

CAUTION: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities and/or go to **www.epa.gov/lead** for more information.

WARNING: To ensure safety and security and help prevent property damage, including possible damage to your window or door, close and lock windows and doors any time they are not being used for venting on a nice day, and particularly during high winds or rain.

IMPORTANT NOTICE

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with Pella's installation instructions; or the use of Pella products in wall systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Pella.

Pella products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems (EIFS) (also known as synthetic stucco) or other non-water managed systems. Except in the states of California, New Mexico, Arizona, Nevada, Utah and Colorado, Pella makes no warranty of any kind on and assumes no responsibility for Pella windows and doors installed in barrier wall systems. In the states listed above, the installation of Pella Products in barrier wall or similar systems must be in accordance with Pella's installation instructions. Product modifications that are not approved by Pella Corporation will void the warranty.

Care and Maintenance

Care and maintenance information is available by contacting your local Pella retailer. This information is also available at www.pella.com.

Cleaning Instructions

GLASS-Remove any protective film and labels and clean the glass, using a soft, clean, grit-free cloth and mild soap or detergent. Be sure to remove all liquid by wiping dry or use a clean squeegee.

FACTORY FINISHED PRODUCT: Pella product that has been prefinished with stain or paint from the factory requires no additional finishing. Clean the surface with mild soap and water.

PELLA® ALUMINUM CLAD OR IMPERVIA FRAMES: The interior and exterior frame and sash are protected with a tough factory finish. Clean this surface with mild soap and water. Stubborn stains and deposits may be removed with mineral spirits. DO NOT use abrasives. DO NOT scrape or use tools that might damage the surface.

ENCOMPASS BY PELLA®, PELLA® 150 SERIES AND PELLA® 250 SERIES WINDOWS FRAMES: The vinyl frame may be cleaned using the same method as the glass. For stubborn dirt, a "non-abrasive" cleaner such as Bon-Ami® or Soft Scrub® may be used. Do not use solvents such as mineral spirits, toluene, xylene, naphtha or muriatic acid as they can dull the finish, soften the vinyl and/or cause failure of the insulated unit seal. Do not use Isopropyl Alcohol on laminated surfaces as it will damage the finish. Keep door tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

DO NOT use abrasives. DO NOT scrape or use tools that might damage the surface.

Notice: DO NOT use inappropriate solvents or brickwash or cleaning chemicals. If you do, permanent damage can result and the product failure, loss or damage would not be covered by the Limited Warranty.

Interior Finish (Wood Windows)

Paint or finish immediately after installation.

If products cannot be finished immediately, cover with clear plastic to protect from dirt, damage and moisture. Remove any construction residue before finishing. Sand all wood surfaces lightly with 180 grit or finer sandpaper. DO NOT use steel wool. BE CAREFUL NOT TO SCRATCH THE GLASS. Remove sanding dust. Pella products must be finished per the below instructions; failure to follow these instructions voids the Limited Warranty.

NOTE: To maintain proper product performance do not paint, finish or remove the weatherstripping, mohair dust pads, gaskets or vinyl parts. Air and water leakage will result if these parts are removed. After finishing, allow venting windows and doors to dry completely before closing them. If paint, stain or finish gets on the weatherstripping, wipe it off immediately with a damp cloth.

Window Cleaning and Prep Instructions for Unfinished or Primed windows: Dry wipe dust from windows gently. Examine window for possible smudges or fingerprints made from normal handling or construction. To remove smudges, lightly wipe surface with warm water. Scuff sand with light grade sand paper or abrasive pad (220 grit or higher). Rinse surface with warm water. Let window surfaces dry completely before applying finish.

Finish the windows as soon as possible after installation.

- On casement and awnings, it is optional to paint, stain or finish the vertical and horizontal sash edges.
- On single-hungs and double-hungs, do not paint, stain or finish the vertical sash edges, any finish on the vertical sash edges may cause the sash to stick; it is optional to paint, stain or finish the horizontal sash edges.

Pella Corporation is not responsible for interior paint and stain finish imperfections for any product that is not factory-applied by Pella Corporation. For additional information on finishing see the Pella Owner's Manual or go to *www.pella.com*.

The use of unapproved finishes, solvents or cleaning chemicals may cause adverse reactions with door materials. Pella will not be responsible for problems caused by the use of unapproved materials. If in doubt, contact your local retailer or representative.

