

Kolbe Frames: See Steps 1, 2, 4, 5, 7

Non-Kolbe Frames: See Steps 1, 2, 3, 4, 5, 6, 7

**TOOLS REQUIRED:**

- Putty Knife    ▪ Phillips Screwdriver
- Hammer        ▪ Pliers



**Step 1**

**REMOVAL OF THE SASH:**

Remove all window treatments, such as blinds or curtains. Remove frame sash stop, if applicable. To allow the bottom sash to be lifted out. Loosen parting stop. Then use pliers to pull it out. Once the parting stop is removed, the top sash can also be lifted out. Remove the head parting stop in the same manner as the side parting stops. This part will be replaced with a new two-piece wood/vinyl stop in **Step 6**.

**Step 2**

**INSTALLATION OF THE JAMBLINER CLIPS:**

**Note:** If ordered for a non-Kolbe frame, please follow **Step 3**. If not then proceed to **Step 4**.

The jambliner clips are designed to hold the vinyl jamb liner in place and must be properly positioned. Using the tacks supplied, attach the clips according to the following chart and diagrams (**Fig. 1** and **Fig. 2**):

**Fig. 1**

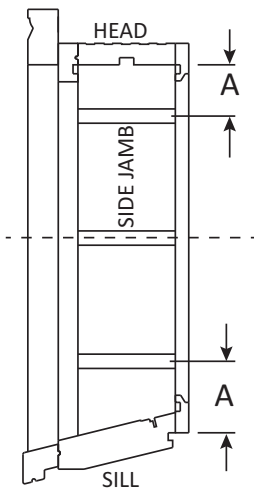
SASH OPG. HEIGHT	GLASS HEIGHT	1st CLIPS DIM 'A'	2nd CLIPS DIM 'B'	3rd CLIP *	TOTAL CLIPS PER JAMB
34	14	3"	-	*	3
38	16	4"	-	*	3
46	20	2"	7"	-	4
50	22	3"	7"	-	4
54	24	4"	8"	-	4
58	26	2"	14"	*	5
62	28	2"	16"	*	5
66	30	3"	16"	*	5
70	32	3"	16"	*	5
74	34	4"	18"	*	5
78	36	4"	18"	*	5
86	40	2"	16"	-	6

\*DESIGNATES THE NEED FOR A 3rd CLIP AT CENTER OF SASH OPENING

**Fig. 2**

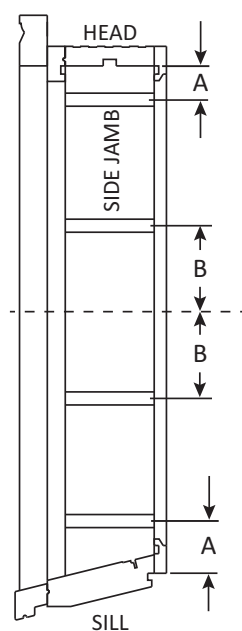
**3 CLIP INSTALLATION**  
CENTER OF THE OPENING

**Drawing A**



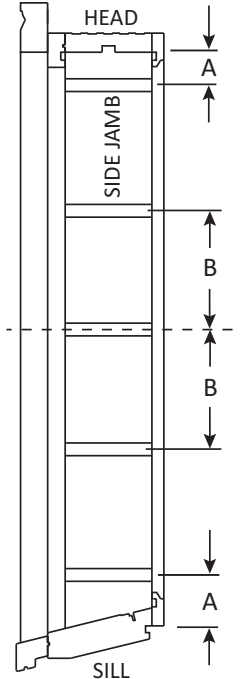
**4 CLIP INSTALLATION**  
CENTER OF THE OPENING

**Drawing B**



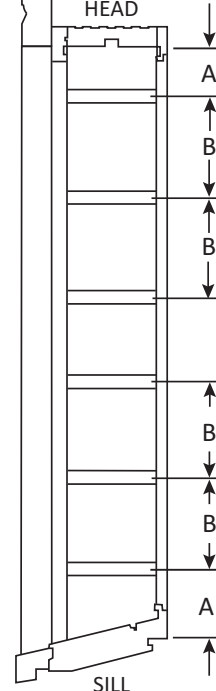
**5 CLIP INSTALLATION**  
CENTER OF THE OPENING

**Drawing C**



**6 CLIP INSTALLATION**

**Drawing D**



### Step 3

#### INSTALLATION OF FOAM PADS:

Slide the vinyl sash stops into the top inside track of each jambliner. Apply the closed cell foam pads which serve to further lessen air infiltration. They have pressure sensitive adhesive on one side. Place one on each side of the head jamb directly adjacent to the side jamb. It will cushion the top of each jambliner (**Fig. 3**).<sup>4</sup>

### Step 4 (Required for both frame types)

#### INSTALL VINYL JAMB LINERS:

To accomplish this, position the jambliner over the clips and press the jambliner kerf onto the metal clips (**Fig. 4**).

