



# **DRYWALL WINDOW**

**Removable Fixed Glass for  
Materials to Pass-Through!**

**Notice: This Window Must Be Reglazed!**

**Stop... Read All Instructions Before  
Proceeding With This Window**

# Notice!

## This Window Must Be Reglazed.

### *Notice: This Window Must Be Reglazed Whether Used as a Pass-through or not.*

#### CONVERTING & GLAZING WINDOW

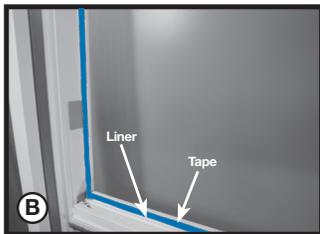
If you do not need to use this window to pass building materials through, you still need to follow everything in this instruction except Steps 2 & 3.

**CAUTION:** You are about to expose sharp edges of glass that can cause serious injury or death if they are not handled properly, and with recommended safety equipment. Gloves, arm guards, and a leather apron are strongly recommended when removing the insulated glass assembly.

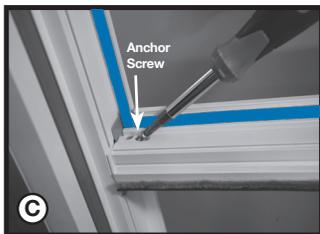
**NOTE:** Be careful to not damage the vinyl glazing, vinyl frame or glass – all parts must be replaced later.



**STEP 1.** Make sure the window is fully shimmed and fastened into the wall. Once this is done, remove the bottom sash and screens from the interior. Starting at a corner of the vertical glazing beads, gently pry the bead toward the center of the window with a small putty knife (about 1 inch wide). Move the putty knife along the glazing bead repeatedly prying the bead toward the center of the unit as you work to the opposite end of the bead to free it. Repeat this process for the other glazing beads. **CAUTION:** DO NOT PULL UP on the glazing bead as it can damage the bead. **(Figure A)**. Do the same on the bottom horizontal, being careful not to catch the bead on the top of the keeper. Finish by removing the top glazing bead. Be aware that when the last glazing piece is removed, the insulated glass assembly can fall out. Remove glass. Collect all loose spacer blocks and save for reuse.



You can now see the glazing tape around the glass opening which was factory applied **(Figure B)** DO NOT REMOVE THE LINER from tape at this time.

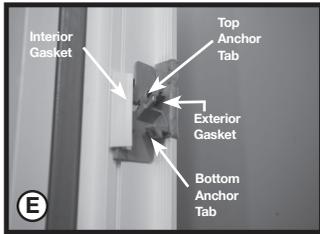


**STEP 2:** Remove the meeting rail. Remove the two angled screws located at each end of the meeting rail **(Figure C)**. Then, using your screw driver tip, push down on the anchoring tab **(Figure D)**, and pry the meeting rail inward until it comes loose from the anchoring tab. Do the same actions on the underside of the meeting rail so that the meeting rail comes completely loose on that end. Repeat on the other end, being careful not to twist the meeting rail at the ends. Save all parts for the reinstallation and glazing.

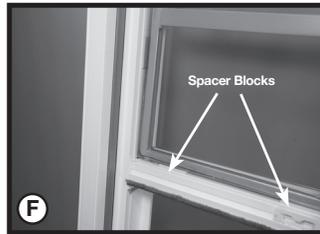
#### RESTORE WINDOW TO NORMAL USE and GLAZE



**STEP 3.** Reinstalling the meeting rail. Align the meeting rail with both jambs and slide the meeting rail over the bottom anchor tabs then rotate the rail over the top anchor tabs to fully engage the anchors **(Figure E)**. Place original screws back in their original holes and tighten – DO NOT OVER TIGHTEN.



**STEP 4.** Clean the glass where it will be in contact with the glazing tape. Having the contact area clean is most important for a weather-tight seal!! Any foreign matter between the glazing and the glass will most likely cause a leak. Remove the glazing tape liner from all four sides. Set glass over the keepers onto the spacer blocks **(Figure F)** (window label upright to the inside). BE SURE GLASS IS PROPERLY ALIGNED AND EVENLY SPACED within the opening. Ease glass into place against the Glazing Tape. Press glass firmly against the tape to insure an even bond. Replace loose spacers around glass.



**STEP 5.** Replace the Interior Vinyl Glazing Beads. Start with the TOP piece, bottom piece next and then side pieces. Insert the shorter leg of the glazing bead into the glazing groove, starting at one end. Press it in until it snaps into place along the entire piece. Be careful to not damage glass or the bead.

**STEP 6.** Replace screen and bottom sash.

These instructions must be followed for proper operation and performance. If you have questions, call Ply Gem Windows Service Department at 1-888-9PLYGEM

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WINDOWS

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