

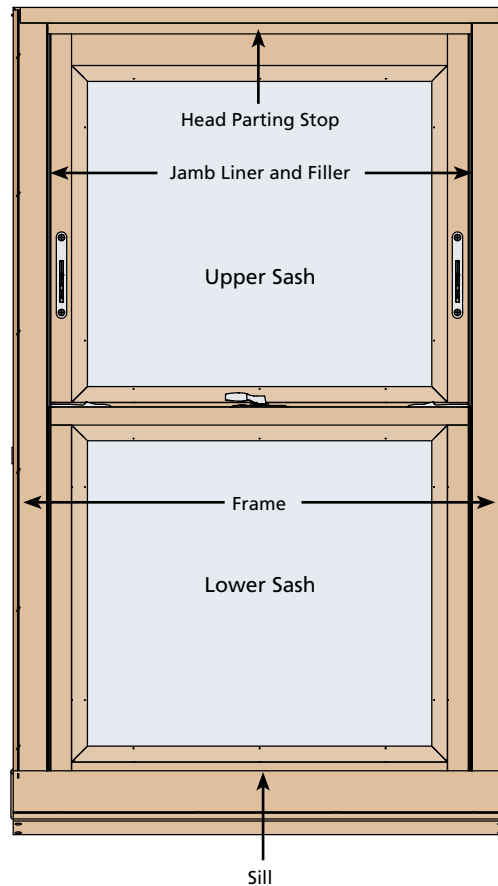
## Installation Instructions

for Siteline® Wood/Clad Wood Double Hung Pocket Windows (JII-90012)



Thank you for selecting JELD-WEN products. Attached are JELD-WEN's recommended installation instructions for Siteline Pocket (replacement) Double Hung, Picture or Transom Windows designed to be installed into an existing window frame. Pocket windows may be installed from either the exterior or interior. Exterior detail work is needed in both installation types. Not all windows can be installed into every wall condition in all areas. Consult your local building department for applicable building codes and regulations (particularly regarding minimum egress requirements). Local building code requirements supersede recommended installation instructions. JELD-WEN does not endorse the installation of our products into a barrier-type system unless a sill pan is present, incorporated with through-wall flashing and can drain to the exterior (along with other "required" components) Failure to do so may result in the denial of any warranty claims. Areas such as Florida and the Texas TDI region have different anchoring requirements based on product certification. For information on specific products, visit [www.floridabuilding.org](http://www.floridabuilding.org) or [www.tdi.texas.gov](http://www.tdi.texas.gov) and follow the anchoring schedule given in the drawings for the product instead of the anchoring schedule in this document.

### Double Hung



Not pictured: Double Hung Picture Unit or Transom

**JELD-WEN does not endorse the installation of our products into a barrier-type system unless a sill pan is present, incorporated with through-wall flashing and can drain to the exterior (along with other “required” components). Failure to do so may result in the denial of any warranty claims.**

**PLEASE NOTE:** JELD-WEN assumes that the pocket window will be installed into an existing window frame. The existing window frame **must be sound** and allow water to drain to the exterior of the building envelope. Installation or maintenance problems with the existing window must be fixed prior to the installation of the pocket window to prevent water leaks and wood decay. Installations, when the window sill is higher than 35 feet above ground level or any window installation into a condition not specifically addressed in these instructions, must be designed by an architect or structural engineer. Failure to install into a square, level and plumb condition could result in denial of warranty claims for operational or performance problems.

**NOTE TO INSTALLER:** Provide a copy of these instructions to the building owner. By installing this product, you acknowledge the terms and conditions of the limited product warranty as part of the terms of the sale.

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**NOTICE**

**JELD-WEN advises against product installation in high interior water exposure environments such as showers, steam rooms and enclosed pool areas. These areas are beyond the tested/certified design intent of the window and any related warranty claims could be denied on that basis.**

**Glossary**

**Backer Rod (backing material)**

A material (e.g., foam rod), placed into a joint primarily to control the depth of the sealant.

**Butt Joint**

The joint of two square edges united without overlapping.

**Check Rail**

In a double-hung window, the bottom rail of the upper sash (upper check rail) and the upper rail of the lower sash, where the lock is mounted (lower check rail).

**Clad**

Pre-painted formed metal covering the exterior surface(s) of some wood windows.

**Double-Hung Window Balance System**

A system of ropes and pulleys (older) or springs (newer) used to counterbalance the weight of a sash.

**Miter Joint**

Joint made by joining two parts with 45° angles, to form a corner at a 90° angle.

**Pilot Hole**

A hole that is drilled no larger than the body of the screw (minus the threads).

**Sash**

An assembly comprised of stiles (vertical pieces), rails (horizontal pieces) and the window’s glass.

**Transom**

Typically, a fixed window mounted above another window or door.

### SAFETY AND HANDLING

#### Safety

- Read and fully understand **ALL** manufacturer's instructions before beginning. Failure to follow proper installation instructions may result in the denial of warranty claims for operational or performance problems.
- **DO NOT** work alone. **Two or more people are required.** Use safe lifting techniques.
- Use caution when handling glass. Broken or cracked glass can cause serious injury.
- Wear protective gear (e.g., safety glasses, gloves, ear protection, etc.).
- Operate hand/power tools safely and follow the manufacturer's operating instructions.
- Use caution when working at elevated heights.
- If disturbing existing paint, take proper precautions if lead paint is suspected (commonly used before 1979). Your regional EPA ([www.epa.gov/lead](http://www.epa.gov/lead)) or Consumer Product Safety Commission offices provide information regarding regulations and lead protection.

### **⚠️ WARNING**

**Drilling, sawing, sanding or machining wood products can expose you to wood dust, a substance known to the State of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection. For more information, go to [www.P65Warnings.ca.gov/wood](http://www.P65Warnings.ca.gov/wood).**

#### Window Handling

- Heed material manufacturer's handling and application instructions.
- Protect adhesive surfaces from dirt, moisture, direct sunlight and folding over onto themselves.
- Handle in a vertical position; **DO NOT** drag on the floor.
- **DO NOT** put stress on joints, corners or frames.
- Store in a vertical, leaning position to allow circulation; **DO NOT** stack horizontally.
- Ensure the storage area is dry, well-ventilation and protected from exposure to direct sunlight.
- Only install into vertical walls when conditions and sheathing are dry.

