

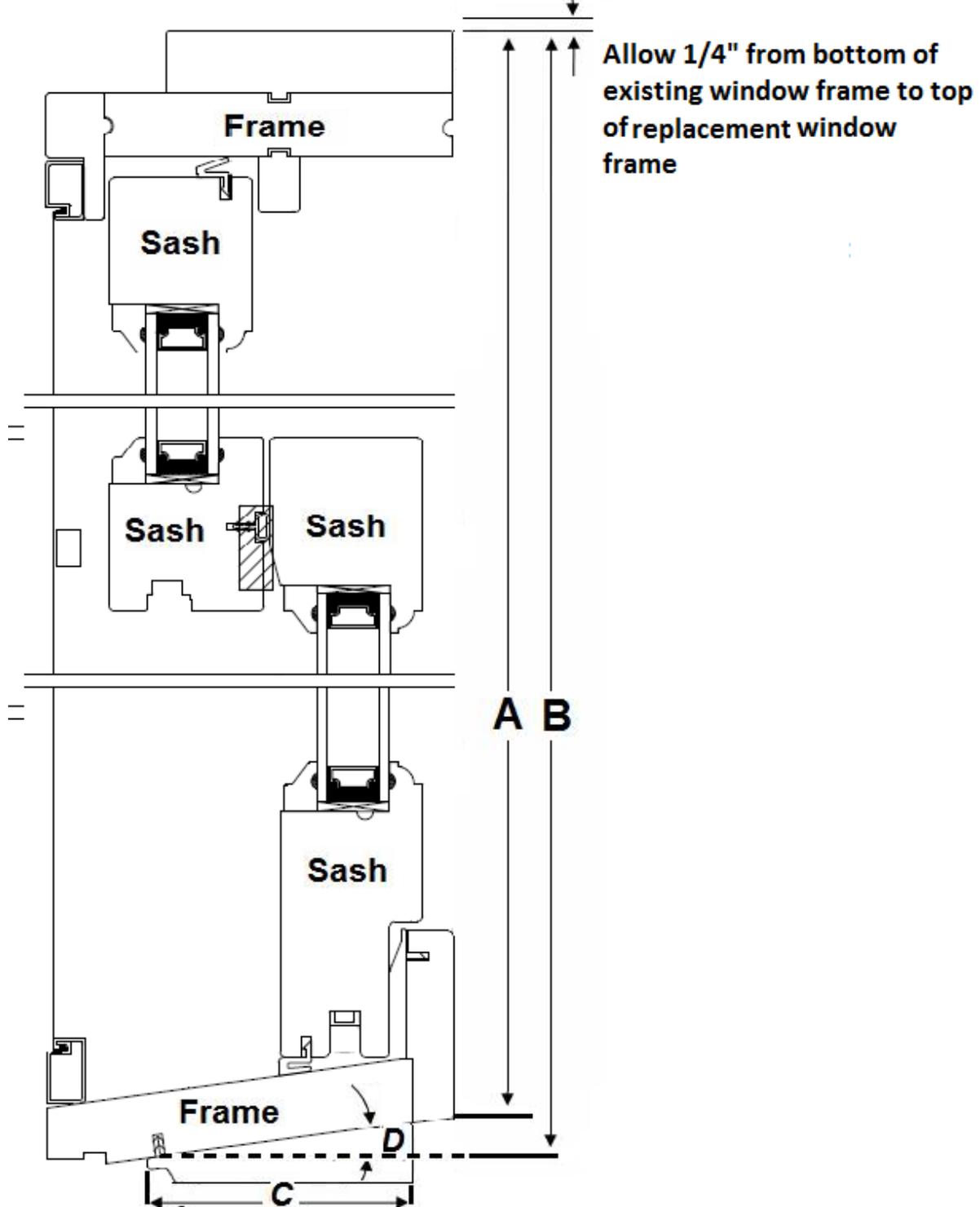
NORWOOD

NEVER ORDINARY

Double Hung Insert

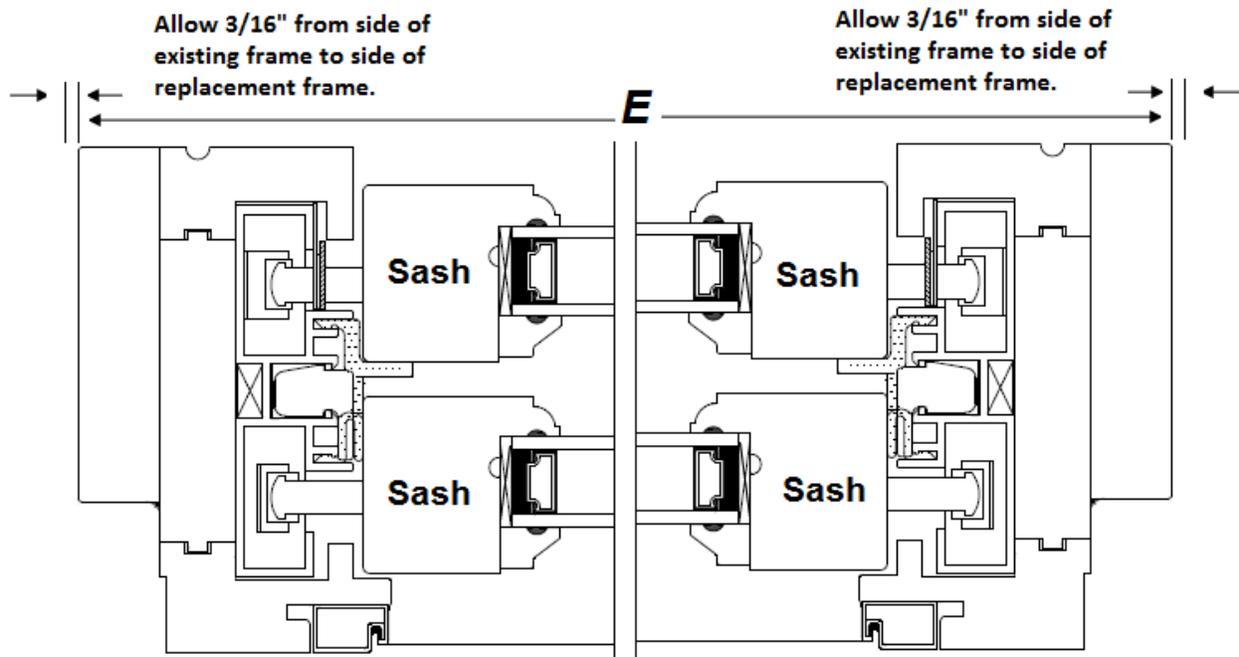
Wood Window

Site Measuring frame



Find the insert height:

- Remove existing sash and take measurements from the inside side of the existing frame, excluding existing blind stops
- Measure from the head jamb of the existing window frame (where the top rail of the top sash touches when the sash is closed) to the highest point on the sill of the existing window frame (A). Take the same measurement this time measure the low side of the sill toward the outside (B).
- Be sure to measure both sides of the window frame as well as in the center of the frame. Take the small measurement of the three measurements taken.
- The width of the existing wall (C) or the slope or angle of the existing sill (D) must also be supplied.



Find the insert width:

- Remove existing sash and take measurements from the inside side of the existing frame, excluding existing blind stops.
- Measure the inside distance from jamb to jamb.
- Measure top, bottom and center width and take the small measurement of the three measurements taken.

Pocket Window Installation

Before you begin please read and understand these installation instructions. The following installation instructions are recommended by Norwood and failure to follow them may void the warranty.

The following installation instructions are the minimum required by Norwood. If local building codes exceed these installation instructions then the local building codes must be followed.

Because of newer construction methods and the increasing need for energy efficiency in our homes, this installation method seals the window to the exterior weather barrier. A sill pan is used to capture any water that may collect under the window and redirects it to the outside preventing it from entering the wall cavity.

These installation instructions are to be used in the installation of flat windows only. For any other window type such as bays and bows consult your local Norwood dealer.

Step 1.

- Check to ensure that the window is the size, color, configuration, and grill pattern as ordered.
- Examine the windows for any shipping damage such as scuffed paint, broken glass, broken hardware or torn screens.

If there are any discrepancies, **DO NOT INSTALL THE UNIT**, please contact your local Norwood dealer for further instructions.

Unpack the window:

- Remove all cardboard wrapping and shipping blocks.
- Remove all strapping.
- Remove any dirt and dust from all trims with a clean cloth; this is to ensure that the silicone and flashing will stick.

Step 2.

Check the opening:

- Remove existing sash and blind stops
- Make sure that the opening is level, square and plumb.

Step 3.

