



Product Information
and Applications

CUSTOM

Shutters

LEVOLOR®

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Specifications subject to change without notice. Consult your dealer or installer, or www.levolor.ca, or 1.800.850.4555 to keep abreast of the latest changes.



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NOTES



LEVOLOR
Shutters

SELLING

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Features & Benefits

Traditional Look

The look and quality your customers demand but at the cost and durability of our unique poly material.

Maintenance Free

Our compound features a permanent finish that will not warp, shrink, peel, crack or fade. Our smooth finish makes cleaning a snap with ordinary soap and water.

Made from our unique poly material

A colourfast compound with UV stabilizers designed with strength and durability, yet retaining a special warmth and feel. Shutters will not warp, shrink, chip, peel, or fade and never need painting.

Fire Retardant

Our unique poly material is fire retardant and self-extinguishing. It is safe to use in residential and commercial applications. Meets (NFPA701) National Fire Code Standards.

Waterproof Design

LEVOLOR Shutters will not warp or crack due to the water exposure, and our Tilt Bar is not attached with staples (unlike other brands) which can rust and break over time. They are ideal for use above kitchen sinks, bathrooms, or waterfront homes.

Additional Insulator

An R-value of 3.40 helps to reduce heating and air costs and outside noise. Closing the louvers upward can help keep heat in the home and provide more privacy.

Greenguard® Certified

LEVOLOR Shutters have been tested and certified for both GREENGUARD Indoor Air Quality and GREENGUARD for Children and Schools. Visit www.greenguard.org for more information.



Colours

Snow White, White, Silk and Vanilla

Best for Kids™ Certified

This third party certification program specifies criteria to identify window covering products that are best suited for use in homes or in facilities in which young children are expected to be present.



Elliptical Louver Sizes

2-1/2", 3-1/2", and 4-1/2"

Tilt Bar

Provides the time honored look associated with shutters. Louvers can be opened or closed in both directions, unlike other shutters which are one-directional only. This method has eliminated unsightly gears or staples which tend to rust or break.

Clear Tilt

A hidden tilt system located on the rear of each panel. Clear Tilt is attached to the hinge side of the louvers, resulting in a clean, contemporary look.

Gear Closure System

This is the ultimate in hidden gear systems. Gear System is completely enclosed within the vertical jamb and provides a smooth, easy louver operation.

Patented Seamless Louver Caps

Innovative seamless capping technology eliminates the seam between the louver body and the end cap, for a sleek and modern look.

Panel Lock with Roller

This unique system eliminates the use of magnets. When panels are closed, a spring-loaded plunger acts as a ball catch to hold the panels in the closed position.

Frame Grooves

The spring loaded roller of the panel lock locates the integrated groove in all frames. Eliminates the need for magnets and catch plates.

Snap and Hold Corner Key and Notched Frames

Our snap and hold corner key and notched frames were developed to eliminate the use of glue and provide a clean, quick and easy installation. All frames, excluding L-Frame outside mount, with a 45-degree mitre are notched to accept this corner key.

Aluminum Jamb Inserts

Provides a hidden reinforcement for patio door shutters and larger shutter panels.

French Door Cut-Outs

Our French Door Cut-Out is ideal for adding shutters to French doors. The Cut-Out is designed to work with

standard round door handles and lever handles. Available with all louver sizes.

Pre-drilled Frames

Pre-drilled installation holes are strategically placed on all frames for accurate, quick, and clean installation.

Factory Installed Patented Two Part Hinge

Quick and easy to install. Allows panels to be removed easily for cleaning. Panels open fully for total access to the windows.

Light Block and Interlock

Exclusive to LEVOLOR Shutters, they provide an insulating seal and cover unwanted light gaps between panels.

Adjustable Jamb Cap

If adjustments are required, the screw located on the bottom of each panel can be threaded in or out of the cap accordingly. Thread into the panel until the screw is virtually invisible when adjustments are not needed. (Available only with magnet applications)

Permanent Matte Finish

Our unique poly material compound features a permanent finish resistant to dents and scratches. Should a scratch occur, it can be removed without harming the finish.

Warranty

LEVOLOR Shutters are backed with a 25-Year Warranty. Note: LEVOLOR fabricators reserve the right to refuse manufacture of out-of-spec or void warranty product.



