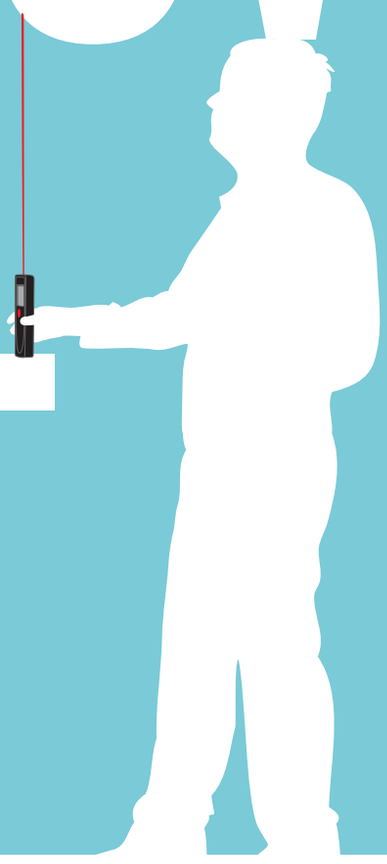
A STEP-BY-STEP GUIDE TO MEASURING YOUR WINDOWS.

indow®

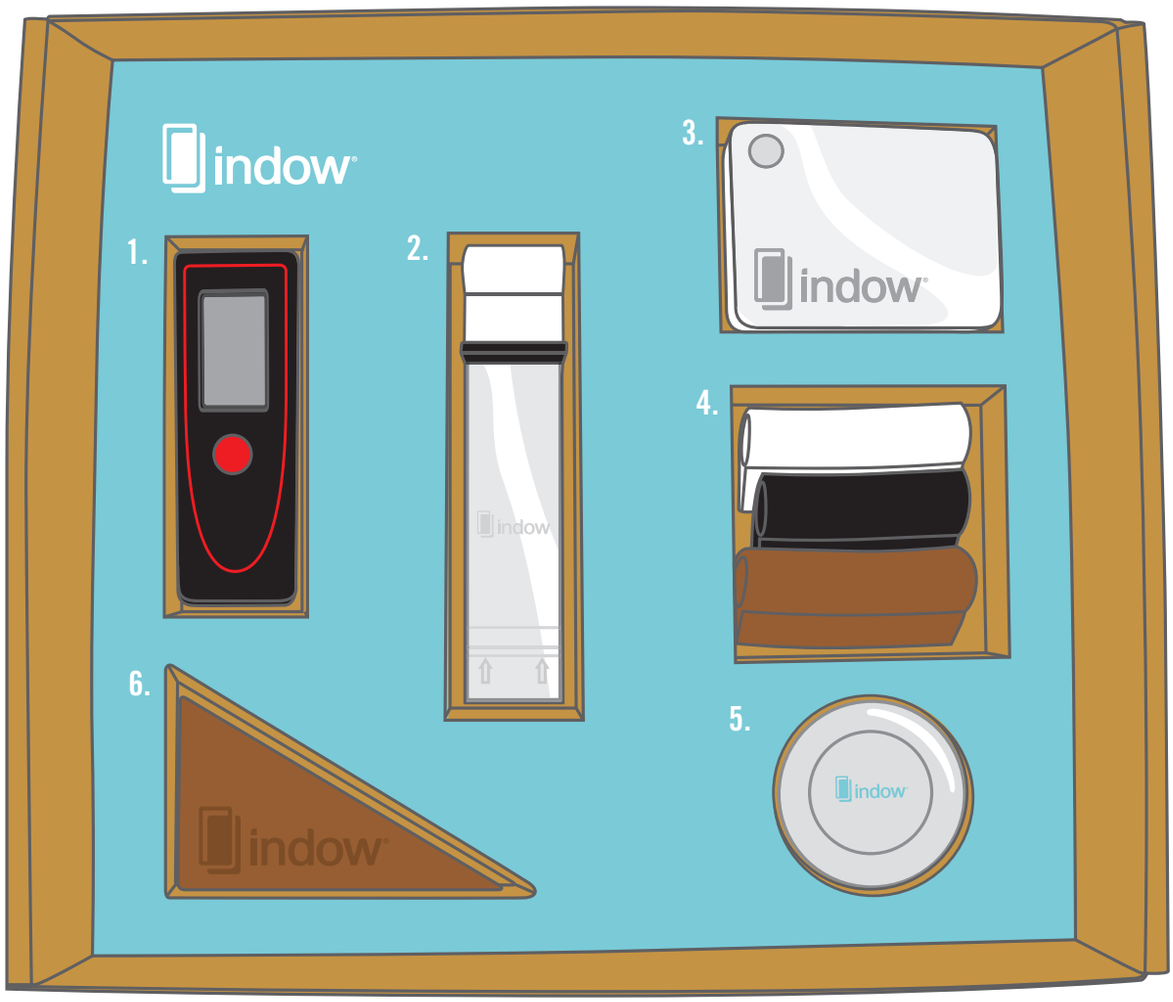
HOW TO BE A WINDOW HERO.



WHAT'S IN THE KIT?

1. Laser with Diagonal Extender
2. Multi-Tool
3. Product Type samples
4. Compression Tube color samples
5. Indow Tape Measure
6. Wedge Support

NOTE: Keep the USPS shipping box that the kit box came in. You'll need it to mail the kit back to Indow! Be sure to return all items so you're not charged for them.



STEP 1:

Take some time to log into the Measure by Indow portal using the link and login emailed to you by your Fit Specialist. Familiarize yourself with the portal, as this will be your resource for inputting measurements, making window notes, checking and submitting your order.

Now review the Measure Form included in the kit. This is an important reference tool for you to transcribe your measurement data into the Measure by Indow portal.

On your form, list the windows you plan to measure, noting the Room and Location as you would like them to appear on the insert. Also select your product type and tubing color. We suggest measuring your windows clockwise throughout each room. Now continue to STEP 2.

