

# Conversion Kit

for Andersen® 200 Series Narroline® Double-Hung Windows  
(1968-Present)



**INSTALLER: Please leave this guide with the building owner to file for future reference.**

For ease of installation and continued enjoyment of your Andersen® product, please read and follow this Instruction Guide completely. You may direct any questions about this or other products to your local Andersen dealer, found in the Yellow Pages under “Windows”, or call Andersen WindowCare® service center at 1-888-888-7020 Monday through Friday, 7 a.m. to 7 p.m. Central Time and Saturday, 8 a.m. to 4 p.m. Central Time. Assembly and installation of Andersen products is the sole responsibility of the architect, building owner, contractor and/or consumer and Andersen has no responsibility in this regard. Thank you for choosing Andersen.

## ⚠ WARNING

Use of ladders and/or scaffolding and working at elevated levels may be hazardous. Follow equipment manufacturer's instructions for safe operation. Use extreme caution when working around window and door openings. Falling from opening may result in personal injury or death.

## ⚠ WARNING

Improper use of hand or power tools could result in personal injury and/or product damage. Follow equipment manufacturer's instructions for safe operation. Always wear safety glasses.

## ⚠ WARNING

Weight of window and door unit(s) and accessories will vary. Use a reasonable number of people with sufficient strength to lift, carry, and install window and door unit(s) and accessories. Always use appropriate lifting techniques.

## ⚠ WARNING

Unless specifically ordered, Andersen windows and doors are not equipped with safety glass, and if broken, could fragment causing injury. Many laws and building codes require safety glass in locations adjacent to or near doors. Andersen windows are available with safety glass that may reduce the likelihood of injury when broken. Information on safety glass is available from your local Andersen dealer.

## ⚠ WARNING

Installation of Conversion Kit reduces the clear opening of Narroline Unit and may hinder escape or rescue in an emergency. Check with your local building code official to determine compliance with egress requirements.

## ⚠ WARNING

### **Narroline Units equipped with a Double-Hung Combination Unit Only**

Do not use Conversion Kit with Combination Units dated March 1994 or earlier. When used with the Double-Hung Conversion Kit the Combination Unit insect screen is extremely difficult to remove and may impede escape or rescue in an emergency. Date of manufacture is printed on the outer edge of combination frame. If "AW" is not molded into the handle of lower panel, Combination Unit predates March 1994. If you would like to use the Double-Hung Conversion Kit, please contact your local Andersen dealer for instructions for removal of Combination Unit before using the Double-Hung Conversion Kit. If your Combination Unit is dated April 1994 or later, Conversion Kit may be used.

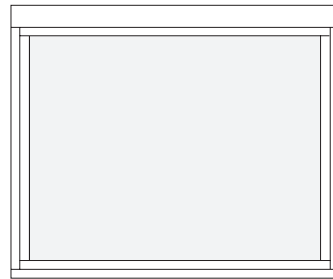
**Parts Included**

- (1) Instruction Guide
- (1) Tilt-Wash Upper Sash
- (1) Tilt-Wash Lower Sash
- (1) Left Jamb Assembly
- (1) Right Jamb Assembly
- (1) Insect Screen Warning Label/Handle
- (1) Wash Instruction Label
- (2) Keeper Shims

**Tools and Supplies**

- Safety Glasses
- Phillips and Flat Bladed Screwdriver
- Wood Block
- Utility Knife
- Tape Measure and Pencil
- Rigid Blade Putty Knife
- Caulk Gun and Silicone Sealant
- Diagonal Wire Cutters
- 2-1/2" Drywall Screws
- Hammer
- Silicone Lubricant
- Paper Towels

