

DOUBLE HUNG REPLACEMENT WINDOW INSTALLATION INSTRUCTIONS

READ THESE INSTRUCTIONS COMPLETELY BEFORE BEGINNING. Please inspect your MI Windows and Doors, Inc. product thoroughly before beginning installation. Inspect the opening and the product, and do not install if there is any observable damage or other irregularity. The product specification sheet and warranty include important information regarding your product and may include product-specific installation requirements (for example, types of fasteners to be used with impact resistant windows and limitations on the height at which the product may be installed); if you did not obtain copies please contact MI Windows and Doors, Inc. Local building codes may impose additional requirements, and those codes supercede these instructions.

PREPARING WINDOW OPENING

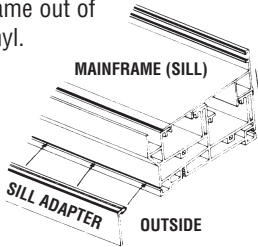
1 Preparing the Window Opening –

- Remove the inside trim strips
- Cut bottom (inside) sash balance cord or chain
- Remove bottom (inside) sash panel
- Remove parting beads
- Cut top (outside) sash balance cord or chain
- Remove top (outside) sash panel
- Pound the sash pulleys into the jambs so that the jambs are unobstructed for accepting the replacement window frame
- Clean window thoroughly and caulk or use insulation to fill old holes

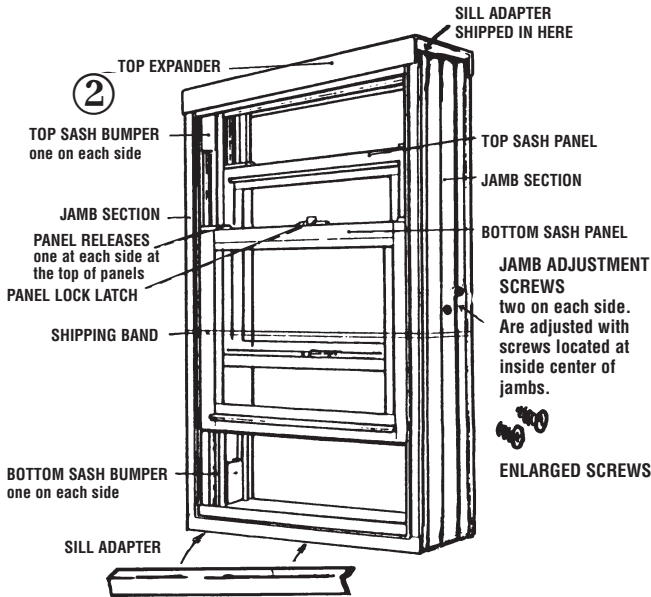
2 Installing the Replacement Window –

NOTE: Leave the window shipping band on the window throughout the installation. When installing screws, do not over tighten them as it will pull the frame out of line. Tighten screws just snug against the vinyl.

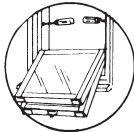
● For sloped sill applications insert sill adapter on outside of window as shown. Trim length if necessary.



INSIDE VIEW OF REPLACEMENT WINDOW– shown with both sash panels partially open.



- Temporarily hold the window in the opening to determine whether or not the top expander channel is needed. If window fits snugly enough, top to bottom, the top expander may be removed before installation or trimmed for a better fit.
- Apply a liberal caulking bead along the inside of the blind stop at the top and both sides where the window frame will make contact. Also apply caulking beneath the sill angle.
- Position the window into the opening. Determine if any wood shims are needed to keep the window plumb, square and centered in the opening.
- Raise the bottom sash and the two sash bumper stops. Install a screw into the jambs at each side of the bottom of window. Make screws snug not too tight.
- Lower the top sash and the two sash bumper stops at the top. Install a screw into the jambs at each side of the top of the window. Make screws snug not too tight.
- THE WINDOW MUST BE CENTERED AND SQUARED IN THE OPENING! Check to be sure window frame is square and adjust installation screws if necessary.
- Clear the center of the window for adjusting the adjustment screws located there. Slide the shipping band above the center of the window and tilt both panels into the home. Do not remove these panels during the adjusting operation as they will help maintain proper spacing between jambs.
- The jamb adjustment screws are located at the middle on the outside and inside sash tracks on both sides of the window. Turning the screws in a clockwise direction will cause the jamb middles to “pull” toward the center of window. This adjustment is necessary to give a close and even alignment between the sides of panels and the jambs, to assure proper panel operation. The distance between the operating panels and the jambs of the window should not exceed 1/16". After making partial adjustment, replace the panels, operate the sash and visually judge their alignment with the jambs.
- Adjustment may have to be made several times until satisfactory performance is achieved. Adjustments can also be made by loosening and tightening the previously installed jamb screws.
- In extreme cases the old window opening might be badly “bowed.” If the adjustments do not solve this problem, wood shims will have to be used between the rough opening and the replacement window jambs.
- Now, cut and remove the shipping strap.
- If the top expander channel is used, adjust it up against the rough opening. Install it there, with three white aluminum screws, thru the leg of the channel into the aluminum window frame. This can be done from either inside or from outside.



