SIDEY

Helpful videos on how to operate various window styles can be found online at:
WWW.SIDEY.CO.UK Just click on: 'ABOUT US' - 'RESOURCES' - KNOWLEDGE BASE

OPERATING and MAINTENANCE GUIDE

GLASS

Heavy external grime should be removed with a solution of soap and water or any proprietary household glass cleaner may be used with a clean soft cloth. Please note that the glass used in most double/triple glazed units is easily scratched and it is recommended that hand jewellery is removed prior to cleaning and that cloths are free from grit, dirt and dust.
Warm soapy water, moderately applied with a cloth, will prove an adequate cleaning method.

HARDWARE & IRONMONGERY

For continued protection clean all external hardware/ironmongery at least once a month by wiping it with a clean cloth soaked in warm water and mild detergent. Handles require only a wipe when the frame is cleaned, oil or light grease should be applied to mechanisms and keeps once a year.

PVCU FRAMES

PVCu frames require no maintenance other than cleaning. Using warm soapy water moderately applied with a cloth will prove an adequate cleaning method. If frame is foiled then clean regularly as you would to PVCu frames, with a soap and water or glass cleaner for windows (without spirit) diluted with water at least every three months in areas of heavy industry or every six months in rural locations Dirt is unable to settle on the smooth surface of the film which therefore can be removed very easily. No further care is necessary. Periodically, where accessible, clear drainage holes that can normally be seen when you open the windows.

COMPOSITE & PVCU DOORS

Composite and PVCu doors should be cleaned regularly, at least once a month, however this will depend upon the door's location and exposure to dirt. Specially formulated door wipes are recommended however the door surface can be washed with warm soapy water (washing up liquid is suitable) and wiped dry with a soft cloth.

- X **DO NOT** use abrasive cleaners or scouring pads on the surface of the door.
- X **DO NOT** use any type of bleach, solvent (eg white spirit, methylated spirit, cellulose thinners or acetone/nail varnish remover) or adhesives of any kind.
- X **DO NOT** use high pressure steam cleaners.
- X **DO NOT** use excessively long key chains, please try and avoid contact with these and any other sharp objects you may be carrying.

When the door is closed, always ensure top and bottom locking points are engaged to assist in the reduction of thermal movement.

SECURITY

General prevention is better than cure and products have been designed with security features to protect against intrusion. A number of sensible precautions are to be recommended in order to take full advantage of the security features available with the products.

1. **NEVER** leave a window or door open, even when your property is unoccupied. Please be aware that **when restrictors and secondary opening positions are used on windows they do not make the products secure, they are only secure when they are fully closed.**
2. **LOCK** all windows if lockable handles used or close handles when property is unoccupied. Windows designed for means of escape should not have lockable handles.
3. **LOCK** all doors when property is unoccupied.
4. To provide additional means of escape in event of an emergency, it is recommended that any keys are located adjacent to the product **but out of external view**.

OPERATING INSTRUCTIONS



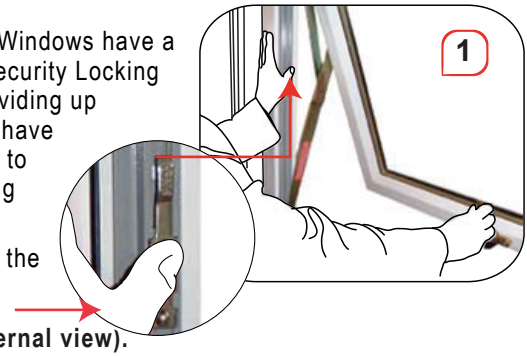
REVERSIBLE WINDOWS

PVCu Reversible Windows are designed for easy cleaning from the inside of your home. They are fitted with espagnolette and shootbolt locking mechanisms which provide a “night vent” position, **however please note that it is not advisable to leave your window in this position when you are not at home. When restrictors and secondary opening positions are used on windows they do not make the products secure, they are only secure when they are fully closed.**

The PN Uni hinge system allows the window to turn inside out without protruding into the room, allowing safe and easy cleaning of the outside pane. There is no need to move ornaments, curtains or blinds as they are not affected during this operation.