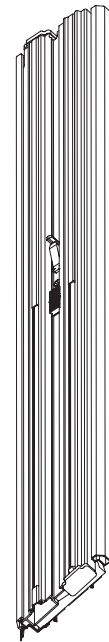
**Component Identification**



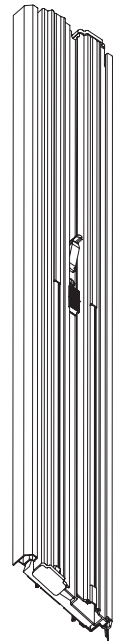
Tilt Wash Upper Sash



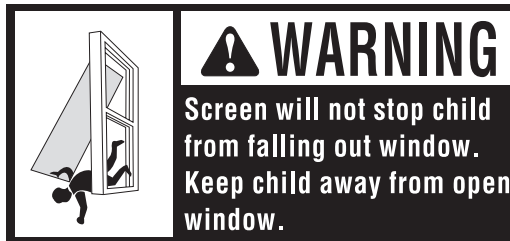
Tilt Wash Lower Sash



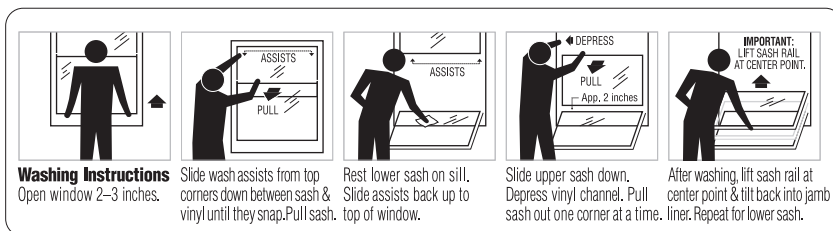
Left Jamb Assembly



Right Jamb Assembly



Insect Screen Warning Label/Handle



Wash Instruction Label

**NOTICE**

- Check size, glass type, color, and kit contents to verify that all components are correct.
- Unit/sash opening must be plumb, level, square, and free of any bowed jambs.
- With sash closed and locked, measure frame diagonally from corner to corner. Distances must be equal or  $\pm 1/8"$ .
- Wood frame and outer frame member must be in good condition. Inspect frame, vinyl, sill, head, and side jambs for damage. Repair as needed.
- If any of these requirements are not met, have a qualified carpenter/contractor determine whether the window frame can be removed and reinstalled to correct the problem, or if any structural problems require correction before the Double-Hung Conversion Kit can be installed.

## 1. Prepare for Installation

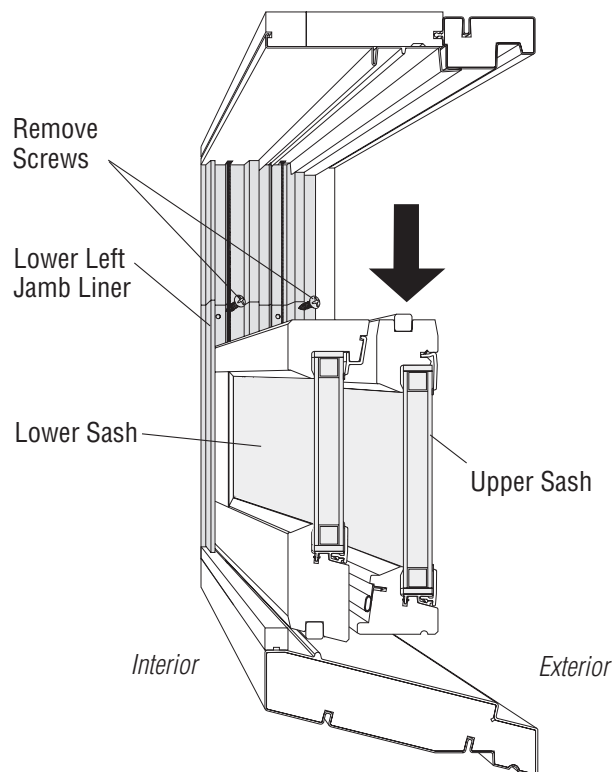
### CAUTION

Kit components must be at room temperature before beginning installation procedure. Failure to have components at room temperature may result in product damage.

### NOTICE

It may be necessary to loosen side Interior Casing, Extension Jambs, or break seal between gypsum board or plaster. This will allow the veneered portion of Jamb Retainer to fit between the interior finish and window frame. Follow appropriate procedure below according to type of interior trim or finish.

- Gently pry side *Interior Trim* slightly away from the frame, using a thin blade putty knife.
- Fully lower *Upper* and *Lower Sash*.
- Remove *Screws* in top of lower left *Jamb Liner*.

