SERVICE INSTRUCTION

Double-Hung Balance Replacement

These instructions apply to:

Pella® 150 Series 2020 - Current
ThermaStar by Pella® 2016 - 01/2022
Encompass by Pella® 2016 - Current

Tools Required:

- Screwdriver (flat and Phillips)
- Scissors
- Paper template (included)
- Cut resistant gloves
- Hook tool
- Utility knife
- Side cutters
- Mr. Clean Magic Eraser® (optional for cleaning vinyl)
- Scissors



Balance Replacement Kit - Quantity of kit parts supplied will vary based on window size and color.

Note: Remember to work safely while doing any maintenance or repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc..

Note: The balances have either single, double or triple coils. Balances with multiple coils have the coils attached in succession and the top coil is attached to the balance attachment clip on all balances.

Note: Whenever the balances on 2016-06/2025 vintage single-hung windows are replaced, the locking pivot bars must also be replaced.

1 Preparation for Balance Removal:

A. **Unlock window and raise lower sash approximately 4" to 5".** At the same time, slide each tilt latch on the top of the sash toward the center of the sash.

B. **Pull the top of the sash in and tilt it down** until the sash is perpendicular with the frame.

CAUTION!
Sash may be heavy.
Two people may be needed on larger sash.



C. **Grasp the sash near the frame and lift the sash straight up** until the sash pivot bars are out of the sash balance shoes. Tilt one end of the sash up and then remove the sash from the frame.





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GIF-000003068- Part Number: V989882

1 Preparation for Balance Removal (continued):

Note: A double-hung lower sash must be removed before removing a double-hung upper sash.

D. **Double-Hung upper sash is removed using the same procedure except** – the upper sash must be lowered approximately 6 inches before sliding the tilt latches and tilting sash in for removal. Remove sash in same manner as lower sash.





E. **Insert a straight blade screwdriver between the balance pocket cover and the balance pocket/channel** and slide the screwdriver up along the length of the cover to release and remove it from the frame.







F. **Near the head (top) of the window,** use a straight blade screwdriver or stiff putty knife to pry the lower sash stop out of the balance channel.







1 Preparation for Balance Removal (continued):

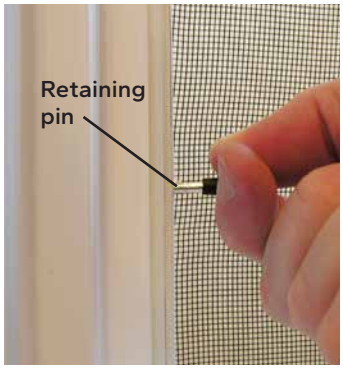
G. **If present, remove the screen**.

April 2025-Current: Grasp the screen handles/corner keys and pull the screen toward the lock(s) and then push the screen out until the opposite side of the screen with the springs clears the opening.

2016-March 2025 Vintage: Disengage the screen retaining pins on each side of the screen by pulling them out of the groove on the exterior of the frame.

Rotate the screen and carefully pass it through the frame created by removing the sash.





2 Lower Sash Removal:

2015 - 07/2025 Vintage Balance

Note: Coil balances being replaced may be slightly different in appearance then those shown in some of the following steps, but the procedure is the same.

SINGLE, DOUBLE AND TRIPLE COIL BALANCE:

Note: Single coil balance shown in steps 2A thru 2C, but procedure is the same for double and triple coil balances.

A. **Insert a #2 Phillips screwdriver** (or flat blade screwdriver) into the balance shoe and while securely holding the screwdriver, turn the shoe 1/4 turn to release the shoe in the balance channel and slowly move balance up to the balance attachment clip.

Note: The process of turning the shoe 1/4 turn to release the shoe (or brake for 7/2025-Current balances) to move the balance and turning the shoe back 1/4 turn to lock the shoe (brake) is the same and may need to be repeated multiple times during the balance replacement process.





