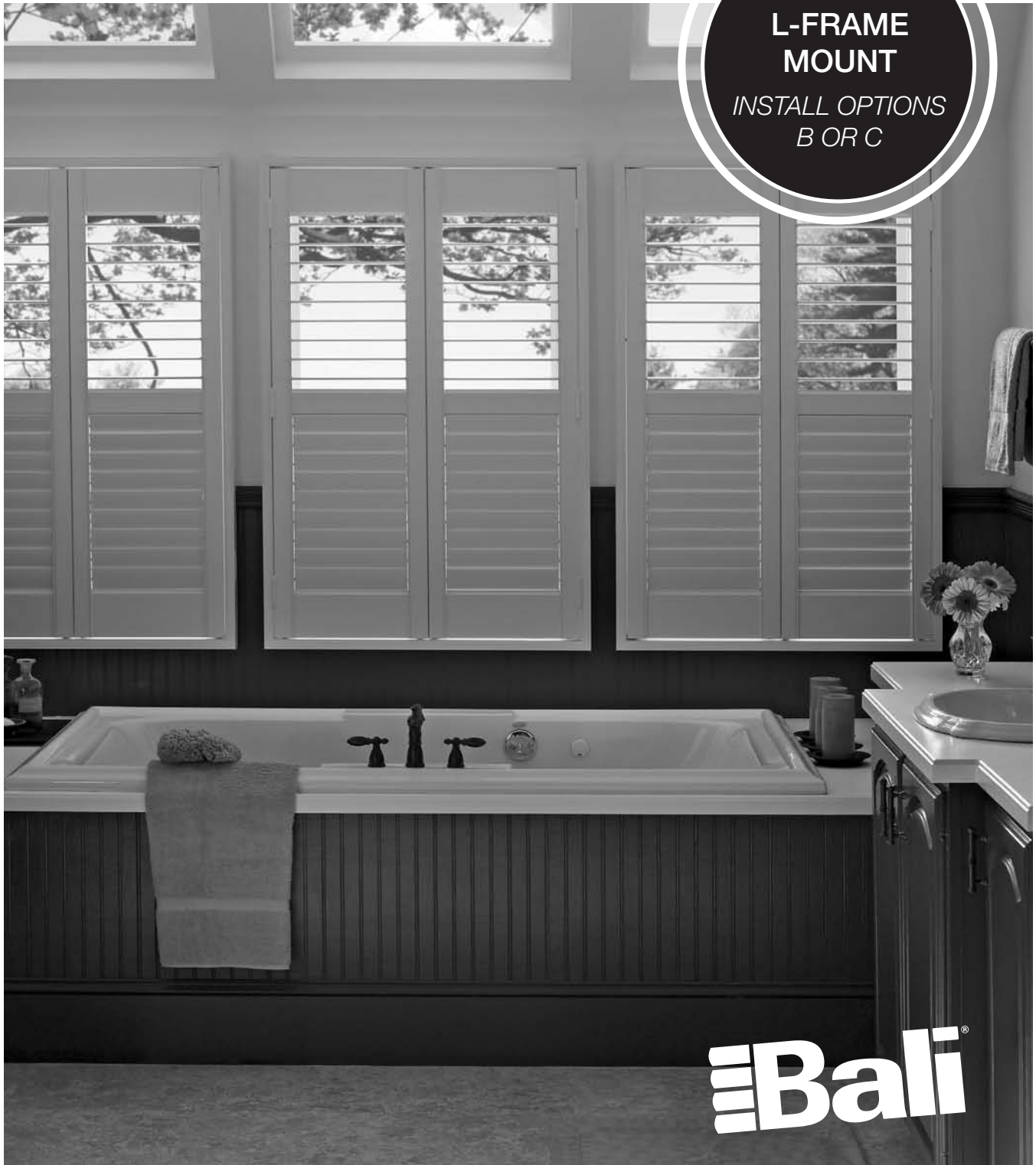


BALI shutters

INSTALLATION *GUIDE*

FOR
L-FRAME
MOUNT
*INSTALL OPTIONS
B OR C*



Bali[®]

