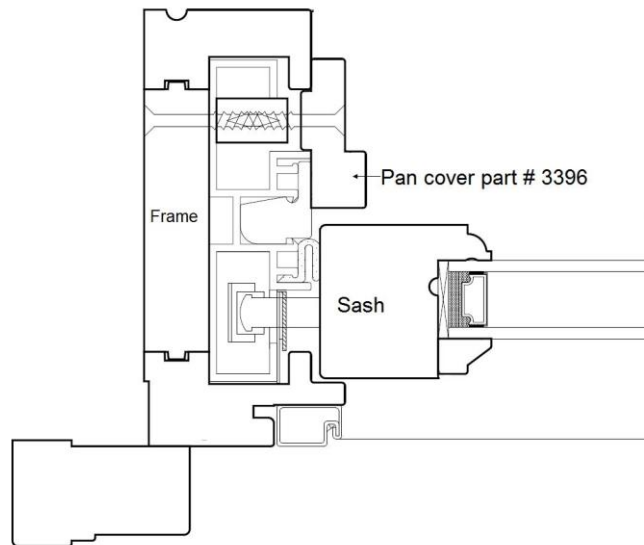


## Drop down window service procedure.

How to remove bottom panel and top sash

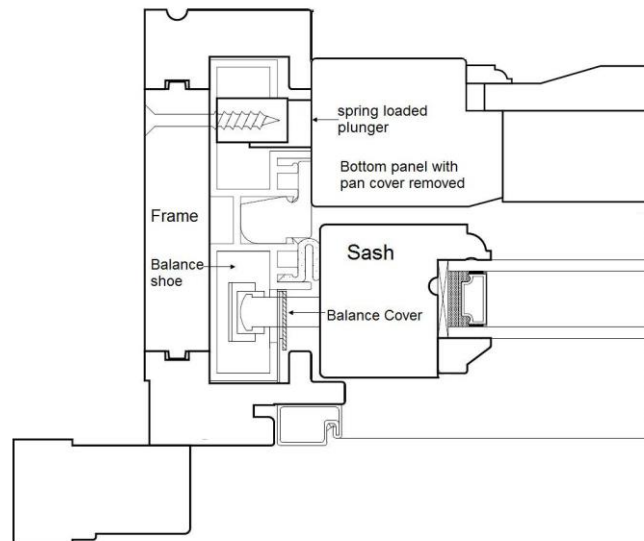
- Unscrew profile # 3396, Drawing 1.



Drawing 1

### **Bottom Panel:**

- Using a flat screwdriver push the plastic spring loaded plunger, visible when looking down on top of the panel between the vinyl track and sash, toward the sash until you can remove the panel.



Drawing 2

**Top sash:**

- Bring the top sash down about half way. Make sure that the bottom rail of the sash does not go past the bottom of the opening where the panel is installed. Picture 1.



Picture 1

- Using a flat screwdriver push the plastic spring loaded plunger, visible when looking down on top of the sash between the vinyl track and sash, toward the sash until you can tilt the sash in.
- Tilt the sash at a 90Deg angle. Picture 2



Picture 2

- Slowly lift one side of the sash up and out of the balance shoe. Picture 3

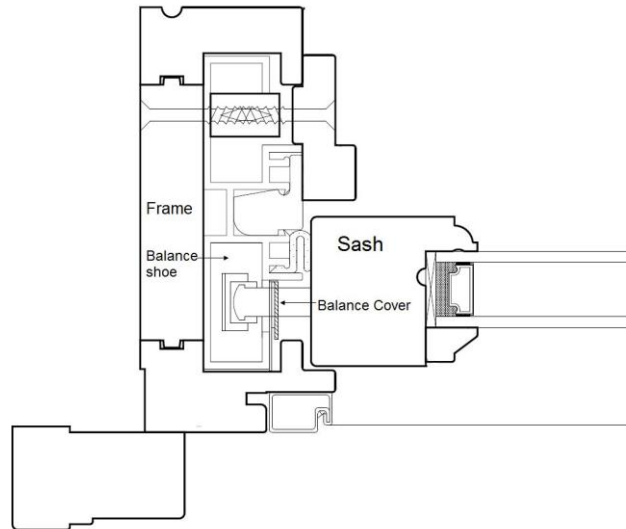


Picture 3

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- Lift the opposite side out of the shoe and remove the sash from the opening.
- Unscrew and remove the balance cover. Drawing 3



Drawing 3

- Unhook balance from the shoe; if balance is not broken be careful because the balance is under a lot of pressure.
- If balance is broken, unscrew and remove old balance.
- Install new balance and connect to balance shoe.
- If balance shoe is broken remove shoe.
- Install new balance shoe.
- Connect the balance.
- Reassemble the window in opposite order than the way it was disassembled.

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## Lite Lift Balance adjustment

