Hidden Screen Assembly for Double-Hung

Installation Instruction

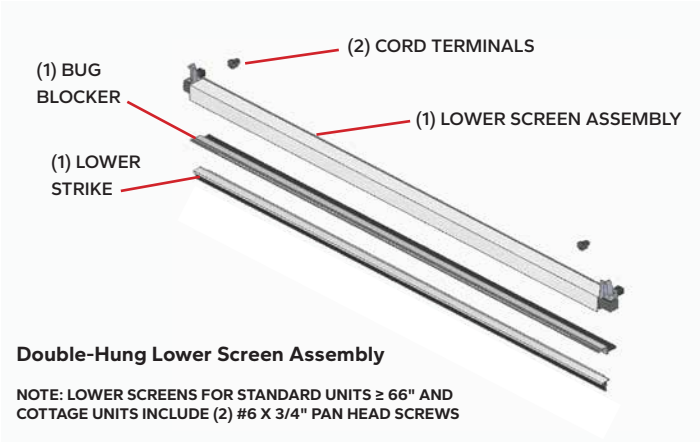
These instructions apply to:

Pella® 250 Series Double-Hung

Tools Required:

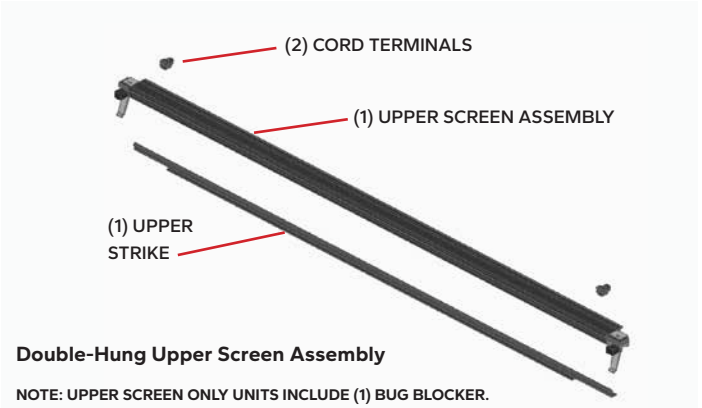
- Tape Measure
- Pencil
- Scissors
- Utility Knife
- Phillips screwdriver
- Steel rule
- Pliers
- Flat-blade screwdriver
- Cleaning cloth
- Allen wrench (3/16")
- Isopropyl alcohol
- Paper towels
- Painter's tape
- Drill with 3/16" & 3/8" drill bit

Hidden Screen Assembly Installation on 250 Series Double-Hung:



Double-Hung Lower Screen Assembly

NOTE: LOWER SCREENS FOR STANDARD UNITS ≥ 66" AND COTTAGE UNITS INCLUDE (2) #6 X 3/4" PAN HEAD SCREWS



Double-Hung Upper Screen Assembly

NOTE: UPPER SCREEN ONLY UNITS INCLUDE (1) BUG BLOCKER.

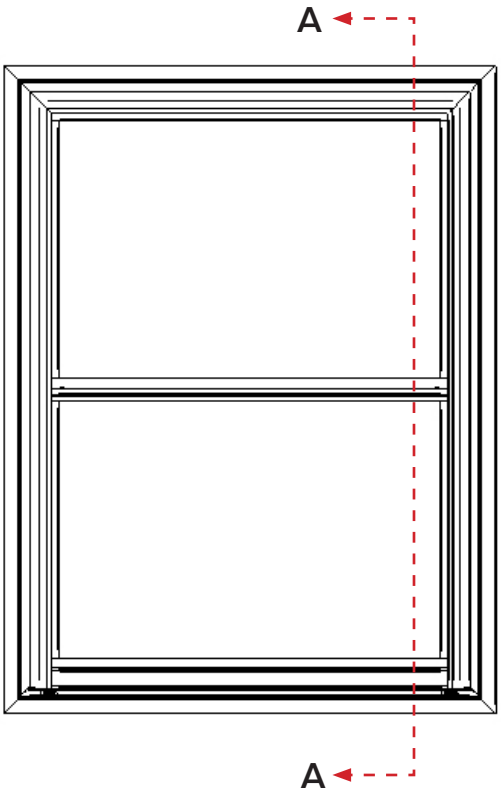
Checklist for Double-Hung Lower Screen Assembly:

