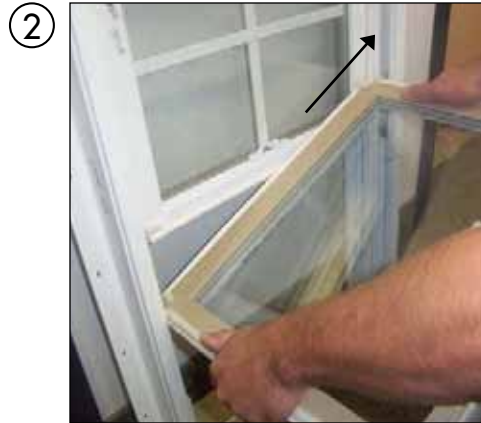


REMOVAL OF SASH AND BLOCK AND TACKLE BALANCE (for windows purchased between March 18, 2002 and June 3rd, 2007)



① To remove a sash, raise the bottom sash up at least an inch above the sill. Using the tilt latches at the top corners, push the latches toward the center and pull the sash towards you.



② Lift the sash higher on one side to offset. You will now be able to disengage the pivot pins from the block and tackle balances and remove the sash.



③ The window is now in a position to remove the block and tackle balance.



④ Using a regular slotted screw driver, turn the metal cam in the balance shoe towards the direction of the arrow. This will cause the pressure to be relieved and the balance to return to the start position.



⑤ Depending on the date of purchase, a screw will have to be removed, or the top of the balance "unhooked" from the frame.

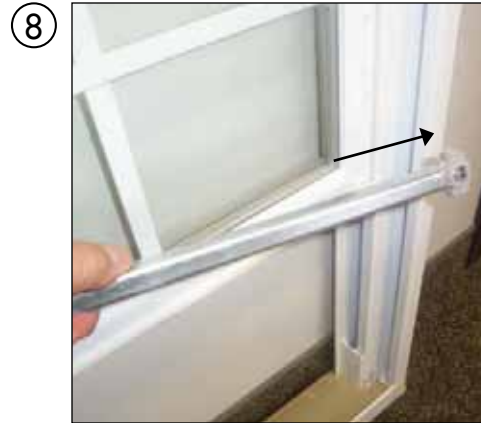


⑥ Pull the balance down so that it is now close to a 90 degree position.

REMOVAL OF SASH AND BLOCK AND TACKLE BALANCE (for windows purchased between March 18, 2002 and June 3rd, 2007)



You are now ready to twist the balance towards the arrow.



The balance can now be removed.

To install a balance just follow the steps in reverse.

To re-install the sash just reverse the first two steps.

NOTE: All balances will have a number and letter (Ex.: 24C) stamped to the metal sleeve. This number will determine the balance strength to operate the top and bottom sash.