

# Replacement Guide



## For Center Mullion on Self-Storing Door with Retractable Insect Screen

### IMPORTANT: READ ENTIRE GUIDE BEFORE BEGINNING INSTALLATION.

**PLEASE NOTE:** Proper assembly, installation and maintenance are essential if the benefits of your Andersen® product are to be fully attained. Therefore, please read and follow this Replacement Guide completely. If your abilities do not match this procedure's requirements, contact an experienced contractor.

You may direct any questions to the **Solution Center** at 1-800-933-3626, Monday through Friday, 7 a.m. to 7 p.m. Central Time, and Saturday and Sunday, 8 a.m. to 5 p.m. Central Time.

#### ⚠️ 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:

Wear gloves, safety glasses or eye shields when handling glass. Failure to do so may result in severe personal injury.

### RECOMMENDED TOOLS:

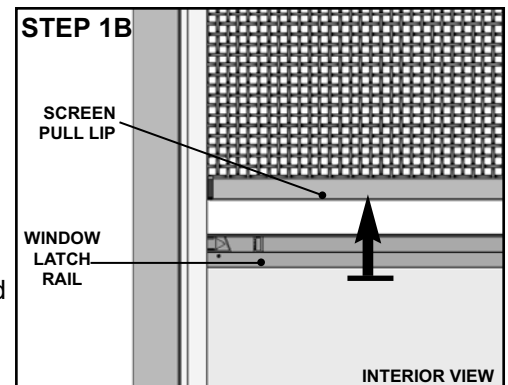
- Safety Glasses
- Phillips Screwdriver
- Hacksaw
- Tape Measure
- Drill
- 3/32" Drill Bit
- Tape

### 1. SEPARATE INSECT SCREEN FROM VENTILATING WINDOW:

#### ⚠️ WARNING

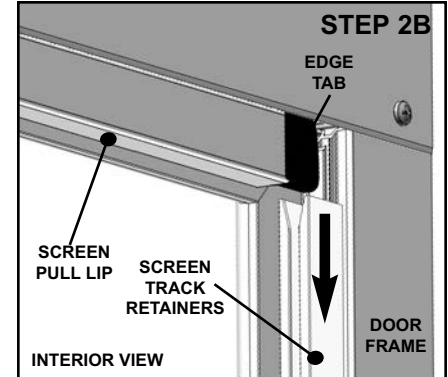
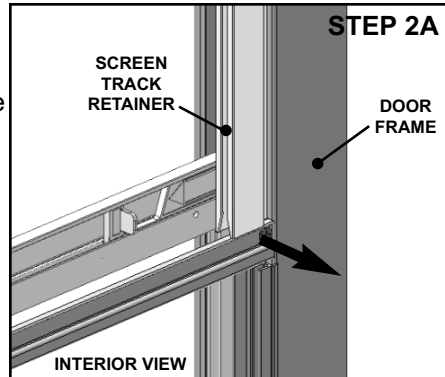
The retractable insect screen is stored inside the door with a highly tightened spring. If released, insect screen may release suddenly causing personal injury or improper product operation. Maintain a firm grasp when detaching the insect screen from the window.

- A. A slight pull down and inwards will disengage the insect screen pull lip and window latch rail. Maintain a firm grasp when detaching the insect screen from the window.
- B. Raise the insect screen slowly until the insect screen pull lip is at the top of the window opening.
- C. Move the ventilating window to the lowest position.



## 2. REMOVE INSECT SCREEN TRACK RETAINERS:

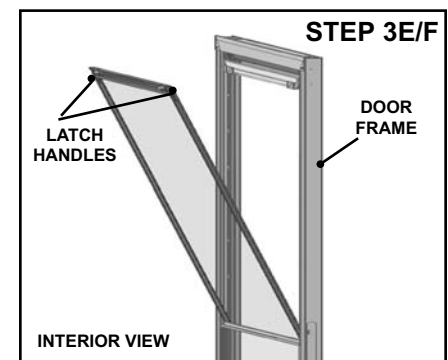
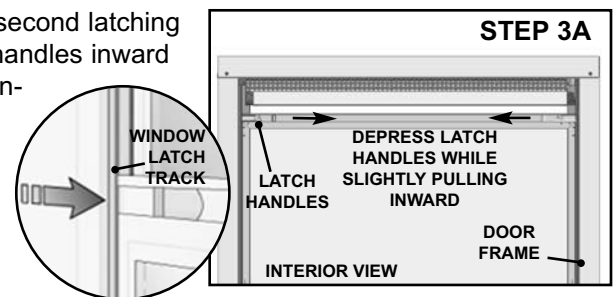
- A. Starting at the bottom, pull the left screen track retainer out from the door frame. Carefully move up the insect screen track retainer to loosen the entire retainer.
- B. To remove screen track retainer from the edge tab, slide the screen track retainer down.
- C. Use the same technique and repeat steps 2A-B to remove the right screen track retainer.