Exterior Finish of Existing Frame (Pocket Replacement)

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

For Casement Hardware Installation go to: www.installpella.com/trimaccessory/hardware.



YOU WILL NEED TO SUPPLY:

- Moisture resistant shims/spacers
- Fasteners (see nail fin anchor instructions and tables at the end of this booklet)
- Closed cell foam backer rod/sealant backer
- Pella[®] SmartFlash[™] foil backed butyl window and door flashing tape or equivalent
- Low expansion, low pressure polyurethane insulating window and door foam sealant. **DO NO**T use high pressure or latex foams.
- Pella Window and Door Installation Sealant or equivalent high quality, multi-purpose sealant



Other construction materials may be required. Read and understand the instructions and inspect the wall conditions before you begin.

Store windows in upright position, out of direct sunlight.

TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE WINDOW INSTALLATION.

SEALANT

PREPARING FOR INSTALLATION

- A. **Remove plastic wrap and cardboard packaging from the window.** On laminate units, remove protective film from parts. Do not cut checkrail bands (if present) or remove plastic or foam shipping spacers located between the window sash and frame. DO NOT open the window until it is securely fastened.
- B. **Inspect the product for any damage** such as cracks, dents or scratches. DO NOT install damaged windows.
- C. Remove screens and hardware (if necessary). Label them and set aside in a protected area.

Windows with Half Screens:

From the exterior, pull one side of the screen near the shipping clips until the clips disengage from the frame. Rotate the shipping clips toward the exterior of the screen until they snap free from the screen.

Half screens of some vinyl windows can be removed from the interior.

Before Installation, remove dirt and debris from all surfaces of the opening.

D. Read the entire instruction before proceeding.





BY PURCHASING, INSTALLING OR USING PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES), YOU AGREED TO THE TERMS OF THE LIMITED WARRANTY AND YOU AND PELLA FURTHER AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO PELLA PRODUCTS, AND YOU WAIVE ANY RIGHT TO PARTICIPATE IN A CLASS ACTION RELATED TO PELLA PRODUCTS unless you notify Pella of your decision to opt out of the Arbitration Agreement no later than ninety (90) calendar days from the date you purchased or otherwise took ownership of Your Pella Goods. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For opt out information and additional details please read the Limited Warranty and Arbitration Agreement for your Pella Products at www.Pella.com/arbitration.





REMOVE THE EXISTING SASHES

CAUTION: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities for more information.

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

A. Open the existing window and measure the width and height of the opening which will remain after the frame stops are removed. The new window must be 1/2" to 3/4" smaller than this measurement.



- B. Remove the existing sash by removing the screws attaching the sash to the hinges and operating hardware. This will vary by manufacturer of the existing window.
- C. Remove head, jamb and sill stops with a pry-bar. Pry between the frame and stops from the exterior to avoid damaging the interior trim.
- D. Remove any remaining hardware from the existing frame by removing any remaining screws.

For single windows or factory mulled combinations being installed into existing, wood exterior, multi-wide openings, follow steps E-G to remove the mullion and secure the existing frame.

DO NOT follow these steps for metal or vinyl clad existing windows.

- E. Drill 1/8" clearance holes through the existing frame 6" from each existing mullion at the head and sill.
- F. Drive #8x3" flat head wood screws into each pre-drilled hole to secure the existing frame.
- G. Cut the existing mullion at each end using a reciprocating saw and dispose of it properly.



HEAD STOP

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

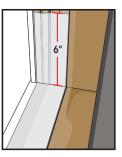
Note: if using aluminum coil exterior trim, apply it now.

- C. Apply flashing tape to the sill. Cut on piece of tape 12" longer than the sill. Extend the tape 6" up each jamb. Lap the tape over any coil trim at the sill.
- D. Check the sill for level or for bowing.
- E. Install and level sill shims. Place 1" wide x 1/4" to 3/8" thick shims 1/2" from each side. Keep shims back 1/2" from interior face of window. Place additional shims under each mullion and sliding window interlocker.

For vinyl windows, add shims so maximum spacing is 18".

F. Attach shims to prevent movement after they are level.

NOTE: Improper placement of shims may result in bowing the bottom of the window.