- ☐ Drill holes into jamb for cord terminals.
- ☐ Tall units may have a clear plastic upper sash stop. This must be removed and replaced with sash limiting screw.
- ☐ Clean all surfaces with alcohol where hidden screen adhesive will be placed.
- ☐ Install lower strike.
- ☐ Install bug blocker.
- ☐ Inspect cord routing over end of screen assembly. Make sure it is setting in the channel intended on the plastic endcap.
- ☐ Make sure screen assembly is centered in bracket.
- ☐ Install screen assembly. Firmly press screen cartridge down to ensure tape is bonded to the window frame.
- ☐ Install cord terminals. Should be positioned just above balance terminal.
- ☐ Adjust tension so screen stays up on its own, but comes down with very little force.
- ☐ Check operation.

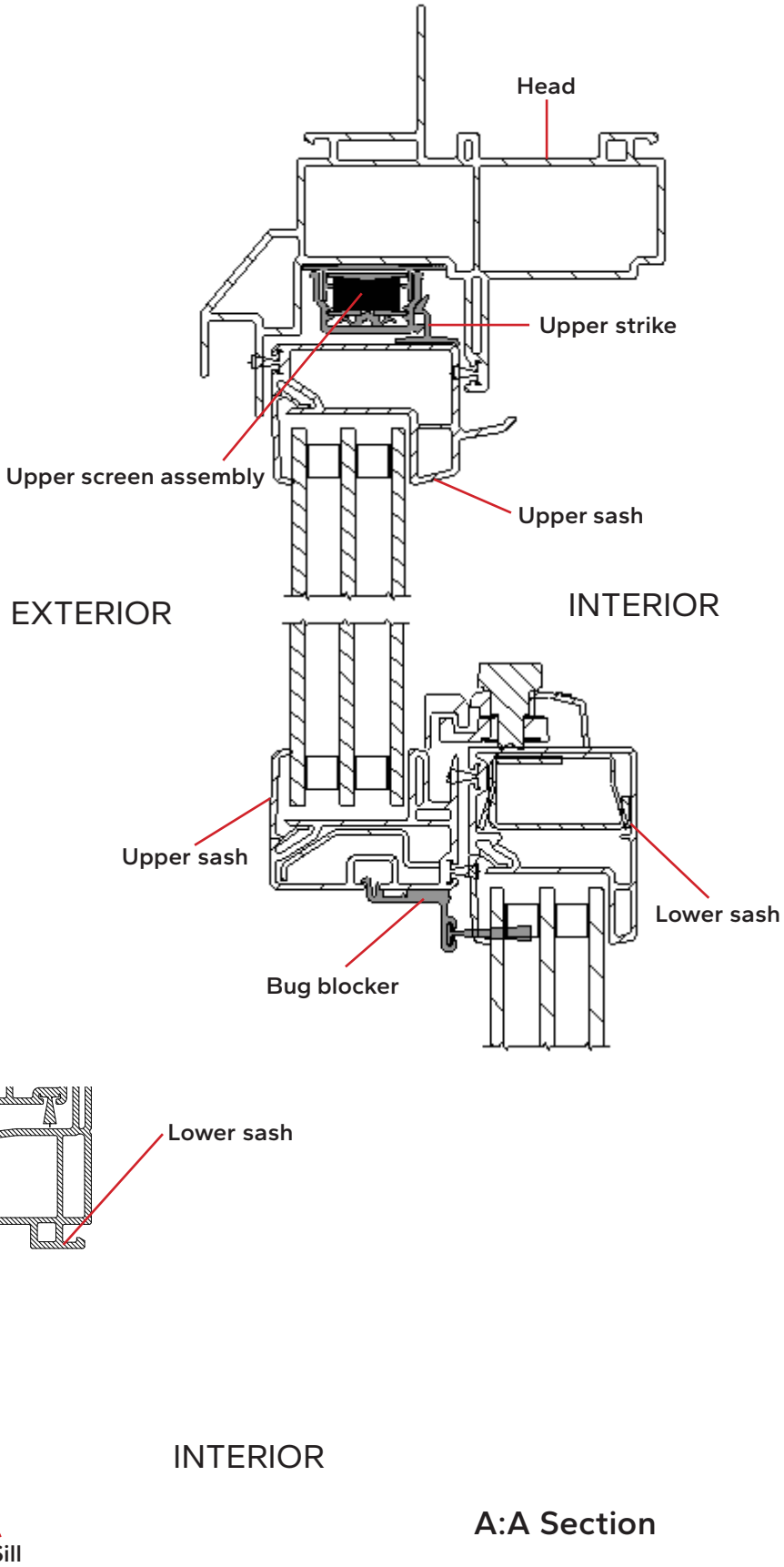
Checklist for Double-Hung Upper Screen Assembly:

- ☐ Drill holes into jamb for cord terminals.
- ☐ Trim flash from top of balance pocket.
- ☐ Clean all surfaces with alcohol where hidden screen adhesive will be placed.
- ☐ Install upper strike.
- ☐ Inspect cord routing over end of screen assembly. Make sure it is setting in the channel intended on the plastic endcap.
- ☐ Make sure screen assembly is centered in bracket.
- ☐ Install Screen assembly.
- ☐ Install cord terminals. Adjust tension so screen stays up on its own but comes down with very little force.
- ☐ Check operation.

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250 Series Double-Hung
(Exterior Elevation)



A:A Section

1 Prep Sash and Frame:



Note: The following prep steps are designated as applying to either Upper Screen, Lower Screen or both, please perform the steps which are applicable to the screen(s) to be installed. **If the holes are already in the jamb then Steps 1A–1L are not needed, remove the sash (steps 1C-1E) and skip to Step 1M.**

DO NOT drill holes until all terminal hole locations are marked.

Upper & Lower Screen:

A. Cord Terminal Hole Locations: Mark location for lower screen cord terminal. Use a steel rule to measure 1" above upper sash balance attachment clip and make a mark centered in the upper sash balance channel on both sides of the frame.





B. Mark location for upper screen cord terminal. Measure 12" from the bottom surface of the head down and leave a mark centered in the upper sash balance channel on both sides of the frame. Position the top of the upper sash at 12" and use it to place the mark in the center of the channel.







NOTE: If this mark (1B) is equal to or lower than the lower screen cord terminal location (1A), then make a mark 1" above the location for the lower screen cord terminal (1A) and use this new location for the upper screen cord terminal.

C. Remove the lower and upper sash. At the same time, slide each tilt latch on the top of the sash toward the center of the sash. Pull the top of the sash in and tilt it down until the sash is perpendicular with the frame.

⚠ CAUTION!

Sash may be heavy.
Two people may be needed on larger sash.

D. Grasp the sash near the frame and lift straight up on one side until the locking pivot bar of the sash can be released from the bottom of the sash balance. Lift the locking pivot bar out of the sash balance and continue to lift the sash up until the locking pivot bar is released from the opposite side of the sash and can be removed from the bottom of the balance. Lift the sash up and out of the window frame. Set it aside in a safe location.

Note: A double-hung lower sash must be removed before removing a double-hung upper sash.

1 Prep Sash and Frame (continued):

E. Double-Hung upper sash is removed using the same procedure except – the upper sash must be lowered approximately 6 inches before sliding the tilt latches and tilting sash in for removal. Remove sash in same manner as lower sash.