B. **Place a pencil mark on the frame aligned with the bottom of the balance brake.**



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2 Lower Sash Removal (continued):

2015-07/2025 Vintage Balance

C. **Use a Phillips screwdriver** (or driver bit) to remove the balance attachment clip screw. (A magnetic tip screwdriver is recommended to prevent the screw from falling.)

Note: Triple coil balances will have two (2) screws in the balance attachment clip to be removed.

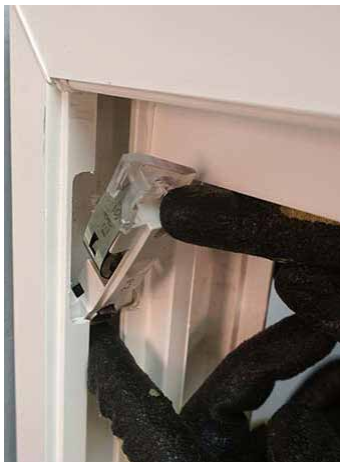




SINGLE COIL BALANCE REMOVAL:

D. **Slide the balance up the balance channel and remove it from the balance pocket slot**. If needed a flat blade screwdriver may be used to help pry the balance out of the channel.









DOUBLE COIL BALANCE REMOVAL:

E. **Slide the balance up the balance channel.** For best removal results use a straight blade screwdriver to pry the balance housing out of the balance channel.









2 Lower Sash Removal (continued):

2015-07/2025 Vintage Balance

DOUBLE COIL BALANCE REMOVAL (CONTINUED):

F. **Use a flat blade screwdriver to pry the balance attachment clip and the coils out of the balance channel**.

Note: The balance attachment clip and coils may be disassembled when removing from the channel.





G. **Slide the balance housing up out of the balance channel.**





TRIPLE COIL BALANCE REMOVAL:

H. **Slide the balance up the balance pocket channel.** For best removal results use a straight blade screwdriver to pry the balance housing out of the balance channel.







2 Lower Sash Removal (continued):

2015-07/2025 Vintage Balance

TRIPLE COIL BALANCE REMOVAL (CONTINUED):

I. **Use a flat blade screwdriver to pry the coils and balance attachment clip out of the balance channel.**

Note: The balance attachment clip and coils may be disassembled when removing from the channel.



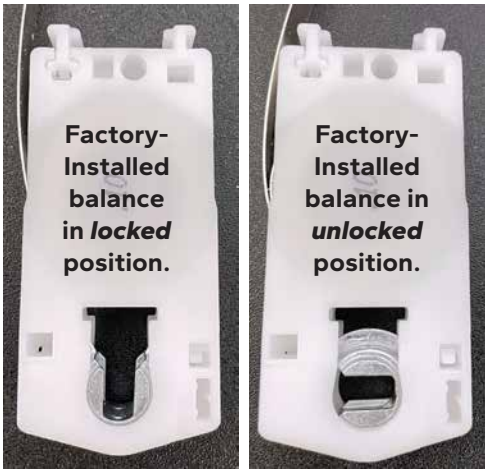



J. **Slide the balance housing up out of the balance channel.**




3 Lower Sash Balance Removal:

07/2025-Current Vintage Factory-Installed Balance



Note: The process of turning the shoe with a flat blade screwdriver - 1/4 turn to release (unlock) the brake for 7/2025-Current balances to move the balance and turning the shoe back 1/4 turn to lock the brake may need to be repeated multiple times during the balance replacement process to move/reposition the balance in the balance channel.

Removal of a two-coil factory installed lower sash balance is shown, removal of one and three coil balances are similar.

A. **Insert a flat blade screwdriver into the balance shoe and while securely holding the screwdriver,** turn the shoe 1/4 turn to release the shoe in the balance channel and slowly move balance up to the balance attachment clip.

B. **Use a Phillips screwdriver** (or driver bit) to remove the balance attachment clip screw(s). (Depending on the balance size, it may be attached with one or two screws.)

Tip: A magnetic tip screwdriver is recommended to prevent the screw from falling.



C. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and slide the balance up the balance channel so the clip is at the pocket and can be accessed for removal. Relock the balance in place.

D. **Use a straight blade screwdriver to pry the clip from the top coil.** Then continue to pry the clip to remove the hook on the top of the clip from the metal coil(s) hole(s) and remove the clip from the channel.

E. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the top coil can be accessed for removal. Relock the balance in place.



3 Lower Sash Balance Removal (continued):

07/2025-Current Vintage Factory-Installed Balance (continued)

F. **Use a hook tool and/or a small straight blade screwdriver to pry the coil** and slowly work it off the 'dog bone' shaped tabs of the lower coil. Remove the coil.

'Dog bone' tabs









G. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the next coil can be accessed for removal. Relock the balance in place.

H. **Use a hook tool to pry the front cover away on the bottom coil with the brake.** Use a hook tool and position the hook through the coil hole and remove the coil.











3 Lower Sash Balance Removal (continued):

07/2025-Current Vintage Factory-Installed Balance (continued)

I. **Pull the front cover away** and then reach for the back cover and grasp the front and back cover together and remove them from the balance channel.






4 Lower Sash Balance Removal:

Previously Replaced Balance with 07/2025–Current Vintage Modular Balance

Note: The process of turning the shoe with a flat blade screwdriver - 1/4 turn to release (unlock) the brake for 7/2025-Current balances to move the balance and turning the shoe back 1/4 turn to lock the brake may need to be repeated multiple times during the balance replacement process to move/reposition the balance in the balance channel.

Removal of a three coil previously replaced modular lower sash balance is shown, removal of one and two coil previously replaced balances are similar.



Replacement balance brake in *locked* position.



Replacement balance brake in *unlocked* position.

A. **Insert a flat blade screwdriver into the balance shoe and while securely holding the screwdriver,** turn the shoe 1/4 turn to release the shoe in the balance channel and slowly move balance up to the balance attachment clip.

B. **Use a Phillips screwdriver** (or driver bit) to remove the balance attachment clip screw(s). (Depending on the balance size, it may be attached with one or two screws.)

Tip: A magnetic tip screwdriver is recommended to prevent the screw from falling.



4 Lower Sash Balance Removal (continued):

Previously Replaced Balance with 07/2025–Current Vintage Modular Balance (continued)

C. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the clip can be accessed for removal. Relock the balance in place.




D. **Use a straight blade screwdriver to pry the clip from the top coil.** Then continue to pry the clip to remove the hook on the top of the clip from the metal coil(s) hole(s) and remove the clip from the channel.




E. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the top coil can be accessed for removal. Relock the balance in place.

F. **Use a hook tool and/or a small straight blade screwdriver to pry the coil and slowly work it off the 'dog bone' shaped tabs of the lower coil.** Remove the coil.






4 Lower Sash Balance Removal (continued):

Previously Replaced Balance with 07/2025–Current Vintage Modular Balance (continued)

G. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the next coil can be accessed for removal. Relock the balance in place.

H. **Use a hook tool to pry the coil and slowly work it off the 'dog bone' shaped tabs of the lower coil.** Remove the coil.






I. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the next coil can be accessed for removal. Relock the balance in place.

J. **Use a hook tool to pry the coil and slowly work it off the 'dog bone' shaped tabs of the lower coil**. It is possible as happened in this case; the front cover may break off.






K. **When the front cover breaks,** use a flat blade screwdriver to pry out the coil.




4 Lower Sash Balance Removal (continued):

Previously Replaced Balance with 07/2025–Current Vintage Modular Balance (continued)

L. **Use a flat blade screwdriver to pry the back coil cover to remove it from the balance channel**.






M. **Use a flat blade screwdriver to unlock the brake and move it up to the pocket opening.** Pry the brake out of he opening to remove.







5 Lower Sash Balance Installation:

A. **When installing the brake into the balance channel, make sure it is inserted as shown.** If not inserted as shown, the sash terminal pin will not fit into the terminal.

