



CASEMENT & AWNING OPERATING INSTRUCTIONS

1. The lock on your casement is positioned on the opposite side of the swing hinge. When the lock is up, your unit is unlocked. AWNINGS ARE THE SAME- JUST A SERIES OF 2 LOCKS- ONE ON EITHER SIDE

Unlocked

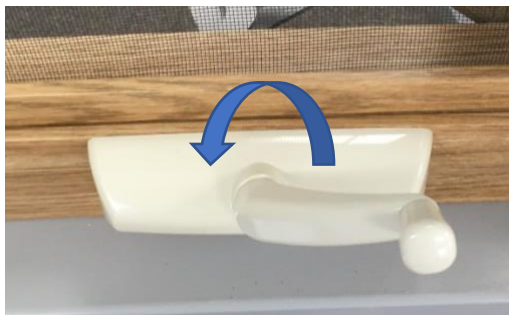


Locked



2. Once the unit is unlocked you can begin to crank it outward. Turn the handle in a counter-clockwise motion to operate the hardware and open the sash.

The casement is able to be opened to a full 90 degree angle or less.



TURN LEFT TO OPEN



TURN RIGHT TO CLOSE



You choose the angle of your open window

3. To clean the outside of your glass, you need to remove the screen (see **HOW TO REMOVE YOUR SCREEN**) and open the casement to the full 90-degree angle and stick your arm out of the gap it creates. There is no way for it to be pivoted in. If that will not work, you will need to clean it from the exterior of your home.



4. When you go to close your window, the hooks will line up with the oval holes on your frame. The lock is controlled with a tie bar that moves with the latch. When it moves, a bar rises under the hooks on the moving sash. These bars grab the hooks and bring it tight together for a tight seal. Once your window is cranked as far in as it can go, lock your window.



DOWN TO LOCK

IF YOUR UNIT HAS BLINDS

The blinds are located at the top of the glass pane. To access your blinds, you have a split screen for convenience. All you need to do to operate your blinds is twist the 3 screen wings of the top screen. Slide the blind operator to the sides to tilt your blinds. In a casement, they do not go up



and down. To fully remove screen, undo all wings. To put them back; start with the bottom screen first. Secure and then do the top one.

HOW TO REMOVE YOUR SCREEN:

The casement screen is held in by wing clips on each side of your screen. To remove your screen, twist the screen wings so they are not within the frame anymore.



Next, put your finger in the hold at the top of the screen and pull inside towards you until it releases from the screen frame.



Put the bottom of the screen back in the screen track first. After pushing the top and sides back in place, twist the wings so the paddle part is behind vinyl to secure the screen back in its place

