

Clear View Shutters

with Lifiable Louvers

Installation Instructions For Window Openings Up to 48" Wide

Tools required

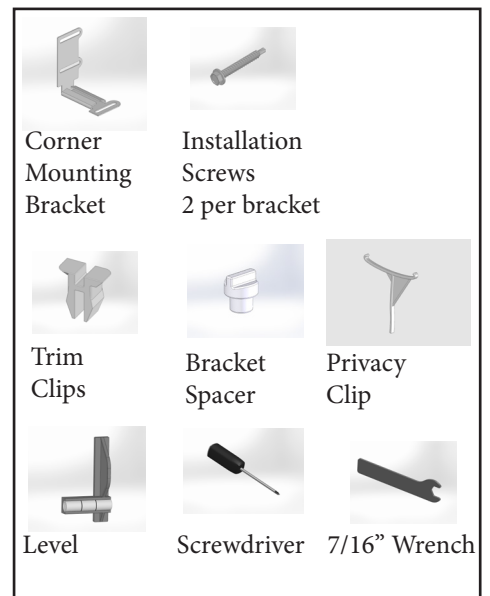
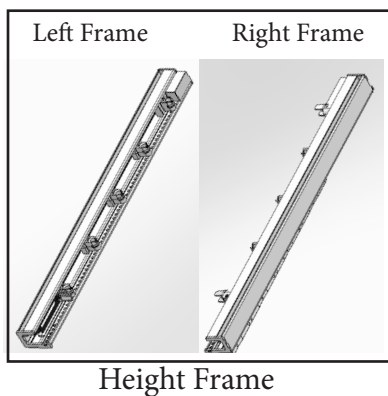
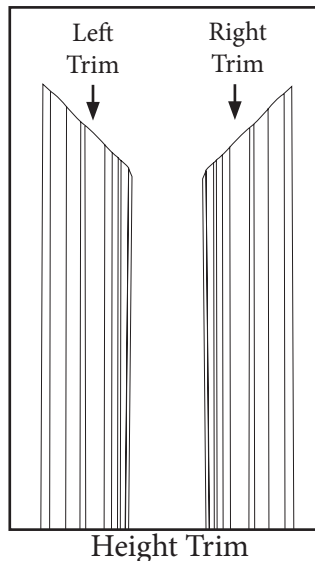
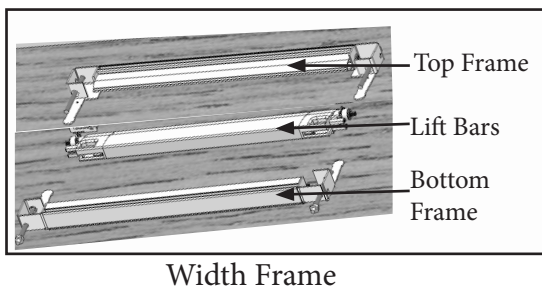
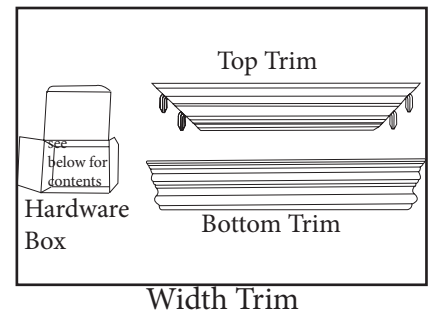
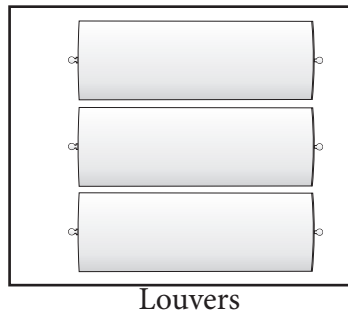
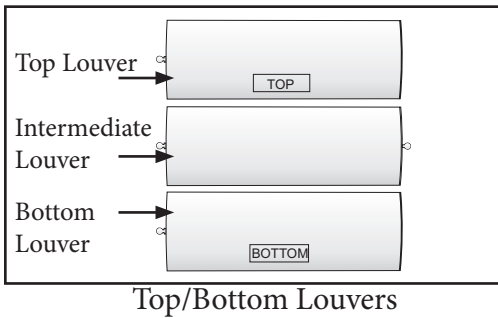
Tools to gather -

- Power drill with 1/4" hex head and/or Philips driver bit

Tools provided -

- #0 Phillips Screw Driver
- 7/16" Open End Wrench/Straight Edge
- Level

Contents



Step 1: Install Mounting Brackets

INSTALL CORNER MOUNTING BRACKETS (located in the hardware box within the Width Trim box) -

Windows with bull nosed (rounded) edges - Using the wrench as a straight edge, align front edge of corner mounting brackets so that they are **flush with the face of the wall**, then secure using three screws per bracket as shown (*Image A1-2*). The scalloped edge of the brackets should face the window.

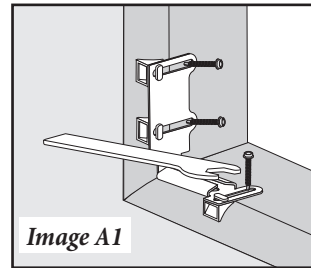


Image A1

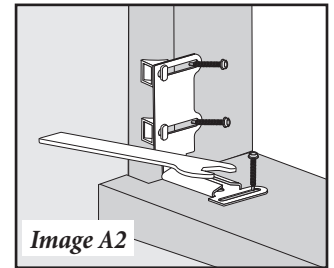


Image A2

Bull Nose with non-protruding sill

Bull Nose with protruding sill

Windows with square edges - Rotate and remove the plastic clips from the corner brackets (*Image B*). Using the wrench as a straight edge, align front edge of corner mounting brackets so that they are **flush with the face of the wall**, then secure using three screws per bracket as shown (*Image C1-2*). The scalloped edge of the brackets should face the window.

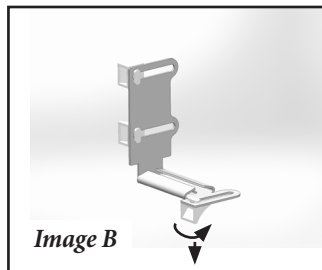


Image B

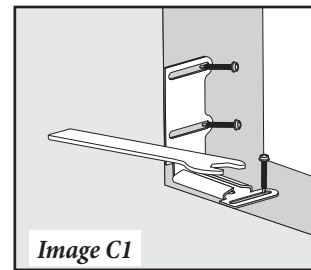


Image C1

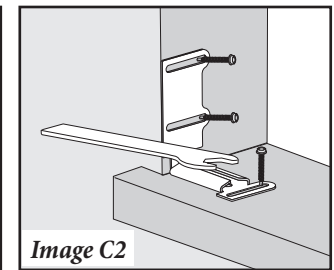


Image C2

Non-protruding sill

Protruding sill

Windows with casing - Rotate and remove the plastic clips from the corner brackets (*Image B*). Align front edge of corner mounting brackets so that they are **flush with the edge of the window jamb**. The scalloped edge of the brackets should face the window. Partially install three screws per bracket as shown. Screws should be placed 1/2" in from the jamb (*Image D*). **DO NOT** tighten screws all the way at this point.

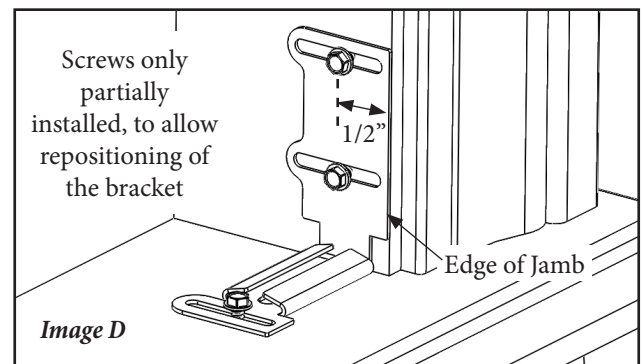


Image D

Remove the Top Trim piece from the width trim box. The Top Trim piece will be used as a template for locating bracket position. Center the trim piece over the window opening and hold it up against the existing window casing, with the flat side to the casing (*Image E*). Slide the corner bracket until it is up against the trim piece (*Image F*). Tighten the screws the rest of the way. Repeat for the corner brackets at the top. Make sure that all 4 brackets are aligned with each other.

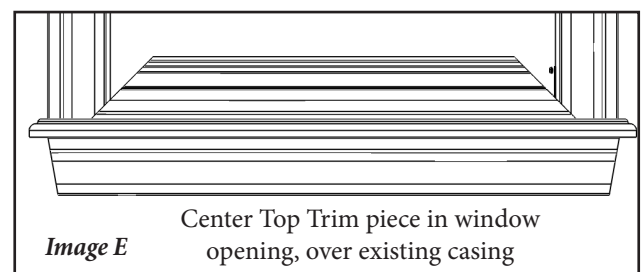


Image E

Center Top Trim piece in window opening, over existing casing

Please Note: when mounting over existing casing it is normal for the trim to not cover the casing completely. Depending on the window size, the trim will overlap the casing anywhere from 1/4" to 1 3/4".

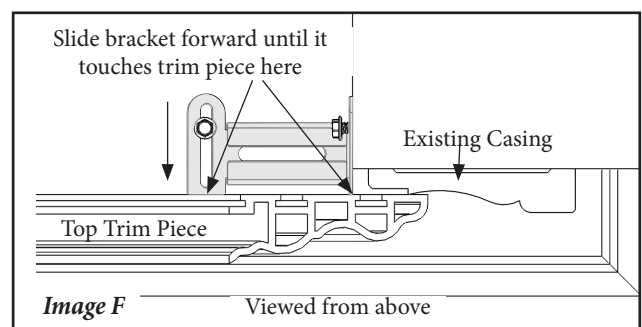


Image F

Viewed from above

Step 2: Assemble Frame

Open the Width Frame and the Height Frame boxes. Remove the rubber bands. Lay the frame pieces out on the floor or a flat surface as shown in Image G. **Clear Tilt Straps come pre-installed on the side frames. Leave straps in place.**

