3000 SERIES WINDOW (WITH SCISSOR LATCH) VENT REPLACEMENT

TI-334

WINDOWS

Purpose

This document outlines the steps for replacing the vent sash (Fig. 1) on a 3000 series window, either with or without a mullion (Fig. 2A) that is equipped with a red scissor latch.

Fig. 1

Resources Required

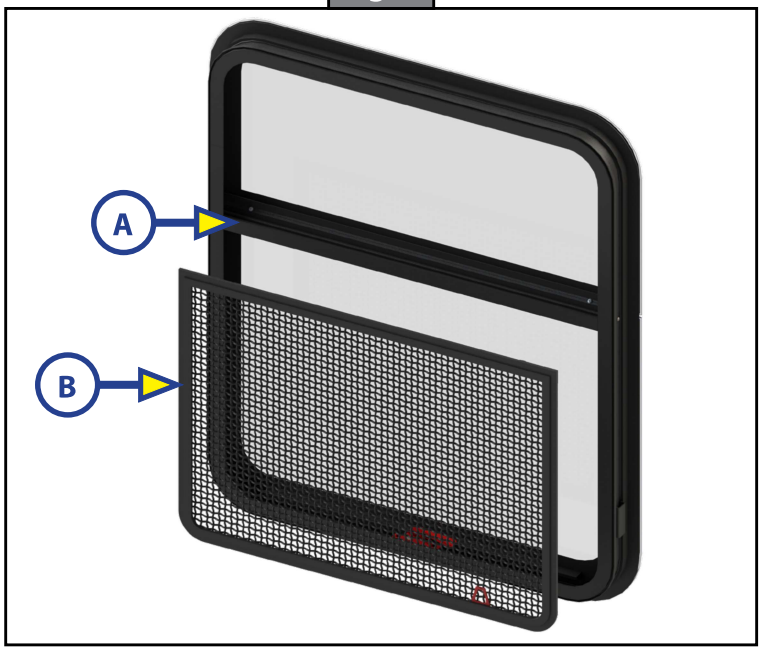
- Cordless or electric drill, screw gun or phillips screwdriver
- Ladder

NOTE: Save all removed screws for reinstallation of the window.

Procedure

Removal of Vent

Fig. 2



1. If present, remove the screen (Fig. 2B) from the window.
2. Remove the screw(s) (Fig. 3A) from the mullion (Fig. 3B). If no mullion is present, remove the screws (Fig. 4A) located along the top of the window (Fig. 4B). Retain all screws.

Fig. 3

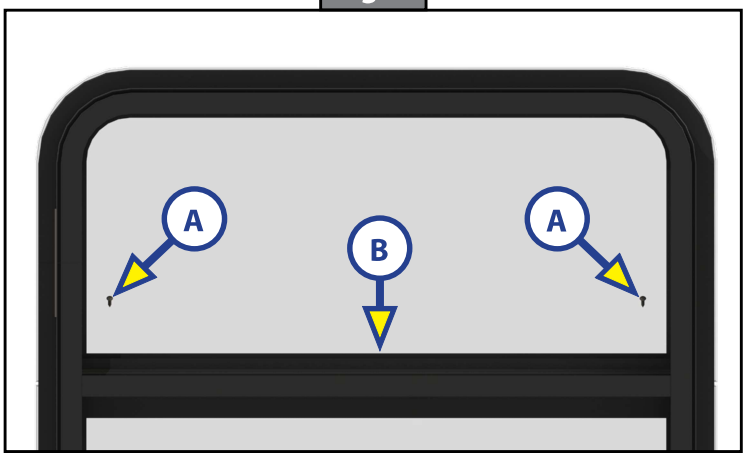
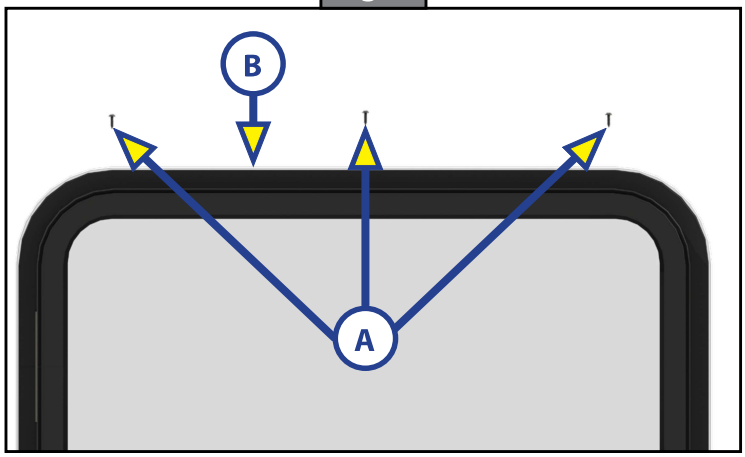


