



CONSTANT FORCE BALANCE SERVICE INSTRUCTION

TOOLS REQUIRED:

- Tape measure
- Flat blade screw driver
- Phillips screw driver
- Utility knife (Dremel Tool optional)
- Pencil
- Metal straight edge / carpenter square

SAFETY:

- Wear appropriate safety eyewear: Side Shields for glasses or Safety Glasses
- Wear safety gloves when using utility knife

CONSTANT FORCE BALANCE INTRODUCTION:

1ST PRODUCTION JANUARY 6, 2014

ECN (ENGINEERING CHANGE NOTICE) ISSUED 1/27/14

MAX SASH CLEARANCE AS STANDARD, NO BALANCE COVERS

PROCEDURE:

A. Removal of constant force balance.

A.1. Use a flat blade screw driver or putty knife to remove the “head stop” on LH and RH side jambs.



2/14/14

A.2. Measure down 1 ¾" (45mm) from the head and mark with a pencil on each side of jamb liner plow.

Make horizontal cuts with the utility knife until the blade contacts the side wall of the track.

Make horizontal cuts at the head with the utility knife until the blade contacts the side wall of the track.

Place a straight edge vertically and cut or score the vinyl several times from the head down to the horizontal cut. Bend the scored or cut vinyl leg to break off. Repeat process for second vertical leg.



A.3. Balance access notch completed



2/14/14

A.4. Remove the bottom sash to expose the balance anchor stop. (To remove, open the sash 6-8 inches, release the locks/tilt latches and tilt in to a 90 degree angle, this locks the coil shoe in place).

Lift the sash side pivot pins out of the coil shoe, set the sash aside to be replaced later.

Release the tension on the balance coils by placing the tip of a flat head screw driver into the pin receiver slot.

Grasp the screw driver with two hands and rotate the screw driver $\frac{1}{4}$ turn, this will release the lock on the balance shoe. Carefully guide the balance coil shoe upward until all the tension has been released.

Remove the two screws holding the constant force balance clip using a Phillip screw driver.



2/14/14

A5. Slide the balance housing with attached balance anchor up to the balance notch at the top of the unit, as shown below.



A6. Remove balance housing. Place a finger on the balance anchor while tilting the balance housing 90 degrees out of the balance pocket.



2/14/14

A6. (cont') In the tilted 90 degree position, twist the housing 90 degrees and remove from the balance pocket.



A7. Remove the balance anchor and coil(s) from the balance pocket.



2/14/14

A7. (cont') The picture below is showing the removal of a three coil system.



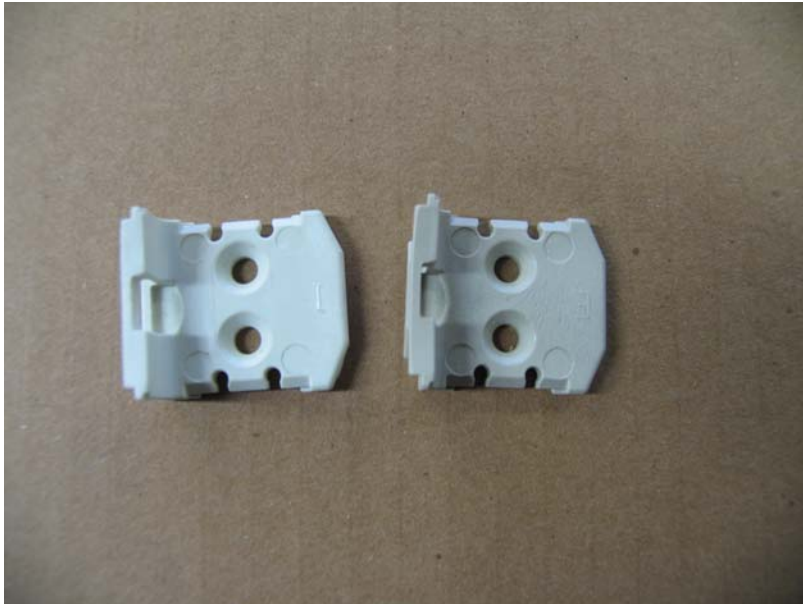
2/14/14

B. Installation of constant force balance

B1-a. Link the coils together, if you have more than a one coil balance.



B1-b. Next, attach the balance anchor to the balance coil(s).



2/14/14

B2. Insert the coil(s) with attached balance anchor into the balance pocket. Make sure the anchor attachment point to the coil(s) and the coil lead(s) are on the interior side of the balance pocket, as shown.



B3. Insert the balance housing into the balance pocket. Twist and turn the housing in reverse order as shown in step A6. Align the coil(s) into the housing coil slots.



2/14/14

B4. Lower the balance shoe and balance anchor down to where the screw holes line up with the balance anchor screw holes.

Install the screws into the anchor being careful not to over tighten the screws and cause stripping. See photograph in step A4.

B5. Add tension to the balance coils by placing the tip of a flat head screw driver into the pin receiver slot.

Grasp the screw driver with two hands and carefully guide the balance coil shoe down 3 to 4 inch to a point where the sash can be easily installed.

Rotate the screw driver approximately $\frac{1}{4}$ turn until the open notch in the pin receiver cam is facing up and the shoe is locked in place.

Do the same to the other balance, insert the sash and close the sash.

2/14/14

B6. Install the sash stop back into the balance pocket and push the stop all the way to the top.

The notch will be covered up by the stop when fully pushed to the top of the jamb.

