

4000 SERIES SINGLE HUNG & 3000 FIXED ALUMINUM WINDOW INSTALLATION INSTRUCTIONS



THE TOOLS AND MATERIALS REQUIRED:



Level



Sealant



Tape Measure



**Drill/
Screw Gun**



**Flathead
Screwdriver**



Fasteners



**Nylon, Plastic,
or Composite
Shims**



**4000 SERIES
SINGLE HUNG
WINDOW**

**3000 SERIES
FIXED WINDOW**



Storage: Windows need to be stored out of the weather, in a clean, dry area, off the ground, not in direct sunlight, where they will not be subject to damage. Lean the units against a wall on a flat and level surface, making sure there is adequate spacing between the products for ventilation.

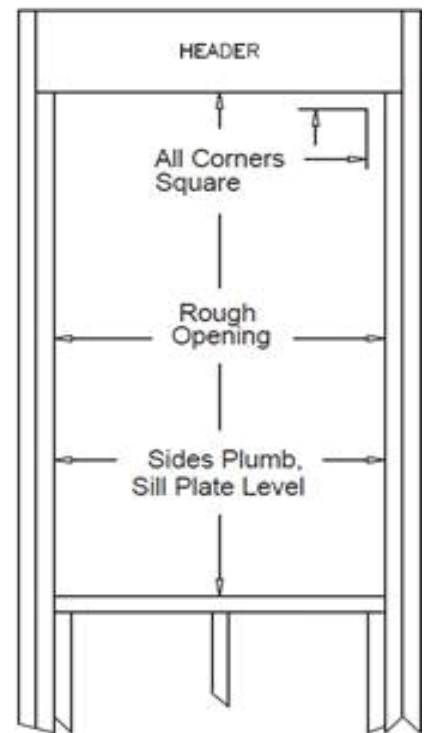
Pre-Installation Inspection Measure the window openings. Ideally the building rough opening should be 1/2" wider and taller than the window. Measure within 6" of each corner and at the center of the opening, both vertically and horizontally. Verify that the rough opening is square, level, plumb, and true. **Notify contractor to remedy any discrepancies.**

Apply an appropriate CMU sealer (liquid-applied waterproof coating) to all four sides of the masonry opening and returning 10" on the face of the exterior CMU. The installer must treat the masonry opening with a CMU sealer to help prevent the CMU window cavity from absorbing moisture. The CMU sealer must be applied prior to the installation of buck materials

Note: All WinDoor products must be installed with caulking/sealant applied in accordance with ASTM E 2112 Standard to ensure a weather tight product. WinDoor Inc. recommends the use of a high quality polyurethane or silicone sealant that complies with ASTM C 920 Class 25 NS Specification that is compatible with both the fenestration product material and the building substrate.

Receiving: Inspect the product upon arrival verifying you have all the necessary items.

Handling: Handle the windows with care to prevent possible damage. Be sure to move them while in a vertical position only. If damage occurs, the product may not perform to product specifications and sashes and/or hardware may not operate properly.



Install the WinDow into the Opening

WinDoor recommends the use of a sill pan and end dam under each window installation.

A window frame being installed with a sealing flange attached must be installed from the exterior. Apply a continuous bead of sealant to the back side of the flange on the interior surface. Alternatively, sealant may be applied to the framed opening at the point where the back side of the sealing flange will make contact with the perimeter seal. Immediately set the window into the opening, being sure not to disrupt continuous seal.

SEE BACK FOR MORE PRODUCT DETAILS

Continued... Install the WinDow into the Opening

A. The sill of the window must be shim supported in a straight and level position at a minimum of three points, at either end, and in the middle. Windows wider than 30" should be supported at a maximum of every 12 inches.

NOTE: Multiple, twin, or triple windows should have a shim under each mullion.

B. For twin and triple windows, install the Sill Retainer level onto the rough sill as shown in drawing.

C. Set the head filler in place on top of the window frame as shown in the drawing.

Note: The head filler and sill retainer will be taped to the top of the window frame

D. Set the window over the Sill Retainer and on the shims and adjust side clearance to be equal on both sides. (Only on Twin & Triple)

E. Remove the sash stops that are snapped into the jamb at the top.

F. Raise the moveable sash to gain access to the lower installation holes.

G. Fasten the bottom jamb corners to hold in place. **Use fasteners per applicable current NOA or Florida Product Approval. NOTE: Hex head fasteners will not work, as they will interfere with the "balances." Must Use Flathead Screws**

H. Lower the sash gaining access to the upper installation holes.

I. Plumb the frame jambs with a level and fasten one top corner.

Check the diagonals to make sure frame is square. Fasten the opposite top corner.

