

MONARCH

Materials Group Inc.

VINYL PRO 4

Picture Window Insert

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

Vinyl Pro4 Single Slider Picture 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.



d) Utility knife.

g) Caulking gun.

b) Level.



e) Square.

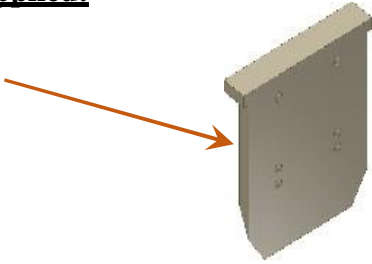
c) Hammer.

f) Tape measure.



Materials supplied:

- * Push Tabs.
- * Screen.
- * Sash.



Inspect Window/Labeling:

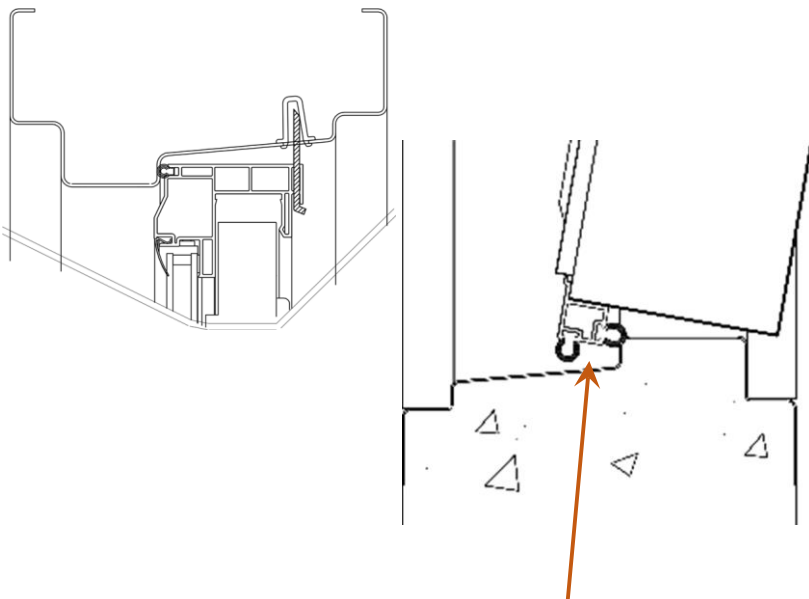
- Inspect the windows for any damage or defects.
- Verify that the window unit is the correct size and configuration.
- Work from the interior of the foundation.
- Locate the 'Top Inside' label for window orientation. '**Top Inside**' indicates top and interior surface.



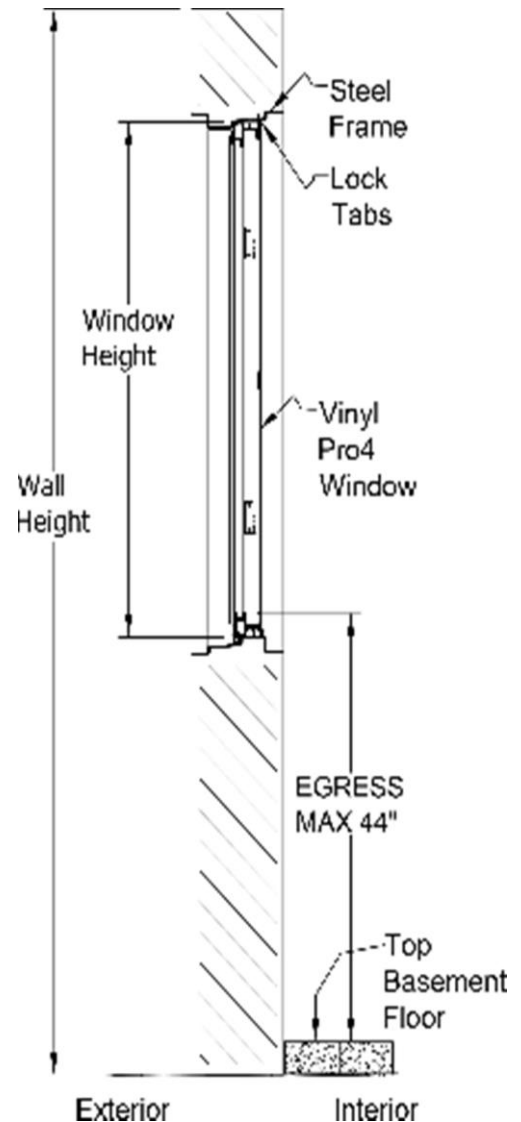
Label 'Top Inside'

Prepare Steel Frame Opening:

- Inspect the steel frame before installing VPro4 insert.
- Frame should be level, square and no bend or distorted members.
- Clean any concrete from the interior of the frame.
- For Egress windows the bottom of the window opening must **not** exceed 44" from the finished floor.