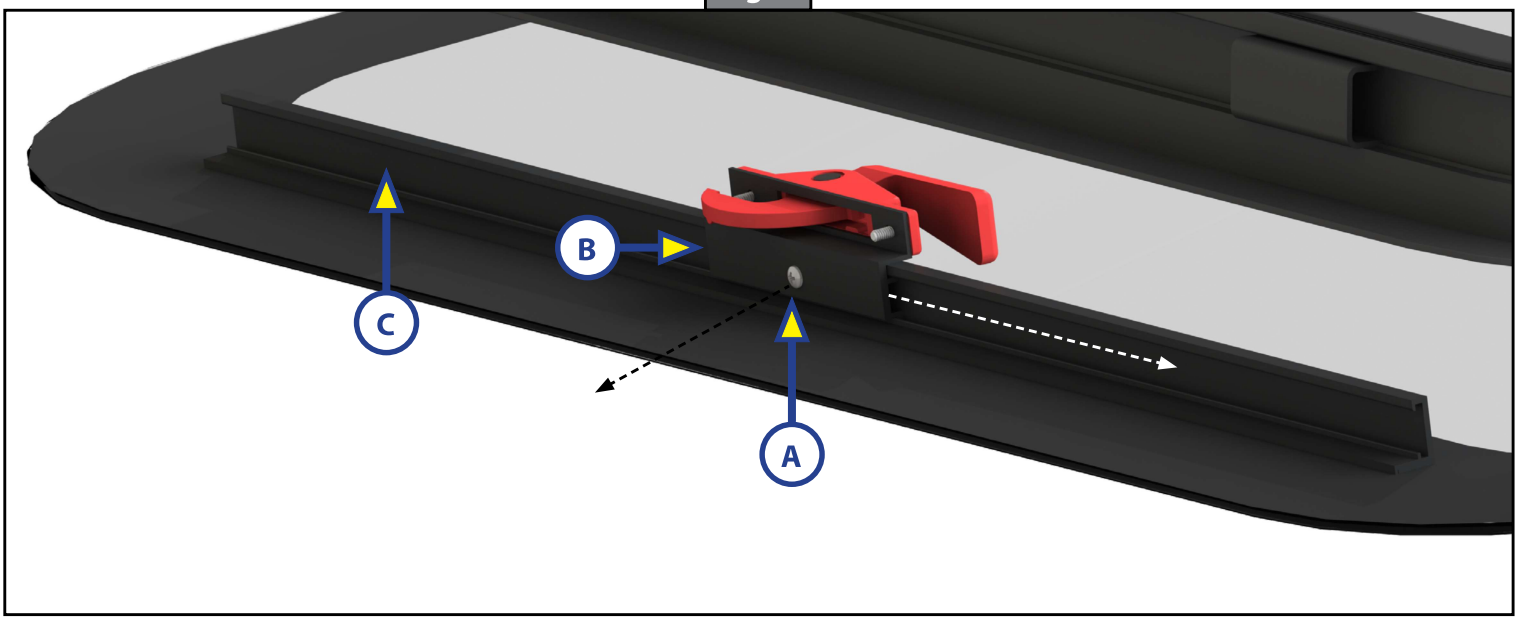
Fig. 4



NOTE: There can be two or three screws, depending on the size of the window.

