



WINDOWS & DOORS

**FORGENT<sup>®</sup> SERIES**  
**All Glastra<sup>®</sup> & Wood Glastra<sup>®</sup>**  
**Pocket Double Hung**  
**& Sliding Windows**  
*INSTALLATION INSTRUCTIONS*

**READ AND COMPLETELY UNDERSTAND  
THESE INSTRUCTIONS  
BEFORE STARTING ANY INSTALLATION**

**⚠ CAUTION**

Lead-based paint may be present in older homes, and the removal of windows & doors may cause this paint to be disturbed. In order to minimize exposure to lead-based paint dust, please consult [www.epa.gov/lead](http://www.epa.gov/lead) for more information.

Installer: DO NOT DISCARD Please leave the Installation Guide with the home owner to file for future reference. If you have any questions about this or any of our products, please call your local Kolbe dealer.

**NOTICE**

Proper installation and periodic home maintenance of Kolbe windows & doors is essential for upholding and sustaining the quality of our products. Failure to install and maintain our product according to these instructions will void any warranty, written or implied. The installer is responsible for consulting the contractor, structural engineer, architect, or consumer, for proper installation according to local codes and/or ordinances.

**NOTICE**

Some codes require the use of pressure-treated lumber to line the rough openings. Corrosion resistant materials, such as stainless steel or hot-dip galvanized steel, must be used for fasteners and anchors having direct contact with pressure-treated lumber.

**NOTICE**

Before applying sealant or adhesive pads, ensure the area to be sealed is clean, dry, and frost-free. Use color-matching or transparent sealant. Photos show contrasting sealant for clarity and demonstration only.

**⚠ WARNING**

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

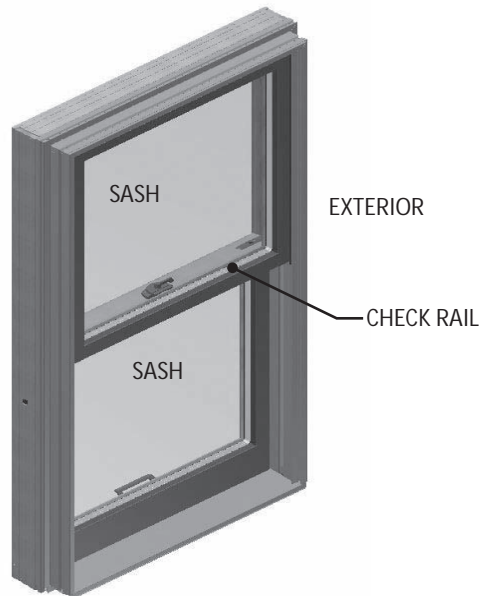
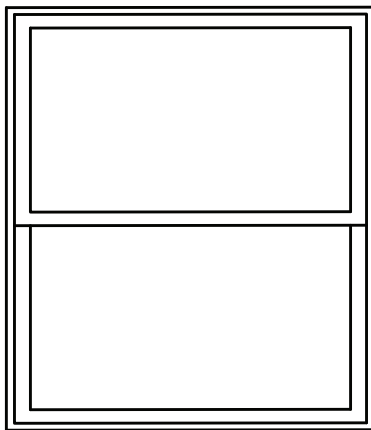
**⚠ WARNING**

Proper Eye and Hearing Protection must always be worn when installing, removing or performing adjustments to Kolbe window and door products.

**⚠ CAUTION**

Installation scenarios may vary, and these instructions might not address every possible situation.

**GENERAL ELEVATIONS**



**INTRODUCTION**

The Forgent Pocket Double Hung is a replacement window. These instructions are for installing Forgent Pocket Double Hung & Sliding windows into an already existing frame. The inside measurements for the existing frame must be 1/2" wider and 1/4" taller than the replacement window. The existing frame must have a minimum jamb/liner pocket width of 3-1/4". Proper installation and maintenance of this product is essential to its performance. The following instructions are to be used as guidelines only. Kolbe recommends consulting a local Kolbe supplier or an experienced contractor, architect, or structural engineer since every installation is different. Installation of this product is the sole responsibility of the architect, contractor, building owner, or consumer and Kolbe has no responsibility in this regard.

