

MONARCH

Materials Group Inc.

VINYL PRO 4

Midwest Series Replacement Window Insert

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Visit Monarch Materials Group, Inc. at www.monmatgrp.com

Vinyl Pro4 Single Slider Midwest Series Replacement Window Insert

End User notes: (Read the instructions completely before installing the windows).

- It is the responsibility of the owner, architect and/or builder to select products that comply with applicable laws, egress and local building codes that are appropriate to the intended application and use.
- Monarch vinyl windows have a warranty plan covering workmanship and materials for a period of one year from date of factory shipment. Insulating glass is warranted under a 10 year plan against failure.
- Contact the nearest Monarch Materials Group sales representative if there are any problems.
- When the window was part of a package, read as well the instructions for Wells, Covers and Ladders.

Safety and Handling:

- Work safe and always wear proper gloves, eye and ear protection.
- Use caution when handling glass. Broken or cracked glass can cause serious injury.
- Use caution when working at elevated heights.
- Do not let the windows get wet prior to installation.
- Store the windows in a safe location, out of direct sunlight prior to installation.
- Take proper precautions if lead paint is suspected, generally before 1979. (Check www.epa.gov/lead).

Tools needed:

a) Safety glasses.



b) Level.



c) Hammer.

d) Utility knife.

e) Square.

f) Tape measure.



g) Caulking gun.

h) Center punch.

i) Drill bits.



j) Drill.

k) Marker.

l) Vise grip.

Materials supplied:

- * Latch hardware kit.
- * Screen.
- * Sash.

Inspect Window/Labeling:

- Inspect the windows for any damage or defects.
- Verify that the window unit is the correct size and configuration.
- Work from the interior of the foundation.
- Locate the 'Top Inside' label for window orientation. '**Top Inside**' indicates top and interior surface.



Label 'Top Inside'

Prepare Steel Frame Opening:

- Remove the old window insert from the steel frame.
- Inspect the steel frame before installing Midwest vinyl insert.
- Frame should be level, square and no bend or distorted members.
- Clean any concrete or dirt from the steel window frame.
- For Egress windows the bottom of the window opening must **not** exceed 44" from the finished floor.
- Check steel window frame dimensions, and make sure the 'inside frame width' is 31" and the 'inside frame height' is 36-1/2" tall. To determine where to measure the frame, see Figure 1 and Figure 2.
- Remove pegs, located at the lower end of the vertical sides. Use a vise grip and twisting/bending action. (Figure 3)

'Wide Monarch Window Frame'

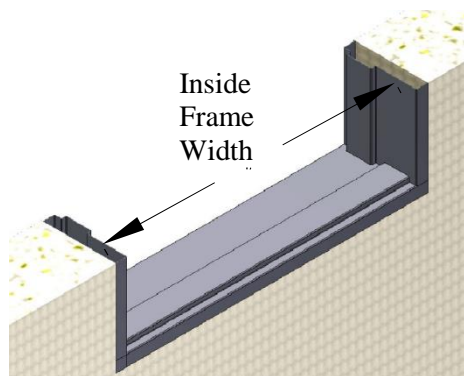


Figure 1: Check Frame Width

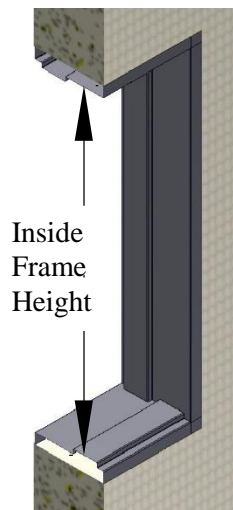


Figure 2: Check Frame Height

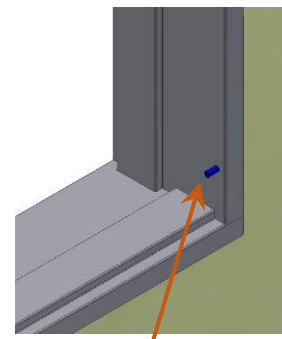
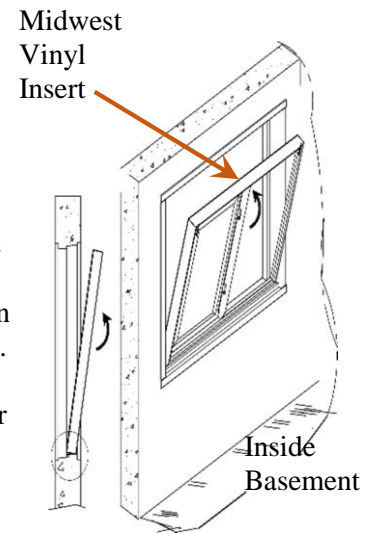


Figure 3: Peg on both sides.

