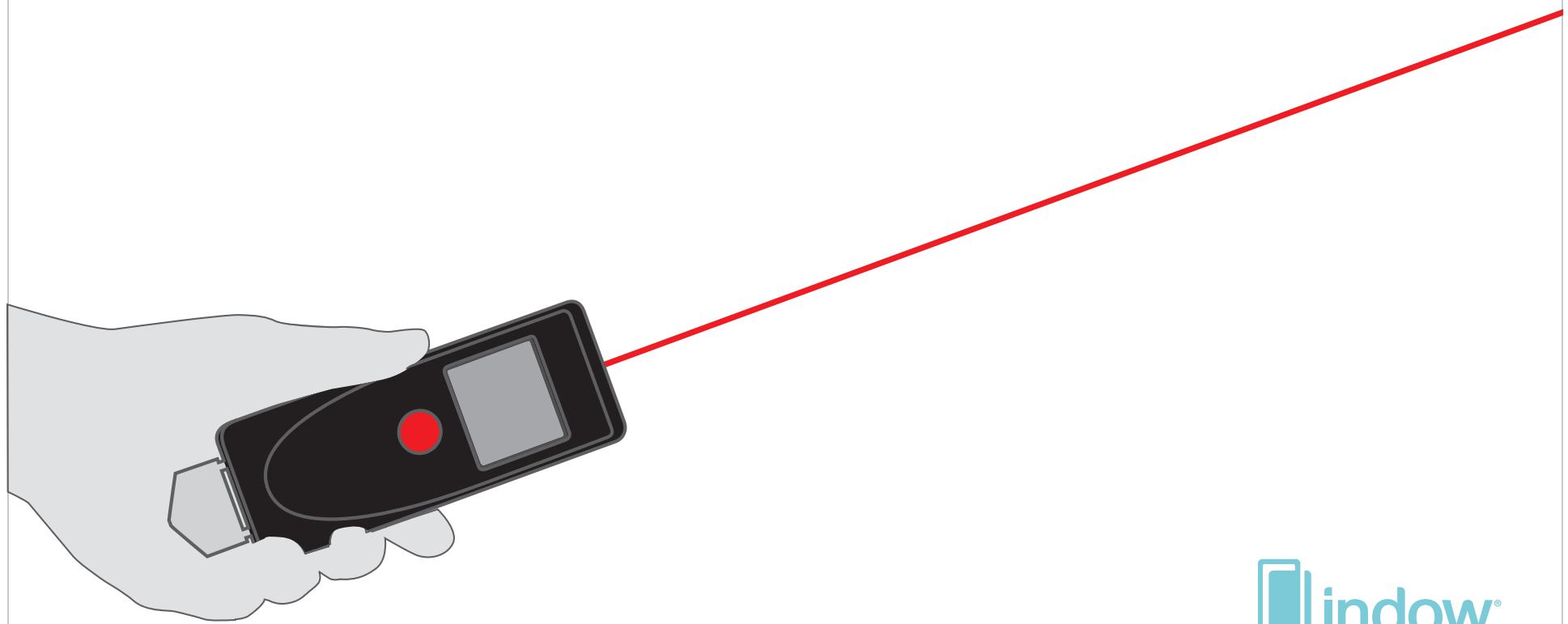


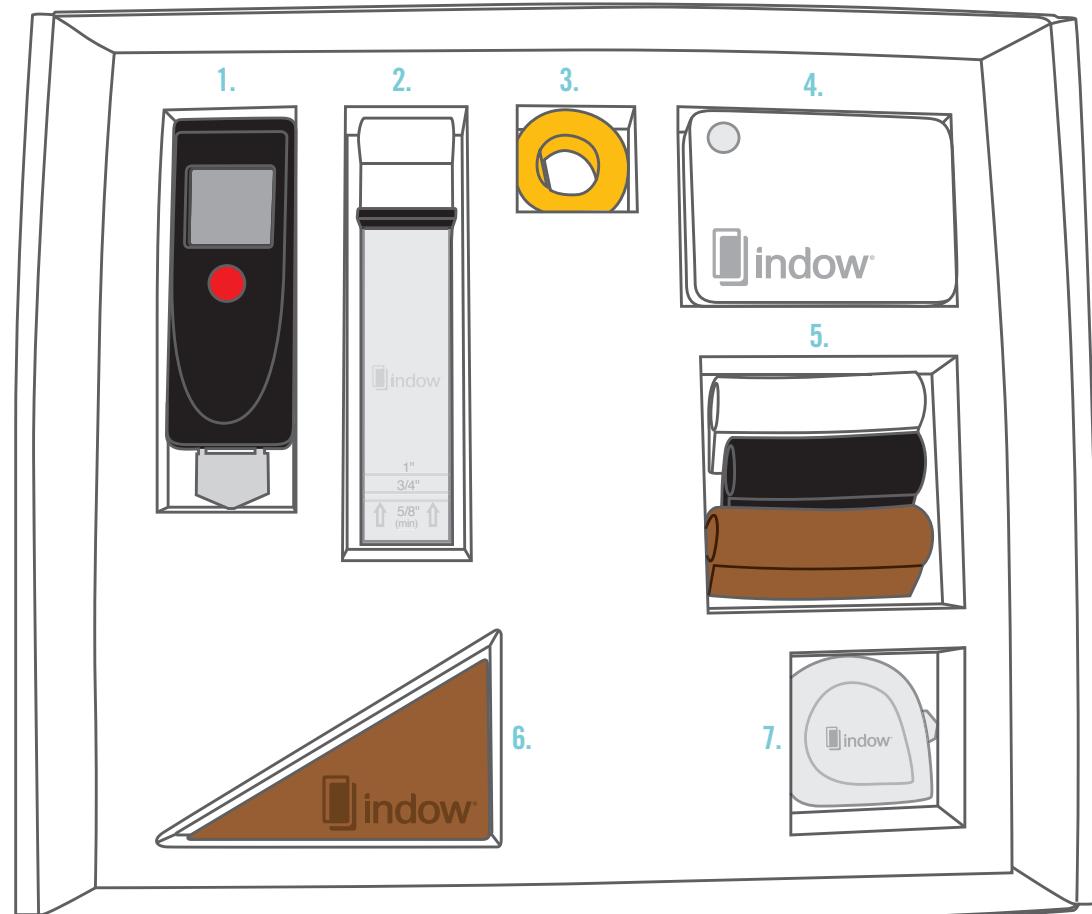
# AN EASY STEP-BY-STEP GUIDE TO MEASURING YOUR WINDOWS.