PVCu Reversible Windows have a Roto Twin Cam Security Locking System (TSL) which offers greater security by providing up to eight locking points per window and the hinges have an inbuilt child restriction system. Twin seals help to reduce noise transmission and enhance weathering performance.

When reversing the window you must first release the safety catch, as shown here (internal view). 1



Please see below for operation guidelines (external view).

The window can rest in the first, narrow opening ventilation position as shown above in figure should you wish to ventilate your room. **However, in order to keep your home secure, please do not leave your window in this position if you intend to be out of your home.**

Once the safety catch is released, as shown in figure 1 above, your window can be reversed as shown in figures 2 3 4 below. The window is restricted once in position 4 for safety when cleaning.







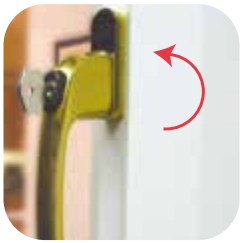
OPERATING INSTRUCTIONS

CASEMENT WINDOWS



PVCu Casement Windows are made up of a combination of fixed panes, top opening and side opening casements and are fitted with a high security locking mechanism. They do not protrude into the room even when being opened, so curtains and blinds are not affected during operation. These windows also have a facility to lock in a narrow opening position to allow for ventilation, **however please note that it is not advisable to leave your window in this position when you are not at home. When restrictors and secondary opening positions are used on windows they do not make the products secure, they are only secure when they are fully closed.** Please see below for operating guidelines (*internal view, right hand locking option*).

TO OPEN



Turn the key anti-clockwise to unlock...



...depress the push button.....



...and turn the handle (up) clockwise until it is in a horizontal position.

TO CLOSE



Pull the window shut...



...then turn the handle (down) anti-clockwise until it is in a horizontal position.



Turn the key clockwise to lock.

OPERATING INSTRUCTIONS

PVCU TILT & TURN WINDOWS

PVCu Tilt & Turn Windows are designed to tilt inwards on bottom hinges to allow child-safe ventilation and to open fully inwards on side hinges to allow full access to the outer pane for cleaning. These two methods of opening are operated by the same handle ensuring ease of use. Tilt & Turn Windows are fitted with Roto Tilt & Turn secure gearing and centre lock.

To operate the window, the handle must be placed in one of three positions; **'Closed'**, **'Tilt'** or **'Turn'**. The operation sequence commences with the window in the **'Closed'** position (*handle vertically downwards*)

1. Depress the button on the handle or if fitted, turn the key to unlock.
2. To select 'Tilt', rotate the handle through 90°, from vertically downwards to horizontal and pull the window handle towards you. Thus, the window tilts inwards to allow ventilation.
3. To select 'Turn' from the 'Tilt' mode, close the window and rotate the handle from its horizontal position through 180° vertically upwards.
4. Pull the window handle towards you to open inwards.

TO TILT - FOLLOW STEPS 1 2



Hold onto the handle and turn it clockwise...



...until it is in a horizontal position...



...then pull the handle towards you to tilt the window.

TO OPEN/TURN - FOLLOW STEPS 3 4



The handle should be down when the window is closed...



...turn it clockwise until it is in a vertical position...



...then pull the handle towards you to open.

The same method should be used when selecting 'Turn' from the 'Closed' position, rotate the handle through 180° from vertically downwards to vertically upwards and pull the window inwards. **Please note when restrictors and secondary opening positions are used on windows they do not make the products secure, they are only secure when they are fully closed.**

OPERATING INSTRUCTIONS

PVCU VERTICAL SLIDING WINDOWS

Sidey's Vertical Sliding windows are designed for a traditional look with all the benefits of modern technology. They slide up and down for ventilation and tilt inwards for ease of cleaning.