Ensure the liner snaps into all clips.

Once jamb liners are installed use a screwdriver to pull down the four jamb clutches at the bottom of each mechanical balance installed in the vinyl jamb liners. Release them slowly! The clutches will lock in place wherever you stop their travel. Pull them down so they are approximately 4-6" below center.

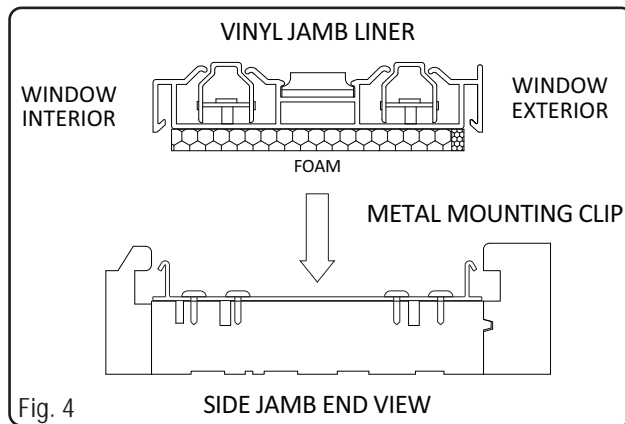


Fig. 4

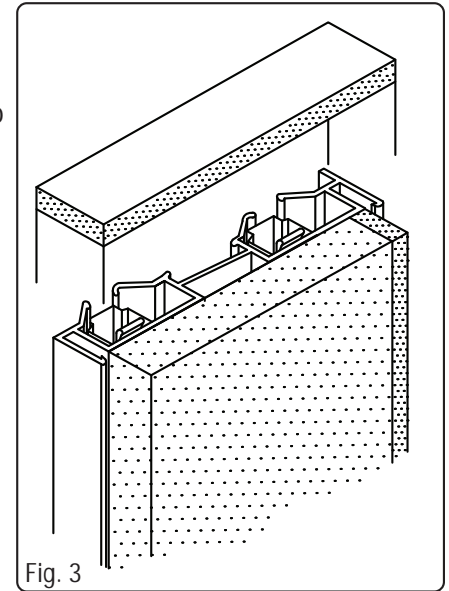


Fig. 3

### Step 5 for Non-Kolbe Frames

#### INSTALL THE PARTING STOP:

Insert the wooden head parting stop into the same channel from which the old parting stop was removed.

### Step 6

#### INSTALL THE TOP SASH:

##### 1. Insert the Sash Pins:

- Place the top sash pin into the left jambliner, positioning it in the channel nearest to the wall's exterior. Ensure the pivot is above the clutch that was previously lowered.
- Lift the opposite corner of the top sash and insert the other sash pin into the right exterior channel, again above the clutch.

##### 2. Engage the Clutches:

- Level the front edge of the sash, then pull it down so the sash pins engage with the clutches. Tilt the sash upward into position.

##### 3. Secure the Sash:

- While holding the top corners of the sash, apply pressure to both sides of the jambliner. Push the sash firmly into place.
- Before raising the sash, lower it as far as it will go to ensure the clutches are fully engaged.

#### INSTALL THE BOTTOM SASH:

Follow the same procedure, but use the channels closer to the interior of the room.

#### REMOVING A SASH (AS NEEDED)

##### 1. Prepare the Bottom Sash:

- Unlock the sash and raise it halfway.
- Grasp the top corners of the sash and, while applying side pressure to the vinyl jambliner, pull the top of the sash toward you.

##### 2. Pivot the Sash:

- Tilt the sash by lowering the left corner and raising the right corner until the pivots disengage from the jamb liners.

Follow the same steps to remove the top sash.