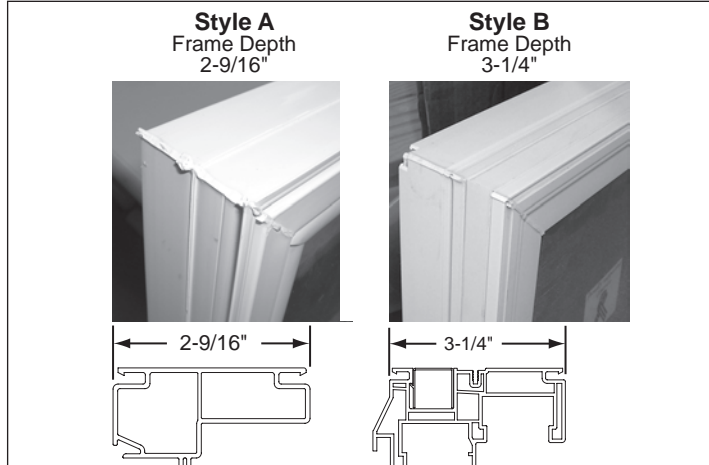


**Vinyl Replacement Window Installation Instructions**  
**Single Hung, Double Hung, Single Slider, Double Slider,**  
**Triple Slider, Casement, and Awning**

FIGURE 1 – HEAD JAMB COMPARISONS



These instructions apply to the window styles shown above (FIGURE 1). Style A comes only as a single or double hung. Style B can be purchased as a single hung, double hung, awning, casement, or single, double, or triple slider.

Style A units have a 2-9/16" deep frame. An optional frame pocket filler can be installed so the unit fills a 3-1/4" pocket of an existing window opening.

All Style B units are built with a 3-1/4" deep frame.

Part No. 1220191 Install 256 Rev. 1 09-08

**Installation Package Contents**

**Style A Units**

**Single and Double Hung**

Bubble pak with six screws, installation instructions, and vinyl hole covers.

Optional Items – Order separately

Foam-filled head expander, sill extender, frame pocket filler

**Style B Units**

**Single Hung, Double Hung, Awning, Casement, Slider, and Direct Set**

Bubble pak with six screws, installation instructions, foam-filled head expander, sill extender, and hole plug covers.

**Recommended Tool and Material List for Installer**

Hammer, Tape Measure, Chisel, Utility Knife, Screwdrivers, Putty Knives, Silicone Caulk, Caulking Gun, Electric Drill with Drill & Screwdriver Bits, Level, Shims, Hack Saw, Pliers, Pry Bar, Square

**REMOVE OLD WINDOW**

**NOTE:** Before removing old sash, check new window for correct size. (Width should be 1/4" and height should be 1/2" less than ordered size).

**CAUTION** Wear safety glasses, gloves, and protective clothing while removing old window components. Handle sash springs and weights carefully to prevent personal or property damage. Follow all tool manufacturers' safety guidelines.

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

**MEASURE WINDOW OPENING**

- Measure between side jambs at top, center, and bottom. Record this dimension as "Width" (FIGURE 2). If opening is uneven, record smallest dimension.
- For Style A windows, measure 2-9/16" (or 3-1/4" if optional frame pocket filler is used) back from lower inside edge of side blind stop. Mark sill at this point. For Style B windows measure 3-1/4" from side blind stop and mark sill. Measure from bottom of head jamb to this mark on sill. Record this dimension as "Height" (FIGURE 3).
- Order unit by stating width first, then height.

**IMPORTANT:** During manufacturing, 1/4" will be deducted from the width and 1/2" from the height of your measurements. This size reduction allows for proper squaring and shimming during installation.

