YOU WILL NEED TO SUPPLY:

- Moisture Resistant shims/spacers
- Fasteners (see block frame anchor instructions at the end of this booklet)
- Closed cell foam backer rod/sealant backer
- Pella® SmartFlash™ foil backed butyl window and door flashing tape or equivalent
- Low expansion, low pressure polyurethane insulating window and door foam sealant
  DO NOT use high pressure or latex foams.
- Pella Window and Door Installation Sealant or equivalent high quality, multi-purpose sealant

TOOLS REQUIRED:

- Tape measure
- Level
- Square
- Hammer
- Scissors or utility knife
- Small flat blade screwdriver
- Sealant Gun
- Screw Gun with a Phillips Driver bit
- 1/8” Allen wrench

OTHER CONSTRUCTION MATERIALS MAY BE REQUIRED. READ AND UNDERSTAND THE INSTRUCTIONS AND INSPECT THE WALL CONDITIONS BEFORE YOU BEGIN.

TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE WINDOW INSTALLATION.
STORE WINDOWS IN UPRIGHT POSITION, OUT OF DIRECT SUNLIGHT.

1 PREPARING FOR INSTALLATION

A. Remove plastic wrap and cardboard packaging from the window. Do not cut checkrail bands (if present) or remove plastic or foam shipping spacers located between the window sash and frame. DO NOT open the window until it is securely fastened.

B. Inspect the product for any damage such as cracks, dents or scratches. DO NOT install damaged windows.

C. Remove screens and hardware (if necessary). Label them and set aside in a protected area.

Windows with Half Screens:

From the exterior, pull one side of the screen near the shipping clips until the clips disengage from the frame. Rotate the shipping clips toward the exterior of the screen until they snap free from the screen.

Half screens of some vinyl windows can be removed from the interior.

Before Installation, remove dirt and debris from all surfaces of the opening.

D. Read the entire instruction before proceeding.

These instructions were developed and tested for use with wall systems designed to manage water. These instructions are not to be used with any other construction methods or window frame types. Installation instructions for use with other construction methods or frame types may be obtained from Pella® Corporation, your local Pella retailer or www.installpella.com. Building designs, construction methods, building materials, and site conditions unique to your project may require an installation method different from these instructions and/or additional care. Determining the appropriate installation method is the responsibility of you, your architect, or construction professional.
POCKET REPLACEMENT FROM THE EXTERIOR FOR BLOCK FRAME WINDOWS
INSTALLING NEW BLOCK FRAME WINDOWS IN EXISTING WOOD DOUBLE-HUNG OR SINGLE-HUNG WINDOWS

CAUTION: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities for more information.

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

1 REMOVE THE EXISTING SASHES

CAUTION: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities for more information.

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

A. Measure the width and height of the pocket opening. The new window must be 1/2" to 3/4" smaller than this measurement.

B. Unlock the window. If the sashes are painted shut, use a high-speed oscillating tool or a utility knife to cut the joint between the sashes and frame stops until the sashes are free.

C. Remove the exterior stops at the head and jambs using a chisel, reciprocating saw, roto-tool or equivalent. Cut them flush with the side of the frame.

D. Carefully remove the upper sash and dispose of it properly.

For older existing windows with weight pocket and pulley balances, cut the cords, letting the weights fall and remove the pulleys.

For windows with vinyl or aluminum jamb liners, tilt or twist the sash and release it from the balance assembly.

E. Remove the head and jamb parting stops (if applicable) by pulling or prying them out of the frame.

F. Carefully remove the lower sash.

G. Remove any remaining jamb liner material (if applicable). Caution: Some balances are spring-loaded.

H. Insulate the weight chamber (if desired).

2 PREPARE THE OPENING

A. Inspect the existing window frame. Repair or replace any deteriorated parts.

B. Clean the opening of any dirt, debris or excess old paint. Note: if using aluminum coil exterior trim, apply it now.

C. Apply flashing tape to the sill. Cut one piece of tape the same length as the sill. Extend the tape up the vertical leg of the stool. Work the tape into the corner and press firmly to adhere the tape. Lap the tape over any coil trim at the sill.

D. Apply sealant over any gaps in the corners of the existing frame.

E. Check the sill for level or for bowing.

F. Install and level sill shims only if necessary to correct for bowing of the sill. Place 1" wide x 1/4" to 3/8" thick shims 1/2" from each side. Place additional shims under each mullion and sliding window interlocker.

For vinyl windows, add shims so maximum spacing is 18".