TO OPEN BOTTOM SASH



Unlock the Cam Catch



Hold on to
both Scroll Handles



Slide the bottom sash up
to the required position

TO OPEN TOP SASH



Slide the bottom sash
up to the required
position (as shown above)



Pull the top sash down
to the required position using
the Pole Eye

If your new Vertical Sliding / Sash & Case Windows have not been fitted with a pole eye, pull down or push up using the sash itself.

IMPORTANT If your windows have been fitted with Georgian Bars, these are for decoration only and should never be used as a means of opening or closing the windows.

TO TILT



Raise the bottom sash
approximately 4 inches



Pull both Tilt Operating
Buttons inward towards
the Cam Catch



Pull the bottom Sash
towards you until it rests
on its Restrictor



Repeat the same
process for tilting
the top sash

TO CLOSE BOTH SASHES

Carry out the same operation in reverse, but hold the 'Tilt Operating Buttons' in before closing the sash against the frame. If the 'Tilt Operating Buttons' are not held in the retracted position, the frame could be permanantly damaged. IT IS RECOMMENDED THAT THE 'CAM CATCHES' ARE ALWAYS LOCKED WHEN THE WINDOW IS CLOSED - CLOSE ALL WINDOWS WHEN NOT OCCUPIED

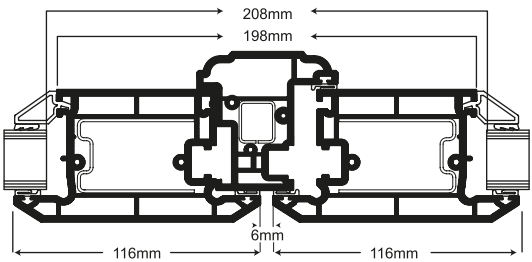
OPERATING INSTRUCTIONS

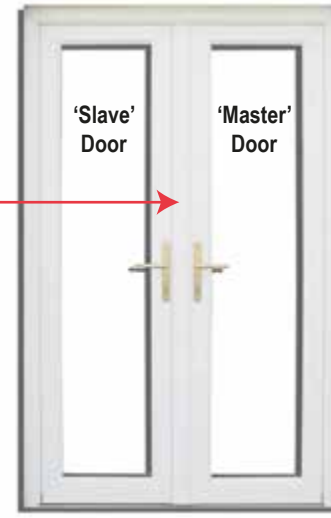
FRENCH DOORS

French Doorsets are made up of a 'Master' door that houses the secure locking system and a 'Slave' door that can only be opened once the 'master' door has been opened. Suitable for inward or outward opening applications, with left or right hand 'master' door options and tested to PAS 23, PAS 24 and Secured by Design.

The sculpted french door overlap, detailed below, includes standard euro groove.

FRENCH DOOR SCULPTED OVERLAP





INTERNAL VIEW RIGHT HAND
'MASTER' DOOR OPTION
(Outward Opening)

'MASTER' DOOR



To Lock your door lift the handle up and turn the key clockwise.



To unlock your door turn the key anti-clockwise and push handle down.

'SLAVE' DOOR



To secure, lift the handle up.



To release, push the handle down.

Please note - On NON-Auto engage locks (AV2) always lift the door handle up to engage the lock tongues, even when the door is unlocked.

OPERATING INSTRUCTIONS



PATIO DOORS

PVCu Inline Patio Doors are made up of a combination of a fixed internal panel and a sliding external panel. The Tandem Rollers and Fullex locking system provides excellent security. The glazed panels also offer good insulation.

Please see below for operating guidelines (internal view, left hand locking option).

Please note the images used are for illustrative purposes only and the colour of your handle may differ, however the operation of the handle remains the same.



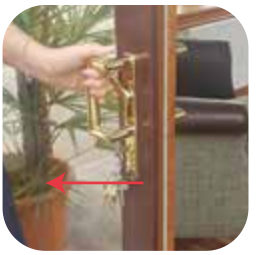
TO OPEN



Turn the key anti-clockwise to unlock...



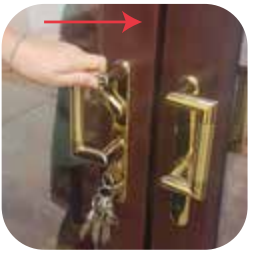
...then lift lever up...



