

Window Assembly and Installation

1. It is best to read ALL of the instructions before proceeding with the installation. All four sides of the frame come packaged together and completely ready to assemble. Unpack the four sides of the window frames.
2. Lay out and match the colored dots that are attached at the frame corners. The red dots are going to be in the lower right hand corner. The green, blue and yellow dots will match up and be in the other three corners. The dots are attached to the front side of the frames. (See pictures on Right)



Note: Unless you specified when placing your order, and if your window opens by sliding left to right (The default for a slider is right panel sliding left), You will need to slip out the plastic channels (Green/yellow and blue/red) and flip these end for end so that the panel configuration will work (Opposite that shown on page 2).



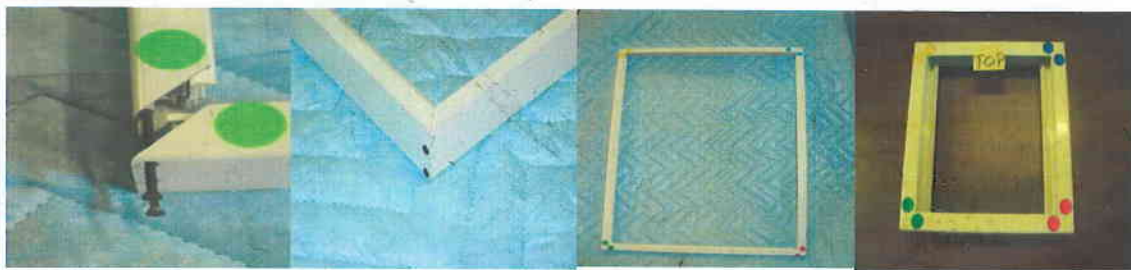
3. Using the included assembly screws (#6 x 1-1/4" square-drive/phillips head) and square tip driver, screw the frame together using two screws for each corner. The holes are all predrilled. Be careful to have the screws fit into the screw guide channel (circular holes that the screw threads into in **figure 1**). Tighten enough to bring the frame together and align the two edges. (**Figure 2**) Once you have all four corners assembled (**Figure 3**) you are ready to begin step 4 below which will guide you through installing the frame in the window opening. Note: The top of the frame is labeled with a yellow and blue dot. (**Figure 4**)

Figure 1

Figure 2

Figure 3

Figure 4



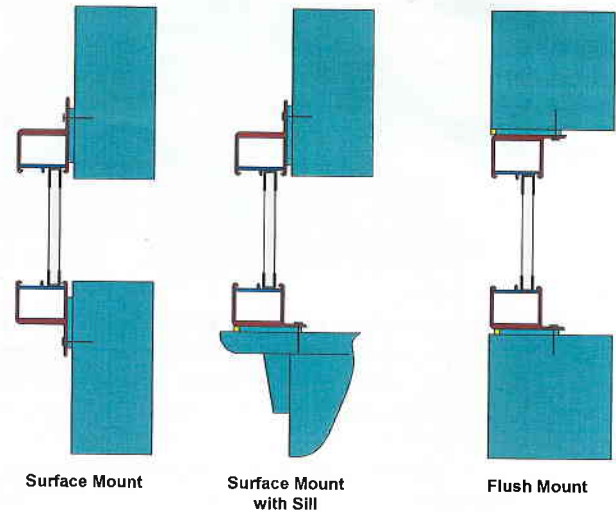
- 4A. For a surface mount frame, (see Window Frame Mounting Style diagram next page) affix the one-sided adhesive foam tape to the back of the frame about 1/8" in from the edge to form a seal between the frame and wall. Next, place the frame against the wall, centering it over the opening. Loosely install 2 installation screws at about the center of the sides and check the frame for square. Ensure the sill (bottom) piece is flat and straight.
- 4B. For a flush mount frame place the frame into the opening to confirm fit and see how much extra room there may be. The frame should fit easily into the opening – not being pushed out of square by the opening. Now we will attach the one-sided adhesive foam tape to the frame as needed to fill the gaps and hold the frame square and true. It is attached on the outside of the assembled window frame 1/8" back from the front edge, where it will be between the new window and the wall when installed. Fit the frame into the window. A recess of about 1/8" is ideal. Remove and add foam tape as needed for best fit. Be aware that walls are sometimes not straight or square.


5. If the window frame is exactly 30-3/16ths wide at the bottom, make sure it is also that size(30-3/16ths) in the middle (likewise vertically). If it is not, you may need to remove some foam tape or shim the window so that they are the same. Exact equal width sides are important for one-lite and single hung windows. For left/right sliding windows it is important to check the accuracy of the height. Accuracy to about 1/16th is excellent.

6. Now screw the frame to the window opening. Use the appropriate screws for the wall materials you are attaching to. Do **NOT** over tighten the screws. We only need them to be mildly snug. We are not tightening engine bolts – all these screws need to do is stop the window from falling over. Overtightening will result in distortion of the frame.

7. Now your windows are ready for installing the glass panels. Refer to the appropriate section below for this window type (single hung, one-lite, slider etc.). After installing the glass you should caulk around the window. Caulk around the edge to seal over the area where the foam tape is located. We recommend a paintable caulk (not pure silicone) but otherwise the choice is up to you. Surface mounted frames do not require caulking other than at the sill when applicable or when gaps are detected, but it is recommended.