# WHAT'S IN THE KIT?

1. Leica DISTO D2 Laser
2. Depth & Spine Clearance Check Tool
3. Tailor's measuring tape  
(for checking for bowed frames)
4. Sample grades of Indow insert acrylic
5. Compression Tube color samples
6. Wedge Support (to help measure diagonals)
7. Indow tape measure  
(a gift - not for measuring windows!)

**NOTE:** Keep the USPS shipping box that the kit box came in. You'll need it to mail the kit back to Indow! Please keep item 7, the Indow tape measure as a gift, but return everything else so you're not charged for them.



# STEP 1:

On the last page of this booklet, you'll find the form needed to start your order. Take some time to review the form and decide the order in which you plan to measure your rooms. We also suggest measuring your windows clockwise throughout each room. As you measure, label each window with a number and room name, select your tubing color and acrylic grade, and then go to **STEP 2**.

Keep in mind that after you've completed all the steps and filled out the form, you will copy your measurements to a web page using the link we'll email to you.



Customer Name: \_\_\_\_\_

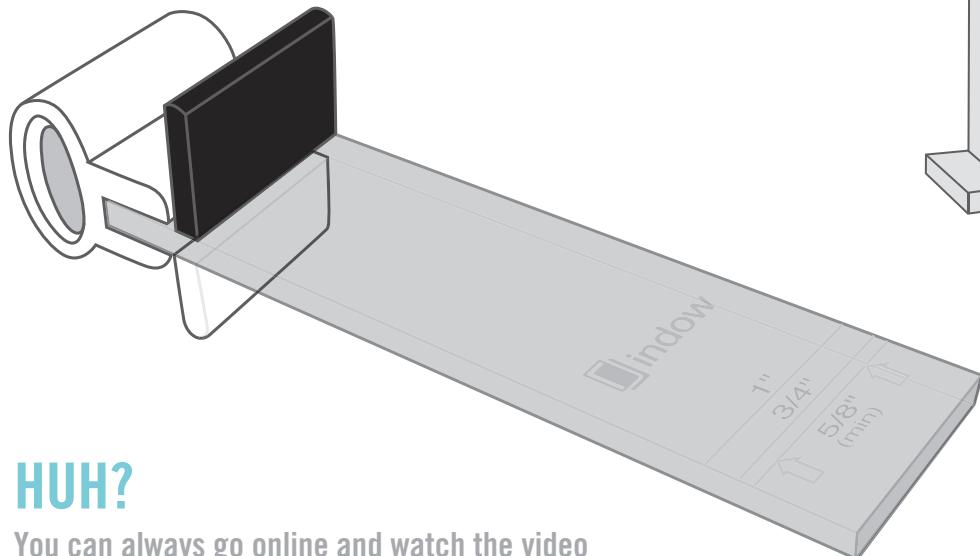
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Record values here as they appear on the Laser Unit display

# STEP 2:

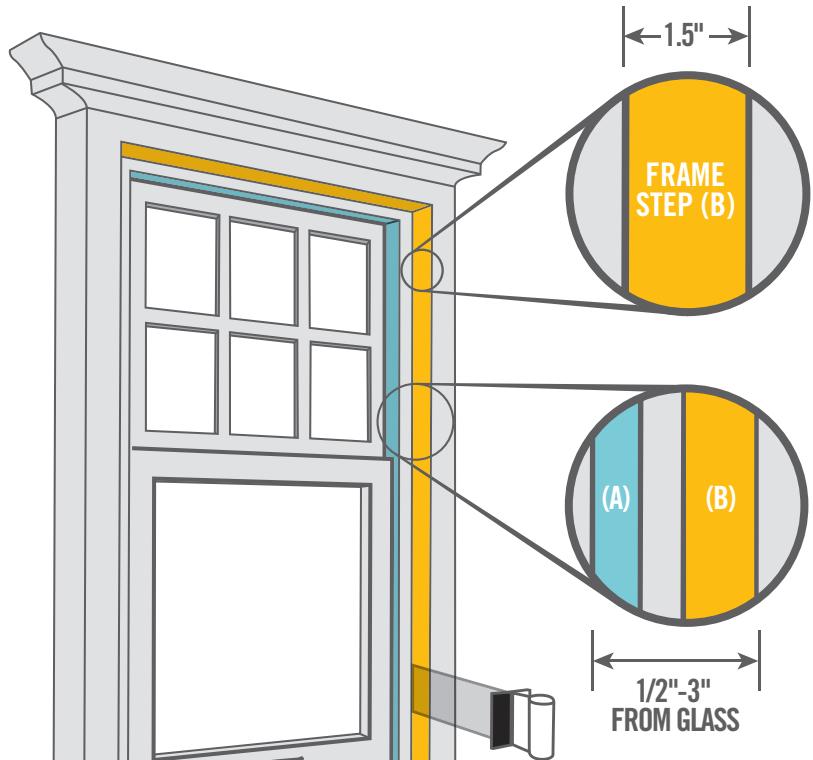
Some windows have more than one frame step. Identify the best frame step to install the insert. This example shows two frame steps, (A) in blue and (B) in yellow. Frame step (B) in this case is the best for two reasons: it's wider than the 5/8" minimum width needed, it's the optimal distance from the window pane, 1" - 3" and has a backstop for easy alignment.