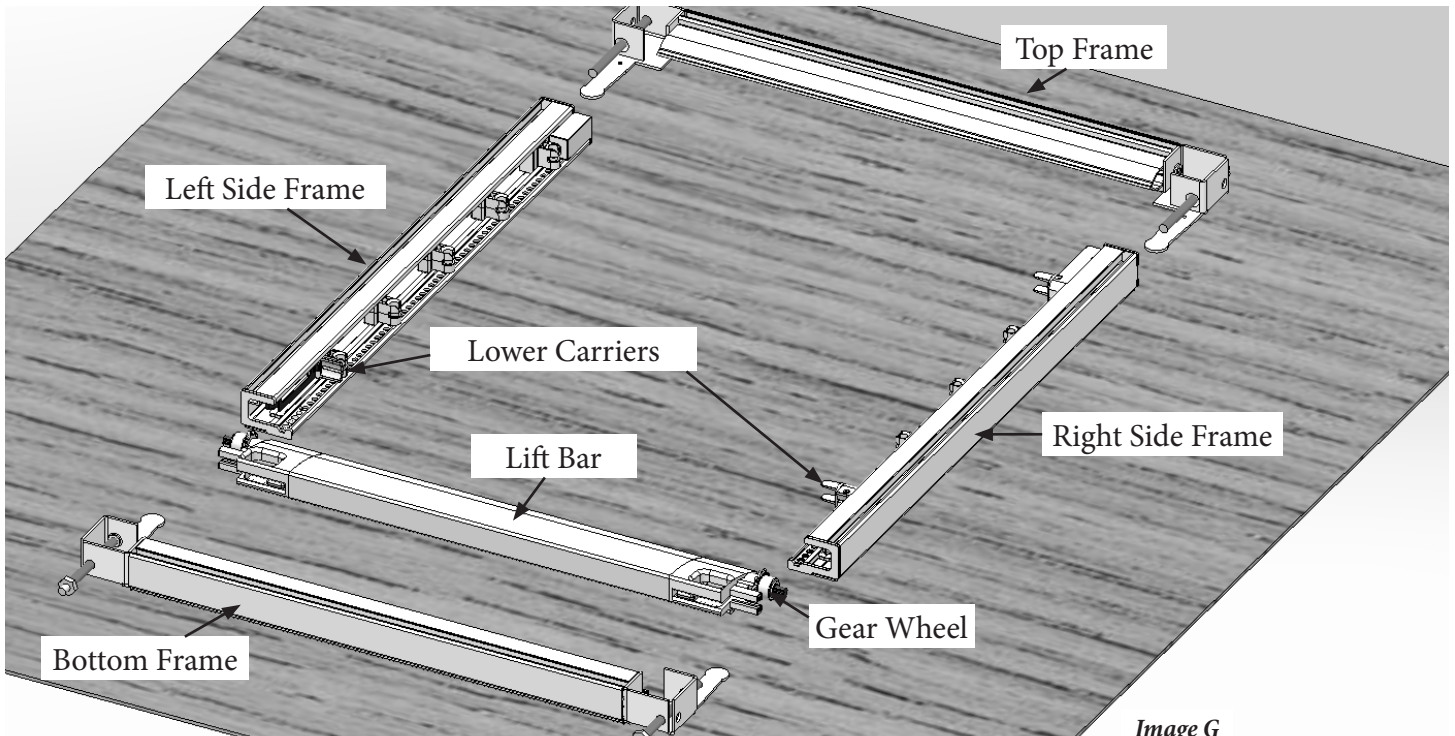


Image G

2.1 ATTACH SIDE FRAMES TO TOP FRAME - (Image H). Make sure that the frame brackets are fully seated.

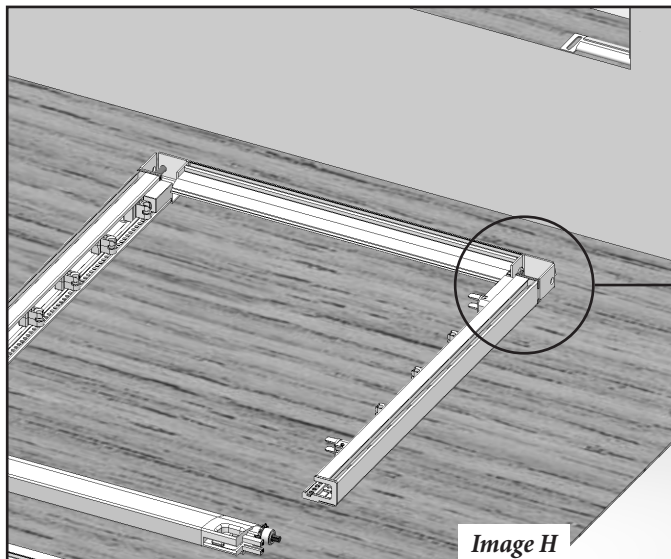
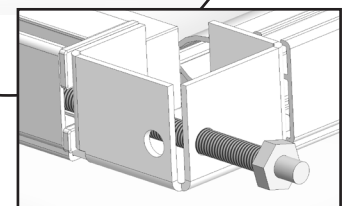
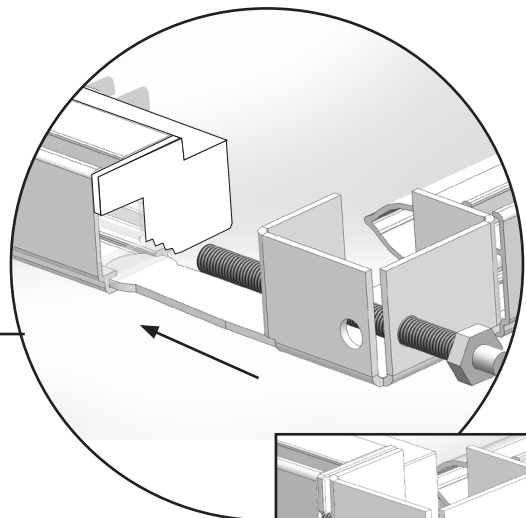
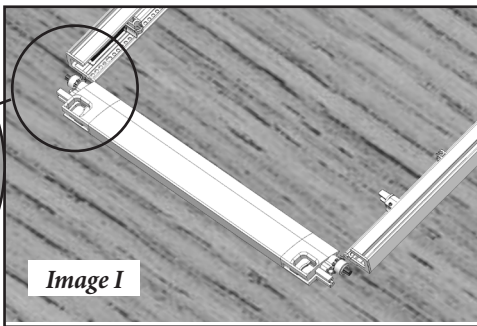
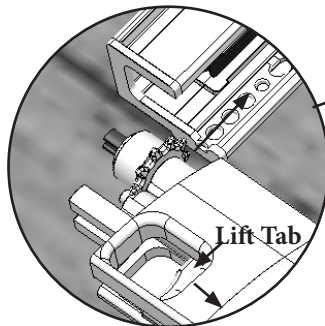


Image H

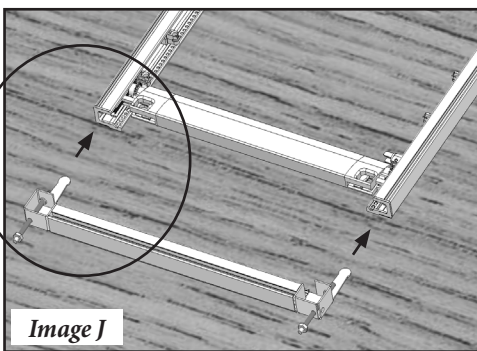
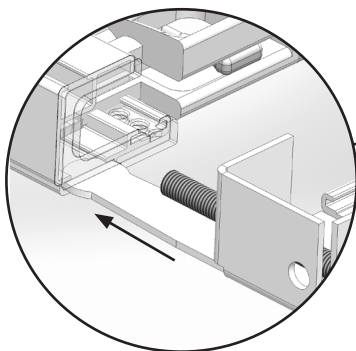


Fully Seated Frame Bracket

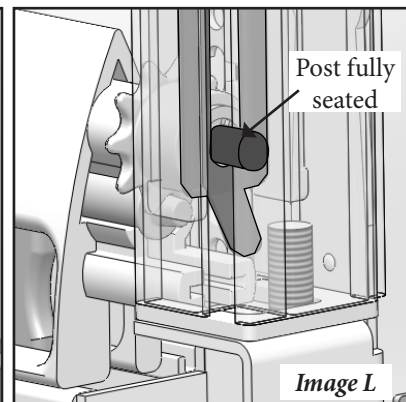
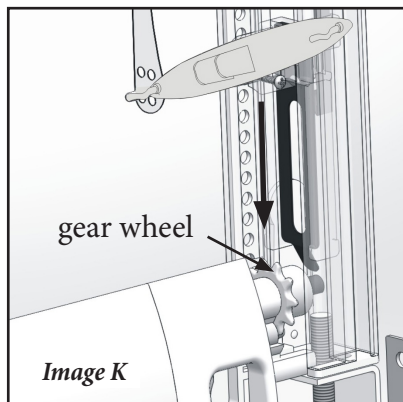
2.2 INSTALL LIFT BAR - Slide the assembled top and sides unit up to a wall for support. Align the tooth of the gear wheel on each side of the Lift Bar against the bottom of each side rail. Then, press and hold the lift tabs on both sides of the lift bar at the same time, and slide the Lift Bar into the bottom of the two sides **keeping the bar even** (*Image I*). **IMPORTANT:** Slide the bar up until there are at least 5 holes visible below the gear wheels on each side of the lift bar. **Make sure that there are the same number of holes visible on each side. If not, repeat this step.**



2.3 INSTALL BOTTOM FRAME - Next install the bottom frame into the side frames at the same time (*Image J*). Push evenly on both sides. **Make sure that the brackets are fully seated.**



2.4 ENGAGE CARRIER ASSEMBLY - Manually slide the lower carriers, located in one of the side frames (*Image G*) down to the lift bar. Reach in and push the metal tab, while lowering the carriers so that it can lock into position with the lift bar (*Image K*). Make sure that post on the gear wheel is fully seated in the slot on the metal tab (*Image L*). Repeat with the carriers in the opposite side frame.



Step 3: Install Frame

FOR NON-PROTRUDING WINDOW SILLS -

Place the assembled frame onto the lower Corner Mounting Brackets and slide side to side until centered in the window opening (*Image M*).

Use the 7/16" wrench provided to adjust the lower frame bolts until the frame is centered, top to bottom, in the window opening (*Image N*). **TIP:** if the bolts need to be adjusted more than a few turns, it may be easier to remove the frame from the window and partially extend the top and bottom bolts by hand.

IMPORTANT: Insert level into the bottom frame to make sure the frame is level (*Image O*). Adjust lower frame bolts to level.

IMPORTANT: Insert level in the right frame, near the top (*Image P*) to make sure that the frame is straight up and down. If the side of the frame is not straight, slide the top of the frame left or right until it is straight.

After making sure that the frame is centered, level and that the sides are straight use the 7/16" wrench provided to tighten the top bolts into top mounting brackets. If the bolts will not reach the corner brackets, bracket spacers (provided) may be used (*Image R*).

