

**Vinyl Reinforced Horizontal Roller Window**  
**Installation instructions**  
**Includes Series 3231 and 3241 Non-Impact Insulated,**  
**Series 4231 and 4241 Impact Insulated**

**1.0 Installation Preparation (New Construction)**

- 1.1 Remove shipping materials from the window. Remove screen and set aside in a safe location.
- 1.2 Ensure the window is complete and ready for installation.
- 1.3 Measure the window opening, verify dimensions are correct and opening is level and plumb, sufficient to allow proper installation of the window. Ensure it is free from debris and is dry to accept an approved sealant caulk (“caulk”).
- 1.4 If the opening is a masonry opening with 1x4 pressure treated lumber (“bucks”) and pre-cast concrete sill, ensure there are no voids between the bucks and masonry. Fill voids, seams with caulk where needed. If the installation requires an additional exterior perimeter caulk, apply a generous bead of caulk the outer edge of the buck, where it attaches to the masonry block. Tool caulk until it seals the seam between the masonry block and buck, and covers the outer edge of the bucks. Proceed to section 2.0.
- 1.5 If the window is to be installed into a framed wood opening, ensure that it is also properly wrapped, taped and flashed (by others) per current building codes. Proceed to section 3.0.

**2.0 Installation, Series 3241, 4241 Masonry Flange**

- 2.1 Flange windows can be ordered as factory mullied units, or with an equal leg box head or jamb(s) to facilitate installation of mullion(s) in the field.
- 2.2 If installing an Integral fin window, skip and proceed to section 3.0.
- 2.3 If installing an equal leg box frame, skip and proceed to section 4.0.
- 2.4 If installing a one-way mullied unit, skip and proceed to section 5.0.
- 2.5 If installing a two-way mullied unit, skip and proceed to section 6.0.
- 2.6 If not already attached, affix drywall receiver to interior window frame sill by fitting slotted end of the receiver into the snap boss of the frame sill. Tap in place with a mallet until it is firmly secured. This will provide attachment of the window frame sill to the structure. Refer the latest EAS Florida Product Approval for approved fastener type and penetration locations.
- 2.7 Apply a generous bead of caulk to the window sill, where it mates with window sill flange. Apply a generous bead of caulk to the inside edge of the window flange, caulking both jamb and head flanges.
- 2.8 Place window into opening, applying firm pressure until it is seated and caulk is squeezed from between the flanges and bucks. Temporarily tack in place with one or two screws in the frame head. Take care not to over tighten.
- 2.9 Close sash and place a small level on top of the sill riser. Set level by placing a shim under each corner of the window where the jambs meets the sill. Install window with the appropriate shims and fasteners, checking occasionally to ensure level and plumb. Do not over tighten fasteners.
- 2.10 To gain access to the installation holes in the frame head above the sash, open the sash completely. Carefully slide the vinyl cover from the track reinforcement and remove the track

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- reinforcement screws. Remove the track reinforcement from the frame head to expose the installation holes. Finish fastening window frame head.
- 2.11 Cover all installation holes with the supplied 3/8" hole plugs.
  - 2.12 Replace track reinforcement in the reverse order in which it was removed. Replace vinyl cover by carefully tapping in place with a mallet.
  - 2.13 Open and close sash, check sash locks to ensure proper operation. It should not bind or have unsightly reveals when properly installed.
  - 2.14 Check the exterior flange and tool smooth any excess caulking.
  - 2.15 Check for voids (daylight) between the window flange and buck and re-caulk as needed.
  - 2.16 Close the sash and lock it when installation is complete.

**3.0 Installation, Series 3231, 4231 Integral Fin**

- 3.1 Fin windows can be ordered as factory mullied units, or ordered with a box head or jamb(s) to facilitate installation of mullion(s) in the field.
- 3.2 If installing an equal leg box frame, skip and proceed to 4.0.
- 3.3 If installing a one-way mullied unit, skip and proceed to section 5.0.
- 3.4 If installing a two-way mullied unit, skip and proceed to section 6.0
- 3.5 Apply a generous bead of caulk around the entire exterior perimeter, 3/4" from the edge of the opening. Or, it can be applied to the inside edge of the fin, in the center, on all four sides. Ensure there are no voids or gaps in the caulking.
- 3.6 Place window into the opening, applying firm pressure until it is seated in the caulk. Close sash and place a small level on top of the sill riser. Set level by placing a shim under each corner of the window where the jambs meets the sill.
- 3.7 Tack the window through the top fin with a single fastener, next to the vertical meeting rail. Check again for level, and then repeat for the sill fin. Check for plumb and continue to finish attaching the window with the approved fasteners. Refer to current EAS Florida Product Approval for fastener type and attachment locations.
- 3.8 Open and close the sash, check sash locks to ensure proper operation. It should not bind or have unsightly reveals when properly installed.
- 3.9 Close the sash and lock it when installation is complete.
- 3.10 On mullied fin units, ensure mulls and clips are thoroughly caulked to seal any exposed voids. The top of a vertically mullied unit should have a drip edge "Z flashing" installed (by others) to shed water, before being taped.
- 3.11 Outside, fins may now be taped (by others) when required, according to approved methods outlined in current building codes.

