

How to change a spiral balance in a Single Hung (Series 100)

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. With the crank handle remove the pin from the shoe.
Hold handle carefully because balance is going to unwind.
5. Remove old balance by unscrewing it in the top of your frame.
6. Screw all new balance in place
IMPORTANT: Make sure balance is not screwed in to tight, the tip of the balance should be kept round.
7. With our crank handle hook in the last pin, pull on it, wind it back clock wise and then hook it on the exterior side of the shoe.
8. Re install bottom sash
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.