

Installation Instructions

For ViWinTech Vinyl Replacement Windows

Note. Consult local building codes prior to installation.

Read these instructions completely before beginning work.

Caution: Always make sure the dimensions of the new replacement windows are correct before removing the old window or wood sashes.

Wood Removal

Depending on existing window style, remove sash and balance system (Pulley, Jamb, Liner, etc...)

1. Remove sash bead. Score first with a razor knife and use special care in removal if the existing sash bead is to be reinstalled.
2. Cut cords and remove lower sash.
3. Remove parting bead, cut cords, and remove upper sash.
4. Remove or pound in pulley on both sides of opening

Installation Procedures

1. Only if window unit is very large or oversized you may remove both sash and screen from the master frame.
2. Window can be installed with or without a head expander. If using a head expander, seal under expander and fasten with nails or screws to penetrate minimum 3/4" solid lumber. Some window styles have 3/8" vinyl flanges that extend past the body of the window frame. The vinyl flanges can be trimmed with a block plane to accommodate an out-of-square or smaller than desired opening.
3. Clean the opening of dirt and debris, then caulk the stops and sill.
4. Wrap insulation around window (this can be purchased as an option already applied).
5. Insert the window into the opening and compress it tightly against the caulked stops and sill.
6. Use a level and square to make sure the window is level, square, and plumb, regardless of the squareness of the opening.

7. Run until just snug all four installation screws, first the top two, then the bottom two, centering the frame from side to side and checking to be sure the frame remains square. Temporarily shimming each corner as you run the screws helps to keep the frame centered and square.
8. Adjust jamb alignment screws (if included with windows) on the side of each jamb height until each jamb height is straight and the opening at the center of the main frame measures the same as the opening at the top and bottom.
9. If window has jamb shim pads, shim window as needed making sure window unit is square and secure. Do not over or under tighten screws.
10. Measure the space where the sill extension is to be used. Trim sill extension as needed, then snap the sill extension into the accessory groove on the sill.
11. If sashes and screen were removed install the screen and both sashes. Check for proper operation, locking, and fit, make adjustments as necessary.
12. Complete necessary exterior trim and caulk for weather tight seal

Clean up after Installation.

1. Make sure window operates properly.
2. Clean the inside and outside glass surfaces with glass cleaner; clean vinyl parts with soap and water.
3. Remove all debris from job site.
4. Demonstrate proper window operation for the homeowner.



IMPORTANT: Extra care should be exercised to avoid damage to windows before, during and after installation. When handling windows, always lift at jambs for added safety and prevention of component damage. Prior to installation, store windows in a near vertical position, never lay flat. Always protect from outside elements when storing or transporting and never store factory wrapped windows in direct sunlight.

WARNING: ViWinTech windows are made with annealed glass and are not provided with safety glass unless specifically ordered. Broken Glass can fragment and cause personal injury. Many laws and building codes require safety glass to be used in certain conditions. It is the sole responsibility of the purchaser, architect, builder and/or contractor to determine the need for safety glazing to conform to local codes.



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