Insert the brake like this!



CORRECT

DO NOT insert the brake like this!



INCORRECT

B. **Insert the brake into the balance channel as shown**.





C. **Position the brake in the channel opening with the 'dog bone' shaped tabs visible in the opening so they can be accessed,** and the next coil can be positioned on top of it. Use a screwdriver to turn the terminal to 'lock' the brake in place.







Note: Installation of a three-coil modular lower sash balance is shown in the following steps, installation of one and two coil balances are similar.

D. **Thread the cord through the bottom hole in the metal of the coil.**





5 Lower Sash Balance Installation (continued):

E. **Insert the coil into the balance channel with the slots in the coil aligned with the 'dog bone' shaped tabs in the brake.** Make sure the coil metal of the coil is on the roomside (the interior) of the balance channel. This is so when the sash is lowered the coil metal is not visible in the channel from the interior.



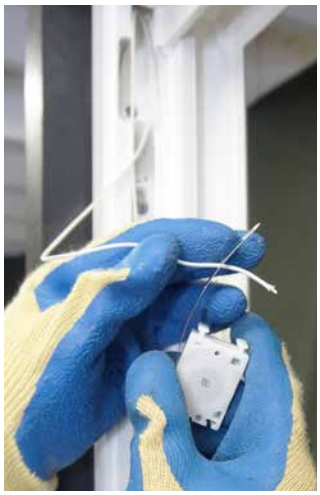


F. **Make sure the cord is out of the way while pushing the coil completely onto the brake.**

G. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the brake and 1st balance coil down in the channel so the dog bones of the coil can be accessed to install the next coil. Relock the balance in place.




H. **Thread the cord through the bottom hole in the metal of the next coil**.





5 Lower Sash Balance Installation (continued):

I. **Insert the coil into the balance channel with the slots in the coil aligned with the 'dog bone' shaped tabs on the top of the coil housing of the just installed coil.** Make sure the coil metal of the coil is on the roomside (the interior) of the balance channel. Make sure the cord is out of the way while pushing the coil completely onto the brake.






J. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the brake, 1st & 2nd balance coils down in the channel so the dog bones of the coil can be accessed to install the next coil. Relock the balance in place.

K. **Thread the cord through the bottom hole in the metal of the next coil.**




L. **Insert the coil into the balance channel with the slots in the coil aligned with the 'dog bone' shaped tabs on the top of the coil housing of the just installed coil.** Make sure the coil metal of the coil is on the roomside (the interior) of the balance channel. Make sure the cord is out of the way while pushing the coil completely onto the brake.






5 Lower Sash Balance Installation (continued):

M. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the brake, 1st, 2nd and 3rd balance coils down in the channel so the balance clip can be installed on top of the last coil. Relock the balance in place.



This view shows how the clip is to be positioned on top of the coil cover and hooked into the coil metal.

N. **While pulling on the cord to keep the cord out of the balance channel,** insert the clip into the balance channel and position it on top of the coil cover and work it into the channel to hook the clip into the top hole of each coil's metal.






O. **Once the clip is positioned on top of all the coils in the channel,** pull the cord out of the bottom hole of the coil metal.





If replacing a 07/2025 – Current Vintage Balance - go to Step 5Q.

5 Lower Sash Balance Installation (continued):

P. **If replacing a 2015-07/2025 vintage balance,** measure 1-1/8" up from the line marked on the frame placed there is step 2B.





Q. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the brake, 1st, 2nd and 3rd balance coils and clip down in the channel to either the line marked in 5P when replacing 2015-07/2025 Vintage or align the clip hole(s) with the holes from the removed clip if replacing 07/2025-Current balance or previously replaced 07/2025-Current balance.



R. **Install the clip attachment screws provided in the balance replacement kit.** If replacing 2015-07/2025 Vintage; DO NOT re-use the screw from the clip of the balance being replaced.





