

**How to replace a shoe in a Double Hung (old 500 Series)**

1. Open bottom sash approx. 4"
2. Tilt sash at a full 90 degrees
3. Remove sash by lifting up on 1 side of sash until the sash pins is disengaged from the slide shoe. (Note if the frame is shimmed too tight, you may have problems taking out the sash, in that case remove the screws from the pivot pin at the bottom of the sash)
4. Remove the top sash by following the same procedures as shown in step 1, 2, 3.
5. Remove all restricting screws in the vinyl pan.
6. With the turn handle tool, disengage the spiral balance by pulling down on the lower pin of the balances. Note; hold the handle firmly the balance will want to unwind as soon as it's disengaged.
7. With a flat screwdriver release the brake of the sliding shoe by turning the steel pivot cap in the shoe a ¼ turn, this will drop the sliding shoe down to the sill.
8. Remove the balances by taking out the screw at the top of the balance.
9. With a rigid putty knife remove the "T" profile #784 at the center of the jamb (as shown on the included drawing). Be careful no to damage the interior of the frame, you may want to use a piece of wood to protect the edge of the frame from denting.
10. Once the "T" profile is removed, take out the pan and slide out the old sliding shoe and put in the new one.
11. Reinstall the pan in its place and using a rubber hammer snap the "T" profile 784 back in place.
12. Screw the balances back in place at the top. Using the turn crank tool, rewind the balances and hook up the balance to the sliding shoe.
13. Reinstall the sashes in the frame. It may be necessary to adjust the turns on the balances if the sashes do not hold their position.