# BLOCK & TACKLE BALANCES
## REPLACEMENT INSTRUCTIONS

### TOOLS NEEDED

- Phillips Screwdriver
- Flat Head Screwdriver
- Protective Eyewear

### REMOVE OPERATING SASH

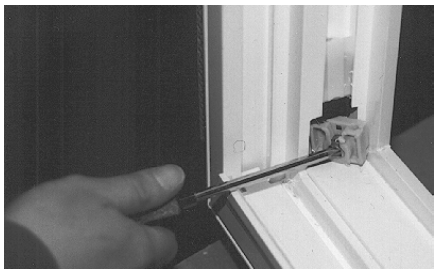
1) Tilt sash to 90° as if you were cleaning the glass. Making sure the unit is 90°, lift one side up out of it's balance shoe and then lift the other side out of it's balance shoe. If changing balances on a Double Hung unit, repeat this procedure for the exterior sash.

2) Remove the sash stops (the clips that prevent the sash from opening too much) by prying them out with a flat head screwdriver. Replacements sash stops have been provided as removing them will probably damage the clips.

### REMOVAL OF CONSTANT FORCE BALANCE SYSTEM

1) Insert a screwdriver into the U-shaped receptacle in the balance shoe. By turning that receptacle 90°, you'll unlock the balance shoe and allow it to be brought up into contact with the coil retainer. CAUTION: Coil is heavily spring loaded.

2) Using a phillips screwdriver, remove the screw in the coil retainer housing. This will enable the balance system to be moved to the opening created when the sash stops were removed. Pry the old balance system out piece by piece. Repeat this procedure for all balances.



### INSERTION OF INVERTED BLOCK & TACKLE BALANCES

1.) Facing the frame hold the inverted balance with the 90 degree clip towards you and the light blue plastic piece away from you and facing up.

2.) Turn the inverted balance 90° (right or left) and put into balance cavity of frame. Rotate the inverted balance 90° the opposite direction turned previously and tip balance up 90° into frame balance cavity.

3.) Using the existing screw locate the inverted balance with the clip attached to the balance string at the top of the inverted balance. Use the existing screw hole available. Repeat this step for opposite jamb of unit.

4.) Using the flat screwdriver pull the inverted balance down to the desired level for re-installing sash and turn the clutch shoe pivot bar locking point 90° so open portion of casting points upward to allow for pivot pin installation. Repeat this step on opposite jamb of unit. Note: for ease of sash installation you will not want the balances to be even and locate one approximately 3" above the other.

5.) To re-install the sash place the pivot bar in the inverted balance with the higher balance first and tip the sash down to install remaining pivot bar. Once both pivot bars are installed tilt sash to frame and verify tilt latches are secure. Verify correct operation of sash and look for both pivot bars being correctly located in balance system.