- Due to the exterior film's low surface tension and dirt-repellent properties, it is essential to use appropriate sealants when sealing the perimeter of window frames to the surrounding structure. Approved options include Dow Corning 758 and Dow Corning 795 silicone sealants.

**RECYCLING**

- Care must be taken to properly recycle or dispose of old materials.
- Separate recyclable materials from non-recyclable materials.
- Please consult with local or state authorities regarding proper disposal of non-recyclable materials.

### ITEMS REQUIRED BY INSTALLER

- Hearing Protection Device
- T25 Torx Screwdriver
- Sealant
- Level
- Tape Measure
- Utility Knife
- Fiberglass Insulation
- Power Drill
- Reciprocating Saw
- Putty Knife / Pry Bar
- #8 x 2-1/2" Phillips flat head screws
- Safety Glasses/Goggles
- Caulk Gun
- Square

### PRELIMINARY PREPARATION

1. **Unpacking:** Remove and properly dispose of all shipping and packaging materials. These materials may include the protective shipping film and covers on the exterior of the frame, cardboard wrapping, skid plates, factory bracing, or factory applied ridged or strap handles attached to the frame.
2. **Positioning:** Place the window(s) on a clean, flat work surface with the exterior side facing up.
3. **Assessment:** Ensure the unit is undamaged. Take note of its size dimensions for reference (W x H).
4. **Hardware Check:** Verify that all necessary hardware, including screws, brackets, and handles, is present.

### INSTALLATION PREPARATION

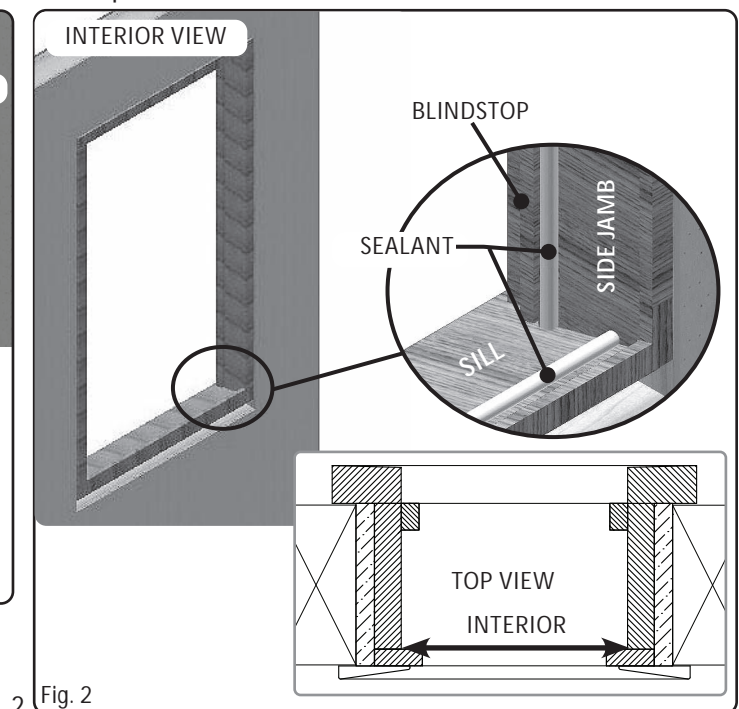
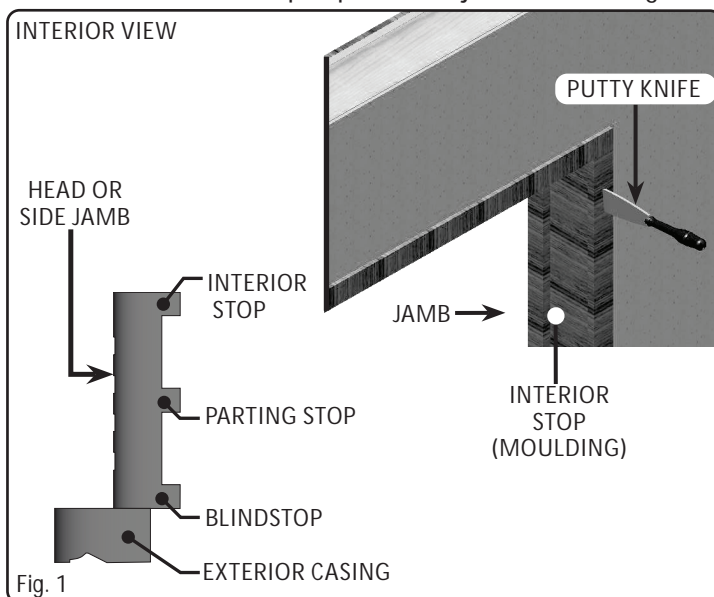
Forgent Glastra Pocket Double Hung & Sliding windows may be installed from either the interior or the exterior. Forgent Wood Glastra Pocket Double Hung & Sliding windows can only be installed from the exterior. Determine window type and which way you will be installing your window prior to starting installation.