TOOLS NEEDED FOR INSTALLATION

1. Drill
2. Phillips bit
3. 1/8" drill bit
4. Hammer (preferably hard plastic)
5. Level
6. Phillips-head screwdriver
7. Utility knife



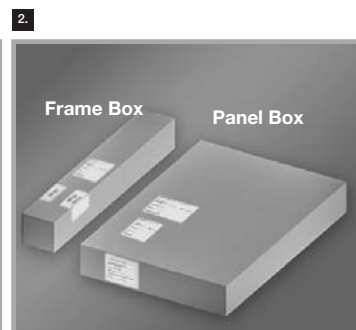
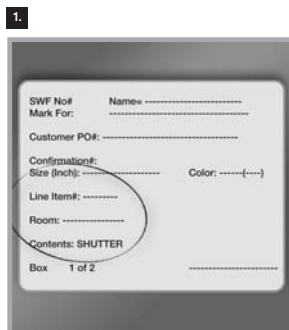
A. UNPACKING YOUR SHUTTER

1. Locate labels on boxes

- Each box is labeled with the line item and room location.

2. Match shutter panel boxes with matching frame boxes

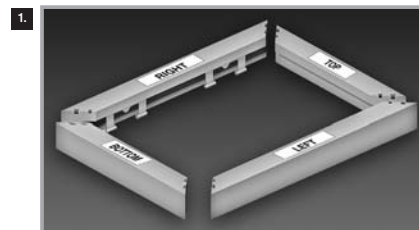
- If you have multiple windows, match the line item # on the frame box with the line item # on the panel box. It is important to keep the matching frames and panels together.



B. FRAME ASSEMBLY

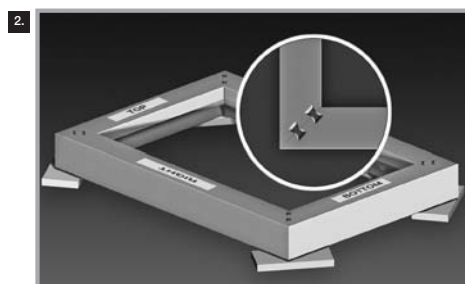
1. Lay out the frame

- Locate frame pieces labeled "Top," "Bottom," "Left," "Right."
- Lay pieces on floor with labels facing up as shown above (See picture 2). **NOTE:** The frame piece labeled "left" will go on the right side and the frame piece labeled "right" will go on the left.



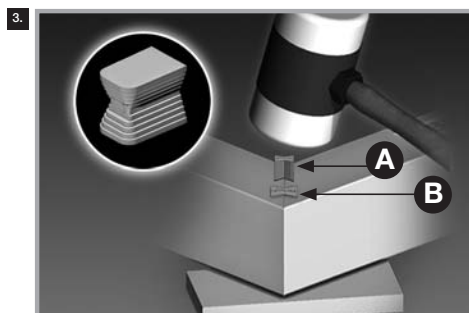
2. Brace frame off floor

- Using the packing foam from your panels, place one piece under each corner (see picture at right). This will help stabilize the frame during assembly and prevent damage to the hinges of the panel.
- Line up corners of frames until holes make a "bow tie" shaped hole.



3. Install corner connectors

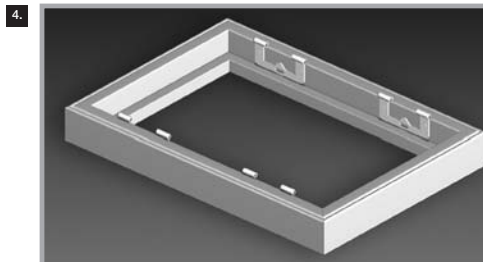
- Locate corner connector keys from the parts bags. **NOTE:** One small and one large key will be used for each corner.
- Tap small connector key into the hole marked "A" in the picture at right.
- Tap the large connector key into the hole marked "B" in the picture to the right. **NOTE:** A small amount of plastic may shave off when tapping into place.
- Connector keys should be flush with the frame.
- Repeat process on all corners.