Once you've identified the correct frame step, use the Depth & Spine Clearance Check Tool (item 2 in the kit). Slide the end of the 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, 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/](http://www.indowwindows.com/measure-video/)

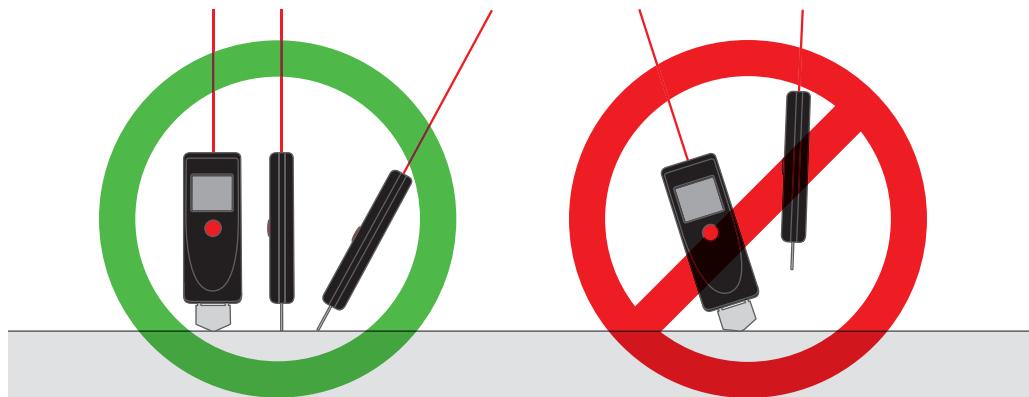


# STEP 3:

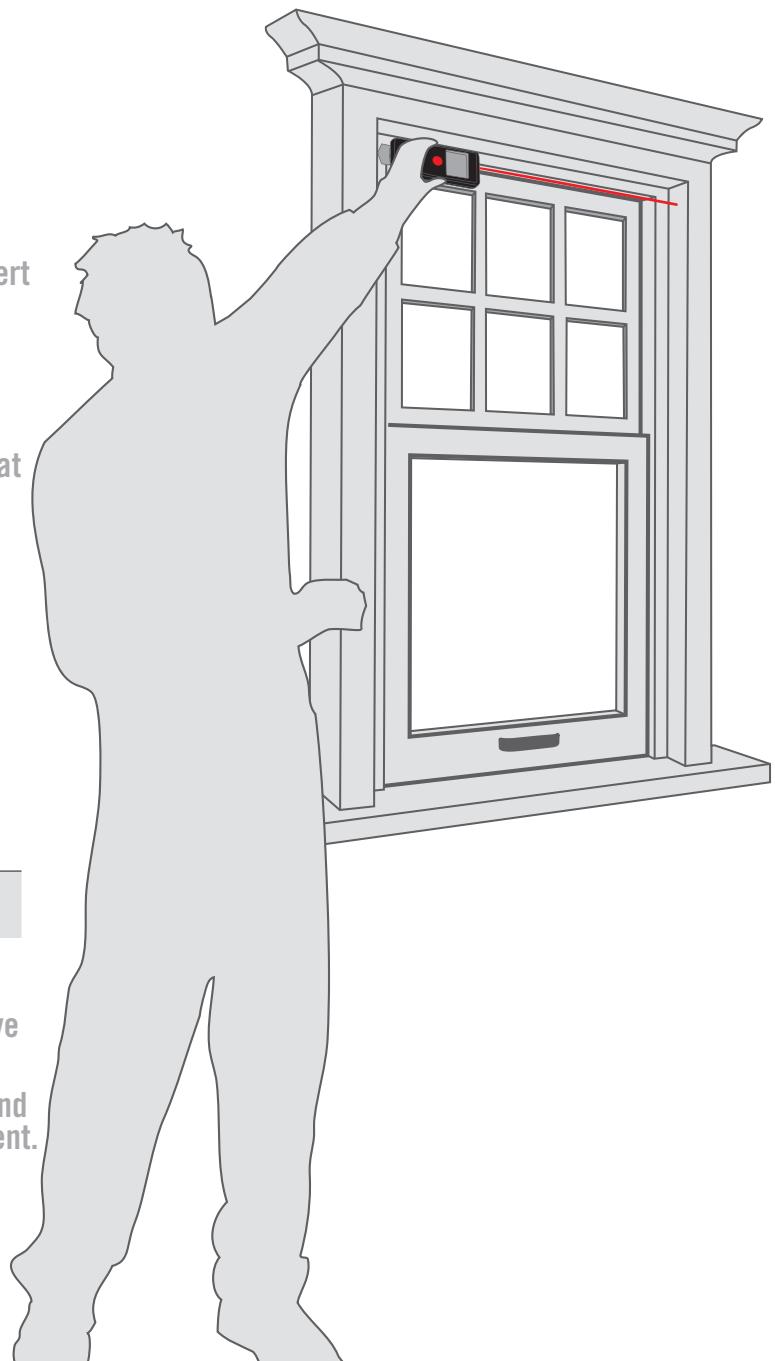
Make sure to note the room and location of each window on the form and describe which room it's in. We will engrave this information on the Indow insert so you always know which window an insert fits.

In the kit you'll find a digital measuring tool (item 1 in the kit). It has a red ON button and a CLEAR/OFF button. To use the tool, place the bottom metal flap in the corner of your window frame starting at the top left corner.

The tool measures from the bottom center of the metal flap, so it is critical that the metal is sitting flat against the frame to get an accurate measurement.