G. Attach shims to prevent movement after they are level. Note: Improper placement of shims may result in bowing the bottom of the window.

3 PREPARE THE WINDOW

See next page for Sill Adapter illustrations.

A. Drill pilot holes (if necessary) in the new window frame. See anchoring instructions at the end of this booklet.

B. Dry fit the window in the opening.

C. Measure the distance from the bottom of the window to the existing sill. Remove the window from the opening.

D. Trim the sill adapter to the correct height (if applicable). Use a sharp utility knife to score the sill adapter along the groove. Bend and break off the excess sill adapter material.

E. Install the sill adapter. Cut it to length and notch it (if necessary).

F. Dry fit the window a second time to ensure a proper fit. Remove the window from the opening.

G. Create 1/4" weep holes (Vinyl products only). Drill or notch a weep hole 1" from each end of the sill adapter.
3 PREPARE THE WINDOW (continued)

Pella® 350 Series

Architect Series® / 850, Designer Series® / 750 and Pella® ProLine / 450

Pella® Impervia®

Encompass by Pella® / ThermaStar by Pella® / Pella® 250 Series

Casements and Fixed Windows:

4 SET AND FASTEN THE WINDOW

A. Apply a 3/8" bead of sealant where the existing stool meets the existing window sill. Additionally, place sealant at the ends of the flashing tape, making sure to connect with the stool sealant.

B. Apply a 3/8" bead of sealant at the exterior surface of the interior head and jamb stops. Connect this bead of sealant to the sealant line on the stool.

C. Insert the window in the opening. Check to make sure the window rests against the interior stops and is making contact with the sealant.

D. Place shims and begin driving screws at each predrilled hole in the window frame. Add additional shims at the ends of meeting rails and as necessary to ensure even reveal between the frame and sashes. Refer to the anchoring instructions at the end of this booklet. Ensure the window frame remains fully embedded in sealant.

E. Cut the checkrail band at each jamb and remove. Tilt the sashes to remove checkrail clips. (If applicable) Pella® ProLine/450 only: Push the remaining tails of the band into the jambliner holes.

F. Check for plumb, level, square and window operation. Make any necessary adjustments to shims and finish installing frame screws.

G. Adjust the screw jacks (if applicable) with a screwdriver. Turn clockwise to move the frame toward the sash. Tilt the lower sash inward to locate the jamb jacks in the interior balance channel near the checkrail.

H. Install interior sealant from the exterior. Refer to the interior sealant instructions at the end of this booklet.

I. Install exterior sealant. Refer to the exterior sealant instructions at the end of this booklet.

J. Install exterior frame expanders at this time (if necessary).
**Place Frame Screws or Clips at the locations Indicated**

**Architect Series**® (850), **Designer Series**® (750) and **Pella® Proline** (450)

**Window Anchor Spacing Instructions**

| Product                        | Edge Spacing (E) | Max. Intermediate Spacing (S) | First Mullion Anchor (M1) | Second Mullion Anchor (M2) | Fastener | Special Notes                                                                
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Casement / Awning</td>
<td>6”</td>
<td>16”</td>
<td>3”</td>
<td>6”</td>
<td>#8 x 3” Finish Screw</td>
<td></td>
</tr>
<tr>
<td>Precision Fit / Renovation®</td>
<td>Partially Driven in Factory</td>
<td>NA</td>
<td>NA</td>
<td>(provided)</td>
<td>Do not drive screws below flush with frame.</td>
<td></td>
</tr>
<tr>
<td>Double- or Single-Hung</td>
<td>6”</td>
<td>16”</td>
<td>3”</td>
<td>6”</td>
<td>#8 x 3” Finish Screw</td>
<td></td>
</tr>
<tr>
<td>Precision Fit / Renovation®</td>
<td>Factory Pre-Drilled</td>
<td>NA</td>
<td>NA</td>
<td>#8 x 2-1/2” Screw</td>
<td>No screws required in head or sill.</td>
<td></td>
</tr>
<tr>
<td>Fixed Frame</td>
<td>6”</td>
<td>16”</td>
<td>3”</td>
<td>6”</td>
<td>#8 x 3” Finish Screw</td>
<td>Install Head and Sill Filler boards</td>
</tr>
<tr>
<td>Precision Fit / Renovation®</td>
<td>6”</td>
<td>16”</td>
<td>NA</td>
<td>NA</td>
<td>#8 x 3” Finish Screw</td>
<td></td>
</tr>
<tr>
<td>Monumental DH</td>
<td>6” (head)</td>
<td>16” (head)</td>
<td>3”</td>
<td>6”</td>
<td>#8 x 3” Screw</td>
<td>Remove sashes and jamb covers. Drive 1 screw through each jamb liner support clip (top, bottom, checkrail and center of each sash). Drive 2 additional screws through the frame (or secure clips) 3” above and below the checkrail on each jamb. Drive additional screws through the frame (or secure clips) centered between each jamb liner support clip.</td>
</tr>
</tbody>
</table>