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- A. Drill pilot holes (if necessary) in the new window frame. See the screw spacing instructions at the end of this booklet.
- B. Dry fit the window in the opening.

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SET AND FASTEN THE WINDOW

- A. **Insert the window in the opening.** Check to make sure the distance from the interior of the new window to the interior of the existing window is consistent all around the window.
- B. Place shims and begin driving screws at each predrilled hole in the window frame. Add additional shims at the ends of meeting rails and as necessary to ensure

even reveal between the frame and sashes. *Refer to the anchoring instructions at the*

end of this booklet. NOTE: Keep shims 1/2" from the interior surface of the window to allow for a continuous interior seal and 1/2" from the exterior surface of the window to allow for

C. Check window operation.

exterior backer rod and sealant.

Vent Awning and Casement: Refer to applicable hardware instructions. Unlock and open the window to remove the shipping spacers. Open and close the window to test for proper operation.

Double-Hung: Cut the checkrail bands (if applicable) and remove shipping spacers. Open, close and tilt the sashes to test for proper operation. Check for equal sash to frame reveal from top to bottom.

- D. **Check for plumb, level, and square**. Make any necessary adjustments to shims and finish installing frame screws.
- E. Adjust the screw jacks (if applicable) with a screwdriver. Turn clockwise to move the frame toward the sash.

Tilt the lower sash inward to locate the jamb jacks in the interior balance channel near the checkrail.

- F. Install interior sealant. Refer to the interior sealant instructions at the end of this booklet.
- G. Install exterior sealant. Refer to the exterior sealant instructions at the end of this booklet.
- H. Install exterior frame expanders at this time (if applicable).
- I. Install interior trim to cover the space between the new window frame and the old window frame.



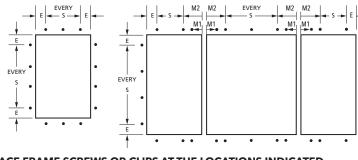




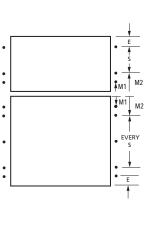


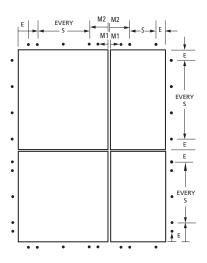


Note: Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.



PLACE FRAME SCREWS OR CLIPS AT THE LOCATIONS INDICATED





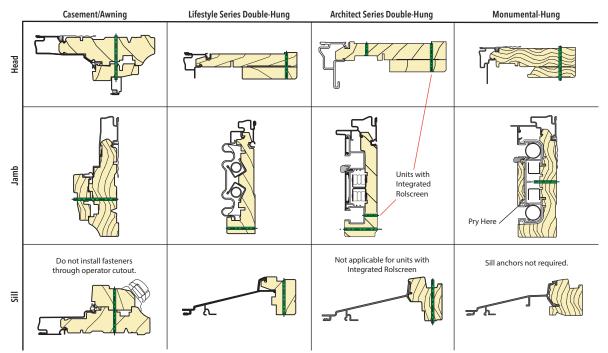
ARCHITECT SERIES® (850) AND PELLA® LIFESTYLE SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener	Special Notes	
					Wood **		
Casement/ Awning	6"	16"	3"*	6"	#8x3" Finish Screw		
Double- or Single- Hung	6"	16"	3"*	6"	#8x3" Finish Screw	For windows with integrated Rolscreen® retractable screen, drive jamb screws at each factory pre-punched hole in the jamb liner. Add fasteners as necessary, driving the head past flush of the jamb liner. Avoid Rolscreen components in the head and sill.	
Fixed Frame	6"	16"	3"*	6"	#8x3" Finish Screw		
Monumental DH > 54" x 96"	6" (head)	16" (head)	3" *	6" *	#8 x 3" Screw	Remove sashes and jamb liners. Drive 1 screw though each jamb liner support clip (top, bottom, checkrail and center of each sash). Drive 2 additional screws through the frame (or secure clips) 3" above and below the checkrail on each jamb. Drive additional screws through the frame (or secure clips) centered between each jamb liner support clip.	

