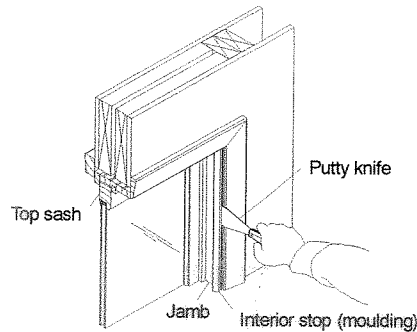


# Green Mountain Window Co.

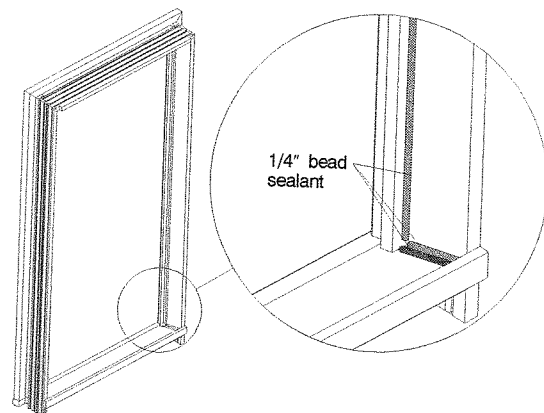
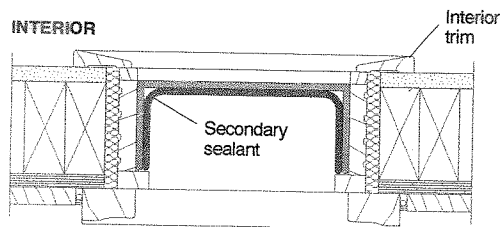
## Insert Unit Installation Instructions

### Existing Window Opening Preparation:

1. Remove all interior stops by backing out any stop screws (if applicable). If screws are not evident remove the existing stops with a putty knife. Save existing stops for use in trimming the new insert unit.

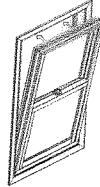


2. Cut balance cords or chains for the lower sash and remove the sash.
3. Remove the parting stop between the upper and lower sash on the side jambs with a putty knife. Also remove any parting stop on the head jamb.
4. Cut balance cords or chains for the top sash and remove the sash.
5. Remove any pulleys on side jambs. Fill empty weight cavity in the wall (behind the jamb) with fiberglass insulation.
6. "Dry fit" the new insert window to ensure proper fit before proceeding to step 6. If the fit is not correct any existing window frame adjustments must be made at this point.
7. Apply a 1/4" bead of sealant all the way across the inner side of the sill and along the side jambs where the sill and side jambs meet. Apply a 1/4" bead along the existing blind stop to jamb joint. Then apply a second bead of sealant as shown below.

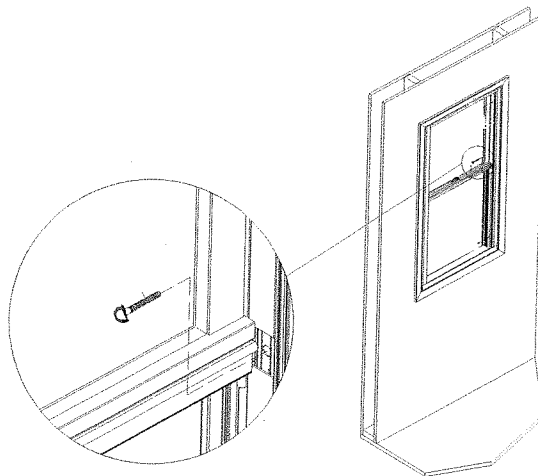


### Installing the Insert Unit:

1. Remove shrink wrap or packaging on window (only used with certain window options). Do not remove cross brace across center of window until after installation. This cross brace is not supplied with all units depending on size.
2. Place insert unit sill onto the existing opening sill and press unit inward until insert unit rests on existing outside blind stops (see below).

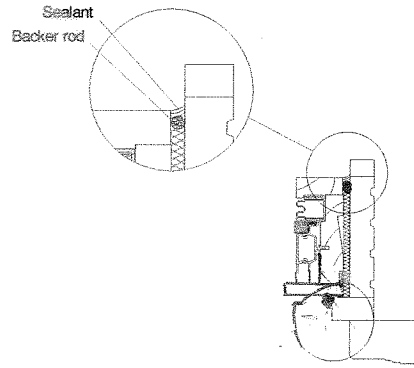


3. Check sill for level and if needed use shim to level unit horizontally from jamb to jamb.
4. Square insert unit by taking diagonal measurements. While squaring frame insert shim between insert unit and existing side jambs. Be sure to shim in the middle of the frame. Verify that jambs are also plumb by measuring the inside of the insert frame at the center and at the top and bottom. If the jambs are bowed out in the center window performance will be compromised.
5. Cut any excess wood off the back of the shims so that they are flush with the insert frame.
6. Remove sash from frame by tilting in and taking out both sash.
7. Remove the fuzzy pad in the middle of each side jamb by prying it off with a small screw driver. Drill a pilot hole thru the plastic and wood jamb that is concealed by the plug. Be sure that the pilot hole also goes thru the shims that were installed in the center of the window. Then insert a 1 ½" or longer nail or screw thru the jambs to fasten the insert unit jamb to the existing opening jamb (see below).



8. Reinstall the fuzzy plugs and both top and bottom sash. Verify that insert frame is still square and plumb.
9. Fill any gaps around insert frame with fiberglass insulation or **LOW**-expanding foam.

10. Run a bead of sealant around entire perimeter of insert unit to seal the joint between the new and existing frame. Use backer rod if necessary.



11. Go to the exterior of the window and run a bead of sealant around the entire exterior of insert unit to seal the joint between the new and existing frame and sill
12. Trim interior of window as needed with original or new moldings.