**Pilot Hole Locations and Sizes**

- **Clad Frame**: Drill 1/8” clearance hole
- **Double-Hung Head**: Drill 1/8” clearance hole
- **Double-Hung Jamb**: Drill 1/8” clearance hole
- **Monumental-Hung Head**: Drill 1/8” clearance hole
- **Monumental Hung Jamb liner support clip**: #6 x 1-1/2” screw

**Notes**:
- M1 anchor required if design pressure exceeds 20 psf.
- For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16” masonry screws with 1-1/4” minimum embedment.
- Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.
**PELLA® IMPERVIA® WINDOW ANCHOR SPACING INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Product</th>
<th>Edge Spacing (E)</th>
<th>Max. Intermediate Spacing (S)</th>
<th>First Mullion Anchor (M1)</th>
<th>Second Mullion Anchor (M2)</th>
<th>Fastener</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casement / Awning</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#8x2&quot; Pan Head (Provided)</td>
<td>Head and Sill anchors not required when frame width is less that 42&quot;</td>
</tr>
<tr>
<td>Single-Hung / Sliding Window</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#8x2-1/2&quot; Pan Head (Provided)</td>
<td>Do not use Frame screws through the sill.</td>
</tr>
<tr>
<td>Double-Hung</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#8x2-1/2&quot; Pan Head (Provided)</td>
<td></td>
</tr>
<tr>
<td>Fixed Frame</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#8x2-1/2&quot; Pan Head (Provided)</td>
<td></td>
</tr>
</tbody>
</table>

* Use Factory Drilled installation holes if present.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

Install hole plugs after driving screws.

**If an Interior Frame Cover has a “Quick Release Band” around the cover; pull the band to help remove the cover.

**PELLA® 350 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Product</th>
<th>Edge Spacing (E)</th>
<th>Max. Intermediate Spacing (S)</th>
<th>First Mullion Anchor (M1)</th>
<th>Second Mullion Anchor (M2)</th>
<th>Fastener</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casement / Awning</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#10x2-1/2&quot; Pan Head (Provided)</td>
<td></td>
</tr>
<tr>
<td>Sliding and Fixed Window</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#10x2-1/2&quot; Pan Head (Provided)</td>
<td>Place 2 screws 4&quot; from the center of the meeting rail at the head and sill of sliding windows.</td>
</tr>
<tr>
<td>Double- and Single-Hung</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>None</td>
<td>6&quot;</td>
<td>#10x2-1/2&quot; Pan Head (Provided)</td>
<td></td>
</tr>
</tbody>
</table>

* Use Factory Drilled installation holes if present.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

Install hole plugs after driving screws.

---

**Note:** Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.
Note: Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.

