Hidden Screen Assembly for Sliding Window
Installation Instruction

These instructions apply to:

Pella® 250 Series Sliding Window

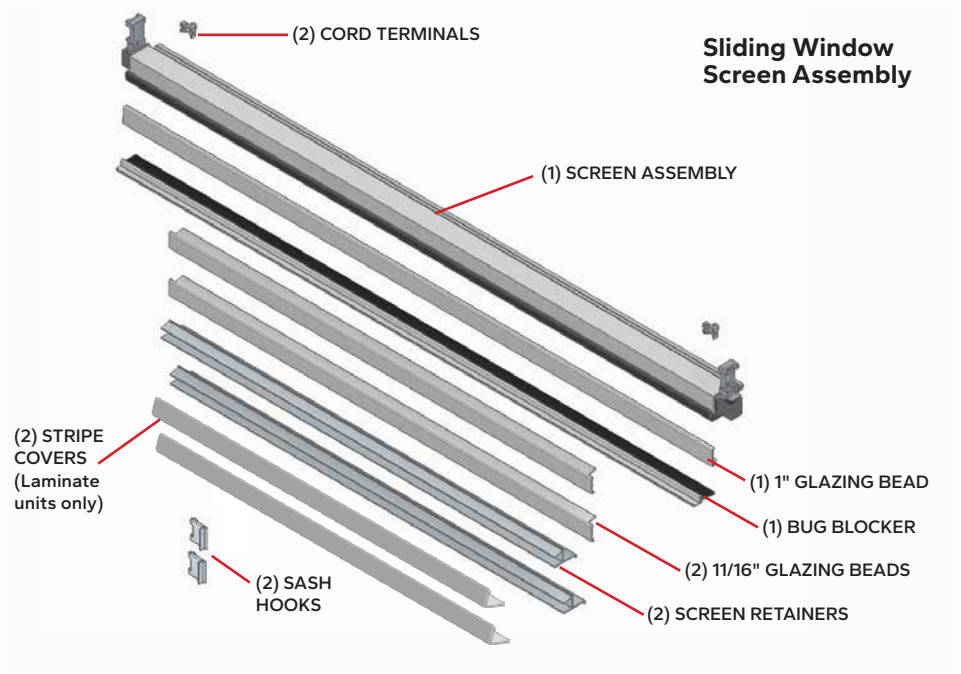
Tools Required:

- Utility knife
- Scissors
- Drill
- Drill jig
- 1/4" drill bit (qty 2)
- Flat-blade screwdriver
- Cleaning cloth
- Isopropyl alcohol
- Paper towels
- Painter's tape

Hidden Screen Assembly Installation on 250 Series Sliding Window:



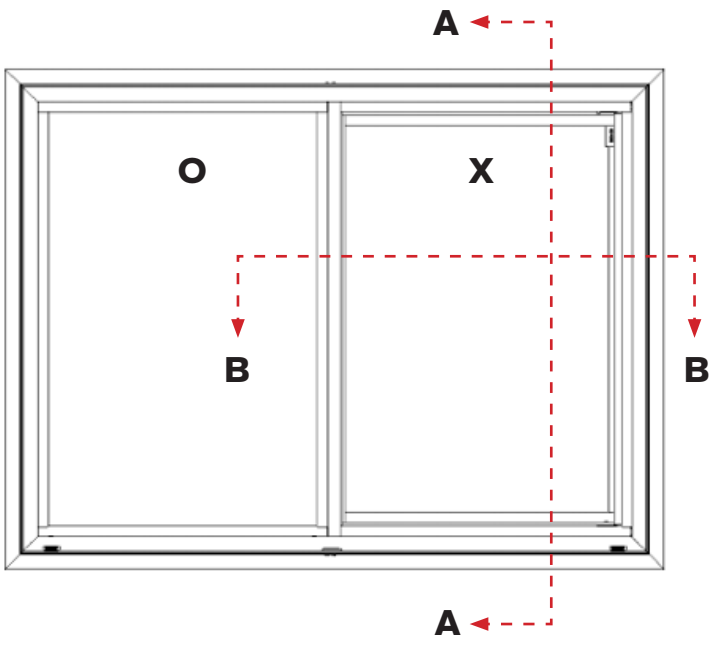
Drill Jig



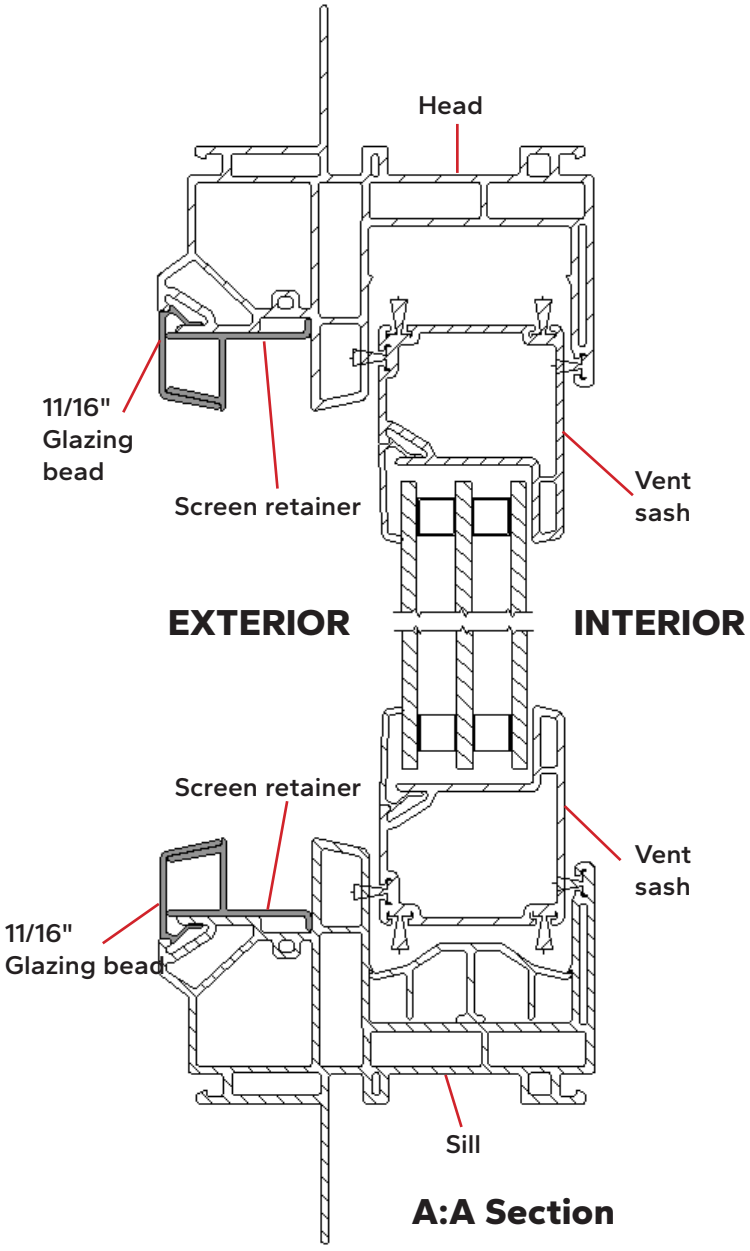
Checklist for Sliding Window Screen Assembly:

- ☐ Clean all surfaces with alcohol where hidden screen adhesive will be placed.
- ☐ Drill holes in sash for sash hooks. **MUST USE DRILL JIG!** Install sash hook on top and bottom.
- ☐ Install gray screen retainers. Position the end with the holes next to the fixed sash.
- ☐ Install the two (2) stripe covers for Laminate units.
- ☐ Install 11/16" glazing beads.
- ☐ Install bug blocker.
- ☐ Inspect cord routing on screen assembly. Center parts in assembly.
- ☐ Install screen assembly.
- ☐ Install 1" glazing bead.
- ☐ Install cord terminals. Adjust tension so screen moves with very little operating force.