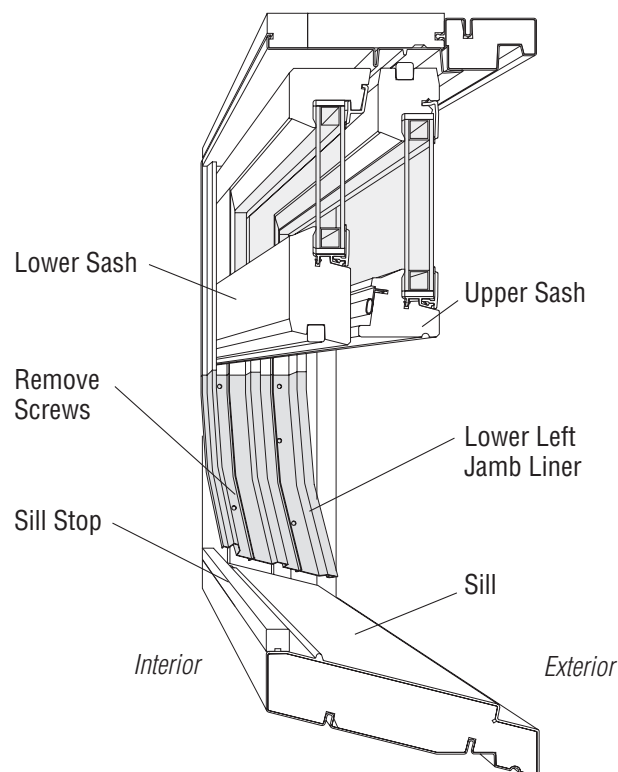


## 2. Remove Lower Left Hand Jamb Liner

### CAUTION

Units joined side by side and units fastened to rough opening through the jamb are secured with screws longer than 1/2". When removing Jamb Liner Screws, if any screw removed is longer than 1/2", replace screw in former position after Jamb Liners are removed. Failure to do so may compromise structural integrity of the unit(s).

- Fully raise *Upper* and *Lower Sash*. Remove all screws from lower left *Jamb Liner*.
- Carefully remove lower left *Jamb Liner* from bottom by bending and sliding it toward center of the opening. Do not damage sill or *Sill Stop/Stool*, if equipped, when removing *Jamb Liner*.
- Replace *Screws* removed that are longer than 1/2" in former position.

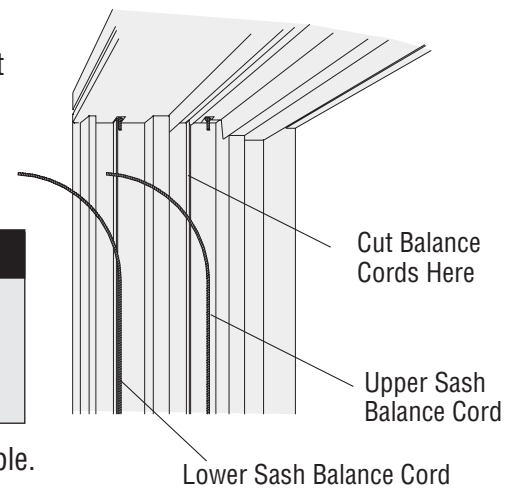


### 3. Remove Sash

- Fully lower both sash to the sill. Cut *Balance Cords* on both sides of unit as close to the head jamb as possible, using diagonal wire cutters.
- Carefully remove the *Lower Sash* by pulling it toward the right side of unit. Repeat procedure for removal of Upper Sash.

#### ⚠ WARNING

Do not leave the window opening unattended, especially when small children are present. A fall from the window opening could cause death or serious injury.



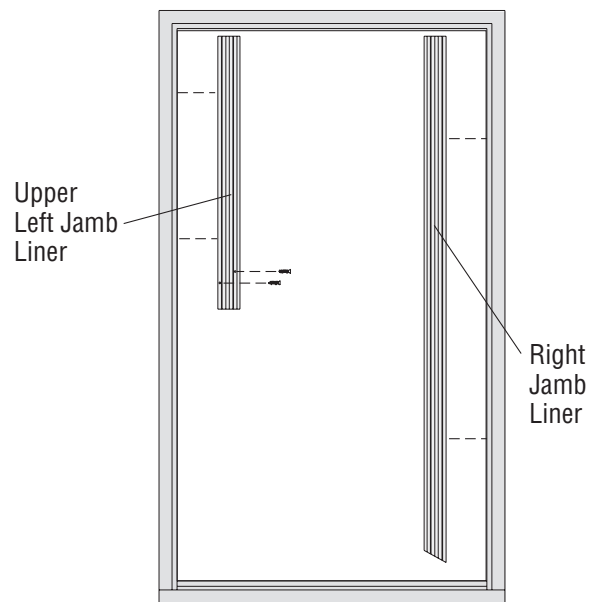
- Discard sash and sash cord in Conversion Kit Box. Recycle where possible.