F. Use tape to mark the 1/2" depth on a 3/16" drill bit. When drilling, make sure the tape does not move.

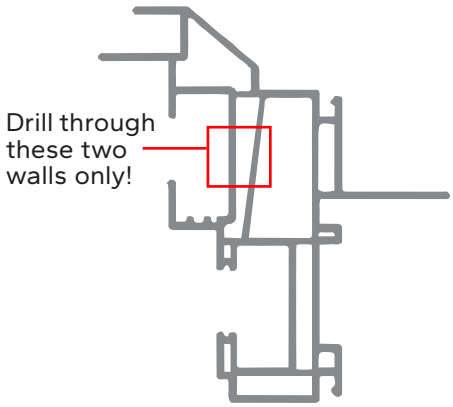


G. On each side of the frame, drill the initial holes through the two marked locations in the balance channel Drill to a depth of 1/2" only. Drill through only 2 walls of vinyl! Do Not go through 3 walls! Do Not drill more than 1/2" deep!









NOTE: If the jamb has an insulated frame, you will run into gray foam. This is not a problem and you can still drill 1/2" deep.

H. Use tape to mark the 1/2" depth on a 3/8" drill bit. When drilling, make sure the tape does not move.



I. On each side of the frame, drill the second holes through the two 3/16" holes in the balance channel Drill to a depth of 1/2" only . Drill through only 2 walls of vinyl! Do Not go through 3 walls!







1 Prep Sash and Frame (continued):

If the unit does not have the sash travel limiter as shown in 1J, skip Steps 1J & 1K.

J. If installing a lower screen on Double-Hung windows taller than 66" and on Cottage windows, there is a sash travel limiter below the upper sash. This part interferes with the lower screen travel. The screws and sash travel limiters need to be removed and replaced with a travel limiter screw as shown in step 1J & 1K.

Prior to removing the sash travel limiter, make a mark on the exterior side of the upper sash balance channel in line with the top of the sash travel limiter. Do this on both jambs.







K. Insert a pan head screw in each upper balance channel at the mark. Screw is placed in the exterior side of the upper sash balance channel with the head pointing to center of window. Initial starting point for screw is 1/4" from edge.



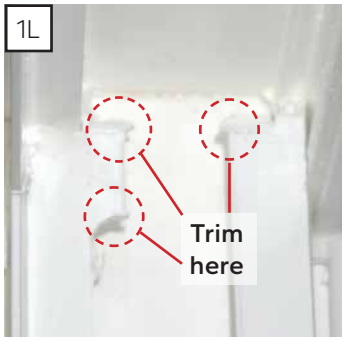








L. Trim the flash in frame at top of each upper sash balance pocket (3 places shown below).











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1 Prep Sash and Frame (continued):

M. To ensure optimal performance; Clean with alcohol and paper towel and dry all surfaces where hidden screen adhesive component parts will be attached to the window sash and frame. Wipe down cleaned surfaces with a clean cloth.

