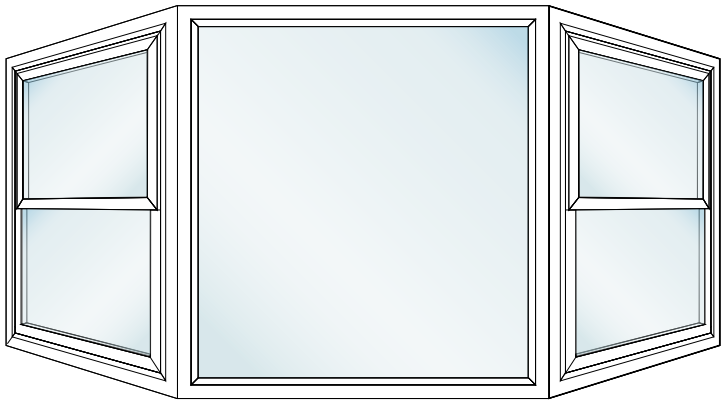
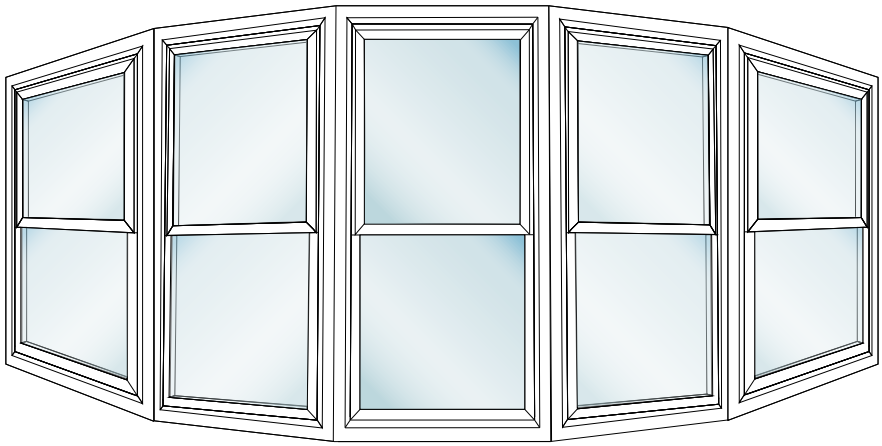
INSTALLATION INSTRUCTION MANUAL

BAY AND BOW WINDOW

(AERIS™, ENDURE™, AND ASPECT™)





Contact the local recycling waste management center for waste disposal in the area. Always check local waste requirements and carefully dispose of waste in accordance with Federal and other regulations.

Homes built before 1978 may contain lead paint. All replacement installations must comply with the U.S. EPA's Lead-Based Paint Renovation, Repair, and Painting Program (RRP Rule). Read more about the RRP Rule and lead-safe work practices, on the U.S. EPA's website at: www.epa.gov/lead

ProVia®
THE PROFESSIONAL WAY

GETTING STARTED

TOOLS & MATERIALS YOU WILL NEED

- Tape Measure
- Pencil
- Shims
- Drill, Drill Bits, and S2 Square Drive
- Phillips and Flat Head Screwdrivers
- Utility Knife
- Putty Knife
- Level and Square
- Hammer or Mallet
- AAMA approved Low-Expanding Window Insulation Foam in accordance with ASTM C1620
- High Quality Silicone Caulking in accordance with ASTM C920, Class 25 & Caulking Gun
- 2 x 4's for Temporary Support
- Jack
- Masonry Anchors (for Masonry Applications)

REMEMBER: ALWAYS USE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

Read these instructions carefully before starting installation. Product warranty does not cover damages resulting from improper installation.

IMPORTANT NOTES BEFORE YOU BEGIN

- Inspect your package(s) for any visible damage to the product. In addition, double check your paperwork with label on product(s) and verify all information is a match. Open packaging to confirm style, color and that order was shipped complete. Double check size of new unit by comparing it for fit to opening.

- If damage or irregularities are found, please scan the product's packaging QR Code label using your phone's QR Code Scanner to access ProVia's After Sale Product Support to enter a request and post pictures/videos to the order, or you can call the Customer Support Team at 1-800-669-4711.

- If you have ordered optional items, verify that they are included in packaging contents. This includes checking for multiple packages (For example, 1 of 2 and 2 of 2).

BAY AND BOW WINDOW CONTENTS

NOTE: Please refer to information below for the assembly and installation contents.

ASSEMBLY CONTENTS

Bay or Bow Window Unit complete with Oak or Birch Frame.

- *Unit will ship completely assembled with head, seat, jambs, and interior trim kit. Windows can ship installed or loose.*
- *Unit will ship up-side down.*
- *Installation Kit (see below), Trim Kit (if shipped loose), and Knee Brace option will ship wrapped to bottom of unit.*
- *Unit ordered with unfinished interior will receive interior wood moulding as shipped loose unless specified.*

Bay/Bow Installation Kit, Part #: S-HG-981S-00 to include the following:

(1) Bay/Bow Support Kits (cables), Part # S-HG-980-00
(1) Installation Screw Pack with (12) #8 x 3" Deck Trim Screws, Part #: S-HS-509S-00

Touch-up Paint *(will ship wrapped to interior jamb)*

Options:

- Standard 2"x 4" Knee Brace with Knee Brace Screw Pack, Part #: S-HS-510S-00
- Decorative Knee Brace with #10x3" Pan Head Screws, #8x1½" Pan Head Screws, and Snap on Caps
- Deluxe Decorative Knee Brace with #10x3" Pan Head Screws, #8x1½" Pan Head Screws, and Snap on Caps
- Wood Roof Hip Style Kit
- Painted Aluminum Roof Hip Style Kit
- Copper Roof Hip Style Kit
- Windows Shipped Loose and to include the following:
  (1) Window Screw Pack per window, Part #: S-HG-521S-CC *(will ship taped to window)*
  (2) Single-Side Gasket Tape Roll, Part #: S-IM-017