### 4. Remove Upper Left and Right Jamb Liners

#### CAUTION

Units joined side by side and units that are fastened to rough opening through the jamb are secured using Screws longer than 1/2". When removing Jamb Liner screws, if any screw removed is longer than 1/2", replace screw in former position after Jamb Liners have been removed. Failure to do so may compromise the structural integrity of the unit(s).

- Remove *Screws* securing upper left and right *Jamb Liners*. Grasp lower exterior edge of *Jamb Liners* and remove with a slight twisting motion towards center of the opening. Do not damage sill or Sill Stop/Stool if equipped, when removing *Jamb Liners*.
- Discard *Jamb Liners* in Conversion Kit Box. Recycle where possible.
- Replace *Screws* removed that are longer than 1/2" in former positions.



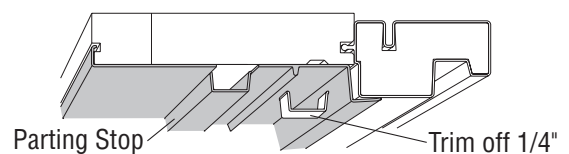
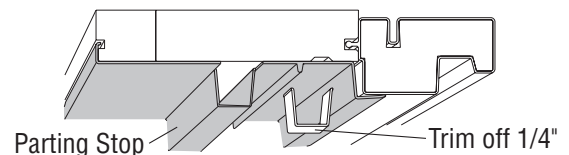
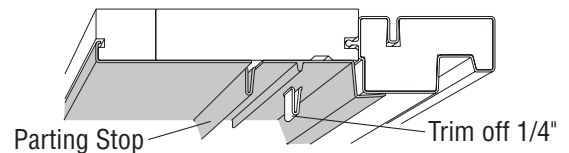
Interior View

### 5. Trim Head Jamb Liner Parting Stop

- With utility knife, trim *Head Jamb Liner Parting Stop* back 1/4" at each end of *Head Jamb Liner*.

#### NOTICE

It may be necessary to loosen side Interior Casing, Extension Jambs, or break seal between gypsum board or plaster. This will allow the veneered portion of Jamb Retainer to fit between the interior finish and window frame. Follow appropriate procedure below according to type of interior trim or finish.



