



## VERTICAL 4-TRACK INSTALL GUIDE



June 2025

# INSTALLATION: SINGLE



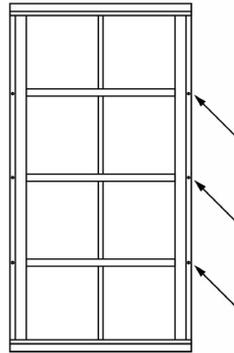
For installation questions, contact our Technical Director at **419-866-7705, ext 1033**. For all other inquiries, call us at **704-762-1911**

All Porch Conversions windows have a 7/8" flange and are designed to be fastened through this flange into a post/structure. You will need a #2 square drive Robertson bit for the supplied self-drilling screws. The bag of screws can be found in between the sashes and the screen.

## STEP 1:

With all sashes mounted in the frame and moved to the "closed" position, mark the center of each meeting rail on each side frame with a punch or marker.

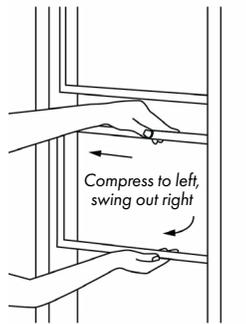
**Note:** Window mounting screws will be installed at this location. See Step 4.



## STEP 2:

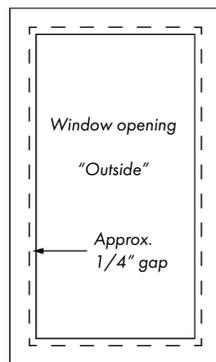
Remove sashes from main frame by holding sash (as shown in photo A) compressing springs to the left and swing out the right side from the shallow depth frame liner.

**Note:** Sash removal will keep the frame sides straight instead of being bowed out by the side load springs of the sashes.



## STEP 3:

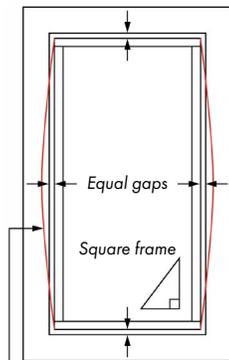
Check for correct fit of window frame into opening. Gap should be approx. 1/8" on each side and approx. 1/8" at top and bottom. Apply silicone sealant to outside perimeter of opening.



## STEP 4:

Center and square-up window frame in opening.

**Note:** Use shims to maintain the same window width in the middle of the vertical frame sides as the top and bottom. An hour-glass shape or bowed out in the middle will not allow the window to operate properly.



Hour-glass shape will not work

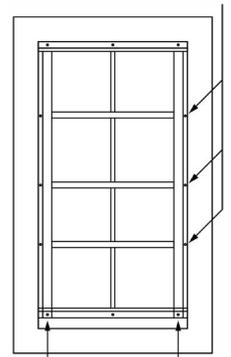
## STEP 5:

Install a mounting screw in each of the bottom corners.

## STEP 6:

Drill holes and fasten one side of the frame with screws at the punches or marks you made on Step 1 at each meeting rail. Straighten the side as you fasten from bottom to top. Measure across the bottom and use that number to straighten the other side, again fastening from bottom to top.

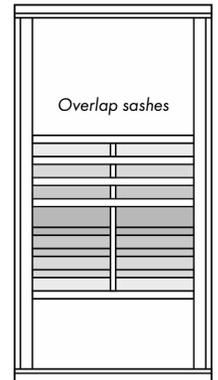
6. Install screw at each meeting rail



5. Fasten bottom corners first

## STEP 7:

Insert sashes. Top sash goes in the track closest to screen. The spring side of the sash goes in the deep liner side track first (left side as facing the window unit from interior of your room), then push into track and swing right side into the shallow side liner. Overlap the sashes when putting them in to the tracks, so the sashes interlock properly. Each sash will have its own track. As seen below. Once all sashes are installed they will slide all the way up and down interlocking as they go.



## INTERIOR FINISHING OPTIONS

### Windows mounted to wood posts:

Install wood stops around perimeter of window frame. OR Apply small bead of silicone sealant around perimeter of window frame.

### Windows mounted to metal posts:

Apply small bead of silicone sealant around perimeter of window frame.

# INSTALLATION: SINGLE

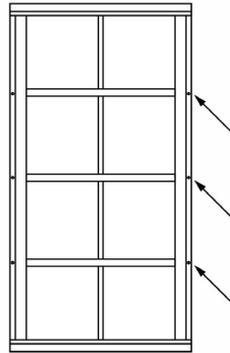


For installation questions, contact our  
Technical Director at **419-866-7705, ext 1033**.  
For all other inquiries, call us at **704-762-1911**

## STEP 1:

With all sashes mounted in the frame and moved to the "closed" position, mark the center of each meeting rail on each side frame with a punch or marker.

**Note:** Window mounting screws will be installed at this location. See Step 4.



## STEP 2:

Remove sashes from main frame by holding sash (as shown in photo A) compressing springs to the left and swing out the right side from the shallow depth frame liner.

**Note:** (Sash removal will keep the frame sides straight instead of being bowed out by the side load springs of the sashes.) Apply silicone to opening.

## STEP 3:

Place first window into opening with approx. 1/8" gap from opening side. Install screws on (3) sides per steps 4–6.

## STEP 4:

Measure and cut mullion for a tight fit vertically. Apply bead of silicone to nail flange of window before sliding the mullion into place tight to the window. Install screws to hold in place.

## STEP 5:

Install second window (after applying silicone to the nail flange that goes onto the first mullion) tight to the mullion and screw in place. There should be approximately an 1/8" gap between the window frame and the opening if this is a Twin.

## STEP 6: Triple Unit

Measure and cut the second mullion to fit tight vertically next to the second window. Apply a bead of silicone to the nail flange of window and slide the mullion in place tight to window and screw in place.

## STEP 7: Triple Unit

Install the third window (after applying silicone to nail flange that covers the second mullion) tight to the second mullion and screw into place through mullion and the opening. There should be approximately 1/8" gap between window frame side and opening.

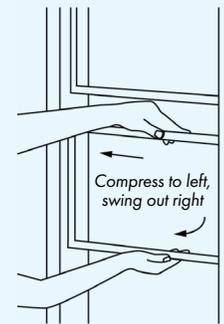
## STEP 8:

Verify all screws have been installed for the complete unit.

## SASH REMOVAL INSTRUCTIONS

### Removal:

Remove sashes from main frame by compressing springs to the left and lift out the right side from the shallow depth frame liner.



### Insert:

Top sash goes in the track closest to screen. The spring side of the sash goes in the deep liner side track first (left side as facing the window unit from interior of your room), then push into track to have the other side pop into the shallow liner side.

Overlap the sashes when putting them in to the tracks, so the sashes interlock properly. Each sash will have its own track. As seen below. Once all installed they will slide all the way up and down.