FIGURE 2

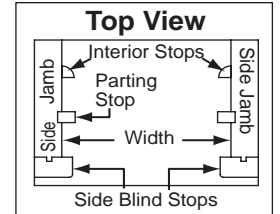
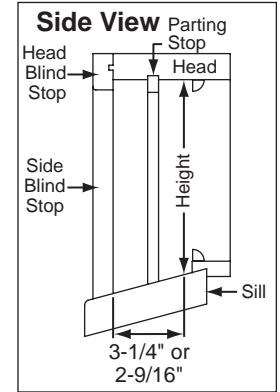


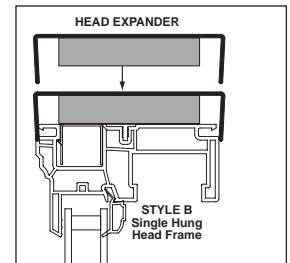
FIGURE 3



**TEST FIT NEW WINDOW**

- Unwrap unit and remove all packaging.
- Remove screen if desired.
- If you are using a head expander on a Style B unit, slip it on over the head frame (FIGURE 4). If you are using the optional head expander and frame pocket filler on a Style A unit, install the pocket fillers and head expander before testing unit fit. See instructions below.
- From the interior, place window into the opening to check fit (FIGURE 8, Page 6).
- If window fits, with shim space on sides, remove window unit.
- If unit does not fit, modify opening until unit fits. Unit must make contact with side and head outside stops and sill, and have room for shimming and leveling.

FIGURE 4

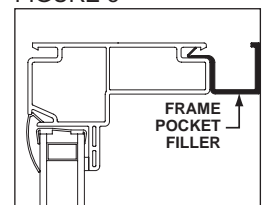


**INSTALL FRAME POCKET FILLER & HEAD EXPANDER ON STYLE A UNITS**

Attach the optional head expander and frame pocket filler to Style A windows **before** window installation. Proceed as follows.

- Measure across window from jamb-to-jamb at the head and sill. Check this dimension against the shorter pieces of frame pocket filler. If filler is too long, trim to the measured length; one piece for the head and one for the sill.
- Install filler by snapping leg of filler into the window's interior accessory groove (FIGURE 5).
- Measure vertically between the head and sill fillers.
- Cut two side pieces to these lengths.
- Snap side pieces into place.

FIGURE 5



**Continued on Page 5**

### Trim Head Expander

- The head expander's interior leg must be trimmed when the expander is used on a Style A unit that is also using the frame pocket filler (FIGURE 6).

**NOTE:** Trimming the head expander leg is not required if the frame pocket filler is not used.

- The head expander legs have score lines. Trim the inner leg by removing the segment below the lowest score line.
- Check unit fit with head expander and pocket fillers installed. See "Test Fit New Window" instructions on Page 4.

### INSTALL NEW WINDOW – ALL STYLES

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

FIGURE 6

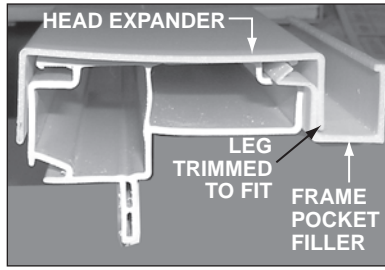
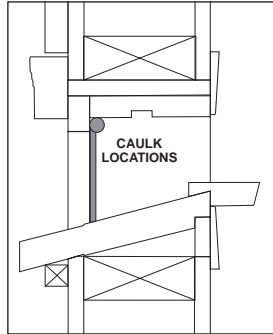


FIGURE 7



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- From the interior, shim between window and existing frame (FIGURE 10). **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 screws (provided) through pre-drilled holes in the jambs.

### 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.

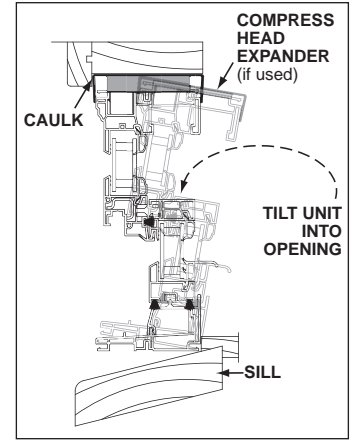
### STYLE A – SINGLE AND DOUBLE HUNG

- Raise bottom sash as high as it will go.
- Locate holes in each side jamb.
- Verify that window is still level, plumb, and square. Then apply a screw through each of the predrilled holes in the side jamb.
- Apply screw hole covers.
- Close bottom sash completely.
- Slide sash stops down to show S-clips. Slide S-clips aside to locate hole at top of side jamb. Apply a screw. Repeat for other side jamb.
- Slide sash stops back up.

