



Double Hung Sash Tilting and Removal Instructions

To Tilt your Sun Double Hung window sashes:

1. Unlock the window and raise the bottom sash approximately 4" to 6".
2. Release the finger latches while pulling the top of the sash toward you.
3. Once the top of the sash is disengaged from the side jambs you can tilt the sash to its fully tilted position of 90°. Caution! Do not tilt the sash more than 90°. Doing so can damage the locking balance/pivot shoe assembly.
4. Repeat the process for the top sash.

Note: Some Sun Double Hung windows do not have finger release latches on the top sash. In that case, simply pull the top of the sash toward you to free it from the jamb liner. It may be helpful to push in on the jamb liner with one hand while pulling on the top of the sash. Work on one top corner first then move to the other.

To remove the sashes:

1. Tilt the bottom sash as described above.
2. With the sash in the 90° tilted position, lift bottom of the sash straight upwards (approximately 2" to 3") so that the pivot pins at the bottom sides of the sash both disengage from the balance/pivot shoe.
3. Once both pins are clear of the balance/pivot shoe, angle the sash so that it is free of both jamb liners and remove the sash.
4. Repeat the process for the top sash.