WINDOW INSTALLATION GUIDELINES

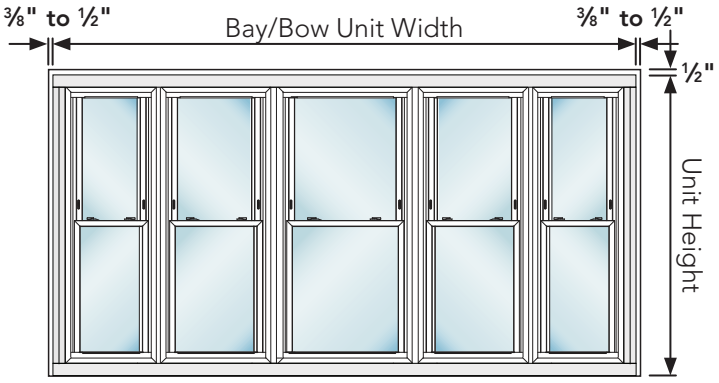
- Use a high quality grade of silicone with a neutral base.
- Approved sealants for this use must meet the requirements of ASTM C920, Class 25.
- The clear protective tape applied to UV resistant paint finish windows is for the protection of the paint finish and should remain on the window until the installation is complete..
- Bay/Bow unit should be stored in a cool location. **DO NOT** store in direct sunlight or in non-vented hot containers.

⚠ IMPORTANT INFORMATION!

ProVia® understands there are various methods and conditions affecting the installation of a bay/bow unit. The installation method MUST conform with all local applicable laws, ordinances, building codes, and safety requirements by responsibility of the contractor, building owner, or architect. Please contact your local building code office.

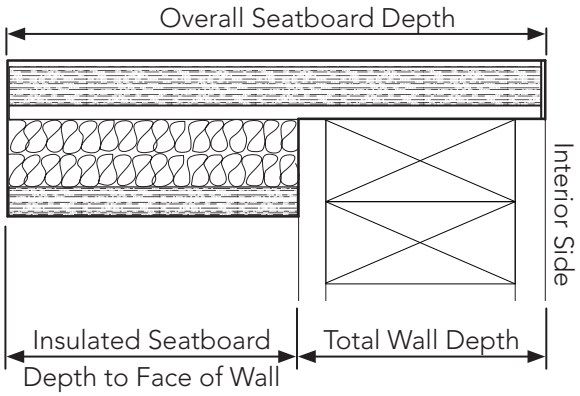
A. INSPECT AND PREPARE VINYL WINDOW UNIT

CHECK SIZING



(Figure A.1)

CHECK SEATBOARD (SECTION VIEW)



(Figure A.2)

⚠ ***IMPORTANT!*** ***For window units with painted exterior, DO NOT remove the protective plastic cover until after installation is completed.***

1. Double check new unit size against the existing opening. For proper installation, the opening size must be ¾" to 1"larger in width and ½" height than the new unit. (*Figure A.1)*

2. Check seatboard depth against the total wall depth. Refer to (*Figure A.2)*. ***Modify insulated seatboard:*** *If necessary, the insulated area may be modified to fit wall depth using a circular saw.*

3. Bay/Bow unit will ship top-side down with wood bracing, including (4) factory installed castors for ease of shipping and handling. Carefully turn unit top-side up. *To turn unit over, (1) person for every 3 ft. of shell width is recommended.* Remove wood bracing with castors and discard.

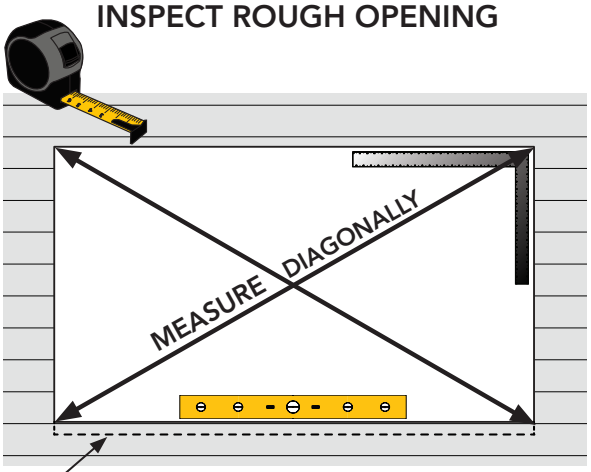
4. BEFORE removal of existing window unit, unwrap new unit for a complete inspection. Check for any shipping or material damages. Damage to main frame must be repaired or replaced prior to removal of existing unit.

   NOTE: Moving parts can be repaired AFTER the unit is installed. Scan the product packaging QR Code label to access ProVia's **After Sale Product Support** to enter a request and post pictures to order or call the Customer Support Team.

5. After inspection, close and lock all operable window units to engage seals, locks, interlocks, and weatherstripping.

B. PREP OPENING

INSPECT ROUGH OPENING



Trim siding to allow seatboard to fit tight

Check sill for level and for structural support

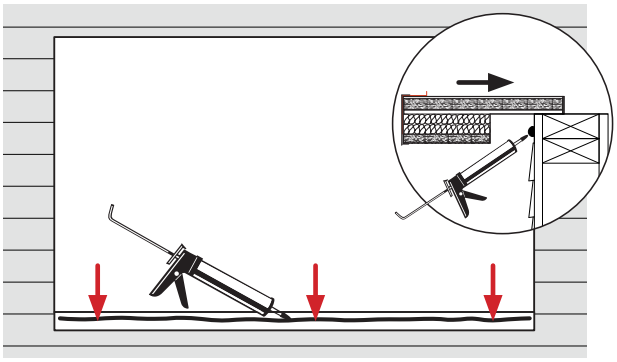
(Figure B.1)

PRE-INSTALLATION WORK WILL NEED TO INCLUDE ANY SIDING OR SOFFIT PREPARATION. Refer to Sections F & G for roof prep options.

1. Remove existing window and casing down to rough opening. Clean opening of all dirt, debris and obstructions. Fill all voids or open cavities, found with AAMA approved low-expanding window insulation foam that complies with ASTM C1620.
2. Check opening for overall square by measuring diagonally from corner to corner.
3. Check sill for level, flat, and for necessary structural support to ensure proper installation.
4. Trim siding to allow the insulated seatboard to fit tight. Cap the new or existing opening sill with a sill pan, coil stock, or tape. Use a high quality exterior grade silicone to seal the cap at this time.

