



VINYLLINE SINGLE HUNG OPERATING INSTRUCTIONS

1. To begin, unlock the window. When the locks are to the left, they are in the locked position. Simply flip them to the right to unlock.



LOCKED



UNLOCKED

2. Raise the bottom sash of the window 3-4 inches before tilting in.



FAILURE TO RAISE THE BOTTOM PRIOR TO TILTING WILL RESULT IN DAMAGING THE WINDOW!

3. To tilt in the bottom sash, slide both tilt latches towards the middle of the unit (towards the locks). This releases the latches in the frame, allowing it to tilt in.



4. After cleaning, put back up into latched position before raising and lowering the sash



5. To clean the exterior of the top glass pane, raise the bottom sash all the way up. To clean from the interior, you must remove the screen and stick your arm out of the window. (see: how to remove your screen)

USING YOUR VENT LATCH:

Vent latches allow your window to open a couple of inches to allow for air flow while deterring outside intruders or keeping small children safe inside. They are located on the top part of your window above the tilt latches.



To open:
use a fingernail under the bottom and pull it out to the open position.

To close:
push it back into the closed position with your finger.

HOW TO REMOVE YOUR SCREEN:

Your screen is equipped with spring on the top. To remove your screen; pull up on the bottom rail's finger hold to compress the top springs. This allows you to pull the bottom rail towards you allowing the rest of the screen to follow.



To replace your screen; line up the top springs with the bottom of the top sash. Push up on the screen to compress the springs and pop the bottom rail back into the screen track.

When in doubt: Call us at 616-454-1180

11/12/2020