

**Vinyl Replacement Window
Installation Instructions**
Single Hung, Double Hung, Single Slider,
Triple Slider, Casement, and Awning

MEASURE WINDOW OPENING

1. Measure between side jambs at top, center, and bottom. Record this dimension as "Width" (FIGURE 1). If opening is uneven, record smallest dimension.
2. Measure 3-1/4" back from lower inside edge of side blind stop. Mark sill at this point. Measure distance from bottom side of head jamb to mark on sill and record this as "Height" (FIGURE 2).
3. Order unit by stating width first, then height.

IMPORTANT: 1/2" will be automatically deducted from given sizes during manufacturing. This allows for proper squaring and shimming during installation.

FIGURE 1

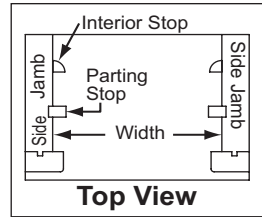
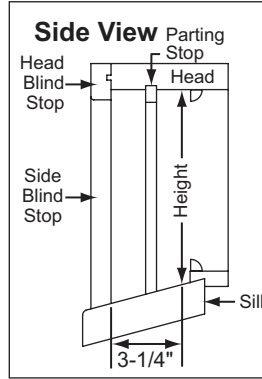


FIGURE 2



Part No. 1220191 Install 256 01-08

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4. Installation kits for replacing wood windows must be specified on the order. There are separate kits for replacing aluminum windows. The kits for replacing wood windows contain:

Single and Double Hung and Single Slider

Bubble pak with six #8x2" pan head screws, installation instructions, foam-filled head expander, vinyl hole covers, and sill extender.

Casement, Awning, and Direct Set

Bubble pak with six #8x2" pan head screws, installation instructions, foam-filled head expander, sill extender, and color-matched hole plug covers.

REMOVE OLD WINDOW

NOTE: Before removing old sash, check new window for correct size. (Width and height should be 1/2" less than ordered size).

1. Carefully remove interior stops. Save for reinstallation.
2. Cut and remove lower sash cords or springs. Remove old bottom sash.
3. Pry out any parting stops at head and sides.
4. Remove upper sash cords or springs.
5. Take out old top sash.
6. Chisel off any debris so jamb surfaces are smooth and even.
7. Clean opening of all loose material.

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TEST FIT NEW WINDOW

1. Unwrap unit and remove all packing.
2. Remove screen if desired.
3. Snap foam-filled expander over head frame (FIGURE 3).
4. Place window into the opening to check fit.
5. If window fits with shim space on sides, remove window unit.
6. Fix any problems with fit and spacing.

INSTALL NEW WINDOW

7. Caulk inside face of head and side outside stops (FIGURE 4).

FIGURE 3

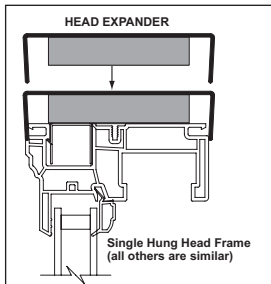
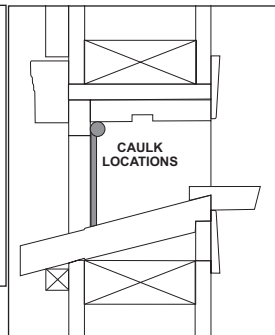
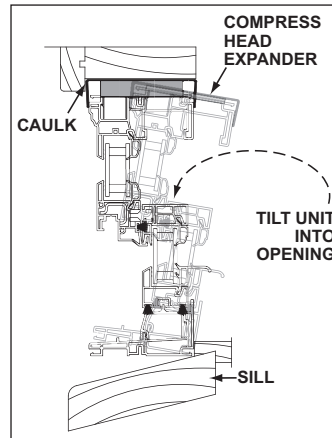


FIGURE 4



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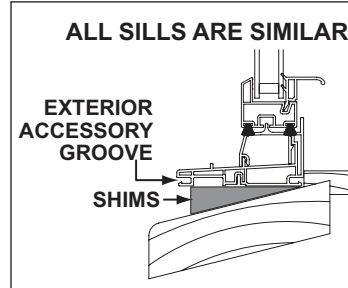
FIGURE 5



8. Center new window side-to-side in the opening and then set bottom inside edge of unit on sill (FIGURE 5).
9. Tilt window into the opening, compressing head expander as needed. Continue tilting outward until unit is tight against head and side outside stops (FIGURE 5).
10. Shim from the exterior at the sill (FIGURE 6) to support and level unit and to obtain an even reveal at the head.

NOTE: Do not let shims block the exterior accessory grooves.

FIGURE 6



IMPORTANT: Additionally, for proper support, mulled units must be shimmed at the sill under each mull joint as well as at the end side jambs.

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- From the interior, shim between window and existing frame (FIGURE 7). **Do not over shim. Make sure shims do not interfere with pre-drilled frame holes.**
- Check unit for level, plumb and square using the longest level that fits the unit. Check square by measuring diagonally from corner-to-corner. Measurements must be exactly the same.