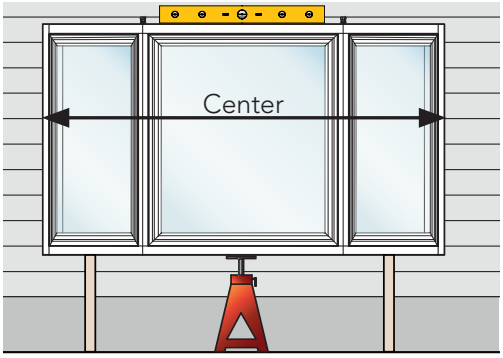
C. INSTALLATION

SEAL INSULATED SEATBOARD



(Figure C.1)

SET UNIT AND TEMPORARY SUPPORT



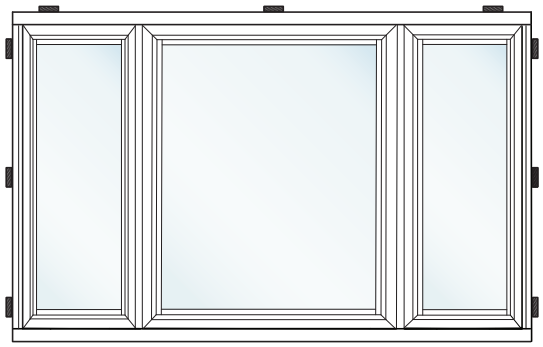
(Figure C.2)

WARNING! Use SAFE lifting techniques to lift, move, and install the bay/bow unit. Recommended, (1) installer per 3 ft. of unit width.

1. Apply an exterior grade silicone for the full width of the opening's exterior face, where the insulated seatboard will meet the wall. *(Figure C.1)*
2. Insert unit in the opening from the exterior. Center unit within the opening. Bring the interior edge flush with interior wall. Use a level or straight edge ensure unit is even with walls, all sides.
3. Place support jacks under the center and 2x4 temporary support braces under each outer edge of the unit projection. Unit MUST BE fully supported with the temporary braces until completely secured in opening. *(Figure C.2)*
4. Check each side of seatboard for level, left to right and front to back. Then check for overall square of unit by measuring diagonally corner to corner.

C. INSTALLATION *(CONTINUED)*

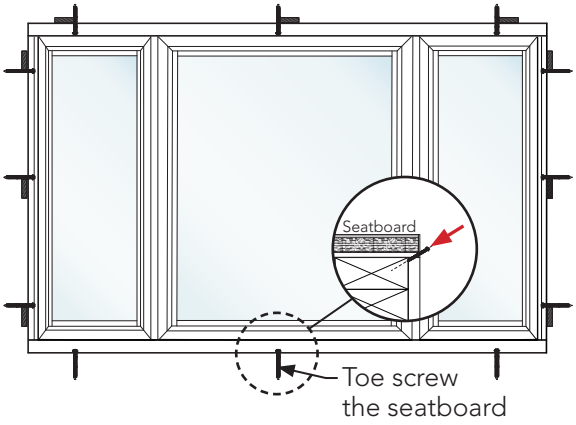
SHIMMING - INTERIOR VIEW



Shim all corners and as needed

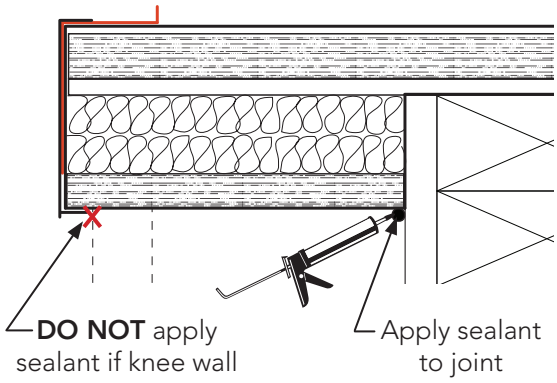
(Figure C.2)

SECURE - INTERIOR VIEW



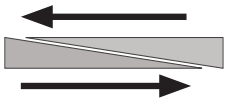
(Figure C.3)

SEATBOARD SECTION



(Figure C.4)

⚠ ***IMPORTANT!*** ***CORRECT*** *shimming application; stack wedge shaped shims contrasting and plane to plane. See diagram below.* ***DO NOT*** *use a single wedge shim.*



5. From the interior, place shims each side of corners, as shown. Place additional shims, as needed to fully level and square the unit in opening. *(Figure C.2)*

6. Pre-drill (3) ⅛" pilot holes into each vertical jamb, place near the top, bottom, and center. Install and countersink a #8 x 3" deck trim screw each hole. Repeat the process by pre-rilling and securing the header with (3 to 4) screws. Repeat again on the sill. ***Recommendation: Secure the seatboard by angling screws through inside edge (toe screw to secure). Trim will cover screw heads.*** *(Figure C.3)*

7. Fully insulate each vertical jamb and header. Use AAMA approved ASTM C1620 low-expanding foam to fill all cavities between frame and opening.

8. If unit was ordered with a non-insulated seat board, cut a 1" polystyrene foam sheet to fit bottom base. Secure and clad with color matched coil stock.

9. Apply a bead of exterior grade caulking along all exterior frame to wall joints. **DO NOT** apply sealant along underside of frame, below panning system, to allow water to weep as intended. *(Figure C.4)*

NOTE: If the bay/bow unit was ordered with an unfinished interior, refer to **Section K** for staining and shoe mold installation to be completed after the unit is fully installed.