3 Caulk and Replace the Trims –

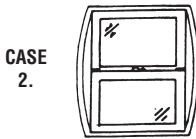
- Caulk around the entire perimeter of the window on the outside. Go back to sill adapter and seal it with caulk. Caulk around the entire perimeter of the window on the inside.

POTENTIAL PROBLEMS



CASE 1.

PROBLEM: Improper seal at corners. lower sash may not tilt inward.
CAUSE: Center of window too tight.
REMEDY: Turn jamb adjustment screws counterclockwise and/or adjust other installation screws.



CASE 2.

PROBLEM: Improper seal at centers.
CAUSE: Center of window too loose.
REMEDY: Turn jamb adjustment screws clockwise and/or adjust other installation screws.



CASE 3.

PROBLEM: Improper seal evident at corner(s), sash locks(s) may be difficult to close.
CAUSE: Window is out of square.
REMEDY: Adjust installation screws and jamb adjustment screws as necessary. Shim if needed.

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- SOME LAWS AND BUILDING CODES REQUIRE SAFETY GLASS. THE ORDERING PARTY IS RESPONSIBLE TO SPECIFY SAFETY GLASS AND ENSURE COMPLIANCE WITH LOCAL LAWS AND BUILDING CODES.

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SLIDER REPLACEMENT WINDOW INSTALLATION INSTRUCTIONS

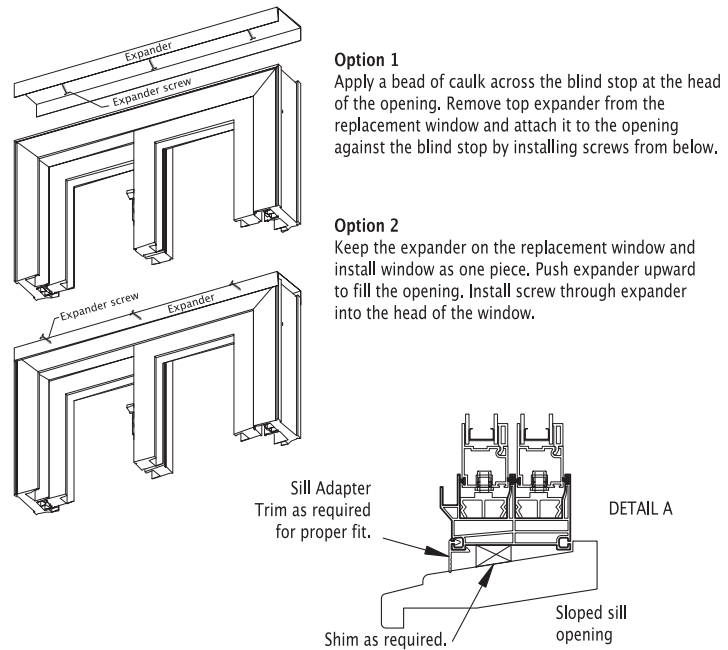
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Preparing the opening for replacement

- 1) Remove the interior casings/stops and save them for reinstallation. If the wood is painted, carefully score the joints with a utility knife to break the bond before prying out the stops. Pry the stop out by using a wide chisel. Be careful to avoid damaging the stop and the existing frame.
- 2) Remove interior sash from existing frame.
- 3) Pry out the parting stops which typically will not be saved. If the stops are heavily painted and will not come out easily, chisel them flush with the surface of the head and side jambs.
- 4) After the parting stop has been removed, remove the outer sash.
- 5) If old window had a balance system, carefully remove the balance system.

