



DIY SELF-SERVICE GUIDE

HOW TO REMOVE AND REPLACE A SCREEN - VINYL WINDOWS (PULL TAB)



Materials Required:

None



Difficulty:

Easy



Time Requirement:

5 minutes

INSTRUCTIONS:

1. Walk up to the window on the interior of the home.
2. Fully open the window.
3. You'll see two pull tabs on the bottom for single hung, or on the side for half vent.



PULL TAB - SINGLE HUNG

PULL TAB - HALF VENT

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4. A) For a single hung, grab pull tabs with fingers and thumb, pull straight up to center of window and push to the exterior
- B) For a half vent, pull to the opposite side of where pull tabs are and push to the exterior



A - Pull here



B - Pull here

NOTE: If the screen is tight, you may need to push one side out and then the other.

5. Pull the screen away from center and it will come free.

6. To reinsert, find the side with the springs and insert that side first. Press into place into all 4 corners.