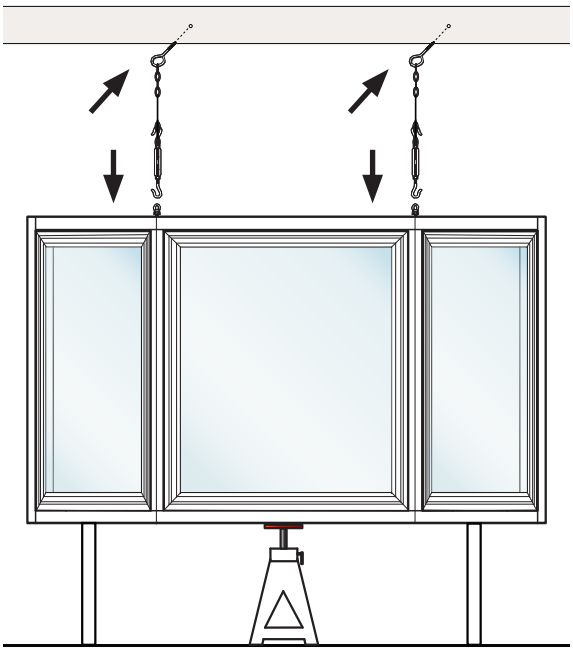
RECOMMENDATION: If unit was ordered with windows shipped loose, DO NOT install until after cable support system is secured in place.

D. INSTALL EXTERIOR CABLE SUPPORT SYSTEM

IMPORTANT NOTES BEFORE YOU BEGIN!

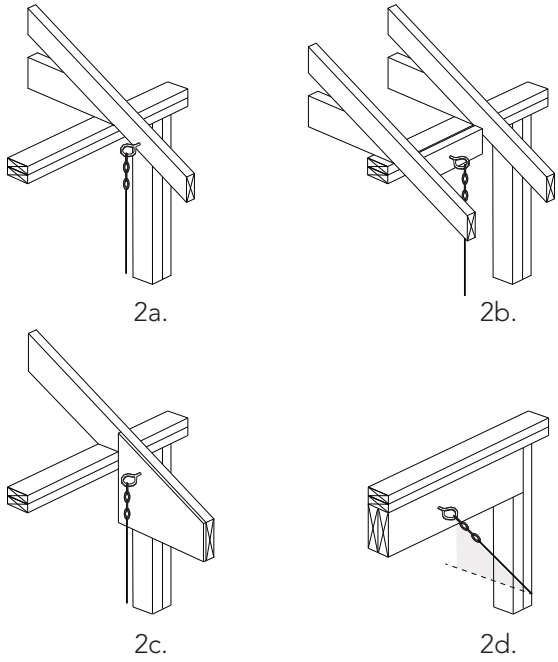
- **BEFORE INSTALLING THE CABLE SUPPORT SYSTEM, refer to Section F, 'Install Fascia Extension (No Roof)' or Section G, 'Install Wood Hip Roof Kit' for more detail on cable supports with determined roofing method.**
- **CABLE SUPPORT SYSTEM MUST BE FASTENED TO A STRUCTURAL COMPONENT - HEADER OR OVERHANG.**
- **The cable support system is the preferred method to support the bay/bow. However if the cable support system can NOT be used, knee braces will be required. Refer to Section J, 'Install Knee Brace Option'.**

SECURE CABLE SUPPORTS - EXTERIOR VIEW



(Figure D.1)

CABLE SUPPORT SECURING CONDITIONS



(Figure D.2)

1. Install a waterproof barrier over the entire top of the bay/bow frame to help prevent possibility of water leaks.

2. Fasten eye lags (included in cable kit) to the wall structure (framing header or stud) or to the overhang. Connect a cable to each. Pull and attach the opposite end with the turnbuckle to the eye bolt located on the head board. Tighten the turn buckles until the unit is properly supported. (Figure D.1)

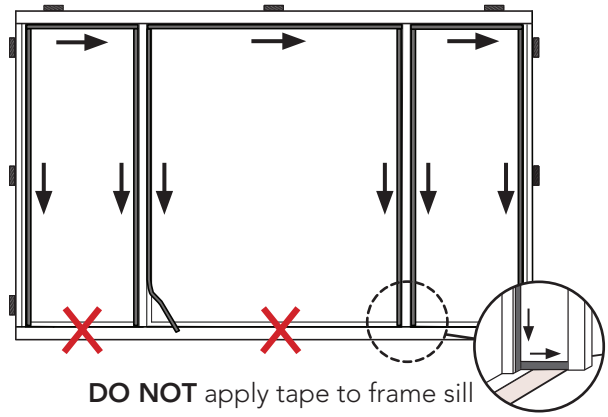
   NOTE the following conditions: (Figure D.2)

   a. Truss tails located directly above the frame eye bolt should provide sufficient support.
   b. If truss tails are not located directly above, install a header between truss tails, secured with joist hangers. Anchor eye bolts to header.
   c. For 'bird-mouth' cut rafters, rafter tail MUST BE reinforced to support unit. Cut and attach ¾" plywood to rafter as shown. The top eye bolt can then be anchored to the rafter through the plywood gusset.
   d. For applications with no overhang, the header or top plate MUST BE used to anchor the top eye bolt. The support angle should NOT be less than 30°.

3. Temporary support braces can now be removed.

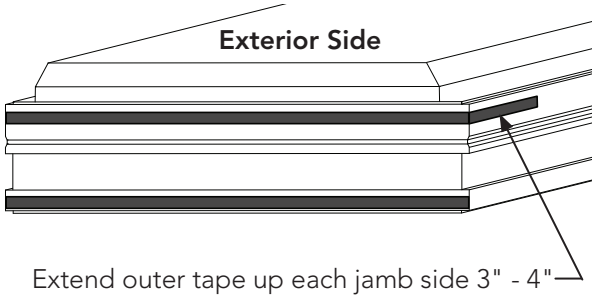
E. INSTALL WINDOWS INTO BAY/BOW FRAME *(IF APPLICABLE)*

GASKET TAPE TO FRAME - INTERIOR VIEW



(Figure E.1)

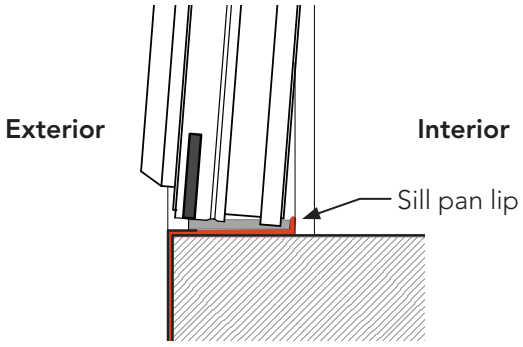
GASKET TAPE TO BOTTOM SIDE OF WINDOWS



(Figure E.2)