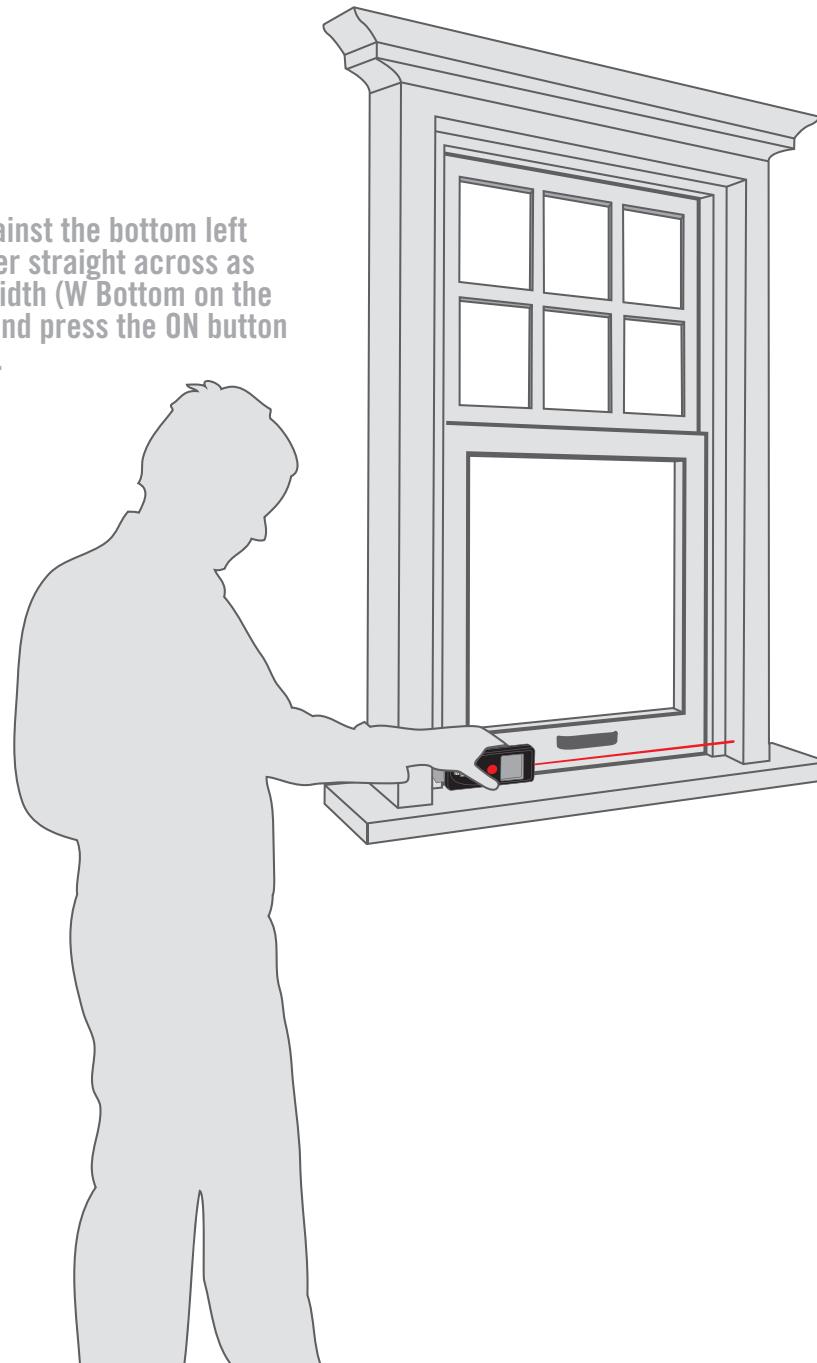


- A. With the tool turned on, point the laser beam straight across and press the ON button again. Keep your eye on the laser beam to make sure it doesn't move out of the frame. You'll hear a beep and see a number show up on the screen.
- B. To ensure you have an accurate measurement, press the ON button again and the tool will beep again. If the numbers match, you have a correct measurement.
- C. Write the amount in the top width column on the form (W Top).
- D. Make sure you write the whole number and the fraction - it's rare we see dimensions with whole numbers and no fractions.



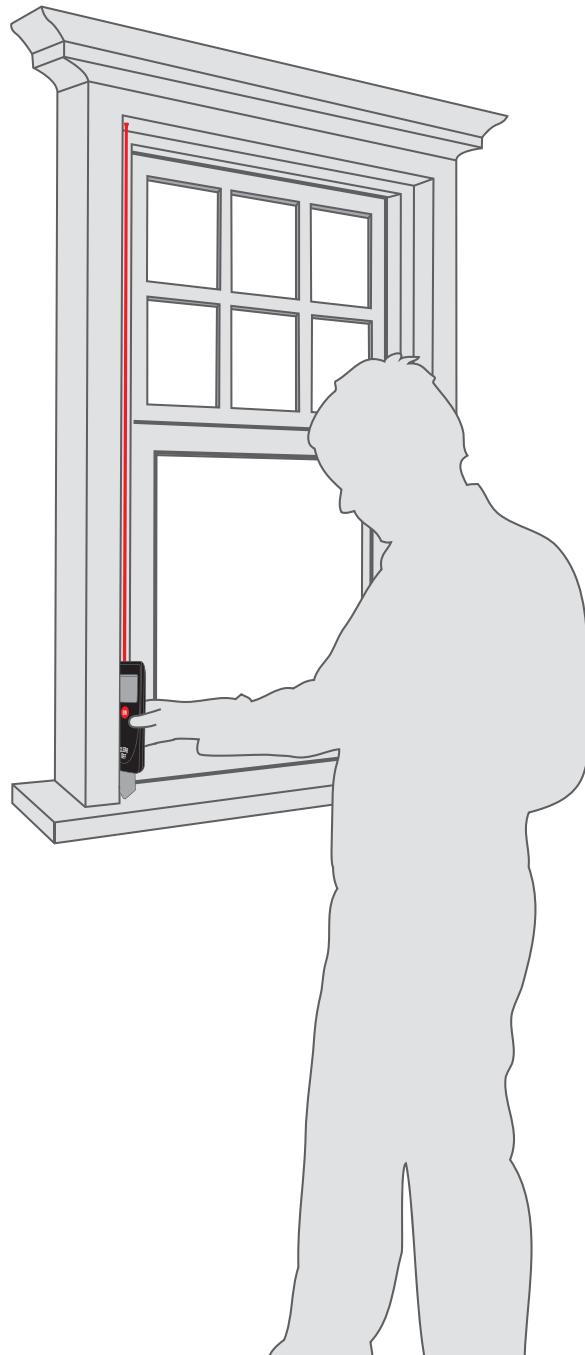
# STEP 4:

Repeat **STEP 3**, but now place 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 (W Bottom on the form). Press the ON button to hear the beep and press the ON button again to confirm the measurement is correct.



