

BASEMENT HOPPER CLEAN AND OPERATE INSTRUCTIONS



Vinyl may be cleaned with a mild detergent or a mild abrasive for heavily soiled marks.

Window cleaner solution (none abrasive) should be used on glass surface.

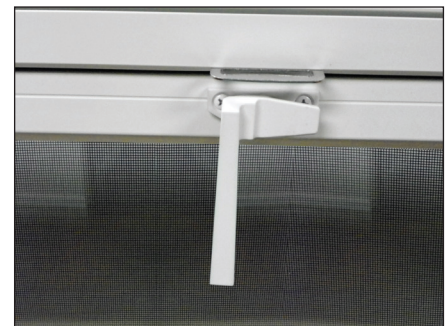
ROUTINE MAINTENANCE

Important Note: Periodically clean any debris buildup on sill. Inspect the outside of the window for any maintenance needed. If the above maintenance is not performed, water leakage may occur. In addition, failure to perform this maintenance could void your warranty.

Lock/Unlock/Clean

Vinyl may be cleaned with a mild detergent or a mild abrasive for heavily soiled marks. Window cleaner solution (none abrasive) should be used on glass surface.

1. Unlock and open Oxford Hopper by grasping operating handle and rotating position , #1.
2. Once unlocked the sash can be pulled into the room for air flow (ventilation) and/or cleaning.
3. To close and lock simply push sash back into closed position and rotate handle so lock rests in keeper, #2.



#1



#2

Sash Removal:

Do not remove sash for cleaning, (follow cleaning instructions on front). Removal is required only for replacement of glass or screen replacement.

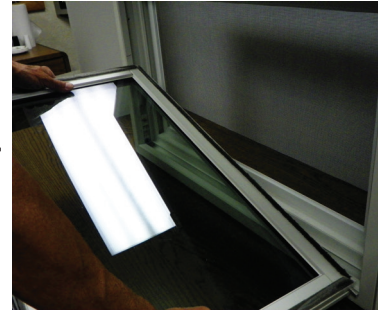


1. Follow steps 1 and 2 of lock/unlock/cleaning instructions. To remove sash for replacement remove arms that hold sash in place by using a flat screwdriver to pop arm out of retaining hardware, # 3. Repeat for other side. Lay sash flat.

#3



#4



2. Grasp sides, swing sash up to about a 45° angle, # 4 , to disengage it from locking shoe, tilt sash sideways and lift out. This will disengage the other side as well.

Screen Removal/Replacement:

3. Use flat screwdriver to pry up flat vinyl cap in front of screen, #5, set aside. Pull screen into house and replace with new screen, #6.
4. Replace flat vinyl cap into channel, #7 using pressure to snap into place. Be sure it snaps in and seals correctly.

#5



#6



#7



5. Replace sash by setting sash pin into balance shoe on left side, #8. While holding sash slide shoe and arm retainer on other side of frame about 1/3 up channel and set right sash pin in slot in shoe, # 9.
6. Push sash holding arm back into retainer block on both sides, #10 and push sash up to close window. Rotate locking arm to allow lock to rest in keeper, #11.

#8



#9



#10



#11