SET UNITS IN FRAME

From INTERIOR, set unit outside of sill pan lip



(Figure E.3)

1. Check each window for sizing and order of install within the bay/bow shell.

2. Use a soft mallet to make sure all stops are fully seated.

3. **Bay/bow frame (shell):** apply gasket tape to all header stops. Next, apply gasket tape to all side-jamb stops continuing tape inward along the jamb bottom for width of opening. Refer to Detail in *Figure E.1*. *Note, be sure to place all gasket tape against frame side and away from opening edge.* **DO NOT PLACE TAPE ON FRAME SILL AS SHOWN.** *(Figure E.1)*

4. Clean up any interior or exterior raised miter welds at each corner.

5. **Window sill:** apply (2) rows of gasket tape to bottom side of the window frame. Place (1) continuous tape to the sill's interior edge, full width and end to end. Place (1) continuous tape to sill's exterior edge; begin and end tape 3" to 4" up jamb side. *(Figure E.2)*

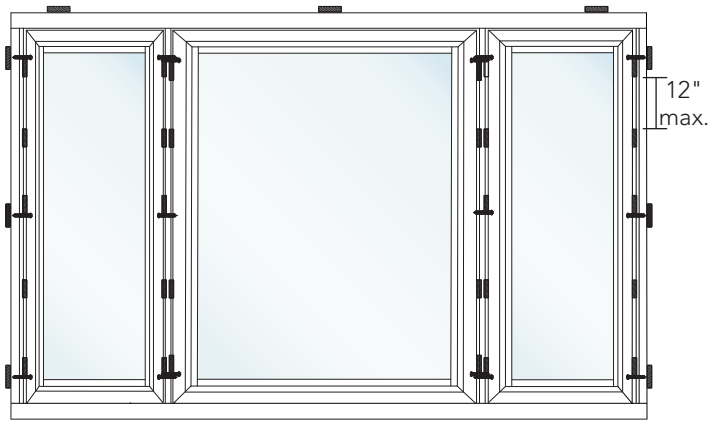
6. From the interior, set window in opening sill first. *Be sure bottom of window is set outside of the sill pan lip located in frame opening.* Tilt top of window into place. Center in opening for even side margins. **Press window tight against stops to seat gasket tape.** *(Figure E.3)*

7. Check to make sure window is seated tight to sill. If needed, add shims to header to press window tight to frame sill.

E. INSTALL WINDOWS INTO BAY/BOW FRAME *(IF APPLICABLE) (CONTINUED)*

SHIM AND SECURE - INTERIOR VIEW

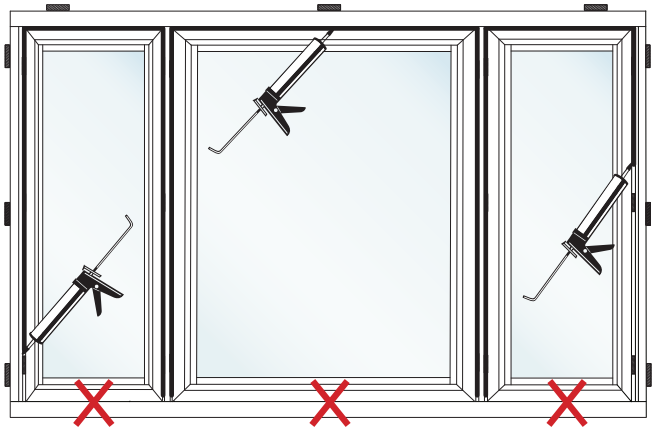
BE SURE to obtain equal and straight margins all units



Shim and screw each factory prepped screw hole
Add shims every 12" max.

(Figure E.4)

ADD SEALANT - INTERIOR VIEW



From the INTERIOR, apply sealant top and each jamb side - DO NOT apply across sill

(Figure E.5)

8. Shim and secure all factory screw hole locations. Place additional shims every 12" maximum. **When installing screws, push window tight against gasket tape.** Refer to main window installation instruction for more detail. QR code for instruction can be found at the end of this document. Equal and straight margins are critical for the operation of window. *(Figure E.4)*

9. Apply a bead of silicone to the INTERIOR side window to frame jamb and header. *Note, run silicone from header down to top of sill pan on each jamb side.* Do not apply silicone across interior sill. *(Figure E.5)*

10. Repeat Steps 5 - 9 for all windows to be installed in bay/bow frame.

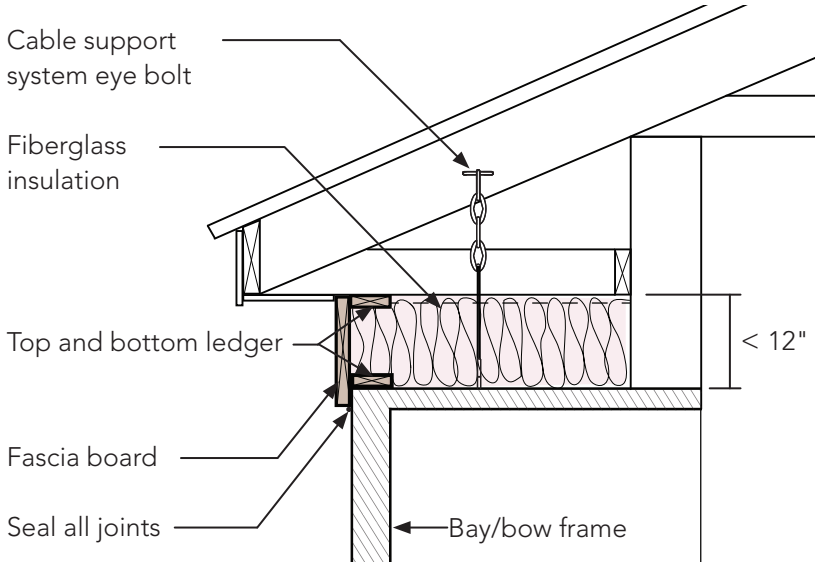
11. Check and re-tighten roof cable support system if needed.

