

Balance shoe replacement for 1 piece pan

1-Remove the bottom sash

- Lift the bottom sash up about 5"
- Pull the two sash locks (one on each side of the top rail of the sash) toward the center. Gently pull the sash inward to tilt.
- To remove the sash tilt the sash down to a 90° angle (this will lock the sash shoes in place) and slowly lift one corner up and away from the sash shoe, then pull the opposite corner out of its sash shoe.

2-Remove the balance shoe.

- Using a flat top screwdriver turn the balance shoe cam 90° to the unlocked position.
- Hold the screwdriver firmly in the balance shoe cam and let the shoe rise until it stops at the limit screws.
- Unhook the balance from the balance shoe.
- Slide the balance shoe down to the sill and remove through the slot at the bottom.

3-Installing new balance shoe.

- Place the balance shoe in the slot at the bottom of the jamb.
- Slide the balance shoe to the top and lock into place below the limit screw.
- Connect the balance cord to the balance shoe
- Using a flat top screwdriver turn the balance shoe cam 90° to the unlocked position.
- Hold the screwdriver firmly in the balance shoe cam and slid the shoe down until it is about 5 inches from the bottom.
- lock the balance shoe in to place by turning the balance cam 90° clockwise.
- Repeat steps 2 and 3 for the opposite side.

4-Installing the sash.

- With the sash 90° to the frame slowly put one corner pivot pin into the balance shoe, then with the sash at an angle put the opposite corner pivot pin in the balance shoe.
 - Push the sash up into place. Insure that the 2 sash locks on top of the sash are lock into place.
- Note: once the sash is in place push it up first before closing it. This is done to position the weather-stripping against the exterior of the sash.