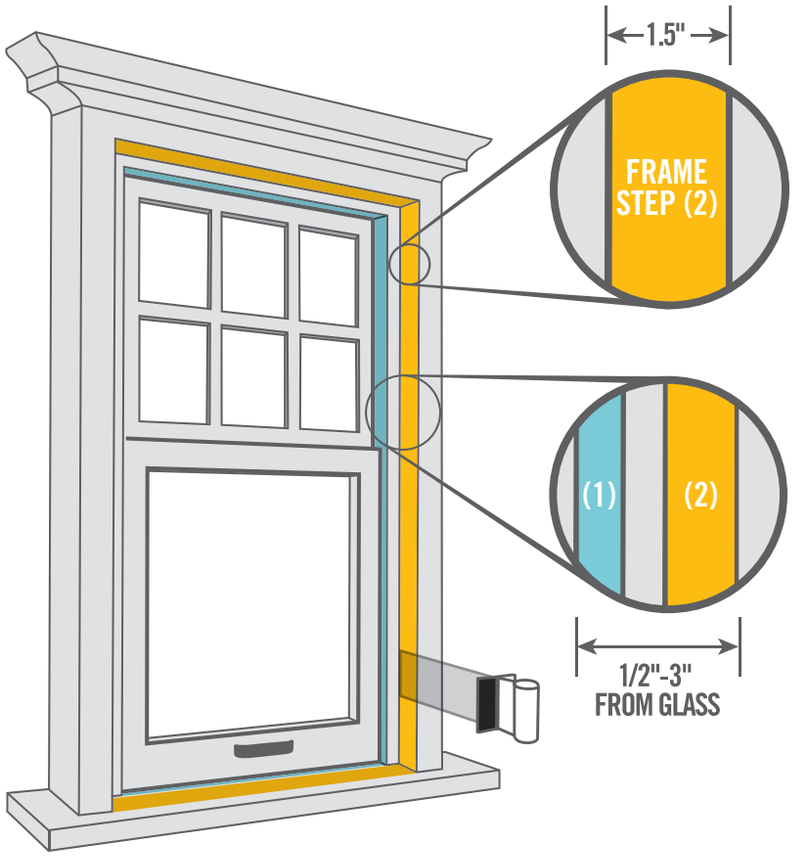
NOTE: If you have quite a few windows to measure, begin by measuring three or four, and then check them for validation in the portal.

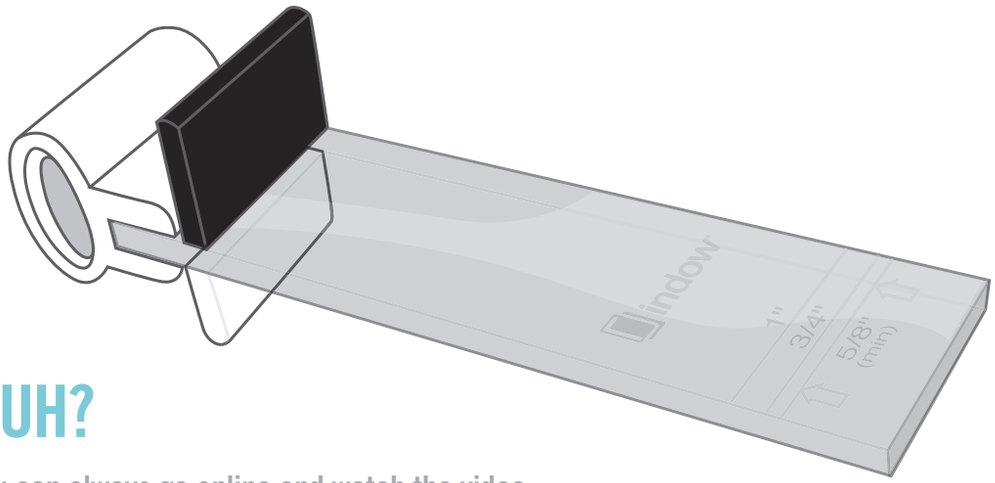
STEP 2:

Some windows have more than one frame step. Use the Multi-Tool's frame depth guides (as seen in item 2 in the kit) to identify the best frame step to install the insert. Frame depth is the measurement where the insert is measured and will be installed. It is important the correct size range is selected to ensure the best fit.

This example shows two frame steps, (1) in BLUE and (2) in YELLOW. Frame step (2) in this case is the best for several reasons: it's wider than the 5/8" minimum width needed, is the optimal 1"– 3" distance from the window pane, and has a backstop for easy alignment.

Once you've identified the correct frame step, slide the end of the Multi-Tool all the way around the window frame. It must have at least 5/8" of flat space and no obstructions such as blinds, shades, handles, cranks or locks.





HUH?

You can always go online and watch the video to walk you through the measurement process www.indowwindows.com/measure-video/

STEP 3:

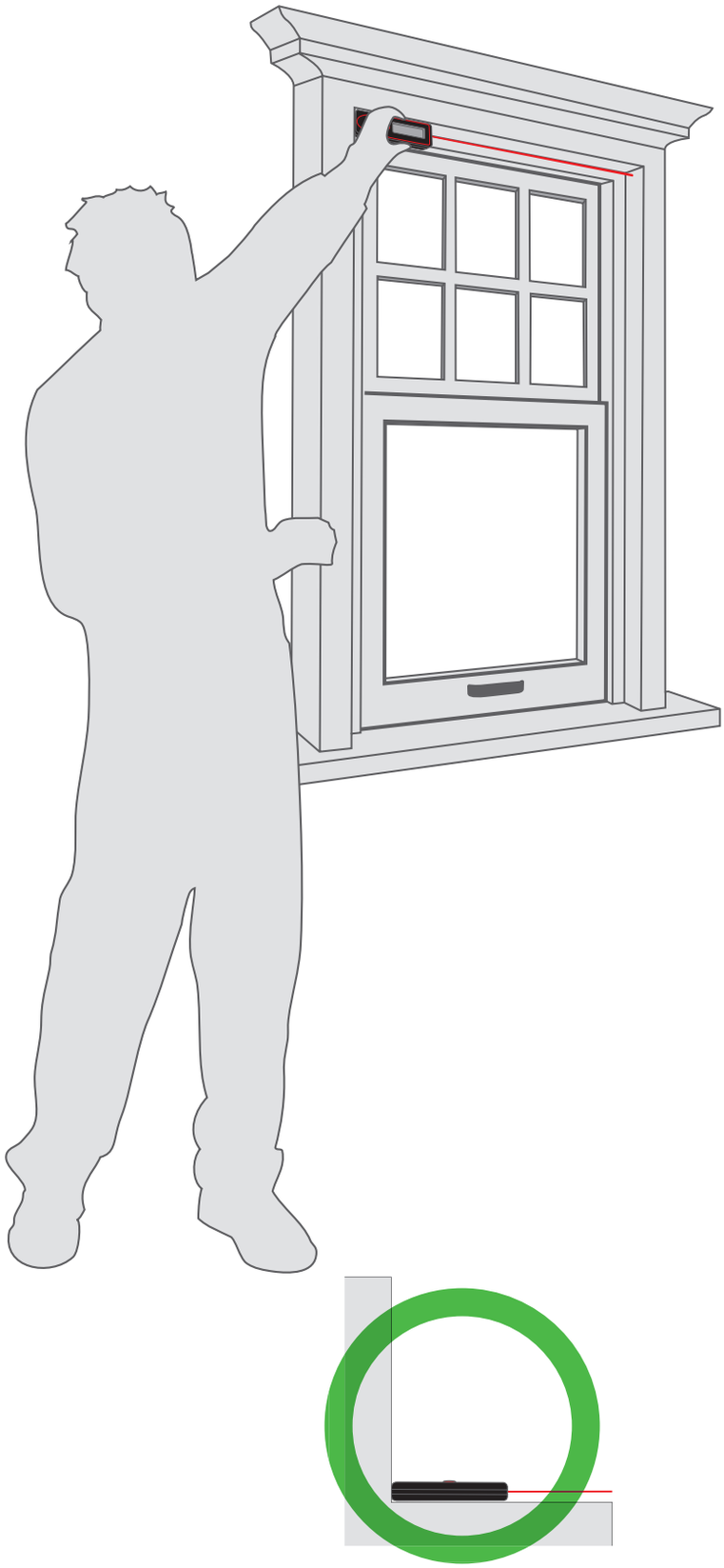
Make sure to note the room and location of each window on the form and describe which room it's in. In the kit you'll find a laser measuring device (item 1 in the kit). It has a red ON button and a CLEAR/OFF button. To use the tool, place the flat bottom against the corner of your window frame starting at the top left corner. The tool measures heights and widths from the base, so it is critical that the bottom is sitting flat against the frame to get an accurate measurement.