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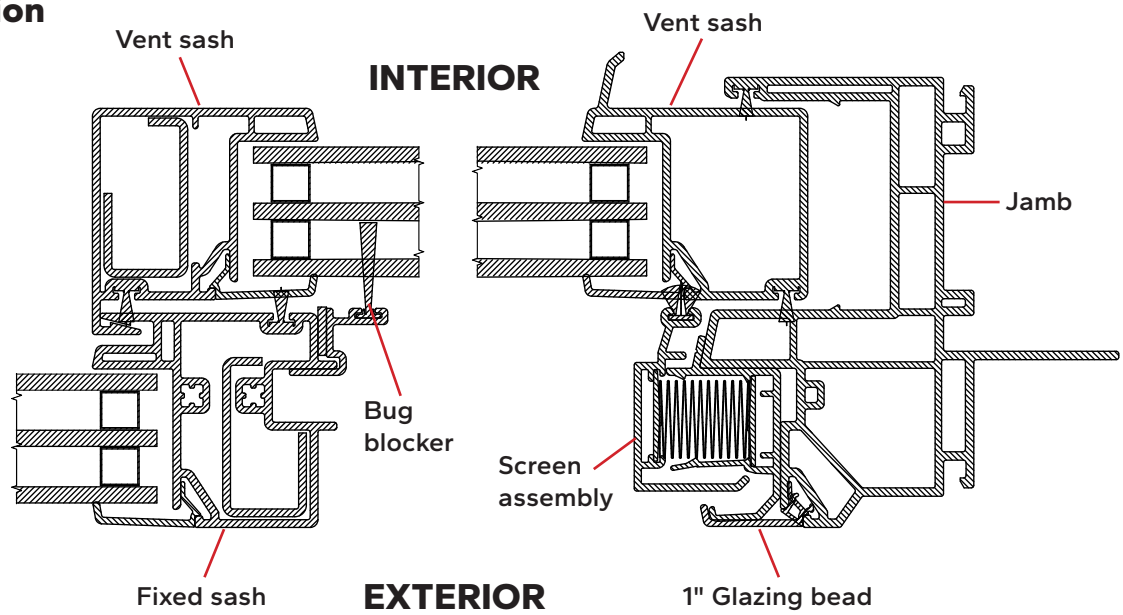


250 Series OX Sliding Window (Exterior Elevation)



A:A Section

B:B Section



1 Prep Sash and Frame:

A. Remove the vent sash. Unlock the window and slide the operating sash open past the anti-lift clip(s) at the top of the frame. Grasp the sash with both hands and lift up and out of the bottom track to remove from frame. Place the sash with the exterior side up on sturdy flat surface.

⚠ CAUTION!

Sash may be heavy.

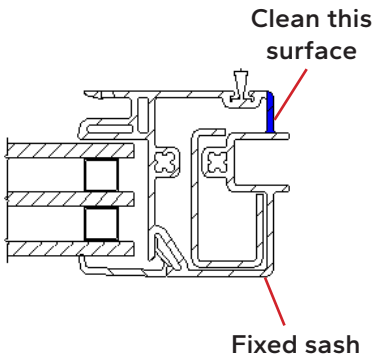
Two people may be needed on larger sash.

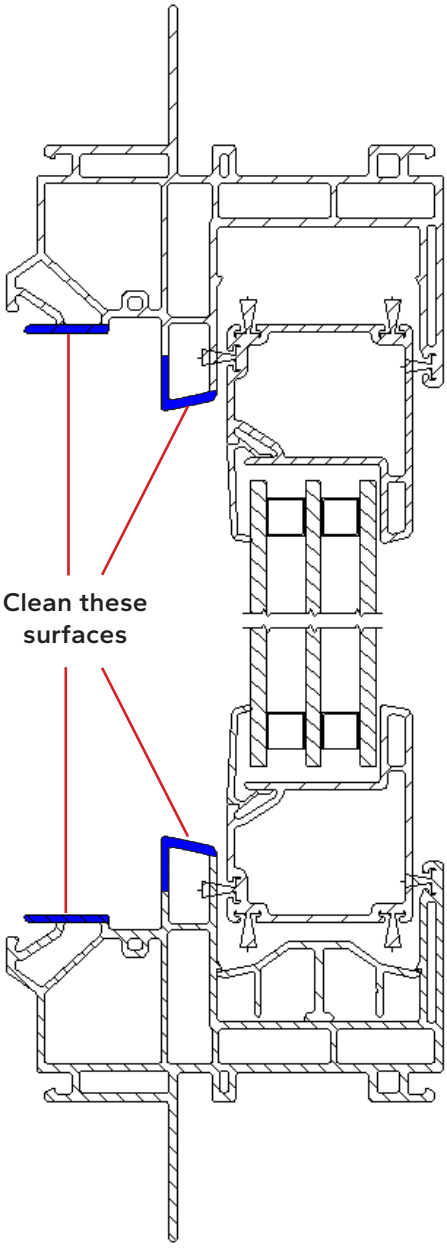
B. To ensure optimal performance; Clean all surfaces with Isopropyl alcohol where hidden screen adhesive parts will be attached. Surfaces to clean: Vent side sill, head and fixed interlocker. Wipe down clean surfaces with a clean cloth.