- D. Set insect screen track retainers aside for later use.

## 3. REMOVE UPPER WINDOW:

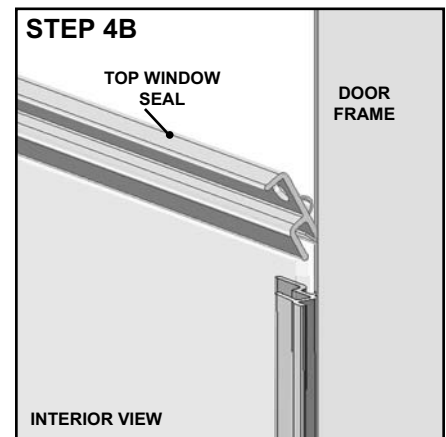
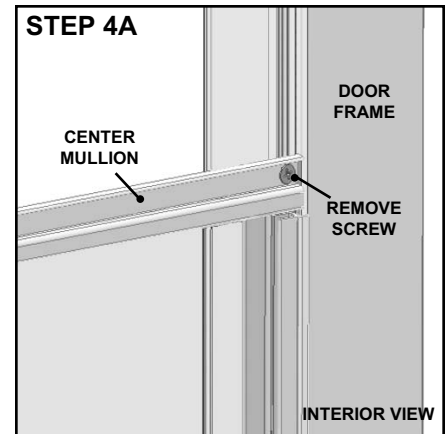
- A. Slide ventilating window towards the top of the window opening (second latching position from top). To disengage latches from frame, slide latch handles inward (towards each other). Once properly positioned, release latch handles.
- B. Using one hand, slide the left latch handle inward.
- C. Pull upper left hand corner of the window towards you past the window latch track and inside of the door frame.
- D. Once the left side is cleared from the door frame, slide the right latch handle inward to disengage the latch.
- E. While holding onto the left side of the window, pull the right side towards you past the window latch track and inside of the door frame.
- F. Grasp both sides of the window, raise window up and tilt in towards you to remove.



