

# Replacement Guide

## for Retractable Insect Screen and Insect Screen Retainers on EMCO® Woodcore Self-Storing Door with Retractable Insect Screen



### Please Do Not Return Product to Store!

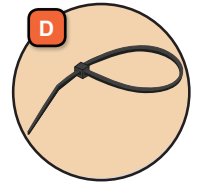
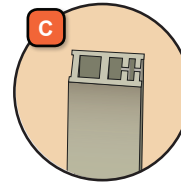
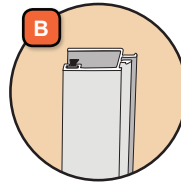
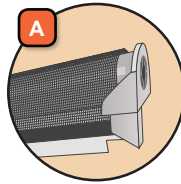
**PLEASE call the storm door Solution Center at 1-800-933-3626,**  
with any questions regarding installation, lost part replacement, or anything else related to your storm door purchase.

**Read this entire guide before you begin your installation. If your abilities do not match the requirements of this installation, contact an experienced contractor.**

### PARTS OVERVIEW

Your installation kit should contain the following parts.

- A** Retractable Insect Screen Unit
- B** Insect Screen Track Retainer (4)
- C** Prop Rod
- D** Zip Tie



### SAFETY FIRST: Please read and follow all cautions and warnings in this guide.

#### WARNING

Improper use of hand or power tools could result in injury and/or product damage. Follow equipment manufacturer's instructions for safe operation. Always wear safety glasses.

#### WARNING

The retractable insect screen is stored behind the insect screen cover plate and is secured in place by the insect screen track retainers. While sliding down the final insect screen track retainer, be sure to hold onto the retractable insect screen unit to avoid the possibility of it falling. Failure to do so may result in injury or product damage.

#### WARNING

The retractable insect screen is stored inside the door with a highly tightened spring. If released, insect screen may release suddenly causing injury or product damage. Maintain a firm grasp when detaching the insect screen from the window.

#### WARNING

The retractable insect screen is secured in place by the insect screen track retainers. While sliding up the insect screen track retainers, be sure to hold onto the retractable insect screen unit to prevent it from falling. Failure to do so may result in injury or product damage.

### RECOMMENDED TOOLS



Drill

Safety Glasses



Pliers



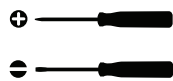
Drill Bit 3/16"



Masking Tape



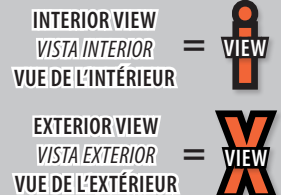
Screwdriver



Phillips

Flat tip

Scissors



# EMCO®

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Rev 1-2014 12043 Print in B&W

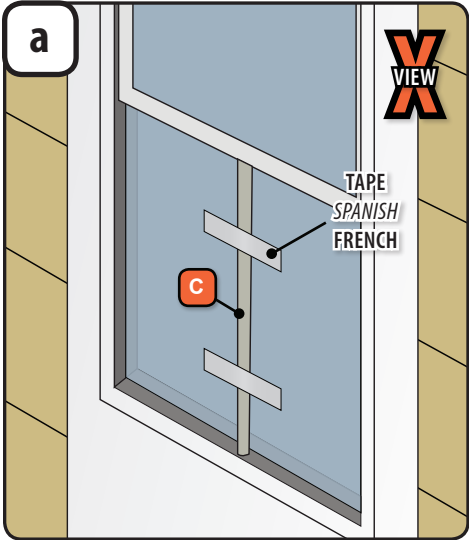
**p/n 504297**

**1 SUPPORT VENTILATING GLASS PANEL**  
 (Images shown are for a Left Hand installation. A Right Hand installation would be on the opposite side shown.)

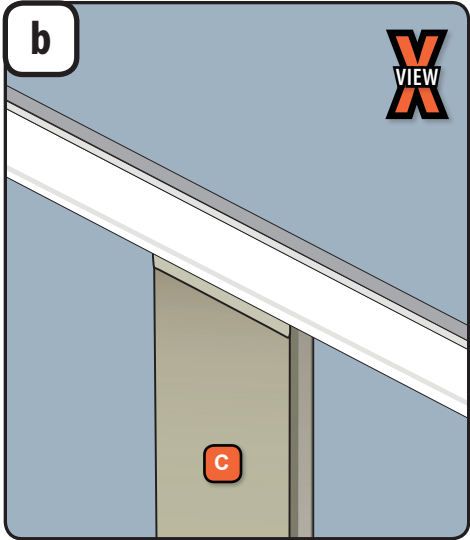
Tools needed:

**2 CUT INSECT SCREEN CLOTH (Left Hand)**

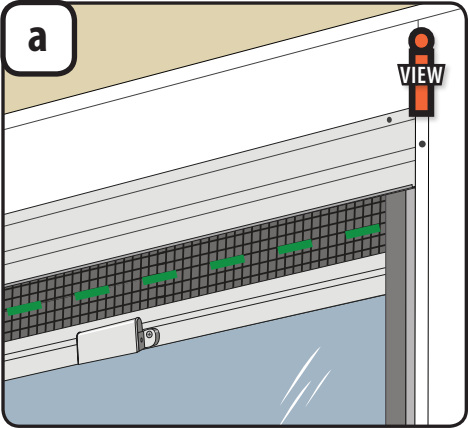
Tools needed:



1. From the exterior, hold the prop rod (C) up against the fixed glass panel. Slide the prop rod down so it's setting on the bottom ledge of the storm door.
2. Tape the prop rod to the glass with masking tape across the top and bottom.



1. Move the ventilating glass panel down until its frame is setting on the prop rod.



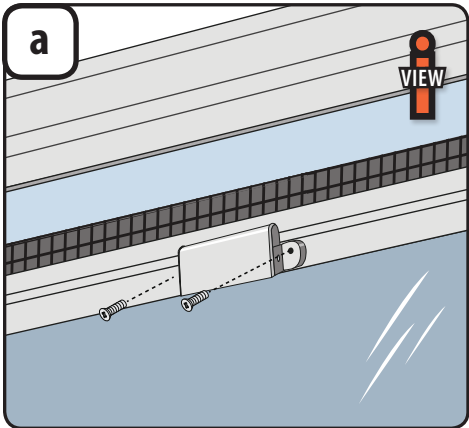
1. Using scissors, poke through the insect screen cloth and cut it horizontally along its entire width.
2. Push in at each end so you can cut the insect screen cloth behind each insect screen track.
3. After it is cut, there will be a loud noise of the insect screen cloth rapidly winding itself up.

**3 REMOVE WINDOW LATCH ASSEMBLY (Left Hand)**

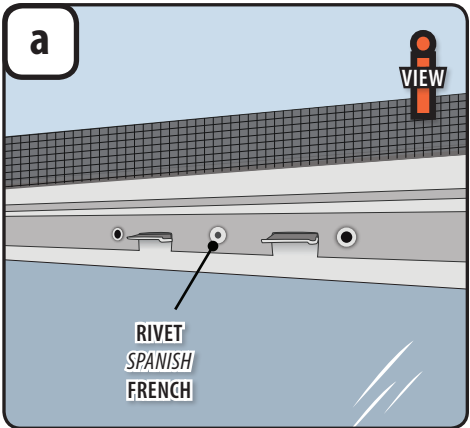
Tools needed:

**4 REMOVE INSECT SCREEN PULL (Left Hand)**

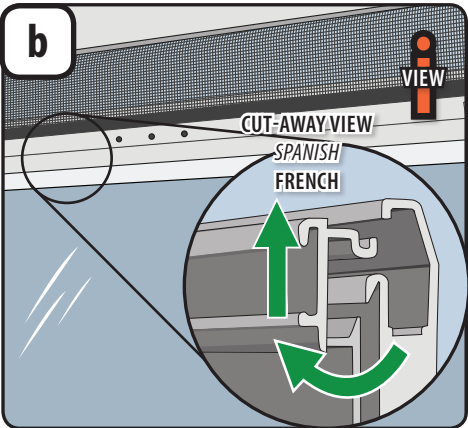
Tools needed:



1. Using a Phillips head screwdriver, remove the two screws from the window latch assembly.
2. Place the window latch assembly and screws in a safe place to be re-installed later.



1. Using a 3/16" drill bit, drill through the center of the rivet until the rivet head separates from the rivet body.



1. A slight pull down and inwards will disengage the insect screen pull lip and window latch rail. Rotate one end of the insect screen pull down to remove it from behind the insect screen tracks.
2. Maintain a firm grasp on the insect screen pull when detaching from the window, then properly dispose.