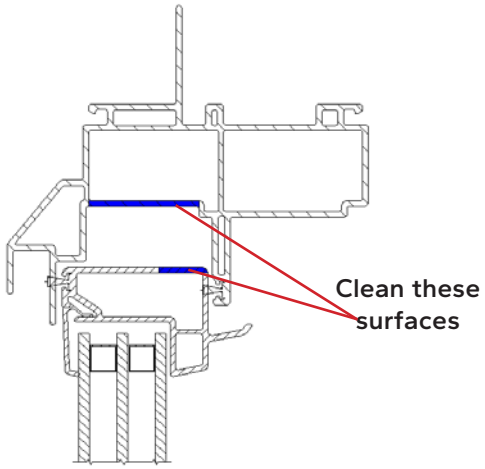


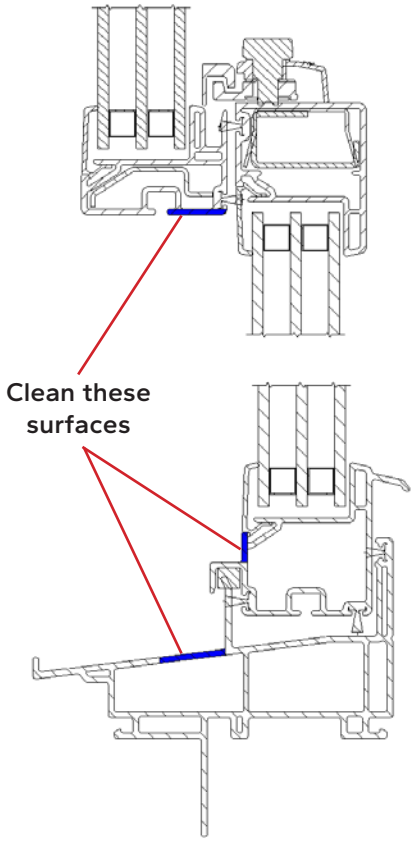






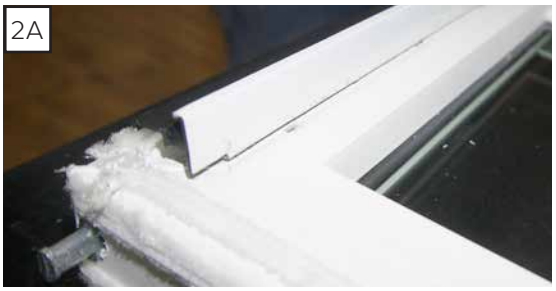


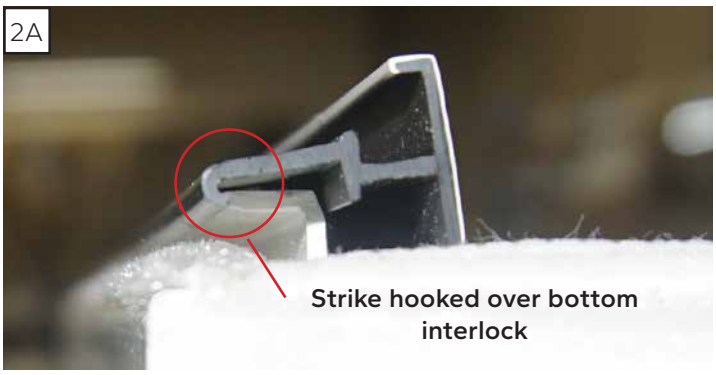




2 Installing the Screen Adhesive Parts:

A. Dry fit the lower strike centered on the lower sash bottom rail. The notches on both ends should go over the miter weld flash. Hook the bottom edge of the strike over the sash bottom interlock.





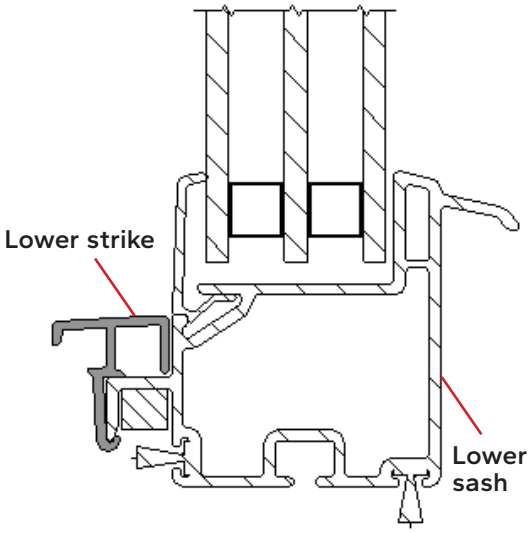


B. Remove the release paper backing, reposition the lower strike on the sash and press the strike firmly against the face of the bottom rail.









C. Dry fit the bug blocker to the bottom of the upper sash. Remove the release paper backing and position the part into the groove on the bottom of the upper sash with the bristles pointing toward the interior. Place edge of part in groove and rotate to set the foam tape. DO NOT install the bug blocker backwards.



