



REPLACEMENT WINDOW INSTALLATION INSTRUCTIONS

Thank you for purchasing your new replacement windows from ViWinTech Windows & Doors. The following instructions will help remove the old windows and replace them with windows designed to enhance your view and the beauty of your home while making it more energy efficient.

Read this entire document before proceeding with the installation of ViWinTech products. Responsibility for product selection and installation rest with the owner and installer. Do not proceed with installation unless all factors necessary to properly integrate ViWinTech products into the building's water management system have been addressed.

ViWinTech makes no representation or warranty that these recommendations include all information necessary to ensure proper integration into every building. State and local code requirements may impose different or additional requirements which will supersede these recommendations.

Failure to follow these recommendations, local requirements, or good building practices may affect the availability of remedies under ViWinTech's warranty.

Required Tools

- Tape Measure
- Level
- Chisel/Putty Knife
- Shop Vac or Dust Broom
- Drill
- Hacksaw/Reciprocating saw
- Prybar
- Hammer
- Square
- Pencil
- Safety Glasses

Installation Materials

- Shims
- Caulk, preferably high-quality silicone
- Fiberglass or non-expanding spray foam
- Rigid, mechanically fastened, or self-adhesive flashing
- Installation Screw pack (included)
- Sill Extender (included)
- Head Expander (optional)

Window Handling & Storage

Before installation, windows must be stored in a vertical position, with locks engaged in a dry, well-ventilated area, below 85°F. Do not stack or store unwrapped windows in direct sunlight.

Older homes built before 1978 may contain lead paint. Lead-Safe work practices and EPA Lead-Based Paint Removal Rules must be followed. See www.epa.gov/lead for more information

Special disposal considerations may be necessary for materials used during installation. Materials removed from existing structure may also have their own disposal or recycling requirements. Comply with all applicable federal, state, and local requirements.

⚠ WARNING

- Use caution when working at elevated heights and around window openings. Follow manufactures instructions for ladders and/or scaffolding. Failure to do so may result in injury or death
- Follow manufactures instructions for hand and power tools. Always wear safety glasses. Failure to do so may result in injury and/or product damage.
- Windows can be heavy. Use safe lifting techniques and a resonable number of people to lift, carry and install the window.
- Support window in opening while shimming. Failure to do so may result in injury and/or product/property damage

⚠ WARNING

- Do not leave the window opening unattended, especially when small children are present. A fall from the window opening could cause death or serious injury.
- Unless specifically ordered, the windows does not have safety glass, and if broken, could cause injury. Many laws and building codes require safety glass in locations adjacent to or near doors. ViWinTech windows are available with safety glass that may reduce the likelihood of injury if broken. Information on safety glass is available from your sales representative.

CAUTION

- ✓ Do not drill or fasten through sill. Product and/or property damage will result.
- ✓ Do not overfill with low expanding foam or over-pack with insulation to avoid bowed jambs.
- ✓ Do not cover weep holes. Property damage may result.
- ✓ Follow instructions of foam, sealant and flashing manufacturer regarding material application and compatibility with this product.
- ✓ Do not apply any type of film to glass. Thermal stress conditions resulting in glass damage could occur.

CAUTION

- ✓ Weep holes must face the exterior and must be located at the bottom of the window or product and/or property damage may occur.
- ✓ Do not stain or paint weatherstrip, vinyl, glass, or hardware. Product damage may occur.
- ✓ Acid solutions used for cleaning masonry or concrete will damage glass, fasteners, vinyl, and metal flashing.
- ✓ Protect unit and follow cleaning product instructions carefully.
- ✓ Abrasive cleaners will damage glass and vinyl surfaces.

POCKET REPLACEMENT FROM THE EXTERIOR OF THE HOME

1 PREPARING FOR INSTALLATION

- A. Remove plastic wrap and cardboard corners from the window.
- B. Inspect the product for any damage such as cracks, dents, or scratches. DO NOT install damaged windows.
- C. Remove the screen from the window and set aside in a protected area.

2 REMOVE THE EXISTING SASHES

- A. Measure the width and height of the pocket opening. The new window should be $\frac{1}{4}$ " smaller than these measurements.
- B. Unlock the old window. If the sashes are painted shut, use an oscillating tool or a utility knife to cut the joint between the sashes and frame stops.
- C. Using a chisel, reciprocating saw, roto-tool or equivalent cut the exterior stops flush with the sides of the frame.
- D. Carefully remove the upper sash and dispose of it properly.

For older existing windows with weight pocket and pulley balances, cut the cords, letting the balances fall and remove the pulleys.

For windows with vinyl or aluminum jamb liners, tilt and twist the sash and release it from the balance assembly.

- E. Remove the head and jamb parting stops (if applicable) by pulling or prying them out of the frame.
- F. Carefully remove the lower sash.
- G. Remove any remaining jamb liner material if any.
- H. Insulate the holes left by removing the balance pulleys if desired.