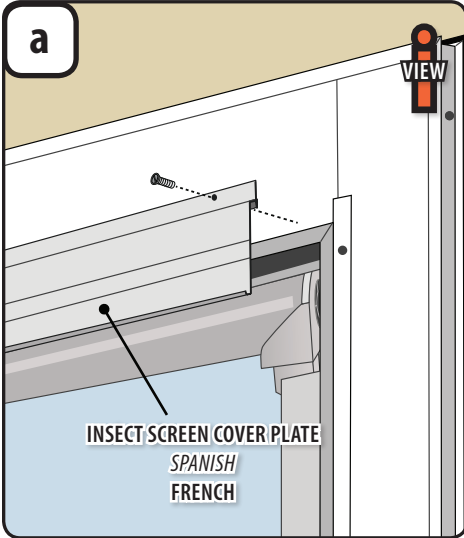
**CAUTION**  
 Be sure not to drill all the way through the window.

**5****REMOVE  
INSECT  
SCREEN  
COVER  
PLATE  
(Left Hand)**

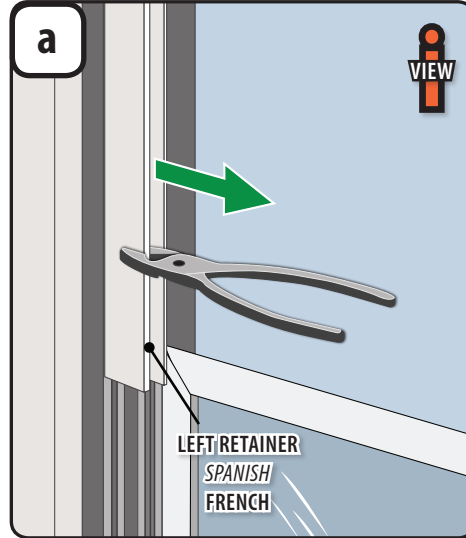
Tools needed:

**6****REMOVE INSECT  
SCREEN TRACK  
RETAINERS AND  
RETRACTABLE  
INSECT SCREEN UNIT  
(Left Hand)**

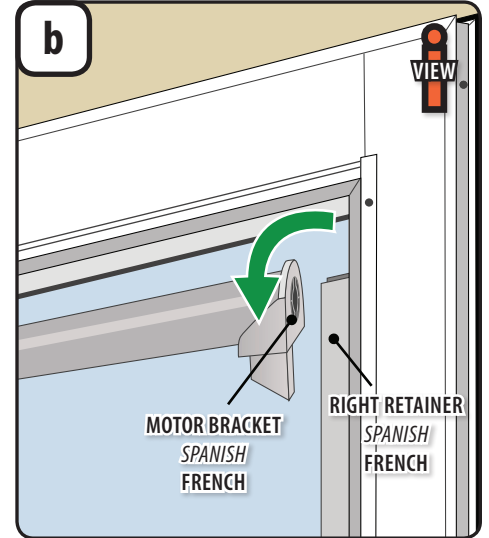
Tools needed:



1. Using a flat head screwdriver, remove screws from insect screen cover plate.
2. Once loose, the insect screen cover plate may be removed by lifting up and towards you. If required for removal, hold insect screen cover plate with one hand while lightly tapping up on end.
3. Place insect screen cover plate and screws aside, to be reinstalled later.



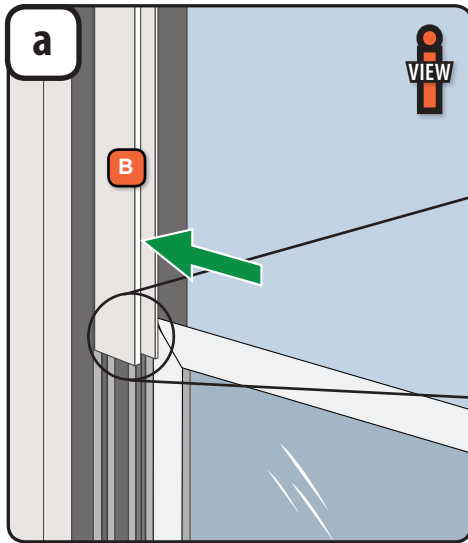
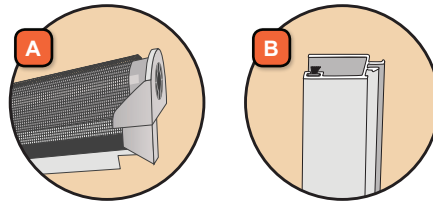
1. Using pliers and starting at the bottom, pull the left insect screen track retainer out toward the opposite screen track. Work your way up the entire retainer until completely loosened, then remove.