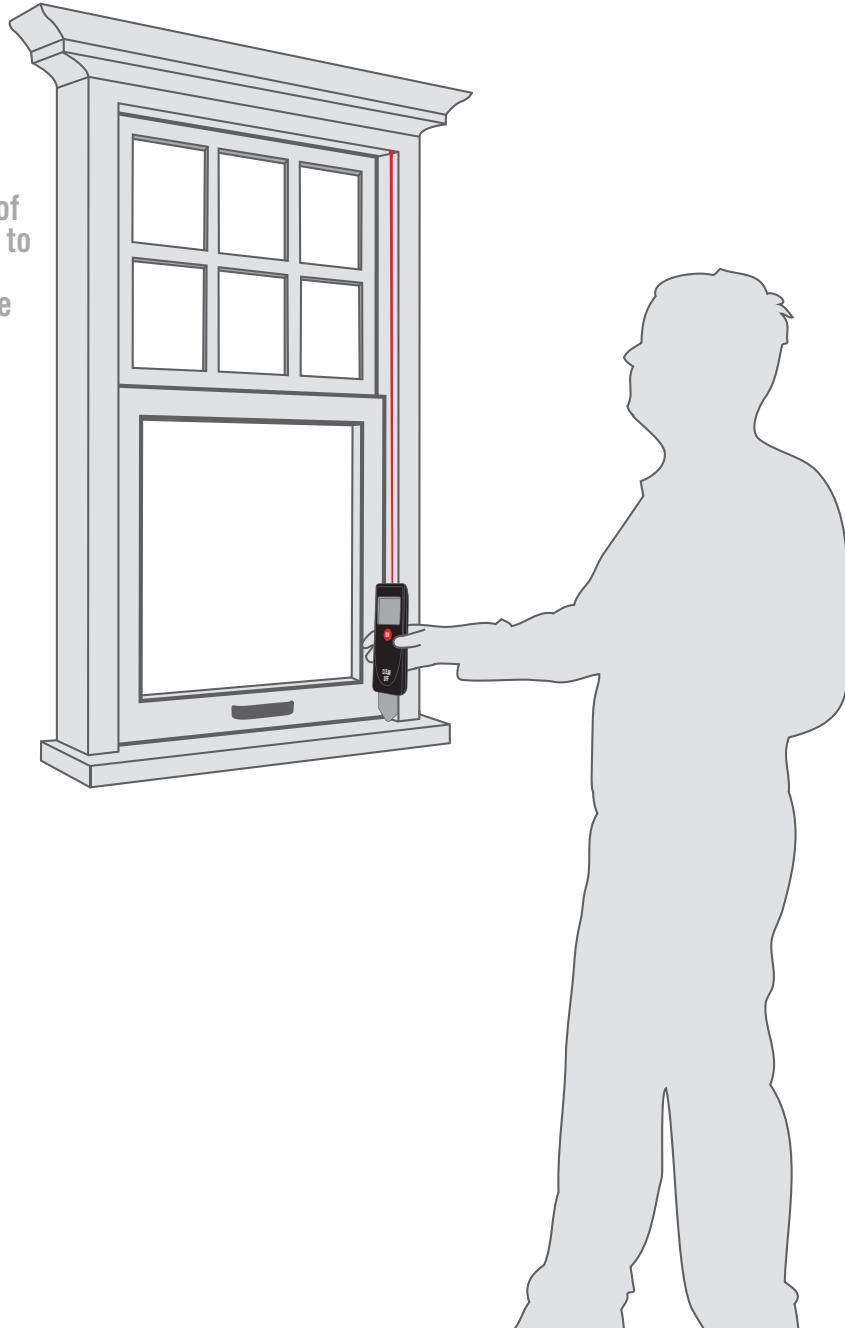
# STEP 5:

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 (H Left on the form). Press the ON button to hear the beep and press the ON button again to confirm the measurement is correct.



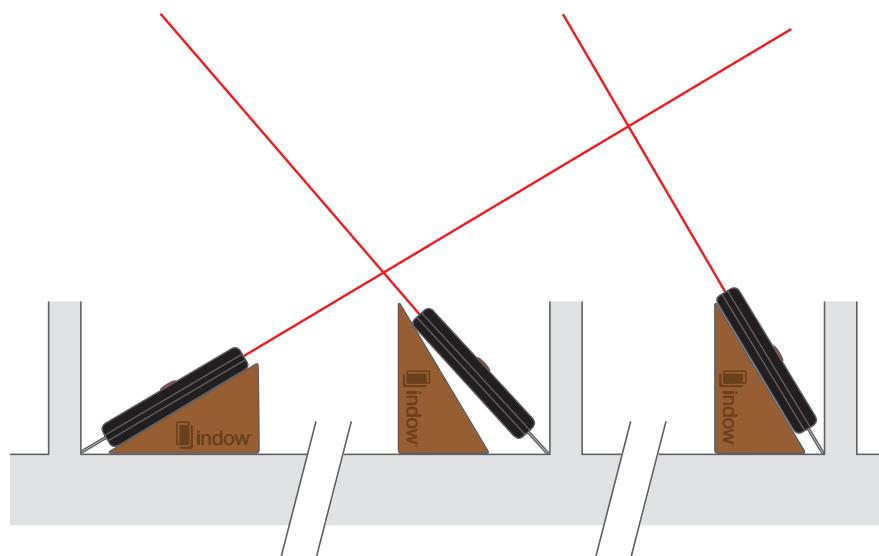
# STEP 6:

Repeat **STEP 3**, but place the tool in the bottom right corner of the window frame pointed straight up as seen in the diagram to measure the height of the right side of the frame (H Right on the form). Press the ON button to hear the beep and press the ON button again to confirm the measurement is correct.