B. FRAME ASSEMBLY (CONTINUED)

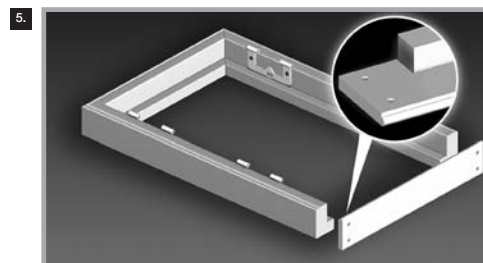
4. Turn over

Turn over the assembled frame so the hinges are now facing up.



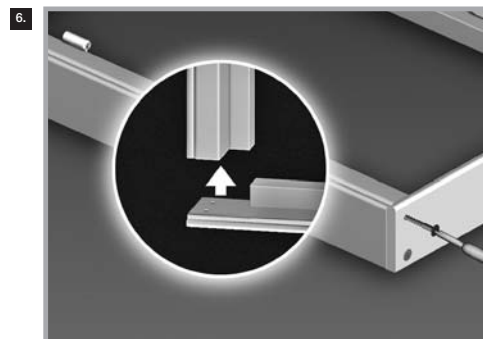
5. If your window has a sill

- If your window has a sill, your bottom frame piece will be different than the side and top frame pieces. Please use the following steps to attach the bottom to your frame. If you do not have a sill, please skip these steps and go directly to part C: Mounting the Frame.



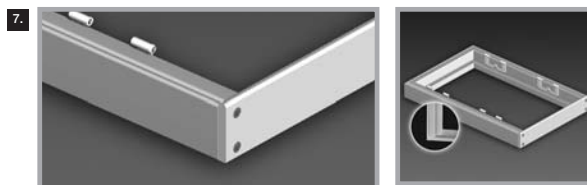
6. Attach bottom sill frame piece

- Line up bottom frame with assembled sides of frame. End of bottom frame should be even with outside edge of side frames.
- Using drill with a Phillips bit and the 2" screws provided, drive screws into pre-drilled holes in bottom frame.



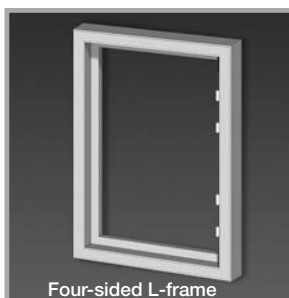
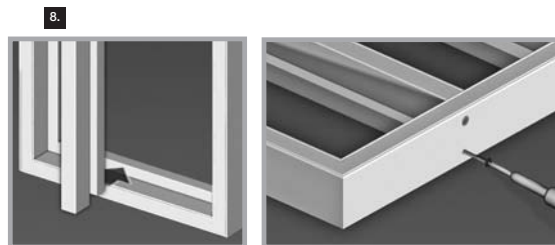
7. Screws should be flush

- Screws should be flush with the bottom of the frame.
- Repeat on opposite side.



8. Frame with T-post

Your frame may have a T-post included that separates the panels. Holes are pre-drilled in your frame and at the top and bottom of the T-post. Line up holes in T-post with holes in frame and drive the included 3" screws through frame and into T-post. It is important you have the end of the T-post labeled T1-B attached to the bottom of the frame.



Four-sided L-frame



Three-sided L-frame with Sill



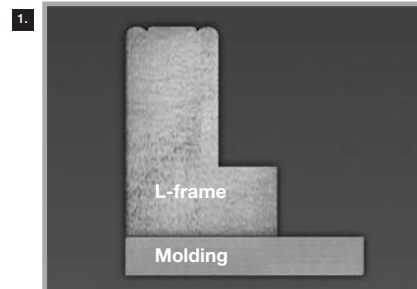
Four-sided L-frame with T-post

C. INSTALLATION FOR MOUNTING ON TOP OF WINDOW MOLDING

Note: If your window does not have molding, skip to installation section D.