J. Using a straight edge, ensure the frame is straight on all four sides.

K. Install remaining fasteners, raising and lowering the sash as necessary, into each factory pre-drilled hole.

a. Seal all installation anchor heads with small joint seam sealant during installation of anchor.

i. Apply sealant in countersink before anchor installation.

ii. Seal anchor head after anchor installation.

L. Shims should be used at all fastener locations around frame.

NOTE: These shims should fill the gap without being loose or deforming the frame.

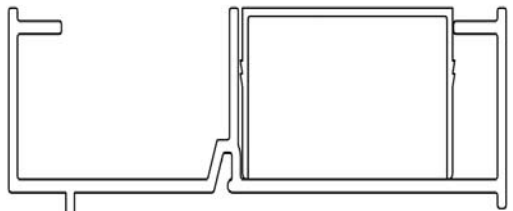
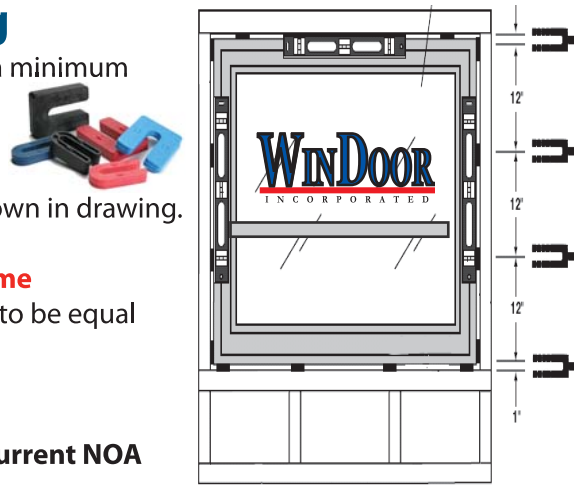
Be sure to not over tighten screw.

N. Close the window and lock it using the two metal cam sweep locks located on top of the moving sash.

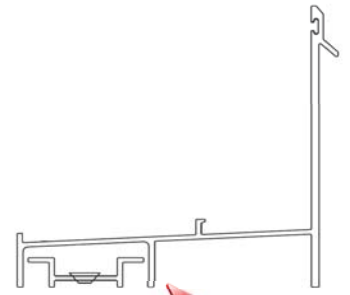
NOTE: In special egress cases, sill "snap" locks will be used rather than the metal cam sweep locks.

These will be attached to the high lift rail near the bottom of the moving sash.

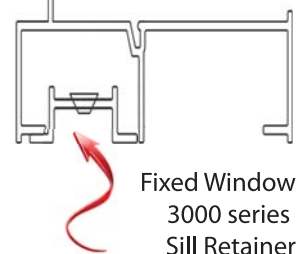
M. Install the head cover, hiding the fasteners in the head.



Head Filler Drawing



Single Hung 4000 series Sill Retainer Used for Twin & Triple



Fixed Window 3000 series Sill Retainer

Sash Removal

In special cases where the operational sash needs to be removed, these easy steps can be followed:

A. Raise the sash until it hits the sash stops.

B. Using the balance removal tool, grab the bottom of the balance by putting the small hook through the hole.

Pull down and detach the balances from the sash on each side. **NOTE: At this time you will be carrying the full weight of the sash.**

C. Slowly lower the sash until it comes to rest in the closed position.

D. Unscrew the balances from the frame at the top of the balance.

E. Pull out the balances from the top side to get them out of the way.

F. Unscrew and remove the sash guides.

G. Raise the sash high enough to get a good grip under the sash and remove it.

H. To re-install the sash, reverse these steps.

Operate the Sash The sashes are installed and checked for proper operation prior to shipment. When there are operating problems, it is either the result of parts not being correctly re-installed during the installation process or the frame not being installed level or square. In this event, diagnose the problem and adjust accordingly.

Finishing Detail

A - Install backer rod and exterior perimeter sealants as specified to ensure a watertight condition.

B - Insulate around the frame with appropriate low expansion foam.

3000 Series Fixed WinDOR Use the same basic methods to install the fixed window. **The only differences:**

- There is no moving sash on the fixed window.
- In addition to the head cover that is installed on both the single hung and fixed window, a sill cover will be installed to hide the fasteners in the sill.
- Jamb covers should be installed after the head and sill covers, hiding the jamb fasteners.