**4. REMOVE CENTER MULLION SCREWS:****NOTICE**

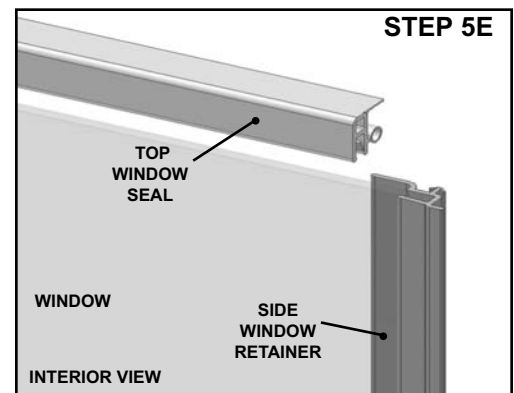
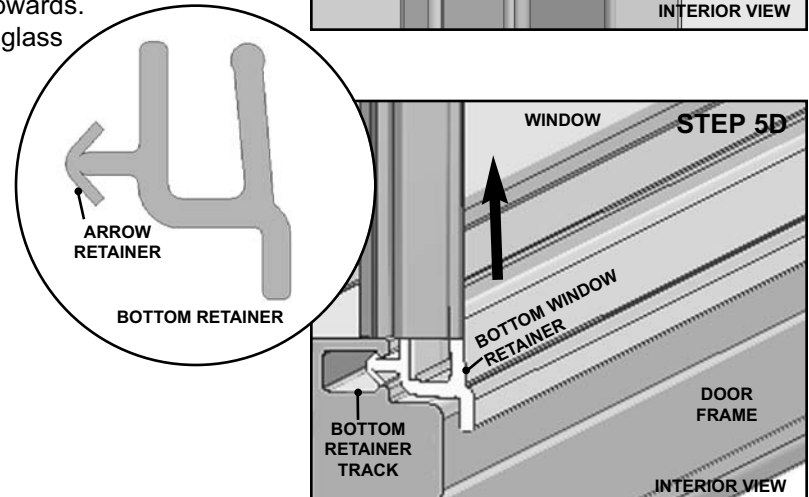
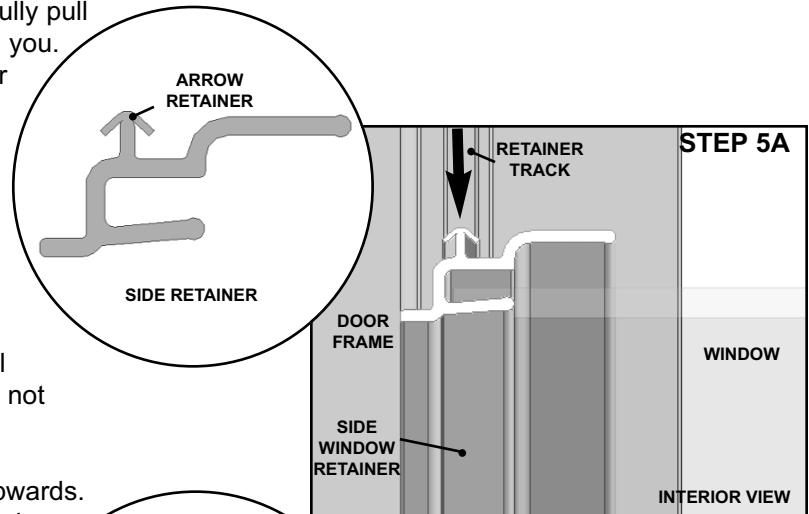
If your model of door did not have a center mullion, proceed to step 5.

- A. Remove screw from each end of the center mullion using a Phillips screwdriver.
- B. Remove top center mullion from glass by pulling upwards. Properly discard center mullion and screws.  
**Proceed to Step 8.**



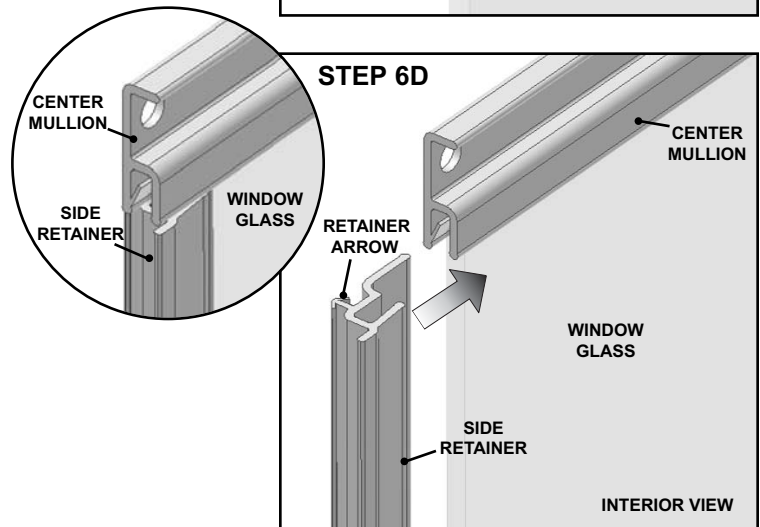
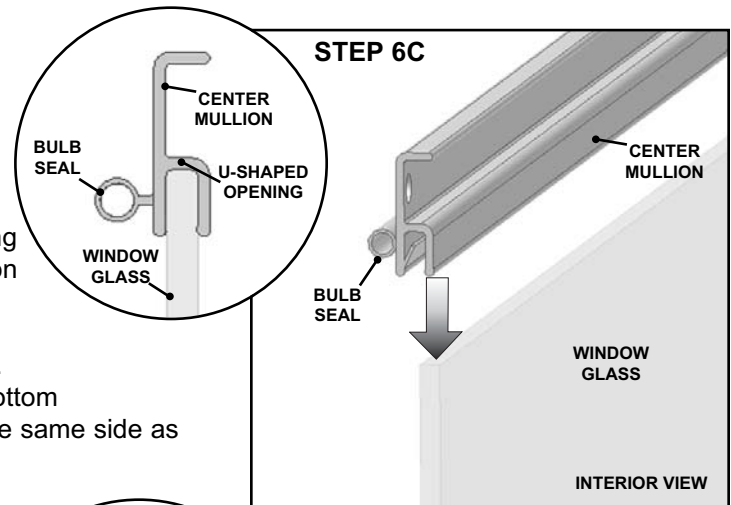
## 5. REMOVE STATIONARY WINDOW:

- A.** Starting at the top of the stationary window, carefully pull the upper left hand corner of the window towards you. Remove the arrow retainer point from the retainer track until half of the window is freed.
- B.** Repeat for the other side of the door.
- C.** Support window on both sides. Carefully loosen the remainder of the retainer from the retainer track.
- D.** To complete removal, lift the window up. This will release the window from the bottom retainer. Do not remove bottom window retainer from door.
- E.** Remove top window seal from glass by pulling upwards. Discard top window seal. Set stationary window glass on a soft surface.



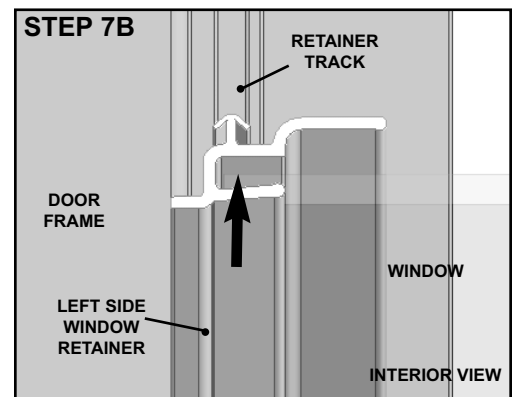
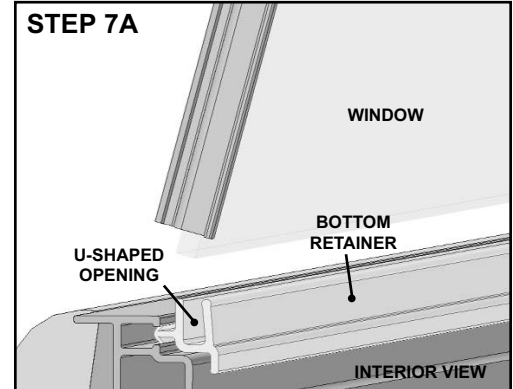
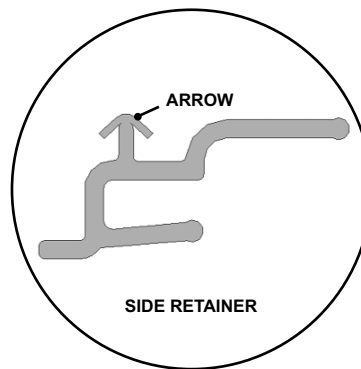
## 6. SHORTEN AND INSTALL SIDE RETAINERS — INSTALL CENTER MULLION:

- A. Mark the top of the glass with a piece of tape.
- B. Remove left and right side retainers from window and shorten by cutting 1/2" from one end on each retainer. Retainer can be removed by pulling it away from glass.
- C. Position center mullion so the bulb seal is facing the outside of the door and the U-shaped opening is pointing towards the glass. Center on glass and push the mullion down into place.
- D. Reinstall left side retainer on edge of stationary window. The top of the side retainer is to be placed below the bottom of the center mullion. The retainer arrow must be on the same side as bulb seal on center mullion.
- E. Repeat step 6D for the right side.