ENCOMPASS BY PELLA®/THERMASTAR BY PELLA®/PELLA® 250 SERIES WINDOW ANCHOR INSTRUCTIONS

<table>
<thead>
<tr>
<th>Product</th>
<th>Edge Spacing (E)</th>
<th>Max. Intermediate Spacing (S)</th>
<th>First Mullion Anchor (M1)</th>
<th>Second Mullion Anchor (M2)</th>
<th>Fastener</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Series Sliding Window (East and West)</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>3&quot;/centered</td>
<td>8&quot;/none</td>
<td>#8 x 1-1/4&quot; Pan Head (provided)</td>
<td>Use M1 and M2 spacing for screws at head of meeting rail. Center 1 clip below the meeting rail.</td>
</tr>
<tr>
<td>20 Series Single-Hung (West)</td>
<td>6&quot;</td>
<td>16&quot;</td>
<td>3&quot;</td>
<td>6&quot;</td>
<td>#8 x 2-1/2&quot; Pan Head (provided)</td>
<td>Use M1 and M2 spacing for screws at the head only with Mullions.</td>
</tr>
<tr>
<td>20 Series Single- and Double-Hung (East)</td>
<td>Factory Pre-Drilled**</td>
<td>4&quot;</td>
<td>8&quot;</td>
<td></td>
<td>#10 x 2&quot; Pan Head (provided)</td>
<td>High Performance DH: (3) #8 x 2&quot; jamb frame screws, 4&quot; apart at checkrails. Use (4) #8 x 2&quot; screws at head mullion ends and 4 clips at sill mullion ends 3&quot; and 6&quot; from mullion. Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.</td>
</tr>
<tr>
<td>20 Series Casement / Awning and Fixed</td>
<td>4&quot;*</td>
<td>16&quot;</td>
<td>4&quot;</td>
<td>none</td>
<td>#8 x 3&quot; Pan Head (provided)</td>
<td>Use clips at the sill at Mullions and centered under fixed casements in 3-wide combinations.</td>
</tr>
<tr>
<td>250 DH/SH (single units)</td>
<td>Factory Pre-Drilled**</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>#10 x 2&quot; Pan Head (provided)</td>
<td>Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.</td>
</tr>
<tr>
<td>250 DH / SH / FX</td>
<td>4&quot;</td>
<td>16&quot;</td>
<td>3&quot;</td>
<td>6&quot;</td>
<td>#10 x 2&quot; Pan Head (provided)</td>
<td>Use M1 and M2 spacing for screws at head and clips at sill with Mullions only. Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.</td>
</tr>
<tr>
<td>250 SW</td>
<td>4&quot;</td>
<td>16&quot;</td>
<td>---</td>
<td>6&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>250 SW ≥PG50</td>
<td>4&quot;</td>
<td>12&quot;</td>
<td>---</td>
<td>6&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All venting products: Head and sill anchors are required on composites only.
* Use Factory Drilled installation holes if present.
** For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.
*** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

**For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

All venting products: Head and sill anchors are required on composites only.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

** For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

---

250 Series DH PG50 ONLY: Add additional clip at center of Mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.
Interior Sealant Instructions

CAUTION: Use low pressure polyurethane window and door insulating foams. Follow the directions on the can. Do not use high pressure or latex foams.

A. Insert the nozzle or straw between the rough opening and window frame. This can be done from the interior or exterior.

B. Place a 1” deep bead of foam approx. 1” from the interior of the frame to allow for expansion. Do not fill the entire depth of the rough opening cavity.

Note: Apply foam between the frame and rough opening, NOT between jamb extensions and the rough opening.

C. To ensure a continuous interior seal, apply sealant over the interior surface of any shims or clips that interrupt the foam seal. Backer rod (as necessary) and sealant can be used in place of the low expansion foam to create the interior seal. However, foam has greater insulating properties. Fiberglass batt or similar insulation is not recommended as it can absorb water and does not act as an air seal.

For windows set against drywall return or wood interior stops:

D. Apply a corner bead of sealant where the frame and drywall return or stop meet. This sealant covers any gaps and creates a smooth transition between materials.

Note: Use a low odor, paintable sealant such as Pella Window and Door Installation Sealant.

Re-check window operation and remove shipping spacers after foam installation. Excess foam may be removed with a serrated knife after it cures.

Exterior Sealant Instructions

CAUTION: Use a high quality, multi-purpose exterior sealant such as Pella Window and Door Installation Sealant. Follow the directions on the cartridge.

A. If the space between the new window frame and the opening is greater than 1/4”, go to step (B).

If less than 1/4” or if the frame does not project past an exterior stop (Figure 1), skip to step (C).

B. Insert backer rod 3/8” deep in the space around the window.

C. Apply a continuous bead of sealant where the new frame contacts the exterior stop (Figure 1) or between the frame and the opening (Figures 2, 3 and 4). Continue the seal across the bottom of the sill adapter (if applicable). Do not block weep holes.

Note: For full frame replacement in brick or siding, where the wall is designed to manage water do not leave gaps or weeps in the exterior sealant. For pocket replacement, if weep holes are not present in the sill adapter and the existing sill slopes to the exterior, leave weep gaps in the sealant (Figure 5).
INSTALLING ROTO COVER AND CRANK

A. Place the cover over the operator stud and snap into place. Position the pocket end of the cover into place.

   Note: If the cover does not have the screw hole, apply pressure on the pocket end of the cover to snap the cover into place and proceed to step C.

B. Insert the provided screw into the hole in the bottom of the pocket. Use a #1 Phillips screwdriver to secure the pocket screw snug against the bottom of the pocket to avoid scratching the crank handle knob. DO NOT overtighten.

