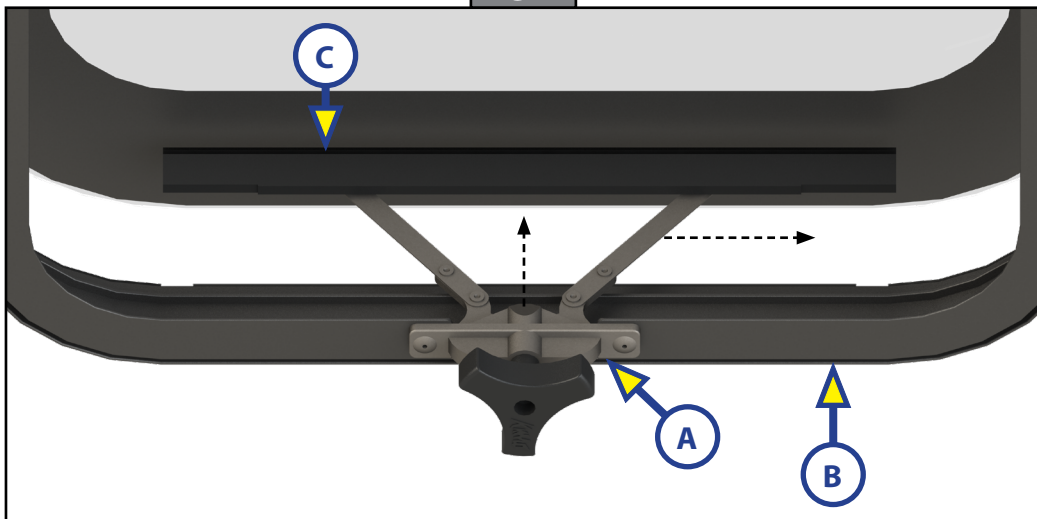
Fig. 6



WINDOWS

5. Lift the operator (Fig. 7A) up and over the frame (Fig. 7B). Open the operator and slide the operator off the vent bar (Fig. 7C). If necessary, deburr drilled holes and clean area.

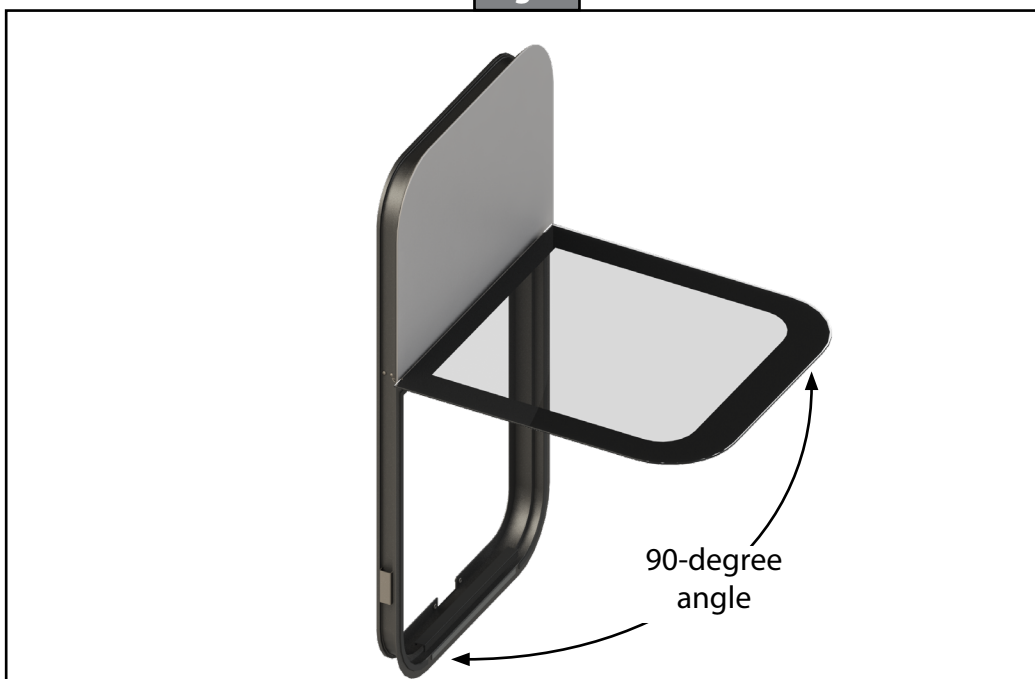
Fig. 7



6. Remove the plastic operator spacer from inside the vent bar, if equipped, and retain for re-installation.
7. Working from the outside of the unit, lift the vent to a 90-degree angle (Fig. 8), then pull straight down, removing the vent.

NOTE: It may be necessary to tap on the glass from one edge, alternating to the other edge, in order to remove the glass.