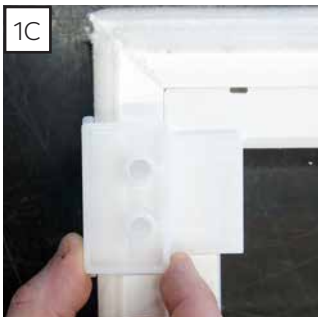


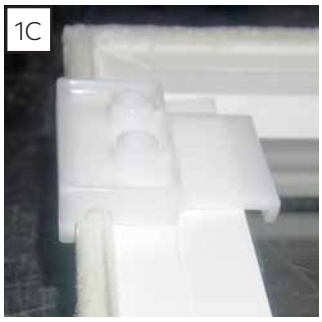


1 Prep Sash and Frame (continued):

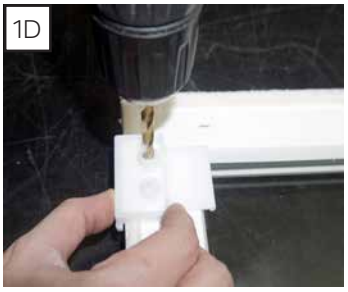
C. With the sash laying flat, exterior side up, position the drill jig on the non-lock stile with the base pressed against the sash stile and the flange without the holes is touching the rail glazing bead.

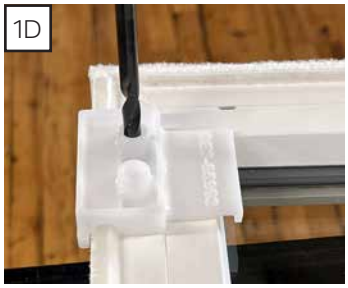
If the holes are already in the Sash Stile, then proceed to Step 1F.



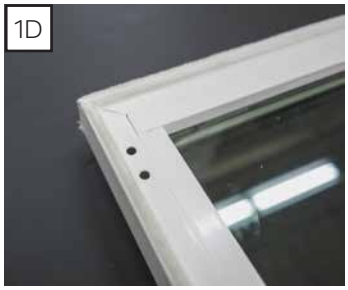


D. Using the drill jig hole closest to the corner of the sash, drill the first hole through one layer of vinyl only. Be sure to press the jig against the stile when drilling. Insert the second 1/4" drill bit into the hole just drilled to act as an alignment pin and then drill the second hole, while pressing the jig against the stile.

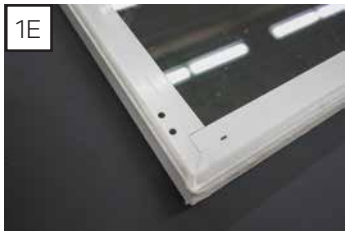








E. Repeat the drilling process on the other end of the non-lock stile.



F. Insert a sash hook into the 2 holes on each end of the non-lock stile.







2 Installing the Screen Adhesive Parts:

A. Check for excessive weld flash in the frame corners, trim if needed. Dry fit a screen retainer to the sill, with one end against the vent side jamb and the end with the two holes next to the fixed sash.



