

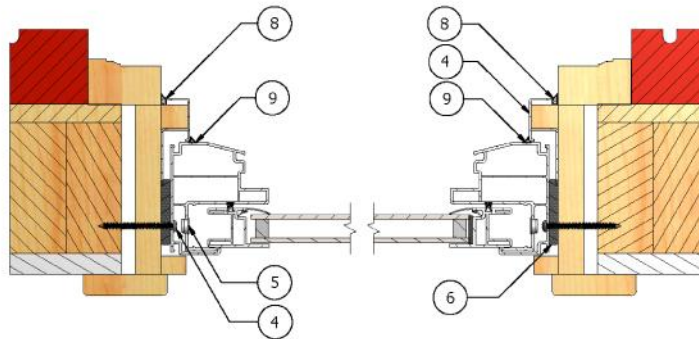
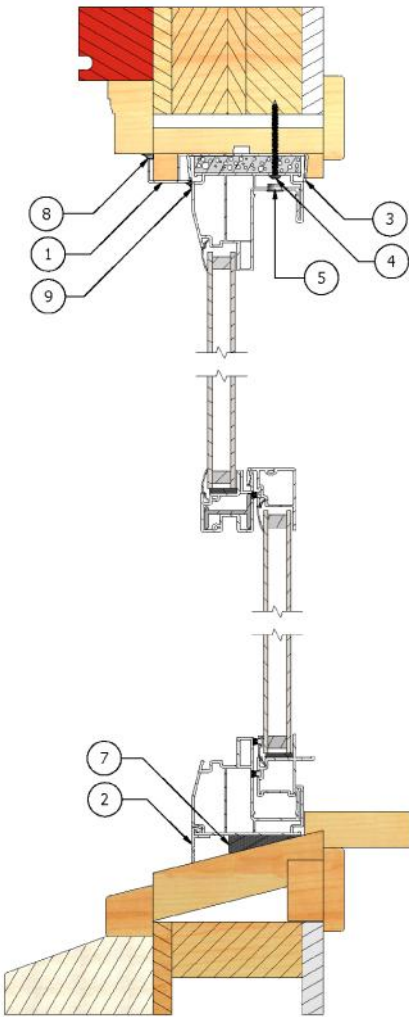


Retro Fit Vinyl Installation Instructions

Double Hung & Single Hung

Parts List		
Item	QTY	Description
1	3	Exterior Stop Cover
2	1	Sill Angle
3	1	Head Expander
4	4	2" Pan Head Frame Screw
5	4	Hole Cap
6	2	Low Expansion Foam Insulation (By Others)
7	1	Low Expansion Foam Insulation (By Others)
8	N/A	Outside Stop to Casing Neutral Cure Silicone (By Others)
9	N/A	Outside Stop to Frame Neutral Cure Silicone (By Others)
Pg. 2	2	Shim (By Others)
Pg. 2	N/A	1" Exterior Stop Cover Nail - Roofing Nail (By Others)
Pg. 2	2	Jamb Jack (Double Hung Only)

Parts Identification
Parts identification and parts list used to identify each component used.
Note: Certain components are not supplied by Windsor.