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**4.0 Installation, Equal Leg “Box Frame”**

- 4.1 Box frame windows can be ordered as factory mulled units.
- 4.2 If installing a one-way mulled unit, skip and proceed to section 5.0.
- 4.3 If installing a two-way mulled unit, skip and proceed to section 6.0.
- 4.4 In a prepared opening, determine the desired set-back and mark location. If using stops, they can be installed now. Caulk stops with sealant where it will meet with the window frame.
- 4.5 Place window into opening and temporarily tack into place with one or two screws in the frame head. Do not to over-tighten.
- 4.6 Close sash and place a small level on top of the sill riser. Set level by placing a shim under each corner of the window where the jambs meets the sill.
- 4.7 Install window with the appropriate fasteners and shim accordingly. Refer to latest version of EAS Florida Product Approval fastener type.
- 4.8 To gain access to the installation holes in the frame head above the sash, open the sash completely. Carefully slide the vinyl cover from the track reinforcement and remove the track reinforcement screws. Remove the track reinforcement from the frame head to expose the installation holes. Finish fastening window frame head.
- 4.9 Cover all installation holes with the supplied 3/8” hole plugs.
- 4.10 Replace track reinforcement in the reverse order in which it was removed. Replace vinyl cover by carefully tapping in place with a mallet.
- 4.11 Open and close the sash, check sash locks to ensure proper operation. It should not bind or have unsightly reveals when properly installed.
- 4.12 Caulk all exterior perimeter seams and with sealant. If stops were not utilized, the voids can be filled with backer rod, prior to caulking the perimeter.
- 4.13 Unit can be trimmed out with jamb extenders (by others) if desired.
- 4.14 Close the sash and lock it when installation is complete.

**5.0 Installing Mullion with clips**

- 5.1 When installing a single mullion (“mull”) for a mulled unit, ensure the opening dimensions are sufficient to accommodate the finished assembled unit and allows for proper level and plumb. Note: Smaller mulled units can be pre-assembled prior to installation, such as factory mulled units. Large mulled units can be assembled in the opening during the installation process.
- 5.2 When installing a vertical mull, measure and mark the header buck and sill to determine the proper location for the mull to be installed. For horizontal mull, measure and mark clip locations on each jamb buck.
- 5.3 Attach one clip on each end of the tube mull with the supplied fasteners. Place mull with clips into opening and attach with approved fasteners. Refer to the latest EAS Florida Product Approval for correct fastener type. Ensure mull is flush with buck(s) mating surfaces and are plumb or level before proceeding.

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- 5.4 Apply caulk to ends of the mull to fill voids. Windows can now be installed. Note: Window is attached to the mull with a #8 x 1/2" self drilling pan head screws.
- 5.5 After mull unit is installed, wipe down the exterior and interior window frame, where the self-adhesive mull strips will be applied, with acetone. Ensure frame is completely clean, free from caulk, and dry before applying the mull strips.

**6.0 Installing Two-Way Mullions with clips**

- 6.1 When installing mullions ("mulls") in a two-way mull system, there will be a unit of two or more mulls that intersect. Refer to the latest version of the EAS Florida Product Approval for fastener types.
- 6.2 Measure and mark the locations where intersecting mulls will be attached to the primary mull.
- 6.3 Mark and drill two 1/8" installation holes in the secondary ("transom") mull and countersink them. These are used to attach it to the primary mull. Repeat for each additional mull.
- 6.4 Install the primary mull unit first. Attach the secondary mull to the primary mull using two #8 x 1 1/4" self drilling screws. Continue to install remaining windows using #8 x 1/2" self drilling pan head screws.
- 6.5 After mull unit is installed, wipe down the exterior and interior window frame, where the self-adhesive mull strips will be applied, with acetone. Ensure frame is completely clean, free from caulk, and dry before applying the self-adhesive mull strips.
- 6.6 Apply the mull strips, vertical strips first, then horizontal strips.