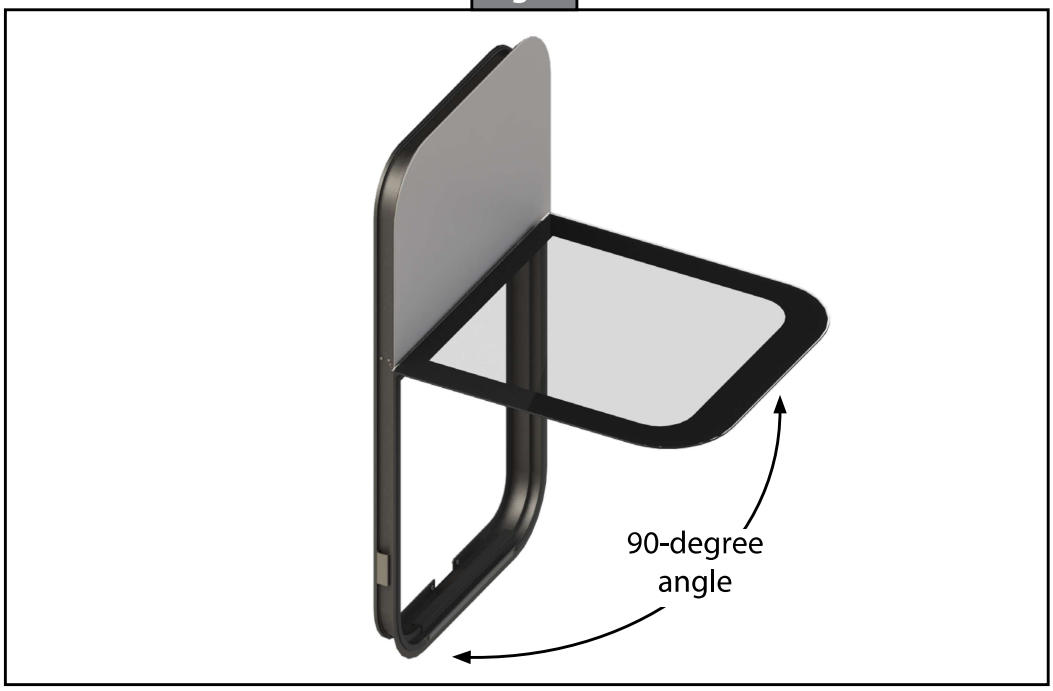
3. Remove the screw (Fig. 5A) securing the scissor latch bar (Fig. 5B) to the window. Retain the screw. After removing the screw, slide the scissor latch bar off the vent rail (Fig. 5C). Retain the scissor latch for re-installation

Fig. 5



4. With the vent at a 90-degree angle (Fig. 6), slide the vent out of the frame, if there is no mullion present. If there is a mullion, lift the vent out of the frame.