Head Jamb Liner Types

## 6. Prepare Frame Area

### CAUTION

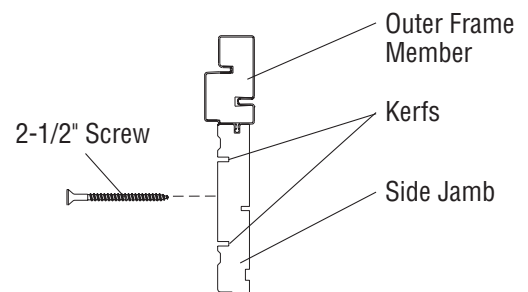
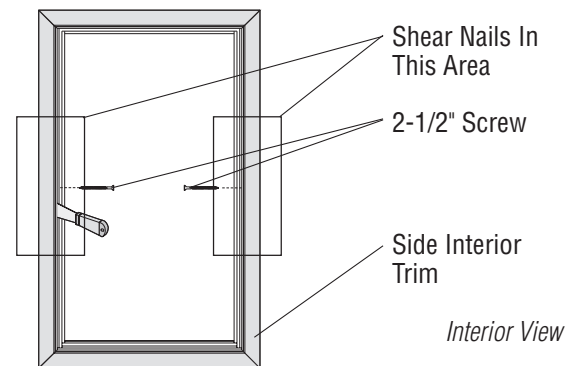
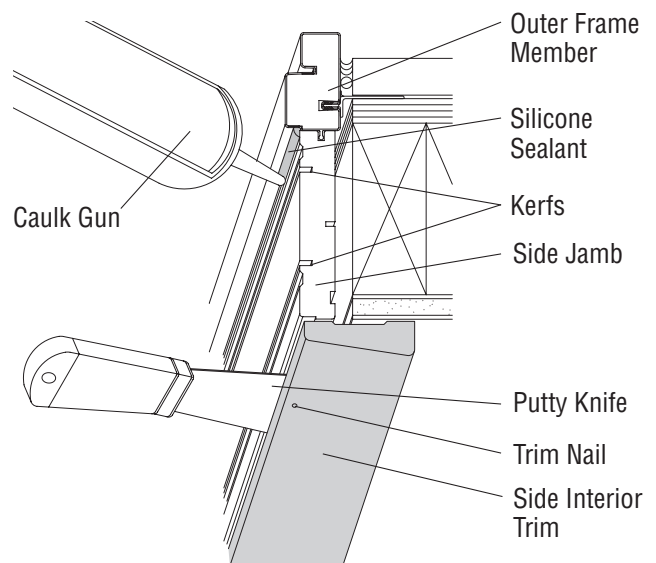
Remove all wood splinters and debris from kerfs in Side Jamb. Failure to do so may cause incorrect fit of Jamb Retainer.

- Clean any excess glue between *Jamb* and *Outer Frame Member* using a rigid blade putty knife. Incorrect fit of *Jamb Liner Retainer* will result if excess glue is not removed.
- Shear the center nails of the side interior trim using a rigid blade putty knife in area shown, to loosen Side Jamb before installing screws.

### CAUTION

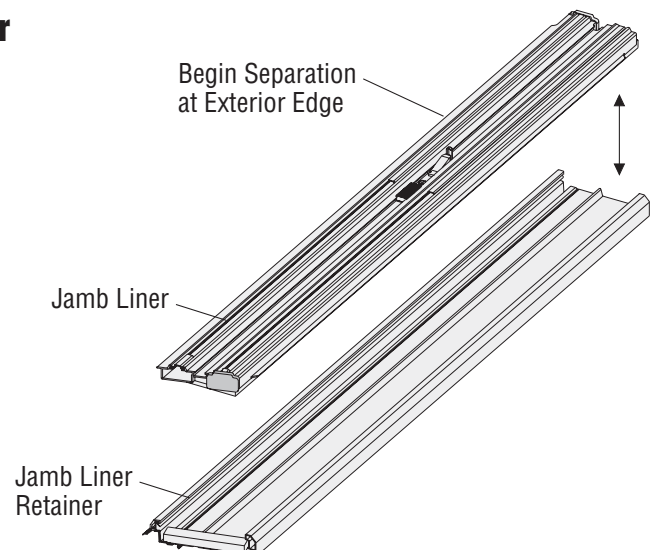
**Do Not** screw into Jamb Kerf. This will prevent Jamb Retainer from sealing properly into the Jamb and will prevent Sash from operating.

- Install (1) 2-1/2" screw at the center of each side jamb to draw frame slightly outwards. Side Jamb will have outward movement.
- Apply a 1/8" bead of silicone sealant between the *Jamb* and outer frame member along entire length of the *Jamb*.



## 7. Separate Jamb Liner from Jamb Liner Retainer

- Separate *Jamb Liner* by gently pulling exterior side away from the exterior edge of *Jamb Liner Retainer* or slide *Jamb Liner* out from *Jamb Liner Retainer*.

