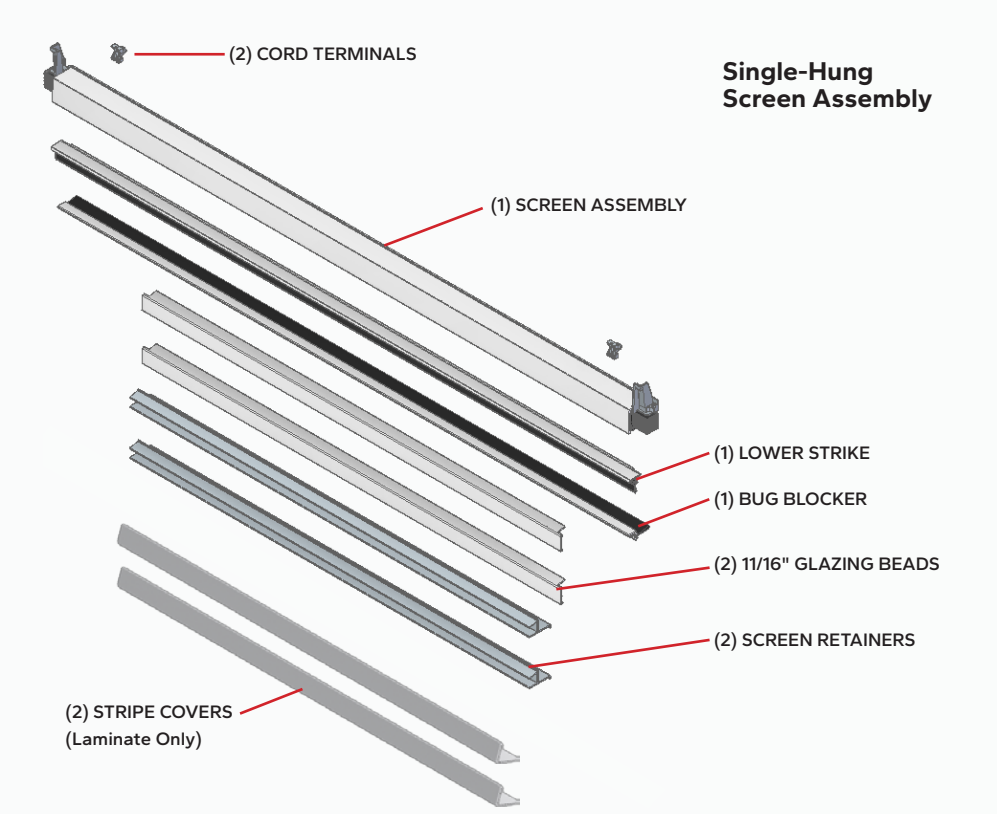
Hidden Screen Assembly for Single-Hung

Installation Instruction

These instructions apply to:
Pella® 250 Series Single-Hung

Tools Required:
- Scissors
- Flat-blade screwdriver
- Isopropyl alcohol
- Paper towels
- Cleaning cloth

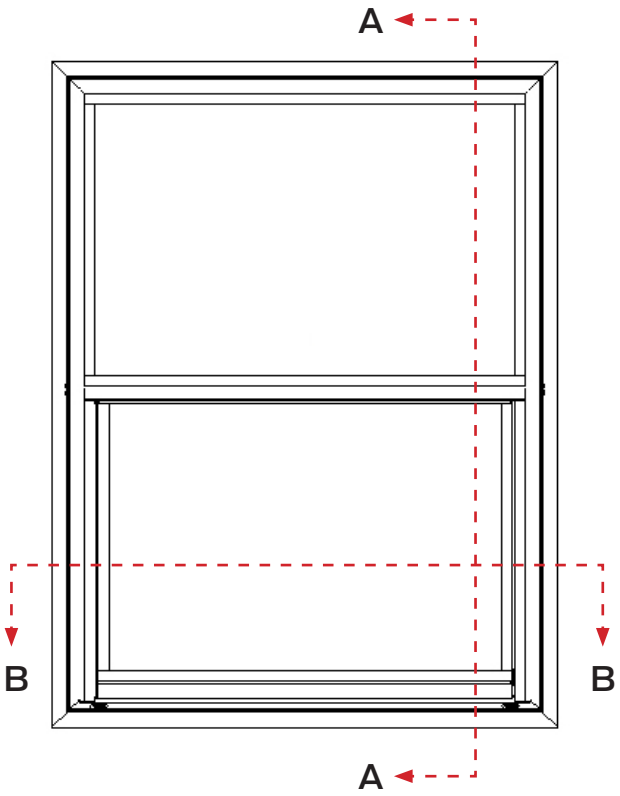
Hidden Screen Assembly Installation on 250 Series Single-Hung:



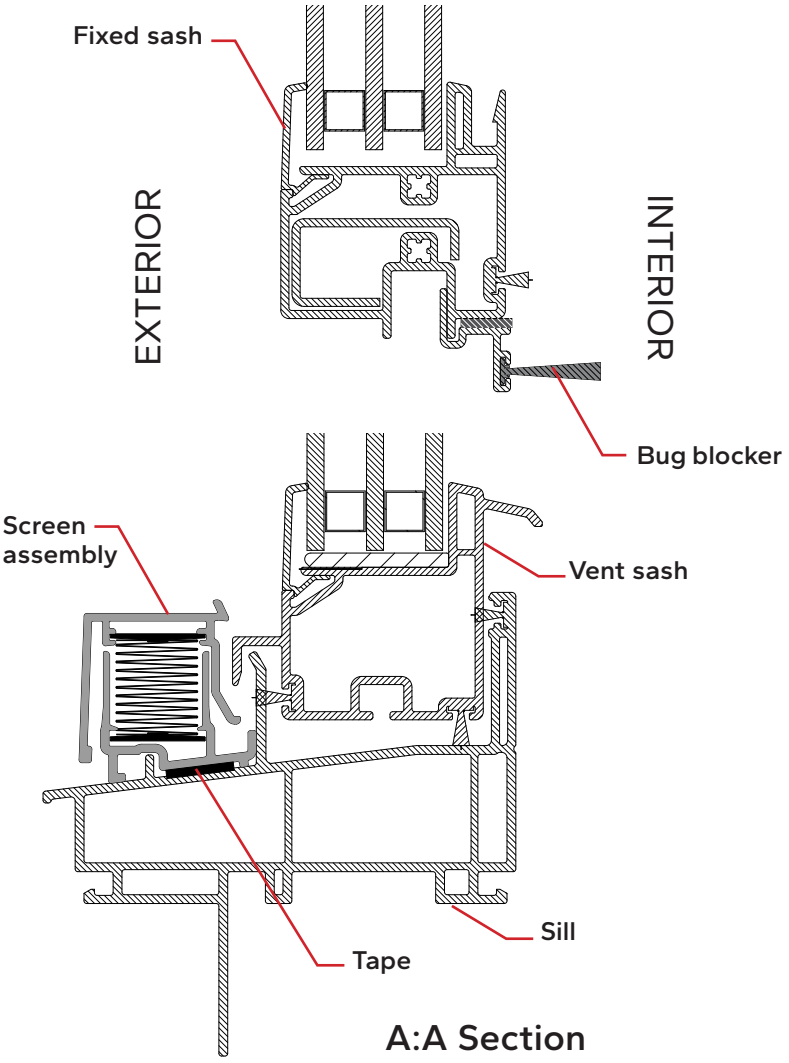
Checklist for Single-Hung Screen Assembly:

- ☐ Clean all surfaces with alcohol where hidden screen adhesive will be placed.
- ☐ Install laminate stripe covers on laminate units.
- ☐ Install gray screen retainers, cord terminal holes positioned up.
- ☐ Install 11/16” glazing beads.
- ☐ Install bug blocker.
- ☐ Install lower strike.
- ☐ Inspect cord routing on screen assembly. Center parts in assembly.
- ☐ Install screen assembly.
- ☐ Firmly press screen cartridge down to ensure tape is bonded to the window frame.
- ☐ Install cord terminals. Adjust tension so screen stays up on its own but moves down with very little force.