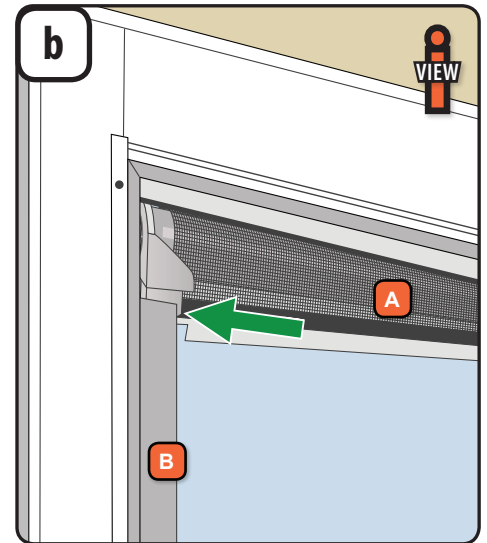
1. To remove the retractable insect screen unit, grasp the exposed left end by the motor bracket and roll the unit out toward you, maneuvering the right end of the unit out from the right insect screen track retainer. Top of retractable insect screen unit must come out first.
2. Remove the right insect screen track retainer using the same process as for the left, then properly dispose of retainers and retractable insect screen unit.

# 7

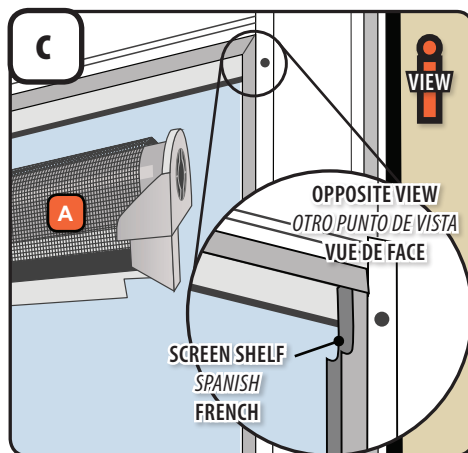
## INSTALL REPLACEMENT RETRACTABLE INSECT SCREEN UNIT AND INSECT SCREEN TRACK RETAINERS (Left Hand)



1. Select the appropriate length insect screen track retainer (B) by comparing the length of the original retainers to the length of the new insect screen track retainers.
2. Install the left insect screen track retainer first. Orient the retainer with the fuzzy pile towards the interior side of the door.
3. To snap in the insect screen track retainer, start at the bottom and work progressively up. Use your thumbs to press the retainer into the door frame channel. The insect screen track retainer should snap into place.



1. To install the retractable insect screen unit (A), first remove the rubber band from around the unit and properly dispose.
2. Position replacement retractable insect screen unit with the insect screen pull down and towards the interior of the home.
3. Insert the left end of the unit into the top of the left screen track, allowing the left insect screen track retainer to hold it in place.



1. After securing left end of retractable insect screen unit, place into frame opening with top tilted slightly toward you.
2. Then roll top of unit away from you, onto screen shelf on right side, to install. Top of retractable insect screen unit must go in last.
3. Make sure unit is securely in place, then install right insect track retainer. Orient retainer with fuzzy pile toward inside of door.
4. To snap in the insect screen track retainer, slide the top end over the motor bracket. Snap into door frame at top and work progressively down.

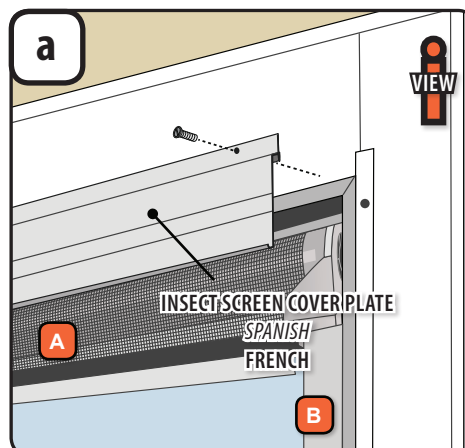
# 8

## REINSTALL INSECT SCREEN COVER PLATE

Tools needed:



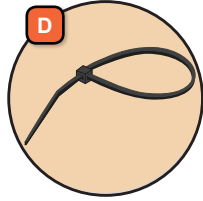
5/8"  x2  
(Previously removed)



1. Position insect screen cover plate so that the hook of the insect screen cover plate fits over the lip at the top of the window frame.
2. Press firmly until holes align and fasten with the two screws removed previously.

