Sliding Window Hidden Screen
Service Instruction

These instructions apply to:

Pella® 250 Series Sliding Window

Tools Required:

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

Table of Contents

Sash Removal 2
Remove Cord Terminals 3
Remove Screen Assembly 3
Remove 11/16" Glazing Bead 4
Remove Screen Retainers 4
Replace Bug Blocker 5
Install Screen Retainer 6
Install 11/16" Glazing Beads 7
Install Screen Assembly 8
Install the Sash 11
Sash Hook Replacement 11

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1 Sash Removal:

A. Unlock the window and slide the operating sash open to disconnect the hidden screen from the vent sash.







B. Make sure the sash is 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.

⚠ CAUTION!

Sash may be heavy.









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2 Remove Cord Terminals:

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







3 Remove Screen Assembly:

A. Grasp and pull the 1" glazing bead away from the screen assembly and frame to remove.









B. Remove the screen assembly by grasping and tilting it out of the screen retainers.







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4 Remove 11/16" Glazing Beads:

A. Grasp and pull the 11/16" glazing bead away from the screen retainer to remove from frame. If needed, remove the other 11/16" glazing bead.







5 Remove Screen Retainers:

A. Use a stiff blade putty knife to pry the screen retainer by the frame. If needed, remove the other screen retainer.













B. Clean off the screen retainer adhesive residue using a putty knife or alcohol and rags.





6 Replace Bug Blocker:

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







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.

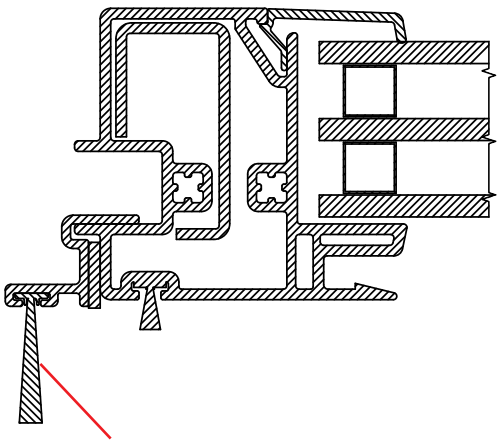
C. Dry fit the bug blocker to fixed sash meeting rail.



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



E. Install the bug blocker centered on the fixed meeting rail and press it into place.



Bug blocker







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7 Install Screen Retainer:

A. 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.

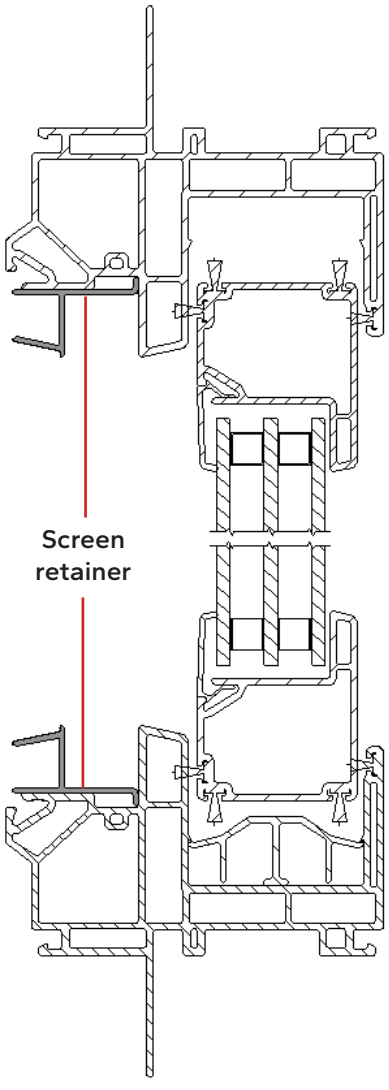


C. Position the screen retainer on the sill with one end against the vent side jamb and the other end with the two holes next to the fixed sash.



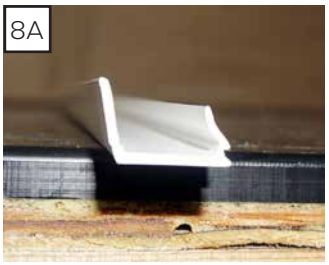
If needed, repeat A-C with the screen retainer for the head.