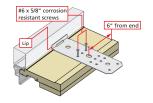
* M1 anchor required if design pressure exceeds 20 psf.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; For concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

1/8" Pilot Hole Locations





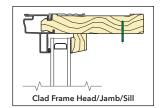




liner support clip



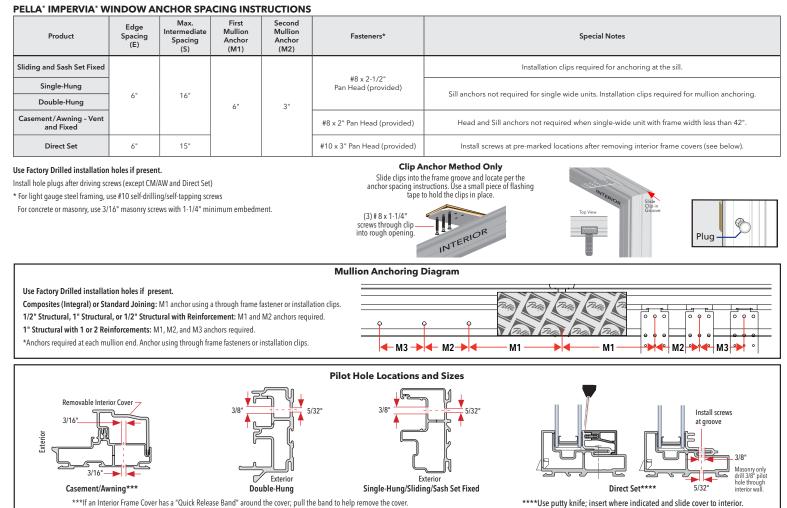
Pry off Monumental Double-Hung jamb liner



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NOTE: Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.





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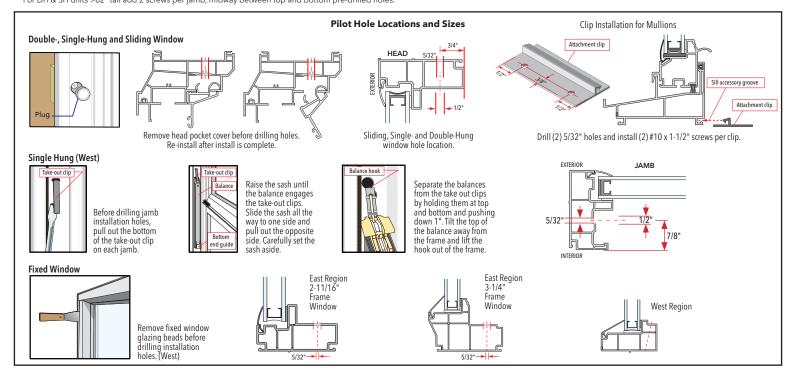
ENCOMPASS BY PELLA* / PELLA* 150 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

	Edge	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener			
Product	Spacing (E)				Wood***	Special Notes		
Sliding Window (East and West)	6"	16"	3" / centered	8"/none	#8 x 1-1/4" Pan Head (provided)	Use M1 and M2 spacing for screws at head of meeting rail. Center 1 clip below the meeting rail.		
Single-Hung (West)	6"	16"	3"	6"	#8 x 2-1/2" Pan Head (provided)	Use M1 and M2 spacing for screws at the head only with mullions.		
Single- and Double-Hung (East)	Factory Pre-Drilled**		4"	8"	#10 x 2" Pan Head (provided)	High Performance DH: (3) #8 x 2" jamb frame screws, 4" apart at checkrails. Use (4) #8 x 2" screws at head mullion ends and 4 clips at sill mullion ends 3" and 6" from mullion. Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.		
Fixed Window	4"*	16"*	4"	none	#8 x 3" Pan Head (provided)	Use clips at the sill at mullions and centered under fixed casements in 3-wide combinations.		

All venting products: Head and sill anchors are required on composites only.

* Use Factory Drilled installation holes if present. ** For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.

*** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.



PELLA[®] 250 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener	- Special Notes
	Spacing (E)				Wood***	
DH/SH (single units)	Factory Pr	_	-	#10 x 2" Pan Head (provided)	Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.	
DH / SH / FX	4"	16" **	3"	6"		Use M1 and M2 spacing for screws at head and clips at
SW	4"	16"	-	6"	#10 x 2" Pan Head	
SW ≥PG50	4"	12"	-	6"		
CM/AW	Factory pre-drilled ho clips at sill 4" Edge Spac	4"	8"	(provided)	sill with mullions only.	
FX CM/AW	Clip only 4" Edge Spaci	4"	8"			

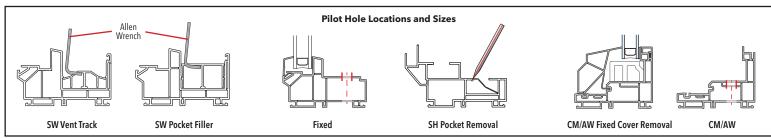
All venting products: Head and sill anchors are required on composites only.

* Use Factory Drilled installation holes if present. ** For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.

** For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes. *** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

250 Series DH PG50 ONLY: Add additional clip at center of mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier. 250 Series 1" Structural Mulls: Use (4) #10 x 2" screws in each end anchor

250 Series 1 /2" Mulls: Use Attachment Clips at sill spaced 3" and 6" from mullion.



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Interior Sealant Instructions

CAUTION: Continuous backer rod (as necessary) and a high quality, low-odor interior sealant such as Pella Window and Door Installation Sealant (or equivalent) is recommended for commercial or high performance installations to create the continuous interior seal. Follow the directions on the cartridge. For standard performance or products with factory applied jamb extensions, use low pressure polyurethane insulating foams. Follow the directions on the can. Do not use high pressure or latex foams. Fiberglass batt or similar insulation is not recommended as it can absorb water and does not act as an air seal.

- A. Insert the nozzle or straw between the rough opening and window frame. This can be done from the interior or exterior.
- B. **Place a 1" deep bead of foam** approx. 1" from the interior of the frame to allow for expansion. Do not fill the entire depth of the rough opening cavity.

NOTE: Apply foam between the frame and rough opening, NOT between jamb extensions and the rough opening.

- C. **Re-Check window operation** and remove remaining shipping spacers after foam installation. Excess foam may be removed with a serrated knife after it cures.
- D. To ensure a continuous interior seal, apply sealant over or around any shims or clips interrupting the foam seal.

For windows set against drywall return or wood interior stops:

- E. **Apply a corner bead of sealant** where the frame and drywall return or stop meet. This sealant covers any gaps and creates a smooth transition between materials. Applying a continuous interior bead of sealant eliminates the need for low expansion foam.
- F. **Re-check window operation** and remove shipping spacers after foam installation. Excess foam may be removed with a serrated knife after it cures.



CAUTION: Use a high quality, multi-purpose exterior sealant such as Pella Window and Door Installation Sealant. Follow the directions on the cartridge.

- A. If the space between the new window frame and the opening is greater than 1/4", go to step (B) If less than 1/4" or if the frame does not project past an exterior stop (Figure 1), skip to step (C).
- B. **Insert backer rod** 3/8" deep in the space around the window. Backer rod adds shape and controls the depth of the sealant line.
- C. **Apply a continuous bead of sealant** where the new frame contacts the exterior stop (Figure 1) or between the frame and the opening (Figures 2, 3 and 4). Continue the seal across the bottom of the sill adapter (if applicable). Do not block weep holes or weep hoods with sealant.

NOTE: For full frame replacement in brick or siding, where the wall is designed to manage water do not leave gaps or weeps in the exterior sealant. For pocket replacement, if weep holes are not present in the sill adapter and the existing sill slopes to the exterior, leave weep gaps in the sealant (Figure 5).

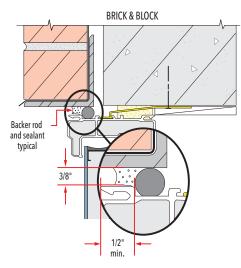
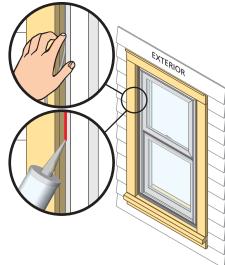
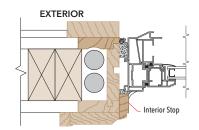


Figure 3









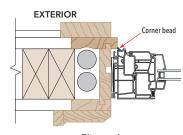


Figure 1

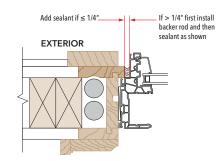






Figure 5