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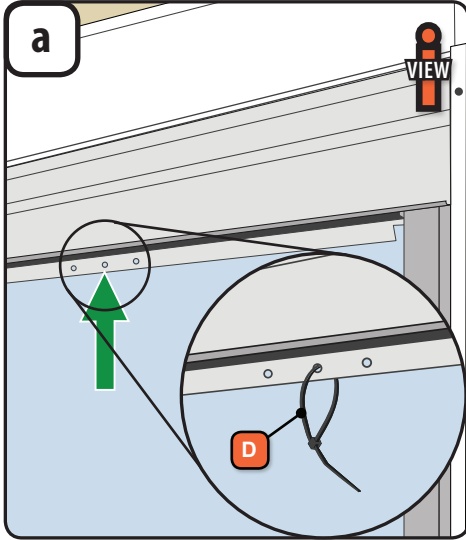
**ATTACH  
INSECT  
SCREEN TO  
GLASS PANEL  
RAIL**



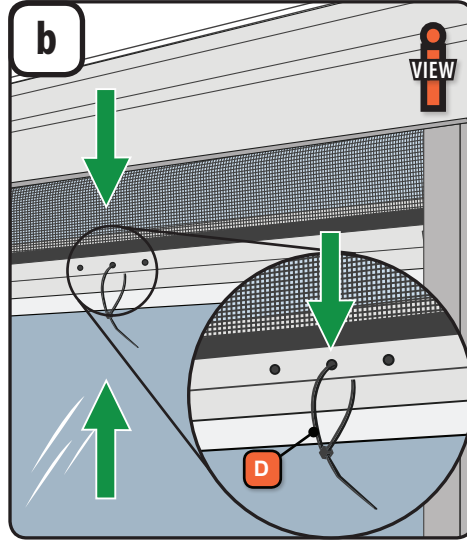
Tools needed:



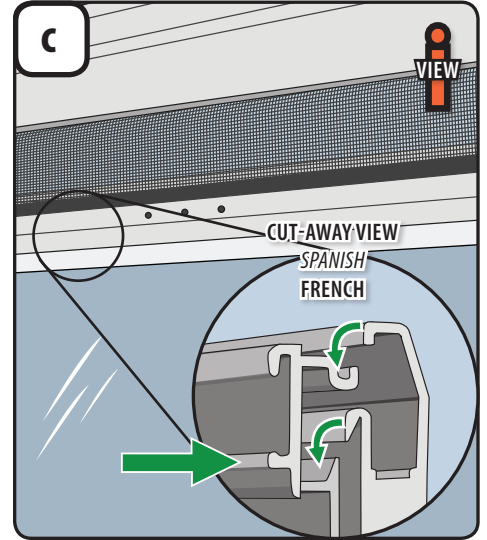
3/16" 



1. Using a 3/16" drill bit, enlarge center hole in insect screen pull so it can accommodate zip tie (D).
2. Thread zip tie through center hole.
3. Close zip tie partially so it forms a loop and make sure it is locked in place.



1. Insert shaft of a Phillips head screwdriver through zip tie. With a hand on each side of the screw driver, pull the insect screen pull down towards the glass panel latch rail.
2. To correctly align insect screen pull and glass panel latch rail, lower insect screen pull below top of glass panel latch rail. A slight pull towards you will allow the insect screen pull hooks to maneuver around the glass panel latch rail. The holes in the insect screen pull and glass panel rail should be lined up.



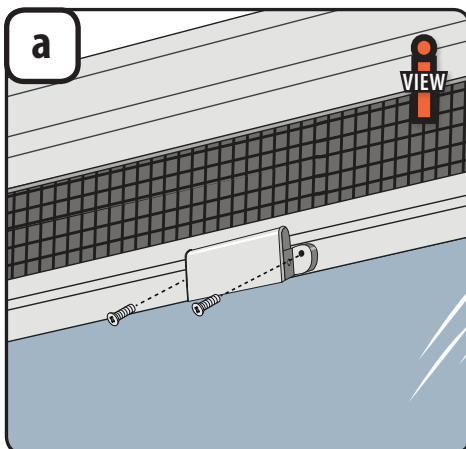
1. A slight push outwards will align insect screen pull lips and glass panel latch rail lips. Raise insect screen slightly. Push in at each end of insect screen pull to make sure it is flush with the glass panel latch rail. The insect screen pull will be fully engaged when the glass panel latch rail is interlocked with the insect screen pull hooks.
2. Using scissors, cut zip tie and gently pull it out of the insect screen pull hole, then properly dispose.

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**INSTALL  
WINDOW  
LATCH  
ASSEMBLY**

Tools needed:

3/4"  x 2  
(Previously removed)



1. Align the holes in the window latch assembly with the holes in the insect screen pull.
2. Use the two #6 x 3/4" screws previously removed to attach the window latch assembly to the insect screen pull and glass panel frame. Do not overtighten screws.
3. Remove tape and then properly dispose of prop rod.