Fig. 8



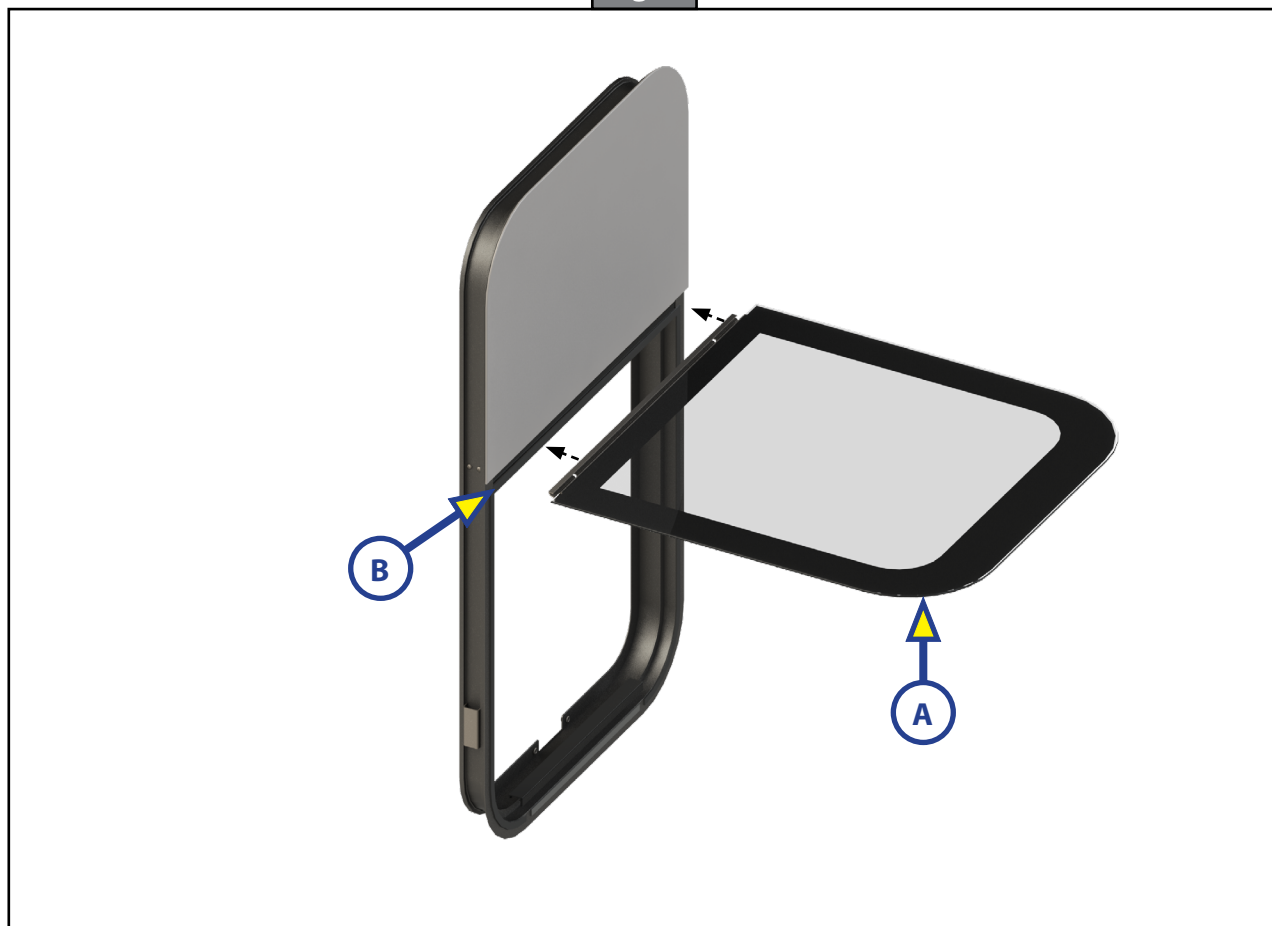
WINDOWS

New Vent Installation

1. Attach the new vent to the frame, making sure the vent (Fig. 9A) is aligned with the edge of the back frame (Fig. 9B).

NOTE: It may be necessary to utilize a flathead or phillips screwdriver to "pop" the vent back into place. This is completed by taking the screwdriver and placing it under the hinge of the vent, after it is hooked into the hidden hinge, and pulling down/up towards the hinge until there is an audible pop or click. It may be necessary to complete the operation down the length of the vent.

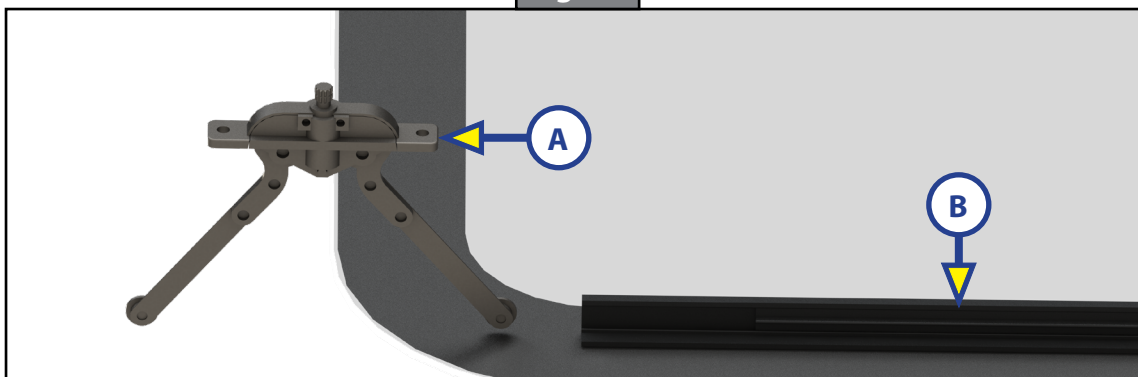
Fig. 9



WINDOWS

2. Once engaged in the hinge, make sure the vent is aligned with the edge of the back frame.
3. Reinstall the screw(s) previously removed in step 2 of Removing the Vent Sash.
4. Place the operator spacer, if equipped, back into the vent's operator bar.
5. With the wheels facing towards the vent, slide the open operator (Fig. 10A) back into the vent bar (Fig. 10B).

Fig. 10



6. Lift the operator up and over the back frame. Use the removed handle to close the operator.
7. Remove handle from the operator.
8. Using a rivet gun, install two rivets (246210) to secure the operator in place.
9. Secure handle to the operator with screw removed in step 3 of Removing the Vent Sash.
10. Snap previously removed screen (step 1 of Removing the Vent Sash) in place.

NOTE: For Thor manufactured units, turn the corner tabs (Fig. 3) counterclockwise.