



# WINDOW OPERATING INSTRUCTIONS

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## DOUBLE HUNG WINDOWS

### HOW TO CLEAN & OPERATE

Double-hung windows are built with two easy-to-clean tilting sashes. When tilting in sash to clean, sash can be heavy, so be sure to support the sash properly.

#### TO TILT THE LOWER SASH

1. Unlock the window.
2. Raise the lower sash a minimum of 3".
3. Squeeze both tilt latches toward the center of the sash, to disengage them.
4. With both hands, carefully pull the top of the lower sash in toward you to a horizontal position.
5. Support it either by resting it on a chair or having someone help you while cleaning.

#### TO TILT THE UPPER SASH

1. Lower the upper sash at least 2".
2. Squeeze both tilt latches toward the center of the sash to disengage them.
3. With both hands, carefully pull the top of the upper sash in toward you and rest it on top of the supported lower sash. The upper sash cannot be tilted-in unless the lower sash is tilted-in.

#### CLOSING THE SASH

1. Hold the top rail of the sash with both hands and push it all the way into the main frame tracks.
2. Make certain that the tilt latch buttons click in to lock the sash in place.
3. If the tilt latches are not re-engaged properly, the sash may fall inward.

## SCREEN REMOVAL & INSTALLATION

1. To remove the screen; raise the lower sash.
2. Place fingers on the bottom of the screen and raise it about three inches.
3. Grasp the bottom of the screen firmly with your hand. Push sideways from the right to left (to compress the screen springs), then push the screen out. Turn the screen sideways and bring it inside for easy cleaning.
4. To re-insert the screen, make sure the screen springs are on the left side. Pass the screen through the window.
5. Insert the screen springs into the left track.

## SLIDING WINDOWS

### HOW TO CLEAN & OPERATE

Sliding windows are built to slide from side-to-side in their own tracks. They can be removed from these tracks for cleaning.

#### TO REMOVE THE INTERIOR SASH

1. Unlock the window and open the interior sash at least 8".
2. Lift the sash up into the header of the main frame as high as it will go.
3. Pull the bottom of the sash toward you, releasing it from the frame track. Lower gently.

#### TO REMOVE THE EXTERIOR SASH

1. Open the exterior sash at least 8".
2. Lift the sash up and then pull the bottom toward you to release it from the frame track. Lower gently.

#### TO REINSERT THE SASHES

1. Replace the sashes by reversing the removal instructions listed above.