



**Commercial  
Double Hung Tilt window  
Model: A-150, A-200**

**Owner's Manual**

**Window Operation / Adjustment**

- A. **Tilting Sashes:** Raise bottom sash to about 3" - 5" above the sill, release tilt latches at both end of the sash with thumb, and tilt in. Lower top sash 7" - 9" and repeat. When restoring sash to vertical position, be sure that that pivot bars stay in shoes, and that sash tilt latches engage jambs.
- B. **Removing Sashes:** Tilt sash 90°, locate and loosen the pivot bar screw to slide pivot bar out of balance shoe and pull sash out of window to withdraw other pivot bar.
- C. **Replacing Pivot Bar:** Loosen screw holding pivot bar and slide out of sash rail. Slide in new pivot bar and tighten screw, after checking that groove on bar is lined up with balance shoe.
- D. **Replacing Tilt Latches:** Unscrew and remove old tilt latch from the rail, then replace with new tilt latch.
- E. **Replace Glass Unit:** Remove all screws in each sash corner, and tap rails off glass. Rewrap vinyl gasket on new glass and reassemble rails over gasket.
- F. **Adjusting Spiral Balance:** Hook balance tool (special tool only available to maintenance personnel or manufacturer) over exposed balance rod pin and pull rod out (hold firmly). Allow spiral to unwind, while counting turns. Add/deduct turns as needed, keeping spiral rod less than 2; from tube end. Do not exceed 12 turns.
- G. **Replacing Balance/Shoe:** Remove balance with screw at tube top. Remove shoe through frame notch at top or bottom of the jamb. Insert with new balance/shoe.

**Maintenance**

Your new All Seasons window will last for many years by following the below maintenance routine:

**Every Month:** Operate both top and bottom sashes several times, this keeps the balances lubricated and prevents sticking.

**Every Three Months:** Vacuum the window frame sill to remove debris, dirt or foreign matter, which may have accumulated and clogged the weep (water drainage) holes.

**Every Six Months:** Clear the product frame, sill, and jambs with a mild soap solution (do not use any other chemical solution which may cause damage to the finish of the frame) to remove any buildup of dirt, sludge, or grime, which may interfere with the balance.

**Every Year:** Tilt or remove sashes, lubricate jambs, locks, and balances with slight WD-40 (excessive lubricant may cause unwanted dirt accumulation). Inspect all weather-stripping, locks, keepers, interlocks, balance shoes, etc. for excessive wear or breakage. Contact your contractor or window dealer for replacement parts as required.

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