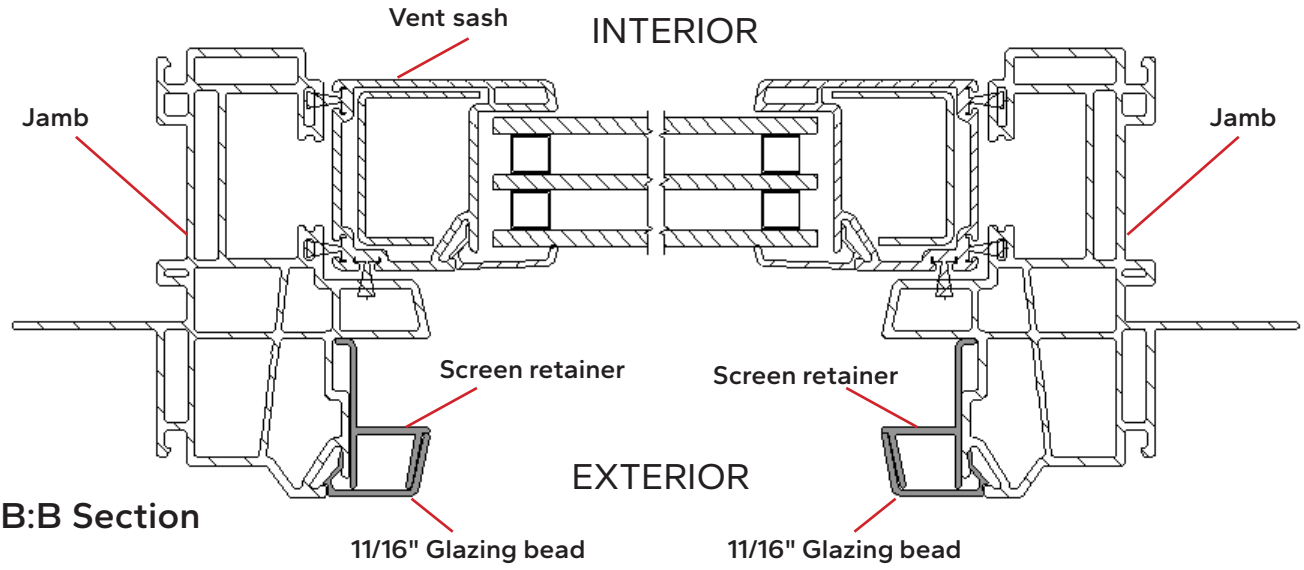
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250 Series Single-Hung
(Exterior Elevation)



A:A Section



B:B Section

1 Prep Sash and Frame:

A. Remove the sash. Raise sash approximately 5". 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.

B. 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.

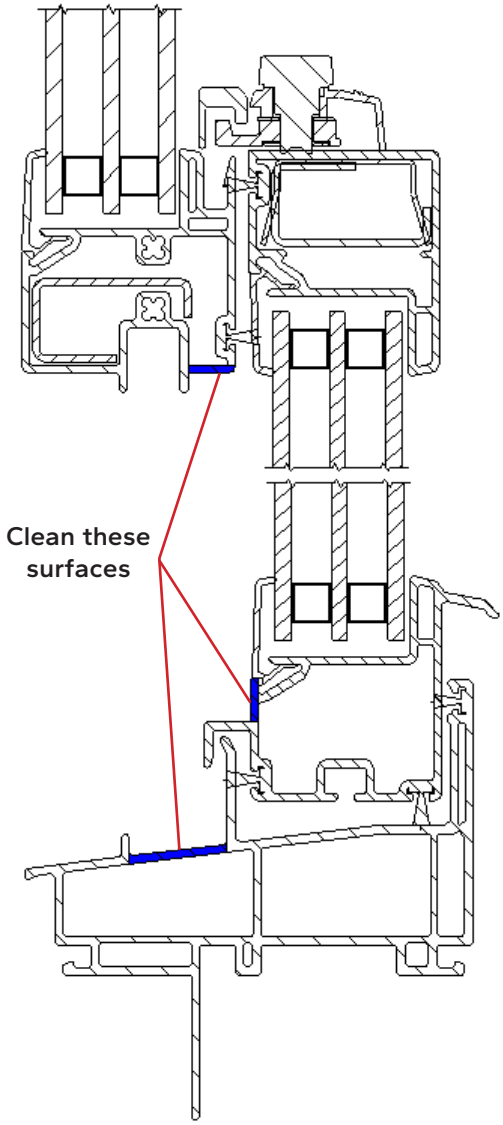
C. To ensure optimal performance; clean all surfaces with Isopropyl alcohol where hidden screen adhesive parts will be attached. Surfaces to clean: sill, left and right jamb, upper checkrail, and bottom rail. Wipe down cleaned surfaces with a clean cloth.