C. Use a medium size flat-blade screwdriver to loosen the set screw in the crank handle.

D. Slide the crank handle onto the stud. Unlock, open window, then close and lock window.

E. Fold the crank handle down and check alignment of knob with the pocket.

   Note: You may need to adjust the crank position on the stud until the correct alignment is achieved.

F. Open the crank and tighten the set screw.

G. After the final installation, fold the crank over and snap the knob into the pocket.

   Note: Even with the window open the crank can be folded to avoid interfering with the window treatments.

LOCK LEVER INSTALLATION AND REMOVAL

Note: You may want to remove the lock lever prior to finishing the window, or it needs to be replaced with a lock lever in a different finish.

A. Unlock and open the window.

B. Place the lock lever in the locked position.

C. From the exterior of the window, insert a small flat-blade screwdriver between the cam and lock lever near the bottom of the opening between the stop and frame gasket.

D. Push the screwdriver inwards with a small amount of pressure; then turn the blade slightly clockwise for a left hand unit, counter-clockwise for a right hand units.

   DO NOT over-twist the screwdriver, this can damage the lock driver.

   Note: This will release the hook in the lever from the cam hook.

E. Remove the lock lever by pulling it toward the interior of the building.

F. To install a lock lever, hold it in the lock position and insert it, from the interior, into the slot until it snaps into the cam.

Exterior Finish of Existing Frame (Pocket Replacement)

It is the responsibility of the homeowner, contractor or installer to ensure any exposed unfinished wood is covered or finished. Possible methods include, however are not limited to, covering with aluminum coil stock or painting.

Cleaning Instructions

GLASS – Remove any protective film and labels and clean the glass, using a soft, clean, grit-free cloth and mild soap or detergent. Be sure to remove all liquid by wiping dry or use a clean squeegee.

Pella® ALUMINUM CLAD OR IMPERVIA FRAMES – The interior and exterior frame and sash are protected with a tough factory finish. Clean this surface with mild soap and water. Stubborn stains and deposits may be removed with mineral spirits. DO NOT use abrasives. DO NOT scrape or use tools that might damage the surface.

Encompass by Pella®/Thermastar by Pella® or Pella® 350 Series – The vinyl frame may be cleaned using the same method as the glass. For stubborn dirt, a “non-abrasive” cleaner such as Bon-Ami® or Soft Scrub® may be used. Do not use solvents such as mineral spirits, toluene, xylene, naphtha or muriatic acid as they can dull the finish, soften the vinyl and/or cause failure of the insulated unit seal. Keep door tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

Use of inappropriate solvents, brickwash or cleaning chemicals will cause adverse reactions with window and door materials and voids the Limited Warranty.

Interior Finish (Wood Windows)

If products cannot be finished immediately, cover with clear plastic to protect from dirt, damage and moisture. Remove any construction residue before finishing. Sand all wood surfaces lightly with 180 grit or finer sandpaper. DO NOT use steel wool. BE CAREFUL NOT TO SCRATCH THE GLASS. Remove sanding dust. Pella products must be finished per the below instructions; failure to follow these instructions voids the Limited Warranty.

- On casement and awnings, it is optional to paint, stain or finish the vertical and horizontal sash edges.
- On single-hungs and double-hungs, do not paint, stain or finish the vertical sash edges. Any finish on the vertical sash edges may cause the sash to stick; it is optional to paint, stain or finish the horizontal sash edges.

Note: To maintain proper product performance do not paint, finish or remove the weatherstripping, mohair dust pads, gaskets or vinyl parts. Air and water leakage will result if these parts are removed. After finishing, allow vents and doors to dry completely before closing them.

Pella Corporation is not responsible for interior paint and stain finish imperfections for any product that is not factory-applied by Pella Corporation. For additional information on finishing see the Pella Owner’s Manual or go to www.pella.com.

Care and Maintenance

Care and maintenance information is available by contacting your local Pella retailer. This information is also available at www.pella.com.

Important Notice

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with Pella’s installation instructions; or the use of Pella products in wall systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Pella.

Pella products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems, (EIFS) (also known as synthetic stucco) or other non-water managed systems. Except in the states of California, New Mexico, Arizona, Nevada, Utah, and Colorado, Pella makes no warranty of any kind and assumes no responsibility for Pella windows and doors installed in barrier wall systems. In the states listed above, the installation of Pella Products in barrier wall or similar systems must be in accordance with Pella's installation instructions.

Product modifications that are not approved by Pella Corporation will void the Limited Warranty.