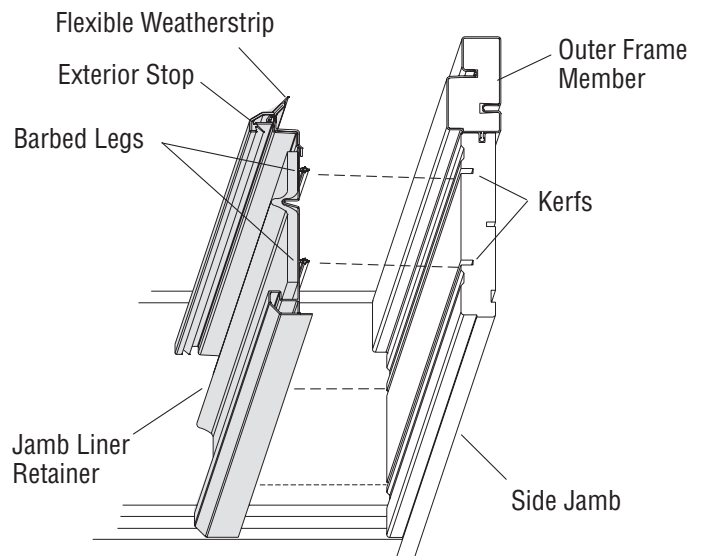


## 8. Apply Jamb Liner Retainer

### NOTICE

Jamb Liner Retainers are left and right specific. Make sure angled end of Jamb Liner Retainer matches sill angle.

- Insert top of *Jamb Liner Retainer* against *Head Jamb*.
- Align barbed legs on back side of *Jamb Liner Retainer* with kerfs in *Side Jamb*.
- Push barbed legs into kerf along entire length making sure *Flexible Weatherstrip* on exterior edge is laying flat and not folded under outer frame member. If *Weatherstrip* is folded under, pull *Exterior Stop* outward to release *Weatherstrip*. *Jamb Liner Retainer* must fit tight against sill.
- Firmly seat *Jamb Liner Retainer* by tapping with a hammer and wood block along entire length. Barbed legs must be fully seated into jamb kerfs to avoid operational difficulties.
- Repeat above steps for opposite *Jamb Liner Retainer*.



## 9. Apply Jamb Liner

### NOTICE

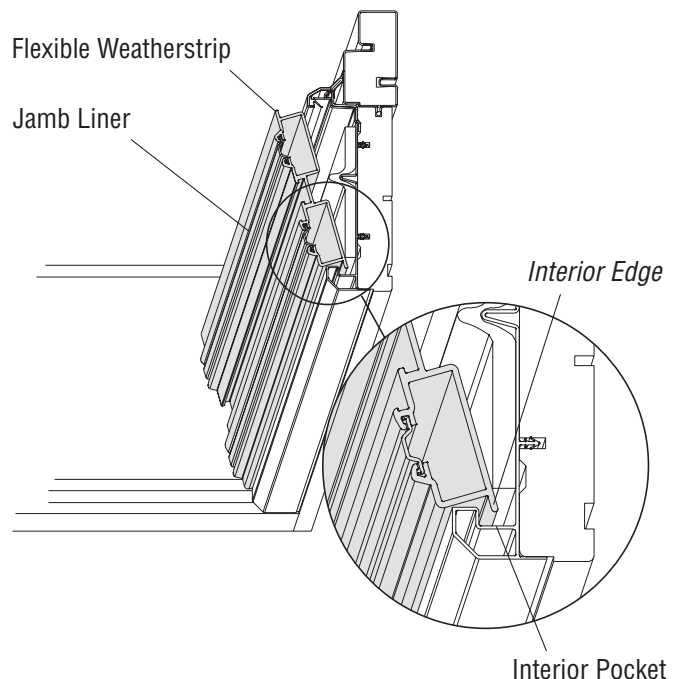
Jamb Liners are left and right specific. Make sure angled end of Jamb Liner matches sill angle.

- Place interior edge of *Jamb Liner* into interior pocket of *Jamb Liner Retainer*. Slide *Jamb Liner* upwards against *Head Jamb* and behind *Parting Stop*.
- Beginning at top, carefully work *Jamb Liner* into place by pushing inward to compress and pushing outward on exterior edge of *Jamb Liner Retainer*. Continue down entire length making sure *Flexible Weatherstrip* on exterior edge is laying flat and not folded under *Jamb Liner Retainer*. If *Weatherstrip* is folded under, pull outermost track of *Jamb Liner* outward to release *Weatherstrip*.

### NOTICE

**Do Not** apply Silicone Lubricant on unfinished wood.

- After *Jamb Liner* is installed, wipe entire *Jamb Liner* with paper towel sprayed with Silicone Lubricant.
- Repeat above steps for opposite *Jamb Liner*.