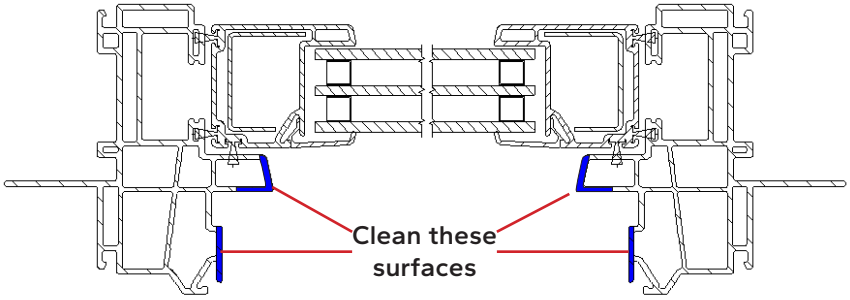






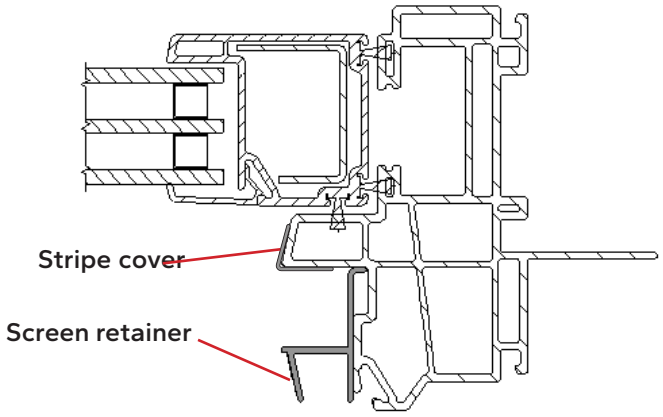






2 Installing the Screen Adhesive Parts:

Note: Laminate units require two (2) hidden screen stripe covers be positioned with the shorter end of the stripe parallel to the glass on each side of the single hung.







A. Remove the release paper backing from the bottom surface of the retainer.



B. Start at the sill and position the retainer on the jamb and press it into place.

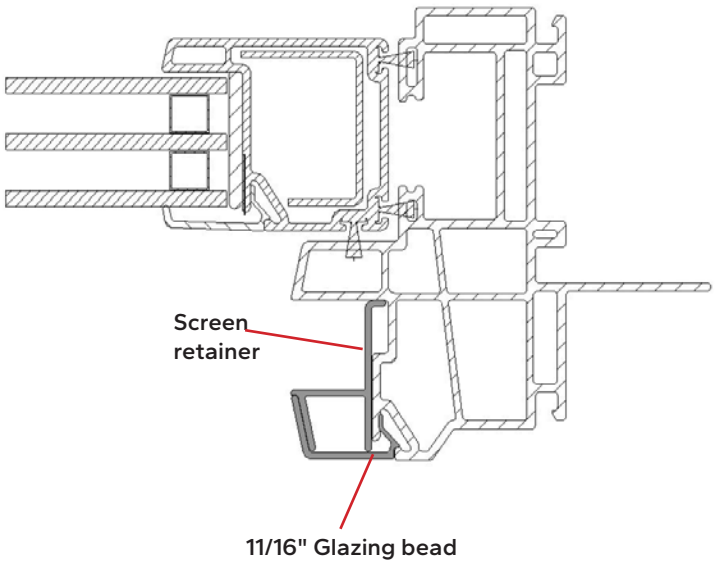
Repeat E-G on the other jamb.