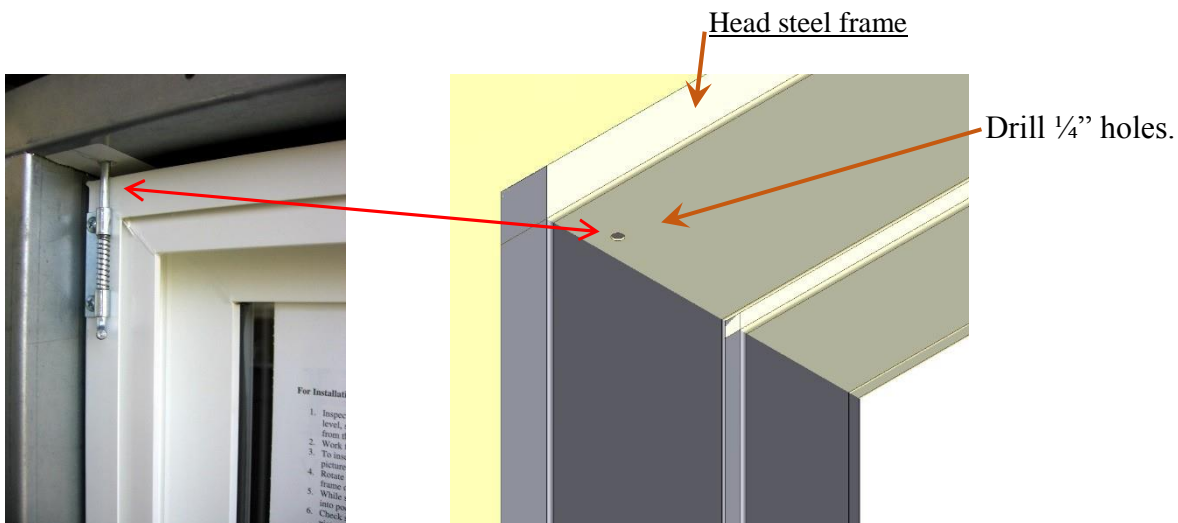


Window Installation:

- Hook the chains (from the kit) onto the latch pins (of the window). This is done by taking off the rubber cap and placing the last loop of the chain around the pin. Finally, put the rubber cap back onto the pin. Repeat on the other pin.
- Check the window sill adapter to see if the seals are not damaged and are clean.
- Check the window frame sides & top bulb seals are not damaged and are clean.
- First test fit the Midwest window insert.
- To insert the Midwest window insert, tilt the window with the sill adapter facing exterior and set over the hump in the steel frame sill.
- Pull the latch pins down and push the window until it is pressing tightly against the steel frame.
- Check side to side position of the window and adjust so it is centered and let go of the latch pins.
- Then, slide the top portion of the window towards you and back to its original position (tightly against the frame). Repeat this motion until pin marks are visible on the frame.
- The ends of the marks farthest from you are locations for the holes.
- Starting at the left side, use a center punch and mark for a 1/4" drill. Drill a 1/4" diameter hole through the steel and 1/2" into the concrete. The hole needs to be as vertical as possible.



- Repeat on the right side. Note: place a piece of tape around the drill bit 1/2" from the tip to determine the 1/2" depth.
- Clean the frame and install the new vinyl window.
- Remove the black shipping clip.

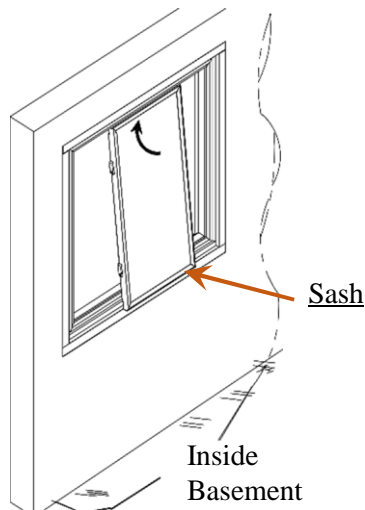


Mark Hole location & Center punch.

Drill \varnothing 1/4" hole into steel frame & 1/2" deep into concrete. (Drill second hole on the other right top side)

Sash and Screen Installation:

- 1) Remove shipping materials until ready for installation.
- 2) Install the sash and screen from the interior basement side.
- 3) First insert the Screen, grasp screen by the edge so that the metal loops are towards you. Pass the screen through the opening window. Turn so that the edge springs are near the meeting rail and insert into the groove in meeting rail. Grasp the tabs and pull simultaneously toward meeting rail and toward interior until screen touches frame.
- 4) Insert the Vent Sash by placing the top of the sash into the top track, lift the sash and swing bottom in and lower into frame track. Slide the sash all the way to the right and engage locks into meeting stile.



Screen Spring



Screen Pull

Window Sealing/Weatherproofing:

- The window insert is fully sealed with bulb seals.
- The venting sash is fully weather stripped.
- Check the cam locks are engaging into the meeting stile.
- Check the latch pins are fully engaged.
- Make sure the sash operates properly.
- Check the two exterior sill Weep Hole covers for functionality.
- Check the outer steel frame perimeter for gaps on the interior and exterior and if needed seal with caulk.

Removal/Disposal/Recycling:

After the window have been installed:

- Remove and recycle the plastic shipping clips.
- Follow all local regulations for proper disposal of all waste including old windows.
- If needed clean the steel window frame from concrete residue.

Care and Use after installation:

- Ensure weep holes/covers are clear of debris for proper water drainage.
- Make sure the sash units operate properly.