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

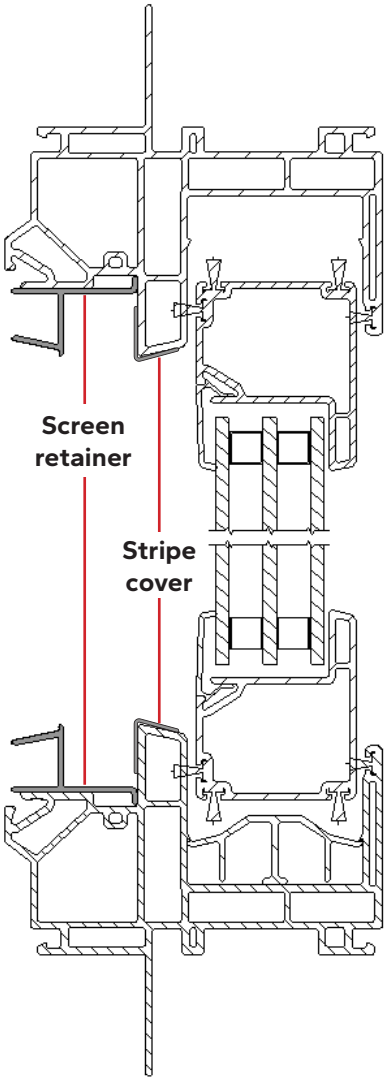


C. Position the screen retainer on the sill with one end against the vent side jamb and the other end with the two holes next to the fixed sash.

Repeat A-C with the screen retainer for the head.



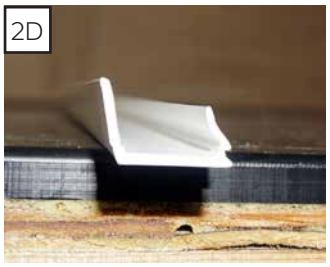




Note: Laminate windows – place stripe covers on locations shown, push stripe covers as close as possible to meet rail.