## 10. Position Balance Shoe Cam

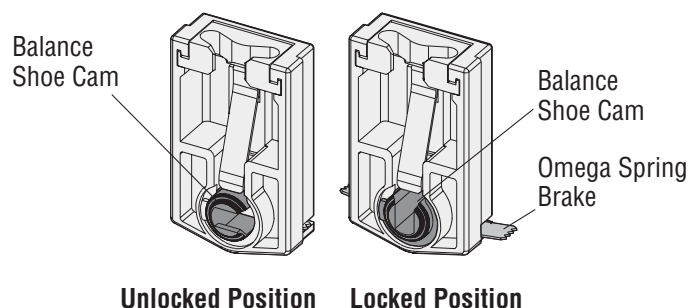
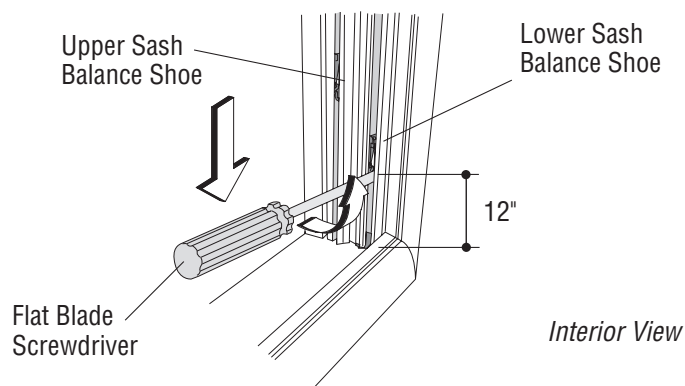
### ⚠ WARNING

- Balance Shoes are under high tension. Use a long handled, flat bladed screwdriver so both hands can be used to release balance energy. Releasing Balance Shoe suddenly can cause personal injury or damage to unit.

### CAUTION

- Level Balance Shoe alignment is critical. Damage to Sash or Jamb Liner can result.

- Position both *Lower* and *Upper Sash Shoes* in both side jambs by inserting a flat-bladed screwdriver into *Balance Shoe Cams*. Locate *Balance Shoes* twelve inches from sill. Lock *Balance Shoe Cams* by rotating 90° to locked position.
- Omega Spring Brake* engages side jamb to secure sash when sash is tilted in.



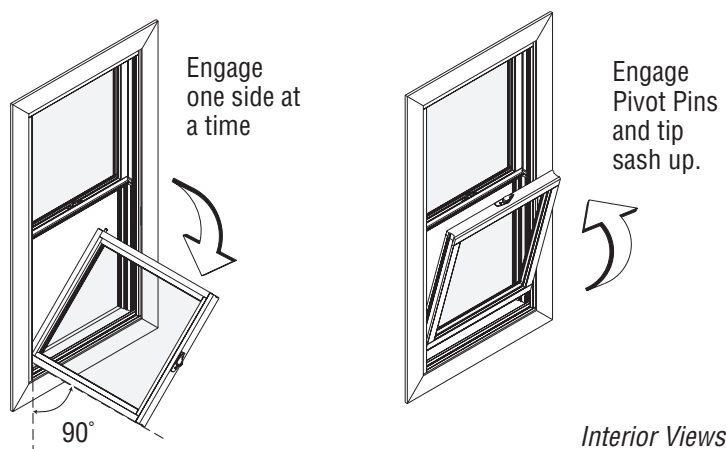
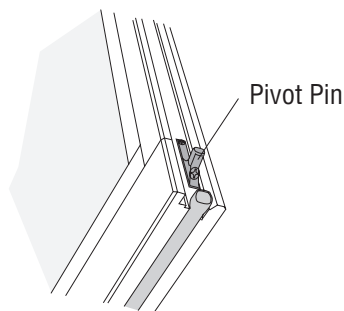
## 11. Install Sash

- With exterior side of *Upper Sash* facing up, place *Pivot Pins* in *Shoe Balance Cams* one at a time until *Retaining Clip* springs out to hold *Pivot Pin*. Make sure *Pivot Pins* are seated properly before tipping sash.