2 Installing the Screen Adhesive Parts (continued):

C. Starting at either the top or bottom, position a 11/16” glazing bead into the screen retainer.





D. Press the bead until they “snap” into the screen retainer. Repeat on the other jamb.





E. Dry fit the bug blocker to the upper checkrail.

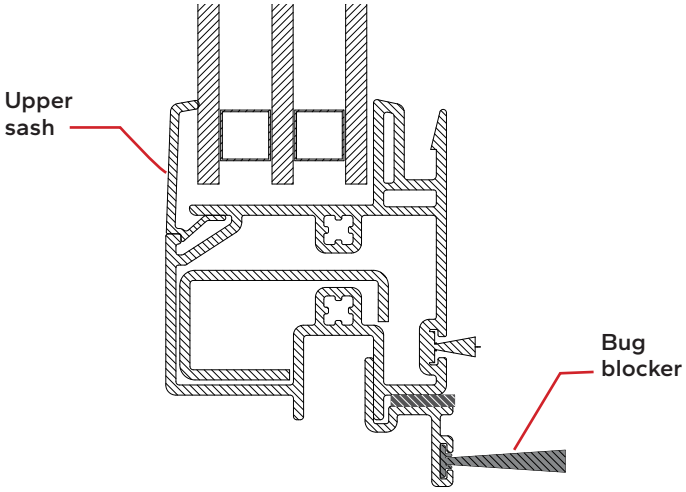


2 Installing the Screen Adhesive Parts (continued):

F. Remove the release paper backing from the bug blocker.

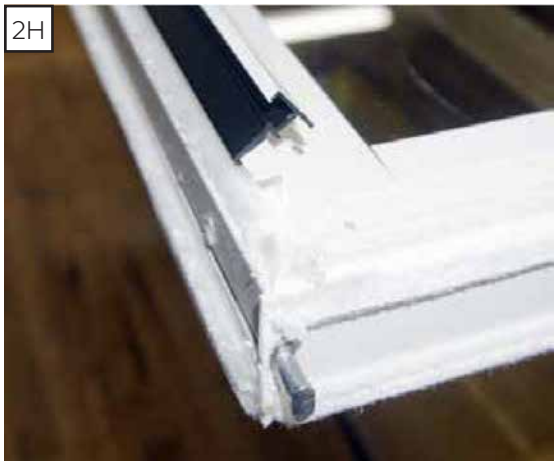


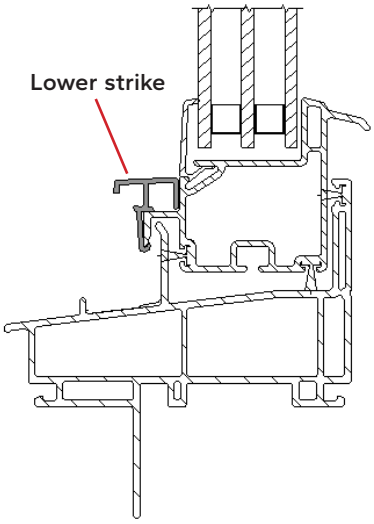
G. Install the bug blocker to the upper checkrail.