**IF INJURY OCCURS, IMMEDIATELY SEEK MEDICAL ATTENTION!**

### MATERIALS AND TOOLS

JELD-WEN exterior window and door products should be installed in accordance with JELD-WEN's recommended installation and flashing directions, which are shipped with the products or can be found on our website: [www.jeld-wen.com](http://www.jeld-wen.com). **NOTE:** When using flashing, spray adhesive/primer, sealant and foam products, we recommend using the same manufacturer and verifying compatibility. It is the End User's responsibility to determine if dissimilar materials are compatible with the substrates in the application.

#### Parts Included

- 6 - 12 #8 x 3" installation screws (not all may be needed for any given installation)
- 1 - shim packet; 2 - shim packets for non-operating units
- Trim Kit - optional

#### Needed Materials

- Sealant: An exterior grade (**High-Performing, Low VOC**) sealant is recommended for installation practices. Check with the sealant manufacturer for color-match options and paintability.
- Polyurethane Low-Expansion Window and Door Foam: A low-expansion, polyurethane window and door foam is recommended for installation practices. Avoid using moderate to high-expansion products as operational issues or damage may occur.
- Backer rod 1/8" larger than the widest portion of the gap (used in conjunction with sealant bead).

#### Needed Tools

- Tape measure
- Level
- Hammer
- Utility knife
- Screwdrivers (driver with #2 Phillips and flat blade)
- Putty knife/Small pry bar
- Drill with bits
- Reciprocating saw (for exterior install)
- Caulking gun

### 1

## INSPECT PRODUCT

### Remove Packaging

Remove packaging materials such as corner covers, shipping blocks or pads. If there is a protective film on the glass, **DO NOT** remove it until installation and construction are complete.

### Inspect Window

- Cosmetic damage and/or shipping damage.
  - Included parts.
  - Correct product (size, color, grid pattern, glass type, energy-efficiency requirements, etc.).
  - Manufacturing abnormalities (e.g., warp, bow, squareness).
- If any of the above represents a concern, **BEFORE** installing, contact your dealer or distributor for recommendations.

### 2

## CONFIRM MEASUREMENTS



Scan the QR Code for our **Measurement Guide for Sitaline® Double Hung Pocket Windows (JMI004)** or locate the document in the Product Support section at [jeld-wen.com](http://jeld-wen.com).

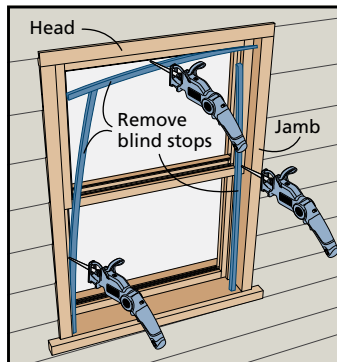
### 3

## REMOVE EXISTING SASH

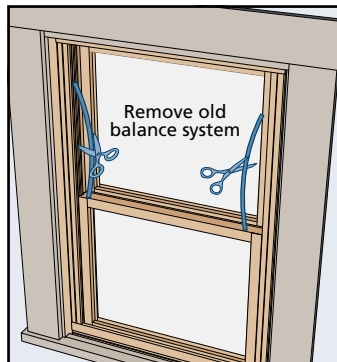
### Original Frame Prep

#### Installing a Pocket Window from the Exterior:

- Remove or cut the exterior blind stops at the head and sides, flush with the jambs.

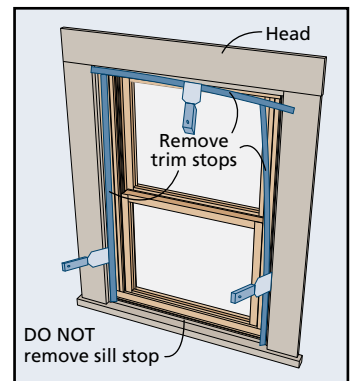


- Remove and dispose/recycle the existing sash, balance system (cut balance cords and unscrew pulleys), head and jamb blind/parting stops.
- **DO NOT** remove the interior trim stops or the sill stop.

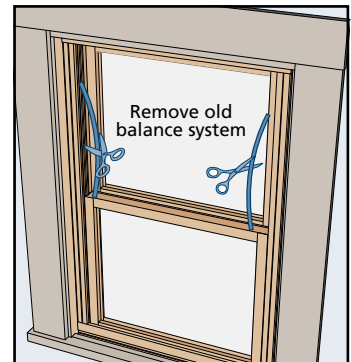


#### Installing a Pocket Window from the Interior:

- Remove or cut any interior trim stops at the head and sides flush with the jambs. Interior trim stops may be reused if not damaged.



- Remove and dispose/recycle the existing sash, balance system (cut balance cords and unscrew pulleys), head and jamb parting/trim stops.
- **DO NOT** remove the interior sill stop or the exterior blind stops at the head and side jambs.



### Disposal

After removing the old window, contact your local waste management entities for proper disposal or recycling of products being removed.

### 4

### POCKET WINDOW INSTALLATION AND FASTENING

#### Double Hung Pocket Installation

**NOTE:** This unit should be fastened through the head and side jambs. The removal of both sash, the head parting stop and the jamb liner fillers is required prior to the installation.

### CAUTION

The pivot pin can scratch/mar the cladding/wood when removing or reinstalling the sash.

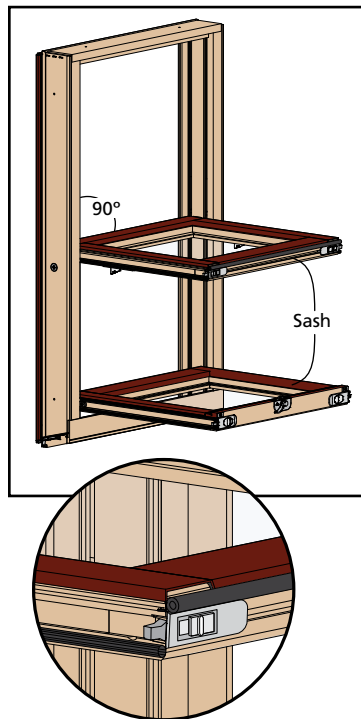
#### Lower Sash Removal:

- Unlock and raise sash upward approximately 6 inches.
- Retract both tilt latches and rotate the sash 90 degrees to the main frame.
- Lift one side of the sash upward until the pivot pin clears the jamb liner.
- Repeat for the other side.
- Set sash aside in a safe and dry location.