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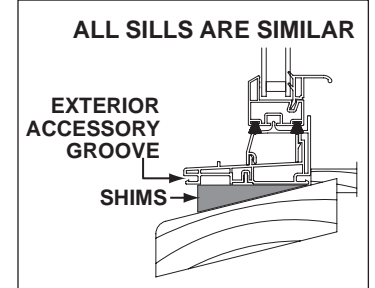
- Center new window side-to-side in the opening and then set bottom inside edge of unit on the sill (FIGURE 8).
  - Tilt window into the opening, compressing head expander as needed. Continue tilting outward until unit is tight against head and side outside stops (FIGURE 8).
  - Shim from the exterior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



**IMPORTANT:** For proper support, mullied units must be shimmed under each mull joint as well as at the end side jambs.

FIGURE 9



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### SCREW UNIT IN PLACE (cont.)

### STYLE B – SINGLE AND DOUBLE HUNG

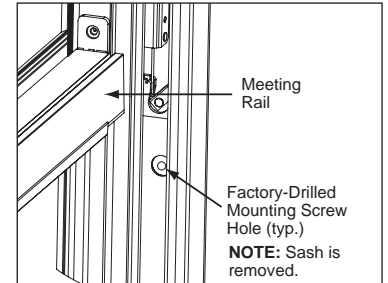
After following all applicable Steps on Pages 1 through 7 proceed as follows to fasten Style B single and double hung units in place.

#### Single & Double Hung

To access pre-drilled holes in window frame (FIGURE 11) you must remove the bottom sash (top sash remains in place), raise the balance shoes to the bottom the the balance frame, and move the top sash stops out of the way. Proceed as follows.

- 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.

FIGURE 11



#### 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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**STYLE B – SINGLE AND DOUBLE HUNG (cont.)**

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

Release pressure on each balance.

2. Insert a stiff-bladed putty knife into balance shoe (FIGURE 12).
3. With a firm hold on putty knife, apply downward pressure to release shoe’s knife point.
4. When the knife edge releases, carefully reduce down pressure until cam slowly rises. Let cam stop at bottom of balance frame (FIGURE 13).
5. Withdraw putty knife when knife point locking cam stops against balance frame.
6. Release pressure on the other balance following Steps 2 through 5 above.
7. Remove sash stops at top of window to access top screw holes.
8. Apply screws through pre-drilled holes in side jambs. There are no screws applied at the head or sill (FIGURE 14).

FIGURE 12

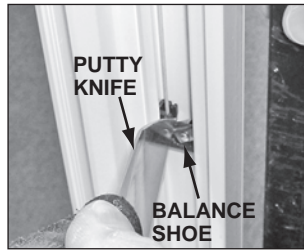
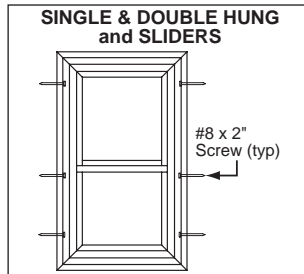


FIGURE 13



FIGURE 14



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**Slider**

1. 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**

1. Remove the screen.
2. Apply 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 15).

**Direct Set**

1. Apply screws through pre-drilled holes in the side jamb (FIGURE 16).

**ALL STYLE B UNITS**

1. Apply color-matched screw hole covers.

**REINSTALL ACTIVE SASH ON SINGLE OR DOUBLE HUNG UNITS**

1. After all screws are installed, use a stiff bladed putty knife and set balance shoes to the window opening’s mid point.
2. Push down with putty knife (FIGURE 17) 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 15

