

Installation Instructions for Decorative Interior Cover on Series 238 Rectangular Fixed Window

CGI's Decorative Interior Cover is designed to hide the installation fasteners on its Series 238 Rectangular Fixed Windows. This cover is not available on the Series 238 Designer Fixed Windows. Refer to instructions below.

Step 1: Round Plastic Clip Installation on Window Frame

Retrofit application (cover being added to existing windows)

1. Drill pilot holes of 5/32" diameter (for #10 Sheet Metal Screws) at 7/16" from edge of fixed window frame (see detail "A"). This screw location is 1" from the center of the flat head screws that secures the vent on to the frame (see detail "E"). Drill one hole next to each flat head installation screw.
2. At every hole, install a #10 x 1/2" Pan Head Sheet Metal Screw through the two part round plastic clip (see detail "B"). Make sure the outer part of the plastic cap moves freely around the screw once it's installed. This movement allows adjustment when installing the screw cover.

On new installations (windows sold with extruded cover by CGI)

1. The two part round plastic clip should be factory installed next to every flat head screw location. Note that the outer part of the plastic cap should move freely around the screw. This movement allows adjustment when installing the screw cover. If this movement is not present, gently turn the screw that holds this clip counterclockwise until the outer part of clip moves freely.

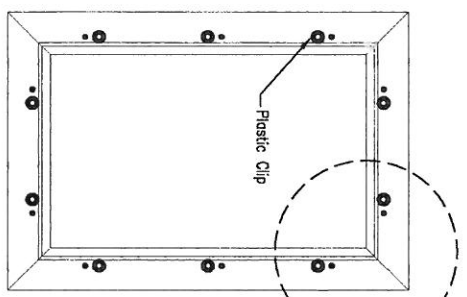
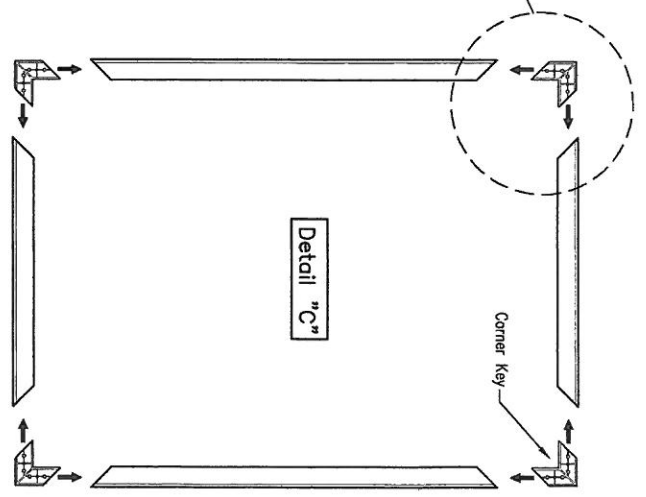
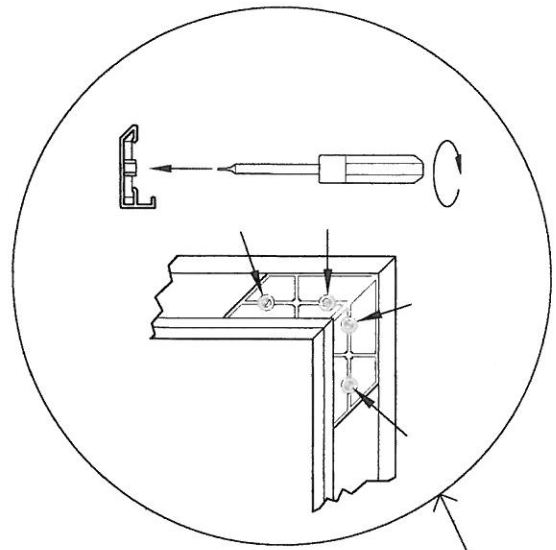
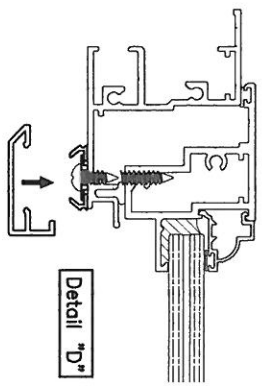
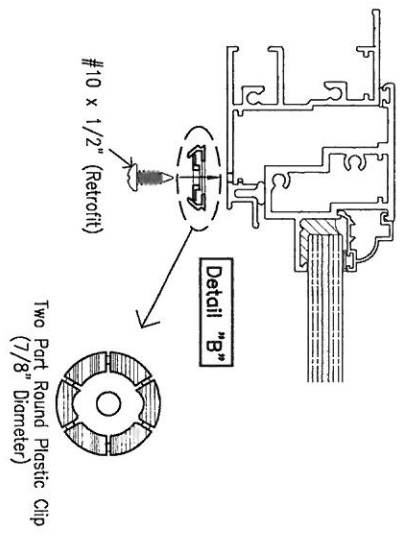
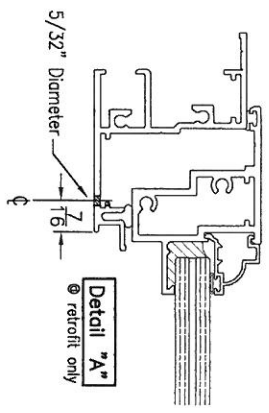
Step 2: Assembly of Decorative Cover

1. The cover is supplied in four parts (two horizontals and two verticals, all are 45 degree mitered at ends)
2. Assemble the four parts with four corner keys (refer to detail "C")
3. Using a flat tip screw driver, tighten the four set screws on each corner key. Make sure the corners joints at the cover are tight and look good before tightening the set screws.

Step 3: Install the assembled decorative cover on the window

1. Gently position the assembled cover on the plastic clips. If the cover is large, you may need help from someone to prevent the cover from getting damaged.
2. Remember that the round plastic clips float and can adapt to the cover.
3. When the cover and clip has been properly aligned, snap the cover on clips (see detail "D"). You may need to use some force with the palm of your hand to force the cover to snap on the clip.
4. Start at the top and work your way to the sides and eventually the bottom.





Detail "E"