#### Upper Sash Removal:

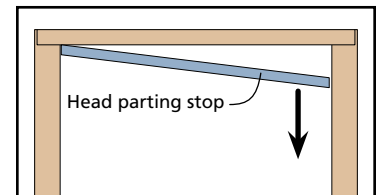
- Drop the sash approximately 12 inches.
- Repeat steps above.

Exterior Install



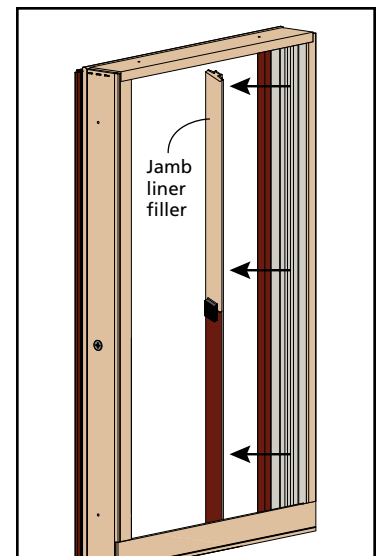
#### Head Parting Stop Removal:

- Initially dislodge the parting stop by pulling/prying downward at one end of the stop.
- Repeat the process of pulling/prying downward until you have reached the other end of the stop.
- Once fully removed set aside in a safe and dry area.

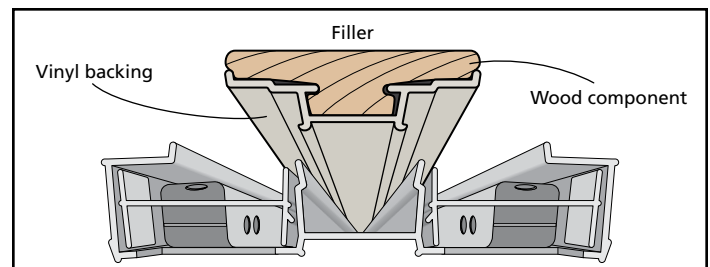


#### Jamb Liner Filler Removal:

- Remove the jamb liner filler by using a small pry bar or your thumb and fingers.
- Starting at the bottom of the jamb liner, insert the pry bar (or thumb and fingers) into the jamb liner channels and pry on the vinyl backing of the filler strip.
- Repeat the steps above for the opposite jamb liner and place filler(s) in a safe and dry location.



**NOTE:** The jamb liner filler is a two-piece component. To avoid damage to the wood component, remove filler by grabbing/prying on the vinyl backing.



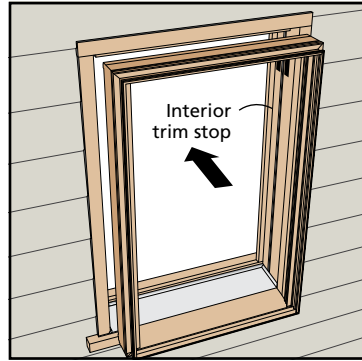
### 4

### POCKET WINDOW INSTALLATION AND FASTENING - CONTINUED

#### Install Pocket Window

Pocket windows can be installed from the interior or exterior. Steps called out in **Section 2: (Remove Existing Sash)** should have been done prior to preparing the original opening for the installation of the pocket window.

#### Exterior Install

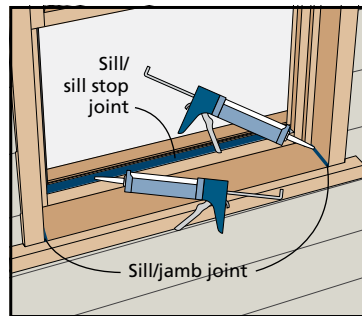


#### Dry Fit the Pocket Window (OPTIONAL):

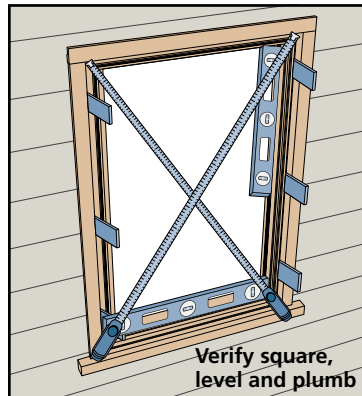
- **Before** applying sealant, dry-fit the pocket window into the existing window frame to ensure the window fits as measured in the previous section.

#### Exterior Installation:

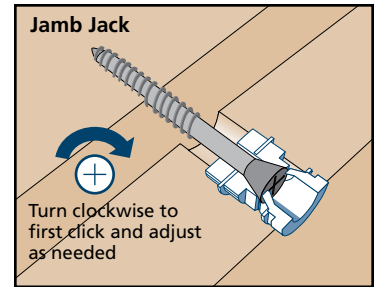
1. Apply a bead of recommended sealant to the exterior/backside of the interior trim stops. Sealant should be applied to both sides, the head and bottom of the opening.
2. Install the pocket window into the opening, making sure the frame makes continuous contact with the sealant.
3. Drive a #8 x 3" screw through one of the upper pre-drilled holes in the frame, leaving the screw head proud.
4. Place shims between the opening and the pocket window frame at each pre-drilled fastener location. **NOTE: DO NOT** place shims behind the jamb jacks (located midpoint along each side of the frame).
5. Inspect pocket window for plumb, level, and square dimensions. Additionally, evaluate for twist. Correct as needed. See **Product Installation Tolerance Table** for tolerances.



