

## HOW TO OPERATE AN ESSENCE SERIES® DOUBLE-HUNG WINDOW

### Materials Required

None

These instructions will walk you through how to properly open, close and lock Essence Series® Double Hung windows.

1. To open the window, disengage the lock and slide open the bottom sash.



2. The sashes of Essence Series double-hung windows can tilt inward. Begin by locating the two sash tilt buttons on the lower sash.



3. Press both buttons and tilt the sash towards you.



### Safety Precautions

This activity is appropriate for individuals with an understanding of how to use simple hand tools. Remember to wear eye protection and to make sure that pets and small children are not present when performing these activities.

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4. Rotate the lower sash until it rests on the lower sill.



5. When lowering the upper sash, keep it at least six inches above the lower sash.



6. Locate the two tilt latches on the top sash.



7. Press both tilt latches and tilt the sash to the interior.



8. To close, rotate the top sash up until it is fully seated in the jamb. Push the top sash up until it is fully closed in to the head of the window.



9. Then rotate the lower sash until it is fully seated into the jamb. Once seated, push the lower sash down and inward at the same time. This will insure proper seating of the locking system.

