

Acadia Windows & Doors LLC

Basic Operating Instructions

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 and proper precautions must be taken to avoid injury.

Double Hung Windows

How to clean & operate

Double-hung windows are built with two tilting sashes. When tilting in sash to clean, **sashes are very heavy**, so be sure to support the sash properly.

To tilt the lower sash:

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

To tilt the upper sash: (the lower sash must be already tilted in and resting against the sill or wall)

1. Lower the upper sash at least 2".
2. Squeeze both tilt latches toward the center of the sash to disengage them.
3. With both hands, carefully pull the top of the upper sash in toward you and rest it on top of the supported lower sash. **The upper sash cannot be tilted-in unless the lower sash is tilted-in.**

Closing the sash

1. Hold the top rail of the sash with both hands and push it all the way into the main frame tracks.
2. Make certain that the tilt latch buttons click in to the frame which locks the sash in place.
3. If the tilt latches are not re-engaged properly, the sash will fall inward and cause damage or injury.

Half Screen removal & installation:

1. To remove the screen; fully raise the lower sash.
2. Place fingers on the bottom of the screen and raise it.

3. Grasp the bottom of the screen firmly with your hand. Push sideways from the right to left (to compress the screen springs), then push the screen out. Turn the screen sideways and bring it inside for easy cleaning.
4. To re-insert the screen, make sure the screen springs are on the left side. Pass the screen through the window.
5. Insert the screen springs into the left track.

Full Screen removal & installation:

1. To remove the screen; fully raise the lower sash.
2. Place fingers in the groove of the screen parallel with the sill. Carefully lift the screen to compress the springs at the top of the screen.
3. Use the tabs to retain the screen as you push the bottom of the screen to the exterior. **Do not lift the screen with the black tabs.**
4. 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.
5. Reverse the process to reinstall the screen. **Do not lift the screen with the black tabs.**

Sliding Windows

How to clean & operate

Sliding windows are built to slide from side-to-side in their own tracks. They can be removed from these tracks for cleaning. **The sashes are very heavy.**

To remove the interior sash:

1. Unlock the window and open the interior sash at least 8".
2. Lift the sash up into the header of the main frame as high as it will go.
3. Pull the bottom of the sash toward you, releasing it from the frame track. Lower gently.

To remove the 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.

To reinsert the sashes:

1. Replace the sashes by reversing the removal instructions listed above.

Half Screen removal & installation:

1. To remove the screen open the sash about 8".
2. Place fingers on the bottom of the screen and lift it toward the top of the window, compressing the springs at the top of the screen. .
3. Grasp the bottom of the screen firmly with your hand. Push the bottom of the screen out so it is clear of the bottom track. Turn the screen sideways and bring it inside for easy cleaning.
4. To re-insert the screen, make sure the screen springs are at the top. Pass the screen through the window.
5. Insert the screen springs into the top track.

Casement Windows

How to operate:

Release the locks on the vertical edge of the window by raising them up. Crank the window open by rotating the crank clockwise.

To close the window, rotate the crank counter clockwise. To lock the window, close the locks by lowering them.

To clean the window:

1. Unlock the window.
2. Rotate the crank clockwise **as far as possible**.
3. 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.
4. With the screen removed and the crank fully rotated, it is now possible to wash both the inside and outside of the sash from inside the dwelling.
5. Close the window by following the procedure above. Reinstall the screen and rotate the latches to secure them in the vertical track.