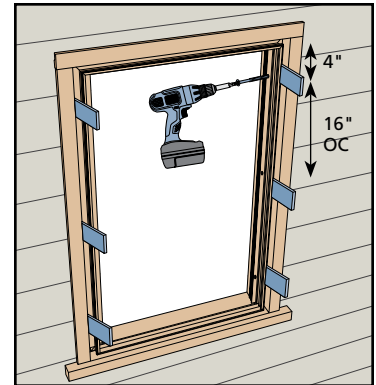
#### Both Installs/Exterior View



6. Install provided #8 x 2" screws through each jamb jack. Drive the screw until a "click is heard" then stop. The jamb jack will now allow the screws to be turned in either direction to plumb the side jamb with the opening.



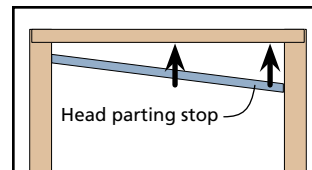
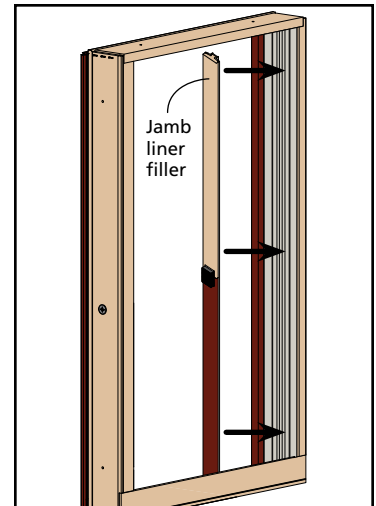
7. Install and drive screws through each of the remaining pre-drilled fastener holes. Finish up by snugging up the first screw. **NOTE:** Make sure the screw heads in the head jamb are flush and the screw heads in the side jamb are snug to the vinyl of the jamb liner.
8. Double-check the frame for square, plumb, level and twist measurements. Correct if needed.



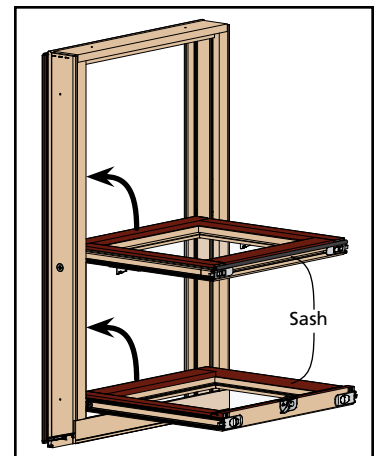
9. Re-install the jamb liner filler, head parting stop and then both sash. Check for operation. Make corrections as needed.

### CAUTION

The pivot pin can scratch/mar the cladding/wood when removing or reinstalling the sash.



10. Refer to **Section 4: Insulate and Finish Pocket Windows** to complete installation.



#### Product Installation Tolerance Table

Products must be installed in a manner that **Does Not** exceed the tolerance below.

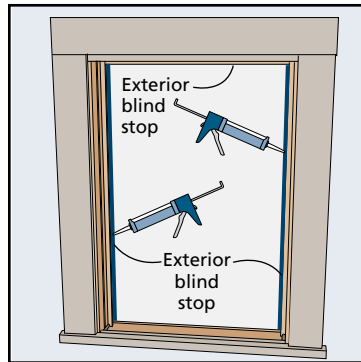
<b>Plumb</b>	+/- 1/8"
<b>Level</b>	+/- 1/8"
<b>Twist</b>	+/- 1/8"
<b>Square</b>	+/- 1/8" product sized up to 20 sq. ft. +/- 1/4" product sized over 20 sq. ft.

### 4

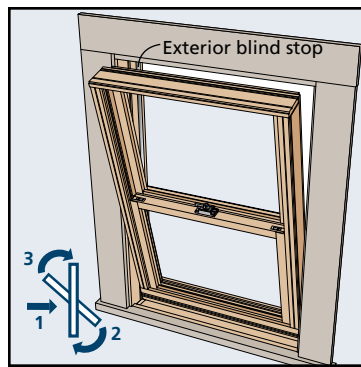
### POCKET WINDOW INSTALLATION AND FASTENING - CONTINUED

#### Interior Installation:

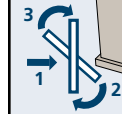
1. Apply a bead of recommended sealant to the interior/backside of the exterior blind stops. Sealant should be applied along the sides and head of the opening.



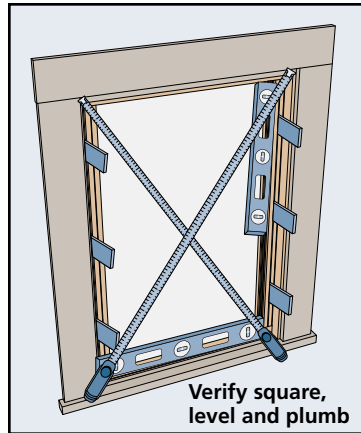
2. Tilt and install the pocket window into the opening, making sure the exterior face of the window makes continuous contact with the sealant.



3. Drive a #8 x 3" screw through one of the upper pre-drilled holes in the frame, leaving the screw head proud.

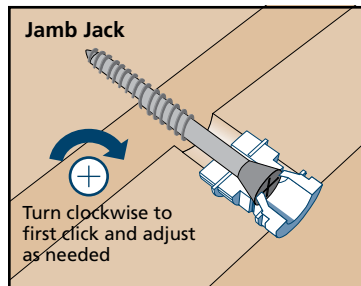


4. Place shims between the opening and the pocket window frame at each fastener location. **NOTE: DO NOT** place shims behind the jamb jacks (located midpoint along each side of the frame).

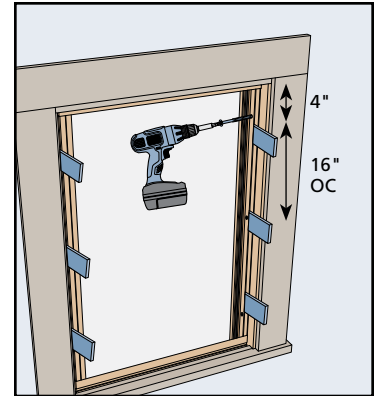


5. Inspect pocket window for plumb, level, and square dimensions. Additionally, evaluate for twist. Correct as needed. See **Product Installation Tolerance Table** for tolerances.