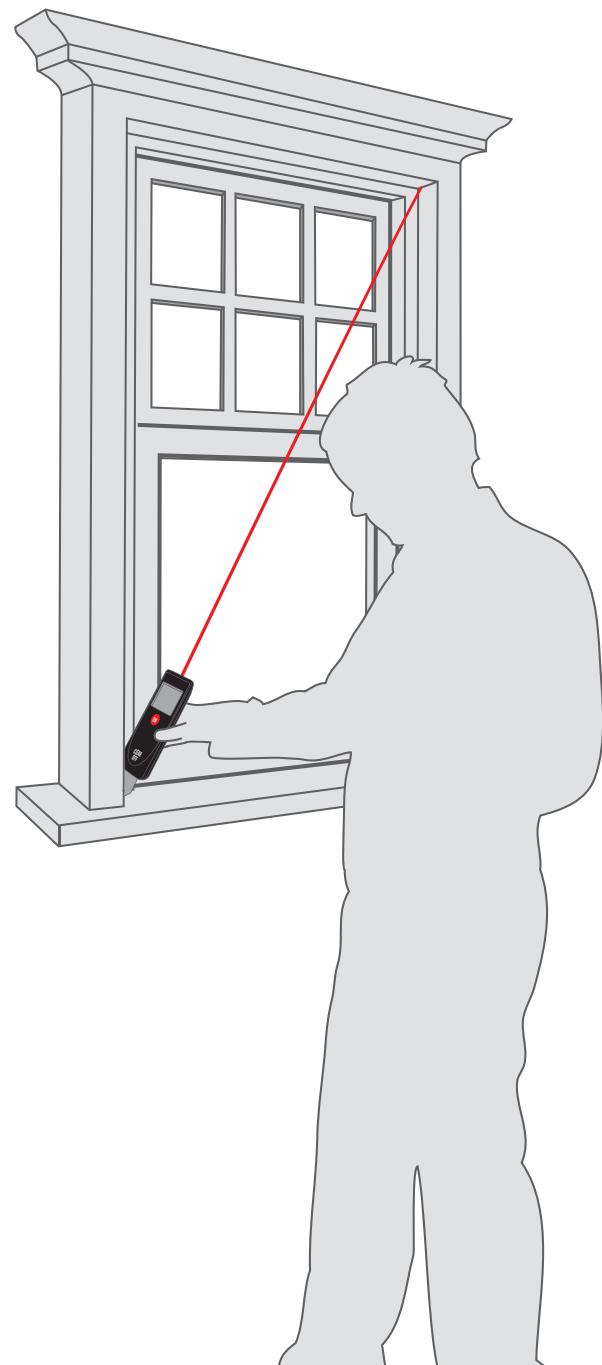


# STEP 7:

With the tool in the bottom left corner of the window frame, point the laser straight up and across to the top right diagonal corner, as seen in the diagram (DL on the form). Press the ON button to hear the beep and press the ON button again to confirm the measurement is correct.

