

## ENGAGING BALANCE IN SASH

If possible, view the video this link will take you <http://www.youtube.com/watch?v=YPOUIArDBEM>  
This will give you a visual of what you are instructed to do below.

1. Take a flat head screw driver and pry out the bottom of the sash stop until you can see the top of the balance.
2. Insert head of screw driver on a flat surface of the top of the balance and pull the balance down until you can see the silver take-out clip in the channel of the jamb. (Another option of exposing the take out clip may be to pivot the balance out of the jamb channel until you can access the take-out clip).
3. Remove the tape covering the take-out clip and then open up the lower portion of the clip with finger nail or small screw driver.
4. Allow the balance to move up and into the open clip.
5. Open the clip on the opposite side
6. Raise the sash up and over the balance making sure the balance on the opposite side also moves into the open clip.
7. Continue raising the sash for a couple of inches beyond the take out clip.
8. Slide the sash to the right until left side clears the jamb and remove sash
9. Check to make sure balances are centered within take out clips.
10. Take top of sash a couple of inches are so above the balances and insert sash into right jamb, swing left side of sash into the window and to left in the channel of the left jamb.
11. Lower sash and engage balances into sash.
12. Lower sash below clips and close clips.