Make adjustments by moving window with a pry bar and shimming to achieve level, plumb and square.

- Once level, plumb and square are achieved, unit will be secured with #8 x 2" screws (provided) through pre-drilled holes in the side jambs (FIGURE 8).

FIGURE 7

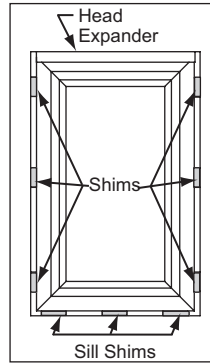
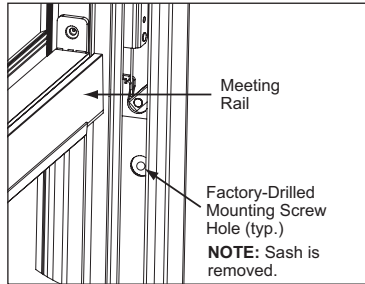


FIGURE 8



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CAUTION Do not let balance shoe “snap-up” in an uncontrolled manner.

Release pressure on each balance.

- Insert a stiff-bladed putty knife into balance shoe (FIGURE 9).
- With a firm hold on putty knife, apply downward pressure to release shoe's knife point.
- When the knife edge releases, carefully reduce down pressure until cam slowly rises. Let cam stop at bottom of balance frame (FIGURE 10).
- Withdraw putty knife when knife point locking cam stops against balance frame.
- Release pressure on the other balance following Steps 2 through 4 above.
- Remove sash stops at top of window to access top screw holes.
- Apply #8 x 2" screws through pre-drilled holes in side jambs. There are no screws applied at the head or sill (FIGURE 11).

FIGURE 9

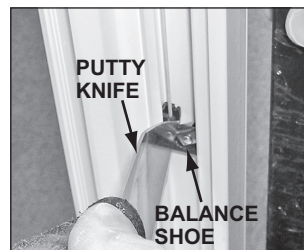
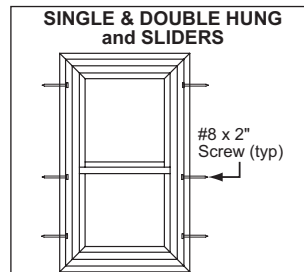


FIGURE 10



FIGURE 11



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SCREW UNIT IN PLACE

CAUTION Apply screws as indicated below but do not overtighten. They should be snug but not so tight that they distort or pull through the vinyl window components.

The following details show screw locations for individual window types.

Single & Double Hung

To access pre-drilled holes in window frame you must remove the hung window's bottom sash (top sash remains in place), raise the balance shoes to the bottom of the balance frame, and move the top sash stops out of the way. Proceed as follows.

- On hung units, unlock and raise sash 4". Push thumb buttons toward center of unit to retract tilt latches. While holding tilt latches retracted, tilt sash inward 90° and then lift sash up and out of the balance shoes and out of the unit.

Release Balance Spring Tension

Balances contain a spring to counter sash weight. After the sash is removed, the balance shoe is still under spring tension.

CAUTION To prevent injury or property damage, safely release balance spring tension before proceeding.

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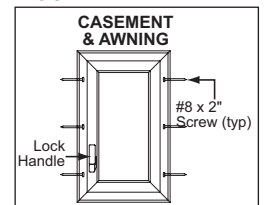
Slider

- For the slider, unlock sash and slide open. There is no need to remove the sash. Locate the pre-drilled holes and apply screws as above for the hung units. Open other sash of a triple slider and repeat the process.

Casement and Awning

- Remove the screen.
- Apply #8 x 2" screws through pre-drilled holes in the side jamb. Locking handle may need to be moved up or down so the tie bar does not block the holes (FIGURE 12).

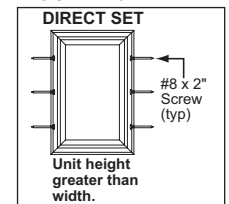
FIGURE 12



Direct Set

- Apply #8 x 2" screws through pre-drilled holes in the side jamb (FIGURE 13).

FIGURE 13



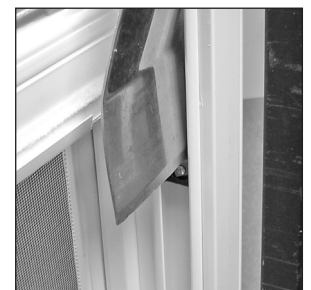
ALL UNITS

- Apply color-matched screw hole covers.

REINSTALL ACTIVE SASH ON SINGLE OR DOUBLE HUNG UNITS

- After all screws are installed, use a stiff bladed putty knife and set balance shoes to the window opening's mid point.
- Push down with putty knife (FIGURE 14) until shoe reaches the mid point. Then carefully release the putty knife's downward pressure allowing the knife point to grab and hold balance in position. Repeat for other balance.