About the GREENGUARD® Environmental Institute

The GREENGUARD Environmental Institute (GEI) is an industry-independent, non-profit organization that oversees the GREENGUARD Certification Program. As an ANSI Authorized Standards Developer, GEI establishes acceptable indoor air standards for indoor products, environments, and buildings. GEI's mission is to improve public health and quality of life through programs that improve indoor air. A GEI Advisory Board consisting of independent volunteers, who are renowned experts in the areas of indoor air quality, public and environmental health, building design and construction, and public policy, provides guidance and leadership to GEI.

About GREENGUARD® Certification

Product certification program for low emitting interior building materials, furnishings, and finish systems. All GREENGUARD Certified Products have been tested for their chemical emissions performance and can be found in the GREENGUARD Online Product Guide.

About GREENGUARD® Gold (for Children & Schools Certification)

A product certification program for low-emitting interior building materials, furnishings, and finish systems used in educational, office and other sensitive environments. All GREENGUARD Gold products have been tested for their chemical emissions performance according to CA 01350 and can be found in the GREENGUARD Online Product Guide.

GREENGUARD Gold program's minimum requirements comply with the State of California's Department of Health Services Standard Practice (CA Section 01350) for testing chemical emissions from building products used in schools, offices and other sensitive environments. As such, GREENGUARD Gold products can be used as a strategy to earn valuable credits in the CHPS Best Practices Manual for K-12 schools, U.S. Green Building Council's LEED® Green Building Rating System, Green Guide for Healthcare™, NAHB Green Building Guidelines, Green Globes, Regreen and numerous other local green building codes.

Children are more heavily exposed to environmental toxins than adults; as a result their exposure levels are the basis for sensitive environments. They consume more food, water, and have higher inhalation rates per pound of body weight than adults. To account for inhalation exposure to young children with greater sensitivities, a body burden correction factor of 0.43 has been applied to current allowable emission levels from indoor materials and furnishings.

Emission controls are established to define low-emitting materials for environments where people spend extended periods of time and have children and sensitive adults in residence. These may include schools, daycares, healthcare facilities and residential and commercial spaces.

See the following page for the Greenguard Certificates for LEVOLOR Shutters. For more information about Greenguard, please visit their website at www.greenguard.org.

LEVOLOR Shutters and GREENGUARD®

LEVOLOR Shutters has been tested and verified for both GREENGUARD Indoor Air Quality and GREENGUARD Gold. See page A5 for the GREENGUARD Gold Certificate issued to LEVOLOR Shutters. In addition, GREENGUARD has listed LEVOLOR Shutters on their website as being resistant to the growth of mold. For more information about GREENGUARD, please visit their website at www.greenguard.org.

25 YEAR WARRANTY

LEVOLOR® Shutters

Shutters are warranted by

LEVOLOR®

The Manufacturer

To: The Original Owner

Purchaser's Name

Purchaser's Address

Purchased at:

Name of Retailer/Dealer

Date Purchased:

Installed by:

Name of Installation Company

Date Installed:

LEVOLOR Shutters are intended for interior use only. See reverse for terms and conditions contained in this 25 Year Warranty.

25 YEAR WARRANTY REGISTRATION CERTIFICATE

Purchaser's Name

Purchasers' Address

Purchased at:

Name of Retailer/Dealer

Date Purchased:

Installed by:

Name of Installation Company

Date Installed:

WARRANTY COVERAGE

LEVOLOR® 25 Year Limited Lifetime Warranty for Shutters

What is Covered?

LEVOLOR Shutters extends a 25 year limited lifetime warranty on the enclosed product (unless a shorter period is provided below) to the original residential retail purchaser only if the product was properly installed and remains in the original window and/or door. LEVOLOR Shutters are intended for internal use only.

The product is covered against manufacturing defects (i. e., a flaw in the product design, materials or workmanship that causes the product to no longer function) and has a 25 year limited lifetime warranty. The warranty on the frame and panels shall remain in effect only if normal cleaning practices are followed periodically.

LEVOLOR reserves the right to decline to manufacture out-of-spec, or void warranty on any panels ordered over the maximum widths, heights, square footage or divider rails not used when required.

This warranty applies only to product produced within LEVOLOR's specifications. If product is ordered outside of LEVOLOR's specifications, LEVOLOR may either decline to produce such out of spec product, or produce such product to be sold without warranty coverage.