A. With the tool turned on, point the laser beam straight across and press the ON button again. Keep your eye on the laser beam to make sure it doesn't move off of the frame step. You'll hear a beep and see a number on the screen displayed in inches with fractions.

B. To ensure you have an accurate measurement, press the ON button again to reactivate the laser beam and press ON once more to take a second measurement. If the numbers match, you have a correct measurement. The laser's readout can display two measurements at a time.

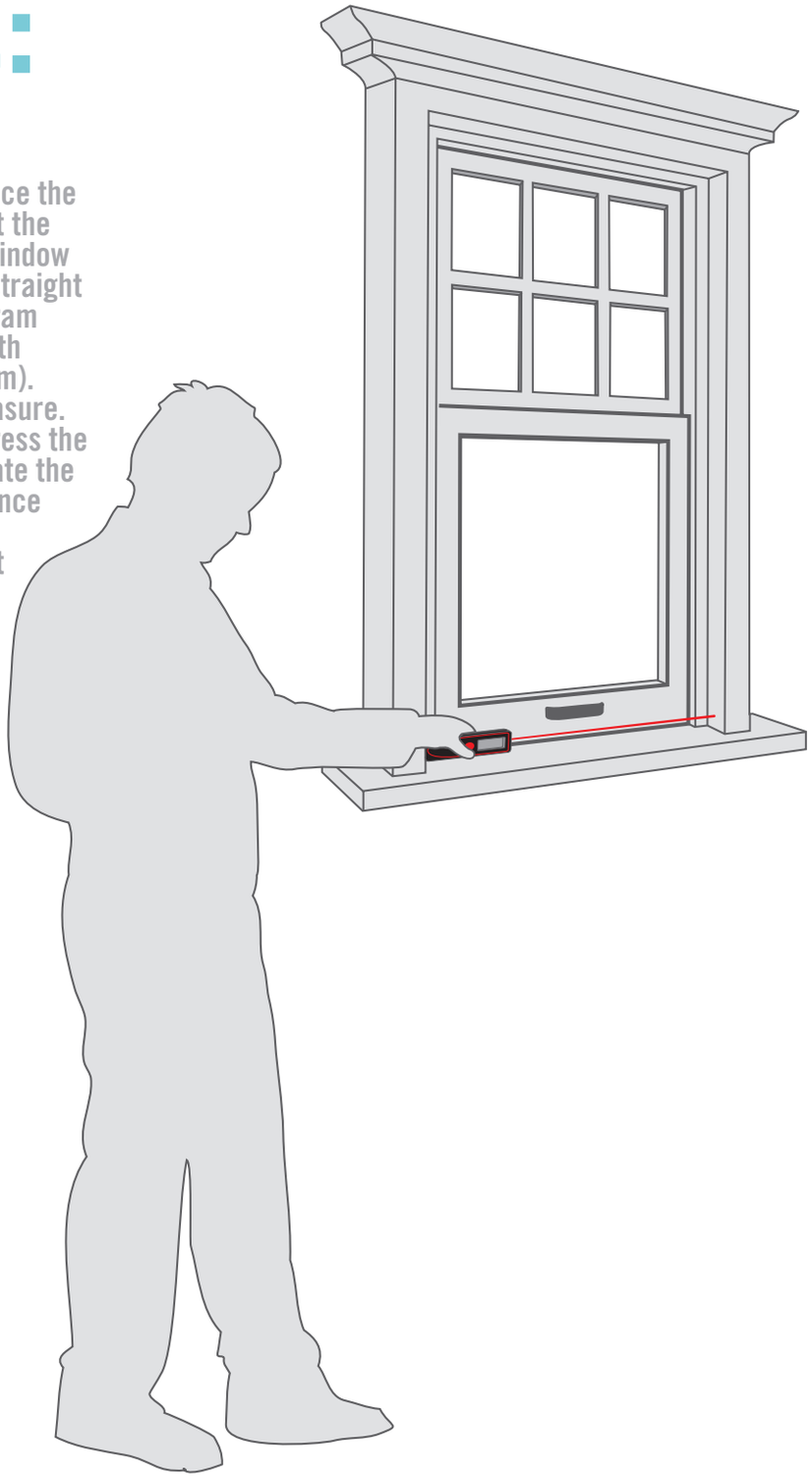
C. Write this measurement on your measure form under the column 'A Width Top', or enter it directly into the measure portal. Be sure to transcribe this using decimals or fractions, without additional symbols. Ex. 24 ½ or 24.5 is okay. 24.5" is not. When using fractions there must be a space between the number and fraction. Ex. 31 ½ is okay, but 31½ is not.

D. Make sure you write the whole number and the fraction - it's rare we see dimensions with whole numbers and no fractions on multiple values in the same window.



