

MAGNAWELD VINYL DOUBLE-HUNG WINDOWS

OPERATING (CLEANING) INSTRUCTIONS

Double-Hung windows are designed to allow both sashes to raise, lower and tilt in for cleaning the outside surfaces of both the upper and lower sash.

To tilt the lower sash, follow these steps:

- 1) Unlock the window.
- 2) Raise the lower sash a minimum of 4" before tilting in.
- 3) Pull both tilt latches (top right/top left) of lower sash toward the center to disengage sash from master frame.
- 4) Carefully pull the sash down while keeping a horizontal plane and support the lower sash while cleaning the exterior.
- 5) When returning the lower sash to operational position, make sure both tilt latches (top right/top left) lock back in to the master frame track.

To tilt the upper sash, follow these steps:

- 1) Lower the upper sash to at least 2" above the sash stops (located in the lower outside track).
- 2) Pull both tilt latches toward the center of the sash to disengage them from the the main frame jambs.
- 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 without the lower sash being tilted in.)
- 4) To replace the sashes to the operating positions, hold the top rail of the sash with both hands and push it all the way into the main frame tracks. Make certain that the tilt latches click in to lock the sash in the main frame. If the tilt latches are not reengaged in the main frame, the sash may fall inward unexpectedly.