Single-Hung Hidden Screen
Service Instruction

These instructions apply to:

Pella® 250 Series Single-Hung

Tools Required:

- Stiff blade putty knife
- Isopropyl alcohol
- Paper towels/cleaning cloth
- Flat blade screwdriver
- Scissors

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1 Sash Removal:

A. Unlock window and raise lower sash approximately 4" to 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. 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.





⚠ CAUTION!

Sash may be heavy.

2 Remove Cord Terminals:

A. Disengage the cord terminal from each side of the frame by prying with flat blade screwdriver.







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3 Remove Screen *(Pre-June 2025 Units only)*:

A. Remove the screen assembly by first lifting the aluminum control bar up a few inches out of the way. Grasp the black bracket piece and starting on one end, rotate it out toward the exterior. Work your way across the bracket unclipping it from the gray sill clip as you go.













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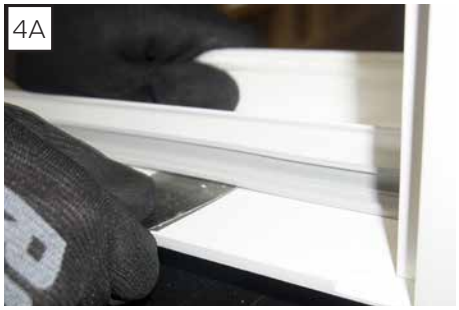
4 Remove Lower Screen Sill Clip *(Pre-June 2025 Units only)*:

A. Remove the sill clip by running a putty knife underneath to release it from the sill.









B. Clean off adhesive residue from the sill and lower sash with putty knife, alcohol, and rags.







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5 Remove Lower Screen *(June 2025 - Current)*:

A Remove the screen by running a putty knife underneath to release it from the sill.





B Remove the screen assembly by lifting and removing one end first.





C. Clean off adhesive residue from the sill and lower sash with a putty knife, alcohol, and rags.







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6 Replace Lower Sash Screen Strike:

A. Remove the strike from the lower sash. If needed, run a putty knife between the strike and the lower sash to cut through the adhesive to separate it from the sash. Clean off any remaining adhesive residue.

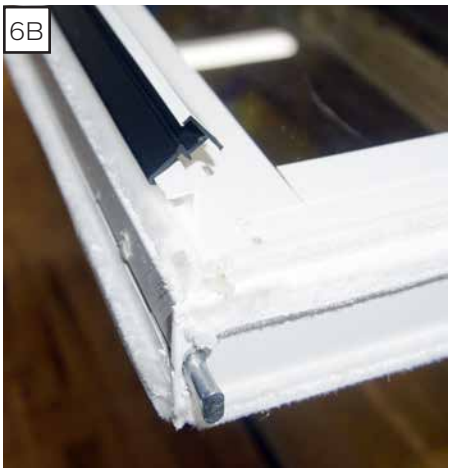






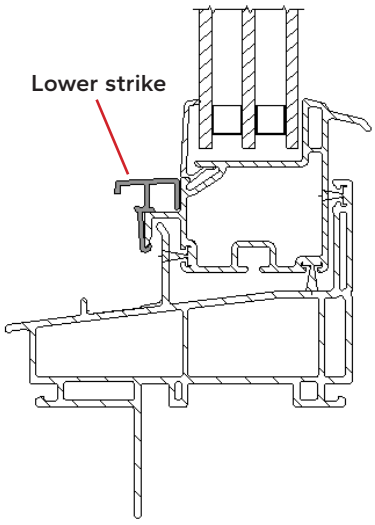


B. Dry fit the lower strike centered on the lower sash bottom rail. The notches on both ends should go over the miter weld flash. Hook the bottom edge of the strike over the sash bottom interlock.









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



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

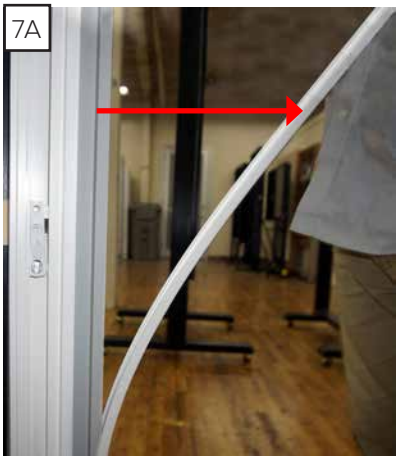


7 Remove Glazing Beads:

A. Grasp and pull the glazing bead away from the screen retainer and frame to remove.







8 Remove Screen Retainers:

A. Remove both gray screen retainers by running a flat blade screwdriver or putty knife underneath to release the screen retainers from the jambs and remove the retainer. Clean the jambs as needed.