STEP 4:

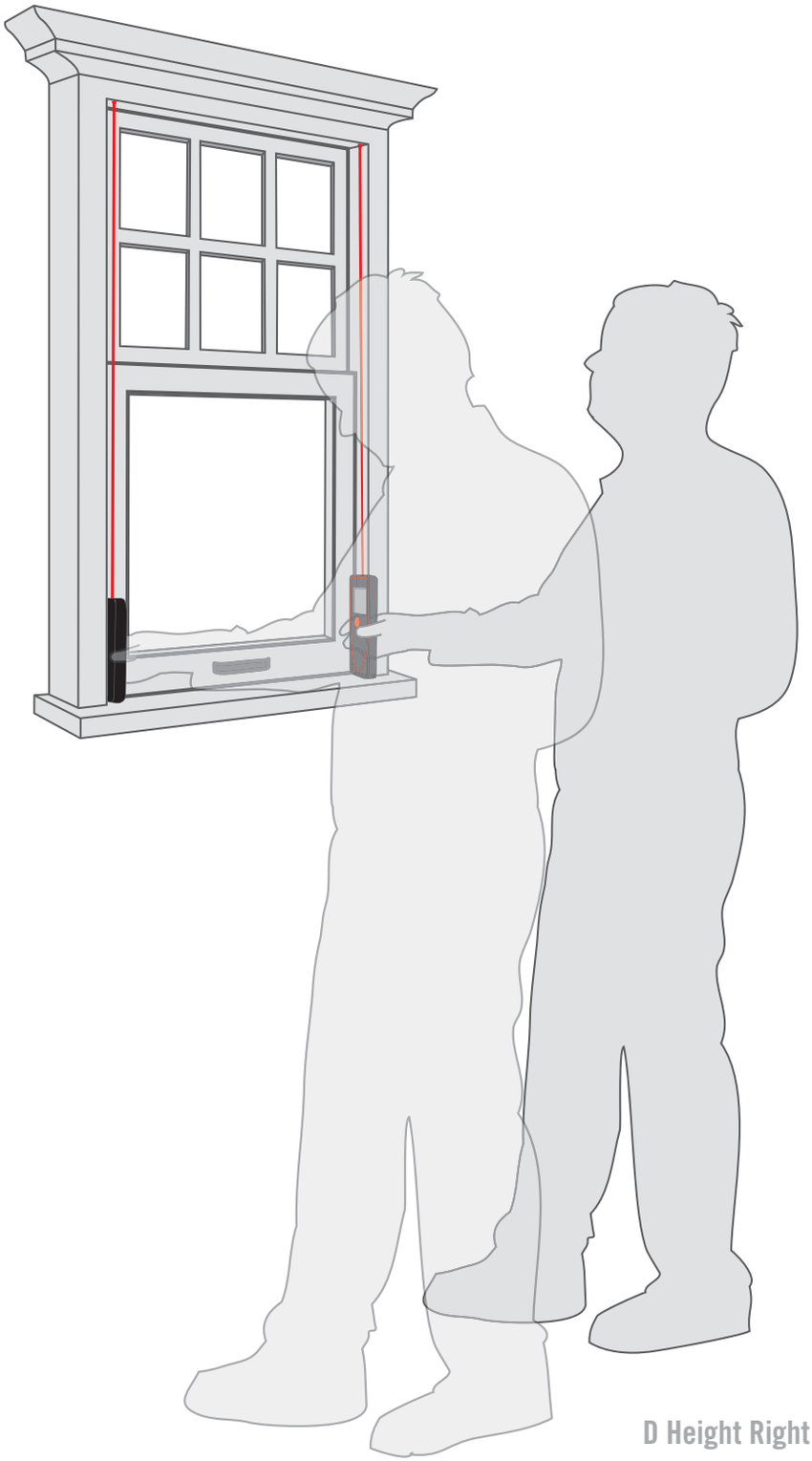
Repeat **STEP 3**, but now place the base of the tool flat against the bottom left corner of the window frame and point the laser straight across as seen in the diagram to measure the bottom width (B Width Bottom on the form). Press the ON button to measure. Once you hear the beep, press the ON button again to reactivate the laser beam and press ON once more to take the second measurement. Confirm that the measure values match.



STEP 5:

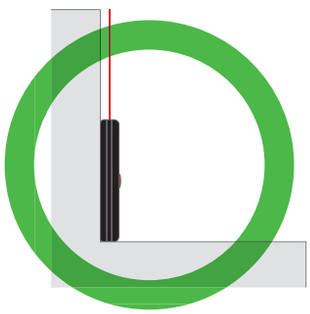
To record the height values, repeat STEP 3, but place the tool in the bottom left corner of the window frame pointed straight up as seen in the diagram to measure the height of the left side of the frame (C Height Left on the form). As before, take a repeat measurement by pressing the ON button to hear the beep and see the laser beam, and press the ON button again to confirm the measurements match.

Now do the same height measurement from the bottom right corner of the window frame, inputting your measurements into D Height Right.



