

**STEP 1**



Unlock the window.

**STEP 2**



Center both sash so there is an equal opening on each side of the frame.

**STEP 3**



Reach through the opening on each side and use the screen pull rails to lift the screen up and out.

**STEP 4**



Slide the sash completely to the side and bring the screen inside.

**STEP 5**



Note the spring clips on the top of the screen. Be sure they are facing up.

**STEP 6**



To replace the screen, slide it back through the opening and place it up and into the track. Then make sure the bottom of the screen is also in the screen track.

**STEP 7**



Move the sash to the other side. Lock the screen into place.