



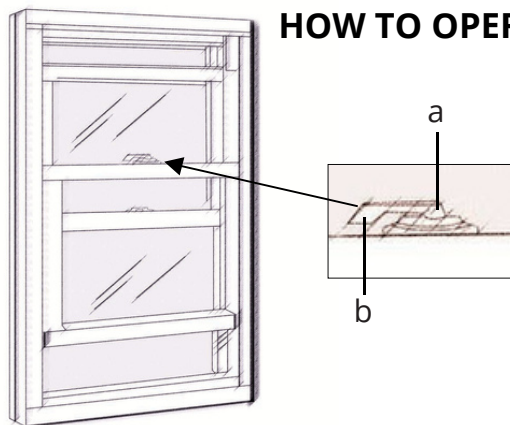
# WINDOW CARE & OPERATION

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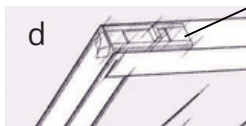
# Double Hung Windows

## 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.



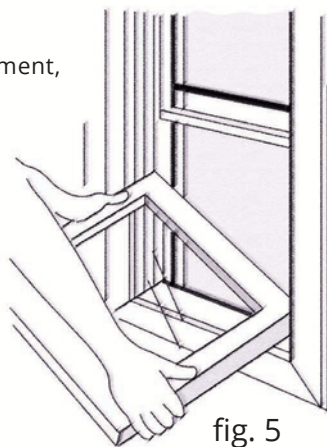
## HOW TO REMOVE THE SASH

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 above procedure. Insert the pin on the lower side, then insert the pin on the upper side. Straighten the sash into its level operating position.

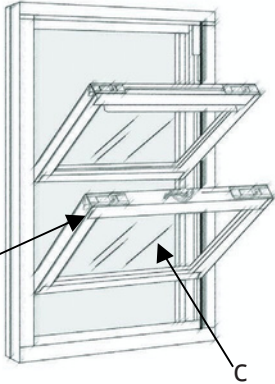
If a balance lock needs to be removed or repositioned, when the sash is removed, a flat head screwdriver can be used to operate the lock and move the balance up and down to position it for pin insertion.



**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 CLEAN YOUR DOUBLE HUNG



- A. To release sashes for tilt-in: Disengage lock (a)
- B. Raise sash to a minimum of 4 inches.
- C. 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 from the top. The same process applies to both sashes.

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

Note: Never use excessive force when operating any part of your window.

## HOW TO REMOVE YOUR SCREEN



Each screen is fitted with a rail or tabs on each 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 remove 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.

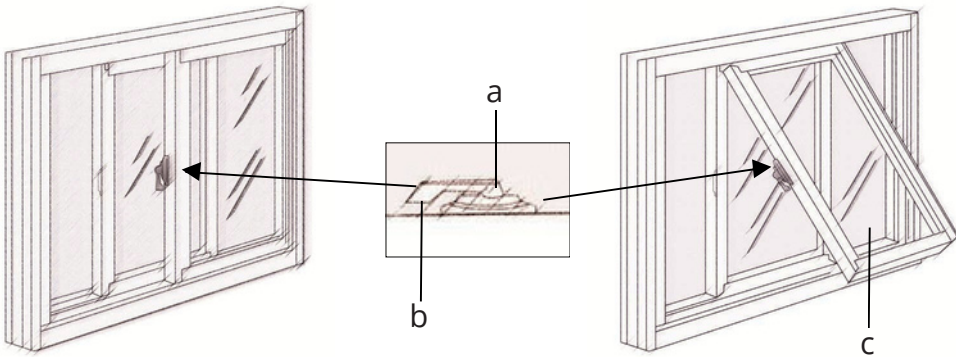
NOTE: Do not lean against the screen. It is for bug protection only and is not a safety barrier.

## MAINTENANCE Applies to all Vytex window styles

- A. Glass can be cleaned with household glass cleaners in the normal fashion. Vinyl components can be easily cleaned with non-abrasive household cleaners or soap and water.
- B. Painting is not required. The color of the Vytex window is solid through all window components.
- C. Lubrication is not required. All moving parts are self-lubricating. Rollers are made of metal for long lasting, trouble-free performance.



# Slider Windows



## HOW TO OPERATE YOUR SLIDER

To open, simply disengage the lock (a) by pushing on the thumb lever (b). When disengaged, both sashes (c) will be free to slide left or right.

## HOW TO CLEAN YOUR SLIDER

A. To remove sashes for cleaning, disengage lock (a) and slide sashes to the center of the window.

B. With two hands, lift the inside sash up into the frame and pull out at the bottom. The sash can now be removed from the frame completely for cleaning. The same process is repeated for the outside sash.

Note: The sliding window sashes are removable. They do not pivot in any way.

When cleaning is complete, replace sashes, beginning with the outside sash, by inserting the top of the sash into the top of the frame as far as possible. This will allow for enough clearance to insert the bottom of the sash into the frame. When in position, push the sash down into the lower frame to complete the process.

Note: Check the position of weather strips and locks to assure proper performance and operation of window. Never use excessive force when operating any part of the window.