Check the fit of the replacement window

- 1) Verify that the new window will fit properly into the existing opening. Remove the expander before setting the window into the opening. Check the clearance around the window. If the frame overlaps the head and jamb blind stops a minimum of 1/4", the expander does not need to be applied. If head does not overlap blind stop, the expander will need to be used for installation.
- 2) After determining if the expander needs to be installed, remove the window from the opening and choose an installation option for the top expander. (See Options 1 & 2 below)
- 3) If the sill of the opening is sloped, the sill adapter needs to be installed. The sill adapter can be trimmed to match the slope of the opening and may be installed before or after the new unit is installed. Apply shims under sill as required. If the sill of the opening is flat, the sill adapter may be discarded. (See **DETAIL A**)



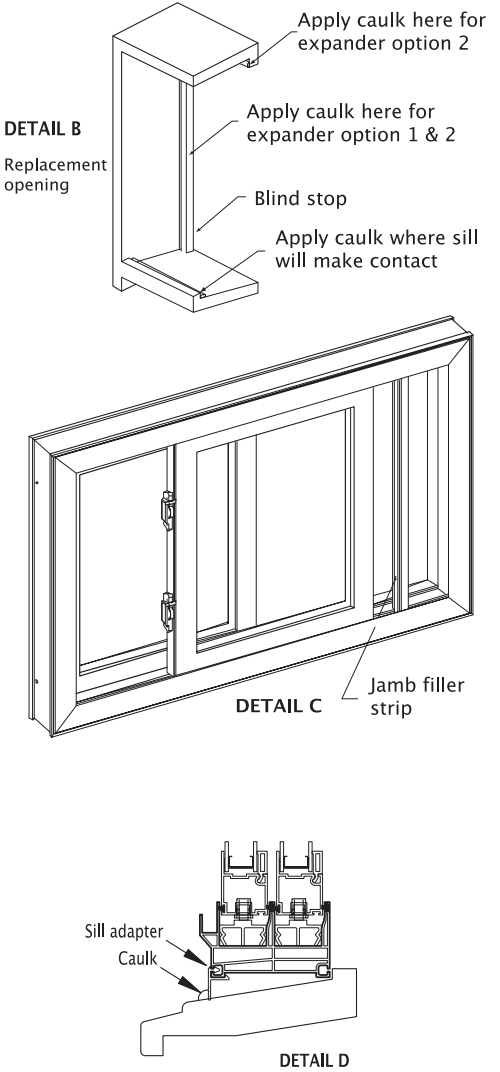
Installing the replacement window

- 1) Caulk the opening according to which head expander option was chosen in the previous section.
Expander Option 1
Apply a bead of caulk to the jamb blind stops and across the sill of the existing opening. (See **DETAIL B**).
Expander Option 2
Apply a bead of caulk to the head and jamb blind stops and across the sill of the existing opening. (See **DETAIL B**)
- 2) Set replacement window into the opening against blind stops. Use wood shims, if needed, to keep the frame plumb, square and centered in the opening. If expander option 1 is used, insert the head of the replacement window into the expander when setting frame in place. Optional: Batt-type insulation may be placed between the expander and the frame head.
DO NOT USE EXPANDABLE FOAM.
- 3) While holding the replacement window in place, unlock the locks and slide the inside panel to expose the jamb filler strip. Remove the jamb filler strip to expose the pre-drilled installation holes. (See **DETAIL C**) Install screws at the top and the bottom of the jamb track. Close the inside panel and repeat for the outside panel. **MAKE SCREWS SNUG – DO NOT OVERTIGHTEN.** Check the frame to be sure it is centered and square in the opening. Adjust installation screws if necessary before replacing jamb filler strips.
(Note: On 3 panel slider units, installation holes are located in the inside track of both jambs.
- 4) 3 Panel sliders over 42" high will be shipped without the panels installed. Install replacement window frame as described in step 3. Insert the center panel between L-brackets installed in the outside track. Insert the top of the center panel into the outside track of the head and set the bottom of the panel into the outer track of the sill. Install screws (#8 x 3/4" pan head) through the bottom L-brackets into the side of the panel. Make sure the main frame head is straight before installing screws at the top of the panel. Insert end panels.
- 5) Using a putty knife, install batt-type insulation in the spaces between the replacement window and the opening. Be careful not to distort frame.
DO NOT USE EXPANDABLE FOAM.
- 6) Caulk the gaps between the replacement frame and existing frame.
- 7) Replace interior stops and casings that were removed. Replace/Install new stops and casings that were damaged during removal.
- 8) Install the sill adapter to bottom of the window on the exterior, if necessary. Trim the sill adapter to achieve a proper fit. If the sill of the opening is flat, discard the sill adapter.
- 9) Caulk around the exterior perimeter of the replacement window and across the sill adapter, if applied. (See **DETAIL D**)