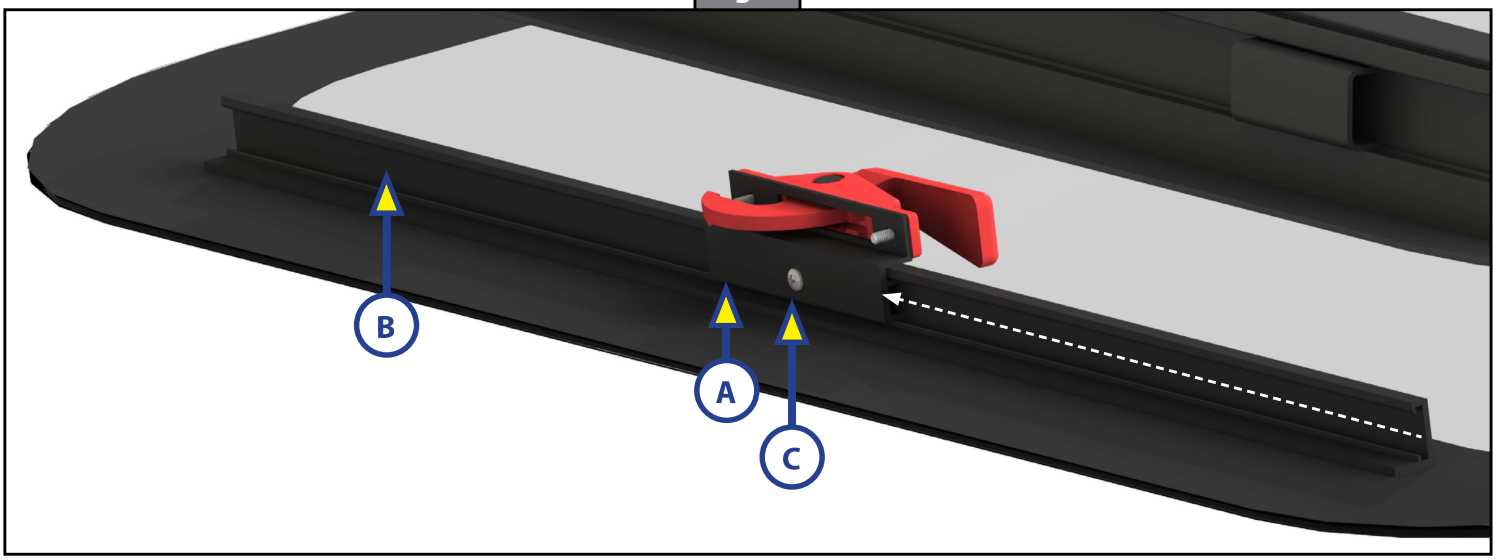
Fig. 6



Installation of Vent and Scissor Latch

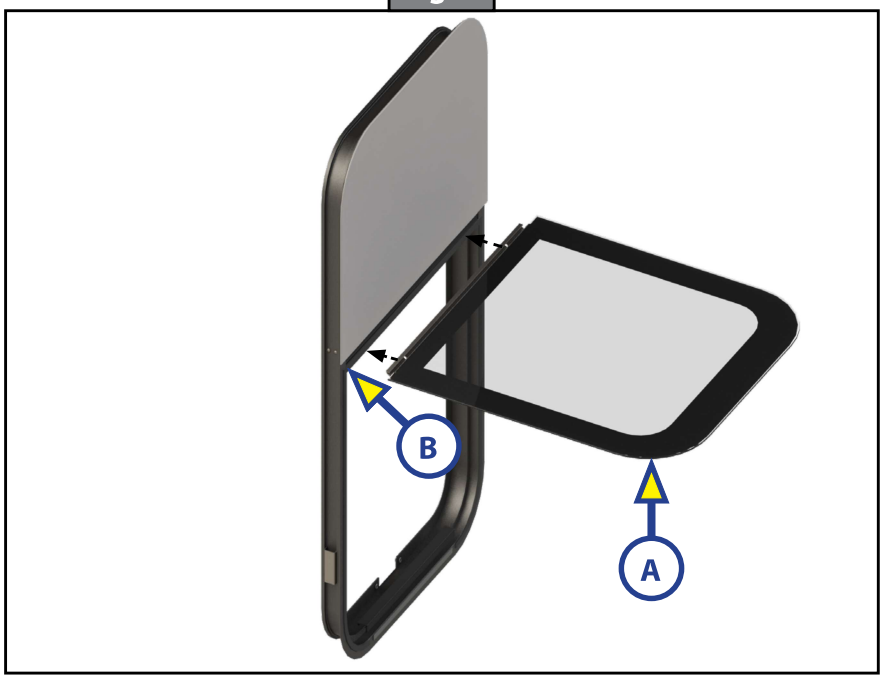
1. Slide the scissor latch bar (Fig. 7A) onto the vent rail (Fig, 7B) of the new vent, then secure the scissor latch bar to the rail with the previously-removed screw (Fig. 7C).

Fig. 7



2. If there is no mullion present, slide the vent into the frame, keeping the window at a 90-degree angle. If there is a mullion, attach the vent (Fig. 8A) to the frame, making sure the vent is aligned with the edge of the back frame (Fig. 8B).

Fig. 8



3. Install the previously-removed the screw(s) into the mullion or to the top of the window.
4. If present, re-install the screen.