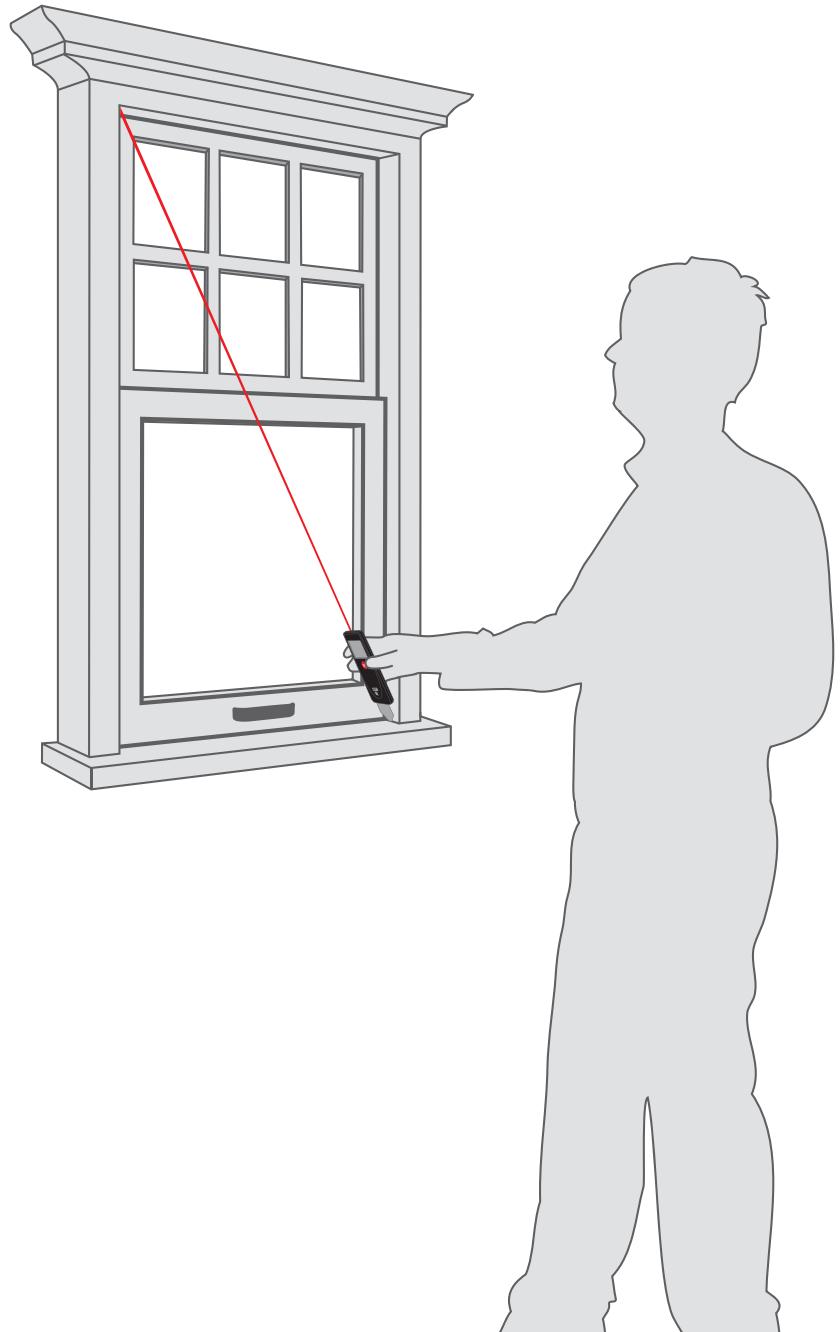


If you have trouble using the laser and can't get two matching measurements, use the wedge support (item 6 in the kit). Place it on the sill near the corner you wish to measure from and rest the laser on top as shown above. With the laser turned on, move the wedge closer or further away until the laser beam lands directly on the seam of the opposing upper corner. Make sure the metal extender is flush in the corner seam of the frame as shown above.



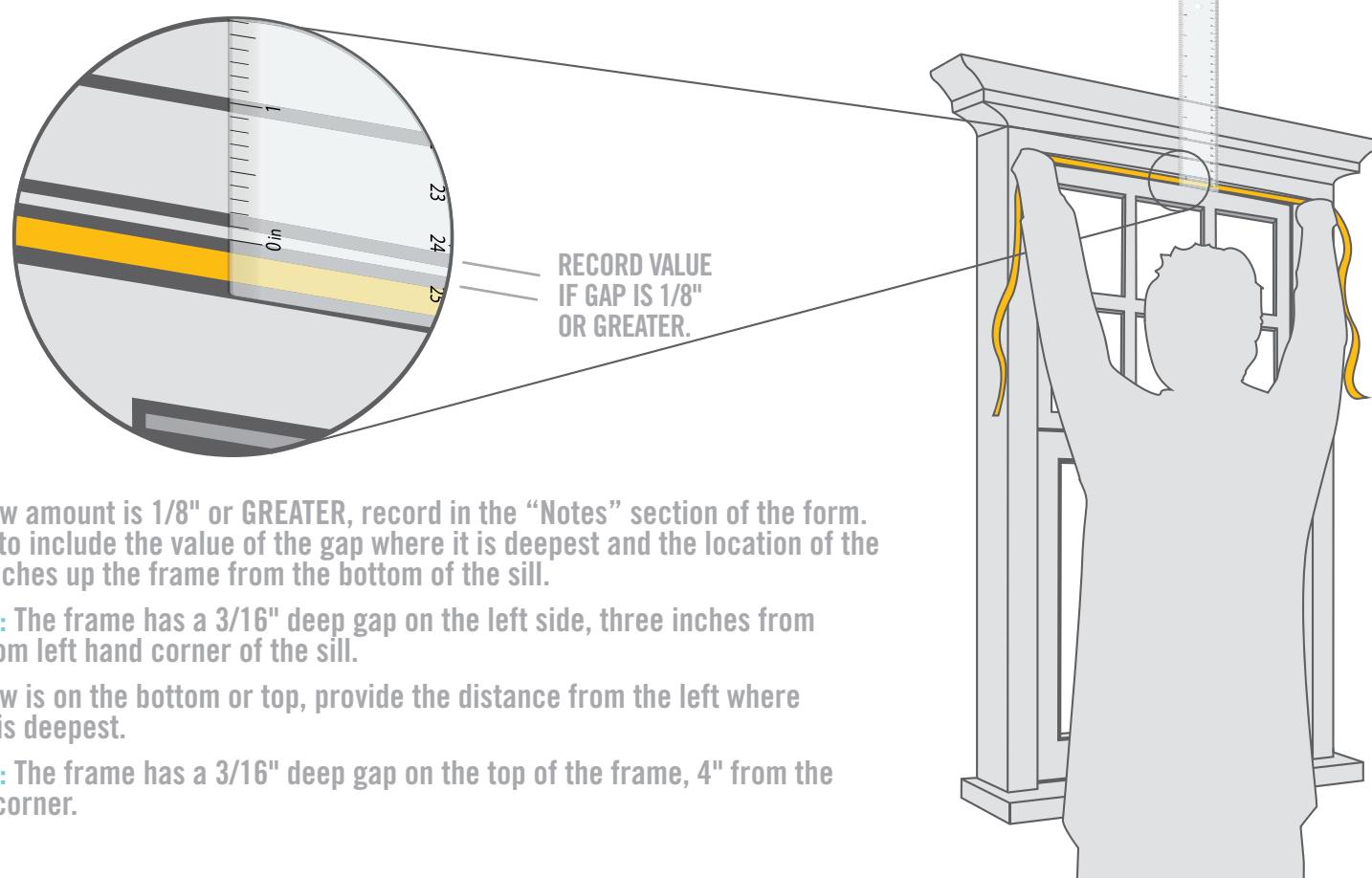
# STEP 8:

Repeat **STEP 7** but with the tool 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 (DR on the form). Press the ON button to hear the beep and press the ON button again to confirm the measurement is correct.



# STEP 9:

Check for bowed frames: Start by stretching the tailor's measuring tape (item 3 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 tailor's tape to the corners so the tape is taught and use a ruler to measure the depth of the bow where the gap is deepest.



# STEP 10:

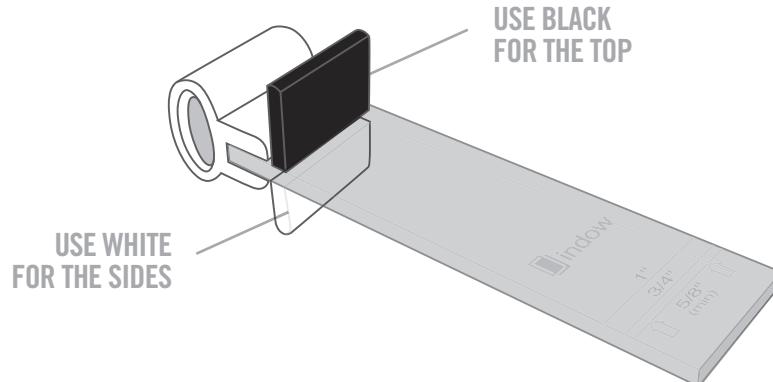
If your window is greater than 42" wide, or 60" tall, your inserts may come with a discreet spine on the back that will provide invisible structural support. You need to ensure your window frame is deep enough to accommodate this spine - or has what we call Spine Clearance.