...and slide the door open.



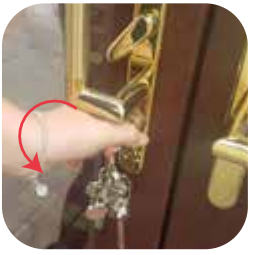
TO CLOSE



Push the sliding door closed...



...then push the lever down..



...and turn the key clockwise to lock.

Please Note - For opposite handed doors the clockwise and anti-clockwise locking operations will be reversed.

OPERATING INSTRUCTIONS







COMPOSITE & PVCU DOORS

Providing high security, style, thermal efficiency, manufactured with a reinforced PVCu outerframe.

Robust and stylish, the doors are fitted with quality, secure locking and tested to the highest of standards

All Composite, PVCu and Timber doors experience thermal movement, and if fitted with a 'Non-Auto Engage lock' you minimise this by pulling the handle up every time you shut the door.

EXTERNAL VIEW - NON AUTO LOCK



To Lock your door, lift the handle up and turn key clockwise.

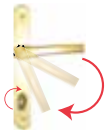


To Unlock your door, turn key anti-clockwise and push handle down

INTERNAL VIEW - NON AUTO LOCK



To Lock your door, lift the handle up and turn the key or thumb turn anti-clockwise.



To Unlock your door, turn the key or thumbturn clockwise and push the handle down

NB. For opposite handed doors the clockwise and anti-clockwise operations described above will be reversed.

If fitted with a Auto Engage Lock the above is not required as it locks in place automatically as soon as the door is closed. Minimal effort is required when you need to 'Deadlock' the door, just turn the key or thumbturn.

When closing the door, two solid anti-pushback hooks automatically operate to achieve instant security.

OPERATING INSTRUCTIONS

Inside View



AUTO ENGAGE LOCKING (AV2)

Providing high security, style, thermal efficiency, manufactured with a reinforced PVCu outerframe. Robust and stylish, Sidey doors are fitted with quality, secure locking and tested to the highest of standards.

Fitted with a **Sidey Auto Engage locking system** means the door hooks and central latch engage automatically as soon as the door is closed. Minimal effort is also required when you need to'Deadlock' the door, just turn the key or thumbturn - no need to lift the handle!





To close the door just 'push shut' (It is not necessary to lift the handle as the hooks engange automatically).

To fully secure the door, turn the thumbturn inside or key outside. This engages an additional deadbolt and prevents the hooks being retracted from the outside.

From the inside, to open the door, turn the thumbturn if locked and pull the handle down. This retracts the locking hooks and the sprung latch.

To close the door from the outside, pull it closed, the hooks will automatically engage. Turn the key to securely lock the door.

To open from the outside, turn the key and lower the lever handle to open the door.

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USEFUL CONTACTS

NAME	TELEPHONE	EMAIL

Cleaning Tips

Remove stubborn marks and stains

DIRT / MARKS	Gently scrape off and rub dry	Gently wipe off with a dry cloth	Wash off with water	Wash off with water and non-abrasive cleaning agent	Use chemical cleaner or polishing agent
ALUMINIUM MARKS				■	
BITUMEN					■
PENCIL				■	
EMULSION PAINT	■				
FELT TIP PEN				■	
BALL POINT PEN			■		
ORGANIC GREASE				■	
INORGANIC GREASE				■	
PLASTER / CEMENT			■		
RUBBER				■	
HEATING OIL					■
WOOD STAIN			■		
WOOD IMPREGNATOR					■
LIME / MORTAR			■		
PUTTY / GLUE					■
LINSEED OIL PUTTY	■				
CELLULOSE PAINT	■				
OIL CRAYON				■	
OIL PAINT					■
RUST					■
SOOT				■	
SLATE CHALK					■
BLACKBOARD CHALK		■			
WAX / CANDLE WAX					■
WAX CRAYON					■

NB Never use sharp implements to scrape off mortar, cement, paint, etc.