NOTE: For masonry openings
When installing into a masonry opening, temporarily place the window into the opening and drill through the installation holes in the replacement window. Drill far enough to mark the masonry opening. Remove the replacement window and continue to drill until anchor plugs can be installed. Set the replacement window into the opening and install as described in steps above.

IMPORTANT NOTE: All warranties null and void if any holes are drilled into the sill area of any MI or Capitol windows.

IMPORTANT NOTE: DO NOT USE MURIATIC ACID on homes after installing our windows. The acid destroys any balance systems. Windows WILL NOT be under warranty under these conditions.



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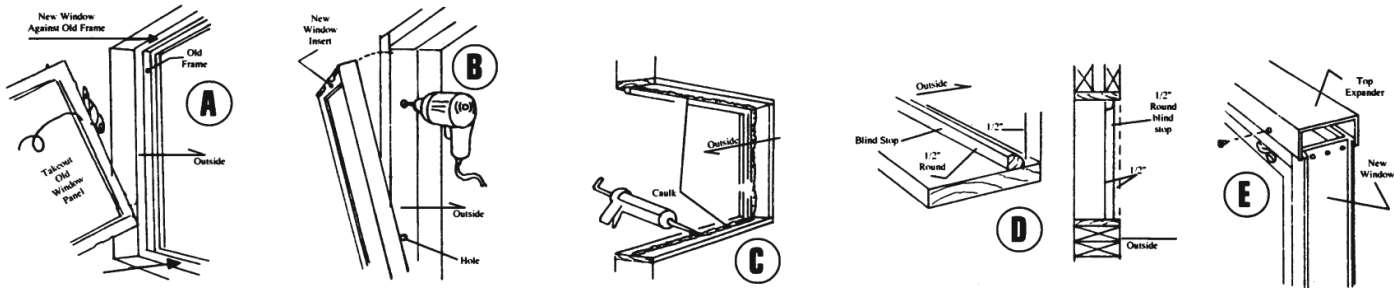
Basement/Utility Window Installation Instructions

BASEMENT WINDOW

- 1) Remove the operating panel of the existing basement window (and screen if necessary). The new window will be installed against the existing frame of the old window.
- 2) Place the new window in the opening against the existing frame. Open the window.
- 3) Hold the window in place. Drill a 1/8" hole through the main frame of the new window behind where the insert will be in the closed position. (Diagram B) Drill far enough through to mark the masonry wall. Drill 2 holes on each side.
- 4) Remove the window and continue to drill in the masonry wall until you can fit lead anchor plugs in the holes. Do the same for all 4 holes. Insert the anchor plugs and secure them in the holes.
- 5) Caulk against the interior of the existing frame of the old window, on all four faces toward the inside.
- 6) Place the window in this opening and snug up against the caulking beads. (Diagram C)
- 7) Install installation screws thru the holes in the new window and into the anchor plugs installed in step (4).
- 8) Move the head expander section of the new window to it's uppermost position and secure there with screws (thru the legs of the expander and into the face of the new window). (Diagram E)
- 9) Use inside trim strips around the window to finish out the job.

UTILITY WINDOW

- 1) In order to install the window in a new opening, a "Blind Stop" must exist in your opening to mount your window against. (Diagram D)
- 2) Use sections of 1/2" quarter round molding, installed about 1/2" from the outside of the window opening; install molding on the top and two sides. (Diagram D)
- 3) Apply caulking against the inside of these blind stops and across the sill of the opening (where the outside bottom leg of the window will rest). (Diagram C)
- 4) Position the closed window into the opening from the inside. If needed use shims on both sides of the window, to keep window centered in the opening. (Shims should be placed where screw holes will be drilled thru frame, as in the next step).
- 5) Open the window. Drill a 1/8" hole through the main frame of the new window behind where the insert will be in the closed position. Drill 2 holes on each side. (Diagram B)
- 6) Install installation screws thru these holes and into the window opening frame work. Fill in any gaps between window and opening with an insulating material.
- 7) Install finishing trim around the inside of window.
Note: For expander installation; Move the head expander section of the window to it's uppermost position and secure there with screws (thru the legs of the expander and into the face of the window). (Diagram E)

