

1. BOTTOM SASH TILT OPERATION

Unlock bottom sash by pulling up continuous anti-drift lock (Figure 1). Pull Bottom Sash upward to open at least 4". Lift up and slide away tilt latch cover (Figure 2). Use Security custodial key to open the child-proof lock (Figure 2) Caution: Only raise screw to the height whereby it can slide fully horizontally. Slide Left and Right tilt latch towards the center (Figure 3) of the sash, then tilt the bottom sash (Figure 5) inward in a flat plane. Place a chair or stool with a heavy towel where sash may rest. Be careful not to position the bottom sash in an angled plane. This will result to disengaging the pivot bar from the shoe balance, resulting the balance to malfunction.

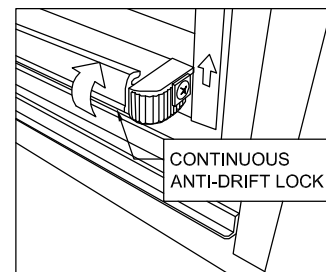


FIGURE 1

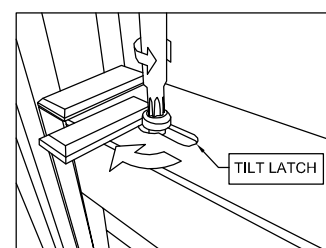


FIGURE 2

2. TOP SASH TILT OPERATION

Follow Step 1 First. Then, unlock continuous anti-drift Lock (Figure 4) and pull top sash downward to open (Figure 5). Caution: Only raise screw to the height whereby it can slide fully horizontally. Lift up and slide away tilt latch cover (Figure 2). Use Security custodial key to open the child-proof lock (Figure 2). Slide Left and Right tilt latch towards the center (Figure 3) of the sash, then tilt the top sash (Figure 6) inward in a flat plane. Place a second towel on the bottom sash that had been tilted. Be careful not to position the top sash in an angled plane. This will result to disengaging the pivot bar from the shoe balance, resulting the balance to malfunction.

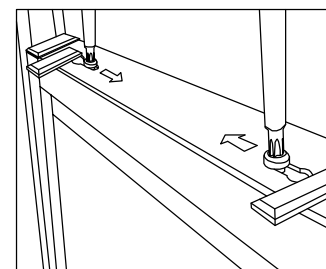


FIGURE 3

3. CLEANING

Remove any visible residue on the window frame and sashes. Use Vacuum cleaner to pickup loose debris. Inspect and clean all weep holes to ensure proper drainage. Use lukewarm water and a damp cloth. Start from the top, working your way to the bottom of the window. First clean on horizontal direction, then in vertical direction. Cloth must be frequently rinsed and clean. Use soft sponge or squeegee and scrub gently to remove tough dirt while applying water to the surface. Use a mild detergent to remove other tough stains. Dry with clean cloth.

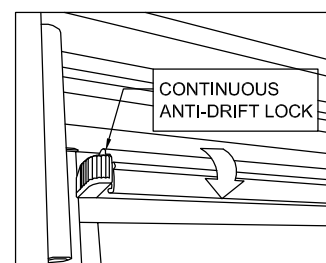


FIGURE 4

CLEANING (CONTINUATION)

Caution: Never use liquid grease removers, paint removers, chlorine bleach, acid, abrasive cleaners and any other harsh chemicals. Never use abrasive pads to clean finished surfaces. Do not use excessive abrasive rubbing to remove stubborn stains for it may damage finished surfaces. Do not clean on sun-heated surfaces, only in shaded areas, or areas not exposed to sunlight. Do not use razor sharp blades to clean glass. Do not leave masking tapes, for when sun-baked, it will be permanently attached and impossible to remove without damaging the surface.

4. SCREEN OPERATION (IF APPLICABLE)

Pull Screen Bottom pull rail upward to open and downward to close. To remove for cleaning, press sideways against the screen compressed springs into the deep pocket of screen frame and pull out screen frame and swing from the opposite side. Be careful not to bend the screen frame when compressing the springs. Release screen.

Caution: Insect screens are intended to provide insect control. They are not designed as a retaining device for children.