WARNING **Must use new clip attachment screws provided in balance replacement kit (slightly longer in length).**



6 Upper Sash Balance Removal:

2015–07/2025 Vintage Balance

SINGLE, DOUBLE AND TRIPLE COIL BALANCE:

Note: Single coil balance shown in steps 6A thru 6C, but procedure is the same for double and triple coil balances.

A. **Insert a #2 Phillips screwdriver** (or flat blade screwdriver) into the balance shoe and while securely holding the screwdriver, turn the shoe 1/4 turn to release the shoe in the balance channel and slowly move balance up to the balance attachment clip.



B. **Place a pencil mark on the frame aligned with the bottom of the balance brake**.



C. **Use a Phillips screwdriver (or driver bit) to remove the balance attachment clip screw.**



SINGLE COIL BALANCE REMOVAL:

D. **Slide the balance up the balance pocket channel and remove it from the balance pocket slot.** If needed a flat blade screwdriver may be used to help pry the balance out of the pocket.









6 Upper Sash Balance Removal (continued):

2015–07/2025 Vintage Balance

SINGLE, DOUBLE AND TRIPLE COIL BALANCE (CONTINUED):

E. **Use a straight blade screwdriver to pry the coils and housing out of the balance channel.** For best results; prying each coil partially out separately helps to in the removal process.



6 Upper Sash Balance Removal (continued):

2015–07/2025 Vintage Balance

SINGLE, DOUBLE AND TRIPLE COIL BALANCE (CONTINUED):

F. **Use a straight blade screwdriver to pry the housing so it can be tilted down out of the balance channel.** For best results; prying each coil partially out separately helps to in the removal process.






TRIPLE COIL BALANCE REMOVAL:

G. **When each of the coils are partially removed,** a flat blade screwdriver will help guide them the rest of the way out of the balance channel.




H. **Slide the balance housing up and out of the top of the channel.**




6 Upper Sash Balance Removal (continued):

07/2025–Current Vintage Factory-Installed Balance:



I. **Use a Phillips screwdriver** (or driver bit) to remove the balance attachment clip screw(s). (Depending on the balance size, it may be attached with one or two screws.)

TIP: A magnetic tip screwdriver is recommended to prevent the screw from falling.

J. **Insert a flat blade screwdriver into the balance shoe**, unlock the balance and slide the balance up the balance channel so the clip is at the pocket and can be accessed for removal. Relock the balance in place.

ONE-COIL BALANCE FACTORY INSTALLED BALANCE:

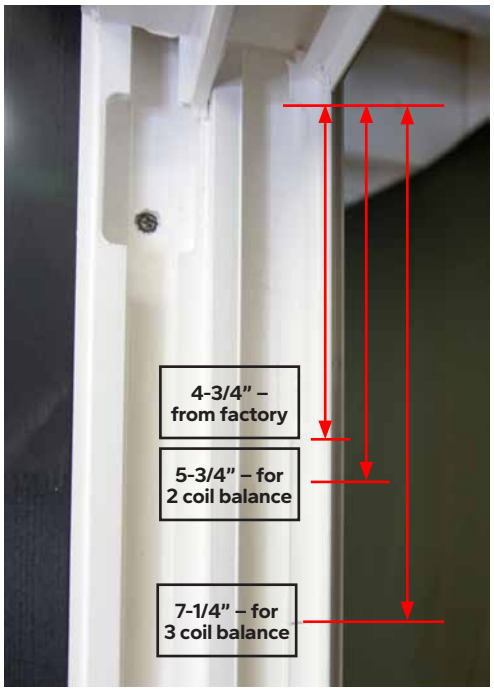
K. **Use a straight blade screwdriver to pry the bottom of the coil up and out of the balance channel.** A one-coil factory installed balance may be removed with the clip still attached to the top. Continue to pry as needed to remove the coil and clip from the channel.






