VINYL WINDOWS AND DOORS

Manufactured by Pella Corporation

Questions? Call 1 (800) 374-4758

SERVICE INSTRUCTION

Awning Operator Track & Slides Replacement

These instructions apply to:
Pella® 250 Series Awning 4/2018 - Current

Tools Required:
- Phillips head screwdriver
- Flat-head screwdriver

Supplies Needed:
- Replacement Sash

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 Awning Sash Removal:

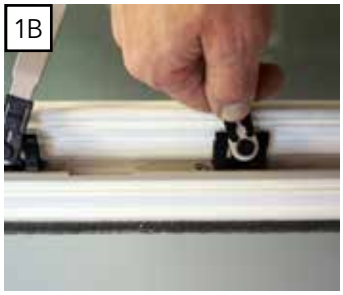
A. Remove the screen by disengaging the screen clips and lifting out of the frame. Unlock sash and open to its fully open position. (Casement screen removal shown, awning screen removal process is similar.)

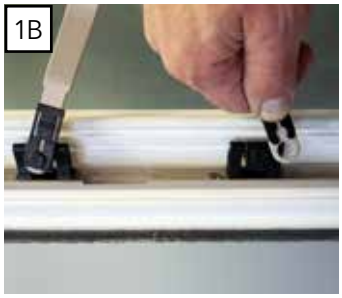




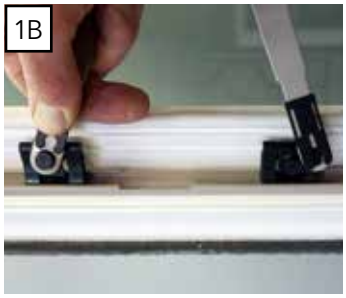
B. Disengage the roto operator arms from the sash by releasing the ends from the operator track slides.













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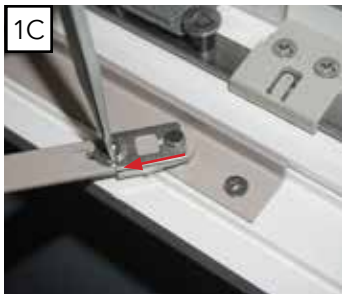
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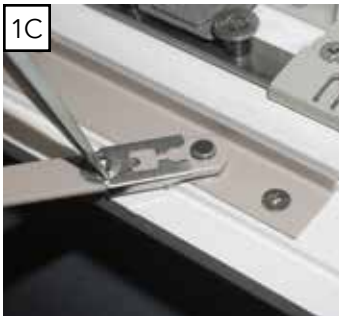
1 Awning Sash Removal (continued):

C. While securely holding the sash, disengage the hinge arm clip and remove the hinge arm from the hinge slide from each side of the frame.

Tip: Use a flat-blade screwdriver to disengage the clip.

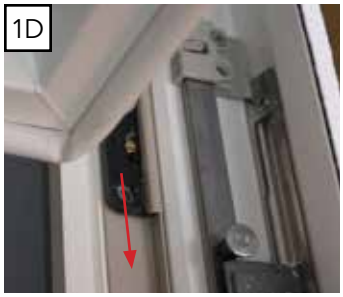








D. While continuing to securely hold the sash, slide the sash down until the hinge shoes come out of the hinge slides.





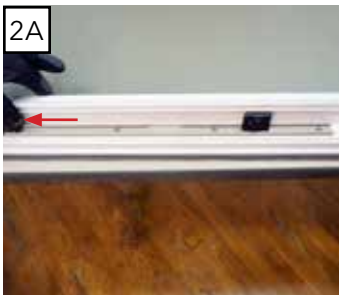


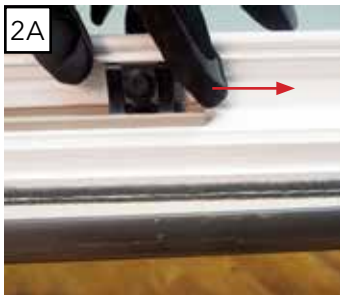
E. Remove the sash toward the interior and place the sash on a safe flat surface with the interior facing up.



2 Operator Track Replacement:

A. Remove the operator track slides by sliding each out the end of the track.





B. Remove the operator track slide attachment screws.

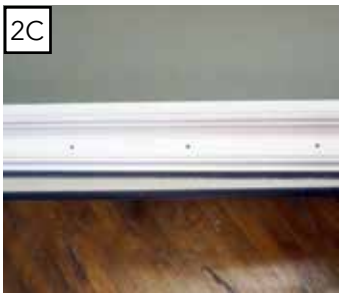




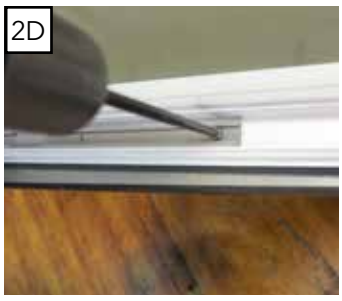


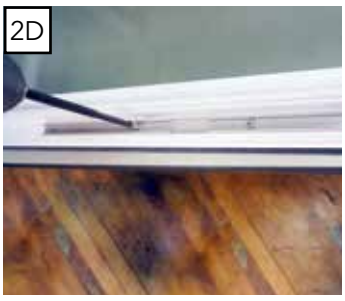
C. Remove the operator track from the sash.





D. Place the operator track on the sash aligning the track screw holes with the holes in the sash.







E. Install the operator track slides by sliding each in the track.





3 Awning Sash Installation:

A. Pass the sash through the frame.



B. While securely holding the sash, slide the hinge shoes at the head and sill into the hinge slides.



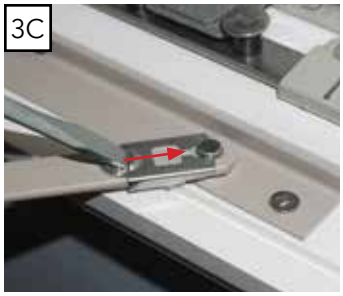


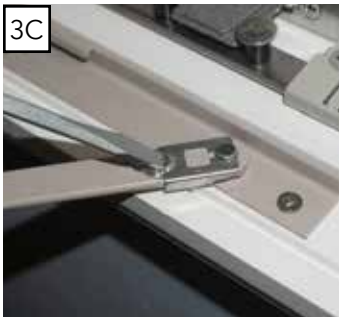


C. While continuing to securely hold the sash, place the hinge arm over the hinge slide stud and engage the hinge arm clip.

Tip: Use a flat-blade screwdriver to engage the clip.



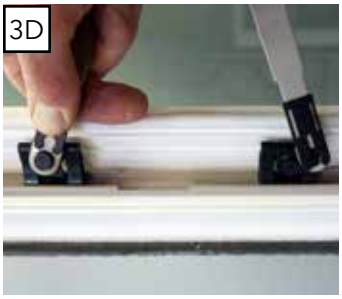




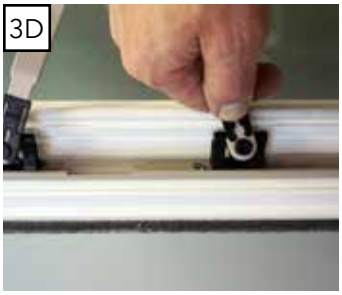


3 Awning Sash Installation (continued):

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









E. Crank window closed, fold down crank and engage lock.

Install the screen and engage the screen clips.



