

OPERATING INSTRUCTIONS FOR CASEMENTS & AWNINGS

Casement – Will crank open to the right or left depending on the hinged positioning.

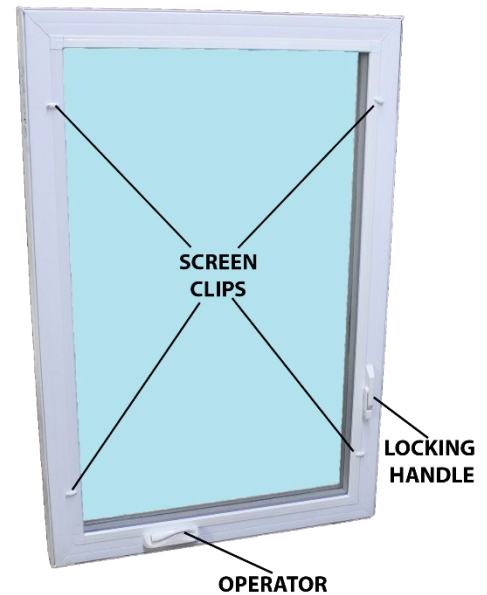
Awning – Will crank open upwards

To open the window:

1. Move the locking handle upwards to the unlocked position.
2. Crank the operator counterclockwise. When the sash is perpendicular to the frame, the window is opened to it's fullest.
 - a. It is recommended not to keep your window fully open for long durations of time, as strong winds may eventually lead to operational issues.

To close the window:

1. **Make sure the locking handle is upwards in the unlocked position.**
 - a. Closing your window with the locking handle in the downwards locked position will bend hardware and lead to operational issues.
2. Crank the operator clockwise to close the sash.
3. When the sash is fully closed, move the locking handle downwards to the unlocked position.



To remove your screen:

1. Turn all four screen clips vertical, parallel with the window. The screen will then easily lift out.
2. To place the screen back, put screen into position, then turn all four screen clips to the horizontal position facing inwards.

To disengage your Window Opening Control Device (WOCD):

1. Follow above steps to unlock and open your window.
2. When the arm of the WOCD is touching the green plastic slide stopper, rotate the yellow tab outwards.
3. Proceed by moving the green slide upwards.
4. Continue to open your window.
5. To close the window, crank the operator clockwise. Make sure the arm on the WOCD is properly aligned with the keeper before fully closing.

To clean your window:

1. Follow above steps to remove your screen
2. Follow above steps to open the window to its fullest
 - a. You will be able to access the exterior glass while window is fully open.

For additional information on cleaning your window, please see document, "Cleaning Instructions"