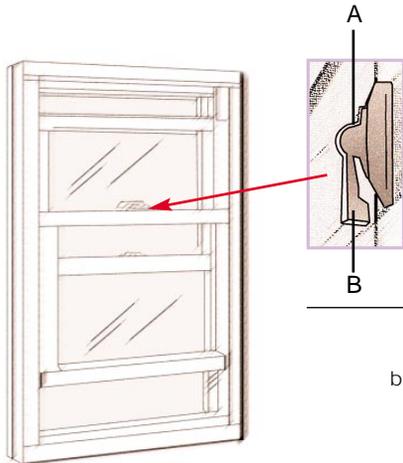


# Use, Care and Maintenance of Your New Vytex Windows

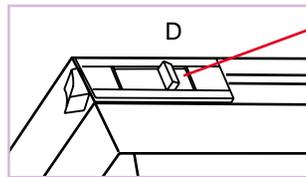
## Double Hung Windows

### HOW TO OPERATE YOUR DOUBLE HUNG

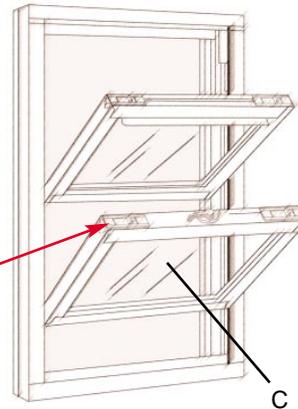


To open, simply disengage the lock (A) by pushing on the thumb lever (B). When disengaged, both sashes (C) will be free to move up or down.

The thumb button (D) is used to tilt the sash in for cleaning.



### HOW TO CLEAN YOUR DOUBLE HUNG



- To release sashes for tilt-in: Disengage lock (A)
- Raise sash to a minimum of six inches.
- With two hands, push tilt-latch button (D) toward the center of the window and pull the sash toward you. (DO NOT LET GO OF THE SASH!) The sash is now free to tilt in for cleaning. It will pivot in at the bottom and tilt in from the top. The same process applies to both sashes.

When cleaning is complete, center the sash in the frame and simply rotate the sash back to its original position. With slight pressure, the sash will snap back in place. Make sure tilt latches are engaged securely in the jams by gently pulling the sash toward you.

**NOTE: Never use excessive force when operating any part of the window.**

### HOW TO REMOVE THE SASH

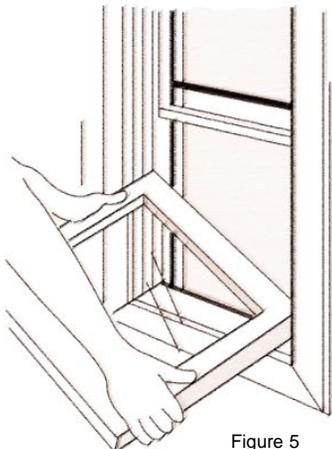


Figure 5

Each sash can be completely removed for glass replacement, balance service, or screen removal. Use caution when removing the sashes as they are heavy.

In the tilt position, raise one side of the sash (Fig. 5) until the sash pin is free of the balance lock. It will take effort because you will be overriding the balance lock. The opposite side pin can now be freed from its balance lock.

To restore the sash, reverse the procedure above. Insert the pin on the lower side, then insert the pin on the upper side and then straighten the sash into its level operating position.

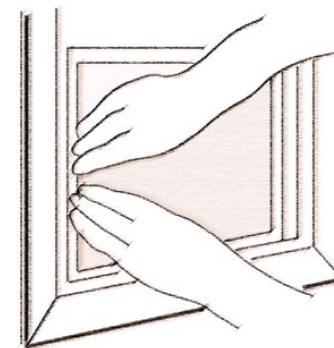
If a balance lock needs to be removed or repositioned, when the sash is removed, a flat head screwdriver can be used to operate the lock and move the balance up and down to position it for pin insertion.

**CAUTION: The balances are pre-tensioned to operate with the weight of the sash. With the sash removed, the balances will snap up if the balance lock is disengaged.**

**Make sure the lock is disengaged before removing the sash.**

**If it does snap up, place the head of a flat head screwdriver in the tilt pin hole, pull the lock down to extend the balance, and twist the screwdriver 1/4 to 1/2 turn until the balance shoe locks.**

### HOW TO REMOVE YOUR SCREEN



Each screen is fitted with a rail or tabs on one side which, when pushed to the opposite side, will compress the screen springs into the side channel and allow the screen to be removed as shown.

To re-install the screen, reverse the procedure above. Re-insert the spring side of the screen into the side channel and compress with the rail or tabs.

Once compressed, the rail or tab side of the screen will move easily in line with the opposite side channel. Releasing the rail or tabs slowly will allow the screen to slip into the opposite side channel and operate correctly. Check the operation of the screen and re-adjust as necessary.

**NOTE: Do not lean against the screen. It is for bug protection only and is not a safety barrier.**