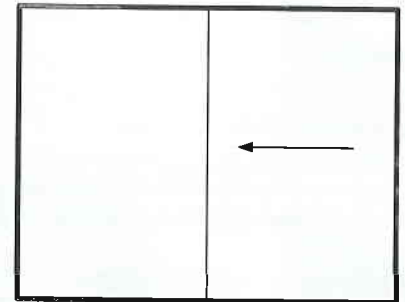
Window Frame Mounting Styles



	Wall - Existing window not shown		Window track
	Soundproof Window Frame		Caulking joint
	Foam/Gasket material		Glass Panel (tightly seals and is movable or removable)
			Attaching Screw

Horizontal Sliders

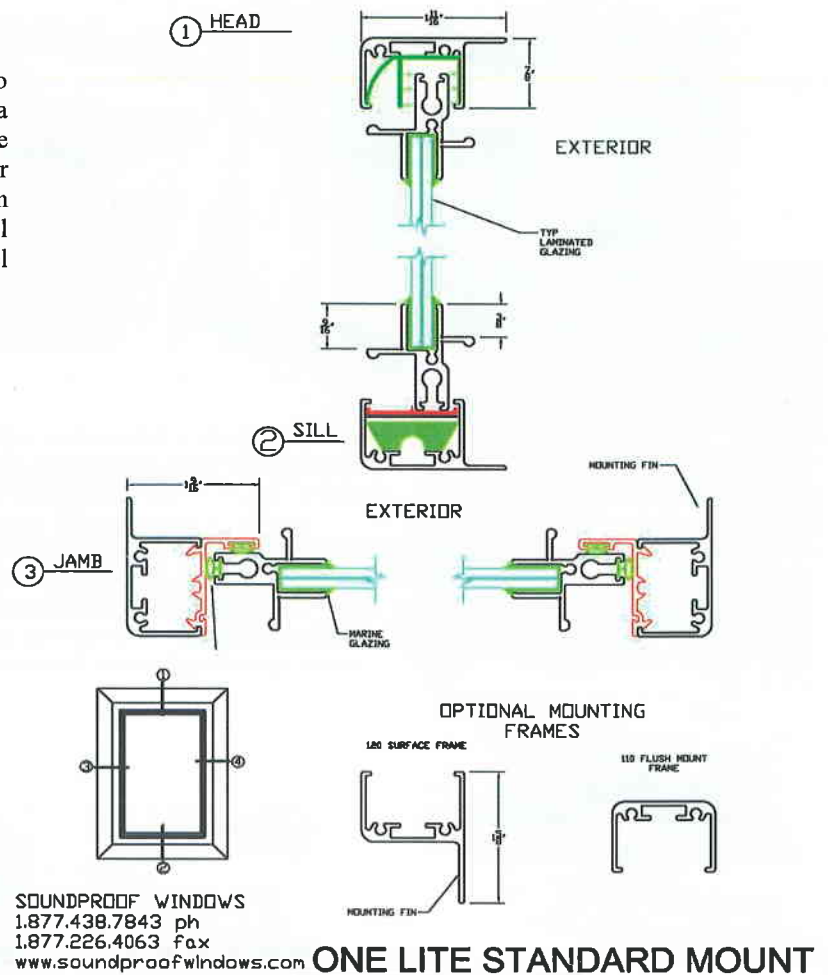
Begin with the fixed panel (the two panels are identical and interchangeable). Install the panel at the center of the frame with the fuzzy strip (or rubber bulb) facing you by lifting the panel up into the back side of the spring loaded track at the top and down onto the rear side of the track at the bottom. Then slide the panel into place either to the right or left depending on your existing window's configuration. The fuzzy strip (or rubber bulb seal) should now be in the center facing you. Install the remaining panel opposite the first and slide full into their respective channels to the point of aligning and locking into each other at the center. If there is substantial misalignment at the center check the straightness of the sill for humps or dips and shim or adjust as needed.



This picture shows how the window should look when closed.

One-Lite Windows

With the frame installed, take a moment to look at the top and bottom tracks. There is a front and back channel for each. Insert the glass panel into the rear channel of the upper track of the frame. Then swing the bottom inward until flush against the frame and pull the panel down into the bottom rear channel until snug.



Single Hung Windows

Install the Top Panel and the Counter-Balance Channels.

The upper panel will have a rubber bulb seal that runs across the bottom facing you. The bottom edge with the rubber bulb will have two holes drilled into the bottom side on the left and right. (Figure 5) The bottom panel will not have these holes. These holes are for installation of the counter balances.

The frame track on the left will push in. Push the panel to the left in the left rear track (Figure 6) and then into the rear track on the right. Push the panel all the way to the top. (Figure 7)

Insert the counter-balance assembly over the back bottom lip of the frame (the frame edge fits into the slot on the bottom of the counter-balance assembly) with the silver hook facing you. (Figure 8) Slide the assembly into the back track, under the top panel by angling the top inward (Figure 9). The pin in the top of the counter balance assembly will fit into the holes discussed above. Then, slide the bottom over so the counter balance is flush with the frame (Figure 10). Once both counter balances are installed, pull the top panel down snug against them.

Figure 5



Figure 6



Figure 7

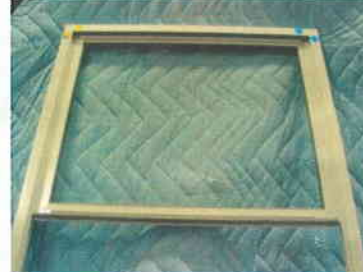


Figure 8



Figure 9



Figure 10



Installing the Lower Panel

The bottom panel has a rubber bulb seal that runs across the top on one side. This seal should be facing away from you toward the outside when installing. The left side track will push in and allow the bottom panel to be installed – just like the top panel did. As you insert the bottom panel you need to insert it in the track just above the counter balance hooks. **(Figure 11)**

Figure 11



Figure 12



Now slide the bottom panel down in the track until the metal fin on the back of the panel rests on both hooks of the counter balances. **(Figure 12)** Once both hooks are in place the installation is complete. You may now fully close the window. The counter balance hooks will travel up and down with the bottom panel providing the needed tension and support to hold the panel up when open.