5 Year Limited Lifetime Warranty on Hardware

LEVOLOR Shutters warrants that the hardware will remain in good operational condition for a period of 5 years from the date of manufacture.

5 Year Limited Lifetime Warranty on Motorization (excluding remote)

LEVOLOR Shutters warrants that the motor will remain in good operational condition for a period of 5 years from date of manufacture.

What is Not Covered?

Normal wear and tear
Any product that fails due to:

- abuse
- accident
- alterations
- damage from pets/insects
- exposure to salt air
- extraordinary use
- improper cleaning
- improper handling
- improper installation
- improper operation
- misapplication
- misuse
- remote controls

Any damage caused by:

- wind, hail, lightning, or other acts of God
- intentional acts, accidents, negligence, or exposure to harmful chemicals or pollutants

Costs associated with:

- product removal
- product remeasure
- product reinstallation
- transportation to and from the retailer
- incidental or consequential damages
- shipping
- brand label removal

In the event there are multiple shutters in the same room, only the defective shutters will be replaced.
Some states/provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

To Report Shipping Damage

If damage occurred during shipping, call 1-800-538-6567 and report within 14 calendar days of delivery or you may be denied credit for damaged product.

To Obtain Service

For online product-specific trouble shooting information, refer to LEVOLOR.ca/Shutters.

If you suspect this LEVOLOR product has a manufacturing defect in materials or workmanship:

1. Locate the sales receipt (proof of purchase)
2. Call 1-800-538-6567

Any unauthorized returns will not be accepted.

Your Right Under State or Provincial Law

This 25 year limited lifetime warranty gives you specific legal rights, and you may have other rights, which vary from state to state/province to province. Some states/provinces do not allow limitations on how long a warranty lasts, so the above limitations may not apply to you.

No agent, representative, dealer, or unauthorized employee has the authority to increase or alter the obligation of this warranty. This 25 year limited warranty supersedes any previous versions.