8 Install 11/16" Glazing Beads:

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



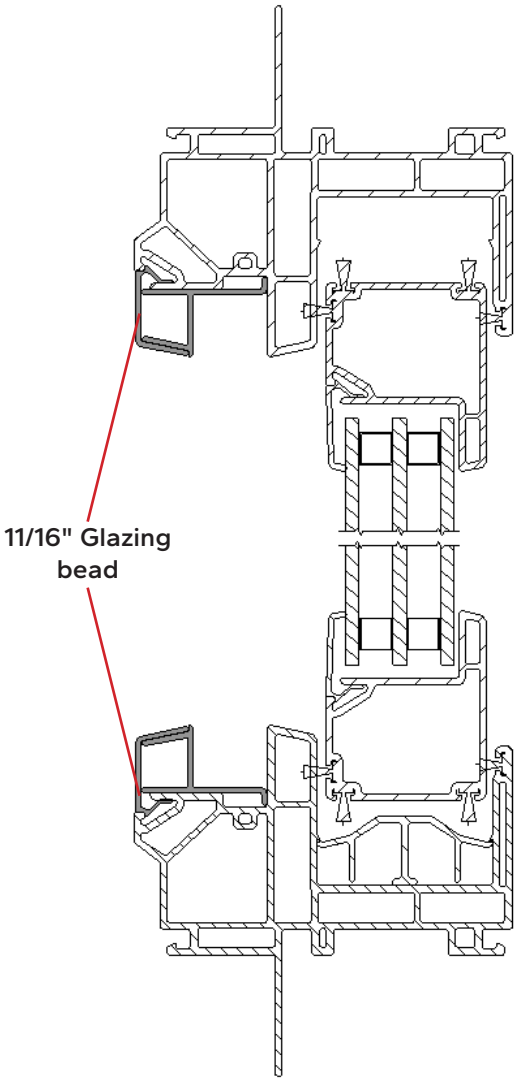


B. Press the bead until they “snap” into the screen retainer.

Repeat on the head screen retainer.







9 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.



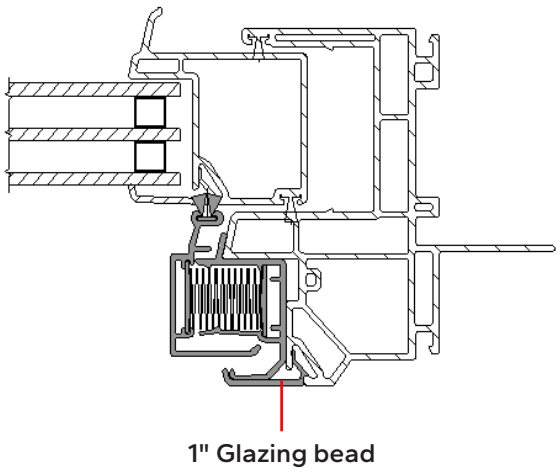
C. Place screen assembly in the vent side jamb with ends of screen extending into the screen retainers. Put one end in first then the other.







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.



1" Glazing bead

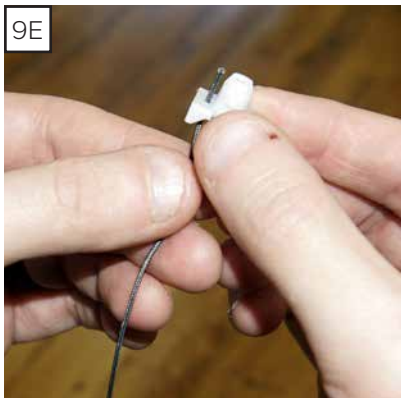


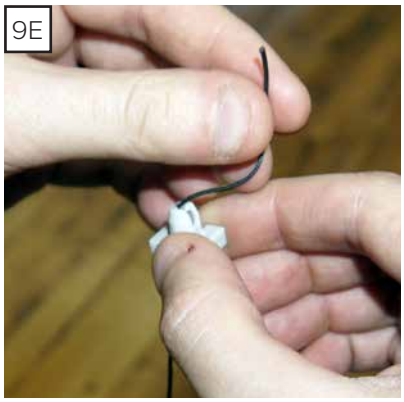


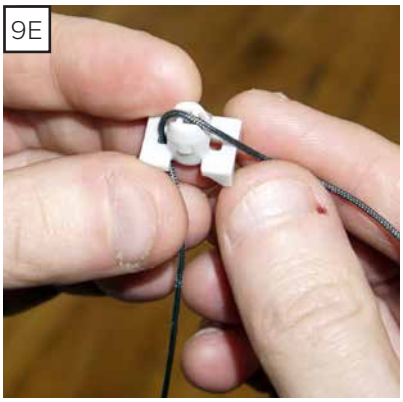


9 Install Screen Assembly (continued):

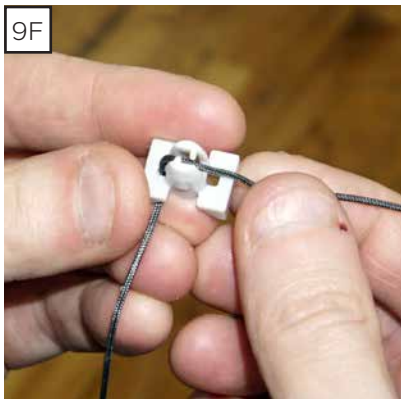
E. If the cord terminal needs to be re-threaded: Hold the terminal with the plug portion facing up. Insert the cord through the hole on one side and pull it through. Lay the cord across the teeth of the plug.