D Height Right

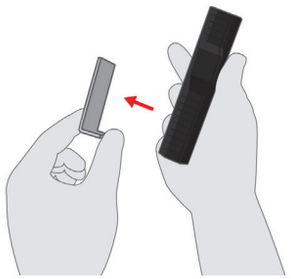
C Height Left

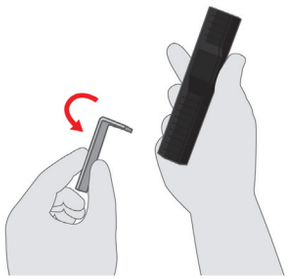


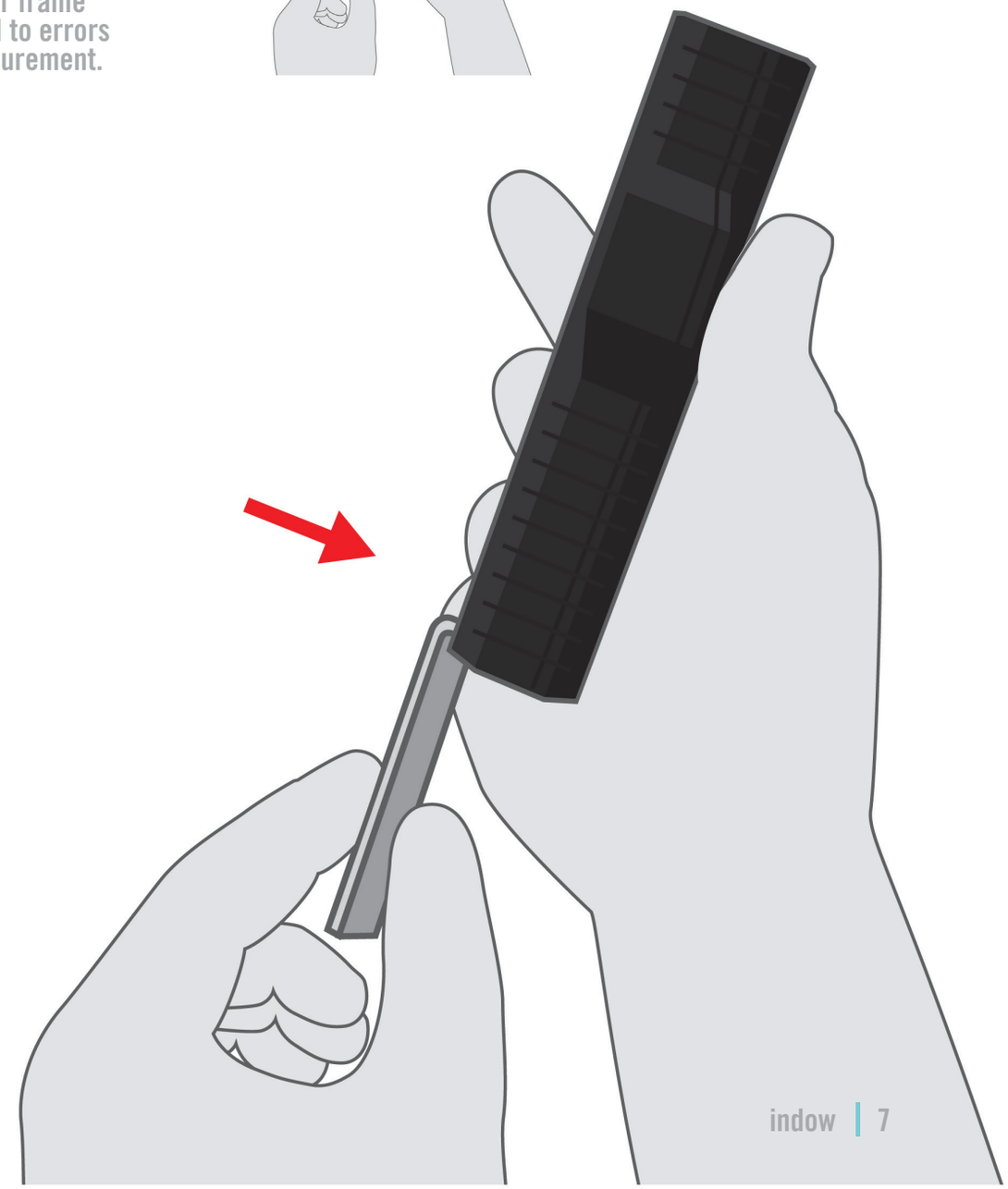
STEP 6:

Now that your two heights and two widths have been recorded, remove the metal Diagonal Extender from the back of the laser, rotate it 180° and reattach it to the laser as shown in the illustration. Ensure that it is firmly in place.

Before proceeding to STEP 7, take a moment check for any paint buildup, textured sheetrock, or rounded off areas in the corners of your frame step, which may lead to errors in the diagonal measurement.





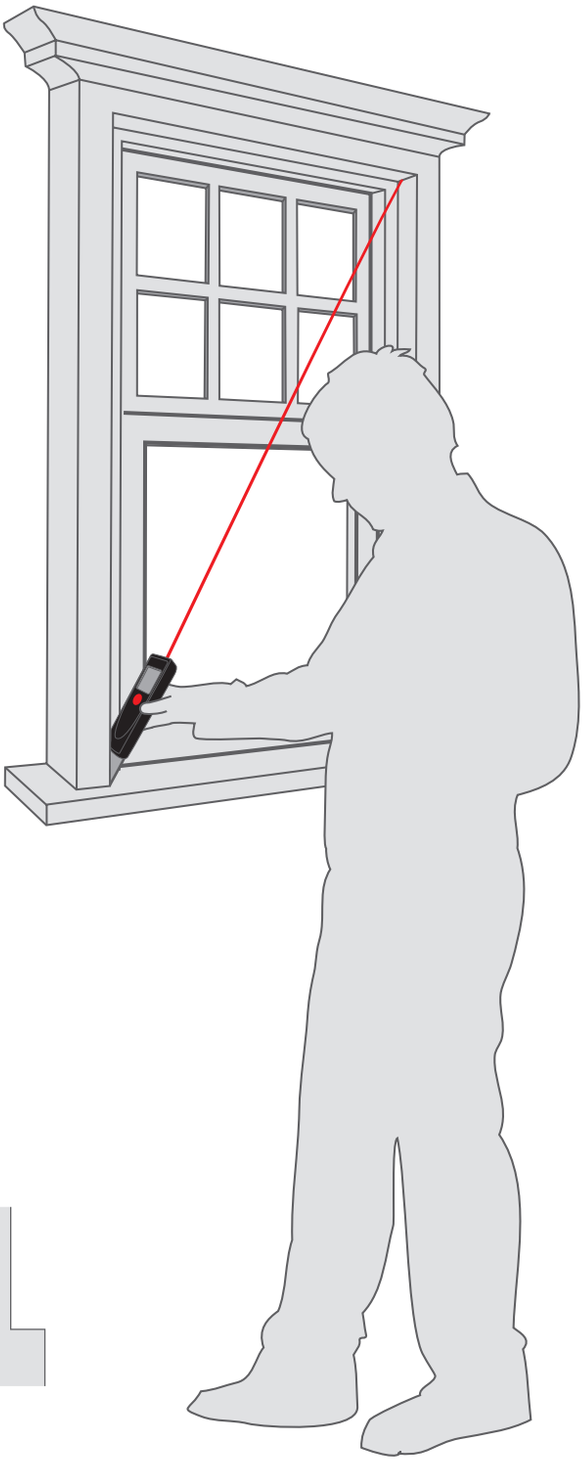


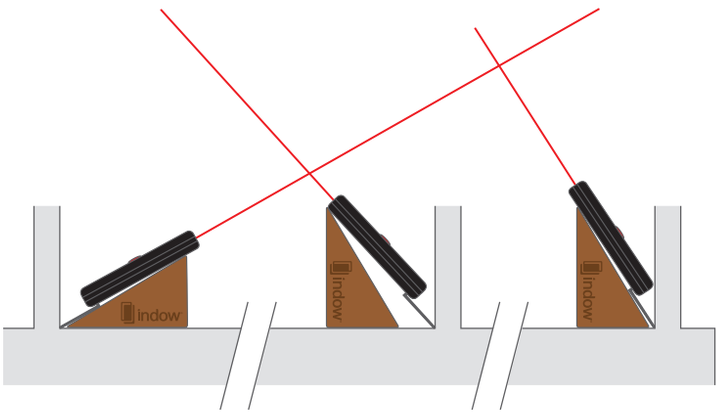
STEP 7:

With the tail of the Diagonal Extender in the bottom left corner of the same frame step you've been measuring, point the laser straight up and diagonally across to the top right corner, as seen in the diagram (E Diagonal Left on the form). Press the ON button to hear the beep and take your first measurement. Press the ON button again to reactivate the laser beam, pressing it once more to take the second value and confirm the measurements match.

If you have trouble using the laser and can't get two matching measurements, use the Wedge Support (item 6 in the kit). Place it on the sill near the corner you wish to measure from and rest the laser on top as shown below.

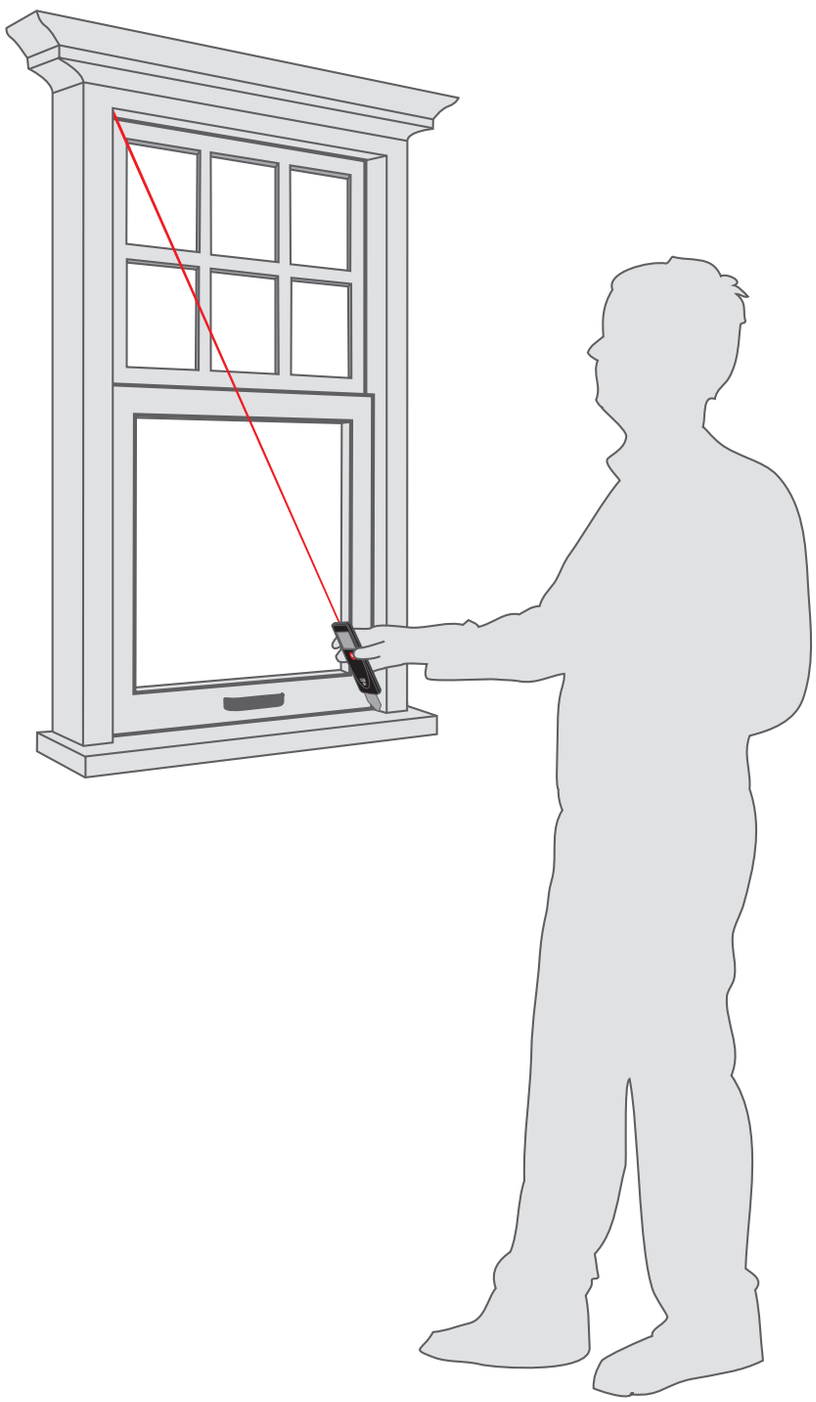
With the laser turned on and the Diagonal Extender pushed into the bottom corner of the frame, move the wedge closer or further away until the beam lands directly on the upper diagonal corner. Keep an eye on the beam to ensure it does not move off the frame step.





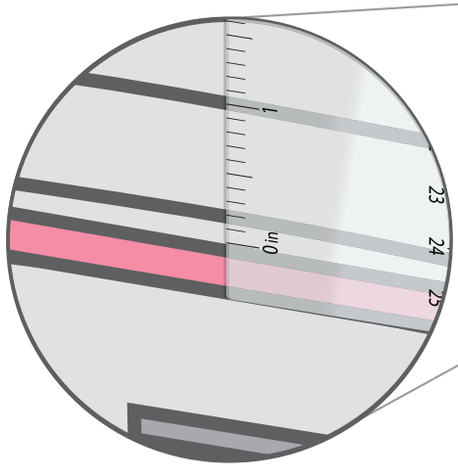
STEP 8:

Repeat STEP 7 but with the laser and Diagonal Extender in the bottom right corner of the window frame pointed straight up and across to the top left diagonal corner, as seen in the diagram. Measure the diagonal of the right side of the frame (F Diagonal Right on the form). Press the ON button again to hear the beep and see the beam, and press the ON button once more to confirm the measurements match.