6. Install provided #8 x 2" screws through each jamb jack. Drive the screw until a "click is heard" then stop. The jamb jack will now allow the screws to be turned in either direction to plumb the side jamb with the opening.



7. Install and drive remaining screws through each of the remaining pre-drilled fastener holes. Finish up by snugging up the first screw. **NOTE:** Make sure the screw heads in the head jamb are flush and the screw heads in the side jamb are snug to the vinyl of the jamb liner.

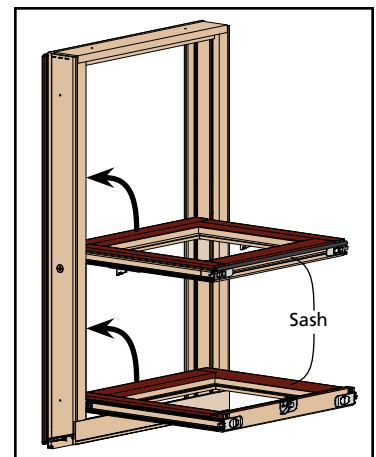
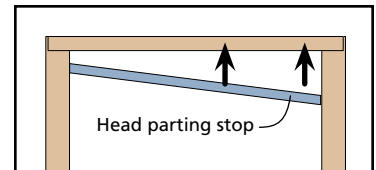
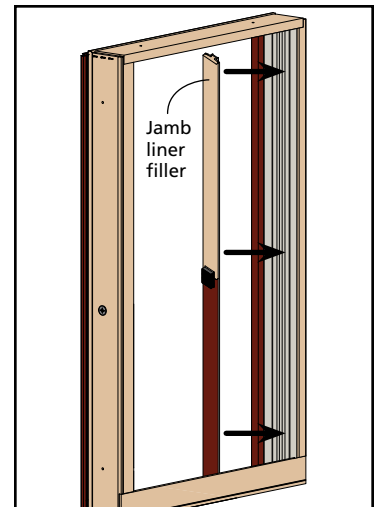


8. Double-check the frame for square, plumb, level and twist measurements. Correct if needed.

9. Re-install the jamb liner filler, head parting stop and then both sash. Check for operation. Make corrections as needed.

### CAUTION

The pivot pin can scratch/mar the cladding/wood when removing or reinstalling the sash.



10. Refer to **Section 4: Insulate and Finish Pocket Windows** to complete installation.

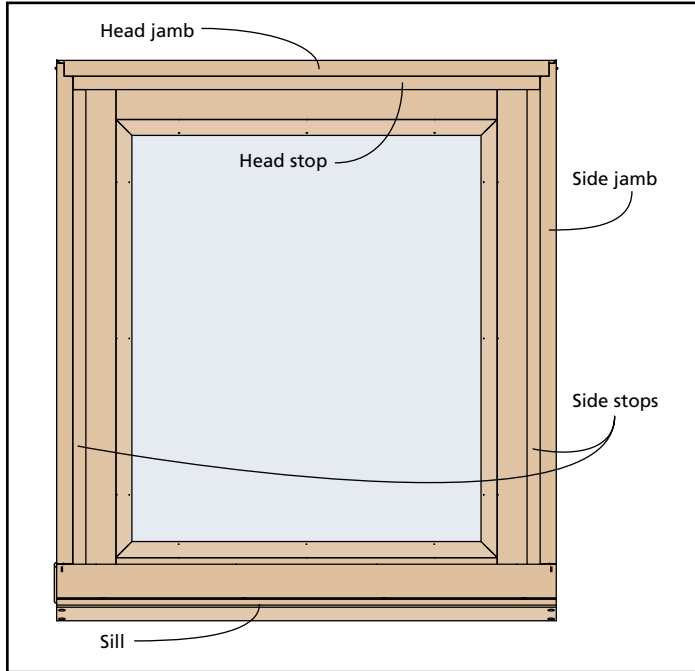
### 4

## POCKET WINDOW INSTALLATION AND FASTENING - CONTINUED

### Double Hung Transom Installation

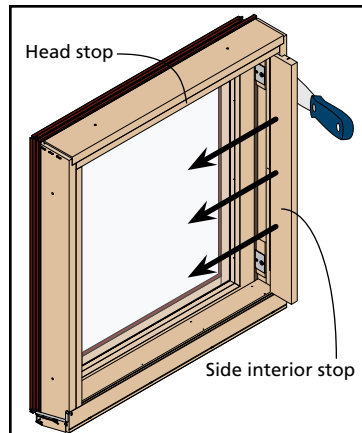
This unit should be fastened through the head and side jambs. Both side and head interior parting stops should be removed prior to the installation.

**NOTE:** Remove the interior side stops before the interior head stop.



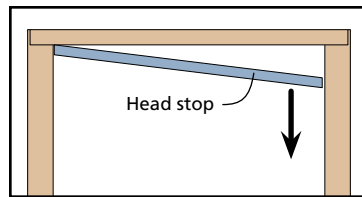
#### Side Interior Stop Removal:

- Insert a putty knife or small pry bar under the stop near one of the ends.
- NOTE:** Insert the tool far enough under the stop to prevent damage/splitting of wood.
- Set stops aside in a safe and dry location.



#### Head Stop Removal:

- Insert a putty knife or small pry bar under the stop near one of the ends.
- NOTE:** insert the tool far enough under the stop to prevent damage/splitting of wood.
- Set the stops aside in a safe and dry location.



#### Exterior Installation:

See "Double Hung Pocket" exterior installation.

