VINYL WINDOWS AND DOORS
Manufactured by Pella Corporation

Questions? Call 1 (800) 374-4758

SERVICE INSTRUCTION
Vent Panel Replacement–Sliding Patio Door

These instructions apply to:

Pella® 150 Series 02/2020 - Current
Centera by Pella™ 02/2007 - 02/2012
ThermaStar by Pella® 2003 - 03/2021
Encompass by Pella® 02/2008 - Current
Pella® 350 Series 2010 – 04/2021

Tools Required:

- Hand Phillips screwdriver

Supplies Needed:

- Sliding door vent panel, (includes rollers, mortise lock, and handles)

TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE FOLLOWING INSTRUCTION!

NOTE: Remember to work safely while doing any maintenance or repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc..

1 Replacing The Vent Panel:

A. Unlock and open the sliding door panel approximately 18". Ensure the panel has cleared the anti-lift clips in the top track.

350 Series Only: Retract the rollers, (lower the panel) by turning the adjustment screws counter-clockwise.

Grasp the sliding door panel with both hands, then lift up and pull the bottom of the sliding door panel out of the lower track. Once the sliding door panel is free from the lower track, pull down to remove the panel from the upper channel.

CAUTION!
Door Panel may be heavy.


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B. Install the new sliding door panel by lifting the panel up into the upper channel of the door frame and then line up the panel with the bottom channel and gently lower the panel into the door frame.

NOTE: Ensure the panel will clear the anti-lift clips prior to inserting the top of the panel into the upper channel.

C. **350 Series Only:** Turn the roller adjustment screws clockwise to raise the panel in the frame.

Close the panel to within 1/4" of the lock jamb. Check that the distance from the lock jamb to the vent panel is equal at the top and bottom. If it is not equal, adjust the roller height. Adjust each roller independently, (clockwise to raise the panel and counter-clockwise to lower the panel), until the panel to the lock jamb dimension is the same at both the top and bottom.

D. Operate the sliding door panel to check for smooth operation of the unit.


1C


1C

350 Series