#### ⚠ CAUTION

Windows in older homes are often painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Contact state and local authorities for more information.

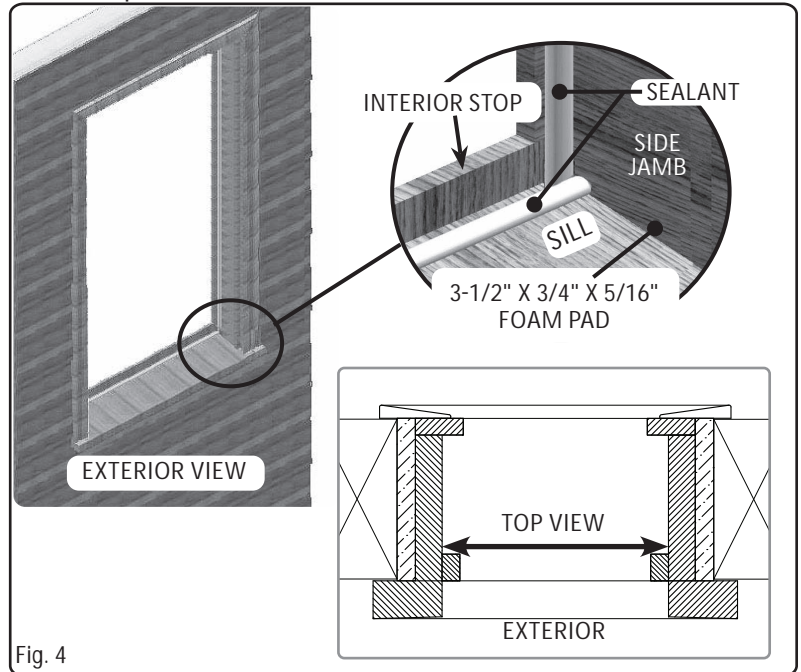
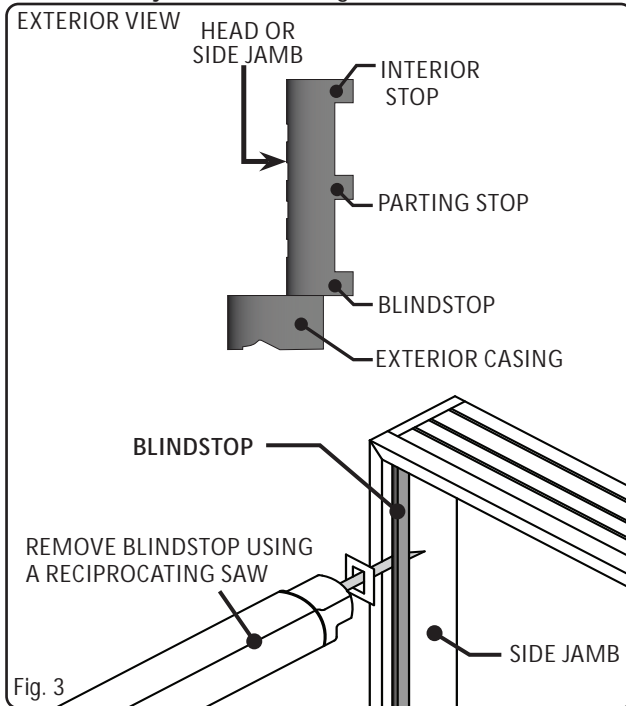
### INTERIOR INSTALLATION ONLY