12. Refer to **Section K, 'Install Interior Wood Trim (Shipped Loose)'** for shoe mold installation.

F. INSTALL FASCIA EXTENSION OPTION (NO ROOF)

(TO SEAL OFF SPACE BETWEEN TOP OF UNIT AND BOTTOM OF SOFFIT/OVERHANG)

FASCIA SECTION DETAIL



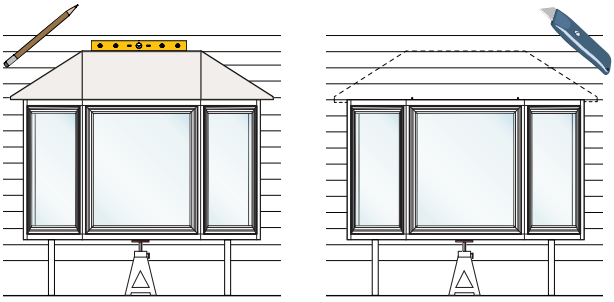
(Figure F.1)

ONLY FOR APPLICATIONS WITH LESS THAN 12" BETWEEN TOP OF BAY/BOW FRAME AND OVERHANG/SOFFIT. FRAME CAN NOT PROJECT PAST THE OVERHANG FOR THIS METHOD.

1. For width of bay/bow unit, remove the soffit cover material to expose wood overhang (truss/rafter tails).
2. Install a wood ledger to underside of soffit and to top of frame for fascia board (to be installed in later step). *(Figure F.1)*
3. Install Cable Support System per Section D.
4. Insulate roof cavity with fiberglass insulation. *(Figure F.1)*
5. Secure a wood fascia board to the front of the bay/bow frame. Board must be to the height of the opening above frame to soffit. Secure in place. *(Figure F.1)*
6. Cap exposed wood in color matched coil stock.
7. Seal all joints with high quality exterior grade caulking.
8. Install J-channel around new fascia board. Re-install the soffit material up to the fascia extension.

G. INSTALL WOOD HIP ROOF KIT OPTION

SET ROOF KIT IN PLACE



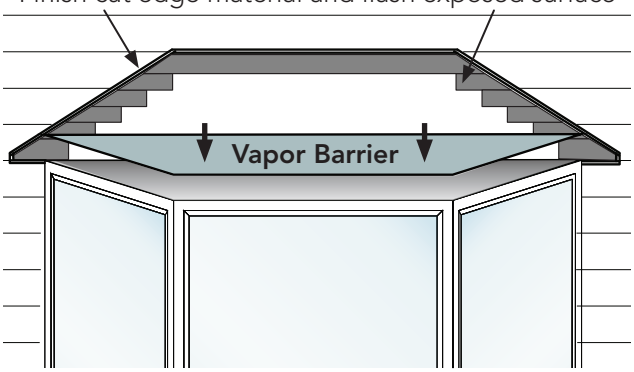
Temporarily set roof kit, level, and trace

Cut and remove exterior material

(Figure G.1)

FLASHING AND WATER SEAL

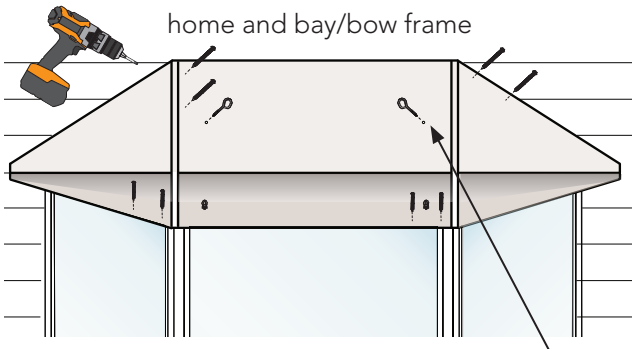
Finish cut edge material and flash exposed surface



(Figure G.2)

SECURE ROOF KIT

Use wood screws to secure roof kit to home and bay/bow frame



Secure eye bolts through back panel

(Figure G.3)

1. ONLY if aluminium or copper clad panels are to be installed over wood roof kit, the wood roof will need to be elevated ¼" above top of frame. On top of the frame, set ¼" flat wood shims at a minimum of 2" from front edge of frame. After completion of this Section, refer to Section H for clad roof kit installation.
2. Place wood roof on top of bay/bow frame and against wall. Adjust roof for center and level.
3. With roof set in place, trace roof outline onto the home. Remove roof and carefully set aside. *(Figure G.1)*
4. Along the outline made, cut and remove the exterior surface material from the wall. *(Figure G.1 & G.2)*
5. Properly finish the cut edge of the exterior material as needed (i.e. with J-channel). Apply flashing to exposed wall surface as required. *(Figure G.2)*
6. Apply a vapor barrier to the top of the bay/bow frame. *(Figure G.2)*
7. Set and align roof kit on top of the unit frame. Remove the roof kit top panels.
8. Use appropriate length screws to secure roof kit to the bay/bow frame. Be sure screws will NOT protrude through interior wood header. *(Figure G.3)*
9. Use 3" wood screws to secure roof kit to home. Be sure screws are secured into studs or header. *(Figure G.3)*
10. Install Cable Support System per Section D. The upper eye bolts must be drilled and secured through the back panel of the roof and into the header or top plate. After the cable support system is connected, tighten turn-buckles as necessary to level. *(Figure G.3)*

