



ROYAL SEAL DOUBLE HUNG WINDOW OPERATING INSTRUCTIONS



STEP 1: When the locks are to the left, they are in the LOCKED position



STEP 2: To unlock, turn them all the way to the right.



STEP 3: When the window is unlocked, **RAISE THE BOTTOM SASH UP** at least 3-4 inches before tilting it in to clean.



STEP 4: Locate the thumb buttons on either side of the locks.



STEP 5: To tilt the bottom sash to clean your window, make sure you are standing directly in front of the window. To tilt: place your fingers on the thumb buttons and simply slide them in towards the center. Depressing both of them at the same time releases the top of the sash; allowing it to be tilted in.



STEP 6: Slowly tilt the top of the sash in and all the way down.



STEP 7: Bring down the top sash a few inches. There are latches at the very top about two inches from the edges. They look like this:



↑ It is okay to allow it to hang down fully tilted as the photo above shows.

You do not need to try to hold it steady while cleaning.

Keep both sides level and straight and you will have no issues.

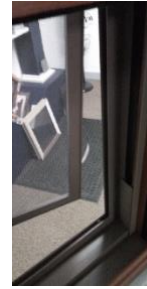
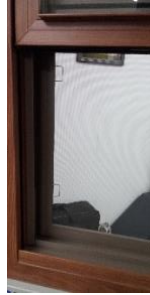
STEP 8: Still standing in front of the window, push the latches towards each other (like step 4) and slowly bring the sash forward. It is okay to let the top rest on the bottom

Step 9: Once the unit is clean, swing the top

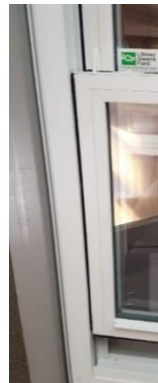
back up into place until you hear a click. **Make sure the top is pushed up and in place completely before replacing the bottom.**

STEP 10: Slowly swing up the bottom sash into its upright position where you will once again hear a click. Once it is clicked, it can be pushed down and the locks can be engaged by turning them from the right to the left. If you have them closed, you might as well lock them. This will help the vinyl “remember” the locked position and will help keep everything aligned for easier locking and unlocking through the years.

The screen: The screen fits into the exterior track that is specific for the screen. The sticker on the screen itself goes on the interior bottom screen rail. The finger holds go on the inside and the weather strip lines up with the middle locking portion of your sashes when a half screen. The springs on the side are to be compressed within the track first and then the rest of the screen will fall into place when aligned with the track. They are meant to be removed and replaced from the inside. The finger holds are on the opposite side of the springs. Pulling on the holds decompresses the screen. Once you maneuver the screen frame out of the exterior screen track it will come right out. To replace: line up springs in track first.



FOR EXTRA MEASURES: The vent latch is an added feature that deters exterior entry even when the window is open. The vent latch is found on the top sash on either side of the glass. To operate: When the window is closed, push the ribbed latch up and it will release and pop out to reveal a triangle shaped piece. With this engaged, you are free to vent your window about 2-3 inches with reduced access from outside intruders. To put it back down, push in until flat then slide latch ribs down to relock into the window sash



QUESTIONS? Comments? Concerns? Call us at 616 459-3463. Thank you for choosing Polar Seal! Check out our website where we have a video on how to put your sash (operating panel) back into your frame.