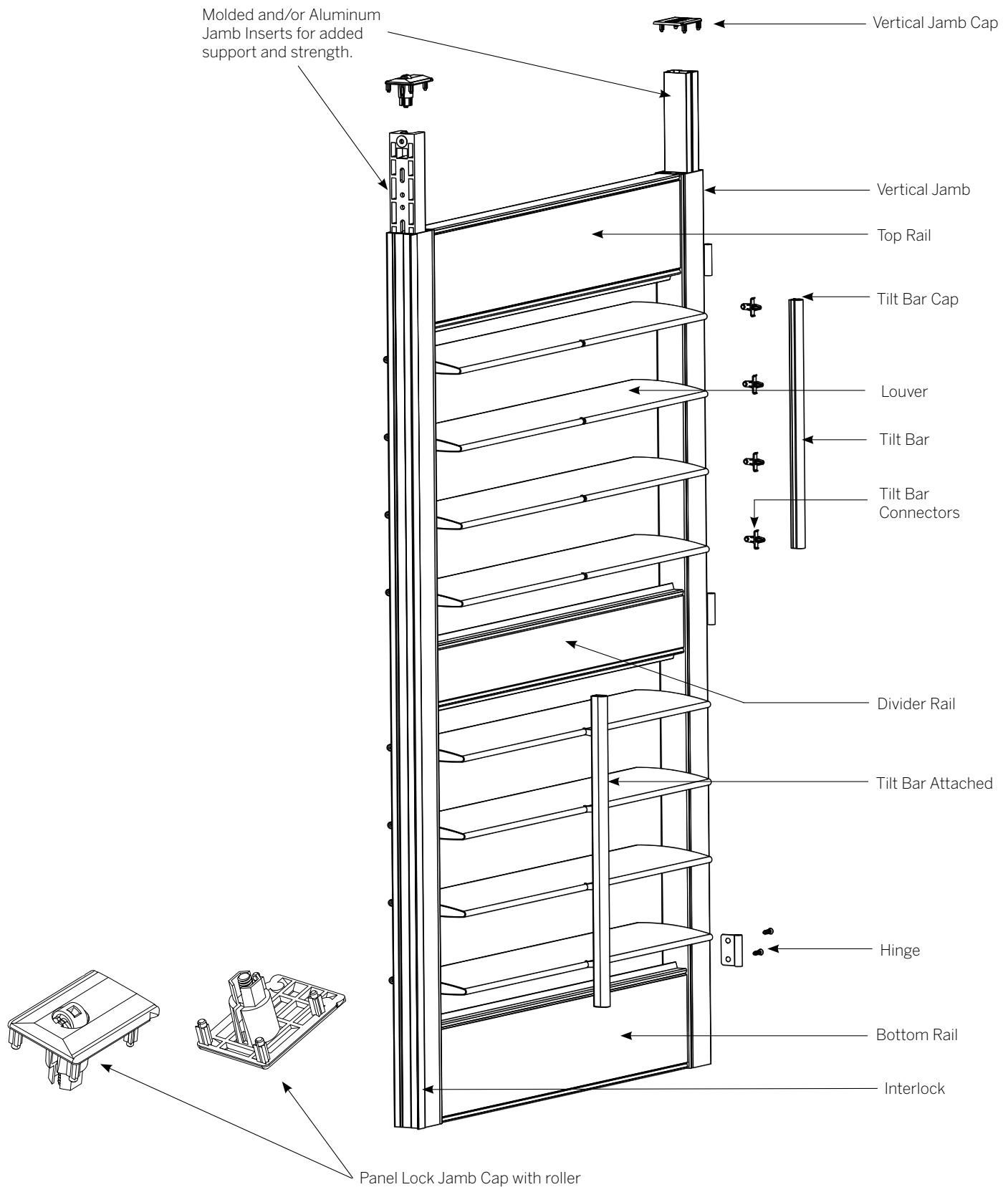
Warranty Remedy

THIS SHALL BE YOUR SOLE REMEDY UNDER THIS 25 YEAR LIMITED LIFETIME WARRANTY.

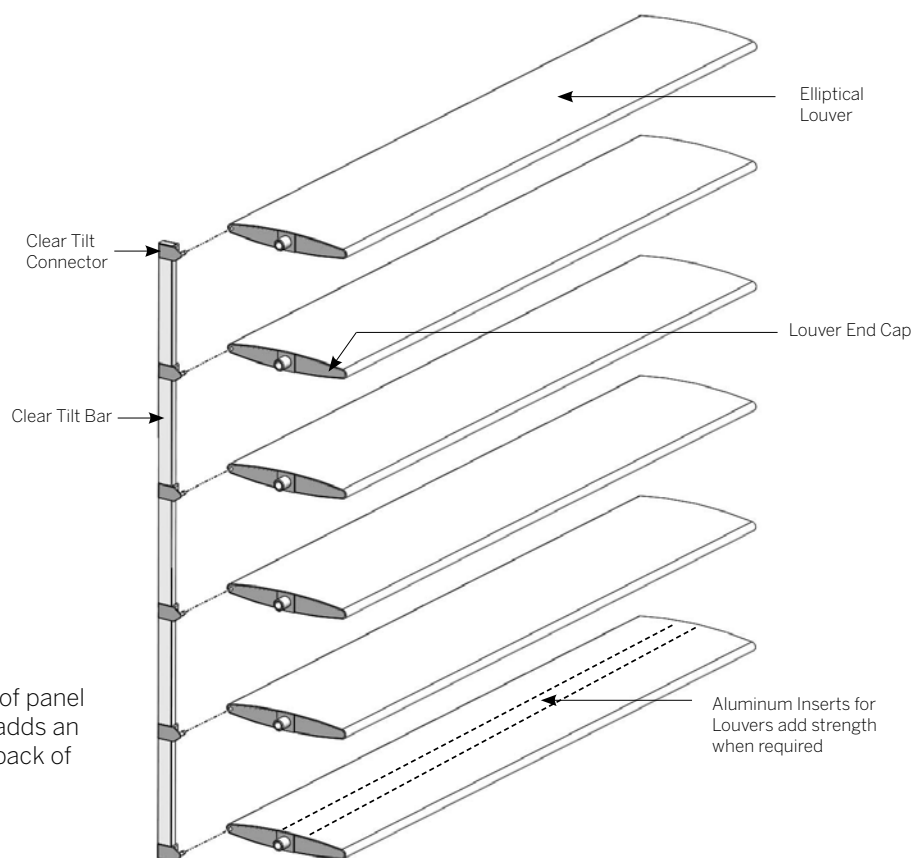
If this Levolor product is found to have a manufacturing defect in materials or workmanship, we will (at our discretion) do one of the following:

- Repair the product
- Replace the product
- Refund the cost of the product
- Shutters are light controlling and not black out.
- Discontinued items or color selections will be replaced with the closest equivalent current product.

