

NORWOOD

NEVER ORDINARY

Change a block & tackle balance and a vinyl liner on a double hung (150 Series)

- Open bottom sash approx. 4"
- Tilt it at 90°
- Take out sash by removing pin from plastic shoe
- Remove top sash by following previous steps
- Remove the screen
- With a flat screw driver release the brake of the shoe by turning the steel pivot cap in the shoe ¼ turn, if balance is attached be careful that it does not spring up.
- From the bottom remove the vinyl liner, grab it on the outer edge and pull it toward the inside of the frame until it comes out of the jamb liner, then continue toward the top.
- Slide out the old balance and replace it with the new one.
- Reinstall the liner, from the top squeeze vinyl liner so it will fit in both jamb liner, then push on center of vinyl liner so it will go pass the head stop, then continue toward the bottom.
- With a flat screw driver bring down the shoe even on both sides then turn the steel pivot cap until the slot in the balance shoe is open toward top.
- Install the screen
- Install both sashes

IMPORTANT: Make sure pins are completely in steel pivot cap before tilting sash in place.