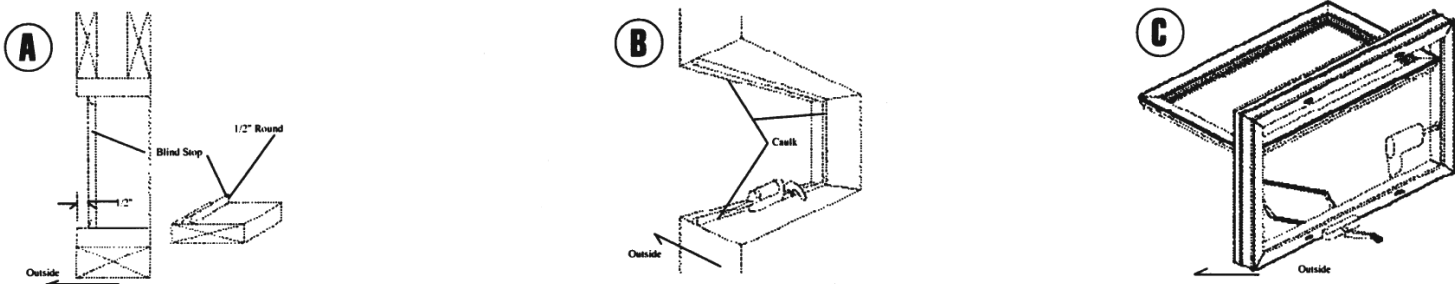


Awning Window Installation Instructions

Throughout installation, shim and insulate as necessary. Keep window plum and square.

- 1) Remove the operating panel of the existing window (and screen if necessary). The new window may be installed against the existing frame of the old window. The old window frame can be removed, the blind stops will need to be installed to mount the new window against (see diagram A). Sections of 1/2" quarter round molding installed about 1/2" from the inside of the window opening, at the top and two sides makes an adequate blind stop to mount the window against.
- 2) Caulk against the interior of the existing frame of the old window on all four sides where the new window will make contact, or, if using blind stop, caulk the inside of the stops where the window will contact, and across the sill of the opening where the outside edge of the window will rest. (see diagram B).
- 3) Place the new window into the opening (hardware is at bottom), remove screen. Detach operator arm from bottom of sash and hold window sash open.
- 4) Holding the window in place, drill 1/8" holes through the four pre-drilled holes in the side of the main frame and into the rough opening. (see diagram C).
- 5) Install four screws into these holes. Make screws snug, not too tight. Replace screen.
- 6) Install inside trim strips around the window and caulk where trim meets the window.

SPECIAL NOTES FOR MASONRY OPENING: When installing into a masonry opening, before caulking, temporarily place window into opening and open fully. Drill through the four pre-drilled holes in the sides of the window main frame, far enough to mark the masonry wall. Remove the window and continue to drill in the masonry wall until lead anchor plugs can be inserted in each hole. Insert anchors. Caulk the inside of the opening where the window will be mounted against. Place the open window into rough opening and install screws through the four side holes and into the anchor plugs. Finish the inside by installing trim and caulking.



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Casement Replacement Window Installation

WINDOW MAIN FRAME IS NOW READY FOR POSITIONING & INSTALLING INTO OPENING!

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NOTE! Casement Window is made to be installed in an opening with a flat sill. (Shimming may be necessary to achieve this).

PREPARING THE WINDOW OPENING -

- Remove inside trim strips
- Clear & clean opening thoroughly
- Remove parting beads if they exist and caulk or use insulation to fill
- Leave blind stop strips in place old holes.

FIRST - Attach operator handle to casement window then remove the screen or storm sash.

Before installing frame in opening, Ventilator Panel (swing out panel) can be removed to allow access to screw holes in main frame jambs.

To remove ventilator panel, proceed as follows... (To replace ventilator panel after main frame is installed, follow these remove instructions... in reverse!)

