



Step 1

Remove the Sash.

- Operate the tilt mechanism.
- Tip the window inward past 90° to lock in the counter balance shoes.
- Bring the sash back up to 90°.
- Gently lift up on one side of the sash to clear the pivot bar from the frame. Repeat this step with the other side of the sash.



Step 2

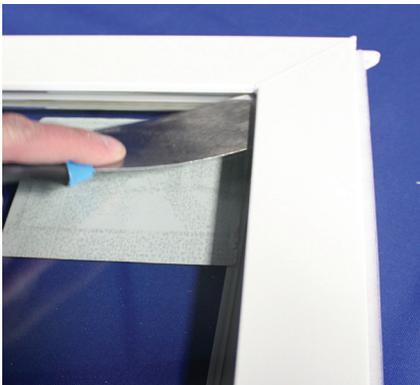
Remove the Glazing Bead.

- Insert a stiff putty knife or 5-in-1 tool into the seam between the sash frame and the glazing bead, near the corner.
- Gently but firmly pry the glazing bead straight up until it clears the frame edge.
- Grab the exposed portion and completely remove the glazing bead from all 4 sides.



Step 3

Measure the existing dimensions of the glass that is to be replaced and compare them with what was sent, in order to ensure correct sizing.



Step 4

- **From the exterior side of the sash,** slide a flexible putty knife down against the glass and in between the sash frame and the glass.
- Slide the putty knife across the glass while cutting away the bedding bead of sealant that secures the glass to the frame. **Be advised that once all the sealant is cut away, the glass may fall out. To prevent this, snap a portion of the glazing bead that was removed partially back into place.**
- Gently push on the glass from the exterior side until it breaks from the bond of the sealant.



Step 5

- **Pull out the temporary piece of glazing bead,** and remove the glass from the sash.
- Remove any rubber setting blocks that may have stuck to the glass or remained in the sash frame. **These are called shims, and need to be saved for re-installation.**



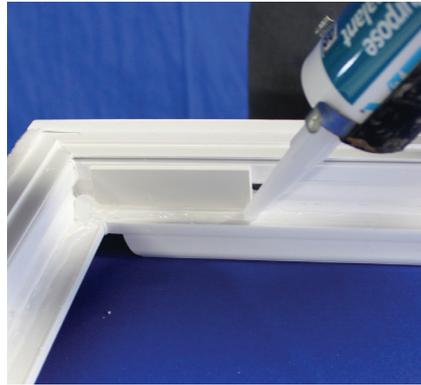
Step 6

- **Remove the old sealant from the frame** and clean off any debris.



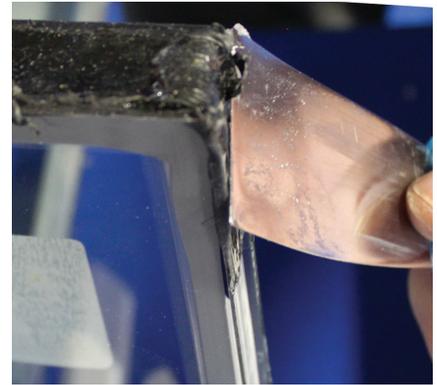
Step 7

Replace the shims along the bottom of the sash frame only, repeating the spacing that existed in the original glass. **Do not block the weep holes with the shims.**



Step 8

Apply a 3/8" nominal thickness **continuous bedding bead** of neutral cure, clear silicone sealant, or approved equivalent around the inside perimeter of the sash frame.



Step 9

Prepare the new glass by removing any excess sealant at the spacer. Otherwise the glass may not fit into the frame.



Step 10

- **While the sash is in a vertical position**, set the glass into the frame with the bottom edge first and carefully tip it into place. **Remember to orient the new glass so that the Low-E side is facing outwards.**
- Pivot the glass into the sash frame opening.
- Insert the remaining shims into the gap between the edge of the glass and sash frame, recreating the old shim spacing.



Step 11

- Replace the glazing bead on all 4 sides with a low-impact hammer. For longer pieces, it may be necessary to begin from each end, and finish the center section last, as these are cut slightly longer to prevent gapping in the corners during cold weather conditions.



Step 11

After Completion

- Clean any excess sealant material that may have been squeezed out.
- Replace the sash into the frame.

This glass replacement procedure is the same for all Viwinco window products. Only the sash removal method will vary. **Also see:** Sash Removal Instructions for Casements and Sash Removal Instructions for Awnings.