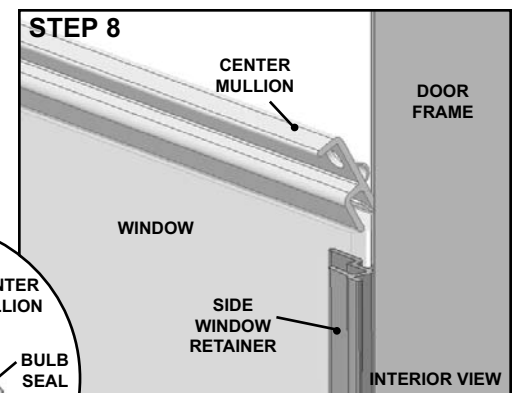
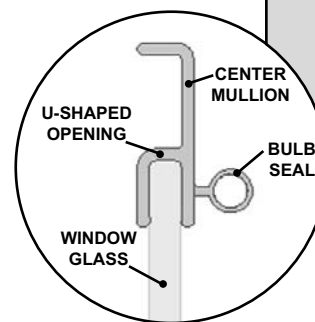
## 7. REINSTALL STATIONARY WINDOW:

- A. Lower the bottom of the stationary window into the bottom retainer's U-shaped opening. The arrow portion of the side retainers must be pointed towards the exterior of the door.
- B. While holding the window with your right hand, tilt it towards the door. Use your left thumb to press the left side retainer into place. To engage retainer into track, make sure to press your thumb down the entire length of the side retainer.
- C. Repeat Step 7B for the right side retainer.
- D. Once stationary window is in place, proceed to Step 9C.



## 8. INSTALL CENTER MULLION:

- A. Position center mullion so the bulb seal is facing the outside of the door and the U-shaped opening is pointing towards the glass.
- B. Center on glass and push the mullion down into place.



## 9. ATTACH CENTER MULLION:

### NOTICE

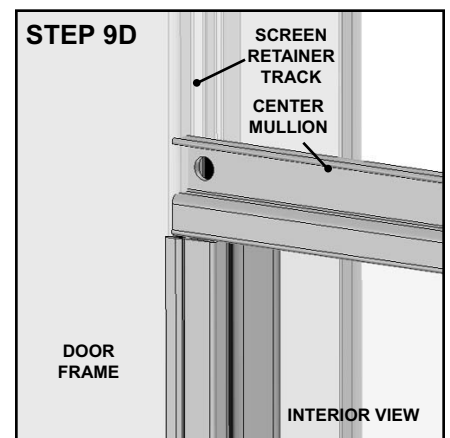
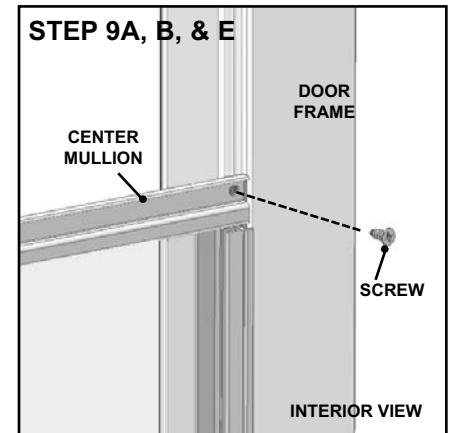
If your model of door did not previously have a center mullion, begin with Step 9C.



### CAUTION

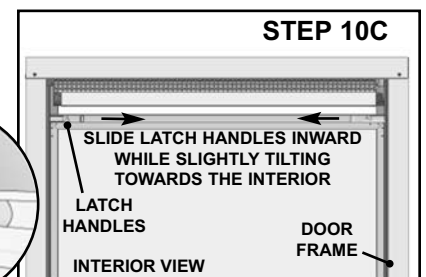
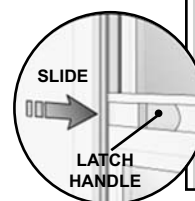
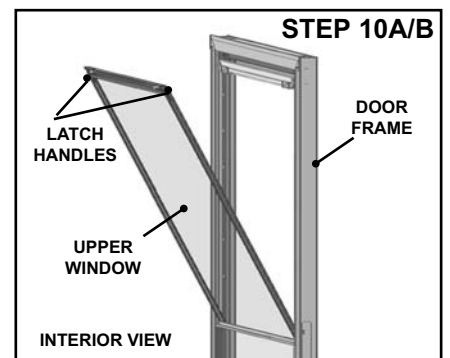
Do not drill completely through door. This will create an unnecessary hole in your door, resulting in water and air infiltration.