FOR PROTRUDING WINDOW SILLS -

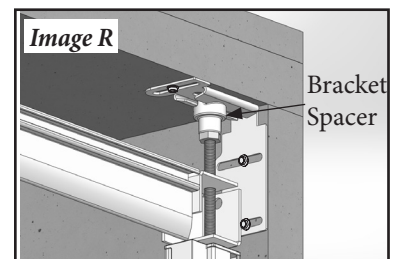
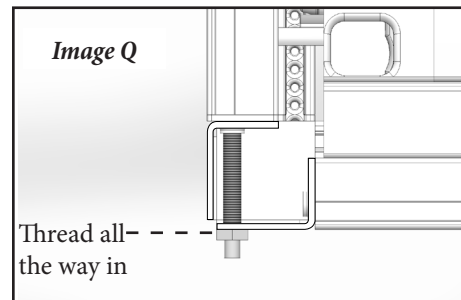
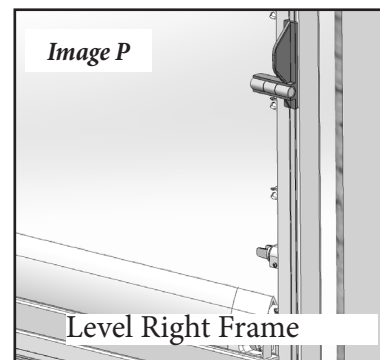
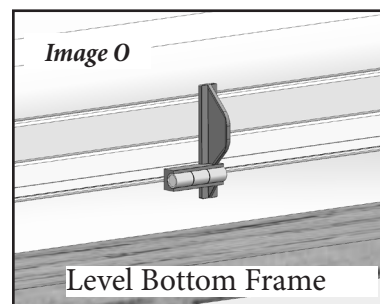
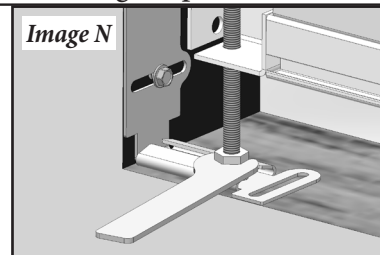
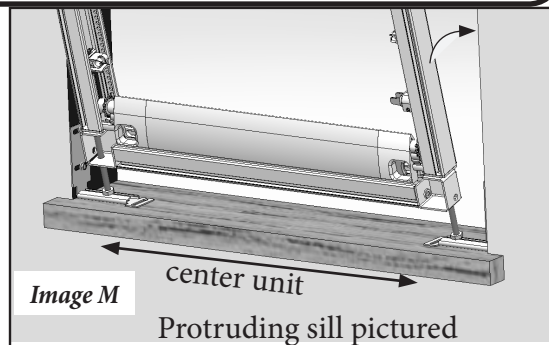
Make sure that the bottom bolts are threaded all the way into the bottom of the Frame Bracket (*Image Q*).

Place the assembled frame onto the lower Corner Mounting Brackets and slide side to side until centered in the window opening (*Image M*).

IMPORTANT: Insert level into the bottom frame to make sure the frame is level (*Image O*). Adjust lower frame bolt to level.

IMPORTANT: Insert level in the right frame, near the top (*Image P*) to make sure that the frame is straight up and down. If the side of the frame is not straight, slide the top of the frame left or right until it is straight.

After making sure that the frame is centered, level and that the sides are straight use the 7/16" wrench provided to tighten the top bolts into top mounting brackets. If the bolts will not reach the corner brackets, bracket spacers may be used (*Image R*).





Press lift tabs on the lift bar, toward the center and lower lift bar all the way down. **Make sure that the lift bar is level**, if it is not, remove frame and repeat step 2.

Step 4: Install Louvers

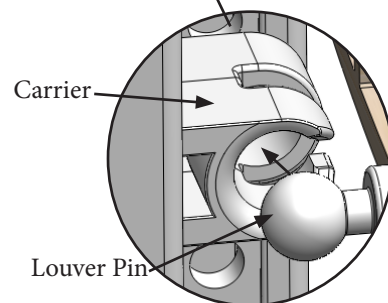
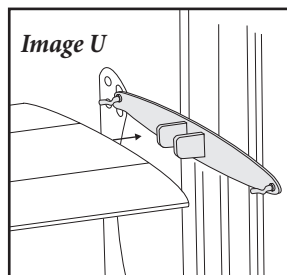
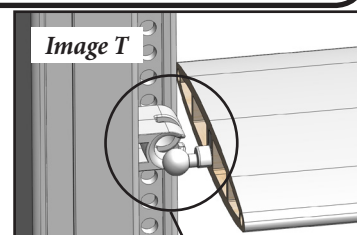
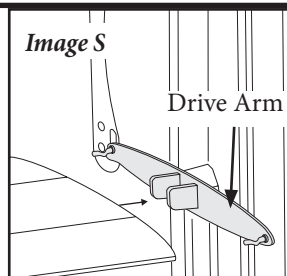
4.1 TOP & BOTTOM LOUVERS - Open the box labeled Top/Bottom Louvers.

Locate the louver labeled **BOTTOM**. Hold the louver so that the label is on the top/front.

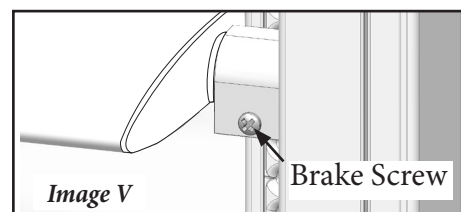
Then, install the bottom louver onto the bottom drive arm. The drive arm must be in the horizontal position (*Image S*). Make sure that the louver is pushed onto the drive arm securely. Finally, snap the louver pin into the carrier on the left side (*Image T*).

Locate the louver labeled **TOP**. Hold the louver so that the label is on the top/front.

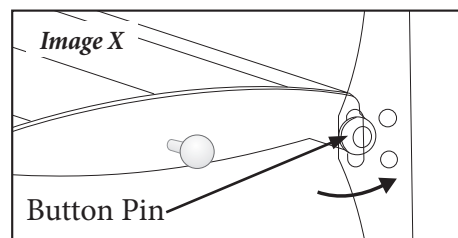
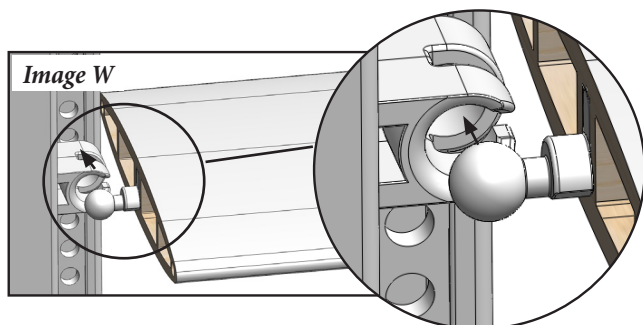
Next, install the top louver onto the top drive arm (*Image U*) and then snap the louver pin into the carrier on the left side (*Image T*).



4.2 ADJUST TENSION - Rotate the bottom louver to the open/horizontal position. The top and bottom louvers should stay in that position. If not, tighten the Brake Screw no more than 1/4 turn (clockwise) at a time until the bottom louver stays in position. (#0 phillips screwdriver included) (*Image V*). If the bottom louver is hard to rotate, loosen the Brake Screw as desired. **DO NOT OVER TIGHTEN THE BRAKE SCREW**
*If at any point during the installation of the remaining louvers, the louvers do not stay in position, tighten the brake screw a little more.



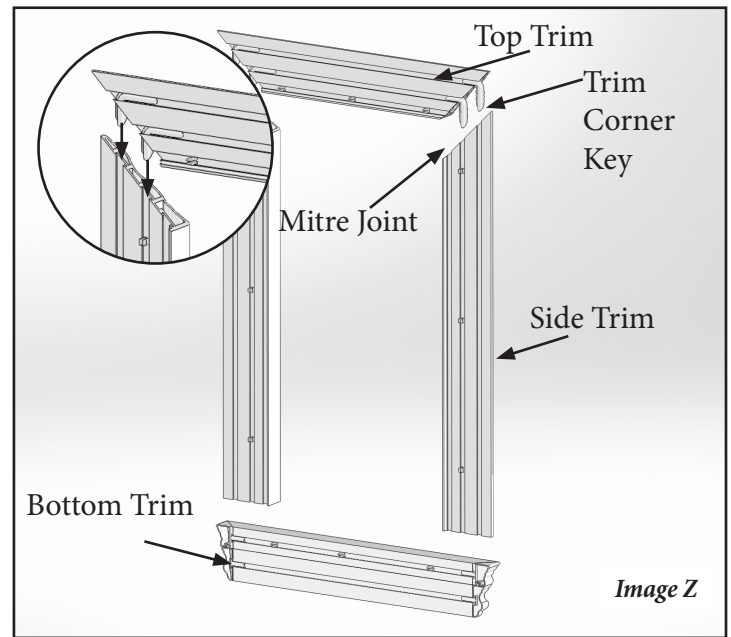
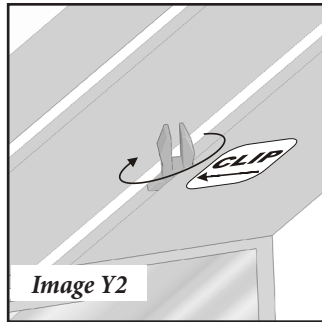
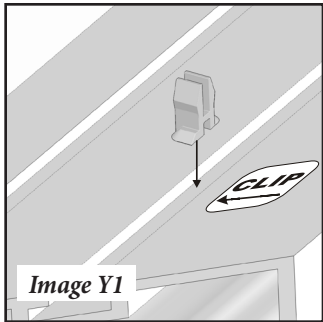
4.3 INTERMEDIATE LOUVERS - Orient each louver so that the button pin is located to the right. Install remaining louvers starting from the top, by first snapping louver pins into each carrier (*Image W*) and then “buttoning” the tilt strap onto the button pin at the back right of the louver (left side first, then right) (*Image X*). **Make sure all button pins are properly seated and secure in the slots, and that they are able to move freely in the slots on the folding strap.** After all louvers are installed, rotate louvers to make sure that they stay in the desired position. If not, adjust the tension as necessary following the procedures in step 4.2



Tilt the louvers and raise the tilt bar to make sure that it operates properly. If any of the louvers rub on the frame, use the bubble level to make sure that the frames are square (level and straight). If not, make the necessary adjustments as described in section 3.