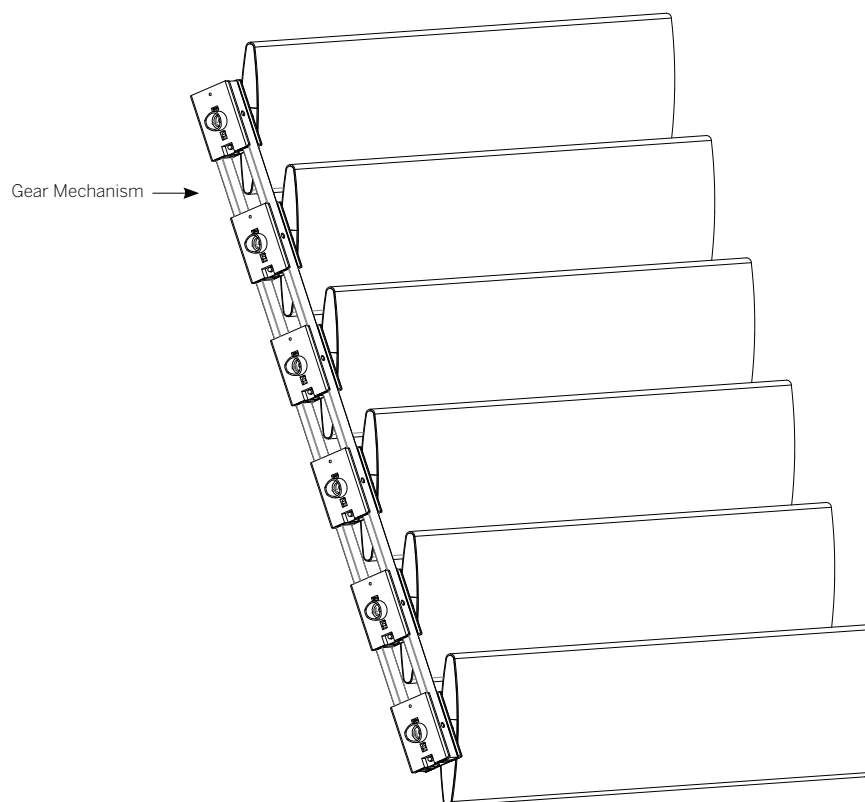
SAVE THIS WARRANTY CARD WITH YOUR PROOF OF PURCHASE



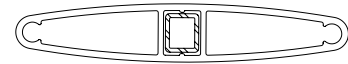
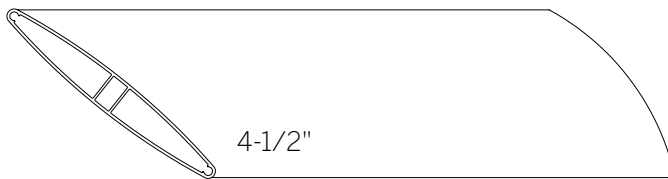
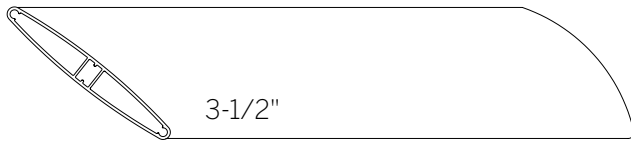
Clear Tilt Mechanism



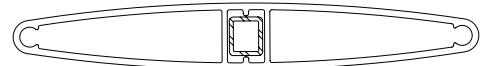
Gear Mechanism



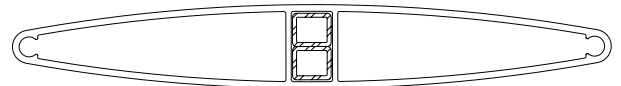
Louver Sizes



2-1/2" Louver
Reinforcement added at 20"