- A. Realign the holes on each end of the center mullion with the holes currently in the door frame. It may be necessary to lightly push the handle side of the door towards the window opening to re-align the holes.
- B. Insert the screw through the hole in each end of center mullion and tighten with a Phillips screwdriver. **Proceed to step 10.**
- C. The holes in each end of the center mullion must line up with the screen retainer track on each side of the door. It may be necessary to lightly push the handle side of the door inwards towards the window opening to align the center mullion holes with the screen retainer track.
- D. With the center mullion holes aligned with the screen retainer track, predrill a 3/32" hole into the door frame using the hole in each end of the center mullion as your guide.
- E. Insert the screw through the hole in the center mullion and tighten with a Phillips screwdriver.



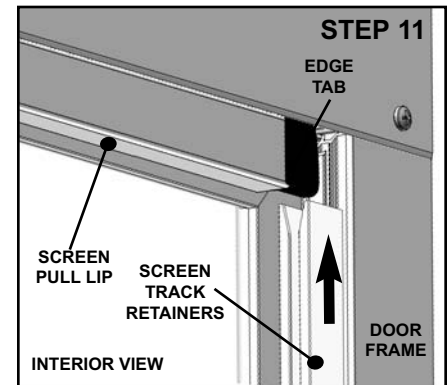
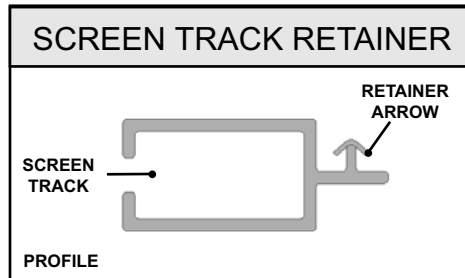
## 10. RE-INSTALL VENTILATING WINDOWS:

- A. Hold the window towards the top of the door, so bottom of window is above center mullion of stationary window. The window latches should be facing the interior.
- B. Insert bottom of window behind stationary window (towards the outside).
- C. Slide the left and right handle of the latches inward and tilt window toward the frame while lowering into place.
- D. Lower ventilating window down to the bottom of the door.



**11. REPLACE SCREEN TRACK RETAINERS:**

- A. Place screen track retainer with the retainer arrow pointing towards the door. Slide the screen track retainer over the edge tab of the retractable screen assembly.
- B. To install screen track retainer, start at the top and press screen track retainer arrow into channel and work progressively down until secured. Use your thumb to press straight on the retainer strip backing. If bottom of screen track retainer interferes with top of center mullion, the center mullion is not pushed down all the way on the glass.
- C. Repeat Step 11 A and B for the retainer on the other side.

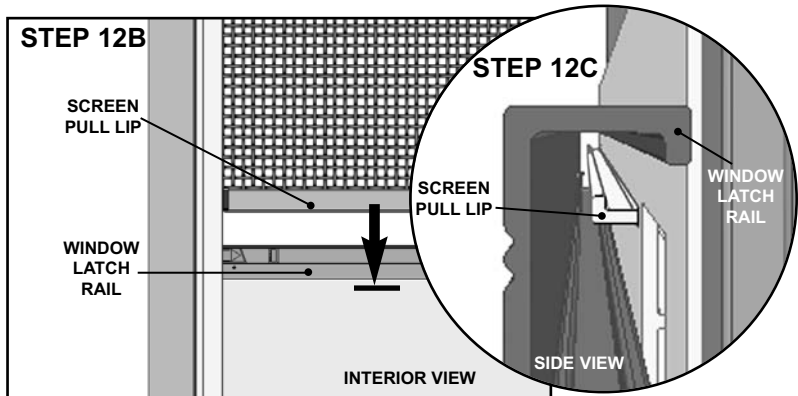


**12. ATTACH INSECT SCREEN TO WINDOW:**

- A. Raise the ventilating window to approximately eye level.

**! WARNING**

The retractable insect screen is stored inside the door with a highly tightened spring. If released, insect screen may release suddenly causing personal injury or improper product operation. Maintain a firm grasp when attaching the insect screen to the window.



- B. To position the insect screen and window, lower the insect screen. Pull the insect screen down over the top of the window latch rail. A slight pull towards you will allow the screen pull lip to maneuver around the window latch rail. Maintain a firm grasp when attaching the insect screen to the window.

- C. A slight push outwards will align the insect screen pull lip and window latch rail. Raise the insect screen slightly. The insect screen will be fully engaged when the window latch rail is interlocked with the screen pull lip. See image to right for proper positioning.

