



INSTALLATION GUIDE

For ViWinTech Vinyl Replacement Windows

Consult local building codes prior to installation

ViWinTech recommends using an Installation Masters TM Certified Installer or an experienced professional contractor who practices Installation Masters methods to provide the proper operations and weather tight seal to the building. Contact a ViWinTech distributor for further information. These installation procedures are general guidelines for standard wood construction. Other methods can be used at the discretion of the architect or professional installer to provide the best weather tight installation. ViWinTech is NOT responsible for the quality of installation.

Failure to adequately install and properly maintain the window will void any warrant, written or implied. The installer is responsible for proper installation guidelines in accordance with any local/state applicable codes and/or ordinances.

ViWinTech assumes no responsibility for the consequences of inadequate or improper installation or lack of product care.

Read these instructions completely before beginning work.

Remove all packaging materials and installation accessories from the window units and inspect for damage immediately. Immediately inform your distributor of any damage or shortages.

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

Installation Procedures

1. If the window unit is very large or oversized, remove both the sash and the screen from the master frame.
2. The window can be installed with or without a head expander. If using a head expander seal under the 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 the sill.
4. Wrap insulation around the 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 the sill.
6. Use a level to make sure the window is level, square, and plumb, regardless of the squareness of the opening.
7. Beginning with the top two, then the bottom two, run all four installation screws until just snug. Be sure the frame is centered and square before drilling. Temporarily shimming each corner as you run the screws will keep the frame centered and squared.
8. Adjust jamb alignments (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 jamb has shim pads, shim window as needed making sure window unit is square and secure. Do not over or under tighten the 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. Adjust as necessary.
12. Complete necessary exterior trim and caulk for weather tight seal.

Clean up after installation

1. Make sure windows operate 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 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.