



## BALANCE REPLACEMENT INSTRUCTIONS

### REMOVING BOTTOM INSERT:

- 1.) Using a Phillips screw driver and hammer, gently punch all 4 screw hole covers out. (Fig 1)
- 2.) Remove 4 screws that hold bottom insert in place. (Fig 2)
- 3.) Slide insert to one side of opening and remove from door frame. (Fig 3)

### REMOVING HEAD COVER:

- 1.) Remove 2 screws that hold head cover in place. (Fig 4)
- 2.) Remove cover from door frame. (Fig 5)

### REMOVING TOP INSERT:

- 1.) Open top insert 18". (Fig 6)
- 2.) Insert take out clips into door frame. (fig 7)
- 3.) Using a Flat screw driver, pry bottom of take out clips out. (Fig 8)
- 4.) REMOVE BALANCE SCREWS. These screws are located on the bottom of the operating sash as shown in figures 6 and 6A. Some models may not have these screws, if your door does not have these screws, skip this step.
- 5.) Slowly raise insert, allowing insert to slide past take out clips. (Fig 9)
- 6.) Slide insert to left side of opening (Fig 10).
- 7.) Remove right side of insert. Rubber screen connector has to clear extrusion before it can be removed (Fig 11).
- 8.) Slide insert off of rubber screen connector and set aside (Fig 12). Screen still has tension on it so be carefully raise it up and let go of it.



FIG 1



FIG 2



FIG 3



FIG 4



FIG 5



FIG 6

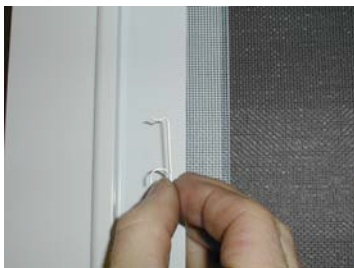


FIG 7

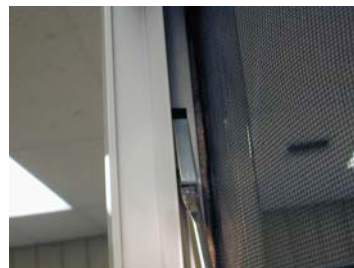


FIG 8



FIG 9



FIG 6A



FIG 10



FIG 11



FIG 12

### REPLACING DEFECTIVE BALANCES:

- 1.) The balance should now be seated in the take out clip. (Fig 13)  
Push down slightly on balance to disengage it from the take out clip. (Fig 14)
- 2.) Using a flat screw driver, pry out the plastic hole cover that holds the balance into the door frame. (Fig 15 & 16)
- 3.) Lift up on balance and disconnect it from the door frame. (Fig 17)
- 4.) Connect the new balance by placing the clip on the bottom of the balance into the top hole. The bottom hole is only a relief hole for the knot.
- 5.) Push down on the balance and reconnect it to the take out clip.
- 6.) Make sure the new balance is seated properly with the take out clip. (Fig 13)

### REINSTALLING TOP INSERT:

- 1.) Reconnect screen to top of insert. Start by pulling the screen out as shown in Fig 18. Slide Rubber screen connector into the top of the insert. (Fig 19)
- 2.) Slide left side of insert into the door frame, making sure that the insert is several inches above the top of the balances. (Fig 20)
- 3.) Once the first side of the insert is seated properly into the door frame, you should be able to insert the other side of the insert into the frame.
- 4.) Lower the insert until the balances engage the insert.
- 5.) Make sure the balances are properly seated into the insert. Figure 22 shows a properly seated balance. Figure 23 shows an improperly seated balance. This can be fixed by grasping the end of a balance with a needle nosed pliers, pulling down about an inch and letting the balance raise upwards. This should reseat the balance.
- 6.) **Replace balance screws (see figures 6 and 6A).**
- 7.) Operate insert to make sure it works properly.
- 8.) Using a flat screwdriver **REMOVE TAKE OUT CLIPS NOW!!!** (Fig 21)

### REINSTALLING BOTTOM INSERT:

- 1.) Slide one side of insert into door frame. (Fig 24)
- 2.) Lower other side into door frame.
- 3.) Center insert and install screws back into insert. (Fig 25)
- 4.) Install new screw hole covers. (Fig 26)



FIG 13



FIG 14



FIG 15

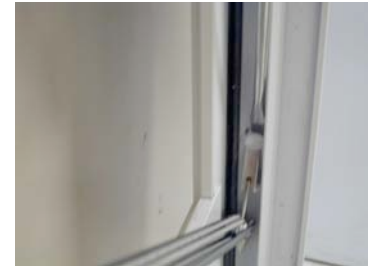


FIG 16

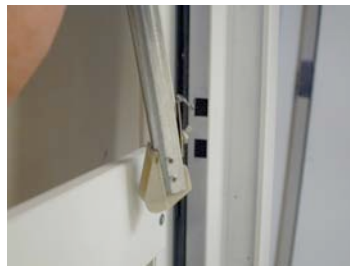


FIG 17



FIG 18



FIG 19



FIG 20



FIG 21



FIG 22



FIG 23



FIG 24



FIG 25

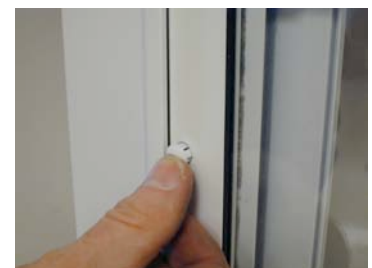


FIG 26