G. INSTALL WOOD HIP ROOF KIT OPTION *(CONT.)*

11 Insulate the roof cavity with fiberglass insulation.

12 Re-install wood roof top panels.

13 Cover the front edge and return with color matched coil stock.

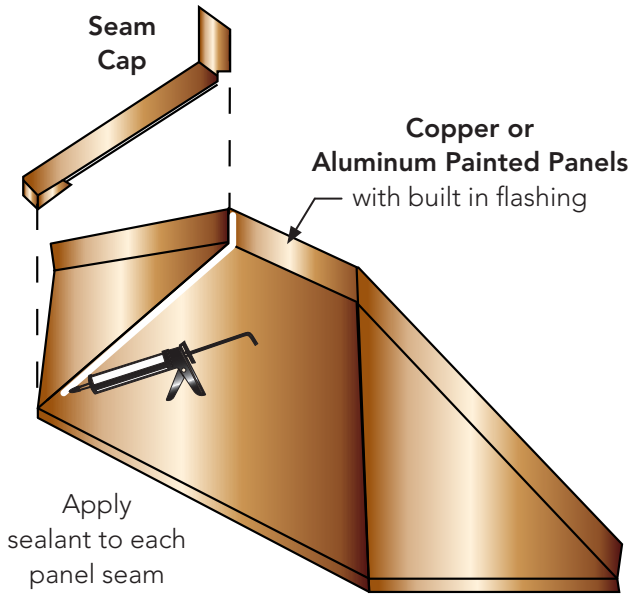
14 Apply felt paper or water barrier to the roof panels. Install roof shingles or a metal clad kit.
- If shingle installation is to be used, refer to the shingle manufacturer's installation instruction.
- If a copper or an aluminium painted clad roof kit is to be used, continue to Section H for non-masonry application OR Section I for masonry application.

H. INSTALL ALUMINUM OR COPPER CLAD ROOF KIT OPTION *(FOR NON-MASONRY APPLICATIONS)*

IMPORTANT NOTES BEFORE YOU BEGIN!

- ***WOOD ROOF KIT MUST BE FULLY INSTALLED.***
- ***Always wear rubber/latex gloves while handling the copper clad roof panels.***
- ***The copper or aluminum painted clad roof kit is custom fabricated for the project's wood hip roof kit.***
- ***Flashing is built into each panel therefor creating a minimal front-to-back movement.***

PANEL ROOF KIT PARTS



(Figure H.1)

1 Begin with the center panel(s). Slide center panel(s) onto wood roof sheathing, with bottom of panel clipping onto sheathing edge. Slide all remaining panels into place. ***NOTE: Temporarily slide all seam caps in place to ensure proper alignment BEFORE fastening. DO NOT SECURE CAPS.*** *(Figure H.1)*

2 Use screws or nails to secure all panels to wall of home through built-in flashing. *Note, copper nails are included in kit.*

3 After ALL panels are secured, REMOVE slide caps. Place a bead of high quality sealant (DO NOT use latex caulking) to each panel seam. Then slide seam caps back into place. Secure caps in place.

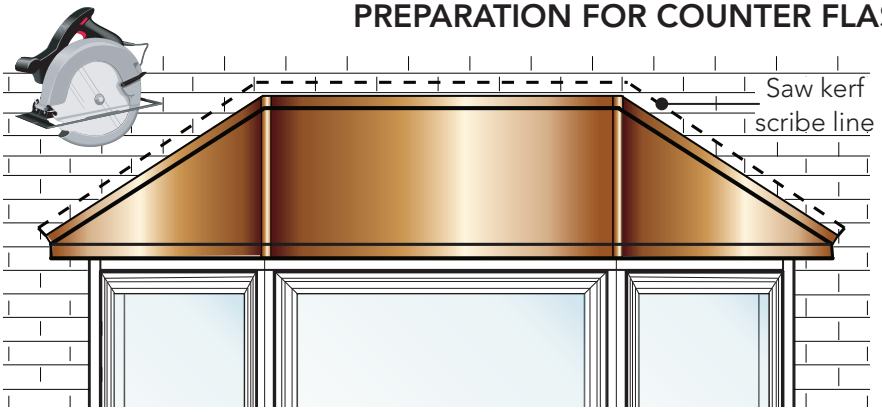
4 Place a bead of high quality sealant between the roof and bay/bow unit.

I. INSTALL ALUMINUM OR COPPER CLAD ROOF KIT OPTION *(FOR MASONRY APPLICATIONS)*

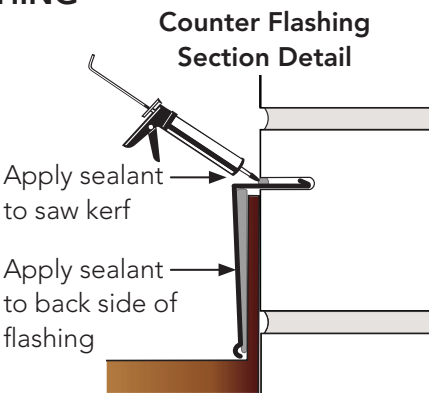
IMPORTANT NOTES BEFORE YOU BEGIN!

- ***WOOD ROOF KIT MUST BE FULLY INSTALLED.***
- ***Always wear rubber/latex gloves while handling the copper clad roof panels.***
- ***The copper or aluminum painted clad roof kit is custom fabricated for the project's wood hip roof kit.***
- ***Flashing is built into each panel therefor creating a minimal front-to-back movement.***
- ***The optional factory masonry flashing will ship longer than needed. Flashing will need field cut.***

PREPARATION FOR COUNTER FLASHING



(Figure I.1)



(Figure I.2)

1. Begin with the center panel(s). Slide center panel(s) onto wood roof sheathing, clipping bottom of panel onto sheathing edge. Repeat for all remaining panels. ***NOTE: Temporarily slide all seam caps in place to ensure proper aligned BEFORE fastening. DO NOT SECURE CAPS.***
2. Use the masonry anchors (included) to attach panel to the exterior brick by drilling a ¼" dia. hole a minimum of 1" deep through flashing and into brick. Secure all panels to masonry.
3. After ALL panels are secured, REMOVE slide caps. Place a bead of high quality sealant (DO NOT use latex caulking) to each panel seam. Then slide seam caps back into place. Pre-drill and secure caps using (1) anchor per cap.
4. Determine if masonry counter flashing is to be notched to fit around caps **OR** placed above. Cut flashing accordingly.
5. After counter flashing is cut to length, hold flashing in place and against masonry. Scribe line along top of each flashing piece to mark outline. *(Figure I.1)*
6. Apply sealant into saw kerf and along the backside of the masonry counter flashing. *(Figure I.2)*
7. First adhere masonry side flashing pieces followed by top. The top flashing piece **MUST** overlap the upper ends of the side pieces. Trim pieces as needed. *(Figure I.2)*
8. Place a bead of high quality sealant between the roof and bay/bow unit.