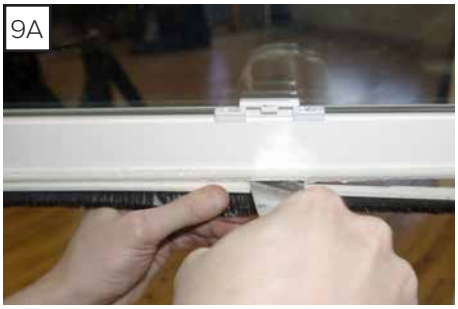




9 Replace Bug Blocker:

A. Remove the bug blocker by running a putty knife between it and the fixed meet rail to cut through the adhesive foam backer to separate it from the fixed meet rail.





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9 Replace Bug Blocker (continued):

B. Use a flat blade screwdriver to remove what is left of the foam backed adhesive, followed by wiping with a rag and Isopropyl Alcohol.





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

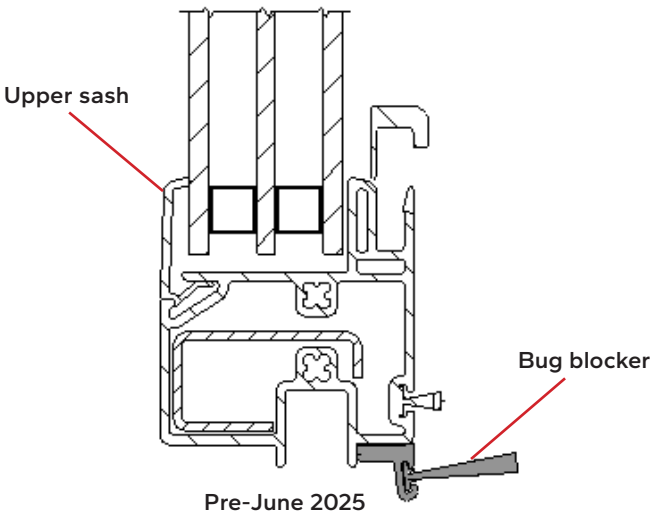


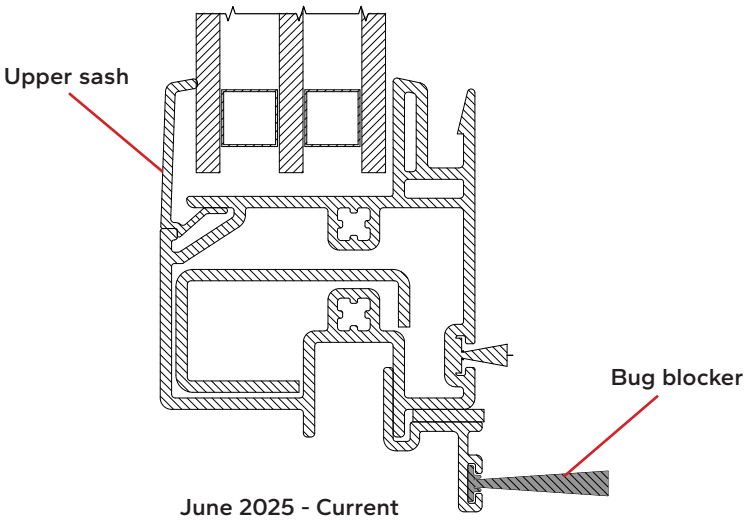
D. Remove the release paper backing from the bug blocker.



E. Install the bug blocker to the upper checkrail.



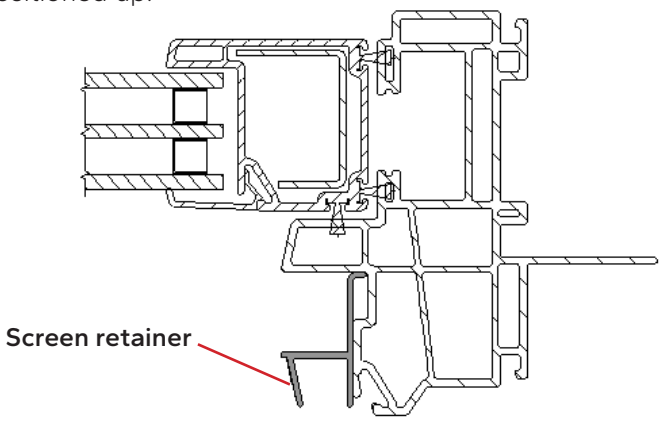




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10 Install Screen Retainer:

A. Dry fit a screen retainer to one jamb, with the two holes positioned up.







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



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

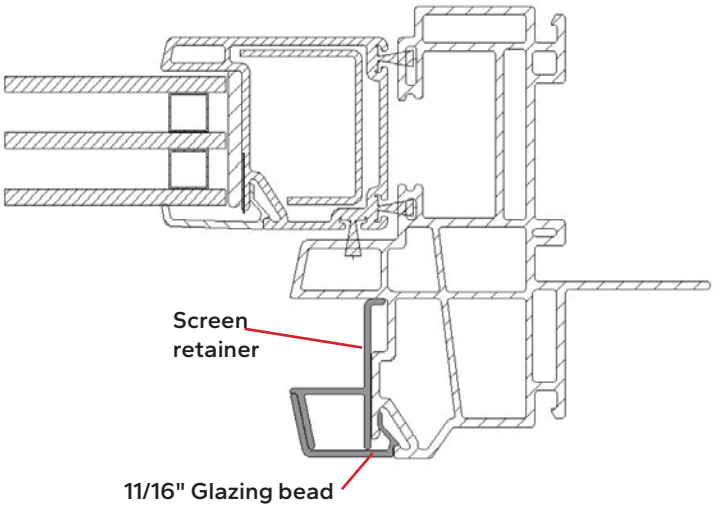
If Removed, repeat 9A-9C on the other jamb.





11 Install Glazing Beads:

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





B. Press the bead until they "snap" into the screen retainer.

If removed, repeat 10A-10B on the other jamb.



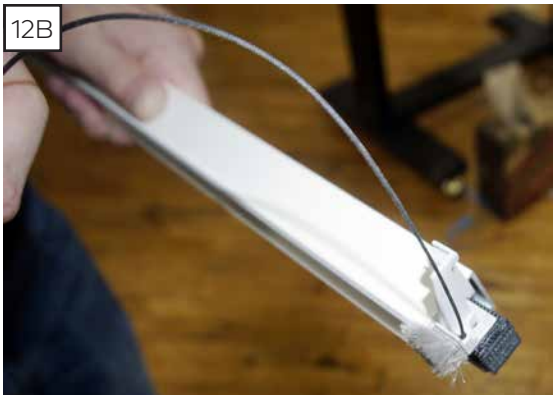


12 Install Screen Assembly:

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.



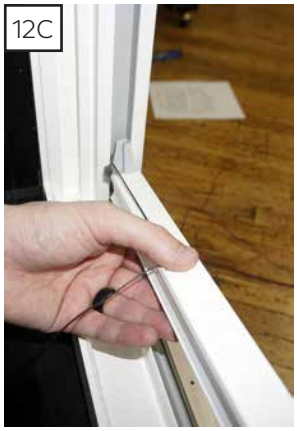
B. Inspect the cord routing over each end of the screen assembly. Make sure it is setting in the channel intended on the plastic endcap. Make sure screen assembly is centered in bracket. Check cords are close to equal lengths both ends. Pull as needed so they are equal length.



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12 Install Screen Assembly (continued):

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





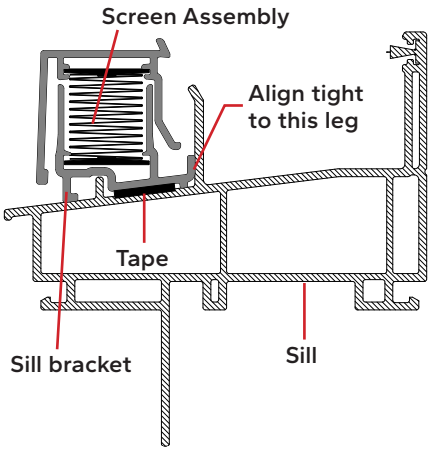


D. Carefully lower the screen cartridge down to the sill of the unit. Align the interior leg of the sill bracket to the vertical leg on the frame sill as illustrated and then place screen cartridge on the sill. Ensure sill bracket is placed tightly against the vertical leg as shown and then press down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



