



Oxford

The Educated Choice WINDOWS and DOORS

Double Hung Operate, Cleaning and Ventilation Instructions



cleaning the outside of the bottom sash.

To clean outside of top sash grasp upper sash lift rail, to push top sash

down about 6", ③. Position hands on top rail of top sash and pull inward, ④. Inside of sash can now be easily cleaned from the inside.

(All cleaning and removal operations should be performed only while holding toward the center of the sash.)



To close top sash - raise sash and push gently into jambs and slide up into head of the window frame until it meets a resistance.

To close bottom sash - Raise sash and push gently into jambs and slide down into sill section of window frame until it meets a resistance. Always return locks to the lock position to provide optimum security, ⑤.



VENTILATION

Unlock the double security latches by sliding levers to center position. Using the bottom sash lift rail raise the lower sash to desired position. To allow for ventilation. Top sash can also be lowered to allow air flow.

To lock sash in place for ventilation, pull the bottom of the vent latch out (on right side of upper sash) and raise the bottom sash until latch stops it from going further, ⑥.



CLEANING:

Vinyl may be cleaned with a mild detergent or a mild abrasive for heavily soiled marks. Never use mild abrasive on glass.

Unlock double security locks,



①, by sliding latches to the center. Raise bottom sash about 6" by using the lift rail to raise the lower sash. Release tilt latches, ②, with fingertips and pull top of bottom sash in. Lower and rest sash securely while easily



SCREEN OPENING, CLEANING, REMOVAL, AND REPLACING:

Screen material can be cleaned with a soft brush and a mild detergent.

From the inside remove screen by grasping hand to bottom left side of screen rail, ⑦, and push screen into track on opposite side using pressure to release it from the left side track.



Once screen is released you can pull it to the inside for cleaning, ⑧.

To replace screen raise the bottom sash and insert screen under the bottom sash and position the side with spring tension clips into screen rail. Apply enough pressure to get screen to insert into opposite side screen rail.



On half screen units you can lower the top sash to reach over and assist screen into the track. Once in screen track, screen can be raised or lowered. (Note: this may be harder to do with full screens depending on size of units.)

To raise or lower half screens use the screen tab located in the center of the screen to push up or down.

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SASH REMOVAL:

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

Follow steps of operation from cleaning instructions to open sash. Remove clear/white tamper proof locks ⑨, on both sides by pulling inward with finger tip pressure.

Grasp side rails, swing sash up to a 45° angle, ⑩, tilt sash sideways and lift clear. (Sash will only remove at the 45° angle.)

Repeat steps for removal of top sash.

Replace sash by reversing the above procedure. Place the sash locking pins into receiver and replace the tamper proof locks and snap securely into place.



DOUBLE HUNG ROUTINE MAINTENANCE

Important Note:



Periodically clean any debris buildup on sill, ⑪ (bottom of window frame).

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.