



**The quickest way to replace the broken glass is to pull out the broken glass sash and replace it with the new sash we are shipping to you. Here are the steps...**

1. On the outside of the blind, pull out the two screws above the window.
2. On the inside of the blind, pull out the screws that hold the top plate of the window frame. This will open up the track and allow you to slide the broken glass sash straight out of the top of the frame.
3. On the new window, pull out the screws that hold the top plate of the window frame. Just like before, you can slide out the new glass sash.
4. Slide the new glass sash into the frame mounted on the blind.
5. Replace the plate on top of the frame with the screws you pulled out.
6. Replace the 2 screws on the outside of the blind.