TWO-COIL & THREE-COIL FACTORY INSTALLED BALANCES:

Note: Trim the upper balance channel pocket. The upper sash balance pocket in the balance channel comes from the factory at 4-3/4" tall. To remove and replace a two-coil balance, use a utility knife to trim the balance pocket to 5-3/4". To remove and replace a three-coil balance, use a utility knife to trim the balance pocket to 7-1/4".



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6 Upper Sash Balance Removal (continued):

07/2025–Current Vintage Factory-Installed Balance (continued)

L. **Measure and mark the balance channel for the two-coil or three-coil balance which is being replaced.**

In this example the channel was cut for a 3-coil balance.



M. **Use a utility knife to cut out the edge of the upper sash balance channel.**









N. **Use a straight blade screwdriver and start to pry at the bottom of the coil.** Pry up and out of the balance channel. A two-coil or three-coil factory installed balance may be removed with the clip still attached to the top, just like a one-coil balance once the balance channel has been cut to the correct length. (See previous note for correct length to cut the channel for a two-coil or three coil balance.) Continue to pry as needed to remove the two or three coil balance and clip from the channel.

If a visual is needed, this process is similar to Step 6R – the removal of a previously replaced balance.

6 Upper Sash Balance Removal (continued):

Previously Replaced Balance with 07/2025–Current Vintage Modular Balance:

Note: The process of turning the shoe with a flat blade screwdriver - 1/4 turn to release (unlock) the brake for 7/2025-Current balances to move the balance and turning the shoe back 1/4 turn to lock the brake may need to be repeated multiple times during the balance replacement process to move/reposition the balance in the balance channel.

Removal of a three coil previously replaced modular lower sash balance is shown, removal of one and two coil previously replaced balances are similar.



Replacement balance brake in *locked* position.



Replacement balance brake in *unlocked* position.

O. **Insert a flat blade screwdriver into the balance shoe and while securely holding the screwdriver,** turn the shoe 1/4 turn to release the shoe in the balance channel and slowly move balance up to the balance attachment clip.

P. **Use a Phillips screwdriver** (or driver bit) to remove the balance attachment clip screw(s). (Depending on the balance size, it may be attached with one or two screws.)

TIP: A magnetic tip screwdriver is recommended to prevent the screw from falling.

Q. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the balance up so the balance and clip can be accessed for removal. Relock the balance in place.







R. **Use a straight blade screwdriver to pry the bottom of the coil up and out of the balance channel.** A previously replaced balance (of any number of coils) may be removed with the clip still attached to the top. Continue to pry as needed to remove the coil and clip from the channel.







7 Upper Sash Balance Installation:

A. **If replacing a 2015–07/2025 vintage balance,** measure 1-1/8" up from the line marked on the frame placed there is step 6B.

Note: Assembly and Installation of a one-coil, two-coil and three-coil replacement modular upper sash balances are all similar.





BRAKE AND COIL ASSEMBLY:

The following steps demonstrate the assembly of a one-coil and then a three-coil replacement modular balances. Assembly and installation of a two-coil balance is similar.

BRAKE AND ONE-COIL ASSEMBLY:

B. **Hook the clip into the top coil metal hole.** Then the position the lower point on the same side as the clip hook on the side of the dog bone of the coil. Twist the clip down on top of the coil.



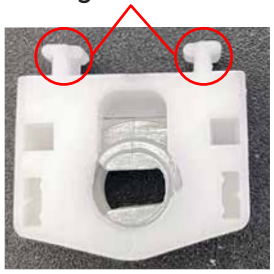




C. **Position the one-coil with the clip on top of the brake.** Align the brake dog bone tabs with the coil and push them together.




'Dog bone' tabs



CORRECT



INCORRECT

Note: Make sure the brake is attached correctly to the coil. If not attached correctly, the sash terminal pin will not fit into the terminal.