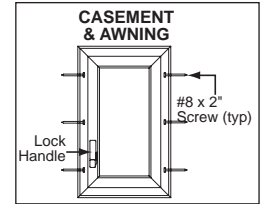


FIGURE 16

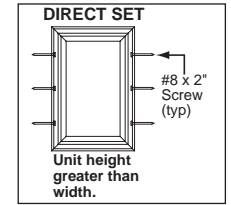


FIGURE 17



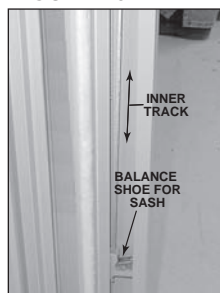
10

**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 18).

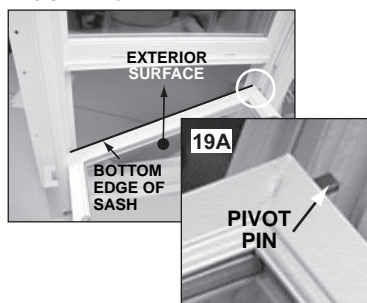
**WARNING**  
If pivot pins are placed below balance shoes the pivot pins will not be supported. Sash will have no counter balance and could fall rapidly possibly causing personal injury or property damage. When inserting sash in frame, pivot pins **MUST BE ABOVE** balance shoes.

FIGURE 18



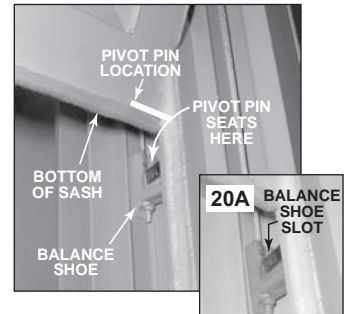
3. Grasp the sash so that the exterior surface is up (FIGURE 19) and the bottom edge of the sash faces the window (pivot pins are located at the bottom edge of the sash) (FIGURE 19A).

FIGURE 19



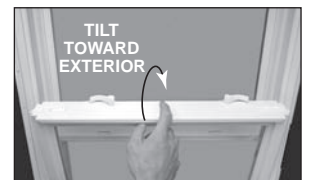
4. With one side of sash angled up (FIGURE 19), place pivot pin so it sits on the top of the balance shoe in the side jamb (FIGURE 20). Lower opposite side of the sash, so that its pivot pin is above opposite side balance shoe (FIGURE 20A).
5. Align the pivot pin with the slot on the balance shoe (FIGURES 20 & 20A).
6. Slide sash down until each pivot pin fully engages the balance shoe slot.

FIGURE 20



7. After pivot pins are fully engaged in balance shoes, tilt or push the top of the sash up and away from you (FIGURE 21) until both tilt latches snap into the side jambs. Tug gently inward on top of lower sash to check tilt latch engagement.

FIGURE 21



**CAUTION** Be sure tilt latches on **both sides** are fully seated (FIGURE 22) to keep window from unintentionally falling inward.

**ALL UNITS – ADJUST WINDOW**

1. 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.
2. Loosen or tighten screws as necessary to make unit level, plumb and square.

FIGURE 22



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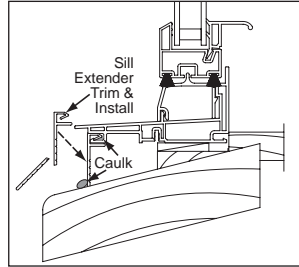
## **FINISHING THE INSTALLATION**

1. 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.

2. The sill extender (**FIGURE 23**) finishes the bottom of the window and covers any gap between the unit and existing sill.
3. 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.
4. Trim shims that extend out into the path of the sill extender.
5. Run a small caulk bead in the sill's exterior accessory groove and snap the extender in place.
6. Thoroughly caulk joint where extender meets the sill. **Leave a 1/4" gap at each end for water drainage.**
7. Caulk the joints between the extender and outside stops.
8. Replace interior stops or trim.
9. Replace the screen.

FIGURE 23



## **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.