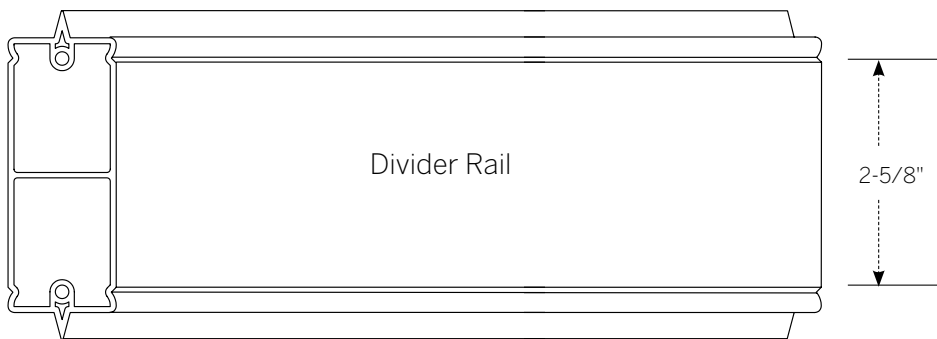
3-1/2" Louver
Reinforcement added at 19"



4-1/2" Louver
Reinforcement added at 22"

Divider Rail Size

Used to divide top louvers from bottom louvers within the same panel

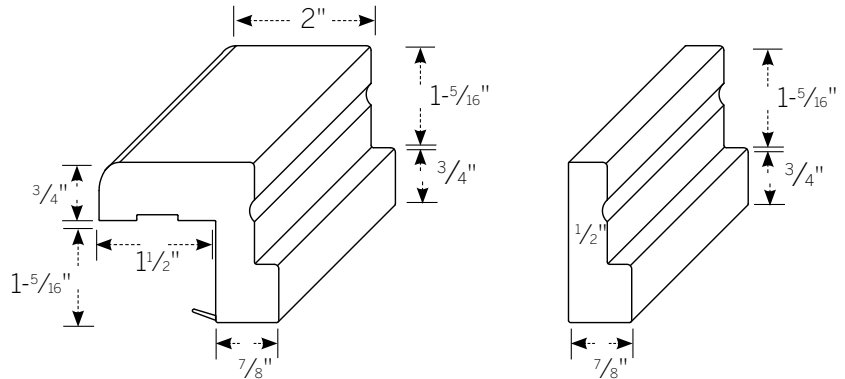


Note: Divider rail must be used on panels 66" and longer. Two Divider Rails must be used on panels 90" and longer, with less than 66" between rails. See page D1 for full details.

Frame Sizes and Applications

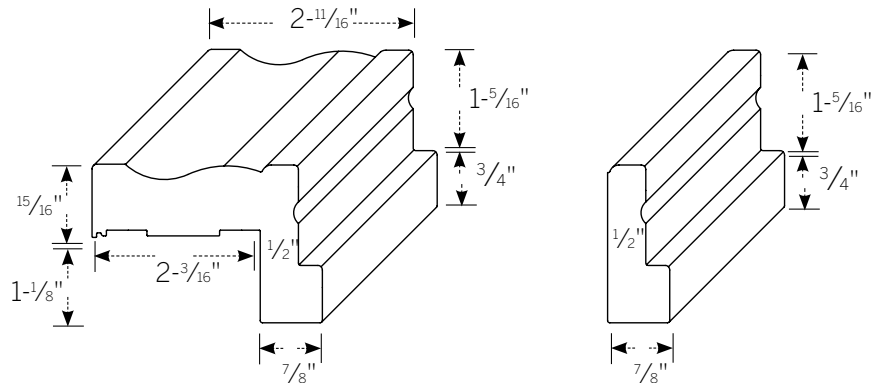
Bullnose Frame with Flex (B Frame) & Sill

Used for inside mounts in openings with drywall returns and without trim and includes a $\frac{3}{8}$ " standard IM deduction. May be ordered with Sill Frame at bottom for openings with a window sill. Because the extended leg has been removed, the bottom frame will sit flat on window sill. The Sill Frame will be positioned at the bottom unless otherwise specified



