

REPLACING YOUR OLD WINDOW IS AS EASY AS 1, 2, 3..

Installation is a simple procedure. The new window is basically a replacement for the track and operating sash of your old window. The frame remains intact, only the operating pieces are removed. In their place, the window is installed - built specifically for your opening

INSTALLATION INSTRUCTION FOR REPLACEMENT DOUBLE HUNG OR SINGLE HUNG WINDOWS

Important: Read Carefully

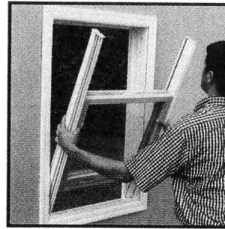
Note The pivot bars (or pins) are manufactured so that they engage in the balance shoes and hold the frame at a consistent distance from the operating sash.

DO NOT REMOVE THE SASH FROM THE FRAME DURING INSTALLATION.

PREPARE: (Check the opening size to window delivered before beginning removal of existing window).

- 1) Remove inside trim stops, top and two sides.
- 2) Cut cord for weights and remove pulleys if you are replacing an old wood double hung.
- 3) If the sash are held in place by aluminum or steel friction tracks pull sash to one side and remove the bottom sash.
- 4) Remove parting strip from sides and top.
- 5) Remove top sash
- 6) If metal tracks are in the pocket you will need to remove them, and fill the deeper cavity with a 1/2" thick piece of plywood or particle board ripped to 3 1/8".
- 7) Clean the opening thoroughly and caulk or insulate any voids left from pulley weights.
- 8) Apply a liberal bead of silicone caulk around the perimeter of the blind stops. If an optional head expander is used lay a 3 1/4" strip of fiberglass insulation on the top on the window frame and apply the head expander to the top of the frame.
- 9) Set the window in the opening and shim it so the top of the window is at least within 1/4" of the top of the opening and centered from side to side in the opening.
- 10) Lower the top sash to reveal the installation holes in the outer balance track. Screw the window in place being careful not to over tighten the screws, thus deforming the frame.
- 11) Close the top sash and raise the bottom sash, then slide the sash stops up revealing the installation holes in the outer balance track.
- 12) Screw the window in place at the bottom being careful not to over tighten the screws, thus deforming the frame.
- 13) Raise the top sash to within 6" of the head. Raise the bottom sash until it is about 4" lower than the top sash. Tilt both sash in to rest against the interior sill or stool. Locate the adjusting screws near the center of the window in the outer balance track and tighten them until you see the frame slightly compress the weather stripping at the bottom of the tilted in sash. Use a level to ensure jambs are straight and plumb.
- 14) Insulate under the bottom of the frame with fiberglass insulation being careful not to over stuff the cavity thus bowing the sill up in the center. Use a level to make sure you have the window sill level.
- 15) Recheck the fiberglass insulation around the head and jamb to ensure the cavity is sufficiently filled.
- 16) Reinstall old windows stops along the hand and jambs or replace with new stops (sold separately).
- 17) Wash the window glass with glass cleaner. If some spots on the frame need cleaning isopropyl alcohol may be used for cleaning the vinyl or glass of silicone sealant.
- 18) Measure the distance from the top of the frame groove to the wood sill. Take the sill expander (shipped separately) and cut it down to the nearest groove using a razor knife by scoring and bending the vinyl expander until it breaks off at the desired height.
- 19) Apply the sill expander by gently tapping one end of the expander into the groove the tapping it from the loose end until it is tucked behind the blind stops. Tap the other end into the groove next to the opposite blind stop then starting at the first side you inserted tap the center of the sill expander until it is entirely snapped in place.
- 20) Caulk the entire perimeter of the exterior of the window where ever the vinyl and wood frames meet.

1.



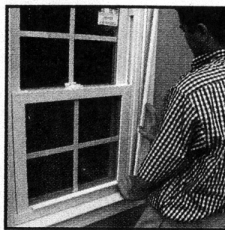
Remove the existing window from the opening.

2.



Install new vinyl window.

3.



Install trim.