- Remove screen or storm unit from exterior of existing window.
- **(Fig. 1)** Remove head and side interior stops and all interior trim with a pry bar or putty knife.
- Take caution not to break or damage interior stops as they may be reused.
- Remove both sash from existing frame. Remove the parting stops from the head and side jambs with a pry bar or putty knife. Remove any remaining jamb liners, cords or hardware from the existing frame.
- Inspect the existing frame for rot or deterioration. Repair or replace as needed.
- **(Fig. 2)** On the existing frame, apply a 1/4" (6mm) bead of sealant along the sill in front of the interior stop and behind the blindstops up the side jambs and along the head. Skip to Interior/Exterior Installation section now.



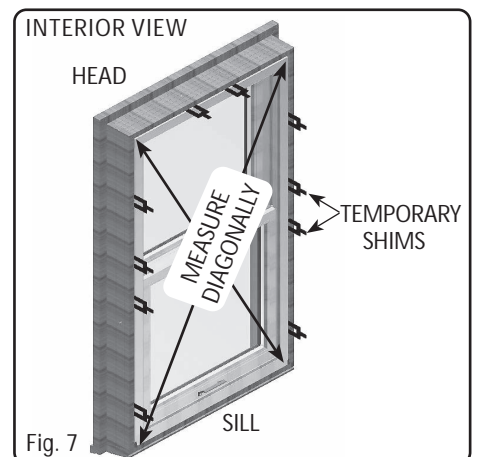
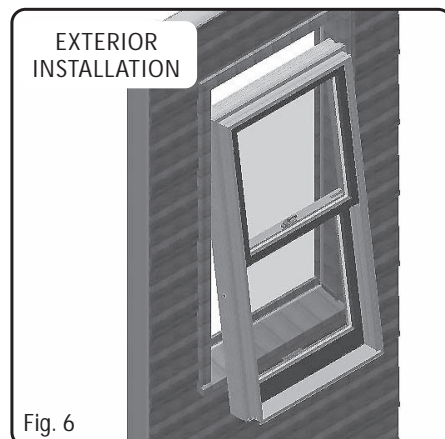
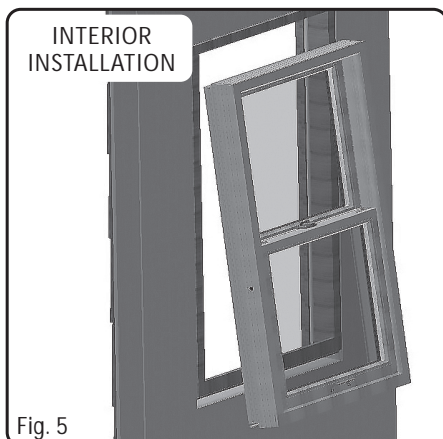
**EXTERIOR INSTALLATION ONLY**

- Remove screen or storm unit from exterior of existing window.
- Remove both sash from existing frame. Remove the head and side jamb parting stops using a pry bar or putty knife.
- Remove any remaining jambliners, cords or hardware from the existing frame.
- **(Fig. 3)** Using a reciprocating saw, remove the blind stops from the side jambs and head jamb by cutting it flush with the frame or exterior casing.
- Inspect the existing frame for rot or deterioration. Repair or replace as needed.
- **(Fig. 4)** On the existing frame, apply a 1/4" (6mm) bead of sealant along the sill in front of the interior stop and up the side jambs and along the head in front of the interior stops.