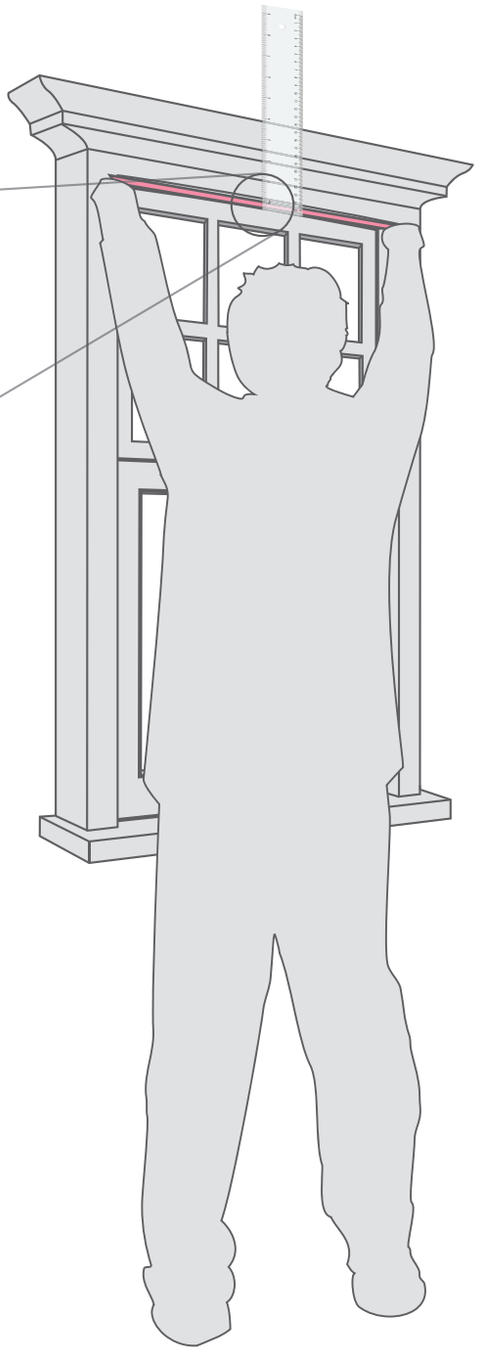


STEP 9:

CHECK FOR BOWED FRAMES: Start by stretching the Indow Tape Measure (item 5 in the kit) from corner to corner, checking all four sides. Pulling the tape tight, check to see if there's a point where the tape is not touching the frame. If you see a gap, the frame has a bow. To measure the amount of bow in a frame, tape both ends of the Indow Tape Measure to the corners so that the tape is taut, and use a ruler to measure the depth of the bow where the gap is deepest.



RECORD VALUE IF GAP IS 1/8" OR GREATER.



If the bow amount is 1/8" or GREATER, record this in the "Notes" section of the form. Be sure to include the value of the gap where it is deepest and the location of the gap in inches up the frame from the bottom of the sill.

EXAMPLE: The frame has a 3/16" deep gap on the left side, three inches from the bottom left hand corner of the sill.

If the bow is on the bottom or top, provide the distance from the left where the gap is deepest.

EXAMPLE: The frame has a 3/16" deep gap on the top of the frame, 4" from the top left corner.

STEP 10:

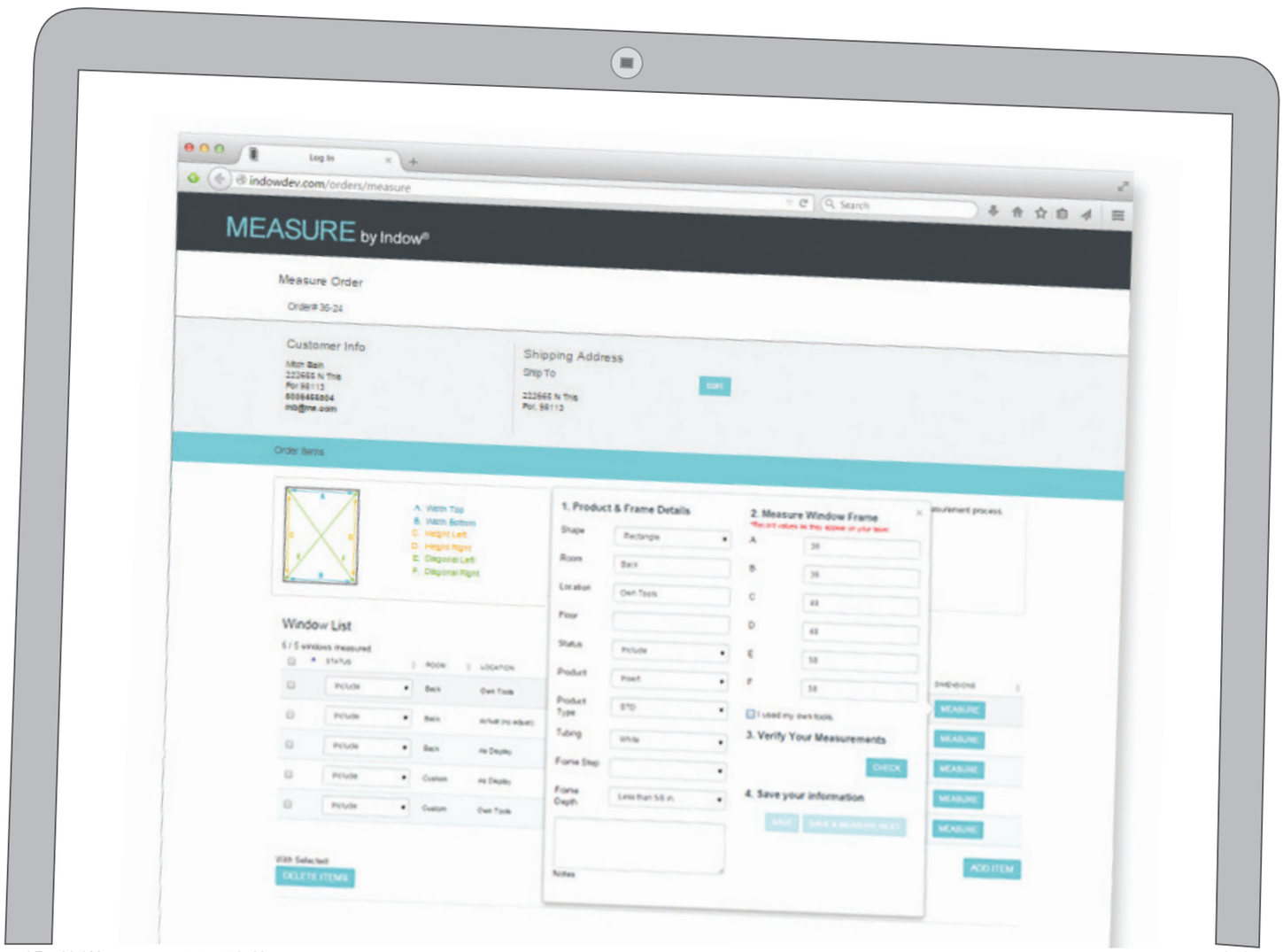
Now that you have entered all of your measurements into the portal, checked and saved them, it's time to look over your information before you submit. If you have used the measure form exclusively, enter your data into the portal at this time.