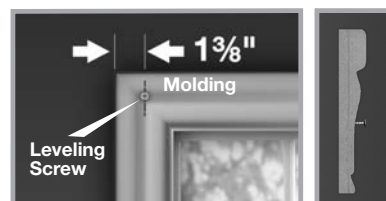
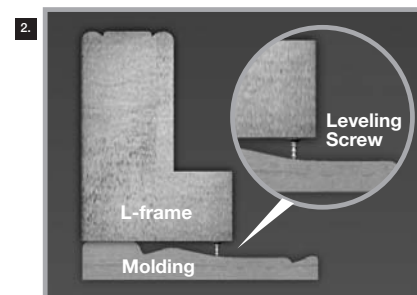
1. Check to see if molding is level

- If your frame sits level on the molding, skip to installation section D.
- If your frame does not sit level, leveling screws will need to be installed in order to support the part of the frame that does not sit flat on the molding.



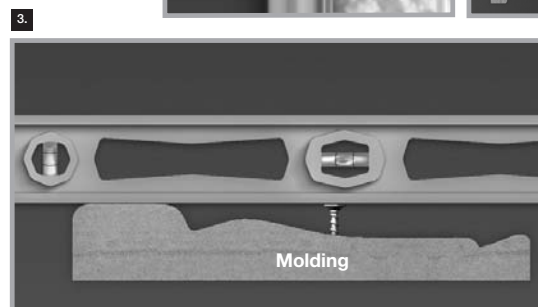
2. Install leveling screws

- Drive a $\frac{3}{4}$ " screw (included) into the trim $1\frac{3}{8}$ " from the outside edge of the window molding. Please note the leveling screw sticks out of the molding so that the head of the screw is even with the highest point of the molding. This allows the panel frame to sit level on your window molding.
- This should be done approximately every 20" on each side of the window. If your frame sits on a sill, install leveling screws on the top, left and right sides of the frame only. The bottom of your frame will rest on the sill.



3. Check to make sure screws are level

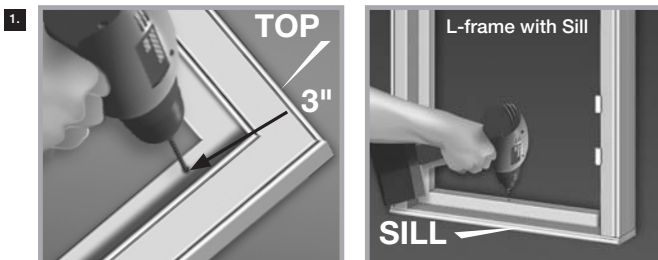
- In order to install the leveling screws to the correct height, you will need to place a level on the flat edge of the molding and across the screw.
- Adjust the height of the screw up or down until it is level with the flat section of your molding. If you do not have a flat section, it will need to be level with the highest point of your molding.



D. INITIAL MOUNTING OF FRAME

1. Pre-drill frame

- While frame is still on the floor, use a 1/8" drill bit to pre-drill one hole on each side of the frame approximately 3" down from the top of the frame (see picture).
- Pre-drill one hole in the center position of the bottom frame, or as close to center as possible if you have a T-post in your frame.
- If your frame has a bottom sill frame piece, pre-drill the bottom hole as shown above right.



2. Position the frame up to the window

Determine your window type below to position frame correctly:

If window has no molding but does have a sill

Rest bottom of frame on sill and center frame from left to right over window opening. Inside edge of frame should match window opening dimensions.

If window has no molding and no sill

Position frame over window, centering frame from left to right and top to bottom.

If window has molding and a sill

Rest bottom of frame on sill and center frame from left to right over window opening.

If window has molding but does not have a sill

Position frame over window, centering frame from left to right and top to bottom. Outside of frame should match the outside edge of your molding.

* When positioning frame up to window, be sure the frame piece labeled "Top" is positioned at the top of the window.