2 Installing the Screen Adhesive Parts (continued):

D. Position a 11/16” glazing bead into the sill screen retainer.

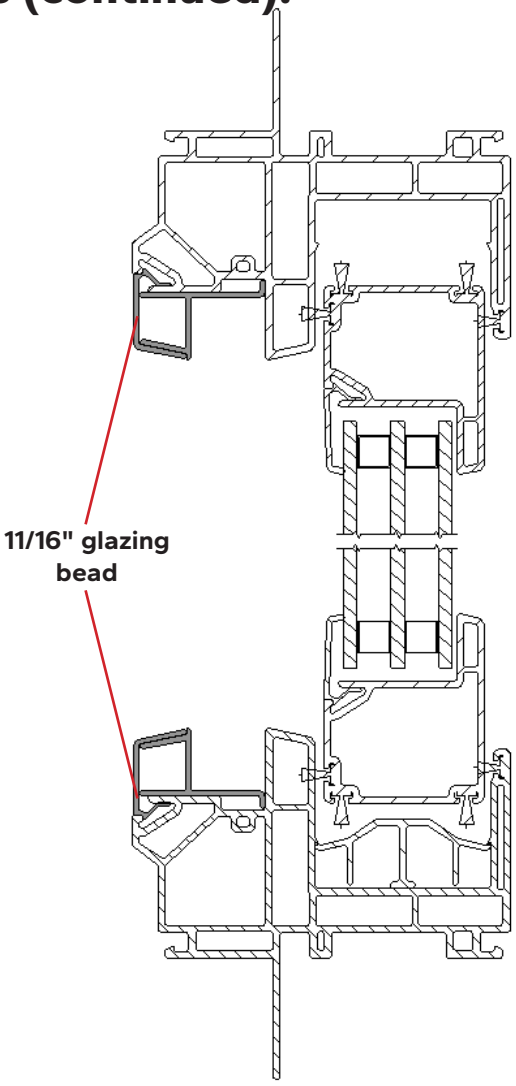




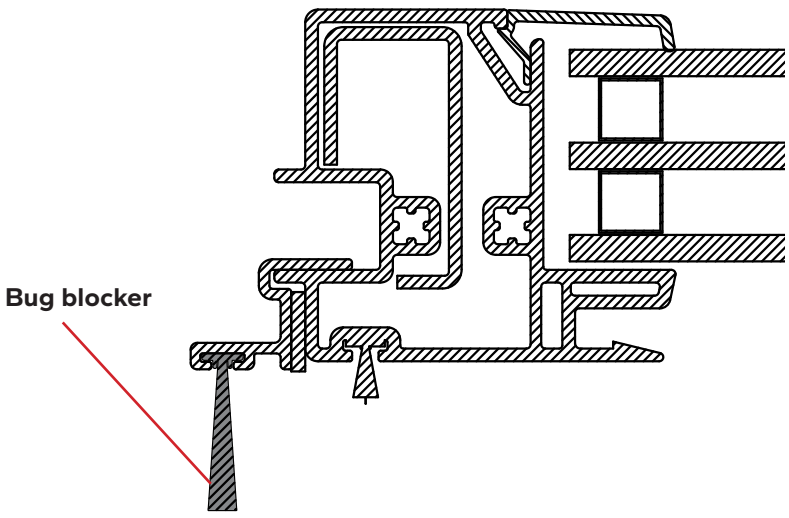
E. Press the bead until they “snap” into the screen retainer. Repeat on the head screen retainer.







F. Check for excessive weld flash, trim if necessary. Dry fit the bug blocker to fixed interlocker.





2 Installing the Screen Adhesive Parts (continued):

G. Remove the release paper backing from the end of the bug blocker.



H. Install the bug blocker centered on the fixed interlocker and press it into place.







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.



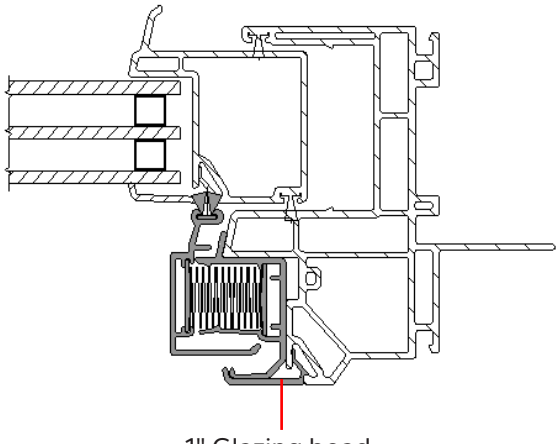
C. Place screen assembly in the vent side jamb with ends of screen extending into the screen retainers. Put one end in first then the other.







D. Press the provided 1" glazing bead into place, attaching the screen assembly to the jamb. Press along the bead to snap it into place.









3 Install Screen Assembly (continued):

Note: On Sliding windows with frame width < 48"; Install the cord terminals into the holes in the screen retainers closest to the fixed sash. If the frame width ≥ 48"; Install the cord terminals into the holes farthest from the fixed sash.

E. Install the cord terminal horizontally in the upper screen retainer into the correct hole as indicated in the note above. Prior to completely snapping in the cord terminal, pull cord until snug.

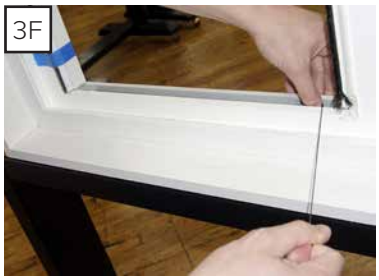




F. Install the cord terminal horizontally in the lower screen retainer into the correct hole as indicated in the note above. Prior to completely snapping in the cord terminal, pull cord until snug. Adding painter's tape to the screen assembly will help hold it in position while pulling the cord.







Painter's tape on screen assembly while pulling cord tight.

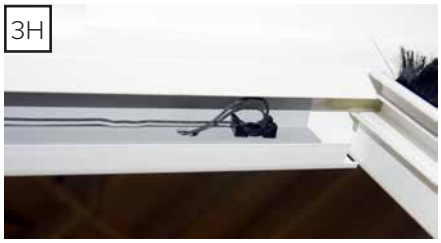
G. Check screen operation.

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



3 Install Screen Assembly (continued):

H. Trim excess cord to 3". You can place the cord tail into the other retainer hole to keep it out of the way.







I. Re-install the sash. Insert the top of the sash into the head of the frame (top track). Make sure the sash clears the anti-lift clip(s). Insert the bottom of the sash on the sill track. Check operation.