**INTERIOR / EXTERIOR INSTALLATION**

- **(Fig. 5 or 6)** Place the new window in the opening. If you are installing from the interior, place the window against the blindstop. If you are installing from the exterior, place the window against the interior stop.
- **(Fig. 7)** Shim around the sides and head of the window to square the window in the opening. Place shims 6" (156mm) in from each corner of the window and every 18" (468mm) on center. **DO NOT OVER SHIM!**
- Make sure the frame is square by measuring diagonally from the upper left corner to the lower right corner. Repeat for remaining two frame corners. Measurements must be within 1/16" (2mm). Adjust the shims if necessary to square the window in the opening.
- Once the unit is square in the opening, hold the unit tight against the blindstop for interior installation or the interior stop for exterior installation. Unlock and raise the bottom sash.



- (Fig. 8) Fully open the bottom sash. There are pre-drilled holes on each side jamb.
- (Fig. 9) Fasten the window in place using #8 x 2-1/2" (64mm) Phillips flat head screws in the pre-drilled holes on each side jamb.
- (Fig. 10) Slide both sash down so you can access the head parting stop. The head parting stop is secured in place by snap in legs on the parting stop itself. Take a thin putty knife between the parting stop and frame and pry the parting stop away from the frame at an angle.
- (Fig. 11) Fasten the head jamb under the parting stop through the pre-drilled holes into the existing frame, with #8 x 2-1/2" (64mm) screws.
- Double check diagonal measurements. Adjust the screws as necessary to square the frame. Replace the parting stop at the head jamb of the window.

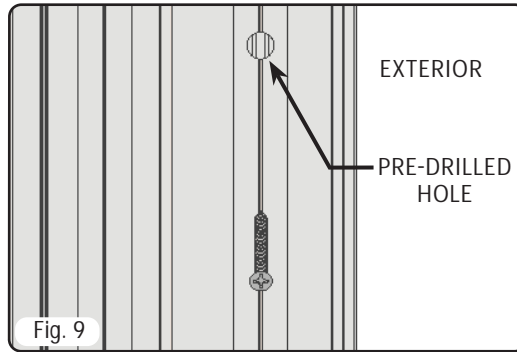
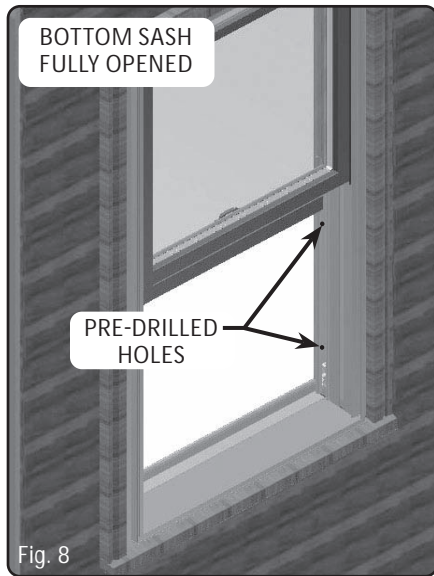


