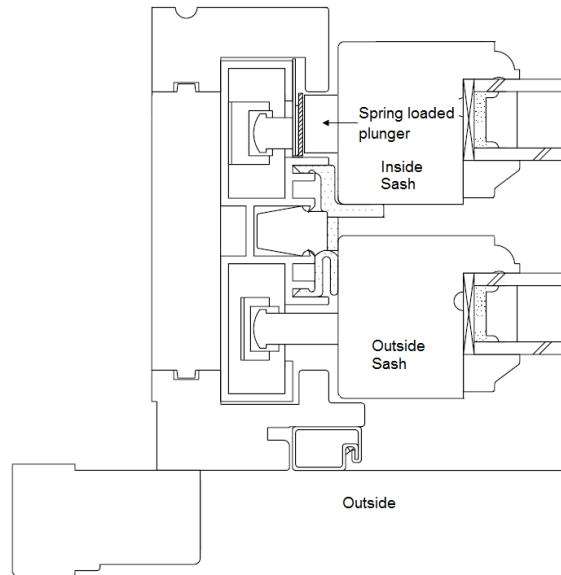


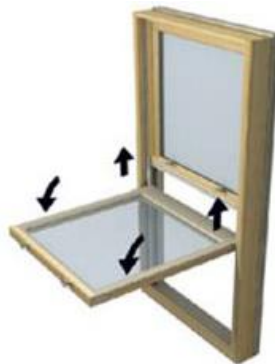
Replacing sash and balance on non-titling hung window

- Bring the sash up about half way.
- 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 remove the sash. (drawing 1)



Drawing 1

- Tilt the sash at a 90Deg angle.



Picture 1

NORWOOD

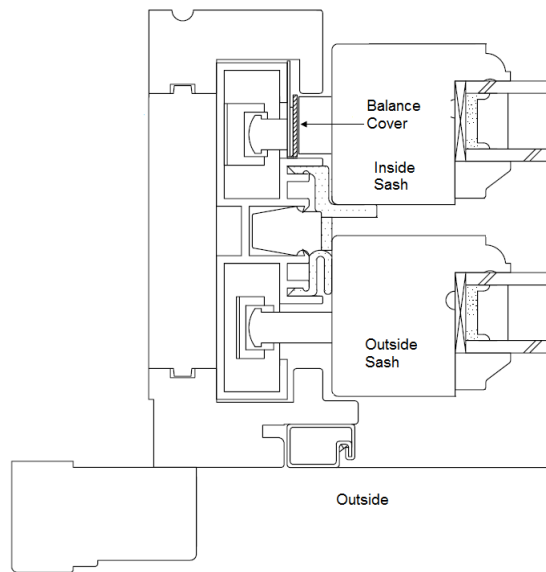
NEVER ORDINARY

- Slowly lift one side of the sash up and out of the balance shoe. (Picture 2)



Picture 2

- 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.