

# Pepys Street RTM Company Limited

## How to Operate your Sliding Door



Figure 1

### Stage 1

With the handle facing down, as shown in figure 1, the door is closed and secure.

To open the door, pull the handle to the horizontal position as shown in figure 2.



Figure 2

### Stage 2

With the handle in the horizontal position, as shown in figure 2, the door is tilted open but still secure.

To open and release the door, push the handle up 45 degrees as shown in figure 3.



Figure 3

### Stage 3

The door can now be slid along to the desired opening position.



Figure 4

### Stage 4

To close the door, the handle **must** be in the horizontal position as shown in figure 4.

Gently push in the bottom of the door for it to engage and then pull the handle down as shown in figure 1 to close and secure the door.

## How to Operate your Windows

The window has two opening positions as follows:

1. Tilted forward on the bottom hinge
2. Fully open inwards on the side hinge



Figure 1

### To lock your window closed

- Push the window closed and then turn the handle to the downward position as shown in figure 1.



Figure 2

### To tilt your window forward

- Ensure the window is fully closed and the handle is in the downward position as shown in figure 1.
- Turn the handle to the horizontal position as shown in figure 2 and gently pull the window forward.



Figure 3

### To fully open your window inwards

- Ensure the window is fully closed and the handle is in the downward position as shown in figure 1.
- Turn the handle to the vertical position as shown in figure 3 and gently pull the window open.

### Important:

Always ensure that your window is in the closed position **before** changing how it opens.