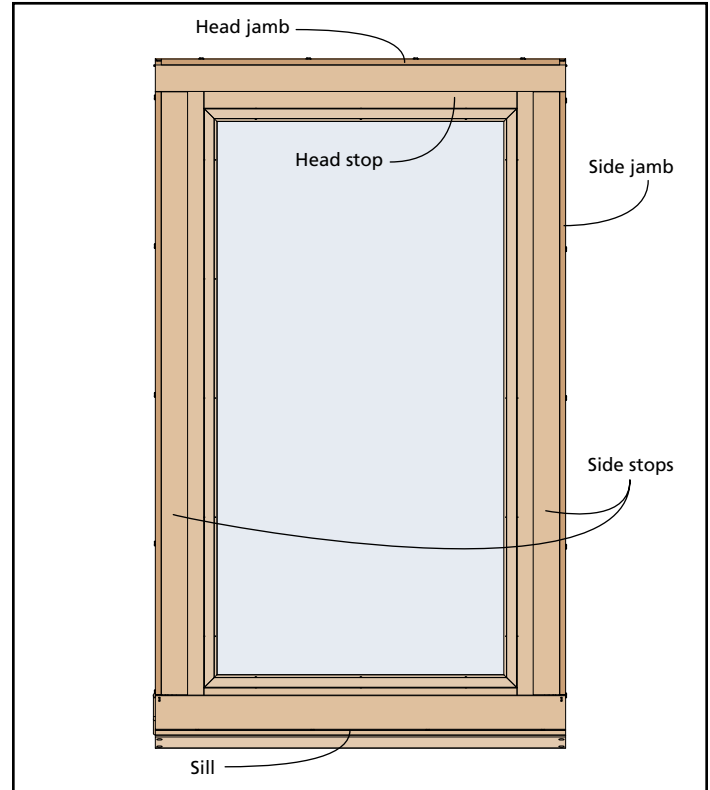
#### Interior Installation:

See "Double Hung Pocket" interior installation.

### Double Hung Picture Unit Installation

The Double Hung Picture Window can only be installed from the "interior". This unit should be installed through the head and side jambs.

**NOTE:** Remove the interior side stops before the interior head stop.

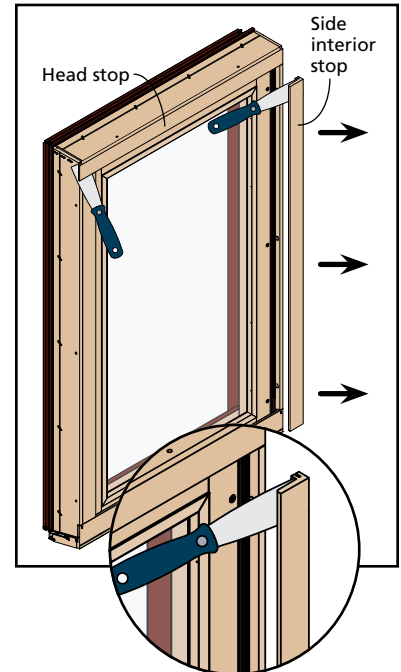


#### Side Interior Stop Removal:

- Insert a putty knife or small pry bar under the stop near one of the ends.
- NOTE:** Insert tool far enough under stop to prevent damage/splitting of wood.
- Set stops aside in a safe and dry location.

#### Head Stop Removal:

- Insert a putty knife or small pry bar under the stop near one of the ends.
- NOTE:** Insert tool far enough under stop to prevent damage/splitting of wood.
- Set stops aside in a safe and dry location.



#### Interior Installation:

See "Double Hung Pocket" interior installation.

### 5

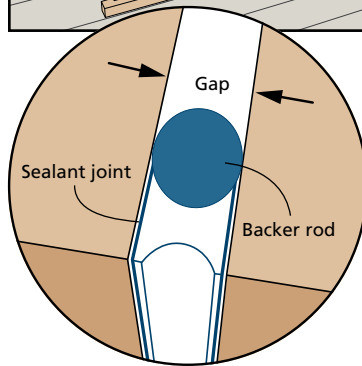
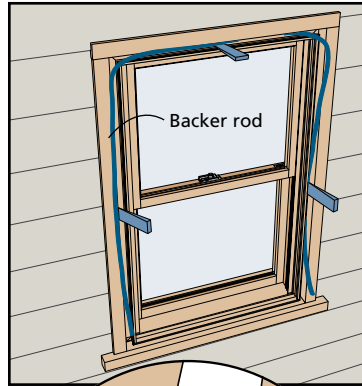
#### INSULATE AND FINISH POCKET WINDOWS

##### Exterior Installation:

**NOTE:** Blue painter's tape can be applied to the exterior face of the pocket window frame to prevent clean-up of foam/sealant.

1. Insert the tip of foam gun or plastic straw (atop of spray can) between the original window frame and pocket window frame. Apply low expansion spray foam against the interior stop (approx. 1" thick) along all four sides.
2. Near the exterior face of the pocket window frame, apply a continuous bead of low expansion spray foam **OR** backer rod and sealant between the original window frame and pocket window frame.  
**NOTE:** If foam is used, 1/2" - 1" depth is prescribed. Backer rod can be used to control the depth.
3. Remove tape if applicable.
4. Apply and secure exterior blind stops. Putty nail holes and apply sealant as needed for weatherproofing and/or aesthetic appeal. **NOTE:** See **Section 5: (Aluminum Clad Trim Application)** if factory exterior trim is to be applied.

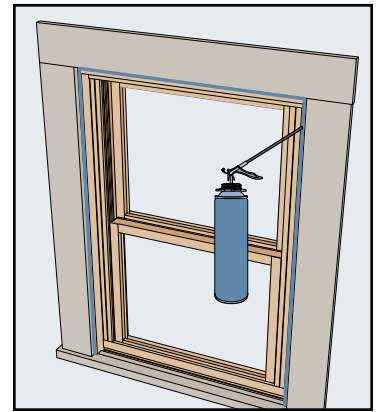
Exterior View



##### Interior Installation:

**NOTE:** Blue painter's tape can be applied to the interior face of the pocket window frame to prevent clean-up of foam/sealant.

1. Insert the tip of foam gun or plastic straw (atop of spray can) between the original window frame and pocket window frame. Apply low expansion spray foam against the exterior blind stop (approx. 1" thick) along both sides and the head.
2. Near the interior face of the pocket window frame, apply a continuous bead of low expansion foam **OR** backer rod and sealant between the original window frame and the pocket window frame.  
**NOTE:** If foam is used, 1/2" - 1" depth is prescribed. Backer rod can be used to control the depth.
3. Remove tape if applicable.
4. Apply and secure interior blind stops and/or trim. Putty nail holes and apply sealant as needed for aesthetic appeal.