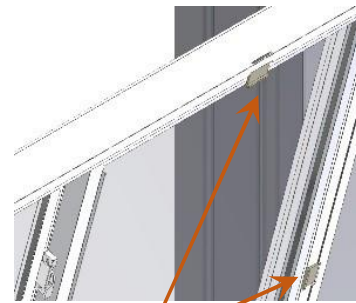
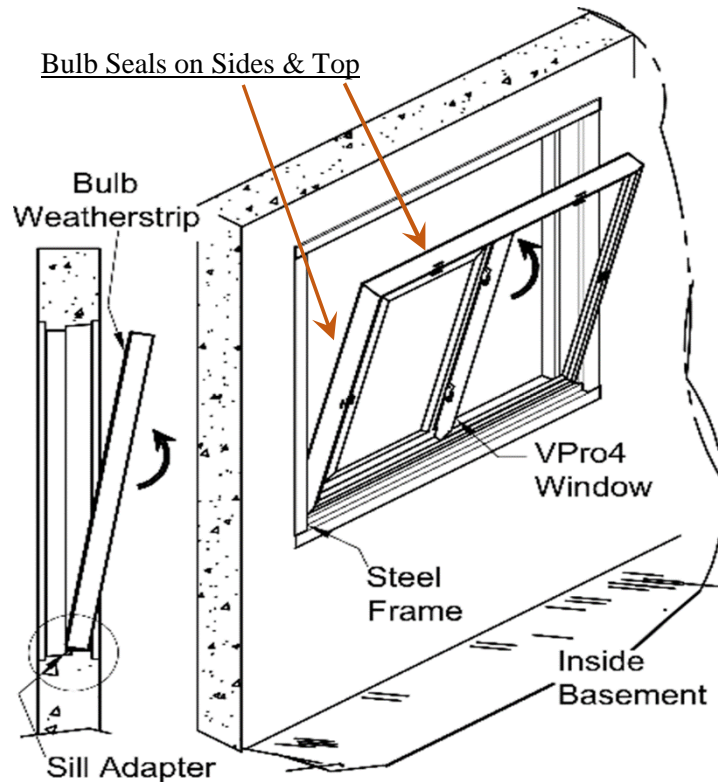


Sill Adapter VPro4 Window

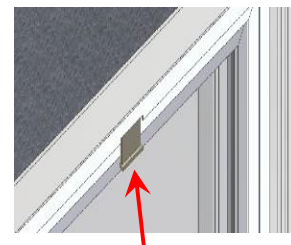


Window Installation:

- 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.
- Pull out the head and side jambs Push Tabs, turn them around and partially re-insert.
- To insert the VPro4 window, tilt the window with the sill adapter facing exterior and set over the hump in the steel frame sill.
- Push the window until it is pressing against the steel frame on the sides and top.
- While still pressing on the top of the window frame, push the top tabs into the pockets on the steel frame.
- Check side to side position of the window and adjust so it is centered.
- Push side tabs into the pockets.
- Remove the black shipping clip.



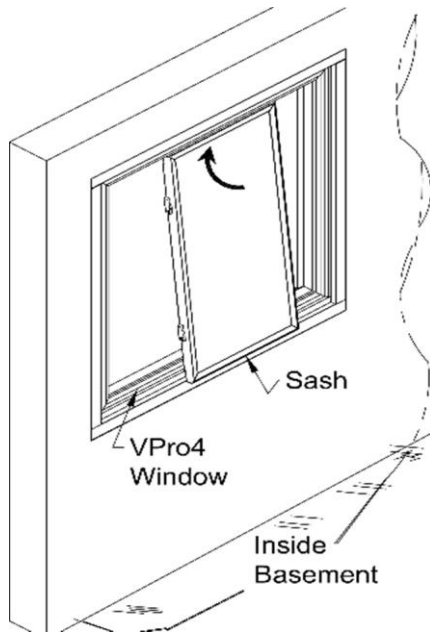
VPro4 'Push Tab'



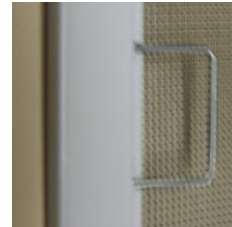
Push Tab Up into Lock void

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 locks are engaging into the meeting stile.
- 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.