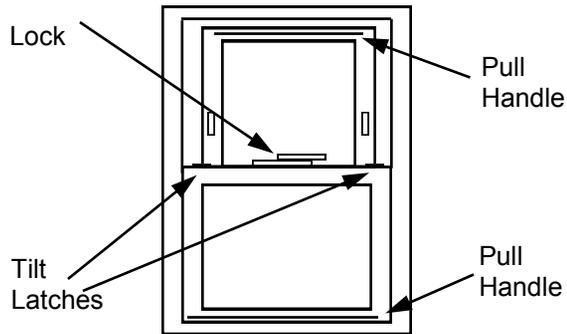


CONGRATULATIONS on your choice of EARTHWISE™ VINYL WINDOWS.

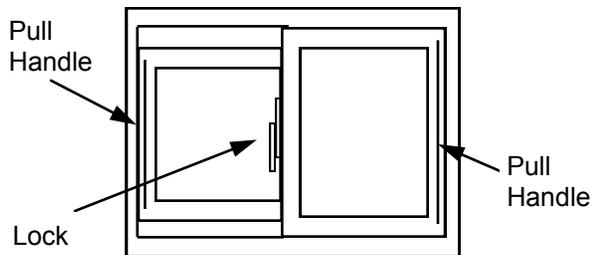
Be assured you have selected the very best in thermal windows. The EARTHWISE™ window is backed by a solid reputation for excellence in design, durability, and service. Please take a few moments to read this brochure on how to operate and maintain your new windows. You'll be amazed at the time and trouble you will save with EARTHWISE™ windows.

Operating the Double-Hung



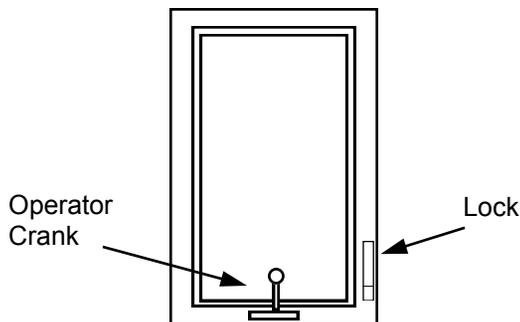
- To open the lock, rotate in a counterclockwise direction one-half turn.
- Once the lock is disengaged, raise the lower sash by lifting on the pull handle.
- To clean, make sure the lock is disengaged and the lower sash is raised at **least 2 inches**. Slide both tilt latches towards the center of the window until they stop. The sash is now ready to tilt in. The top sash operates in the same manner. (Top sash on single-hung is fixed.)
- When returning the sashes to their operating positions, the tilt latches “click” into place to hold sashes securely. Test by gently pulling the top of the sash towards you.
- To close the sashes, make sure the upper sash is pushed to the top. Push the lower sash to the bottom of its travel. Rotate the lock handle in a clockwise direction until it meets the stop on the opposite side.

Operating the Slider



- To open the lock, rotate in a counterclockwise direction one-half turn.
- Once the lock is disengaged, grasp the pull handle with both hands; one 1/3 from the top, the other 1/3 from the bottom. (This will minimize the “rocking” that can occur when operating a slider window.) Slide the sash open.
- To clean the slider, disengage the lock and slide the inside sash to the center of the window. With two hands, grasp the sides of the sash and push the inside sash up into the frame. Then pull out at the bottom. The sash can now be removed from the frame. The outside sash can also be removed from the frame for cleaning in the same way. (Outside sash on single slider is fixed.) Note that it must be slid to the opposite side of its normal position before lifting to remove.
- To close the slider, make sure the sashes are pushed to the limit of their travel left and right. Rotate the lock handle in a clockwise direction until it meets the stop on the opposite side.

Operating the Casement



- To open the lock, lift the lock handle until it stops.
- When the lock is disengaged, turn the operator crank in a counterclockwise direction if left of center. Turn the operator crank clockwise if it is right of the center.
- To clean the casement, turn the operator crank until it stops. Remove the screen. The sash should be perpendicular to the frame, allowing access to clean inside and outside.
- To close the casement, check that the lock was open as the sash was cranked shut and that the sash is cranked in as far as the operator will allow. Depress the lock handle until it stops.

Condensation

The glass in your new window does not cause condensation, but it does prevent natural moisture in your home from escaping outside.

Any improvements you have made to make your home “tighter” (e.g., proper insulation, thermal windows) actually keep more moisture on the inside. Glass is one of the most obvious surfaces where this moisture appears. It also may be accumulating on hidden surfaces such as in between walls and in the insulation in your attic.

It is interesting to note that average household activity by a family of four can add as much as 3 gallons of moisture to the air in your home in a week.

Here are a few suggestions for alleviating condensation if it is particularly noticeable:

- Use ventilating fans in kitchen, bath and laundry room.
- Air out your house a few minutes each day by partially opening a few windows.
- If your furnace has a humidifier make sure it is properly adjusted.
- Be sure vents in attic or basement crawl spaces are open and they are large enough.

Maintenance

Glass may be cleaned with any standard glass cleaner. Vinyl may be cleaned with non-abrasive household cleaners or a mild solvent. Care should be taken to “test” clean a small unexposed area before applying solvent to the main portion of the window.

Some dirt or debris may accumulate along the fins that seal the vinyl to the glass. This is a natural weathering effect and occurs because there must be allowances for expansion and contraction of the vinyl and glass.

Operating parts are either pre-lubricated or self-lubricating. They should require no further lubrication.



www.RJT-Industries.com
Solid Vinyl Windows
by
RJT INDUSTRIES, INC.
Woodbridge / Richmond
Virginia



earthwise
WINDOWS & DOORS

MAINTENANCE and OPERATING INSTRUCTIONS