Installing the window:

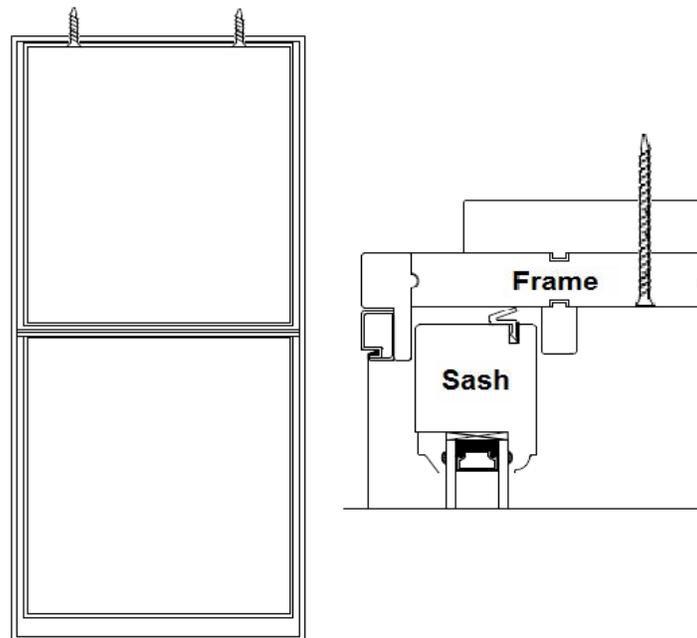
This is at least a two person step, one person outside holding the window and one person inside to fasten the window to the framing.

- For operating windows ensure the window is closed and locked.
- Place window in the opening.
- Center window in the opening.
- Level and Plumb the window using shims.
- Place shims 1" from top and bottom and every 16" around the window.
- For Double and Single hung windows shims must be placed at the meet rail.
- Check any operating window for proper operation. If window is not operating properly, adjustments may be required to the shims (may be over shimmed).

Step 4.

Secure the window:

- Pre-drill the head jamb of the window 6" inches from each corner and secure into the header using # 8- 1 ½ stainless steel flat screws. For windows wider than 24" insert a screw at the mid section of the head jamb. (Picture 1)



Picture 1.

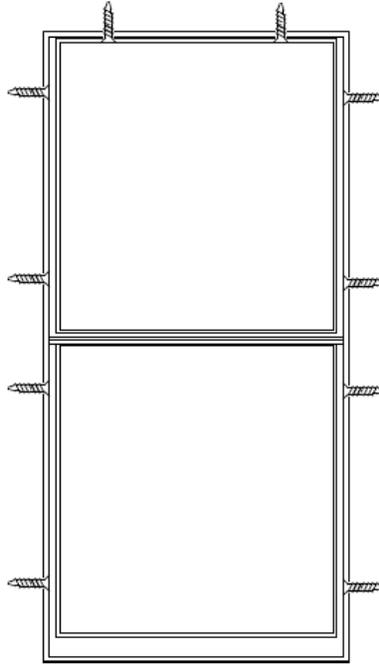
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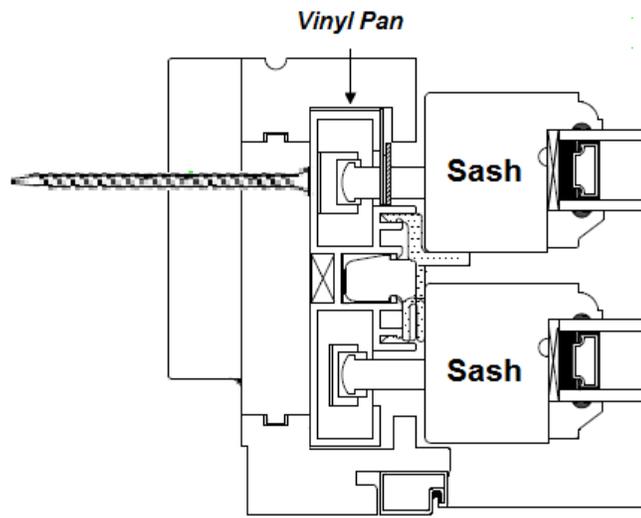
- For Double Hung windows with the sash in the open position predrilled the side jambs 6" from either corner and 6" on either side of the center meet rail secure using #8 - 2" stainless steel screws. (Picture 2)

Important Note:

When securing the side jambs ensure that the head of the screw sits below the vinyl pan, if not the window will not operate properly. (Picture 3)



