



INSTALLATION GUIDE

For ViWinTech Garden 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 warranty, 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.

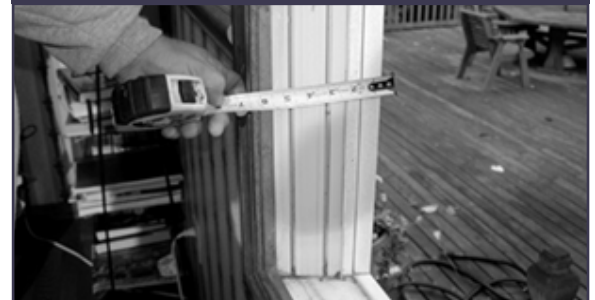
The hardware package is shipped with the rest of your ViWinTech package. Locate the plastic bag which is typically attached to the interior surface of the vertical wood shipping brace. The package should include crank handles, shelf mounting pegs, & glass shelf edge protective clips

Installation Procedures

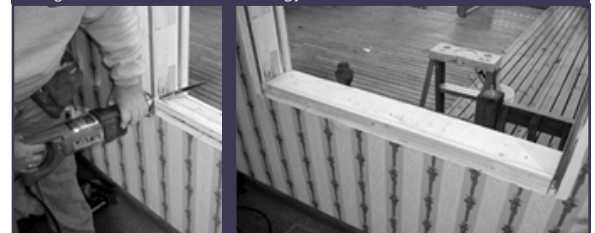
1. Prior to removing the present window, check the measurements for:
 - The height & width of the existing window
 - The existing window jamb depth
 - The height, width, & jamb depth of the Garden Window
2. Remove the existing window and interior casing.
 - If the existing jambs and header are left in place, prep opening by adding additional fasteners to ensure all the wood is secure.
 - If the exterior sill is sloped, it must be replaced. Select a 2x that best fits the present wall thickness. Replacing the sloped sill will allow the window frame to rest on a flat surface, adding stability to the frame.
3. Attach Corner Cross Guides to all four corners of the window opening. The cross braces should be “flush” with the interior wall surface. These guides will help ensure the garden window frame is inserted into the correct position and flush with the interior wall surface on all four corners.
4. Cap the new sill with color coordinated aluminum coil, sealing the cladding with quality silicone sealant. Silicone caulking should then be applied to the top of the new sill and in both corners.
5. Insert the garden window into the opening, bringing the interior edges of the frame (head, seat, & side jambs) flush with the Corner Cross Guides.
 - Use a level to ensure that the garden window frame is flush & level on all four sides.
 - Insert wood shims to level frame in opening, as necessary. Shims are typically added on all four sides.
6. Secure the frame into the opening using oversized (4-1/2”) hardened steel finish nails or wood screws. Fasten the side jambs first, then the seat, then the head. Always set the nails/screws into the frame in the same locations as the wood shims.
7. Insulate around the garden window frame and present window jambs and header using fiberglass insulation.
8. Bend and install Z style flashing at the top of the garden window between the exterior wall and top jamb. The flashing may be shaped using an aluminum break.
 - Apply silicone sealant to the areas on top of the garden window frame in which the flashing will rest. Also apply the sealant across the top seam after the flashing has been installed.



The jamb depth for a Garden window should be measured from the very most interior wall surface to the very most exterior wall surface.



Installation techniques will vary from area to area and specific job site requirements. Garden window units may be installed into existing jambs and header or can be installed back to the original studs. The garden window used for this guide was installed into the existing jambs and header.





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9. For garden windows in excess of 36" in width, attach external knee braces approximately 6" from the outside edge of the frame. For garden windows in excess of 50" in width, this dimension would increase approximately to 10" from the outside of the frame.
 - The wall must be able to support the weight of the garden window frame, so reinforce the house wall as needed where the braces will be attached by cutting out the siding and adding J-Channels to accommodate the knee braces.
10. Seal the perimeter of the garden window frame with quality silicone sealant. This will complete the exterior installation of your garden window.
11. Measure and cut (miter) the casing, beginning with the bottom section.

