

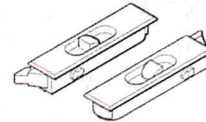
Operating Instructions for Acadia Windows

Note: Caution must be taken to handle the weight when properly tilting in sashes, removing sashes or removing screens. It is important to note that Acadia sashes use double-strength Insulated Glass Units (IGU's) which are very heavy. Proper precautions must be taken to avoid injury.

HUNG WINDOWS Double-hung windows are built with two tilting sashes. Single-hung windows are built with one bottom tilting sash and a top stationary sash. Please consult the following instructions when tilting double hung sashes:

Tilting the Lower Sash

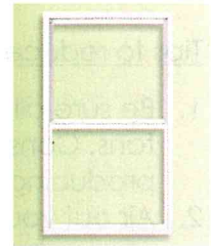
1. Unlock the window.
2. Raise the lower sash a minimum of 3".
3. To disengage the sash, squeeze both tilt latches towards the center of the sash.
4. With both hands, carefully pull the top of the lower sash toward you to a horizontal position.
5. Continue to tilt the window until it is all the way down and resting against the sill and wall.



Tilt Latches

Tilting the Upper Sash (For Double-Hung Windows only)

1. The upper sash cannot be tilted unless the lower sash is tilted in first
2. Lower the upper sash at least 2".
3. To disengage the sash, squeeze both tilt latches towards the center of the sash.
4. With both hands, carefully pull the top of the upper sash in toward you and rest it on top of the supported lower sash.



Closing the Sash

1. Holding the top rail of the sash, push it completely into the main frame tracks.
2. Make certain that the tilt latch button click into the frame which locks the sash in place.
3. If the tilt latches are no re-engaged properly, the sash could fall inward causing damage or injury.

HALF-SCREEN REMOVAL AND INSTALLATION

1. To remove the screen, fully raise the bottom sash.
2. Place fingers on the bottom of the screen and raise it.
3. Grasp the bottom of the screen firmly with your hand and push it sideways from right to left; this compresses the screen springs.
4. Push the screen away from your and turn it sideways to bring it inside.
5. To reinsert the screen, make sure the screen springs are on the left side then pass the screen through the window.
6. Insert the screen springs into the left track.
7. Slide the screen down into its original position.



Screen Spring

FULL-SCREEN REMOVAL AND INSTALLATION

1. To remove screen, fully raise the lower sash.
2. Place fingers in groove of the screen parallel with the sill.
3. Carefully lift to compress the screen springs at the top of the screen.
4. Use the tabs to grip the screen as you push the bottom of the screen away from you to the exterior.
Note: Do not lift screens with black tabs.
5. Carefully slide the top of the screen from the top screen track and angle the screen frame so it can be brought in through the open window.
6. Reverse the process to reinstall the screen.

SLIDING WINDOWS are built to slide from side-to-side in their own tracks. They can be removed from these tracks for cleaning. Reinsert the sash by reversing the instructions below.

Removing Interior Sash

1. Unlock the window and open the interior sash at least 8".
2. Lift the sash up into the top track of the frame
3. Pull the bottom of the sash toward you to release it from the frame track.



Removing Exterior Sash

1. Open the exterior sash at least 8".
2. Lift the sash up and then pull the bottom toward you to release it from the frame track. Lower Gently.

CASEMENT WINDOWS

How to Operate and Clean

1. On the vertical edge of the window, raise the lock up. Open the window by turning the crank handle clockwise. rotate the crank handle as far as possible. This creates an opening to allow for easy cleaning.
2. Remove the screen by rotating the latches on the edge of the screen until they are free from the vertical groove. The screen is now free and can be brought inside the dwelling.
3. Wash both sides of the sash from inside the dwelling
4. Reinstall the screen by rotating the latches to secure them in the vertical track.
5. Close the window by rotating the crank handle counter-clockwise. Move the lock down to lock the windows.