Picture 2

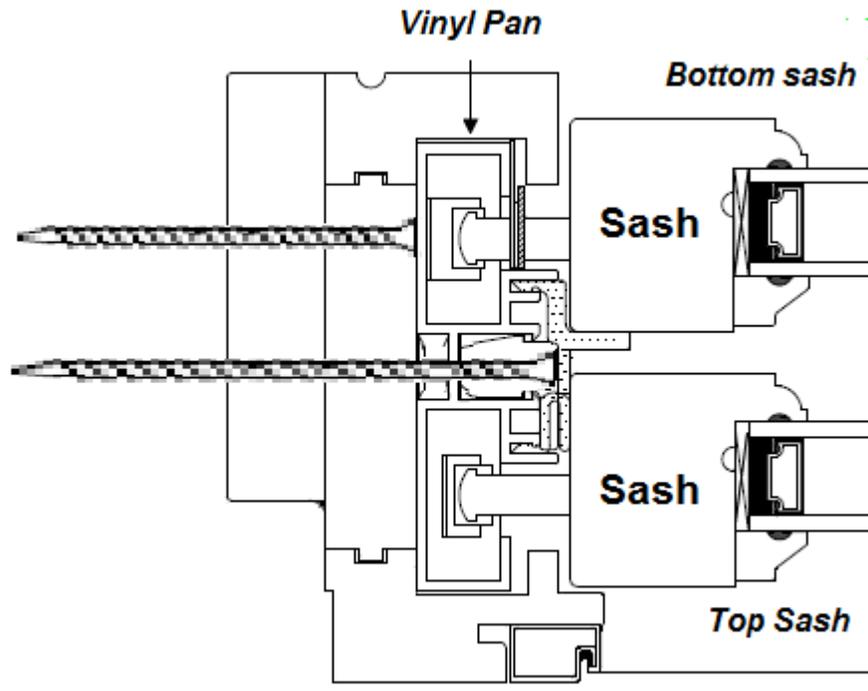


Picture 3

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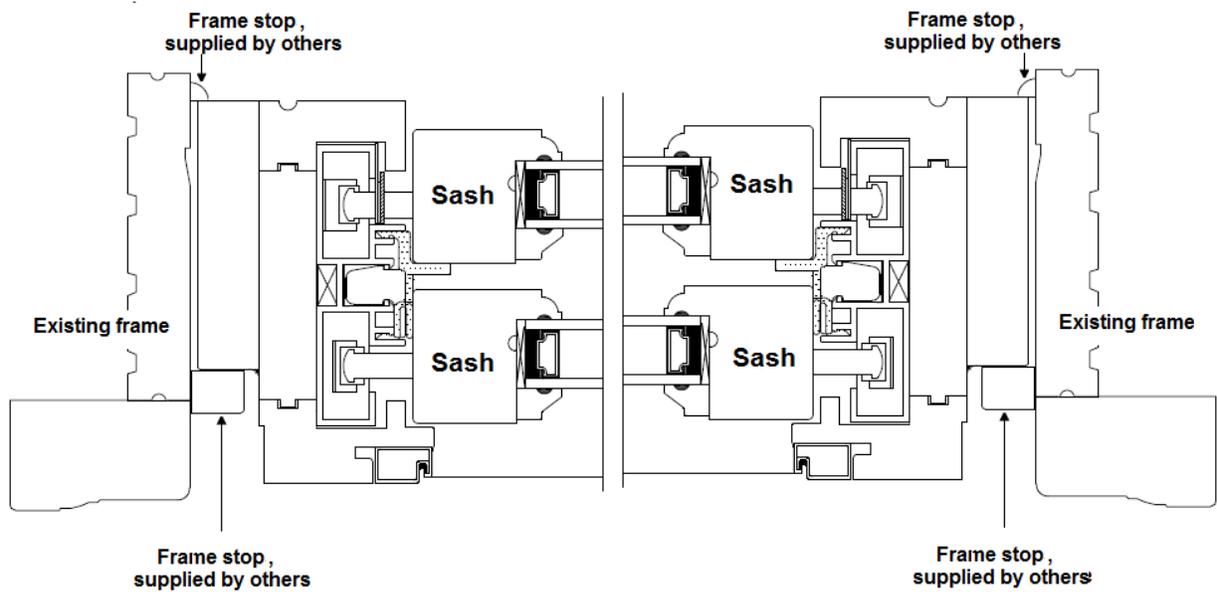
- For Single Hung windows predrill the bottom sash as described above for the Double Hung. For the top sash predrill through the side parting bead and secure using #8 – 3” stainless steel screws. (Picture 4)



Picture 4

Alternate Installation Method.

- Prep window opening as described above.
- Install frame stops on the out edge of existing frame as shown in picture 5.
- Silicone inside face of frame stop.
- Place Insert window into existing frame, be sure that it is tight against frame stop.
- Insulate between existing frame and insert. If foam insulation is being used be sure not to use too much as it may interfere with the operation of the window.
- Install interior inter frame stop as shown in picture 5.
- Repeat above steps for the top and head and sill of the window.



Picture 5.