Step 5: Install Trim

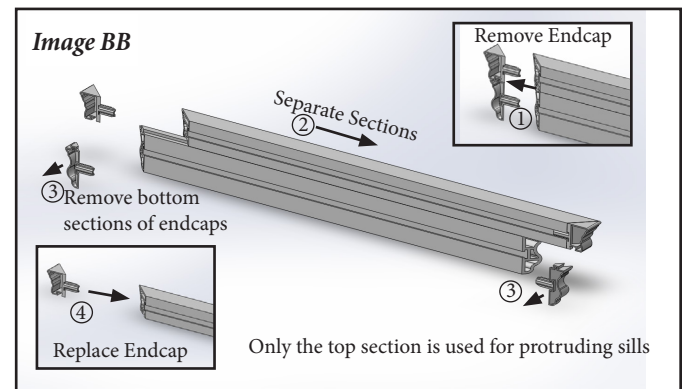
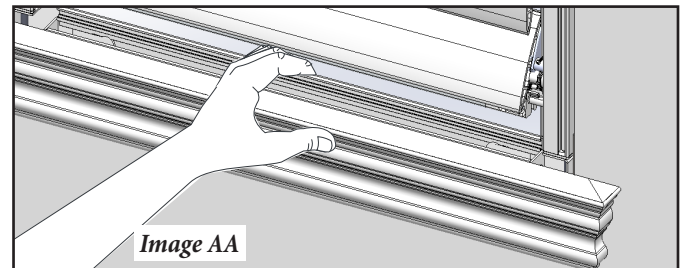
5.1 INSTALL TRIM CLIPS - Width Trim and Height Trim boxes. Install Trim Clips into the back of each Trim piece at positions marked. Insert the clip into the slot and then twist a 1/4 turn **clockwise** to lock in place (*Images Y1-Y2*).



5.2 BOTTOM TRIM -

Non-protruding Sill - Raise the lift bar at least 3". Reach in to support the window side of the bottom frame with your fingers, center the Bottom Trim and snap the clips into the frame slot (*Image AA*). Be sure trim is tight against the wall.

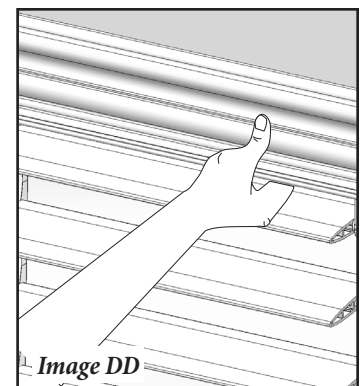
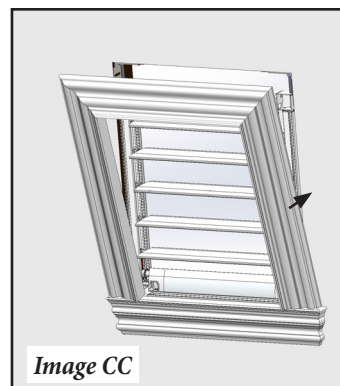
Protuding Sill - Remove the lower section of the Bottom Trim as shown (*Image BB*) and discard. Raise the lift bar at least 3". Reach in to support the window side of the bottom frame with your fingers, center the top section of Bottom Trim and snap the clips into the frame slot (*Image AA*). Be sure trim is tight against the wall. The trim will sit on top of the window sill.



5.3 TRIM CORNER KEY - Lay trim pieces on the floor with the finished side down. Attach the left and right side trim pieces to the top trim by sliding the corner keys into the two outermost grooves on the back, forming a Top/Side Trim Unit (*Image Z*). Slide until mitre joints are secure and even.

5.4 TOP/SIDE TRIM - Lower and lock the lift bar. With the louvers in the open/horizontal position, center the top/side trim unit on the shutter allowing it to rest on the bottom trim (*Image CC*).

Reach in between the louvers to support the frame while pressing the clips into place. Snap in the bottom clips on each side, and then work up and across the top trim, securing all clips (*Image DD*). Be sure trim is tight against the wall.



Operation

LOWER LOUVERS - Slide both lift tabs on the Lift Bar towards the center and lower the lift bar until it is fully seated. If resistance is felt before it is fully seated, rotate the Bottom Louver so that it is closed (vertical). Then slide the lift tabs toward the center and lower the Lift Bar the rest of the way.

ROTATE LOUVERS - The Lift Bar must be lowered completely to rotate all of the louvers. Grasp the bottom louver near the right side, and rotate to the desired position (*Image EE*).



Image EE



Image FF

LIFT LOUVERS - To raise the louvers, rotate louvers to the open position. Slide both lift tabs on the Lift Bar towards center and lift. As soon as the Lift Bar is raised the louvers will rotate to the closed position. Release the lift tabs to hold the louver stack at any desired height (*Image FF*).

Privacy Clip

If you would like to have the top part of your shutter open, while the bottom remains closed for privacy, you can use the included privacy clip.

Begin with the louvers in the closed position. Choose the louver at the bottom of the section that you want to be open. Grasp louver near the right side and use your hand to rotate that louver to the open position. While holding the louver open, attach the privacy clip near the edge of the trim. First hook the back of the clip on the louver, and then allow the louver to drop down onto the clip (*Image GG*). An installed clip is shown in *Image HH*.

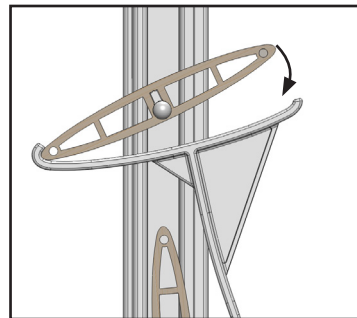


Image GG



Image HH

Clear View Shutters

with Lifiable Louvers

Installation Instructions For Window Openings 48" Wide or Greater

Tools required

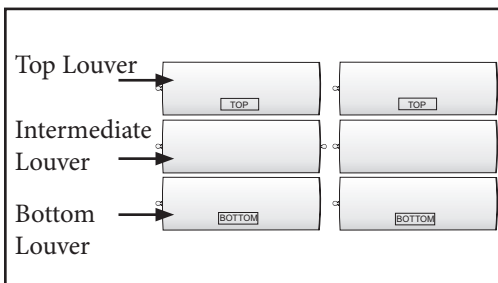
Tools to gather -

- Power drill with 1/4" hex head and/or Phillips driver bit

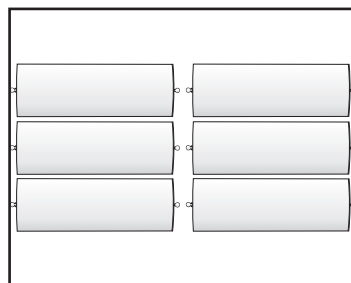
Tools provided -

- #0 Phillips Screw Driver
- 7/16" Open End Wrench
- Level

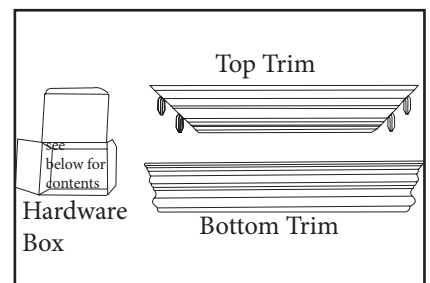
Contents



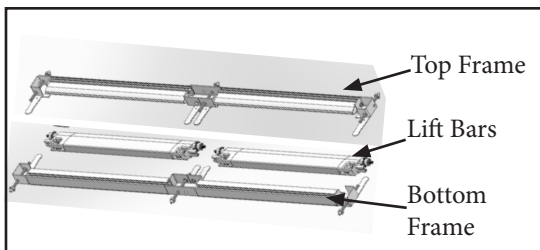
Top/Bottom Louvers
(double panel pictured)



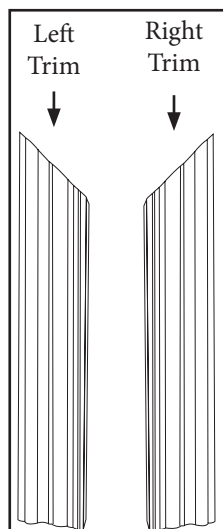
Louvers
(double panel pictured)



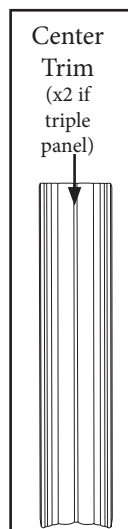
Width Trim



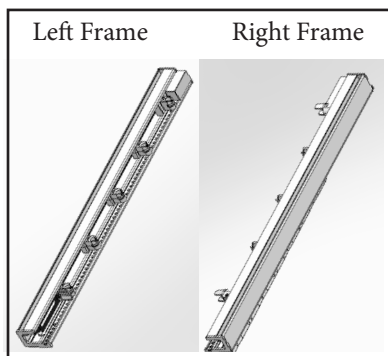
Width Frame
(double panel pictured)



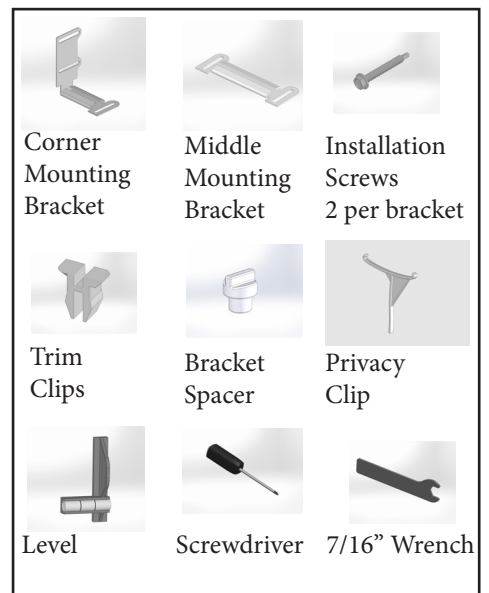
Height Trim



Center Trim



Height Frame
(X2 if double panel, X3 if triple panel)



Contents of Hardware Box

Step 1: Install Mounting Brackets

1.1 CORNER MOUNTING BRACKETS (located in the hardware box within the Width Trim box) -

Windows with bull nosed (rounded) edges - Using the wrench as a straight edge, align front edge of corner mounting brackets so that they are **flush with the face of the wall**, then secure using three screws per bracket as shown (*Image A1-2*). The scalloped edge of the brackets should face the window.

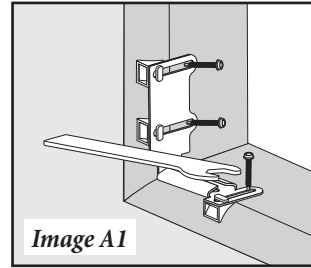


Image A1

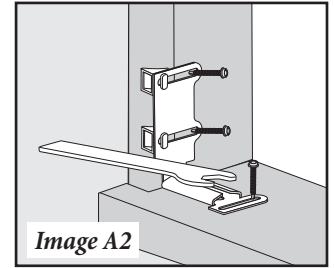


Image A2

Bull Nose with non-protruding sill

Bull Nose with protruding sill

Windows with square edges - Rotate and remove the plastic clips from the corner brackets (*Image B*). Using the wrench as a straight edge, align front edge of corner mounting brackets so that they are **flush with the face of the wall**, then secure using three screws per bracket as shown (*Image C1-2*). The scalloped edge of the brackets should face the window.