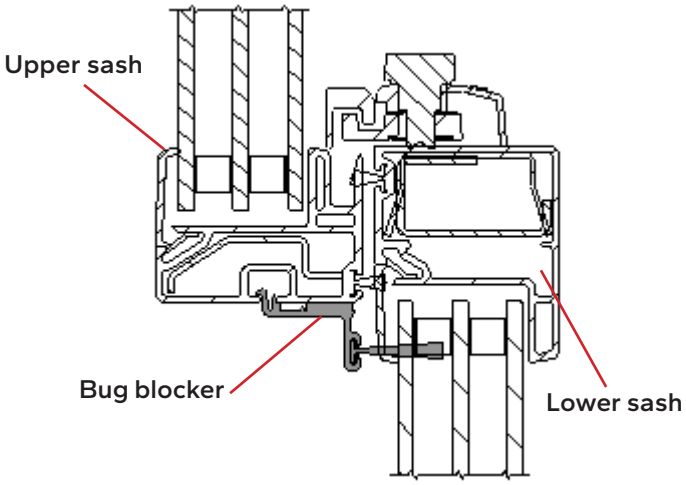


2 Installing the Screen Adhesive Parts (continued):

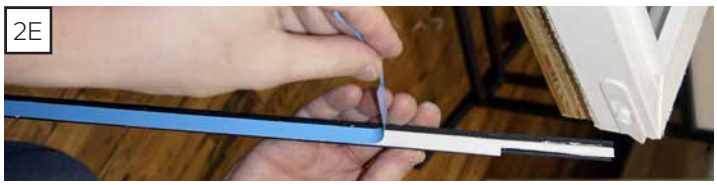
D. Dry fit the upper strike on the top rail of the upper sash. Make sure the notches fit over the tilt latches. If the upper strike interferes with the sash corner weld flash, carefully trim the weld flash to eliminate interference.

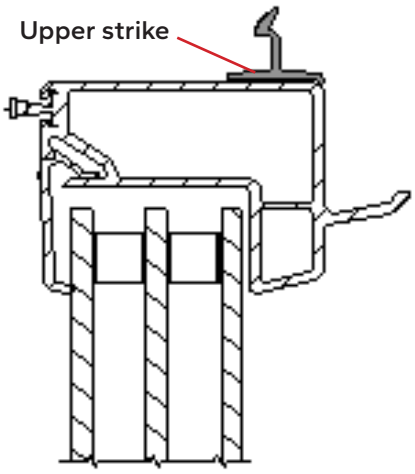




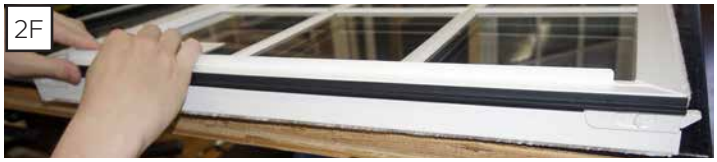


E. Remove the release paper backing from the upper strike.





F. Position the strike on the upper sash top rail and press into place.



3 Install Lower Screen Assembly:

A. Depending on the size of the screen assembly, there will be one or two cords on each end. Pull each cord to confirm the cord moves freely.



B. Inspect the cord routing over each end of the screen assembly. Make sure it is setting in the channel intended on the plastic endcap. Make sure screen assembly is centered in bracket. Check cords are close to equal lengths both ends. Pull as needed so they are equal length.





C. Remove paper backing from adhesive tape on bottom of screen assembly. Place lower screen assembly on the sill with ends of screen extending into upper sash balance channel. Put one end in first then the other.



