VINYL WINDOWS AND DOORS

Manufactured by Pella Corporation **Questions? Call 1 (800) 374-4758**

SERVICE INSTRUCTION

Casement and Awning Roto Operator Replacement

These instructions apply to:

Pella® 250 Series Awning/Casement 4/2018 - Current

Tools Required:

- Small flat-head screwdriver
- Phillips head screwdriver

Supplies Needed:

- Sash roto operator
- Gasket Applicator
- Operator Gasket

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.

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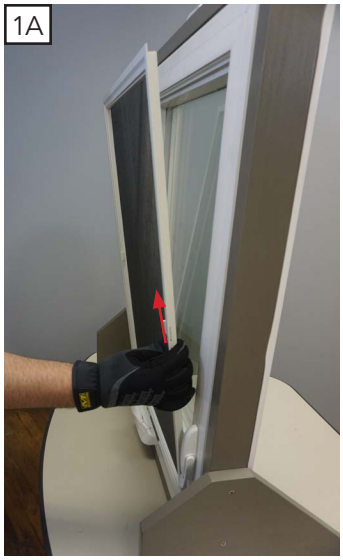
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1 Screen and Roto Cover Removal:

Casement Screen and Roto Cover Removal process shown in Step 1, awning process is similar.

A. Remove the screen by disengaging the screen clips and lifting out of the frame. Unlock sash and open to its fully open position.





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Part Number: V987375

1 Screen and Roto Cover Removal (continued):

B. Remove the crank handle, by loosening the set screw with a small flat-head screwdriver, and set aside.





C. Remove the crank cover by pulling the cover from the frame.

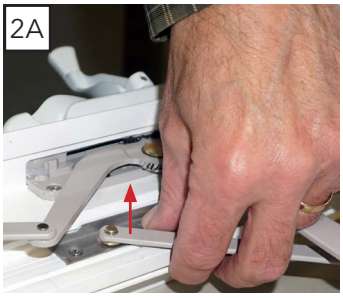




2 Casement Roto Operator Removal:

(For Awnings Roto Operator Removal, go to Step 4.)

A. Lift to remove the hinge arm from the stud on the hinge slide.





B. Press down on the arm to remove it from the stud bracket on the sash.







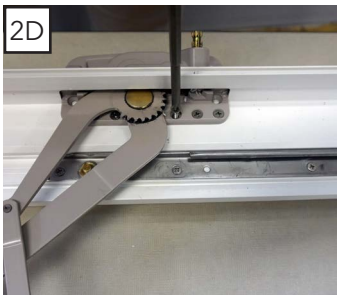
2 Casement Roto Operator Removal (continued):

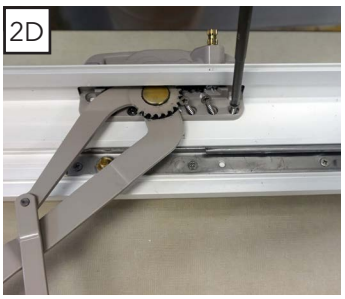
C. Pull the operator arm down to remove it from the operator track.

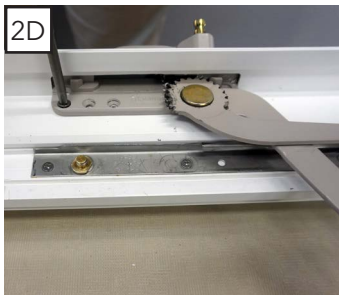




D. Remove the roto operator attachment screws.



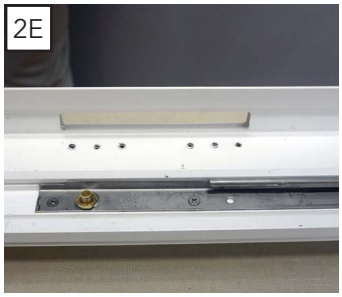




E. Remove the roto operator to the interior.







3 Gasket Replacement:

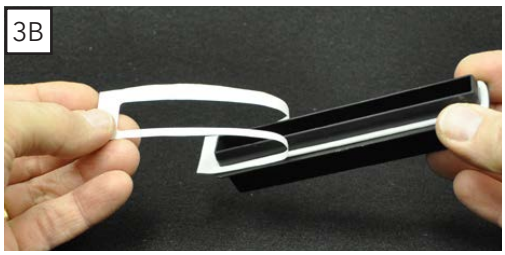
Awnings and Casements

A. If roto operator gasket is damaged, it must be replaced. Remove the gasket or remaining gasket residue. On the interior side, use a stiff putty knife to remove.