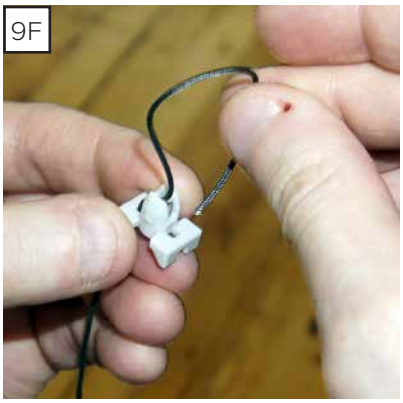


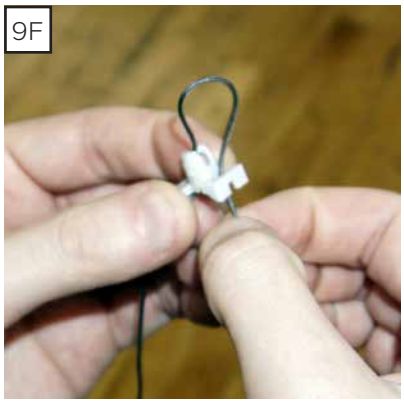


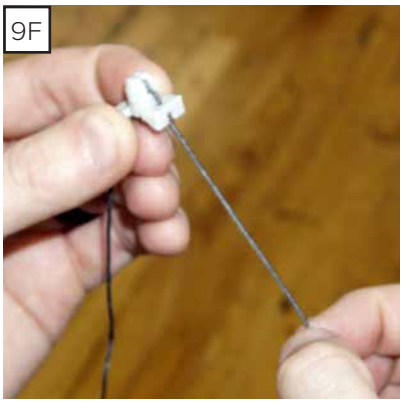


F. Pull the cord so it is captured by the teeth. Thread the cord down through the hole on the opposite side of the plug.









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.

G. 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.





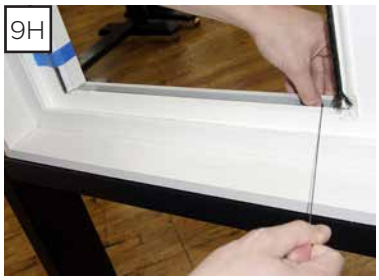
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9 Install Screen Assembly (continued):

H. 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.

I. Check screen operation.

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



J. If replacing screen assembly, trim excess cord to 3". You can place the cord tail into the other retainer hole to keep it out of the way.







10 Install the Sash:

A. 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.

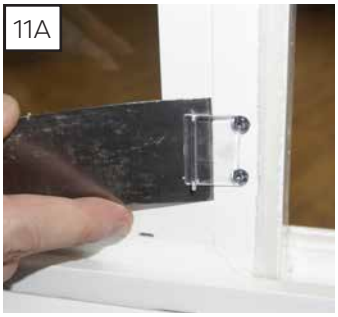


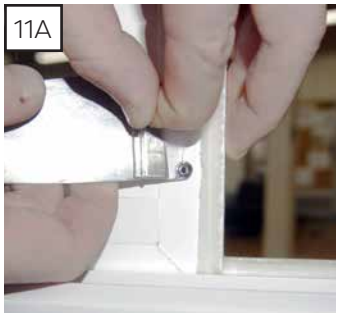


11 Sash Hook Replacement:

NOTE: To replace the sash hook the screen must be disconnected from the vent sash. The sash hooks may be replaced with the vent sash in or out of the frame.

A. Use a stiff blade putty knife to pry the sash hook up and out of the holes in the sash.

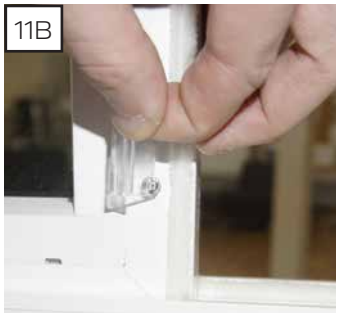


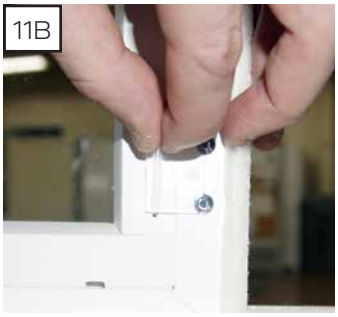






B. Insert a sash hook into the 2 holes and push it flat down against the sash.







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