If your window is neither dimension skip this step.

If your window is greater than 42" wide, use the Depth & Spine Clearance Tool (item 2 in the kit). Press the silicone tube end of the tool into the top of the frame just as an Indow insert would sit and slide it along the frame, shown here with the BLACK spine pointed towards the window glass. If the BLACK spine does not touch any other part of the frame or the window, you have enough clearance to accommodate the spine.

If your window is greater than 60" tall, you need to check the sides for clearance. Press the Depth & Spine Clearance tool into the side of the frame with the WHITE spine pointed towards the window glass. If the WHITE spine does not touch any other part of the frame or the window, you have enough clearance to accommodate a side spine.

**NOTE:** If your window requires a spine, it will be the same color as the compression tube. The only exception: if you choose brown tubing, the spine will be a matte black. Please see the Product Data Sheet for more information on spines.

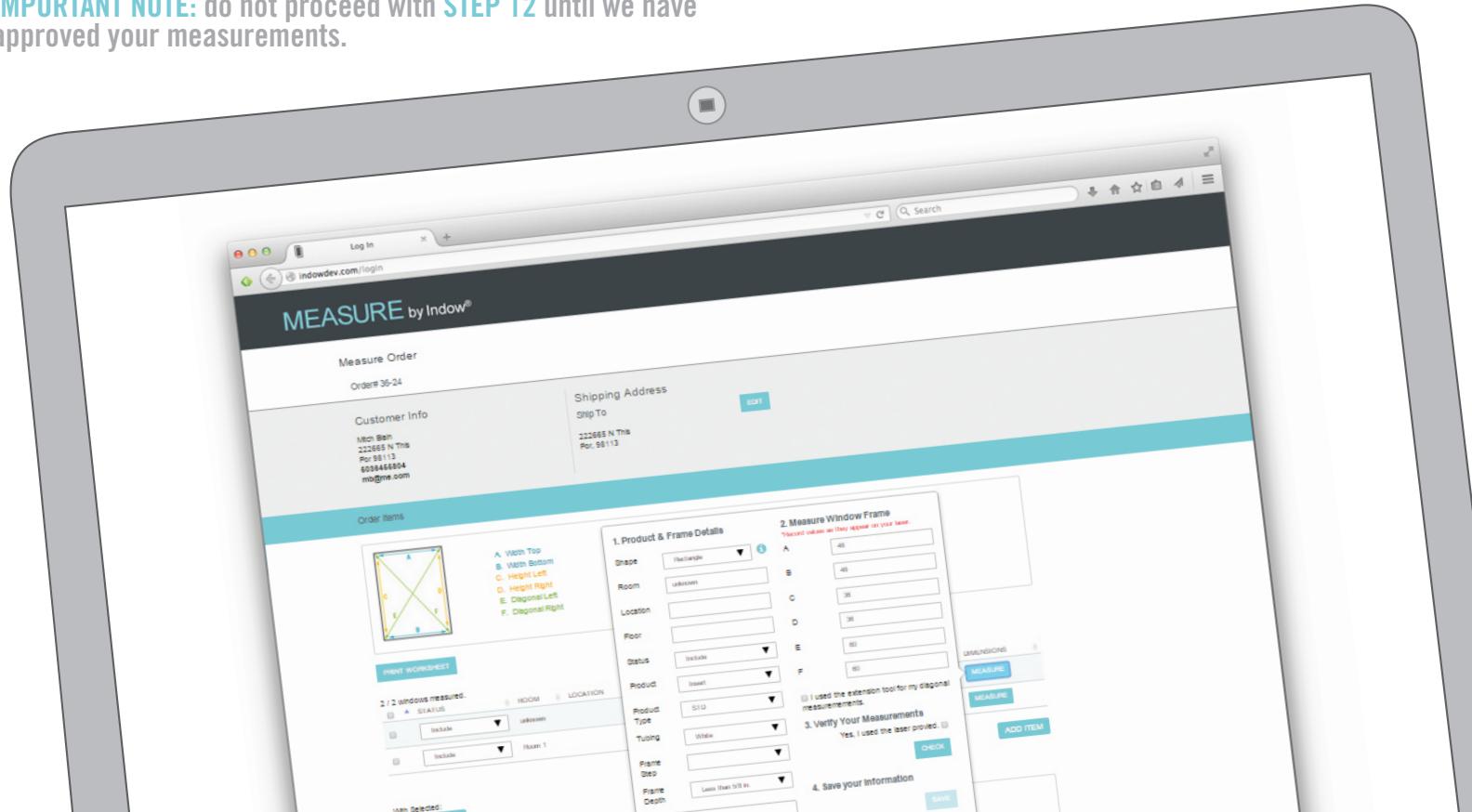


# STEP 11:

We will email you a link to an online form where you will enter your measurements. Simply enter your numbers into the correct fields and check the Measurement Validation button. If your measurements validate, click “Save.”

If you see an Error you need to remeasure the dimensions for that window. Keep in mind the most commonly mismeasured values are the diagonals. Once all your measurements validate, click the “Order Acknowledgement” box at the bottom of the page and then click “Submit Measurements.”

**IMPORTANT NOTE:** do not proceed with **STEP 12** until we have approved your measurements.



# STEP 12:

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





Customer Name: \_\_\_\_\_

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\* Product Type: STD (Standard Grade) AG (Acoustic Grade) MG (Museum Grade) CG (Commercial Grade) BG (Blackout Grade) PG (Privacy Grade) A-CG (Acoustic Commercial Grade)

\*\* Tubing Color: White - Brown - Black