3 PREPARE THE OPENING

- A. Inspect the existing window frame. Repair or replace any deteriorated parts.
- B. Clean the opening of any dirt, debris, or excess old paint.
- C. Apply flashing tape to the sill. Cut one piece of tape the same length of the sill. Extend the tape up the vertical leg of the stool. Work the tape into the corner and press firmly to adhere the tape.
- D. Apply sealant over any gaps in the corners of the existing frame.

4 SET AND FASTEN THE WINDOW

- A. Apply a $\frac{3}{8}$ " bead of sealant where the existing stool meets the existing window sill. Additionally, place sealant at the ends of the flashing tape, making sure to connect with the stool sealant.
- B. Apply a $\frac{3}{8}$ " bead of sealant at the exterior surface of the interior head and jamb stops. Connect this bead of sealant to the sealant line on the stool.
- C. Window can be installed with or without head expander. If using a head expander, seal under the expander and fasten with nails or screws.
- D. Wrap insulation around the window (this can be purchased as an option already applied).
- E. Insert the window in the opening. Check to make sure the window rest against the interior stops and is contacting the sealant.
- F. Use a level and square to make sure the window is level, square and plumb, regardless of the squareness of the opening.
- G. Run until just snug all the installation screws, centering the frame from side to side and checking to make sure the frame remains square.
- H. Adjust jamb alignment screws on the side of each jamb height until each jamb height is straight and

the opening in the center of the frame measures the same as the opening at top and bottom.

- I. 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 window sill.
- J. Check for proper operation, locking, and fit, adjust as necessary. The upper sash lock keepers can be adjusted by loosening the screws and sliding the keeper left or right and re-tightening the screws.

5 EXTERIOR FINISH

- A. Apply a continuous bead of sealant between the new frame and opening.

It is the responsibility of the homeowner, contractor, or installer to ensure any exposed unfinished wood is covered or finished. Possible methods include, but not limited to covering with aluminum coil stock or painting.

POCKET REPLACEMENT FROM THE INTERIOR OF THE HOME

1 PREPARING FOR INSTALLATION

- A. Remove plastic wrap and cardboard corners from the window.
- B. Inspect the product for any damage such as cracks, dents, or scratches. **DO NOT** install damaged windows.
- C. Remove the screen from the window and set aside in a protected area.

2 REMOVE THE EXISTING SASHES

- A. Measure the width and height of the pocket opening. The new window should be $\frac{1}{4}$ " smaller than these measurements.
- B. Unlock the old window. If the sashes are painted shut, use an oscillating tool or a utility knife to cut the joint between the sashes and frame stops.
- C. Score paint or varnish along interior sash stops with a sharp utility knife. Remove the interior sash stops at jambs and head using a putty knife or small pry bar.
- D. Cut the balance cords on the bottom sash and lift out the bottom sash and dispose of it properly. Allow weights to fall to the bottom of the weight pockets.
- E. Remove the head and jamb parting stops by pulling or prying then out of the frame.

- F. Lower the top sash and cut the balance cords. Remove the top sash and dispose of it properly.
- G. Remove any remaining jamb liner material if any.
- H. Remove the balance pulleys and insulate the remaining holes if desired.

3 PREPARE THE OPENING

- A. Inspect the existing window frame. Repair or replace any deteriorated parts.
- B. Clean the opening of any dirt, debris, or excess old paint.
- C. Apply flashing tape to the sill. Cut one piece of tape the same length of the sill. Extend the tape up the vertical leg of the stool. Work the tape into the corner and press firmly to adhere the tape.
- D. Apply sealant over any gaps in the corners of the existing frame.

4 SET AND FASTEN THE WINDOW

- A. Apply a $\frac{3}{8}$ " bead of sealant where the existing stool meets the existing window sill. Additionally, place sealant at the ends of the flashing tape, making sure to connect with the stool sealant.
- B. Apply a $\frac{3}{8}$ " bead of sealant to the interior face of the existing blind stops at the head and both jambs.

- C. Window can be installed with or without head expander. If using a head expander, seal under the expander and fasten with nails or screws.
- D. Wrap insulation around the window (this can be purchased as an option already applied).
- E. Insert the window in the opening. Check to make sure the window rest against the exterior blind stops and is contacting the sealant.
- F. Use a level and square to make sure the window is level, square and plumb, regardless of the squareness of the opening.
- G. Run until just snug all the installation screws, centering the frame from side to side and checking to make sure the frame remains square.
- H. Adjust jamb alignment screws on the side of each jamb height until each jamb height is straight and the opening in the center of the frame measures the same as the opening at top and bottom.
- I. Check for proper operation, locking, and fit, adjust as necessary. The upper sash lock keepers can be adjusted by loosening the screws and sliding the keeper left or right and re-tightening the screws.

5 EXTERIOR FINISH

- A. 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 window sill.
- B. Apply a continuous bead of sealant where the new frame contacts the exterior stop.
- C. Apply a continuous bead of sealant across the sill extender where it meets the existing sill.

