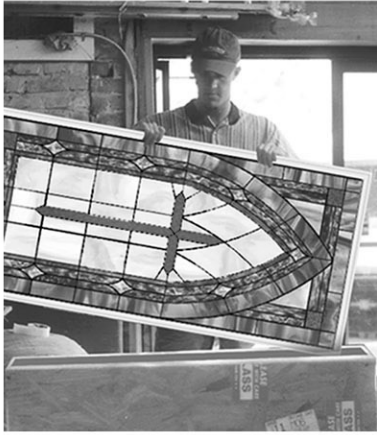


# How to install windows where the entire window frame needs replacing



1. Before ordering your windows, it is necessary to get a proper measurement. To do so, take and measure the distance from brick to brick where your window will be placed. With that measurement, subtract 1/2" from both the width & height to ensure proper fit.



2. When removing your window from your crate to always carry it on edge as shown in above picture, and avoid laying the window flat. Unloading or carrying windows may require more than one person to do so, especially on larger windows. Rest windows against wall at a slight angle



3. Next, place enclosed metal sill material on your bottom window ledge. This sill will act as an area for your new window to rest upon. Secure the sill in place with polyurethane construction caulk being sure to caulk underneath and around the edges of the sill.



4. For your convenience, our framed windows come shipped with the tempered glass pre-installed in them. Next take your frame and glass and insert it into your window opening. Using multiple helpers on both sides of the window, shim and level your window until it is stable.



5. After removing your moulding & stained glass from your frame, at a straight angle, drill directly through the frame and into the concrete, brick, or wood in the building. With screwdriver, secure the frame in place with the appropriate type screws.



6. With your frame & tempered glass set, you are ready to re-insert your stained glass window behind it. Make sure you have thoroughly cleaned off your tempered glass before inserting your stained glass. Insert stained glass into frame with reinforcing bars facing you.



7. With your stained glass in place, secure your window in place with the metal moulding and screws you removed earlier.



8. Apply polyurethane caulk to the outside of the window between the brick & frame to weatherproof. Wipe off any excess caulk. Check over your window carefully for any gaps between the glass & lead, being sure to add a little black caulk to fill in those areas. We carefully inspect all glass panels before shipment, but occasionally glass shifts slightly during shipment.

**You are now ready to enjoy your new windows!!!**

The above directions are merely a suggestion as to how you can install your windows. All installation jobs can vary slightly. We strongly suggest that you enlist the help of an experienced contractor or carpenter should you have any reservations about the installation. Bell Stained Glass is not responsible or liable for anything regarding installation of your windows, proper or improper.

# Bell Stained Glass