

**HANDLING GUIDELINES**

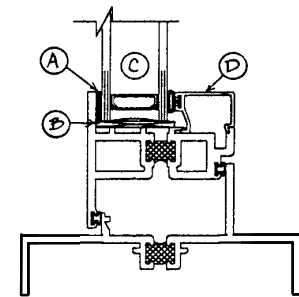
**CASEMENT INSWING**

**Window Installation**

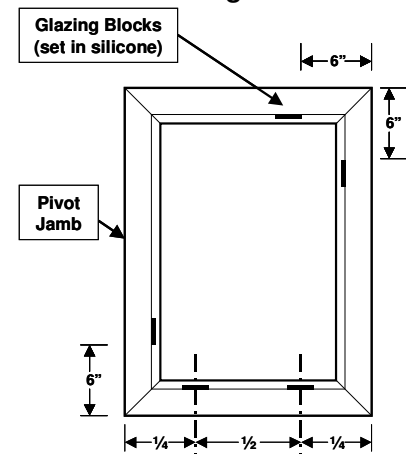
- Windows shall be installed square, plumb, and level without binding.
- Insulation should be inserted between the window and the opening.
- Refer to the approved shop drawings for blocking, anchor, and sealant details.
- Refer to sealant manufacturer's guidelines for sealant selection and application.
- The vent operating force shall be field adjusted after the window installation with the slotted adjustment screw on the black shoe in the hinge track.
- Drip caps shall be field-applied and field-sealed.
- Casement windows shall be blocked and secured with screws to construction on the hinge jamb.
- Verify that the weep hole covers are working properly and not covered with sealant.
- Optional internal blinds are factory-applied in the "up" position, to be lowered in the field.
- Optional screens are provided separately from the windows for field application onto windows.

**Operation/Reglazing**

- **To Open:** Rotate the handle towards window center until parallel to floor, and open vent.
- **To Close:** Swing vent to "closed" position. Rotate handle to vertical "down" position.
- **To Release Optional Limit Arm:** Insert special release key. (Limit arm must be re-engaged to avoid vent damage.)
- **To Replace Hardware:** Remove mounting screws. Vent must be supported to avoid damage.
- **To Reglaze:** (See **Figure #1**)
  1. Clean glazing area and apply glazing tape (A).
  2. Place glazing blocks (B). (See **Figure #2** for spacing.)
  3. Position 1" insulating glass (C).
  4. Install glazing beads with gasket already inserted in them (D).



**Figure #1**



**Figure #2**

**Maintenance**

Your new TRACO window will last for many years with a minimum of maintenance and routine care when this schedule is followed:

- **Every Month:** Operate the vents several times to keep the hinges lubricated and prevents sticking. Inspect for broken or missing hardware and weatherstripping.
- **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) slots.
- **Every Six Months:** Clean the window frame, sill, and jambs with a mild soap solution to remove any buildup of dirt, sludge, or grime, which may interfere with the hinges.
- **Once Per Year:** Lubricate the hinges and locking mechanisms with lubricant. Operate several cycles to work lubricant into hardware and ease operation. Check weatherstripping and gaskets. Replace loose or missing parts. Inspect all operating hardware for excessive wear or breakage.

Contact your nearest TRACO dealer for replacement parts as required.