Fig. 9

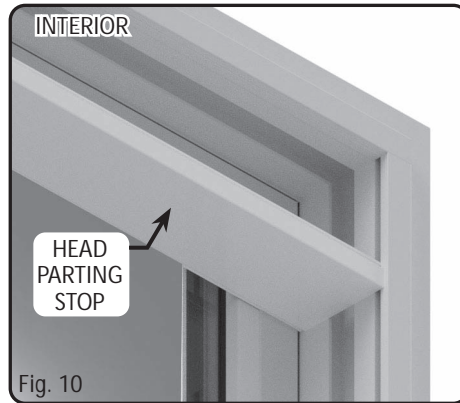


Fig. 10

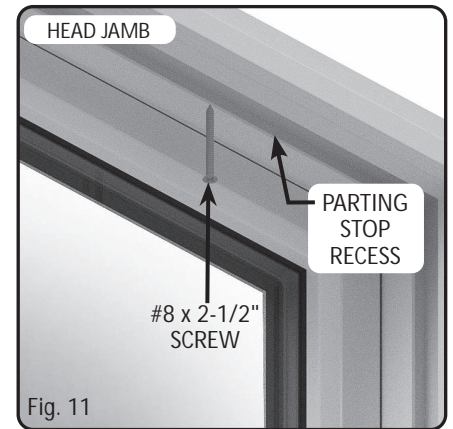


Fig. 11

### SASH TILT-IN/REMOVAL

(Fig. 12) To remove the bottom sash, unlock the lock and slide bottom sash up about 3 inches. Place both hands, one at each end, on top of the sash over the tilt latches. Slide each finger tab toward the center of the sash to unlock the sash. While holding the tilt latches in the open position, pull the top of the sash towards you. Tilt the sash down to a 90 degree angle to the window side jamb. (Fig's 13 & 15) Lift one side of the sash upward. You should see the pivot pin, located on the side of the sash. When the pivot pins have cleared the jambliner, swing the sash out.

To remove the top sash, slide the sash down far enough to reach the tilt latches comfortably and repeat steps above.

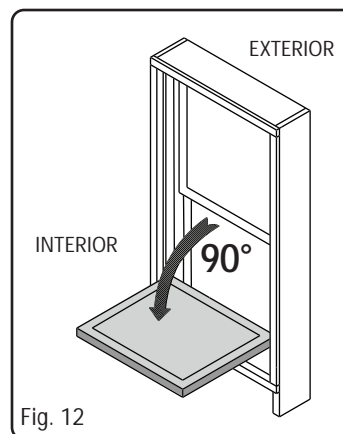


Fig. 12

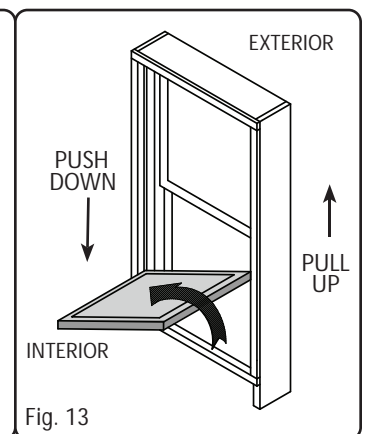


Fig. 13

**⚠ CAUTION**  
Be careful not to pinch your fingers between the sash and jambliner.

## SASH INSTALLATION

### Installing the Top Sash:

1. With the interior side of the top sash facing the floor, grasp each side firmly (Fig. 13).
2. Tilt one side slightly higher than the other and position the sash into the opening, aligning the pivot pins above the clutches in the clutch/balance tracks (Fig's 14 & 15).
3. Insert the lower pivot pin into its cam first.
4. Then, rotate the higher side of the sash downward until it is level and the second pivot pin rests in the opposite cam.
5. Press both pivot pins down into the cams to engage the clutches securely.

*Tip: If you're right-handed, it may be easier to insert the left pivot pin first, followed by the right.*

### To prevent damage when repositioning the sash:

1. Retract the tilt latches before tilting the sash back into place.
2. For the top sash:
  - Place one hand at each end, directly over the tilt latches.
  - Slide both finger tabs toward the center to retract the latches.
  - While holding the tabs, tilt the top of the sash outward until it aligns with the jambliner.
  - Release the tabs to allow the latches to snap into place.
  - Slide the sash to the top of the frame.
3. Repeat the process for the bottom sash.

### ⚠ CAUTION

Top sash latches stay in retracted position when opened. Ensure to lock bolts back in position after closing sash to full upright position.