B. Apply the gasket to the gasket applicator. The gasket applicator provides for correct positioning of the replacement gasket. Place the gasket over the end of the applicator. Remove the release paper.



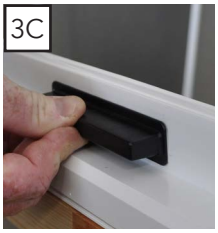


3 Gasket Replacement (continued):

C. With the rounded edges of the gasket oriented up, insert the applicator into the roto operator opening in the frame and press it tightly against the frame. Remove applicator and gasket will be correctly positioned on the frame.



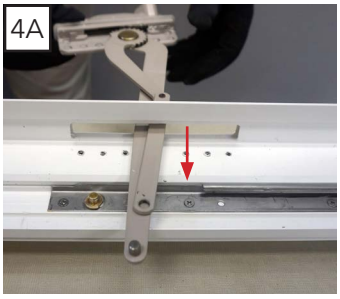


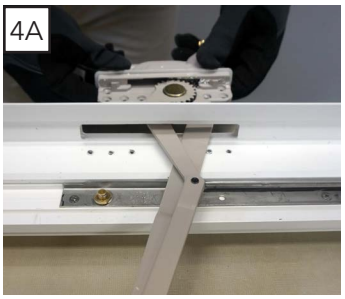


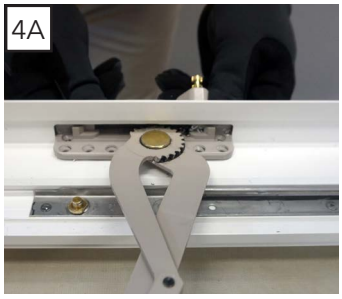


4 Casement Roto Operator Installation:

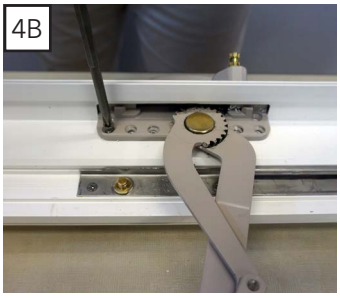
A. Insert the roto operator through the frame operator opening and against the window frame.

