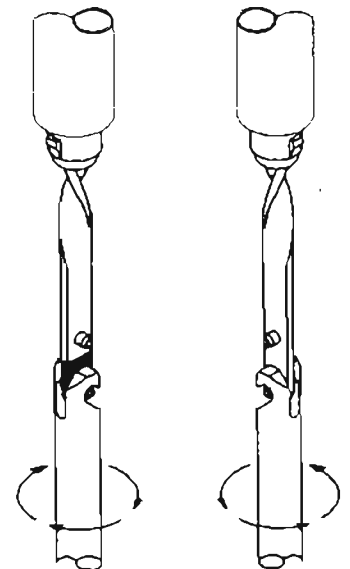


## BALANCE IDENTIFICATION

### Balance removal and installation procedures.

1. Locate the balance shoe.
2. Insert balance tool on lowest set of pins. Pull down then out.
3. Slowly let the balance unwind
4. Remove the screw located under the sash stop at the top of the balance.
5. Fasten the new balance with the screw at the top, careful not to over tighten!
6. With the balance tool place about 5 full turns of pressure on the balance. Make sure you have the same amount of turns on each balance. You will have to unwind then rewind the other balance if only changing one side.
7. Reseat into the balance shoe making sure that it is completely in place before letting go.
8. Tilt the sash back into place. Test the sash by raising it to a fully open position. If the sash stays open you are finished. If the sash slowly falls you will need to place more turns on the balance. Add 1 turn to both balances until the sash is supported in a full open position. If the sash opens almost by itself and is very hard to close you have too many turns. You will have to take turns off each balance until the sash operates correctly.



LEFT HAND  
BALANCE  
(RED ROD END)

RIGHT HAND  
BALANCE  
(PLAIN ROD END)

TENSION  
COUNTER  
CLOCKWISE

TENSION  
CLOCKWISE