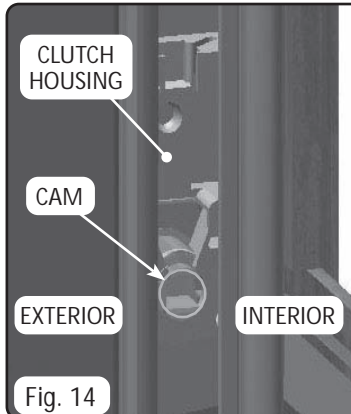


Fig. 14

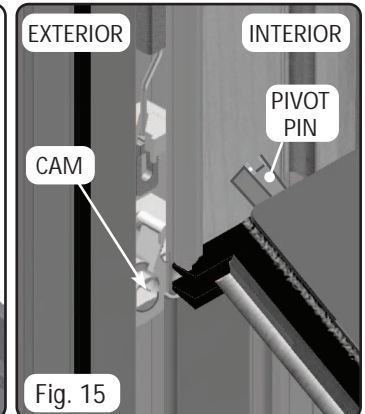


Fig. 15

### ⚠ CAUTION

The pivot pins must be seated all the way down in the cams of the clutches to avoid damaging the clutches.

## INSULATION

Kolbe recommends installing fiberglass insulation in the void created by the outer perimeter of the Forgent Pocket Double Hung window frame and the old window frame. Using a putty knife, loosely fill the entire depth of the gap with insulation. Apply the interior casing. *Foam insulation may be used, but it must be a low expanding type foam. Use of any foam other than low expanding foam will void the warranty.*

### ⚠ CAUTION

Over-packed insulation can lessen the insulating effectiveness and distort the frame, resulting in poor sash operation.

## EXTERIOR TRIM

Finish off exterior of the window to the existing structure using aluminum roll-form cladding supplied by customer.

### ⚠ CAUTION

If exterior of unit is not being trimmed out within 30 days, span the gap around the entire unit with a backer rod and an appropriate sealant.

## INTERIOR FINISHING

Interior: Finish bare wood interiors immediately using a top quality stain, sealer and/or polyurethane varnish. On factory primed interiors, apply a quality top coat system. See our Pre-finish Recommendations/Instructions for more information.

In light of the exterior film's low surface tension and dirt repellent characteristics, it is important that proper sealants are chosen and used for sealing the perimeter of the window and door frames to the surrounding building structures. Sealants that have been approved are Dow Corning 758 silicone sealant and Dow Corning 795 silicone sealant.

### ⚠ CAUTION

Avoid getting finishing products on any hardware, vinyl components and weatherstripping.

## MAINTENANCE TIPS / PROCEDURES

Regularly check your Kolbe products for any gaps, cracks, or damage in the exterior sealants or finishes. Immediately caulk any cracks with a quality sealant to maintain the paint finish and prevent water and air infiltration. Refer to our Forgent Maintenance Guide for more details.

### CLEANING

Clean panels and frames quarterly with mild soap and water, then rinse. For high salt spray areas, clean monthly. Use standard glass cleaner for the glass, avoiding drips on the frame and weatherstrip.

**⚠ CAUTION**

Do not pressure wash!

**⚠ CAUTION**

Avoid getting finishing products on any hardware, vinyl components and weatherstripping.

### HARDWARE

Check all fasteners, making sure all hardware is properly secured. All operating components can be greased or oiled once a year. Security strikers made of steel require continuous greasing in order to avoid unnecessary abrasion.

### INSULATING GLASS

Broken or fogged IG units, requiring re-glazing or replacement, refer to your Kolbe window & door supplier.

**NOTE**

Kolbe's standard insulating glass has a LoE coating on surface two (2). It does not match clear glass or other LoE products. Do-it-yourself re-glazing/replacing without Kolbe & Kolbe's permission, will void the product's warranty.

Contact your Kolbe window and door supplier or visit us  
at [www.kolbewindows.com](http://www.kolbewindows.com) for further information.

**THANK YOU  
FOR PURCHASING KOLBE PRODUCTS.**

*Kolbe & Kolbe Millwork Co., Inc. reserves the right  
to change specifications without notice.*

© 2025 Kolbe & Kolbe Millwork Co., Inc.