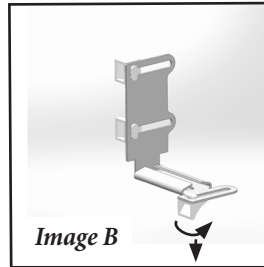


Image B

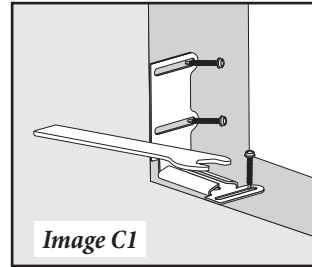


Image C1

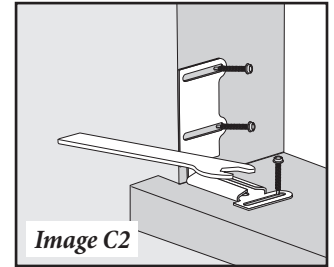


Image C2

Non-protruding sill

Protruding sill

Windows with casing - Rotate and remove the plastic clips from the corner brackets (*Image B*). Align front edge of corner mounting brackets so that they are **flush with the edge of the window jamb**. The scalloped edge of the brackets should face the window. Partially install three screws per bracket as shown. Screws should be placed 1/2" in from the jamb (*Image D*). **DO NOT** tighten screws all the way at this point.

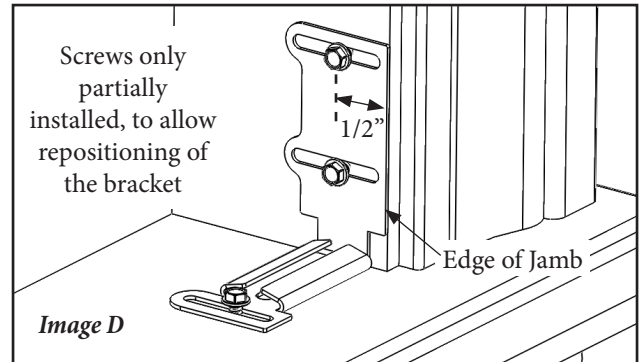


Image D

Remove the Top Trim piece from the width trim box. The Top Trim piece will be used as a template for locating bracket position. Center the trim piece over the window opening and hold it up against the existing window casing, with the flat side to the casing (*Image E*). Slide the corner bracket until it is up against the trim piece (*Image F*). Tighten the screws the rest of the way. Repeat for the corner brackets at the top. Make sure that all 4 brackets are aligned with each other.

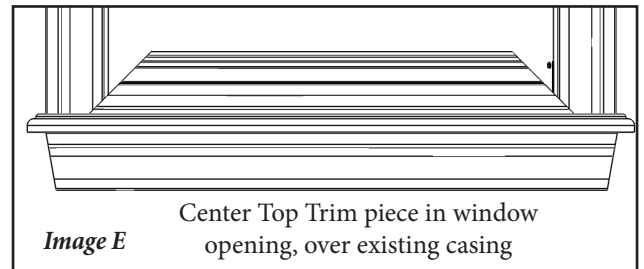


Image E

Center Top Trim piece in window opening, over existing casing

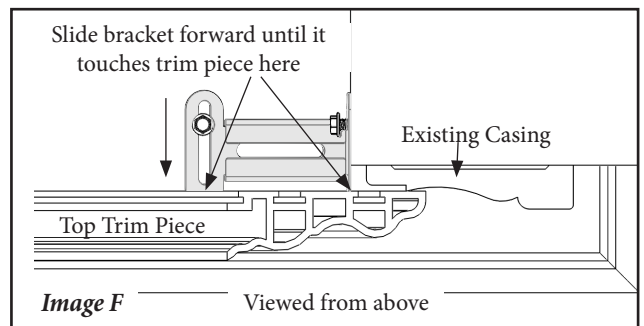


Image F

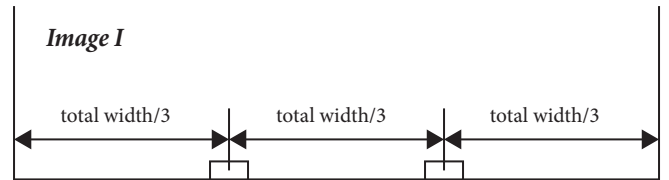
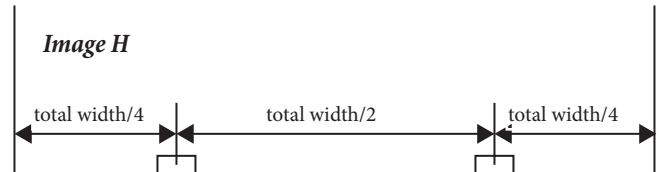
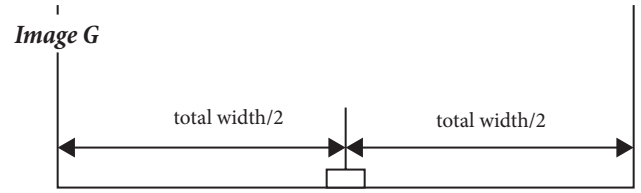
Viewed from above

Please Note: when mounting over existing casing it is normal for the trim to not cover the casing completely. Depending on the window size, the trim will overlap the casing anywhere from 1/4" to 1 3/4".

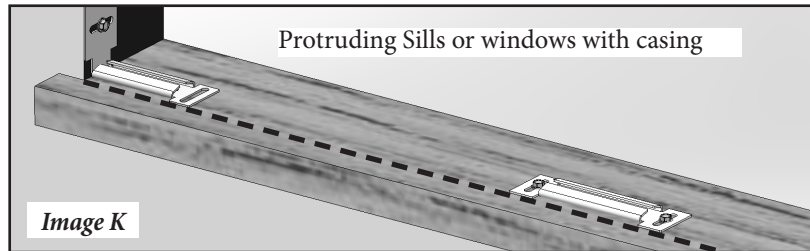
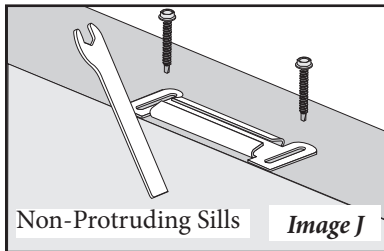
1.2 INTERMEDIATE BRACKETS -

For Double Panel - Center the Middle Mounting Brackets in window opening (*Image G*) aligning bracket so that it is flush with the face of the wall (*Image J*). **For protruding sills or for windows with casing**, make sure that the center bracket is aligned with the corner brackets (*Image K*). Secure with screws provided. If mounting surface can not be screwed into, secure with the double sided tape provided.

For Triple Panel - Depending on the configuration that was ordered either install Middle Mounting Brackets $\frac{1}{4}$ way in from left and $\frac{1}{4}$ way in from right, (*Image H*) or install Middle Mounting Brackets $\frac{1}{3}$ way in from left and $\frac{1}{3}$ way in from right, (*Image I*) aligning the brackets so that they are flush with the face of the wall (*Image J*). **For protruding sills or for windows with casing**, make sure that the center brackets are aligned with the corner brackets (*Image K*). Secure with screws provided. If mounting surface can not be screwed into, secure with the double sided tape provided.