3. Install frame

- Drive a 2½" mounting screw (included) into your pre-drilled hole on left side of frame. Screw should be driven in until it is at the same level as the frame surface. Do not drive any deeper or frame may crack.
- Lay a level on the top of the frame to make sure frame is level.
- Drive 2½" mounting screw into pre-drilled hole on right side of frame.



E. HANG PANELS AND 'RACK' EACH PANEL UNIT

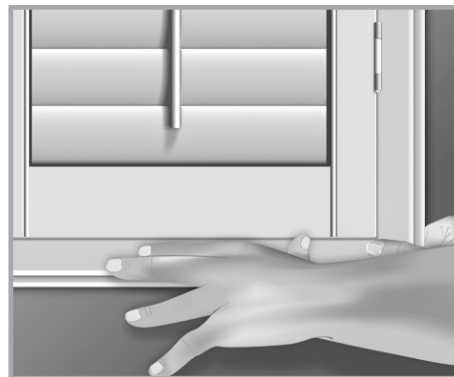
1. Hang the panels

- Panels will have a number stamped on the bottom. This is the location of the panel in the window from left to right. Beginning with panel 1, hold panel in frame and align hinges.
- Insert the large hinge pins from your parts box (if you have more than one size hinge pin), starting from the top hinge. If pins are difficult to insert, see "Trouble shooting tips" on back page.
- Continue installing the remaining panels into the frame from left to right.
- If you have bi-fold panels (two panels attached to each other), you will have an additional style hinge shown in picture 2. This hinge connects the two bi-fold panels together. The smaller hinge pin will be used for these.



2. Rack each panel

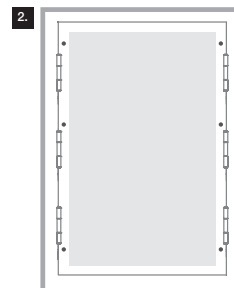
- With panels attached and in the closed position, slightly shift the bottom of the frame left or right. This will position your panels correctly in the frame.
- Proper alignment occurs when the top of the panel(s) is parallel with the top of the frame.
- Panels can be adjusted up and down and left to right later in section G. Once panels are in the correct position, open panel slightly and drive a 2½" mounting screw into the pre-drilled hole in the bottom of the frame (done in section D, step 1).



F. INSTALL REMAINING MOUNTING SCREWS

1. Pre-drill for remaining mounting screws

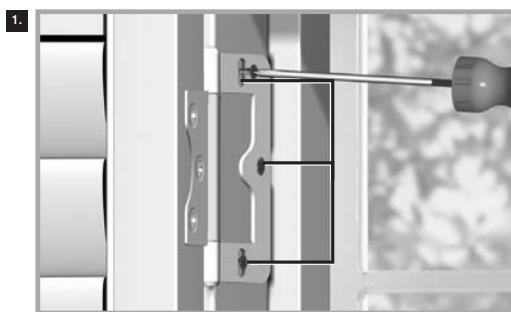
- Using your 1/8" drill bit, pre-drill holes 1" above each hinge except for the bottom hinge. Pre-drill a hole 1" below the bottom hinge. If you only have hinges on one side of your frame, drill the holes at the same location on the opposite sides of the frame from the hinge side. Diagram 2 shows where you should drill your 1/8" holes on a panel with hinges on both sides.
- Drive 2½" mounting screws into holes.
- At a minimum, use one mounting screw per the number of hinges on that side. Use an additional screw between each hinge for maximum strength. Be sure not to use all remaining screws as you will need screws to secure the top and bottom frames in step H.



G. FINAL HEIGHT AND WIDTH ADJUSTMENTS

1. Adjust height (if needed)

- To adjust the height of the panel, slightly loosen the screws in the hinge slots and move panel(s) up or down. When the panel is in the desired location, re-tighten the screws. The panels should be even with each other (if there is more than one panel).
- Once panels are set to the correct height, insert 3/4" screws into all remaining holes in hinges. It is not necessary to pre-drill these holes.