### 6

#### ALUMINUM CLAD TRIM APPLICATION

## NOTICE

##### Note to Installer:

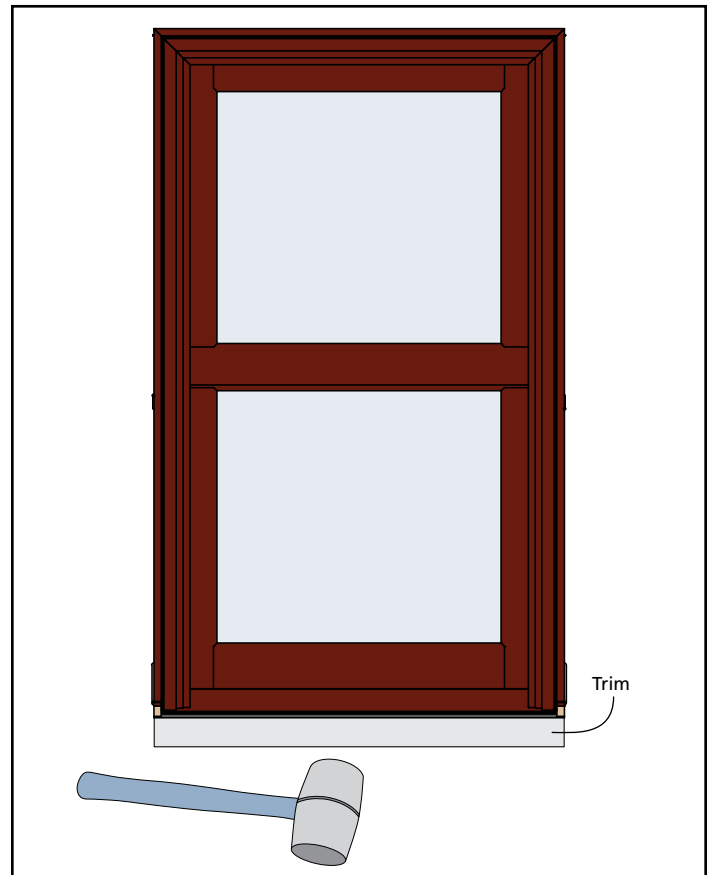
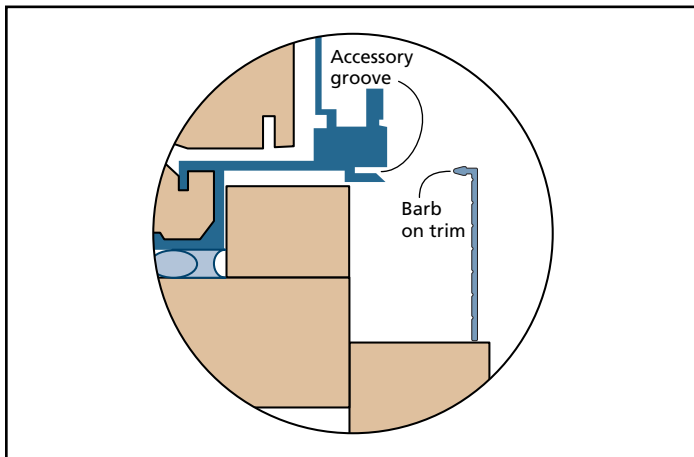
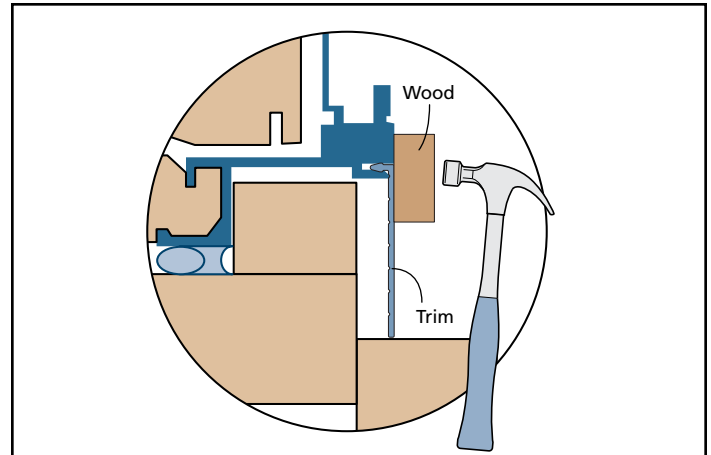
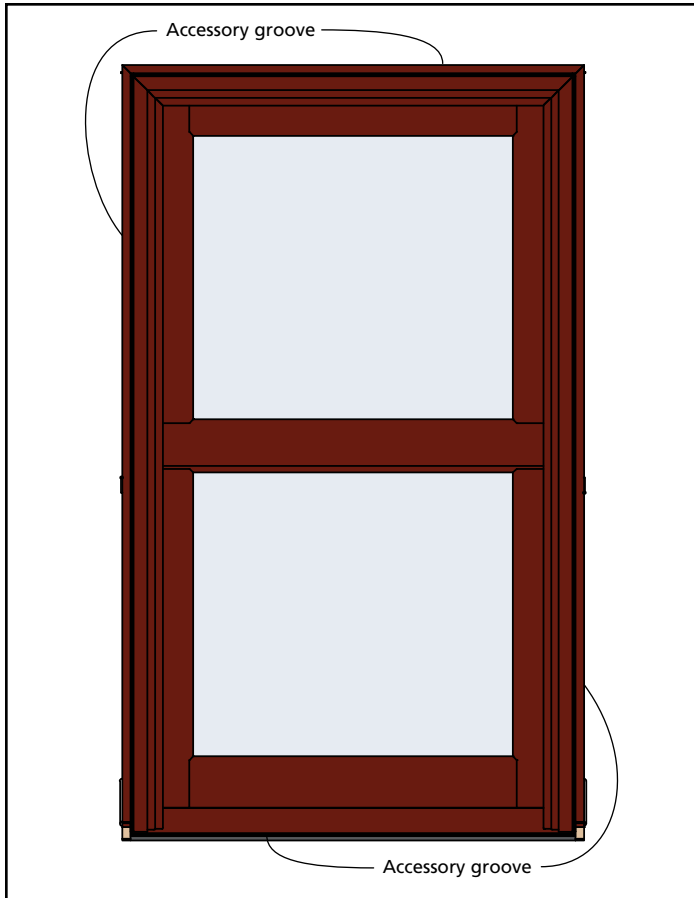
- After-market aluminum capping and/or trim wrap is to be completed prior to the installation of any JELD-WEN aluminum trim.
- Aluminum trim serves as an aesthetic component only and **SHOULD NOT** be considered a water-tight system.
- **A drainage path beneath or around the trim is required at bottom of each window opening.** Any sealant applied to the bottom trim must be intermittent to allow for drainage.
- Many of the trim pieces are striated and can be trimmed to fit as needed. A butt or mitered corner joint can be achieved at the discretion of the installer.
- Trim is offered for aluminum clad window products only.