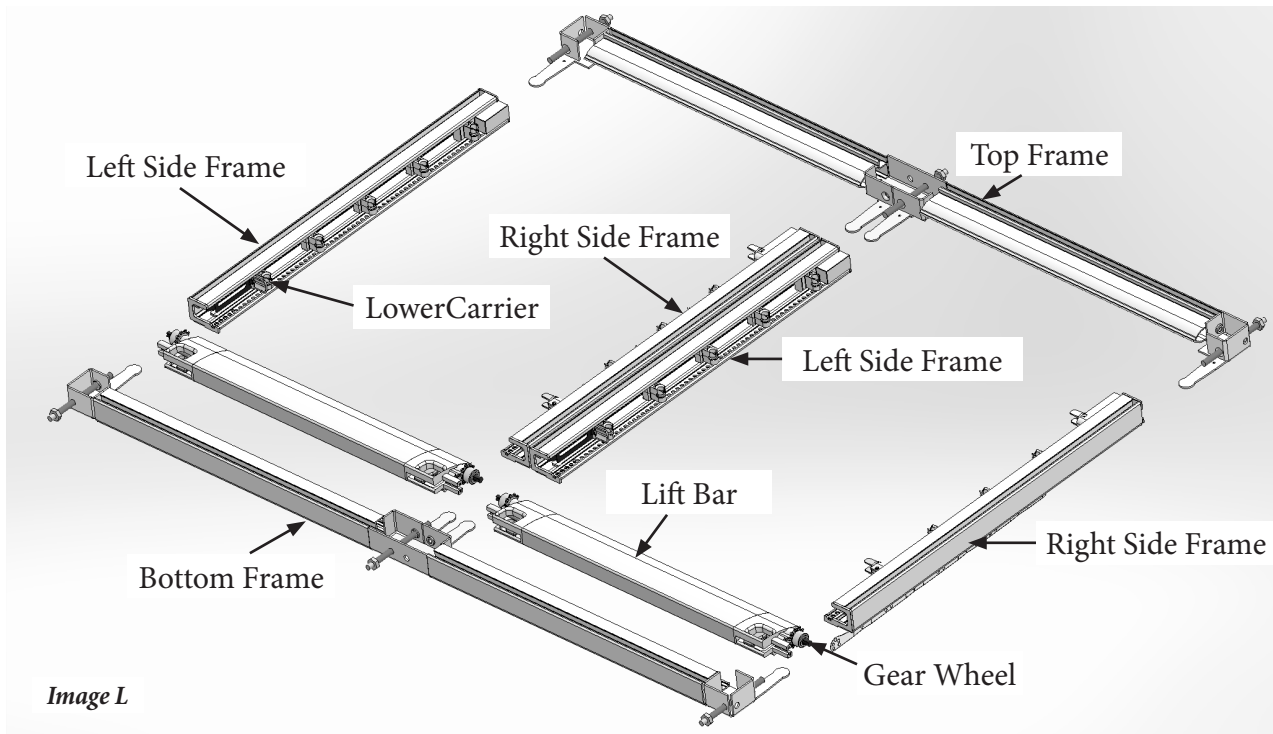


Bracket placement within window opening



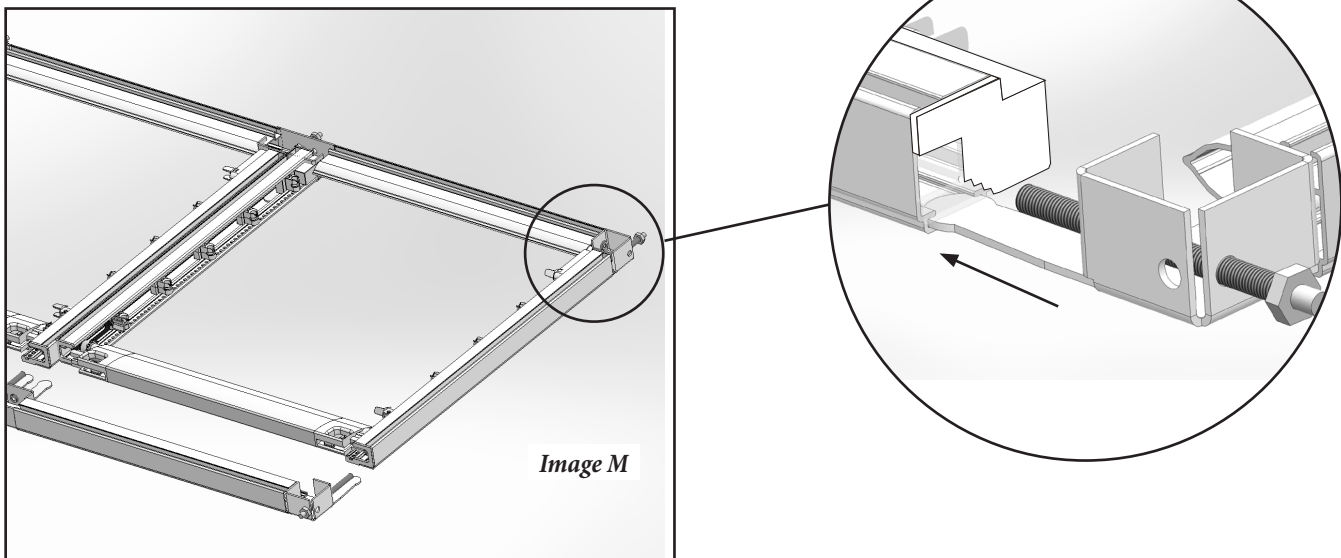
Step 2: Assemble Frames

Open the Width Frame and the Height Frame boxes. Remove the rubber bands. Lay the frame pieces out on the floor or a flat surface as shown in Image L. **Clear Tilt Straps come pre-installed on the side frames. Leave straps in place.**

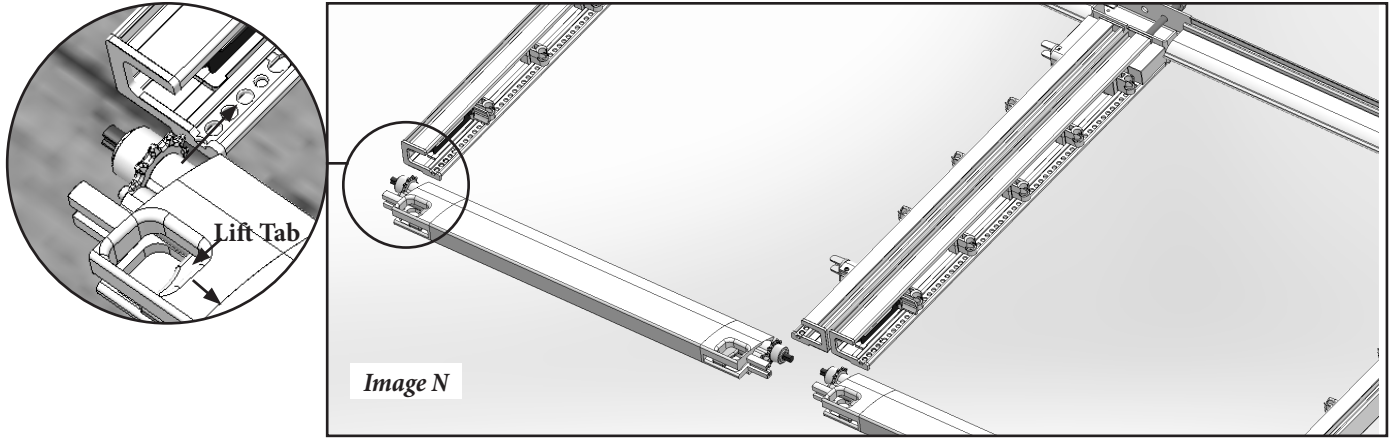


Double Panel Pictured

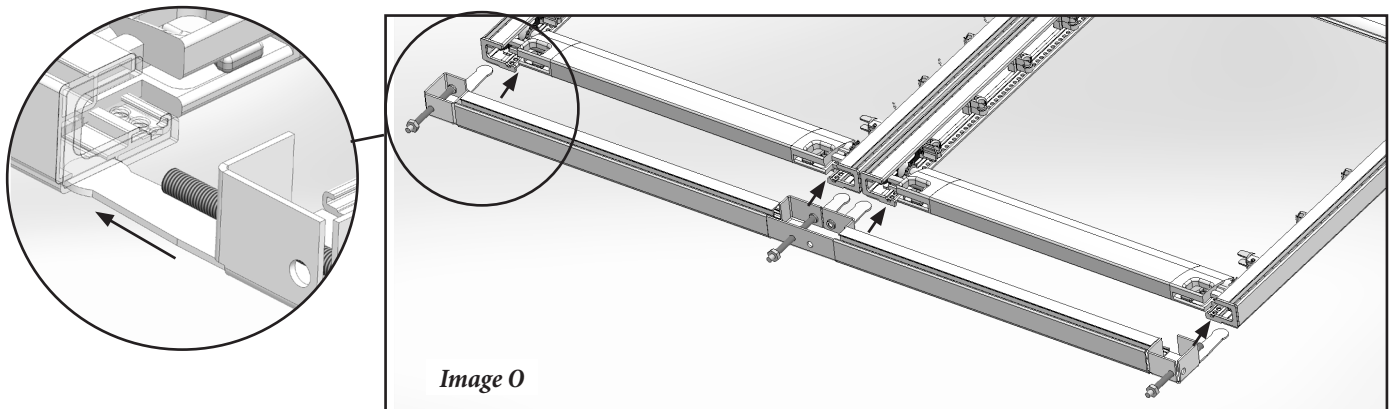
2.1 ATTACH SIDE FRAMES TO TOP FRAME (*Image M*). Make sure that the brackets are fully seated.



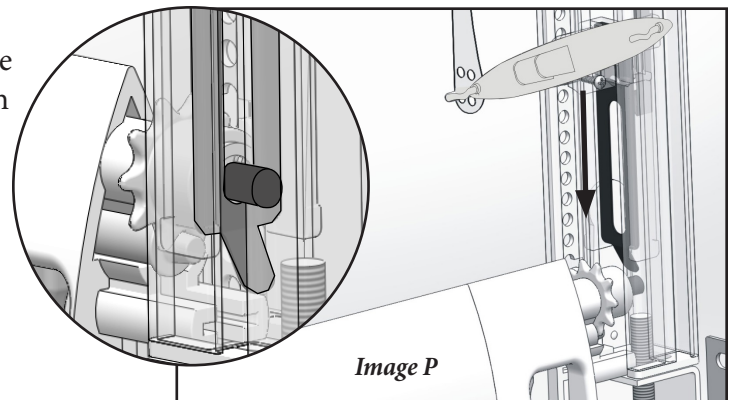
2.2 INSTALL LIFT BARS - Slide the top/side unit up to a wall for support. Align the tooth of the gear wheel on each side of the lift bar against the bottom of each side rail. Then, press and hold the lift tabs on both sides of the lift bar at the same time. Slide the Lift Bar into the bottom of the two sides **keeping the bar even** (*Image N*). **IMPORTANT:** Slide the bar up until there are at least 5 holes visible below the gear wheels on each side of the lift bar. Repeat for the lift bars on the remaining panel(s). **Make sure that there are the same number of holes visible on each side. If not, repeat this step.**



2.3 INSTALL BOTTOM FRAME - Next install the bottom frame into the side frames at the same time (*Image O*). Push evenly on both sides. **Make sure that the brackets are fully seated.**



2.4 ENGAGE CARRIER ASSEMBLY - Manually slide the lower carriers, located in one of the side frames (*Image L*) down to the lift bar. Reach in and push the metal tab, while lowering the carriers so that it can lock into position with the lift bar (*Image P*). Make sure that post on the gear wheel is fully seated in the slot on the metal tab (*Image P*). Repeat with the carriers in the remaining side frames.



Step 3: Install Frame

FOR NON-PROTRUDING WINDOW SILLS -

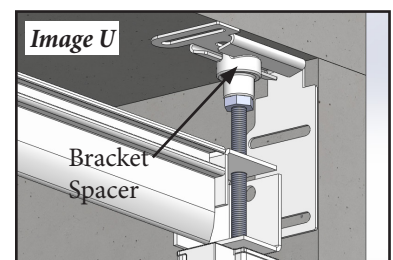
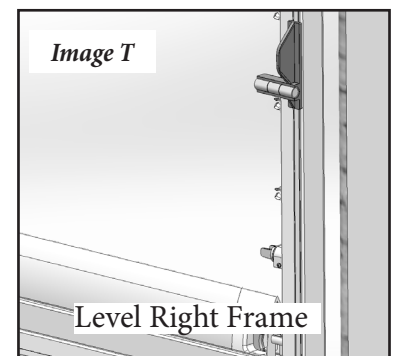
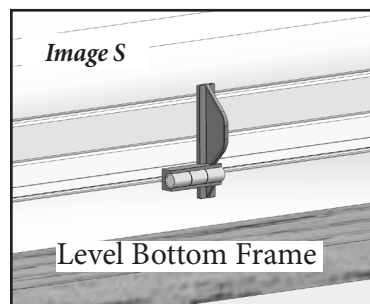
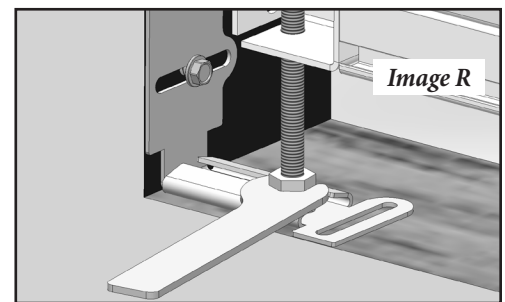
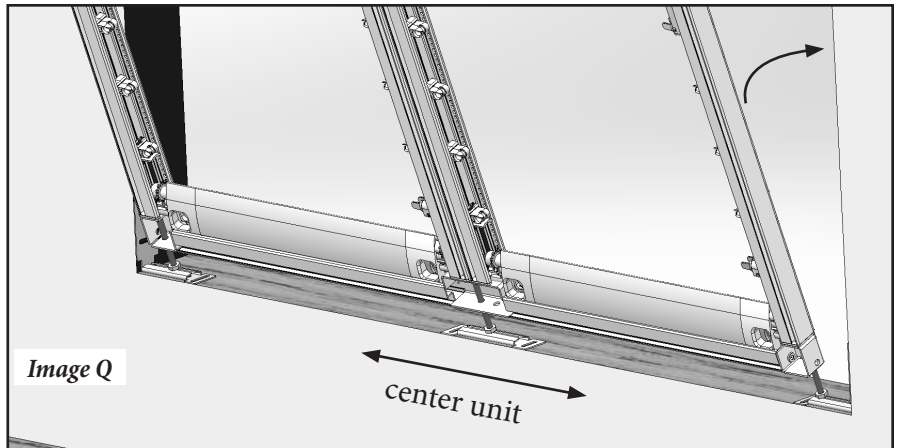
Place the assembled frame unit onto the lower Wall Mounting Brackets and slide side to side until centered in the window opening (*Image Q*).