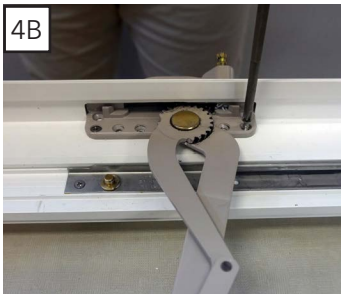


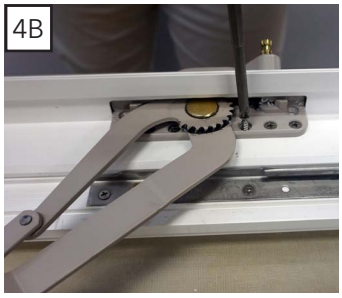




B. Position the roto operator assembly and align the screw holes. Insert and tighten the attachment screws.







C. Press up on the arm to attach it to the stud bracket on the sash.





D. Push the arm to install it into the operator track.





4 Casement Roto Operator Installation (continued):

E. Position the hinge arm over the hinge slide stud and press into place over the stud.

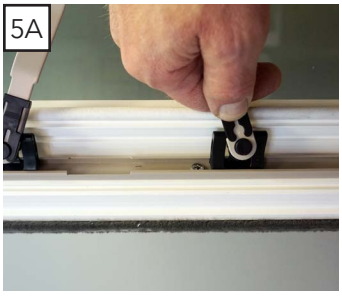


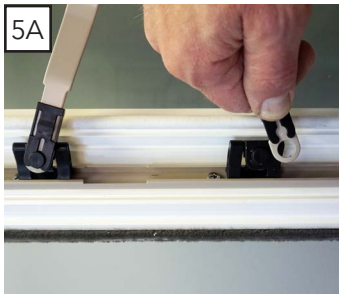


5 Awning Roto Operator Replacement:

A. Disengage the roto operator arms from the sash by releasing the ends from the operator track slides.













B. Remove the roto operator attachment screws and remove the roto operator to the interior.







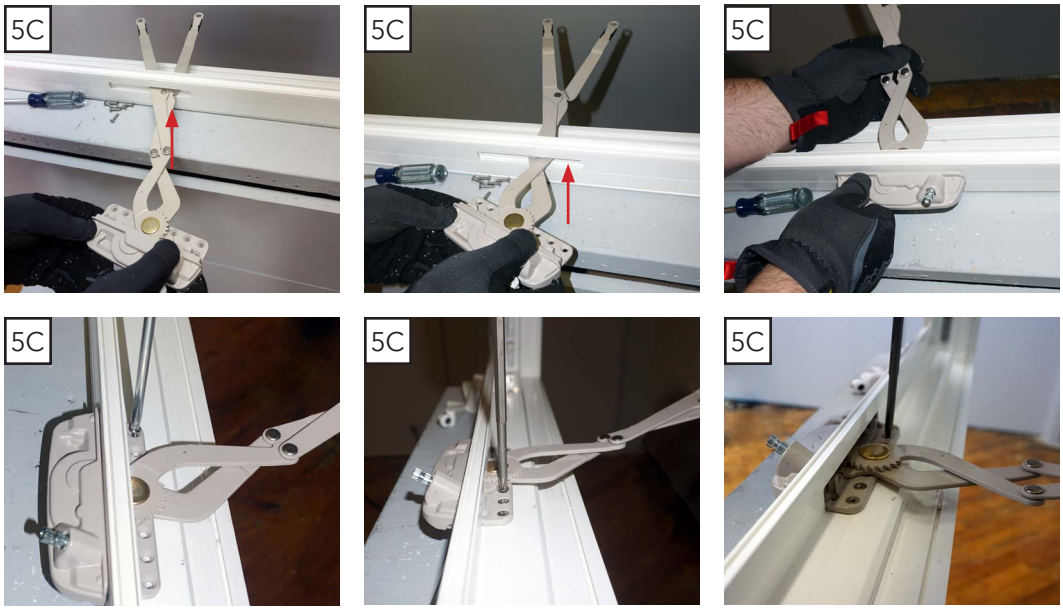




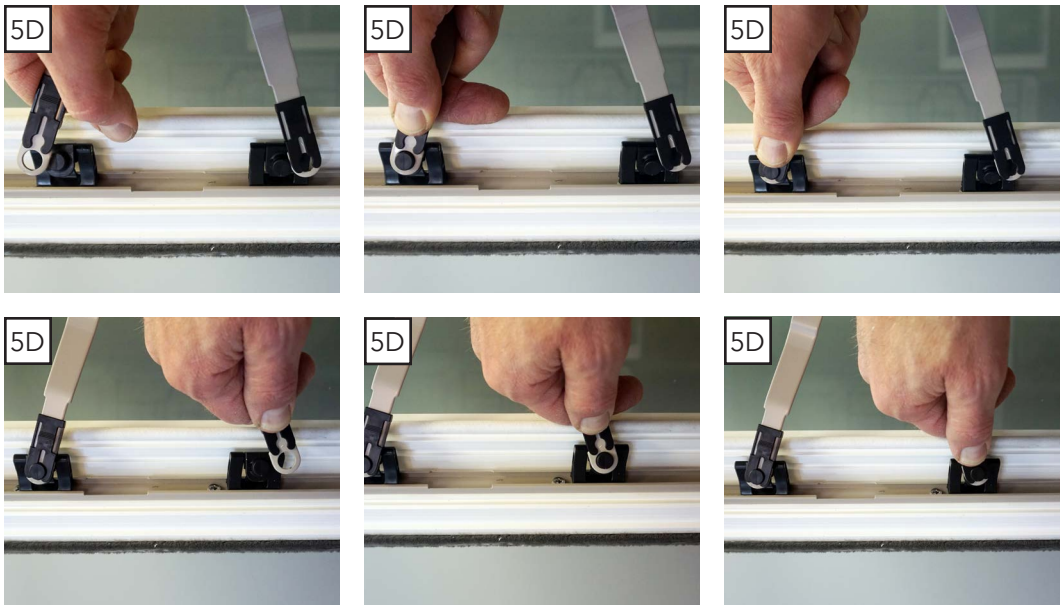


5 Awning Roto Operator Replacement (continued):

C. Insert the roto operator through the frame operator opening and against the window frame. Position the roto operator assembly and align the screw holes. Insert and tighten the attachment screws.



D. Engage the roto operator arms to the sash by attaching the ends to the operator track slides.



6 Roto Cover and Screen Installation:

A. Place the cover over the operator stud and press to snap into place.





B. Slide the crank handle onto the stud and tighten the set screw. Crank window closed, fold down crank and engage lock.





C. Install the screen and engage the screen clips.