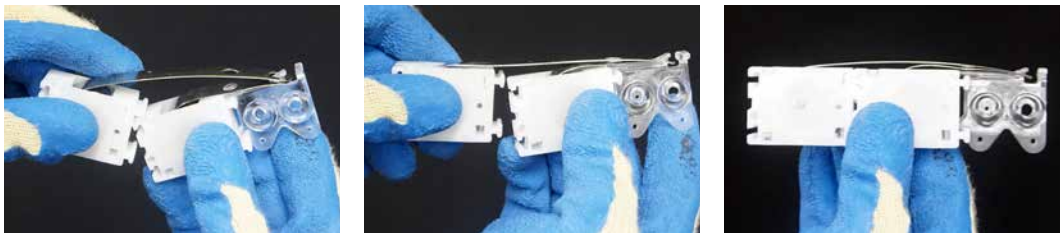
7 Upper Sash Balance Installation (continued):

BRAKE AND THREE-COIL ASSEMBLY:

D. **Hook the clip into the top coil metal hole.** Then position the lower point on the same side as the clip hook on the side of the dog bone of the coil. Twist the clip down on top of the coil.

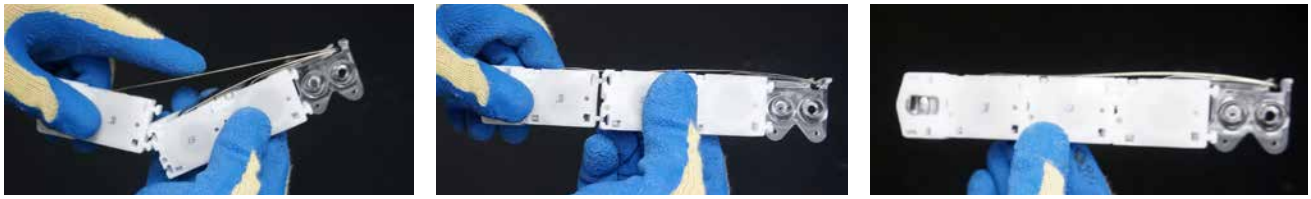


E. **Hook the clip into the top hole of the second coil metal.** Then position the dog bone tabs into the grooves in the bottom of the first coil. Push and push them together.



F. **Hook the clip into the top hole of the third coil metal.** Then position the dog bone tabs into the grooves in the bottom of the second coil. Push and push them together.

Note: the brake was attached onto the third coil prior to attaching the third coil onto the three-coil assembly.



ONE-COIL BALANCE ASSEMBLY INSTALLATION:

G. **Insert the one-coil assembly into the upper sash balance channel.** Insert the edge closest to the interior first and then push the balance assembly completely into the channel.



7 Upper Sash Balance Installation (continued):

ONE-COIL BALANCE ASSEMBLY INSTALLATION (CONTINUED):

H. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the brake, balance coil and clip down in the channel to either the line marked in 7A when replacing 2015-07/2025 Vintage or align the clip hole(s) with the holes from the removed clip if replacing 07/2025-Current balance or previously replaced 07/2025-Current balance.





I. **Install the clip attachment screws provided in the balance replacement kit.** If replacing 2015-07/2025 Vintage - DO NOT re-use the screw from the clip of the balance being replaced.

⚠ WARNING **Must use new clip attachment screws provided in balance replacement kit (slightly longer in length).**



THREE-COIL BALANCE ASSEMBLY INSTALLATION:

J. **Insert the three-coil assembly into the upper sash balance channel.** Insert the edge closest to the interior first and then push the balance assembly completely into the channel.













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7 Upper Sash Balance Installation (continued):

THREE-COIL BALANCE ASSEMBLY INSTALLATION (CONTINUED):

H. **Insert a flat blade screwdriver into the balance shoe,** unlock the balance and move the brake, balance coil and clip down in the channel to either the line marked in 7A when replacing 2015-07/2025 Vintage or align the clip hole(s) with the holes from the removed clip if replacing 07/2025-Current balance or previously replaced 07/2025-Current balance.





I. **Install the clip attachment screws provided in the balance replacement kit.** If replacing 2015-07/2025 Vintage, DO NOT re-use the screw from the clip of the balance being replaced.