Use the 7/16" wrench provided to adjust the lower frame until the frame is centered, top to bottom, in the window opening (*Image R*). **TIP:** if the bolts need to be adjusted more than a few turns, it may be easier to remove the frame from the window and partially extend the top and bottom bolts by hand.

IMPORTANT: Insert level into the bottom frame to make sure the frame is level (*Image S*). Adjust lower frame bolt to level.

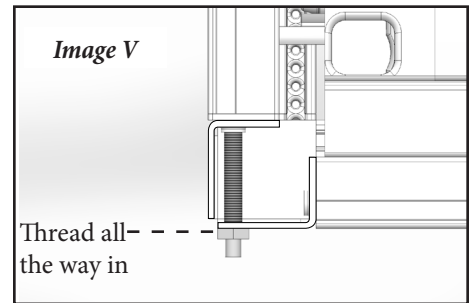
IMPORTANT: Insert level in the right frame, near the top (*Image T*) to make sure that the frame is straight up and down. If the side of the frame is not straight, slide the top of the frame left or right until it is straight.

After making sure that the frame is centered and level, use the 7/16" wrench provided to tighten the top bolts into top mounting brackets. If the bolts will not reach the corner brackets, bracket spacers (provided) may be used (*Image U*)

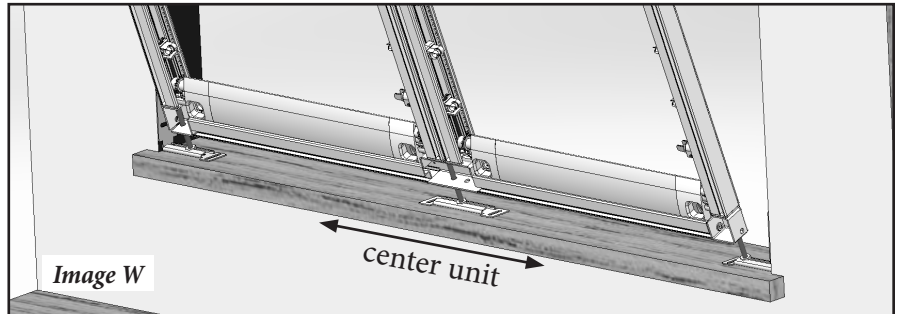


FOR PROTRUDING WINDOW SILLS –

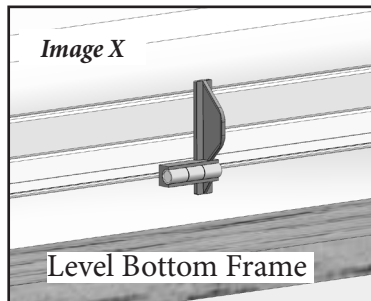
Make sure that the bottom bolts are threaded all the way into the bottom of the corner bracket (*Image V*).



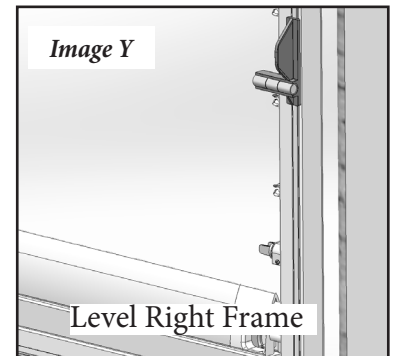
Place the assembled frame unit onto the lower Wall Mounting Brackets and slide side to side until centered in the window opening (*Image W*).



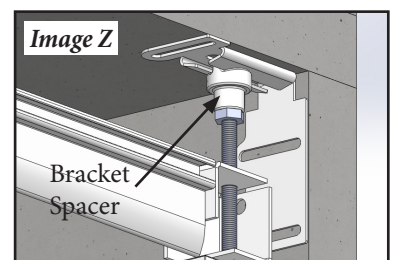
IMPORTANT: Insert level into the bottom frame to make sure the frame is level (*Image X*). Adjust lower frame bolt to level.



IMPORTANT: Insert level in the right frame, near the top (*Image Y*) to make sure that the frame is straight up and down. If the side of the frame is not straight, slide the top of the frame left or right until it is straight.



After making sure that the frame is centered, level and that the sides are straight, use the 7/16" wrench provided to tighten the top bolts into top mounting brackets. If the bolts will not reach the corner brackets, bracket spacers may be used (*Image Z*)





Press lift tabs on the lift bar, toward the center and lower lift bar all the way down. **Make sure that the lift bar is level**, if it is not, remove frame and repeat step 2.

Step 4: Install Louvers (repeat step 4 for each panel)

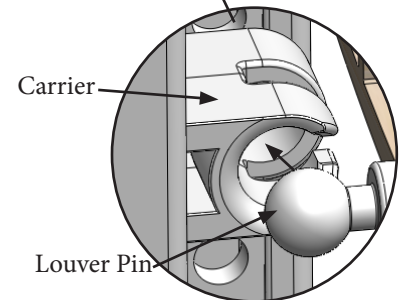
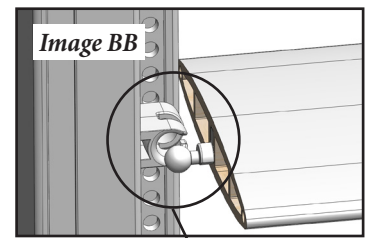
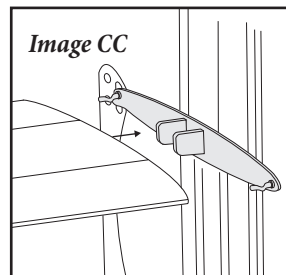
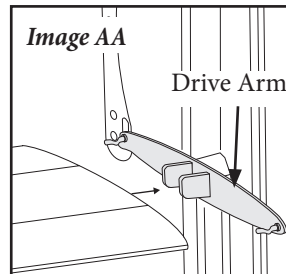
4.1 TOP & BOTTOM LOUVERS - Open the box labeled Top/Bottom Louvers.

Locate the louver labeled **BOTTOM**. Hold the louver so that the label is on the top/front.

Then, install the bottom louver onto the bottom drive arm. The drive arm must be in the horizontal position (*Image AA*). Make sure that the louver is pushed onto the drive arm securely. Finally, snap the louver pin into the carrier on the left side (*Image BB*)

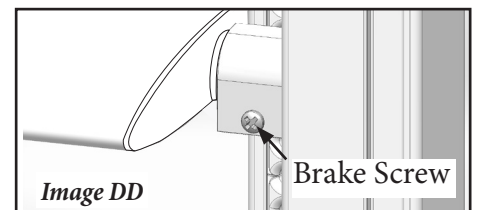
Locate the louver labeled **TOP**. Hold the louver so that the label is on the top/front.

Next, install the top louver onto the top drive arm (*Image CC*) and then snap the louver pin into the carrier on the left side (*Image BB*).

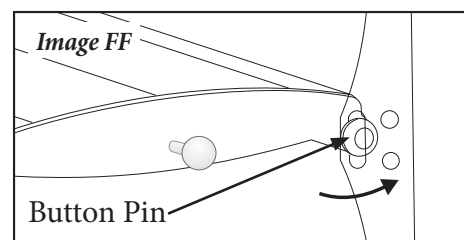
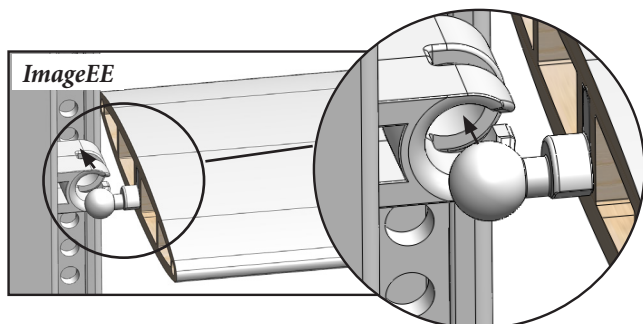


4.2 ADJUST TENSION - Rotate the bottom louver to the open/horizontal position. The top and bottom louvers should stay in that position. If not, tighten the Brake Screw no more than 1/4 turn (clockwise) at a time until the bottom louver stays in position. (#0 phillips screwdriver included) (*Image DD*). If the bottom louver is hard to rotate, loosen the Brake Screw as desired. **DO NOT OVER TIGHTEN THE BRAKE SCREW**

*If at any point during the installation of the remaining louvers, the louvers do not stay in position, tighten the brake screw a little more.



