

# How to remove and re-install a vertical Vision Collection sash:



1. Open window approximately 6".



2. Locate tilt latches – one on either side.



3. Engage both tilt latches at the same time.



4. Pull sash towards you. Make sure the sash is tilted to a 90 degree angle. \*Make sure you have a firm grip on both sides of the sash at all times.



5. Push down on one side of the sash while pulling up on the other side. You will see the pivot bar dislodging from the "shoe" on the side that you have pulled up on.



6. Remove sash by fully dislodging pivot bar from shoe – pull towards you. The opposite side will follow.



7. Re-install sash by first inserting pivot bar into the shoe – making sure your sash is still on a slight tilt as shown – then repeat for the opposite side.



8. Once the pivot bars are inserted into shoes, push sash back into place.



9. Push sash all the way towards the window to meet the frame – the tilt latches will “click” into place.



10. Sash is now fully installed and window is operational.