

Balance Shoe / Balance pin re-engagement Procedure

When the window is tilted in to be cleaned the sash pin can be disengaged from the balance shoe when the sash is tilted in at 90 Degrees. It will need to be seated properly into the balance shoe and re-engaged for the sash to be supported properly.



Balance shoe

Sash Pin



First lift sash above the balance shoe, tilt to 90 degrees and lift sash out of the window frame.

With a straight screw driver turn the balance shoe 1 quarter Turn to the outside of the window , this will allow the balance Shoe to move and will put tension in the spring (be careful not to allow the screw driver to slip out of the balance shoe or It will spring upward.)



Spring disengaged



Spring engaged

With tension on the spring move the balance shoe that was not engaged to the same level as the balance shoe that was engaged. Or you can move both balance shoes to a comfortable height to lay the sash back into place .

Now turn screw driver until the opening for the sash pin is straight up and down and this will lock the spring again .



Ready to accept
The sash pin

Lay the sash back in at 90 degrees
and make sure the pins seat all the way into
The bottom of the shoe.



Tilt the sash back into the closed position
and your window will be working properly again

