



# DIY SELF-SERVICE GUIDE

---

## HOW TO RESET A BLOCK AND TACKLE BALANCER (SINGLE HUNG AND DOUBLE HUNG)

---



### **Materials Required:**

Small Flat Head Screwdriver, Putty Knife



### **Difficulty:**

Medium



### **Time Requirement:**

20 minutes

---

## INSTRUCTIONS:

1. Remove vent stops (push up to the top so they are handy).



**VENT STOP**



**PUSH UP**

2. On top of the window each on each side, pop open the take-out clips with a putty knife.



**TAKE-OUT CLIPS**

- 
3. Lift up on the vent panel past the point of the take-out clips.
  4. Push the panel to one side and swing out opposite side to remove.



**LIFT PAST POINT OF TAKE-OUT CLIPS**



**PUSH ONE SIDE AND SWING OPPOSITE SIDE**

- 
5. Firmly grip balancer bar at the bottom and hold with the other hand at the top.
  6. Pull down and slide up to release the tension of the spring and pull out.
  7. Remove balancer from its attachment and repeat step 5 on the other side to remove the other balancer.



**HOLD TOP AND BOTTOM**

---

8. Apply new balancers by inserting hook, pull down and secure into the notch on the side of the window.



**BALANCER**

**NOTCH**

**HOOK**

9. Pull balancer down while hooked to allow the top of the balancer to hook underneath the take-out clip.

10. Repeat on the other side.



**HOOKS BENEATH TAKE-OUT CLIP**

**HOOK AND PULL DOWN**

---

11. Re-install vent panel (must be 1-2 inches above balancers).



**1-2 INCHES ABOVE BALANCERS**

12. Apply vent into Jamb on one side which will allow you to swing the other side into the pocket.

13. Bring vent down until you feel panel hold its own weight and let it go.



**LET PANEL HOLD ITS OWN WEIGHT**

---

14. Close vent and push in take-out clips.



**PUSH IN TAKE-OUT CLIP**

15. Put the vent stops back.



**CLOSED VENT STOPS**