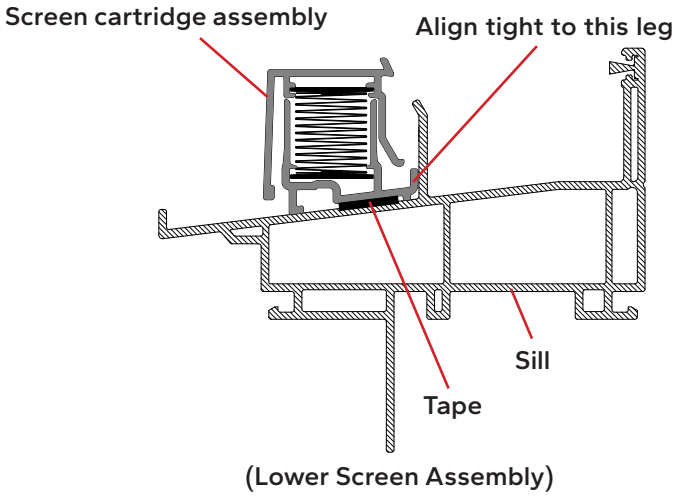


D. Carefully lower the screen cartridge down to the sill of the unit. Align the interior leg of the sill bracket to the vertical leg on the frame sill as illustrated and then place screen cartridge on the sill. Ensure sill bracket is placed tightly against the vertical leg as shown and then press down firmly along the entire length of the screen cartridge to bond the adhesive to the sill of the window.









3 Install Lower Screen Assembly (continued):

E. Insert the lower screen cord terminal into the lower hole drilled in the balance channel. DO NOT press the cord terminal in all the way. Pull the cord snug.







F. Push in the lower screen cord terminal with a 3/16“ Allen wrench. Make sure the screen cord is positioned to the interior of the balance.

G. If the cord terminal does not push into the pre-prepped hole even when using the Allen wrench, carefully reem the hole out using a drill with 3/8" drill bit. If the cord terminal feels loose in the pre-prepped hole, drill a new one 1" above it using a 3/16" drill bit as a pilot hole and then a 3/8" drill bit for the final hole.





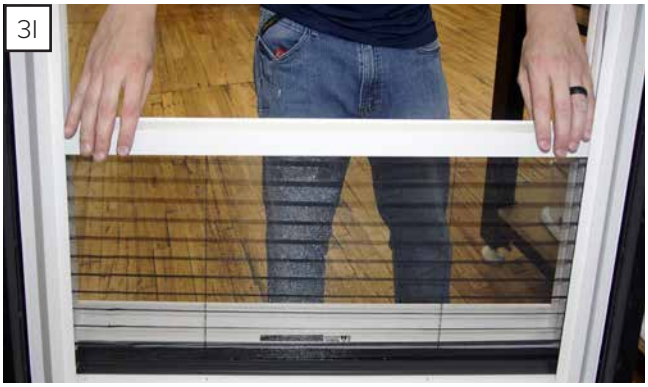
H. Repeat E-G on the other side of the frame, but before pushing the terminal in all the way, pull cord so there is equal tension and push in.

Note: If the cord needs readjusted, use a small flat screwdriver to pry the cord terminal out.

I. Confirm proper tension by raising the screen, it will stay raised when correctly installed. Trim excess cord to 3".





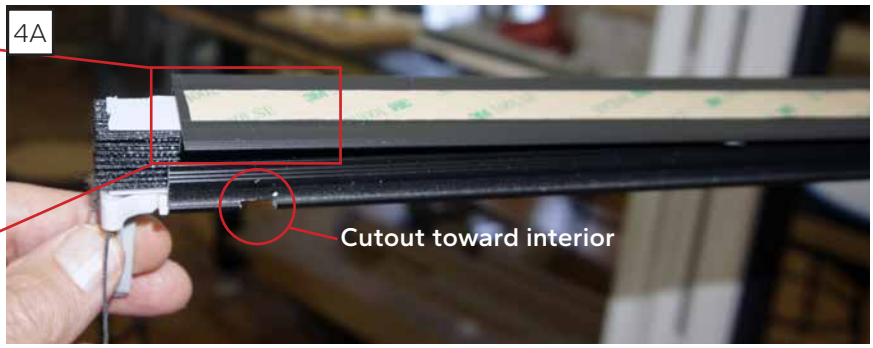




4 Install Upper Screen Assembly:

A. Inspect cord routing over end of screen assembly. Make sure it is setting in the channel intended on the plastic endcap. Make sure screen assembly is centered in bracket. Check cords are close to equal lengths both ends. The assembly will be inserted in the orientation shown with the cut-out toward the interior and the small ribs on the top of the head bracket face toward the interior.