Do not fasten the very top of the side casings until the top section has been secured in place. This will enable final adjustments to ensure a tight miter between the top casing and the sides
12. Putty all nail holes and lightly sand all wood surfaces with #120 sandpaper to remove all fingerprints. See "Finishing Tips Guide" for unit preparation and staining ceiling recommendations.
13. If the Corian seat was ordered with the garden window, the side jamb extensions will be notched to accommodate the ¼" thick Corian.
 - It should be easy to determine the good (top) and bad (bottom) sides of the Corian. The finish on the bottom side will be duller and there could be text or numbers printed on the surface. Place this side face-down to cover these blemishes.
 - Simply slide the Corian Seat into place & push until the Corian touches the interior of the front picture window. The interior edge will be in-line with the edge of the garden window seat.
14. The mounted peg holes come pre-drilled UNLESS: 1.) the unit is less than 37" in height, 2.) is ordered with two glass shelves, or 3.) is otherwise specified.
 - If the holes are pre-drilled, simply push the clear plastic-pegs into place in the holes, with the flat surface facing up.
 - Slip the clear-plastic protective clips over the front edge of the glass shelf. The front edge will be towards the outside.
 - Carefully place the glass shelf into position. The glass shelf simply rests on the four clear-plastic pegs.

If the holes are not predrilled:

 - Measure from the seat up to the desired height of the glass shelf.
 - Using a pencil, mark the desired shelf height in the center of the flat surface on all four sides of the Master Frame of the trapezoid flanker.
 - Using a Pointed Puncher Tool, make an indentation in the center of the pencil marks. Drill a hole in all four locations, using a 7/32" drill bit.
 - Insert the clear-plastic mounting pegs into each hole.
15. If the mounting clip holes are pre-drilled, simply push the clips into each of the four holes and screw the straight head metal screw in to secure the clip-pin in place.
16. Optional center support bracket may be added if garden window is extremely wide or if heavy plants will be displayed on the shelf.
 - The support bracket clips on to the first thick wire rung just past the edge of the wire shelf. The flat section of the bracket on the opposite end screws into place on the seat.



If using nails to secure frame in opening, using wood shims on each side of the nail will help protect the hardwood veneer from hammer marks.

• Complete fastening frame by setting all nails with a nail punch. Fill the nail holes with wood putty. If using a color stick to fill holes, complete the process after the frame has been stained.



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This unit included edge banding. The installer has created a guide using 3/8" lattice which has been cut with a perfect 45-degree cut (miter) on each end. The installer simply slides the guide to the correct position in each corner, lining up the inside edge of the miter with the inside corner of the frame. He also uses the guide as he attaches the casing across the entire piece. This ensures a constant 3/8" reveal.



Pre-finished External Knee Braces are available to match the exterior color of the garden window. Garden windows project 18" from the exterior wall, thus the 12-7/8" brace size is recommended. The seat must be level before attaching braces to the house wall and the bottom of the garden window seat.

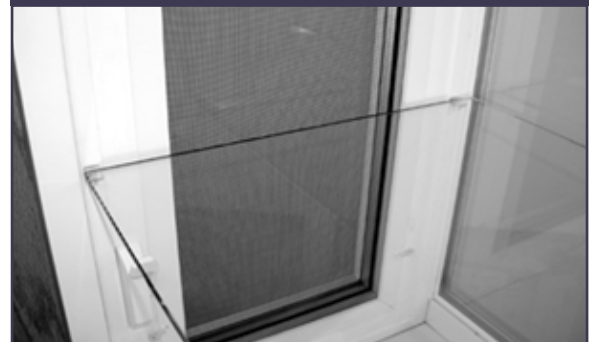


If the frame was ordered without the Edge Banding Option, the casing must be installed flush with the interior surface of the seat, head, & jambs. Edge banding finishes the front edge of the hardwood plywood, enabling the casings to be installed with a reveal. If the unit was ordered with edge banding, cut the casings to allow for reveal.

- Fasten the bottom casing to the seat and the wall using an air nailer. If hand nailing, predrill casings.
- Fasten the side casings to the side jamb and the interior wall, making sure the miters with the bottom casings are tight.



Do not glue Corian in place!



A wire shelf – rather than a glass shelf – is standard on all garden windows in excess of 50" in width. Wire shelves are only available in white



The depth of the wire shelf is such that the mounting clips will turn slightly towards the shelf. This is normal and will not cause a problem with the stability of the shelf. Also note that plastic spacers & washers are included in the hardware package. These can be used to "shim" out the mounting clip-pins when needed to adjust to fit the wire shelf width.

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.

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