J. INSTALL OPTIONAL DECORATIVE KNEE BRACES

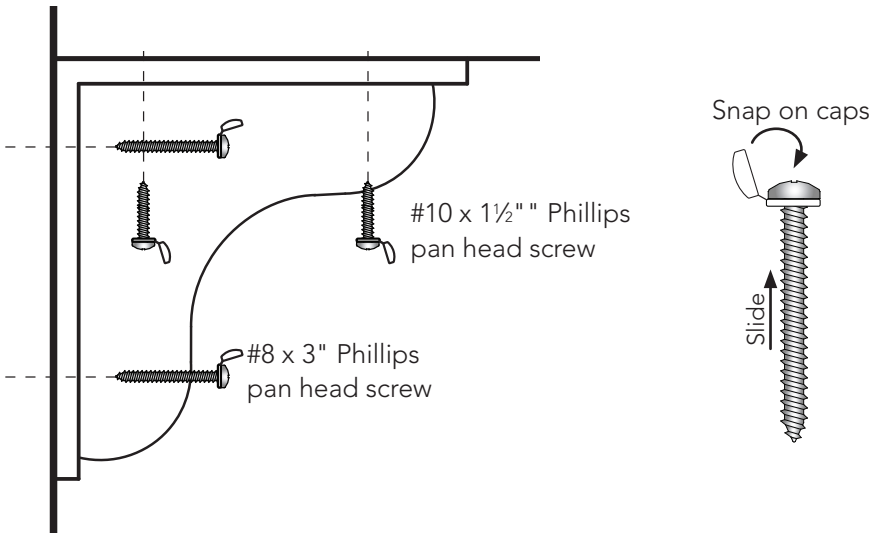
Decorative Knee Brace



Deluxe Decorative Knee Brace



KNEE BRACE SECTION VIEW



(Figure J.1)

1. Determine location for knee braces. Recommended: place under each outer most vertical window mullion.

2. Check to be sure house wall behind knee brace locations will support the weight of bay/bow unit. Reinforce if necessary.

3. Slide snap on cap over the #8 x 3" Phillips pan head screws (included) and install through the knee brace into supported house wall.

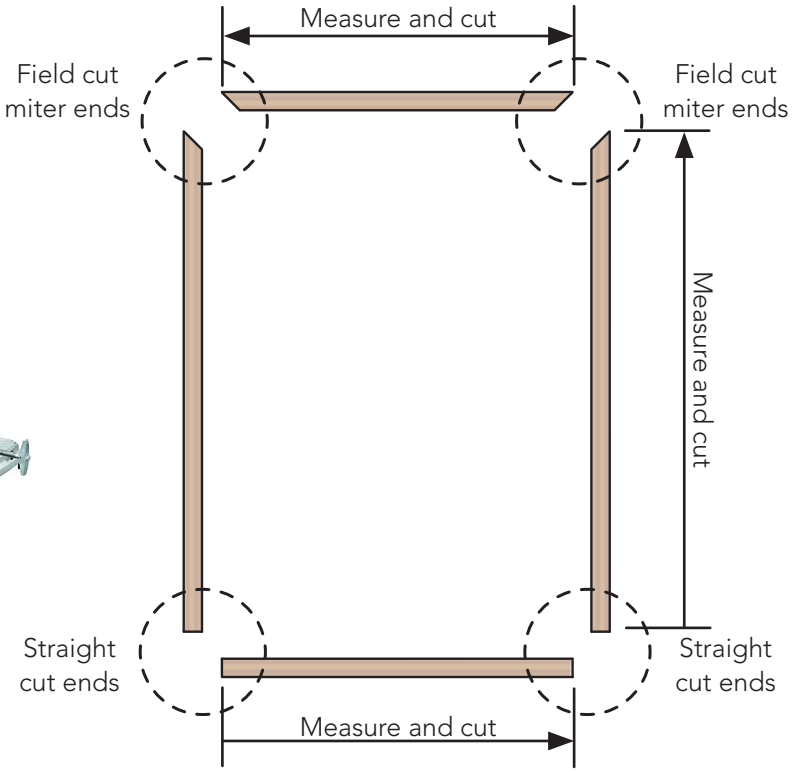
4. Slide snap on cap over the #10 x 1½" Phillips pan head screws (included) and install through the knee brace into the frame.

5. Remove temporary supports.

K. INSTALL INTERIOR WOOD TRIM *(SHIPPED LOOSE)*

INTERIOR SHOE MOLD (TRIM) FIELD CUTS





Sill Shoe Mold
with notch (rabbited)



(Figure K.1)

Interior wood trim will ship loose on any unit ordered with an unfinished interior or ordered with windows shipped loose.

1. If the bay/bow unit was ordered with an unfinished interior, stain using a high-quality stain with a polyurethane clear coat.

2. Measure and cut sill trim first (square all ends). *Sill trim is rabbited to fit over sill pan leg.* Be sure to orient properly. Straight cut end - DO NOT miter cut. Insert in place. *(Figure K.1)*

3. Measure and cut each jamb side trim. Miter cut top only, leave bottom as straight cut. Insert in place. *(Figure K.1)*

4. Measure and cut header trim. Miter cut each end. Insert in place. *(Figure K.1)*

5. Make sure each trim piece is tight to frame. Nail to secure.

TROUBLESHOOTING & TIPS

Please call Customer Support for additional installation inquiries at 1-800-669-4711.

For additional information and helpful videos, visit our Installation Support Homepage. SCAN or TAP the QR Code.

Vinyl Double-Hung Installation (Aspect & Endure)

Vinyl Casement Installation (Aspect & Endure)

Vinyl Picture Installation (Aspect & Endure)

Wood Clad Double-Hung Installation (Aeris)

Wood Clad Casement Installation (Aeris)

Wood Clad Fixed Casement Installation (Aeris)

VIDEO: Bay Bow Window Installation

Installing Exterior Veneers to Windows

Condensation, Humidity and Dew Point Temperature

Version 1.7 · 03.02.2026 · © 2026 ProVia · S-MK-30278

ProVia® THE PROFESSIONAL WAY

2150 State Route 39, Sugarcreek, OH 44681
Phone: 330.852.4711 • Fax: 877.735.2057
provia.com