B. Peel release paper backing from the head bracket.



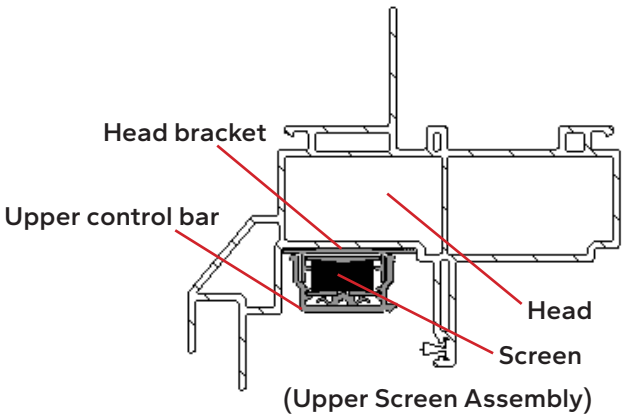
C. Put one end in the upper balance channel then the other and position in the head, press firmly along the length of the upper control bar to press out adhesive.













4 Install Upper Screen Assembly (continued):

D. Install upper screen cord terminals same as the lower screen assembly. Insert the upper screen cord terminal into the upper hole drilled in the balance channel, pull cord snug. Push in the upper screen cord terminal with a 3/16" Allen wrench. Repeat on other side of the frame, but before pushing the terminal in all the way, pull cord so there is equal tension and push in.

Optional: Use painter's tape to temporarily hold the screen out of the way.

Note: Adjusting the cord too tight and the control bar will appear bent. Adjust tension as needed so the control bar is not bent. If the cord needs readjusted, use a small flat screwdriver to pry the cord terminal out.





E. Confirm proper tension by lowering the screen, it will stay in the position moved to when correctly installed. Trim excess cord to 3".







5 Install Upper and Lower Sash:

A. Upper sash must be installed first.

Tilt one end of the sash up and insert the sash into the frame. Place the pivot bar on one side of the sash into one of the balance shoes, then lower opposite end of the sash into the other balance shoe. Make sure the pivot bars are completely seated in the shoes by lightly tapping the sash near the pivot bar locations. Tilt the sash upright into the fully closed position.

B. Install the lower sash in the same manner.

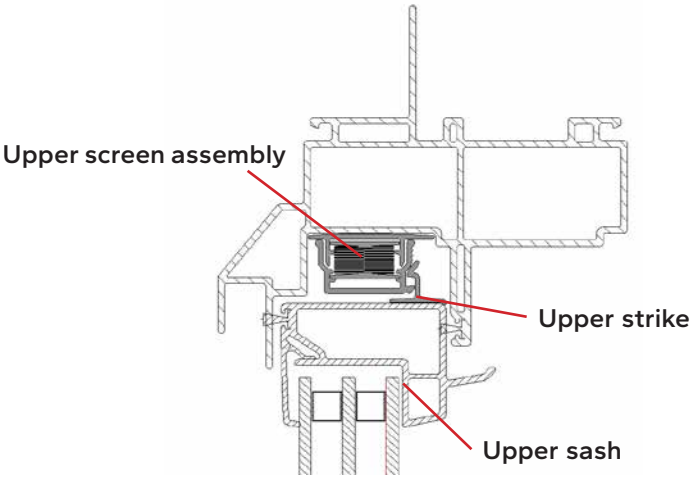
C. Test the screen operation by lowering the upper sash and raising the lower sash.

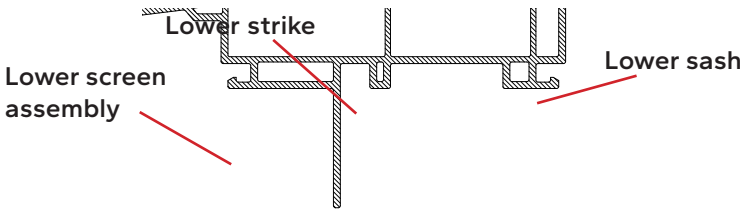












5 Install Upper and Lower Sash (continued):