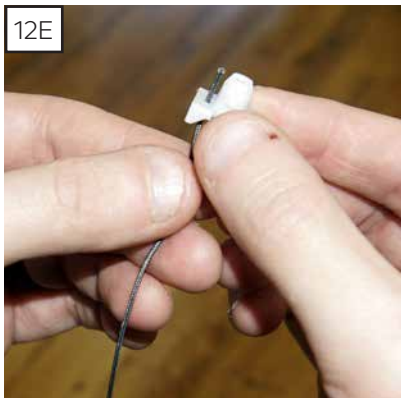


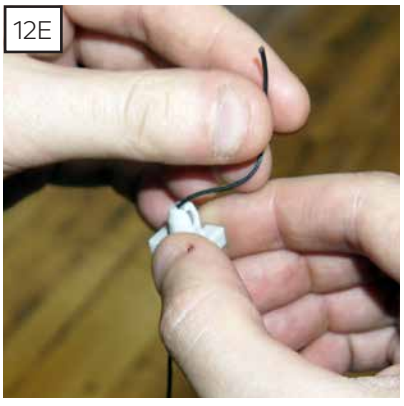


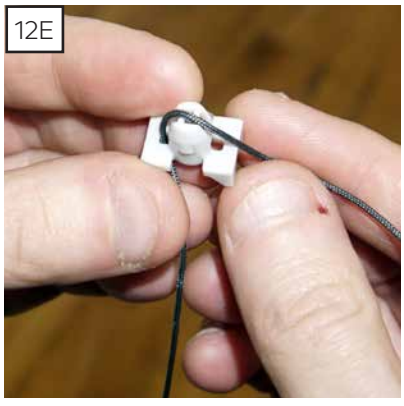


(Screen Assembly)

E. If the cord terminal needs to be re-threaded: Hold the terminal with the plug portion facing up. Insert the cord through the hole on one side and pull it through. Lay the cord across the teeth of the plug.



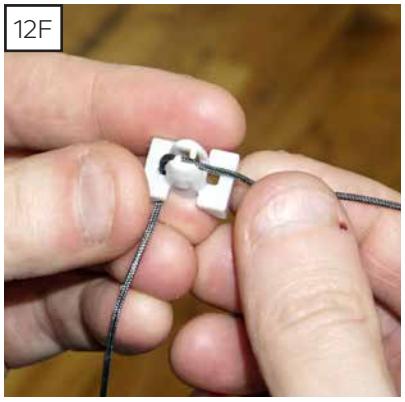


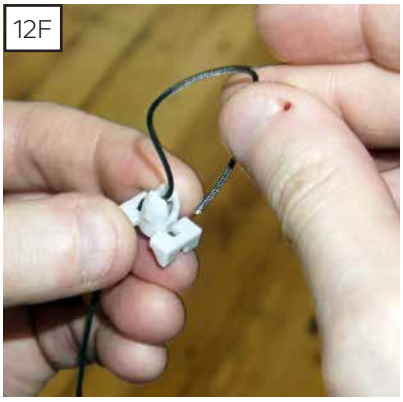


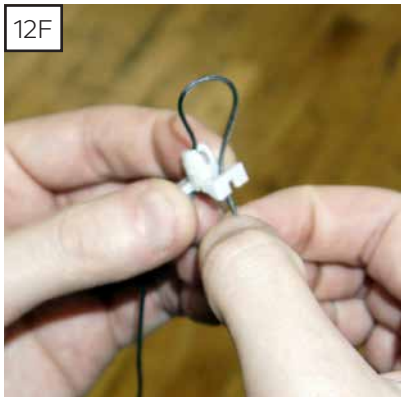
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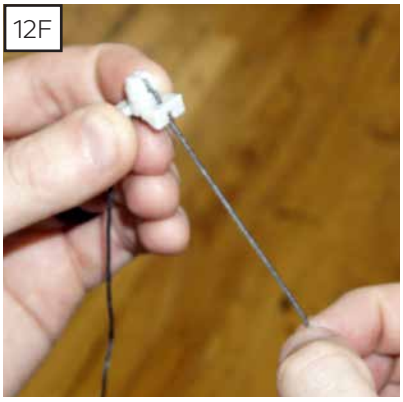
12 Install Screen Assembly (continued):

F. Pull the cord so it is captured by the teeth. Thread the cord down through the hole on the opposite side of the plug.

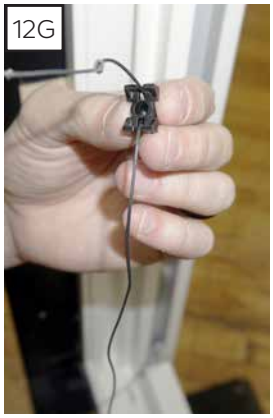








G. Insert the lower screen cord terminal vertically into the top hole of the screen retainer just below the fixed sash. Make sure the cord tail is facing toward the interior. Prior to snapping in the terminal, pull cord until snug.





H. 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.





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12 Install Screen Assembly (continued):

I. Confirm proper tension by raising the screen, it will stay raised when correctly installed. If installing a new screen, trim excess cord to 3". Place cord tail into the retainer hole just under the cord terminal.





13 Install Sash:

A. Install the sash. 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 to the upright position. Test operation and then close and lock the sash.







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