6 INTERIOR FINISH

- A. Apply a continuous bead of sealant between the new frame and opening.
- B. Re-install the interior blind stops.

POCKET REPLACEMENT WITH FULL FRAME TEAR-OUT

This method of full frame removal involves removing the sash and entire frame of the existing window from the wall. The resulting opening is the original rough opening. The existing window nailing fins are usually nailed to the studs in frame construction with siding, brick veneer or other exterior material applied over the fin on the outside. The interior may have a wood jamb or drywall return from the window trim to the window frame.

EXISTING WOOD BRICKMOULD WINDOW REMOVAL

- A. Score paint or varnish between the interior trim and the wall with a sharp knife.
 - B. Using a pry bar and block of wood, remove the interior trim from all four sides of the window including the stool at the bottom of the window.
 - C. Cut the exterior sealant line between the exterior brickmould or trim and the exterior siding or wall cladding.
 - D. Remove the exterior brickmould or flat trim using a pry bar and block of wood.
 - E. Remove the top and bottom sashes.
 - F. Remove the window frame using a pry bar if necessary.
- Consult with local providers and authorities to recycle or properly dispose of old window components.***

EXISTING NAIL FIN WINDOW REMOVAL WITH EXTERIOR TRIM

- A. Score paint or varnish between the interior trim and the wall with a sharp knife.
 - B. Using a pry bar and block of wood, remove the interior trim from all four sides of the window including the stool at the bottom of the window.
 - C. Score the paint or sealant between the exterior trim and the window frame.
 - D. Remove the top and bottom sashes. If the sashes are not removable or the glass is sealed to the frame, then remove any glazing beads holding the glass, and carefully remove the glass from the frame using a putty knife to break the seal between the glass and frame.
 - E. If there is a center rail between the top and bottom sashes remove it by cutting with a reciprocating saw.
 - F. Use a pry bar to remove the exterior trim.
 - G. Remove the nails or screws attaching the window nailing fin to the wall
 - H. Remove the window from the opening.
- Consult with local providers and authorities to recycle or properly dispose of old window components.***

EXISTING NAIL FIN WINDOW REMOVAL WITHOUT TRIM

- A. Score paint or varnish between the interior trim and the wall with a sharp knife.
 - B. Using a pry bar and block of wood, remove the interior trim from all four sides of the window including the stool at the bottom of the window.
 - C. Remove the top and bottom sashes. If the sashes are not removable or the glass is sealed to the frame, then remove any glazing beads holding the glass, and carefully remove the glass from the frame using a putty knife to break the seal between the glass and frame.
 - D. If there is a center rail between the top and bottom sashes remove it by cutting with a reciprocating saw.
 - E. Use a reciprocating saw to cut through sealant line and the nail fin.
- OR**
- F. Remove siding or cut back siding a minimum of 3" or far enough to expose the nailing fin.
NOTE: When cutting back the siding, set blade depth 1/8" less than the thickness of the siding. Break the cut ends of the siding off after sawing. Do not cut through the existing wrap.
 - G. Remove the window from the wall.
Consult with local providers and authorities to recycle or properly dispose of old window components.

1 PREPARE THE OPENING

- A. Inspect the existing window frame. Repair or replace any deteriorated parts.
- B. Clean the opening of any dirt, debris, or excess old paint.
- C. Cut 2 pieces of flashing tape 12" longer than the opening width.
- D. Apply sill flashing tape #1 extending far enough onto the wall surface to overlap the building wrap 1" and up each side jamb 6".
- E. Apply sill flashing tape #2 overlapping tape #1 by 1" minimum.

2 SET AND FASTEN THE WINDOW

- A. Window can be installed with or without head expander. If using a head expander, seal under the expander and fasten with nails or screws.
- B. Insert the window in the opening.
- C. Use a level and square to make sure the window is level, square and plumb, regardless of the squareness of the opening.
- D. Run until just snug all the installation screws, centering the frame from side to side and checking to make sure the frame remains square.
- E. Adjust jamb alignment screws on the side of each jamb height until each jamb height is straight and the opening in the center of the frame measures the same as the opening at top and bottom.
- F. 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 window sill.
- G. Check for proper operation, locking, and fit, adjust as necessary. The upper sash lock keepers can be adjusted by loosening the screws and sliding the keeper left or right and re-tightening the screws.

3 EXTERIOR FINISH

- A. For brick installations, fill the gap between brick and window with sealant.
- B. For installations where exterior trim was removed, replace the original trim that was removed or replace with new. Apply sealant between trim and siding, and trim and window.
- C. For installations where the siding was cut back, install wood trim board against siding overlapping the exterior window frame. Paint or cover wood with aluminum coil stock. Apply sealant between trim and siding, and trim and window.

4 INTERIOR FINISH

- A. Fill the cavity between the window and the rough opening with a 1" deep bead of low expanding foam approx.. 1" from the interior of the window frame to allow for expansion. Do not fill the entire depth of the rough opening.
- B. Replace the interior trim that was removed or replace with new.