2. Adjust width (if needed)

- If you have bi-fold panels, you can adjust the gap between the panels by loosening the screws in the slotted holes in the bi-fold hinge and adjusting the panels to the desired gap. Gap should not exceed 3/16". Once you have the gap set, tighten screws and install screws into remaining holes.



3. Insert shims (if needed)

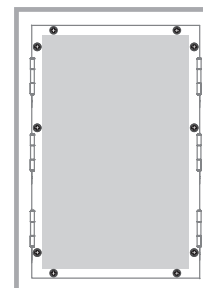
- If there seems to be an excessive gap (more than 3/16") between the frame and the panel on the side opposite the hinge or between panels, shims can be used to reduce this gap. These are included with your order.
- Slightly loosen the screws holding the hinge to the panel and slide a shim between the hinge and panel. This should be done to all hinges. Depending on the gap, more than one shim may be needed per hinge. Do not use more than two shims per hinge.
- Once you have the desired amount of shims per hinge, retighten all screws.



H. SECURE TOP AND BOTTOM FRAMES

Pre-drill top and bottom frames

- Using a 1/8" drill bit, pre-drill holes in the top and bottom frames approximately 3" from each end. Continue to drill holes in top and bottom frames approximately 25" apart. Be sure you do not drill more holes than mounting screws remaining.
- Drive 2 1/2" mounting screws into holes.
- Diagram below right shows standard location for screws in top and bottom frames.



I. CLEANING THE SHUTTERS

Shutters should be cleaned using mild dish soap and/or a white eraser. This will remove most of the marks that may occur during shipping or installation.

trouble shooting TIPS

Shutters will not stay closed

- Loosen screw holding magnet to shutter panel.

Hinge pins will not fit in hinges

- Open and close doors while inserting pin into hinge.
- Lay flat-head screwdriver on head of pin and gently tap screwdriver with a hammer, driving pin into hinge. Take care not to scratch the panel.

Shutters do not close completely

- Slightly loosen screws holding hinges to frame (about 1/4 turn).



WARRANTY INFORMATION

Type of Warranty Limited Lifetime.

What is Covered These shutters are warranted against original defects in materials, workmanship for the original purchaser for the time periods specified above, provided that:

- (1) The product was properly installed in a residential dwelling;
- (2) The product was made or assembled exclusively from Springs Window Fashions' materials and components;
- (3) Springs Window Fashions recommendations were followed with regard to limitations and specifications.

Who is Covered This warranty extends only to you as the original purchaser of the above stated shutters.

Obligations to the consumer The obligations of Springs Window Fashions is limited to the repair or replacement of parts or product found to be defective.

If repairs are made under this warranty, the repairs will be made with like or similar parts.

What the Warranty Does Not Cover

This warranty does not cover conditions or damages caused by accidents, alterations, misuse or failure to follow instructions, cleaning or maintenance. In addition, normal wear and tear are not covered by the warranty.

Some slight warping, as well as natural variations in color are normal and not considered defects. In addition, some loss of color intensity or discoloration may occur in plastic materials when exposed to direct sunlight over long periods of time. Colors may vary from lot to lot and may not exactly match samples of previous purchases.

This warranty is exclusive and in lieu of all other written or oral warranties or obligations and liabilities.

No person is authorized to extend or alter this warranty.

Springs Window Fashions shall have no liability whatsoever for incidental or consequential damages.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so this limitation or exclusion may not apply to you.

How state law relates to this warranty

This warranty gives you specific rights. You may also have other rights which vary from State to State.

Service

To obtain warranty service, contact the outlet where you purchased the shutter OR

Springs Window Fashions
Customer Service Center
8467 Route 405 Hwy South
P.O. Box 500
Montgomery, PA 17752

Call: 1-800-221-6352

Email: windowfashions@springswindowfashions.com

Warranty claims must be accompanied by the original sales receipt as well as details regarding the nature of the problem, location of the shutter, etc.

Bali

BALI® is a brand of
SPRINGS WINDOW FASHIONS
the Best Experience Company