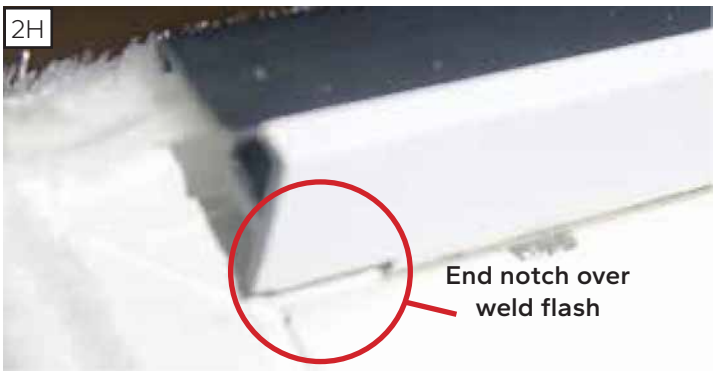


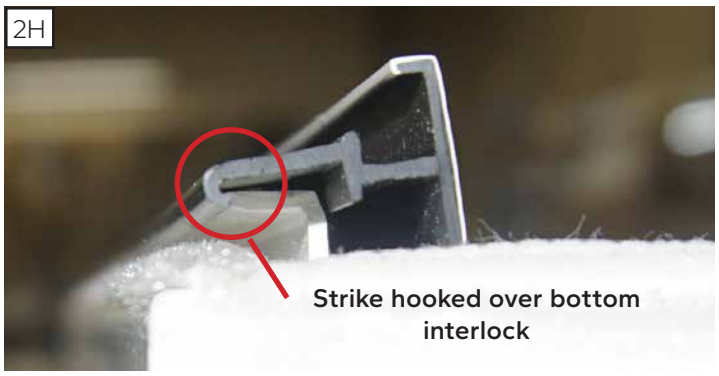


H. Dry fit the lower strike centered on the lower sash bottom rail. The notches on both ends should go over the miter weld flash. Hook the bottom edge of the strike over the sash bottom interlock.









2 Installing the Screen Adhesive Parts (continued):

I. Remove the release paper backing from the lower strike.



J. Position the strike on the sash and press it firmly against the face of the bottom rail.



3 Install 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.

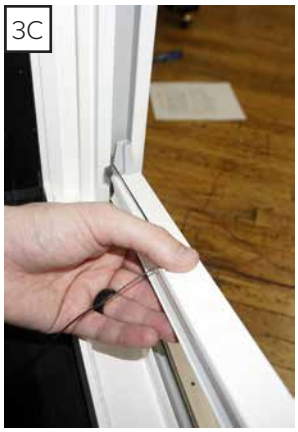


B. Inspect the cord routing over each end of the screen assembly. Make sure it is setting in the channel intended on the plastic endcap. Make sure screen assembly is centered in bracket. Check cords are close to equal lengths both ends. Pull as needed so they are equal length.



3 Install Screen Assembly (continued):

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





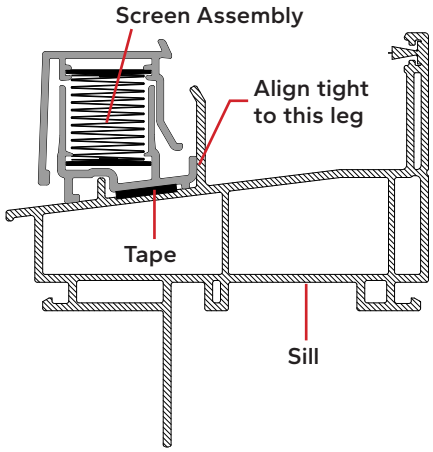


D. Carefully lower the screen cartridge down to the sill of the unit. Align the interior leg of the sill bracket to the vertical leg on the frame sill as illustrated and then place screen cartridge on the sill. Ensure sill bracket is placed tightly against the vertical leg as shown and then press down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



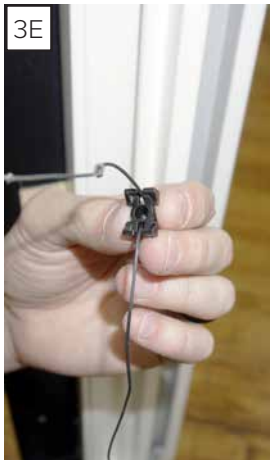






(Screen Assembly)

E. Insert the lower screen cord terminal vertically into the top hole of the screen retainer just below the fixed sash. Make sure the cord tail is facing toward the interior. Prior to snapping in the terminal, pull cord until snug.





3 Install Screen Assembly (continued):

F. Do the same to the other side, pull cord until equal tension and snap terminal into place.

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





G. Confirm proper tension by raising the screen, it will stay raised when correctly installed. Trim excess cord to 3". Place cord tail into the retainer hole just under the cord terminal.





H. Reinstall sash; check operation.