⚠ WARNING **Must use new clip attachment screws provided in balance replacement kit (slightly longer in length).**



8 Locking Pivot Bar Replacement:

2015-07/2025 Vintage Double-Hung Windows

Note: Whenever the balances on 2015-7/2025 vintage double-hung windows are replaced, the locking pivot bars must also be replaced. The end of the replacement pivot bar will have a line as shown.





A. **Use a flat blade screwdriver and a mallet to tap and remove the locking pivot bar from one side of the sash.**







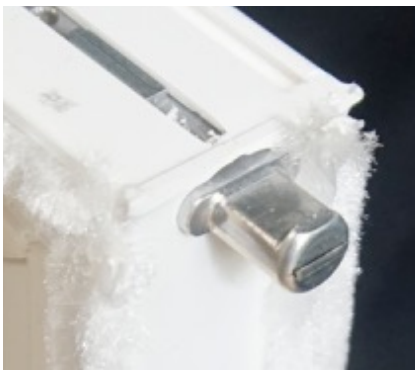
B. **Use a mallet to tap in the new locking pivot bar on one side of the sash.**







C. **Repeat 8A-8B on the other side of the sash.**



Repeat 8A-8C on other sash if balances were replaced of it as well.

9 Sash Installation:

A. **Install the upper sash.** Tilt one end of the sash up and insert the sash into the frame. Place the pivot bar on one side of the sash into one of the balance shoes, then lower opposite end of the sash into the other balance shoe. Make sure the pivot bars are completely seated in the shoes by lightly tapping the sash near the pivot bar locations.



Locking pivot bar in the balance shoe



B. **Tilt the sash up and make sure the release tabs are in the channel.** Test the operation of the sash by raising and lowering it a few times. Push it up into the fully closed position.





9 Sash Installation (continued):

C. **Install the lower sash.** Tilt one end of the sash up and insert the sash into the frame. Place the pivot bar on one side of the sash into one of the balance shoes, then lower the opposite end of the sash into the other balance shoe. Make sure the pivot bars are completely seated in the shoes by lightly tapping the sash near the pivot bar locations.







Locking pivot bar in the balance shoe

D. **Tilt the sash up and make sure the release tabs are in the channel.** Test the operation of the sash by raising and lowering it a few times. Push it down into the fully closed position and lock the window.





10 Vent Stop and Balance Pocket Cover Installation:

A. **Insert the bottom of the vent stop into the balance pocket channel.** Slide it down while tilting the top up into position. Push the top to 'snap' into place. Repeat on the other side of the window.





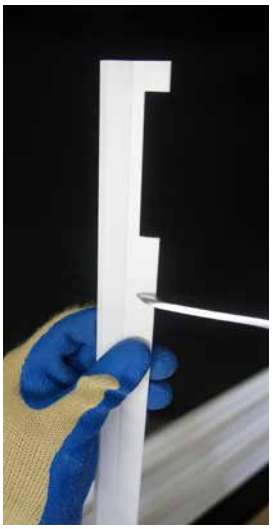

Note: The balance pocket cover will need to be trimmed if replacing a 2015-7/2025 vintage lower sash balance.

B. **Position the cover against the frame where it is to be installed and note the cutout of the cover.** If the top of the cover notch is not above the balance clip mark the cover at the top of the clip.





C. **Trim the cover notch with a scissors.**






10 Vent Stop and Balance Pocket Cover Installation (continued):

D. **Insert the balance pocket cover into the balance channel.** Press it into place along the length of the cover until it 'snaps' into place.



11 Screen Installation:

A. **If the screen was removed, reinstall the screen.**

With the lower sash in the fully open position, pass the screen through the opening to the exterior.

April 2025-Current: Grasp the screen handles/corner keys and pull the screen toward the lock(s) and then position the screen in the fame.

2016-March 2025 Vintage: Engage the screen retaining pins on each side of the screen.



