



## ROYAL SEAL HOPPER WINDOW OPERATING INSTRUCTIONS



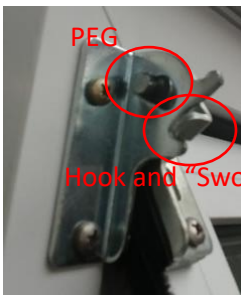
**STEP 1:** When the locks are straight, they are in the LOCKED position



**STEP 2:** To unlock, turn them all the way to the right until the handle is straight up.



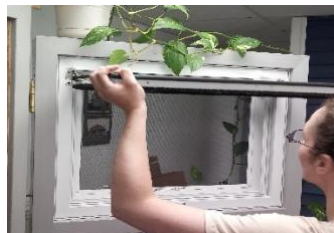
**STEP 3:** When the window is unlocked, raise the bottom towards you. Put BOTH HANDS on either side of the sash and move the hinge hook and peg where the frame and sash meet (glass portion of the window)



The peg slides back and you need to make sure the hook is secure. The bottom swoop allows it to open at a 30-degree angle. **Make sure both sides have the hardware in the same position before letting go of the sash.**

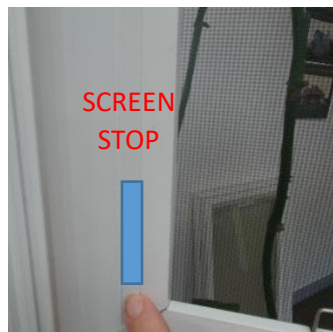


Catching the peg on the top swoop allows it to open to a 90-degree angle. To do this you will have to lift the sash all of the way up to be able to manipulate it into place. Let go once in place



**STEP 4:** To close the unit, simply reverse the process. Lift up to unhook from the hardware on both sides and slowly let the sash down to the closed position to be locked. **DO NOT LET THE SASH SLAM CLOSED PLEASE**

**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. They are meant to be removed and replaced from the inside. The finger holds are on the bottom of the screen. There is a screen track filler on the sides of the screen that hold it in place. Open your window to the full 90-degree position. Hook your fingers in the holds and slightly lift up and push out. Keep a hold of the screen. Once you maneuver the screen frame out of the exterior screen track it will come right out. **To replace:** Tilt screen outside of window. Next, line up top of screen in the exterior track. Bring in the sides up to the stop and let the bottom fall into place



**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.**