### ⚠ CAUTION

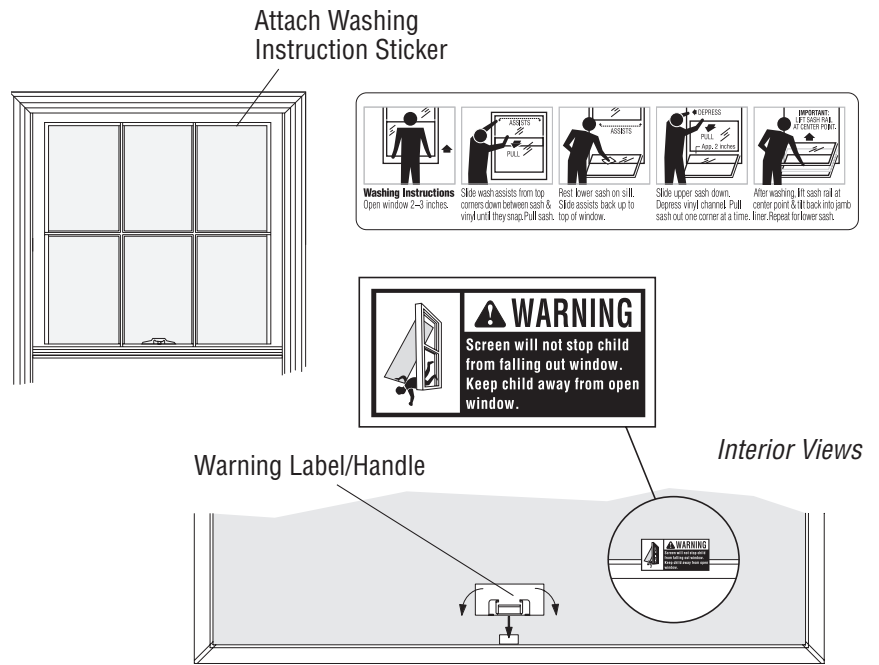
Use caution when tipping Lower Sash into opening to prevent pinching fingers between Upper and Lower Sash.

- When *Pivot Pins* are engaged, tip sash up into place until firmly engaged in *Jamb Liner*.
- Repeat this step for *Lower Sash*.



## 12. Attach Stickers/Labels

- Attach *Washing Instruction Sticker* to upper right hand corner of head jamb.
- Slide *Warning Label/Handle* over loop of the insect screen, snap it into place, and position to room side as shown.



## Finishing, Cleaning, and Maintenance Instructions

### CAUTION

**DO NOT** expose unfinished wood to high moisture conditions, excessive heat or humidity. Finish interior wood surfaces immediately after installation. Unfinished wood surfaces will discolor, deteriorate, and/or may bow and split.

### INTERIOR FINISHING

Read and follow finishing manufacturer's instructions and warnings on each container of finish material for priming, painting, staining, and varnishing.

### MAINTENANCE

Immediately sand and refinish any interior wood that becomes stained or mildewed to prevent further discoloration and/or damage. For further information, contact your local Andersen dealer. Dealers can be found in the Yellow Pages under Windows.

## Trouble Shooting

SYMPTOM	SOLUTION
<ul style="list-style-type: none"> <li>• Hard Locking</li> <li>• Lock and Keeper mis-aligned</li> </ul>	<ul style="list-style-type: none"> <li>• Apply Keeper Shims to align</li> <li>• Relocate Lock and Keeper</li> </ul>
<ul style="list-style-type: none"> <li>• Sash hard to tilt inward</li> <li>• Sash hard to operate up and down</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure Center Trim nails were sheared before the Side Jambs were drawn outward using 2-1/2" screws</li> <li>• Draw Side Jamb outward more, if needed</li> <li>• Put Silicone Lubricant on Jamb Liners</li> </ul>
<ul style="list-style-type: none"> <li>• Sash are loose in Jamb Liners</li> </ul>	<ul style="list-style-type: none"> <li>• Side Jambs many have drawn outward too far</li> <li>• Remove Sash, Liners, and Retainers. Loosen screws to release Side Jambs inward slightly</li> </ul>
<ul style="list-style-type: none"> <li>• Jamb Liner twisted or bent</li> </ul>	<ul style="list-style-type: none"> <li>• Use hair dryer over the twisted/bent area to return Jamb Liner to original shape</li> </ul>