



Window Installation Instructions

Aluminum Casement and Awning Windows



➤ **IMPORTANT:** Read all instructions completely before beginning installation. Improper installation may void the product warranty and compromise building code compliance. Always wear appropriate personal protective equipment.

Overview

These instructions cover installing an aluminum casement window with a multipoint locking system into a prepared rough opening.

RECEIVING

Upon arrival, verify you have all necessary items/parts. Inspect for product for damage.

HANDLING

To prevent damage, handle windows carefully and transport only in a vertical position. If damaged the products may not meet performance specifications or operate properly.

WINDOW STORAGE

To prevent damage, store units out of the weather in a clean, dry area, off the ground and out of direct sunlight. Lean against a wall on a flat, level surface with proper spacing for ventilation.

Safety Precautions

- Always wear safety glasses and work gloves when handling aluminum window frames – edges can be sharp.
- Ensure the rough opening is structurally sound and the surrounding framing can bear the window load
- Do not install windows in wet or icy conditions. Caulk and adhesive products require temperatures above 40°F (4°C).
- For windows above ground level, use appropriate ladder or scaffolding safety equipment.
- Check local building codes and obtain required permits before installation.

Tools & Materials

TOOLS REQUIRED	MATERIALS REQUIRED
<ul style="list-style-type: none">• Tape measure• Level (4 ft recommended)• Drill with bits (3/16", 1/4")• Screwdrivers (flathead & Phillips)• Utility knife• Caulking gun• Hammer• Shims (wood or composite)• Safety glasses & gloves	<ul style="list-style-type: none">• Aluminum casement window unit• Exterior-grade silicone caulk• Weatherstripping (if not pre-installed)• Corrosion-resistant screws• Flashing tape (self-adhesive)• Backer rod (for gaps >3/8")• Expanding foam insulation

Pre-Installation Inspection

INSPECT THE WINDOW UNIT

- Unpack the window carefully and inspect for shipping damage before installation.
- Verify the frame dimensions match the rough opening dimensions on your order.
- Test the multipoint locking mechanism: operate the handle through its full range. All lock points should engage and disengage smoothly.
- Check that weatherstripping is fully seated around the sash perimeter.
- Confirm all hardware (hinges, handle, locking rods) is factory-installed and tight.

INSPECT THE ROUGH OPENING

- The rough opening should be 1/2" wider and 1/2" taller than the window unit to allow for shimming and adjustment.
- Check that the sill plate is level and the jack studs are plumb. Correct any deviations exceeding 1/8" before proceeding.
- Remove any protruding nails, old caulk, paint, or debris from the rough opening.
- Inspect the rough opening for moisture, rot, or insect damage. Repair as needed before installation.

PREPARING THE ROUGH OPENING

1. Apply self-adhesive flashing tape to the sill of rough opening, overlapping exterior sheathing by at least 2" or the CMU sealer. This forms the primary water-control layer.
2. Apply flashing tape to both jamb sides of rough opening, start from the sill flashing and run up to the head. Overlap the sill tape by 2" or the CMU sealer at the bottom corners.
3. Apply flashing tape to the head (top) of the rough opening, overlap the jamb tapes by 2" or the CMU sealer at the top corners.
4. Run a continuous bead of exterior-grade silicone caulk along the sill plate, 1" from the interior edge. This provides a secondary seal beneath the window frame.

NOTE: Do not caulk the bottom exterior edge of the frame after installation. This gap allows any water to drain out of the system.



Window Installation

SETTING THE WINDOW

5. With a helper, carefully lift the window unit into the rough opening from the exterior side. Center the unit left-to-right in the opening
6. Place pairs of shims beneath the frame at the sill corners to support the window while you make adjustments.
7. Check the sill for level using a 4 ft level. Adjust shims as necessary until the sill is perfectly level. A window installed out of level will not close or lock properly.
8. With the sill level, check both jambs for plumb using your level. Add or adjust shims at the jamb sides near the top and bottom to achieve plumb. Verify that the diagonal measurements of the frame are equal (i.e., the frame is square) — the two corner-to-corner measurements should not differ by more than 1/8".
9. Open and close the sash to confirm it swings freely and seats squarely in the frame. Test the multipoint lock to ensure all locking points engage without binding.

FASTENING THE FRAME

10. Once level, plumb, and square, drill pilot holes through the frame jambs as specified by the window manufacturer.
11. Drive corrosion-resistant screws (1/4" dia.) through the pilot holes into the framing. Do not overtighten - the frame should not bow or distort. Check level and plumb after each screw is set.
12. Score shims flush with the frame using a utility knife or snap them off. Do not leave shims protruding past the frame face.

INSULATING THE FRAME

13. Apply low-expansion foam insulation or fiberglass batt insulation into the gap between the window frame and the rough opening on all four sides. Fill the cavity fully but do not overfill — excessive expansion can distort the frame.
14. Allow foam to cure per manufacturer's instructions (typically 1-2 hours) before trimming any excess flush with the interior wall plane.

Multipoint Locking System - Setup & Adjustment

The multipoint locking system connects the window handle to a series of locking rods that engage shootbolts or hooks at multiple points in the frame. Correct adjustment is critical for both security and weathertightness.

