**MGM INSTALLATION INSTRUCTIONS**

Read these instructions completely before starting any installation. Failure to install and maintain our product according to these instructions may void any product warranty and may also lead to product failure. These are generic instructions intended to cover most common situations, which may not be appropriate for all installations due to building design, construction materials, methods used, or building/site conditions. Consult a contractor or architect for recommendations. Please visit our website at www.mgmindustries.com or call us at 1-800-476-5584 for additional information.

**HANDLING:**
- Inspect all units upon arrival. Contact your MGM distributor or MGM if there are any problems.
- Do not store the units outside, or in a hot or cold environment.
- Do not carry flat!
- Do not lay flat! Stack units as straight as possible to avoid bowing.

*Not following these instructions could result in product damage, injury, or property damage.*

**FASTENING:**
- Metal fasteners and components could corrode when used with preservative-treated lumber. Use approved fasteners and components to fasten window.
- MGM does not supply anchorage/fastener calculations and is not responsible for determining structural adequacy of the anchorage and fasteners used to install our products, or the openings into which they are installed.
- Do not overdrive screws or nails.

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**TOOLS REQUIRED:** Hammer, cordless drill, plastic shims, fasteners (nails or screws)

**SEQUENCE:**
1) Inspect all units for any damage or defects prior to installation. Contact your MGM distributor or MGM if there are any problems.
2) Check the rough opening size (see Figure A).
3) Apply a 3/8” bead of silicone around the interior perimeter of the nailing fin. Seal all pre-processed nailing fin holes (see figures B & C).
4) Shut and lock the window/door and place it in the center of the rough opening.
5) Place 1/4” shims underneath all vertical legs (see Figure D). Do not shim the center span of the window/door. This will cause the window/door to crown and operate poorly.
6) After the window/door is positioned in the opening, install a fastener partially through the fin in the top right corner and the top left corner. Always support window or door in opening until fully fastened.

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SEQUENCE (CONTINUED):

7) CHECK THE FUNCTION OF THE WINDOW/DOOR. ENSURE THERE IS AN EQUAL REVEAL AROUND THE PERIMETER OF THE SASH(S) AND THE WINDOW/DOOR IS PLUMB, LEVEL, AND SQUARE.

8) PLACE A STRAIGHT EDGE ON BOTH JAMBS. IF THE WINDOW/DOOR IS BOWED AWAY FROM THE CENTER, SHIM JAMB UNTIL JAMBS ARE STRAIGHT. THIS IS CRITICAL—SASHES WILL NOT WORK CORRECTLY IF THERE IS A BOW IN THE WINDOW/DOOR (SEE FIGURE D).

9) IF THE WINDOW/DOOR DOES NOT OPERATE CORRECTLY AND YOU CANNOT FIGURE OUT THE PROBLEM, CONTACT YOUR DISTRIBUTOR.

10) AFTER FINAL INSPECTION, SECURE WINDOW/DOOR IN PLACE WITH FASTENERS PER LOCAL CODES BUT AT A MINIMUM FASTENER MUST ATTACH TO STRUCTURAL FRAMING MEMBER WITH 1.5" MINIMUM FASTENER EMBEDMENT (OR 3 FULL THREADS) WITH A 5/16" HEAD IN EVERY 3RD SLOT. TOENAILING WILL CAUSE THE JAMBS TO BOW AND WILL RESULT IN POOR OPERATION.

11) PERMENENTALLY TAPE THE NAILING FINS, OVERLAPPING THE BUILDING EXTERIOR SHEATHING WITH A CONSTRUCTION GRADE BUILDING TAPE. FLASHING TAPE MUST MEET ASTM-D779 PERFORMANCE REQUIREMENTS. NAILING FLANGES AND DRIP CAPS (INTEGRAL OR APPLIED) DO NOT TAKE THE PLACE OF WINDOW FLASHING. ALL WINDOWS AND DOORS MUST BE PROPERLY FLASHED AND SEALED WITH MATERIAL COMPATIBLE SEALANT FOR PROTECTION AGAINST WATER AND AIR INFILTRATION AROUND THE ENTIRE PERIMETER. FOLLOW INSTRUCTIONS OF FLASHING MANUFACTURERS REGARDING SAFETY, MATERIAL APPLICATION, COMPATIBILITY, AND PERIODIC MAINTENANCE FOR CONTINUED WEATHER RESISTANCE OF THEIR PRODUCTS.

