

**Changing a Block & Tackle balance in a Double Hung**

1. Open bottom sash approx. 4"
2. Tilt sash at 90°
3. Take off sash by removing pin from plastic shoe.  
**NOTE:** If frame is shim to tight you might have a problem to take out the pin. In that case unscrew the pin from under the sash
4. Remove top sash by following step 1,2 and 3.
5. With a flat screw driver release the brake of the shoe by turning the steel pivot cap in the shoe ¼ turn, this will lift your shoe against the restricting screw in the plastic pan.
6. Reapply the brake by turning the steel pivot cap ¼ turn.
7. With the crank handle remove the pin from the shoe.  
Hold handle carefully because balance is going to unwind.
8. Remove old balance by unscrewing it in the top of your frame.
9. Screw all block & tackle balances in place  
**IMPORTANT:** Make sure balances are not screwed in too tight. If so the bottom of the balance is going to pop out and the tilt latch is going to rub hard, making the operating noisy.
10. With a crank handle hook the clip tied to the end of the rope in the plastic shoe.
11. With a flat screw driver release the brake of the shoe by turning it ¼ turn and bring it down even on both side approx. 8" from the sill and reapply the brake.
12. Re install both sash "top one first"  
**IMPORTANT:** Make sure pin is completely in steel pivot cap before tilting sash in place. If not brake will stay on and shoe will rub hard in the pan.