**Important**

**Homeowner Information**

Attention Installer: Please give this Important operation instruction flyer to the owner of this ProVia Self-Storing Storm Door!

- You must use BOTH hands to support weight of sash
- Move sash only when door is CLOSED & LATCHED!

**SASH OPERATION INSTRUCTIONS FOR SELF-STORING PROVIA MODELS: 379, 392, 393, 389, 399, 079, 092, 093, 099, 899**

**MOVING BOTTOM SASH (Inside Sash)**

*To Vent Bottom Sash Area*

It is important that you use BOTH hands to support the weight of the sash!

1. **Step 1**
   - With BOTH hands and while lifting sash slightly, push slide latches inward freeing sash from bottom notch.

   - With BOTH hands, raise sash to the next notch. While raising sash, always RELEASE the slide latches allowing them to slide inside sash rail.

   - Repeat Step 1 to raise sash to notch nearest desired height.

   - Always maintain control of sash weight and allow sash latches to lock into sash rail while moving sash up or down and BEFORE removing hand support from sash. Failure to do so may result in damage/injury.

2. **Step 2**
   - With BOTH hands, push sash latches inwards and move top sash downwards to desired location, making sure to lock BOTH sash latches into frame notches.

   - Always maintain control of sash weight and allow sash latches to lock into sash rail while moving sash up or down. Failure to do so may result in damage/injury.

**MOVING TOP SASH (Outside Sash)**

*To Vent Top Sash Area*

It is important that you use BOTH hands to support the weight of the sash!

1. **Step 1**
   - With BOTH hands supporting sash, raise bottom sash to highest notch so that bottom rail is slightly above top sash revealing sash latches of top sash.

2. **Step 2**
   - With BOTH hands, push sash latches inwards and move top sash downwards to desired location, making sure to lock BOTH sash latches into frame notches.

3. **Step 3**
   - With BOTH hands supporting the weight of bottom sash, release sash latches and lower all of the way down to its latched & closed position (revealing outside screen at top of the storm door).

   - Always maintain control of sash weight and allow sash latches to lock into sash rail while moving sash up or down. Failure to do so may result in damage/injury.
Operation Instructions for Homeowner