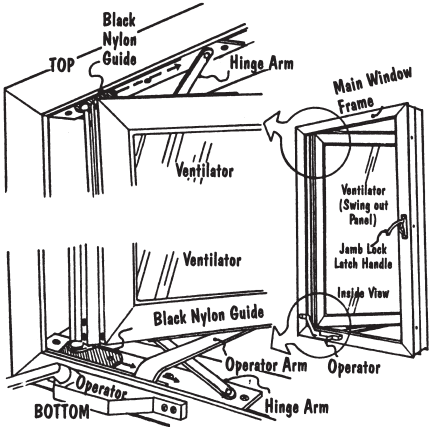
REMOVE INSTRUCTIONS -

A. Open window - FIRST, RELEASE LOCKLATCH HANDLE ON JAMB.

B. At Top and Bottom - Remove hinge arm from track by lifting off track pin.

C. At Top, Then at Bottom - Slide the black nylon guides off of track (use window operator to aid in removal of bottom nylon guide).

D. Slide ventilator off of operator arm.



WORKING FROM INSIDE OF WINDOW -

1. Apply bead of caulking to the inside of blind stop at top & both sides where the outside of main frame will make contact.
2. Position frame into opening. Determine if any wood shims are needed to keep window plumb, square and centered in the opening.
3. Insert installation screws thru the 2, predrilled holes in each side of window jambs.

DO NOT over tighten these screws or square frame alignment will be affected.

Install the jamb screws in this order: First, the bottom screws - Second, the top screws.

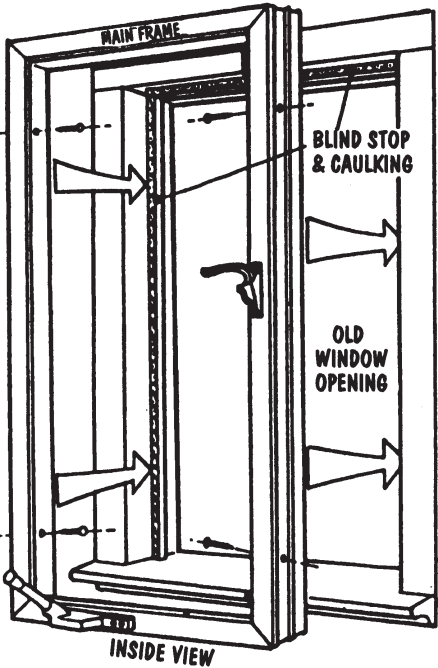
CHECK FRAME FOR ABSOLUTE SQUARENESS!

Make any screw & shim adjustment needed to keep frame square and not twisted.

REPLACE WINDOW VENTILATOR BY DOING STEPS (A) THRU (D) IN REVERSE.

(use window operator to aid in replacing the ventilator)

4. Check the operation of ventilator panel. If window will not properly open and close, adjust installation screws or use shims between frame & rough opening.
5. Caulk around the entire perimeter of window on the inside. Replace the old window trim strips or install new strips around the inside of window at top and sides.
6. Replace screen.



IF INSTALLING A CASEMENT PICTURE WINDOW, FOLLOW THESE STEPS.

To Remove Sash...

1. Using a thin standard screwdriver, pry off screw cover plugs from the inside face of the main frame.
2. Remove the exposed screws. Use caution upon removal of final screw, sash is no longer supported and may fall outward.
3. Remove sash to outside.

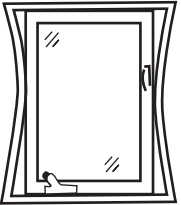
INSTALL PICTURE WINDOW MAIN FRAME FOLLOWING STEPS (1), (2), (3) & (5) ABOVE.

To Re-Install Sash...

1. Two people will be needed for this step. Replace sash from outside. One person inside re-installs screws.
2. Replace screw cover plugs.

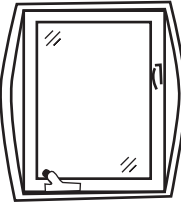
POTENTIAL PROBLEMS

CASE ONE



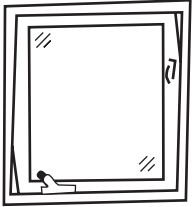
PROBLEM - Improper seal at corners
CAUSE - Center of window is too tight

CASE TWO



PROBLEM - Improper seal at centers
CAUSE - Center of window is too loose

CASE THREE



PROBLEM - Improper seal evident at corner(s)
CAUSE - Window is out of square

REMEDY FOR ALL

Readjust installation screws and shim if needed

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