



## ROYAL SEAL SWING IN SLIDER WINDOW OPERATING INSTRUCTIONS



STEP 1: When the locks are pointing down, they are in the LOCKED position



STEP 2: To unlock, turn them all the way pointing up, counterclockwise.



STEP 3: When the window is unlocked, **SLIDE THE RIGHT SASH TO THE LEFT** 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 slider sash in 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 (top one slides down, bottom one slides up). Depressing both of them at the same time releases the top and bottoms of the sash; allowing it to be tilted in.



**STEP 6:** Slowly tilt the sash in and all the way to the right. (Picture is mirrored)



**STEP 7:** Open up the left 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 open 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.

**QUESTIONS? Comments? Concerns? Call us at 616 459-3463. Thank you for choosing Polar Seal!**

**STEP 8:** Still standing in front of the window, move the left sash in about 4 inches and then push the latches towards each other (like step 4) and slowly bring the sash forward. There is a flexible piece of vinyl that acts as an air barrier. This piece folds in and forward when you swing in your back sash. (see next photo) You may need to fold it back up into place before reclosing the first sash.



It is okay to open both sashes at the same time

**Step 9:** Once the unit is clean, swing the left sash back up into place until you hear a click. **Make sure the left side is pushed in and in place completely before replacing the right.**

**STEP 10:** Slowly swing in the right sash into its solid position where you will once again hear a click. Once it is clicked, it can be pushed into the track and the locks can be engaged by turning them from up to down. 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. Compress the springs and align back into place



**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