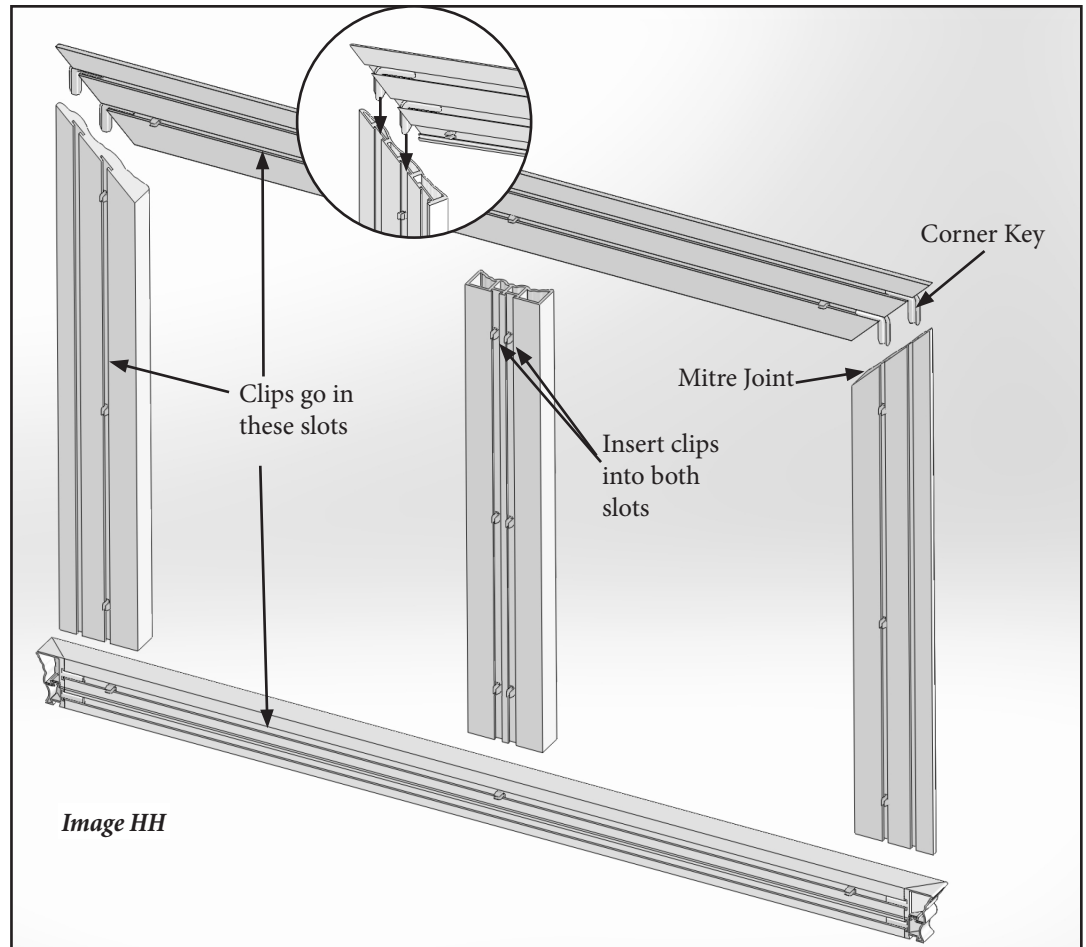
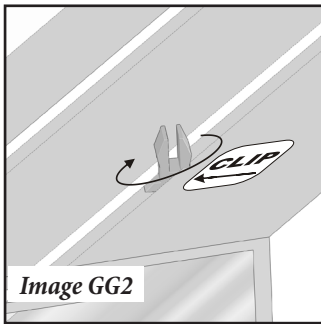
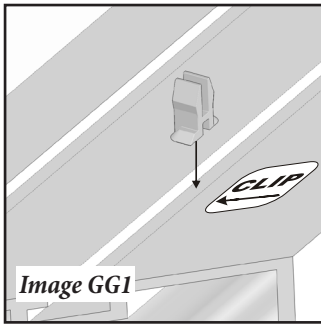
4.3 INTERMEDIATE LOUVERS - Orient each louver so that the button pin is located to the right. Install remaining louvers starting from the top, by first snapping louver pins into each carrier (*Image EE*) and then “buttoning” the tilt strap onto the button pin at the back right of the louver (left side first, then right) (*Image FF*). **Make sure all button pins are properly seated and secure in the slots, and that they are able to move freely in the slots on the folding strap.** After all louvers are installed, rotate louvers to make sure that they stay in the desired position. If not, adjust the tension as necessary following the procedures in step 4.2



Tilt the louvers and raise the tilt bar to make sure that it operates properly. If any of the louvers rub on the frame, use the bubble level to make sure that the frames are square (level and straight). If not, make the necessary adjustments as described in section 3.

Step 5: Install Trim

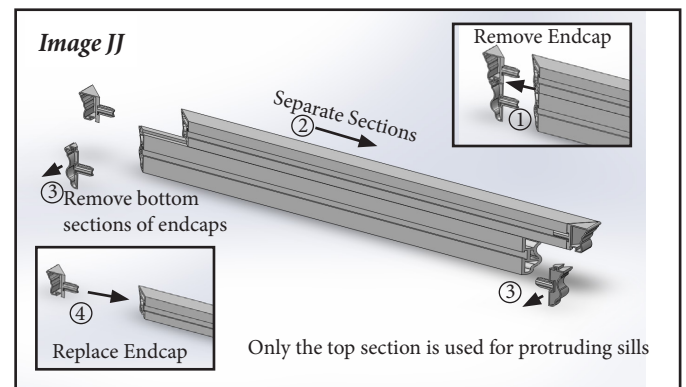
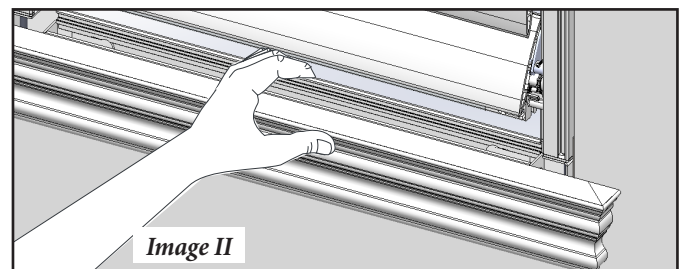
5.1 INSTALL TRIM CLIPS - Open the Width Trim and Height Trim boxes. Install Trim Clips into the back of each Trim piece at positions marked. Insert the clip into the slot and then twist a 1/4 turn **clockwise** to lock in place (*Images GG1-GG2*).



5.2 BOTTOM TRIM-

Non-protruding Sill - Raise the lift bar at least 3". Reach in to support the window side of the bottom frame with your fingers, center the Bottom Trim and snap the clips into the frame slot (*Image II*). Be sure trim is tight against the wall.

Protuding Sill - Remove the lower section of the Bottom Trim as shown (*Image JJ*) and discard. Raise the lift bar at least 3". Reach in to support the window side of the bottom frame with your fingers, center the top section of Bottom Trim and snap the clips into the frame slot (*Image II*). Be sure trim is tight against the wall. The trim will sit on top of the window sill.

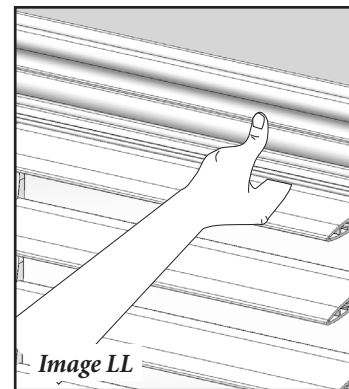
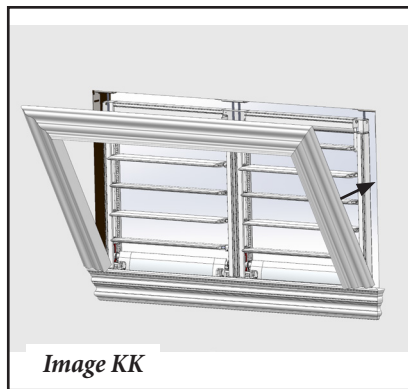


5.3 TRIM CORNER KEY - Lay trim pieces on the floor with the finished side down. Attach the left and right side trim pieces to the top trim by sliding the corner keys into the grooves on the back, forming a Top/Side Trim Unit (*Image HH*). Slide until mitre joints are secure and even.

5.4 TOP/SIDE TRIM -

Lower and lock the lift bar. With the louvers in the open/horizontal position, center the top/side trim unit on the shutter allowing it to rest on the bottom trim (*Image KK*).

Reach in between the louvers to support the frame while pressing the clips into place. Snap in the bottom clips on each side, and then work up and across the top trim, securing all clips (*Image LL*).



5.5 CENTER TRIM(S) - While supporting the middle frames, position the center trim so that the top is up against the top trim and snap the clips into the rail slots (*Image MM*). If you have a triple panel, follow the same procedure to install the second center trim piece.



Operation

LOWER LOUVERS - Slide both lift tabs on the Lift Bar towards the center and lower the lift bar until it is fully seated. If resistance is felt before it is fully seated, rotate the bottom louver so that it is closed (vertical). Then slide the lift tabs toward the center and lower the Lift Bar the rest of the way.

ROTATE LOUVERS - The Lift Bar must be lowered completely to rotate all of the louvers. Grasp the bottom louver near the right side, and rotate to the desired position (*Image NN*).

LIFT LOUVERS - To raise the louvers, rotate louvers to the open position. Slide both lift tabs on the Lift Bar towards center and lift. As soon as the Lift Bar is raised the louvers will rotate to the closed position. Release the lift tabs to hold the louver stack at any desired height (*Image OO*).



Privacy Clip

If you would like to have the top part of your shutter open, while the bottom remains closed for privacy, you can use the included privacy clip.

Begin with the louvers in the closed position. Choose the louver at the bottom of the section that you want to be open. Use your hand to rotate that louver to the open position. While holding the louver open, attach the privacy clip near the edge of the trim. First hook the back of the clip on the louver, and then allow the louver to drop down onto the clip (*Image MM*). An installed clip is shown in *Image NN*.

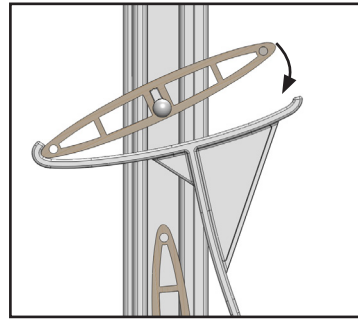


Image MM

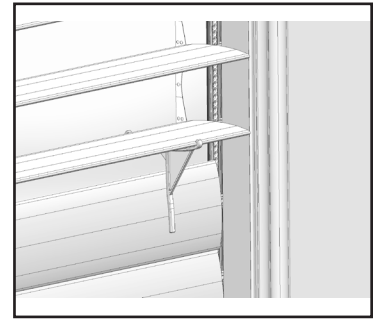


Image NN

Cleaning and Care

Periodic dusting with a feather duster or vacuum cleaner brush is all Wide View Shutters should ever require. If necessary, Wide View Shutters can be cleaned with soap and water to remove stains. Wide View Shutters are fully washable and will not warp if exposed to water or humid conditions.

Window cleaning can be done by raising the louvers to access the majority of the window surface. Lower the lift bar and tilt the louvers to the open position. Reach between the louvers with a small squeegee to clean the top section of the window.

Trouble Shooting

Problem	Solution
Louvers don't close tightly	Make sure that the lift bar is all the way down and locked before closing louvers.
Louvers won't stay open	a) Make sure that you are operating the louvers from the bottom louver. b) Tighten brake (remove trim to access brake screw)
Lift bar is hard to raise	Rotate louvers to the open/horizontal position and then raise lift bar.
Lift bar is not level	Step 2 was critical. Disassemble unit and reset lift bar (see step 2.2)
When operating, louvers rub on inside edges of trim	1. Remove trim. Use the level provided to make sure that the vertical frames are straight up and down. Loosen top bolts and adjust bottom bolts as necessary 2. Brackets are recessed too far in the window opening, causing the trim to tip in. Brackets must be flush to the wall. Remove the shutter unit and adjust the brackets.
Trim is not staying on	Brackets are recessed too far in the window opening. Brackets must be flush to the wall. Remove the shutter unit and adjust the brackets.
Light gap at outside edge of side trim	Make sure that the unit is centered left to right in the window opening. Loosen top bolts and adjust as necessary.
If sill mount, light gap between the bottom of the bottom trim and sill	Bolts were not fully seated in step 3.2.
Light gap between trim and wall	a) Uneven wall surface - fill with caulk b) Protruding brackets - Brackets must be flush to the wall. Remove the shutter unit and adjust the brackets.