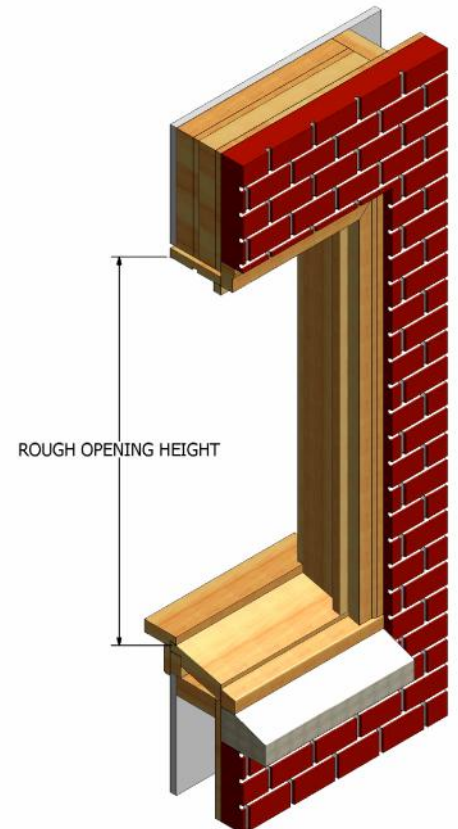
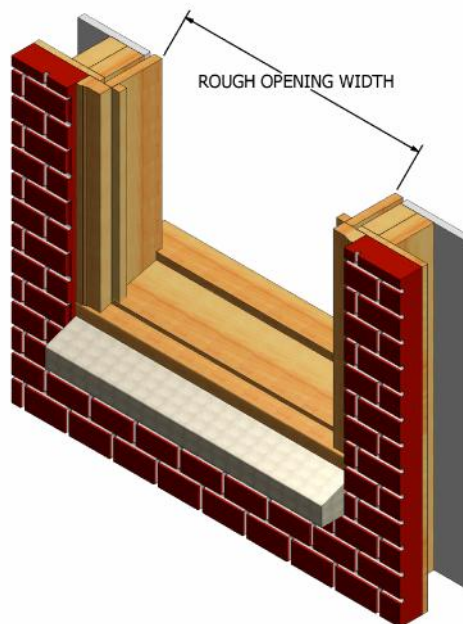


Step 1 - Measure the Rough Opening

Measure the vertical and horizontal rough openings to determine the required window size. When measuring the height, measure from the highest point of the sill to the head jamb. Measure the inside of the window frame at the top, middle and bottom. Use the smallest of the three. Note: Vinyl windows are ordered by the rough opening, the frame dimension will be 1/2" under the rough opening callout for the width and 3/8" under rough opening callout for the height.

Step 2 - Prepare Existing Opening

Clean the existing frame of all dirt, debris, old nails and caulking. Remove inside stops and parting stops.



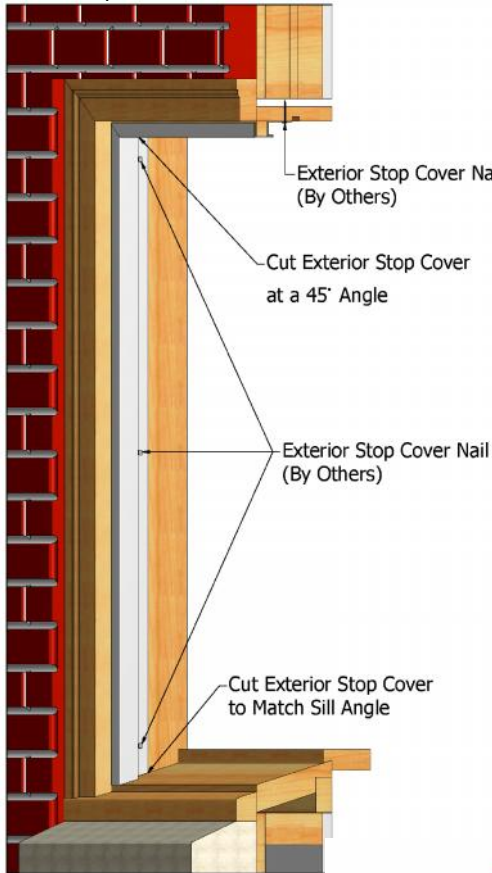


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Step 3 - Cut and Install Exterior Stop Covers

Cut the head exterior stop cover to the rough opening width calculated in step one. Cut a 45 degree angle on each end. The side exterior stop cover length will be from inside of head jamb to where it meets the sill. The sill end of the cover will need to be cut to match the sill angle. The head end of the cover will need to be cut at a 45 degree angle. Nail all three exterior stop covers to the existing frame. Space the nails 3 inches from each end and 12 inches apart.

