

BALI shutters

INSTALLATION *GUIDE*

FOR
INSIDE MOUNT
HANG STRIP

*INSTALL
OPTION A*



Bali[®]

TOOLS NEEDED FOR INSTALLATION

1. Drill
2. Phillips bit
3. 1/8" drill bit
4. Phillips screwdriver
5. Utility knife



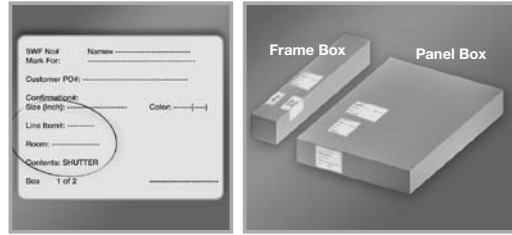
A. UNPACKING YOUR SHUTTER

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. POSITIONING THE SIDE FRAMES

Each frame also has a sticker noting "right" or "left." The frame shown to the right should be installed on the right side of the window with the sticker side against the wall. Depending on the panel configuration you ordered, your side frames will either have hinges on one or both frame pieces.



C. INSTALLING THE FRAME

1. Determine which side to install first

- For panels with hinges on both frame pieces, install the left frame piece first.
- For panels with hinges on one frame piece only, install the frame piece that has hinges first.

2. Align frame in window

Position frame into window so that the barrels of the hinges protrude out into the room slightly. See picture for correct positioning. **NOTE:** If the hinge barrels are pushed into the window opening, your shutter will not operate properly.



3. Install screws

Using the 3" Phillips-head screw provided, install only the top and bottom screws into the pre-drilled holes in the frame. **NOTE:** Remaining screws will be installed in later steps.

4. Align opposite side frame

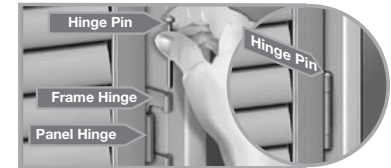
- Repeat steps 2 and 3 for installing the remaining hang-strip frame.
- Pay particular attention to the height and depth at which the first hang strip was installed in the window. The frames should be approximately the same depth into the window.



D. ATTACHING AND POSITIONING THE PANELS

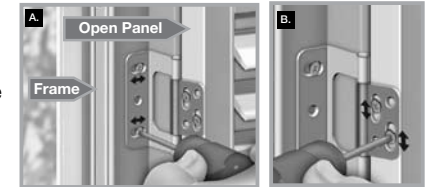
1. Hanging the panels

- Panels are labeled 1–4 depending on what was ordered and should be hung from left to right if possible. You will find the panel # on the bottom edge of the panel.
- Align the hinges on the panel with the hinges on the hang-strip frame.
- Using the large hinge pins provided, insert the pins into the hinge starting from the top to the bottom. Pins may be difficult to insert. Slowly opening and closing the panel while inserting the pin may help.
- If you have bi-fold panels (two panels attached to each other) you will have an additional style hinge shown in the picture to the right. This hinge connects the two panels together. A smaller hinge pin will be provided and is inserted the same way as above.



2. Adjust the position of the panel

- To move the panel left or right, slightly loosen the screws in the slotted holes in the hinges on the frame side. Adjust the panel left or right until it is in the correct position. See pic A. Once the panel is in the correct position, retighten the screws.
- To move the panel up or down, slightly loosen the screws in the slotted holes in the hinges on the panel side. Adjust the panel up or down until it is in the correct position. See pic B. Once the panel is in the correct position, retighten the screws.
- Adjusting bi-fold panels (if applicable): If you have bi-fold panels, you can adjust the gap between the panels by loosening the screws in the slotted holes and adjusting the panels to the desired gap. Gap should not exceed 3/16". Once you have the gap set, retighten screws.



- ### 3. Check for alignment
- Proper alignment occurs when the panel(s) is (are) centered in the window and the panels are aligned with each other.

E. INSTALL REMAINING SCREWS

1. Install Frame Screws

Using the remaining 3" Phillips-head screws provided, install screws into the remaining pre-drilled holes in the frame. Installation screws should be flush with the surface of the frame.

2. Install remaining hinge screws

Using the 3/4" Phillips-head screws provided, install screws into remaining hinge holes. **NOTE:** Screws do not need to be pre-drilled.



F. INSTALLING THE LIGHTBLOCKS

These pieces are required to reduce light leakage at the top and bottom of your shutter.

1. Position lightblock

Position lightblock between the left and right side frames after installation. The front of the lightblock should be flush with the front of the side frames. **NOTE:** If your panel has more than one panel, there will be magnet catches pre-installed on the lightblock. Magnet catch should face into the room. The rounded part of the magnet catch should face into the window.



2. Install lightblock screw

Using the 1/4" screws provided, install into the pre-drilled holes to secure the lightblock to the window.

G. CLEANING THE SHUTTER

Your shutter 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 hammer, driving pin into hinge. Take care not to scratch the shutter.

Shutters do not open all the way

- Side frames are mounted too far into the window.
- Unscrew 3" screws and move side frame into the room slightly.
- Drive screws back in.

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

Email: [windowfashions@springswindowfashions.com](mailto>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®

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