FIGURE 14



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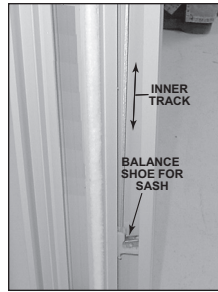
REINSTALL ACTIVE SASH ON SINGLE OR DOUBLE HUNG UNITS (Cont.)

IMPORTANT: When placing sash into side jambs, the sash pivot pins **MUST BE ABOVE** the balance shoes so the latching mechanism in the shoe will engage pivot pins when the sash is lowered onto the balance shoes (FIGURE 15).

WARNING

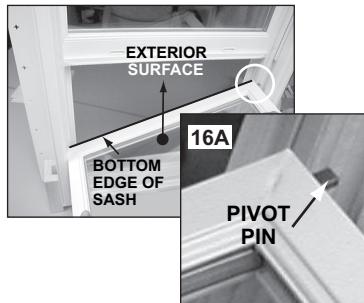
If pivot pins are placed below balance shoes the pivot pins will not be supported. Sash will have no counter balance and could fall rapidly possibly causing personal injury or property damage. When inserting sash in frame, pivot pins **MUST BE ABOVE** balance shoes.

FIGURE 15



- Grasp the sash so that the exterior surface is up (FIGURE 16) and the bottom edge of the sash faces the window (pivot pins are located at the bottom edge of the sash) (FIGURE 16A).

FIGURE 16



- With one side of sash angled up (FIGURE 16), place pivot pin so it sits on the top of the balance shoe in the side jamb (FIGURE 17). Lower opposite side of the sash, so that its pivot pin is above opposite side balance shoe (FIGURE 17A).
- Align the pivot pin with the slot on the balance shoe (FIGURES 17 & 17A).
- Slide sash down until each pivot pin fully engages the balance shoe slot.
- After pivot pins are fully engaged in balance shoes, tilt or push the top of the sash up and away from you (FIGURE 18) until both tilt latches snap into the side jambs. Tug gently inward on top of lower sash to check tilt latch engagement.

FIGURE 17

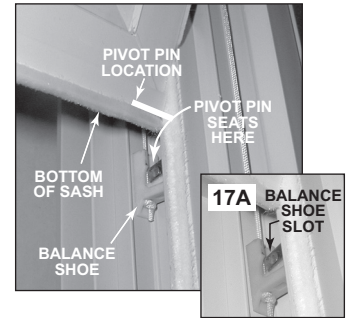


FIGURE 18

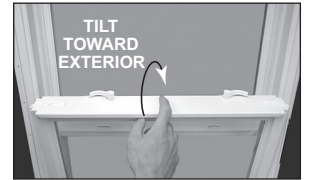


FIGURE 19



CAUTION Be sure tilt latches on **both** sides are fully seated (FIGURE 19) to keep window from unintentionally falling inward.

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ALL UNITS – ADJUST WINDOW

- Check installed unit for proper sash operation. Sash will not operate smoothly if unit is out of square, over or under shimmed, or over insulated.
- Loosen or tighten screws as necessary to make unit level, plumb and square.

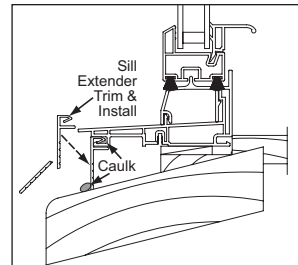
FINISHING THE INSTALLATION

- When unit is secured, and is level, plumb and square in the opening; insulate the gap between the new window unit and the existing frame. Use either fiberglass insulation or **LOW** expansion foam designed for doors and windows.

WARNING Do not use any foam unless it is listed as “low expansion or for doors and windows”. Use of other foam products could ruin your unit and void your warranty.

- The sill extender (FIGURE 20) finishes the bottom of the window and covers any gap between the unit and existing sill.
- Measure and cut extender to length so it fits between the side outside stops. Cut extender height so it covers the sill gap. Bevel bottom of extender to match sill angle.
- Trim shims that extend out into the path of the sill extender.
- Run a small caulk bead in the sill's exterior accessory groove and snap the extender in place.
- Thoroughly caulk joint where extender meets the sill. **Leave a 1/4" gap at each end for water drainage.**
- Caulk the joints between the extender and outside stops.

FIGURE 20



- Replace interior stops or trim.
- Replace the screen.

CARE AND MAINTENANCE

Vinyl and aluminum may be cleaned with mild soap and water. Hard to remove stains and mineral deposits may be removed with mineral spirits. Factory-applied painted surfaces can be cleaned with mild household detergents and water.

- Do **NOT** clean any surface with gasoline, diesel fuel, solvent based, or petroleum based products.
- Do **NOT** use abrasive materials or strong acidic solutions against vinyl, aluminum, glass, or factory-applied finishes.
- Do **NOT** scrape or use tools that might damage the surface.
- Do **NOT** paint vinyl or aluminum surfaces.
- To avoid injury or illness, always follow chemical manufacturers' safety instructions when using chemicals.

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