UNDERSTANDING THE SYSTEM

- Handle (operator): Rotating the handle drives the locking rod mechanism.
- Locking rods: Steel rods running vertically along the sash, driven by the handle gearbox.
- Lock points: Typically 3-5 shootbolts or hooks engaging strike plates or keeps in the frame. Locations are usually top, middle, and bottom of the sash.
- Keeps/strike plates: Factory-installed in the window frame at each lock point.

VERIFYING LOCK POINT ALIGNMENT

15. With the window fully closed, operate the handle to engage the lock. Observe each lock point to confirm the shootbolt or hook fully enters its keep.
16. If a lock point does not engage fully, the sash may need adjustment. Check that the sash is properly seated and hinges are not binding.
17. If shootbolts miss their keeps, loosen the keep mounting screws and adjust the keep position (typically 3 mm of adjustment is available) until the bolt engages centrally. Tighten the keep screws securely.
18. Operate the handle from lock to unlock 5-10 times and verify smooth, consistent operation at all lock points.

HANDLE OPERATION

- Unlock position: Handle vertical (pointing upward from hinge side). All shootbolts retracted.
- Lock position: Handle rotated 180° downward. All shootbolts engaged in keeps.

CAUTION: Never force the handle if resistance is felt. Forcing can damage the locking rod mechanism. Identify and resolve the cause of binding (misaligned keep, debris in track, etc.) before operating the lock.

Sealing & Weatherproofing

19. Apply a continuous bead of exterior-grade silicone caulk around the perimeter of the window frame where it meets the exterior cladding or sheathing — on the top and both sides only. Do not caulk the bottom of the exterior frame.
20. Tool the caulk bead smooth with a wet finger or caulk tool. Ensure full contact with both the window frame and the exterior surface with no gaps or voids.
21. On the interior, apply a bead of paintable latex caulk around the interior perimeter of the frame where it meets the interior wall finish. Smooth and allow to dry before painting.
22. Verify that factory-installed weatherstripping is fully compressed when the window is locked. If gaps are visible with the window closed and locked, consult the troubleshooting section.

Final Inspection & Testing

Complete all of the following checks before finishing interior and exterior trim:

- **Confirm the sill is still level and jambs are still plumb after fastening and foaming.**
 Level & Plumb
- **Open and close the sash through its full range. It should swing freely with no binding.**
 Sash Operation
- **Engage and disengage the lock 10 times. All lock points should operate smoothly.**
 Multipoint Lock
- **With the window locked, check for daylight or air gaps around the sash perimeter.**
 Weatherstripping
- **Inspect all caulk beads for continuity. No gaps, holidays, or thin spots.**
 Caulk Integrity
- **Confirm all visible screws (hinges, handle, keeps) are secure.**
 Hardware Tightness
- **Locate and clear the sill weep holes at the exterior bottom of the frame. These must remain open for drainage.**
 Drainage Weep Holes

Troubleshooting

SYMPTOM	LIKELY CAUSE	REMEDY
Handle stiff or hard to turn	Lock point misaligned; keep incorrectly positioned	Adjust keep position ± 3 mm; lubricate rods with dry PTFE spray
Sash does not close flush	Frame out of square; hinge binding	Re-shim to square; check hinge screws for tightness & check multi-points
Drafts around closed & locked sash	Weatherstripping gap; frame out of plumb	Re-plumb frame; adjust keeps to increase sash compression on seal
Water infiltration at sill	Weep holes blocked; sill caulk failed	Clear weep holes; remove and re-apply sill caulk
Lock point does not engage	Rod disconnected or bent; keep misaligned	Reconnect or straighten rod; reposition keep
Sash swings on its own	Friction hinge worn; window not plumb	Tighten or replace friction hinge; re-plumb frame

Maintenance

Regular maintenance extends the life of your window and ensures the multipoint locking system continues to operate correctly.

EVERY 6 MONTHS

- Clean aluminum frame and sash with mild soap and water. Do not use abrasive cleaners or steel wool.
- Inspect weatherstripping for compression set, tears, or gaps. Replace if damaged.
- Inspect caulk seals for cracking or separation. Re-caulk as needed.
- Clear weep holes of any debris.

ANNUALLY

- Apply a thin coat of dry PTFE lubricant or silicone spray to the locking rods, shootbolts, and hinge pivot points.
- Check all hardware screws for tightness. Apply thread-locking compound if screws are repeatedly loose.
- Test the full lock/unlock cycle of the multipoint system and verify all lock points engage firmly.

> **WARRANTY NOTE:** Use only the lubricants and cleaning products specified above. Oil-based lubricants attract dirt and can degrade weatherstripping. Using non-approved products may void the manufacturer warranty.

Installation Complete!

Congratulations on completing your installation! You've taken an important step toward ensuring reliable performance and peace of mind. If you have questions or need support, our team is ready to help.



vistaviewwindows.com

4270 CORAL RIDGE DRIVE, SUITE 100, CORAL SPRINGS, FL 33065 | 954.784.6900