12) ON THE INTERIOR, INSULATE AROUND THE PERIMETER OF THE WINDOW/DOOR WITH BATT INSULATION. DO NOT OVER STUFF AS THIS MAY CAUSE A BOW IN THE FRAME AND AFFECT OPERATION. ALTERNATIVELY, USE SINGLE COMPONENT AEROSOL EXPANDING POLYURETHANE FOAM INSULATION. FOLLOW INSTRUCTIONS OF FOAM AND SEALANT MANUFACTURERS REGARDING SAFETY, MATERIAL APPLICATION, COMPATIBILITY, AND PERIODIC MAINTENANCE FOR CONTINUED WEATHER RESISTANCE OF THEIR PRODUCTS.

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PRECAUTIONARY NOTES:

• LIVE OR DEAD LOADS TRANSFERRED INTO OUR PRODUCT CAN AFFECT FUNCTIONALITY, DAMAGE FRAME JOINERY OR CAUSE GLASS FAILURES. DEAD LOADS SUCH AS UPPER LEVELS, ROOF, ETC. SHOULD BE CONSTRUCTED BEFORE WINDOW OR DOOR IS INSTALLED.

• THE NAILING FIN SILL TO JAMB MECHANICAL JOINT MUST BE SEALED BY THE INSTALLER WHEN THE PRIMARY SEAL IS APPLIED TO THE NAIL FIN.

• IF YOU HAVE ISSUES WITH WINDOW/DOOR OPERATION, DO NOT ALLOW THE EXTERIOR OR INTERIOR SURFACES TO BE APPLIED. IF THE SURFACES ARE APPLIED WITH A POORLY INSTALLED WINDOW/DOOR, THE SURFACES WILL HAVE TO BE REMOVED TO ALLOW THE WINDOW/DOOR TO OPERATE CORRECTLY.

• FASTENERS MUST BE DRIVEN IN STRAIGHT. DO NOT DRIVE AT AN ANGLE OR “TOENAIL”.

• EXPOSING THE WINDOW/DOOR TO BRICK OR SIDING CLEANERS WILL VOID THE WARRANTY. COVER THE EXTERIOR OF THE WINDOW/DOOR WHILE USING BRICK OR SIDING CLEANERS. THESE CHEMICALS CAN DETERIORATE THE SEALANTS AND PVC OVER TIME.

• VINYL NEEDS ROOM TO EXPAND AND CONTRACT DUE TO TEMPERATURE SWINGS. DO NOT ALLOW THE BRICK OR MORTAR TO TOUCH THE EDGES OF THE WINDOW/DOOR. LEAVE A 3/8” GAP AND SEAL WITH SILICONE CAULK—USE BACKER ROD IF THE GAP IS EXCESSIVE.

• ONLY USE AAMA APPROVED MINIMAL EXPANDABLE FOAM INSULATION BETWEEN WINDOW/DOOR AND ROUGH OPENING. THE PRODUCT MUST MEET THE AAMA 812-04 STANDARD. PLEASE REFER TO THE AAMA VERIFIED COMPONENTS LIST OF COMPLIANT PRODUCTS.

• DO NOT ALLOW MORTAR TO SET UP ON PAINTED WINDOWS AND DOORS. REMOVE MORTAR WITH MILD SOAP AND SOFT CLOTH.

• DO NOT POWER WASH PAINTED WINDOWS AND DOORS.

• WINDOWS AND DOORS HAVE SMALL PARTS. SMALL PARTS IF SWALLOWED COULD POSE A CHOKING HAZARD TO YOUNG CHILDREN. DISPOSE OF UNUSED, LOOSE, OR EASILY REMOVED SMALL PARTS. FAILURE TO DO SO COULD RESULT IN INJURY.

• DO NOT DRILL THROUGH OR INTO WINDOW SILL TO INSTALL ALARM WIRES.

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SASH REMOVAL INSTRUCTIONS:
OPEN THE SASH 8” OR MORE. PULL BOTH TILT LATCHES TOWARD THE CENTER OF THE WINDOW. TILT THE SASH INWARD UNTIL IT IS PARALLEL TO THE FLOOR. LIFT ONE CORNER OUT OF BALANCE SHOE. LIFT THE OTHER CORNER OUT OF THE BALANCE SHOE. REVERSE THE PROCESS TO REINSTALL THE SASH.

LEAD PAINT REMOVAL:
BUILDINGS CONSTRUCTED PRIOR TO 1978 COULD CONTAIN LEAD PAINT WHICH COULD BE DISTURBED DURING WINDOW OR DOOR REPLACEMENT. FOR MORE INFORMATION ON PROPER MANAGEMENT OF LEAD PAINT, GO TO: WWW.EPA.GOV/LEAD.

REFERENCE: ASTM E2112 STANDARD PRACTICE FOR INSTALLATION OF EXTERIOR WINDOWS, DOORS AND SKYLIGHTS