**6 ALUMINUM CLAD TRIM APPLICATION - CONTINUED**

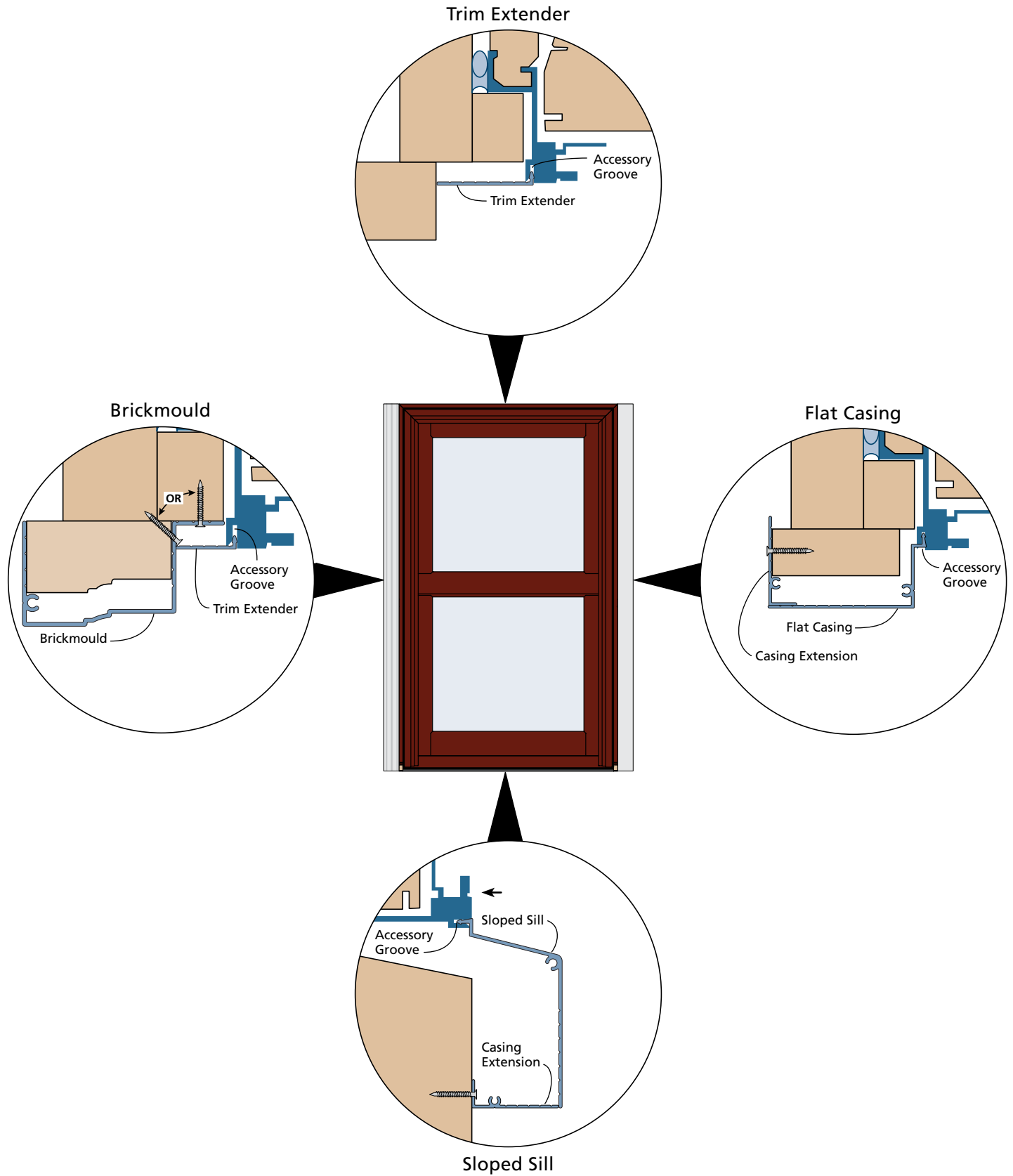
**Trim Application:**

1. Start at the bottom of the window. Measure and cut trim for desired fit.  
**NOTE:** Trim might need to be notched after cutting to length to fit properly.
2. To install the aluminum trim, insert the barbed end of the trim into the accessory groove on the exterior face of the window frame.

3. Align the barbed end of trim with the accessory groove in the frame. Use a small piece of wood and a hammer or a non-marring mallet to pound the trim into the groove.  
**(NOTE:** If using wood and hammer, firmly lay the wood against the cladding before using the hammer to avoid damage to the trim).
4. Repeat this process for the remaining two sides and the head trim pieces.



6 ALUMINUM CLAD TRIM APPLICATION - CONTINUED



**7**

**COMPLETE INSTALLATION**

**After Installation**

- Remove the label from the glass within 30 days.
- Remove protective film (if applicable) on the glass within six months and **immediately** from the cladding.
- Protect recently installed units from construction damage.
- Finish any exposed wood surfaces before or immediately after installation. Aluminum cladding does not require additional finishing.

**Please visit [jeld-wen.com](http://jeld-wen.com) for warranty and care and maintenance information.**

**Thank you for choosing**

