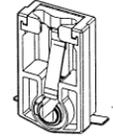


Securing sash in place on 500 series single or double hung windows

1. Lay window on a sturdy flat service such as a work bench.

2. Install top sash:

- a. With a helper, insert top sash into frame.
- b. With the sash at a 90Deg angle to the frame slide one of the tilt pins into the balance shoe.
- c. Insert the opposite tilt pin into the other balance shoe.
- d. Tip the sash down into the frame until the top tilt latches snap in place
- e. Push the top sash all the way up to the head on the window.



Balance shoe

3. Install bottom sash:

- a. With the sash at a 90Deg angle to the frame slide one of the tilt pins into the balance shoe.
- b. Insert the opposite tilt pin into the other balance shoe.
- c. Tip the sash down into the frame until the top tilt latches snap in place.
- d. Push the sash all the way down to the sill of the window.
- e. To insure the sash do not move engage the sash locks.

4. Securing the sash:

- a. Do not left the window off the work area at this time.
- b. Before starting check that the window is square.
 - Measure frame from top left corner to bottom right corner and from top right corner to bottom corner. The difference in the two measurements should be no more than 1/8". If the measurement is more that 1/8" the window is out of square.
- c. With the #8 x 2 1/2" screws provided secure the sash by inserting the screws in the predrilled holes around the perimeter of the frame.(figure 1 & 2)
- d. Once all screws are in place the window can be safely taken of the work bench.

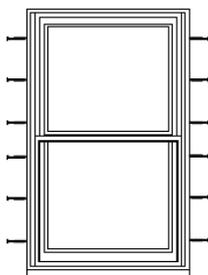
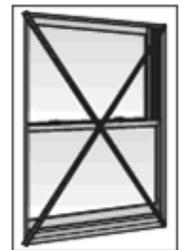


Fig 1

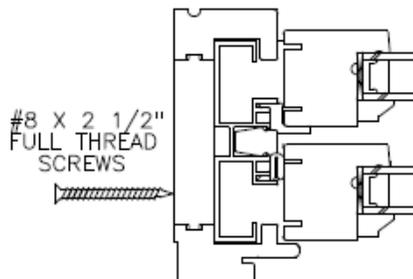


Fig 2

NORWOOD

NEVER ORDINARY