Be sure you selected the correct frame depth and frame step of your windows, that you've notated any bows in the window notes, and that your preferred tubing color and product types reflect what you want. Refer to the key in the Measure Form or the portal for Product Type abbreviations.

Ensure that both the Room and Location for each insert are filled out. As previously mentioned, the Room and Location will be etched onto the compression tubing to ensure proper placement of your inserts during installation. Check that you've chosen only Rectangle as the shape of your windows unless you have a Custom shaped window like an arch or an octagon. Refer to the Custom Shape Template Instructions supplement for measuring and inputting values for Custom shaped windows.

You are now ready to read the statement at the bottom of the page and submit your order. Do not send your Measure Kit back until you've completed STEP 11.

NOTE: Any measurements that do not validate will be highlighted in red in the Measure by Indow portal. **Inserts that do not validate cannot be produced.** An Indow representative may



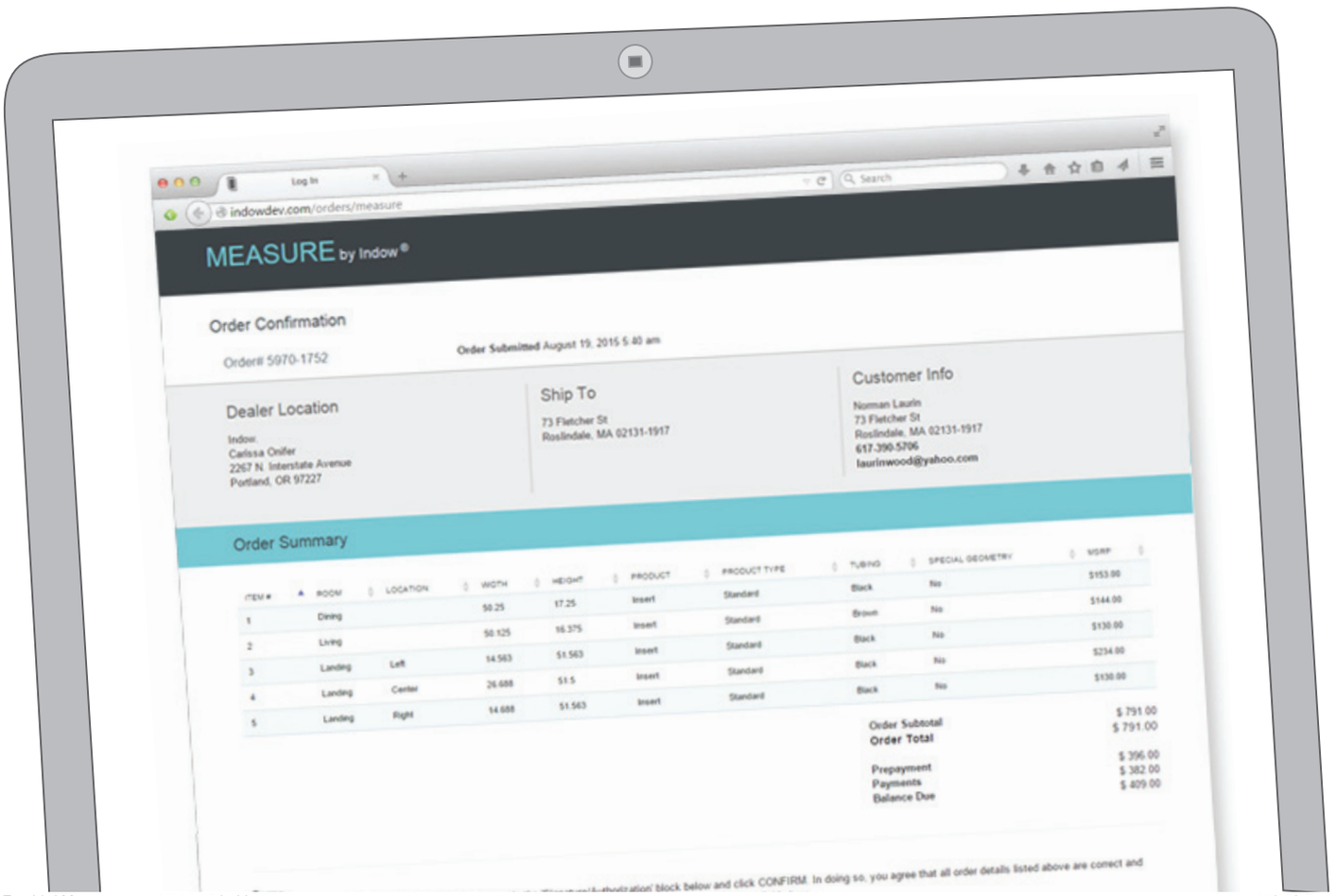
STEP 11:

Once Indow receives your submitted measurements, further checks will be run to ensure validation. When the assessment is complete and any issues have been resolved, an Indow representative will email you a second link where you can use your original username and password to review and confirm your order.

Here are a few things to look for and consider before you sign your Order Confirmation:

- Will the names and locations of my inserts help me remember which windows they correlate to?
- Are there any typos or misspellings?
- Are the product types and tubing color what I chose?
- Are any hardware or accessories I need included with the order?
- Is my initial deposit reflected in the Order Confirmation?
- Is my shipping address correct?

IMPORTANT NOTE: If you feel any items in your order need attention, contact your Sales Representative before you sign. Once you confirm your order, please proceed with **STEP 12**.



STEP 12:

Once your submitted measurements have been approved by an Indow representative and your order is confirmed, it's time to return the kit. Apply the included return shipping label over the existing shipping label and mail the kit back to us in the USPS box in which it arrived.

REMEMBER: We cannot ship your order until the kit has been returned.

indow®

Keep the warmth inside.

indowwindows.com | 503.284.2260