

Your Quick Guide on how to use PVCu Sliding Sash Windows

How to open the sashes

Step 1 - Unlock the window by turning the catch, leave the lock in the open position.



Step 5 - Using the D handle or ring pull (optional) slide down the top sash.



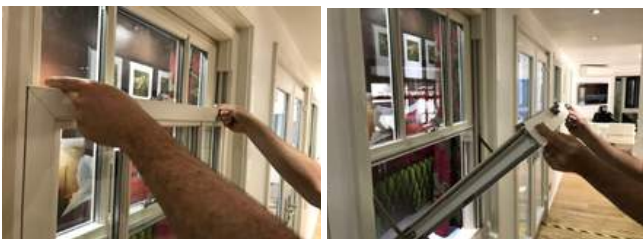
Step 2 - Slide up the bottom sash using the lift hooks. Ensure that the bottom sash clears the sill at the bottom.



Step 6 - On the top of the sash locate the tilt catches and slide both at the same time towards the middle of the sash the same way the bottom sash buttons operate.



Step 3 - To tilt the window inwards, push the tilt buttons on the top of the bottom sash. They slide towards the middle of the sash.



Step 7 - Tilt the top sash inwards.



Step 4 - Once the bottom sash is tilted you can slide the top sash downwards and tilt it in as well.

** The tilt facility should only be used for cleaning. Do not leave your windows like this for extended periods of time**



How to close the sashes

Step 1 - Push the top sash back and make sure it is located fully in the frame. You will hear a 'click' as the tilt catches engage back in to the frame.



Step 2 - Slide the top sash back up to the top of the frame.



Step 3 - Keeping the sash level, push the bottom sash back into the frame fully. You will again hear a 'click' as it engages back in to the frame.

**** YOU MUST MAKE SURE THAT YOU PUSH THE SASH ON BOTH SIDES BACK IN TO THE FRAME OTHERWISE THE SASH CAN TWIST CAUSING DAMAGE TO THE SLIDING MECHANISM****



Step 4 - Once the bottom back slide the sash down the sill.



Step 5 - Lock the window.



****Always keep the sashes level and the lock open when operating****