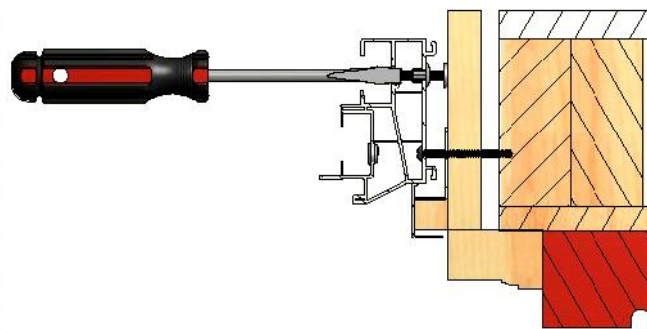


Step 4(b) - Install Window

Shim as necessary to ensure the retro fit window is square and plum. Shim behind each side screw hole. Using the 2" pan head screws, screw the retro fit vinyl window to the existing frame. Install the provided hole caps. Removing the sash may be required.

Step 5 - Jamb Jack

Double Hung Only
Adjust jamb jacks at jamb center until measurement across center equals measurements across head and sill.

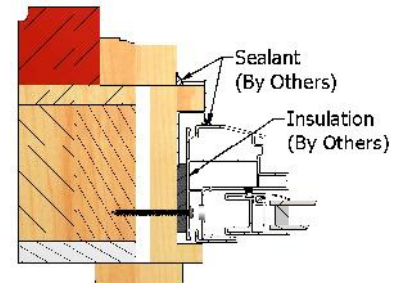


Step 6 - Install Sash

Re-install sash and make any final adjustments that are needed.

Step 7 - Seal & Insulate Window

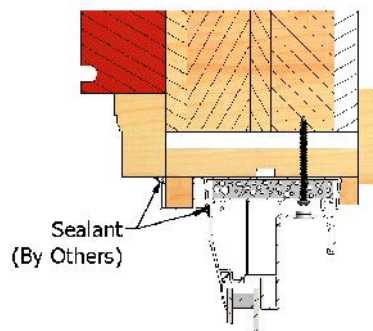
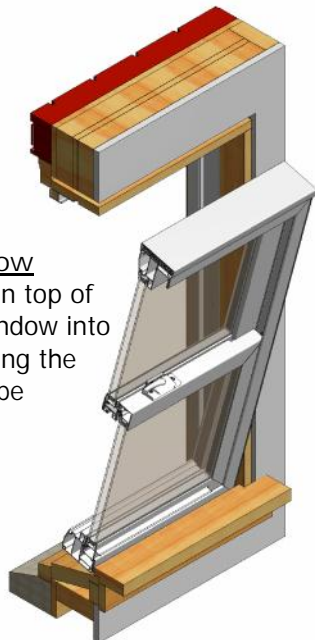
Using low expansion foam, insulate both sides of the window as shown. Once the foam is cured, re-install the interior stops and trim. From the exterior insulate the bottom of the window. Apply the sill angle once the insulation is cured. Using a quality grade neutral cure exterior sealant, seal the side and head outside stops to the frame as shown. Note: Do not seal the sill angle to the frame.



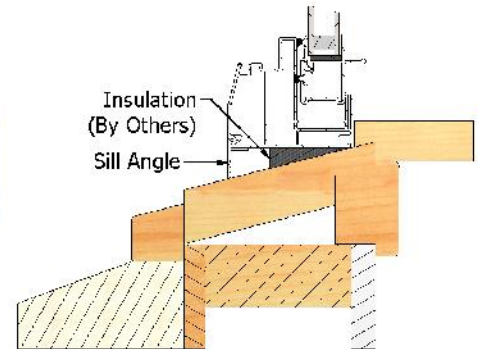
Side Section Detail

Step 4(a) - Install Window

Install the head expander on top of the window. Rotate the window into the existing frame. Removing the stool and/or sill cover may be required.



Head Section Detail



Sill Section Detail