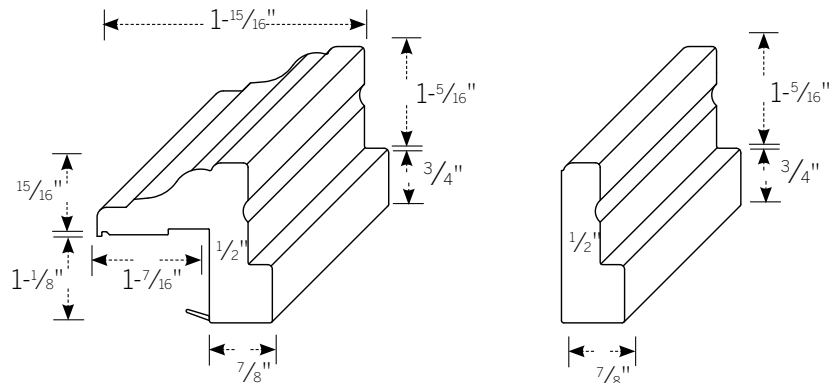
Decor Trim Frame (D Frame) & Sill

Used for inside mounts in openings with drywall returns and without trim and includes a $\frac{1}{4}$ " standard IM deduction. May be ordered with Sill Frame at bottom for openings with window sill. Because the extended leg has been removed, the bottom frame will sit flat on the window sill. The Sill Frame will be positioned at the bottom unless otherwise specified.



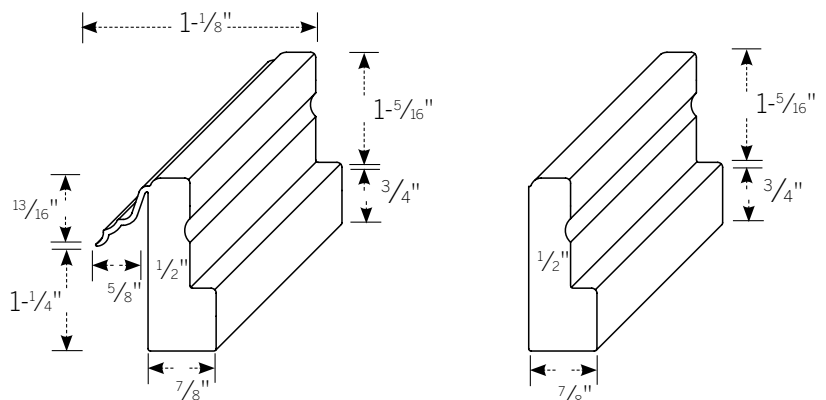
Trim Frame with Flex (T Frame) & Sill

Used for inside mounts in openings with drywall returns and without trim and includes a $\frac{3}{8}$ " standard IM deduction. May be ordered with Sill Frame at bottom for openings with a window sill. Because the extended leg has been removed, the bottom frame will sit flat on window sill. The Sill Frame will be positioned at the bottom unless otherwise specified.



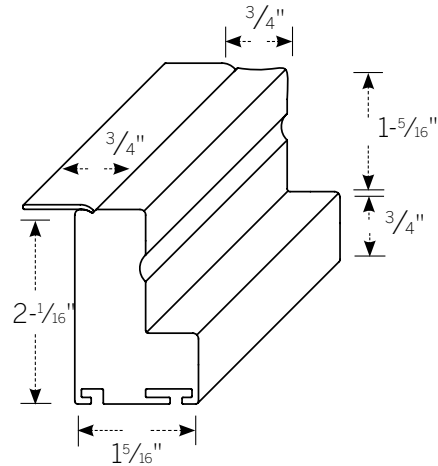
Z-Frame (Z Frame) & Sill

Used for inside mount applications only. Blends well with all types of trim and includes a $\frac{1}{4}$ " standard IM deduction. Excellent for slightly out of square windows because the extended leg covers many imperfections. Jamb depth required is a minimal $1\frac{1}{4}$ ". May be ordered with Sill Frame at the bottom for openings with a window sill. Because extended leg has been removed, the bottom frame will sit flat on a window sill. The Sill Frame will be positioned at the bottom unless otherwise specified



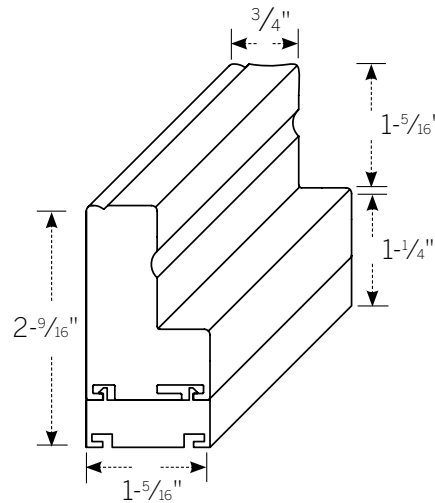
L-Frame

May be used for inside mounts if window openings are square (a 1/8" IM deduction standard), or outside mounts directly on top of trim or beside trim. For an inside mount, on out-of-square openings caulking or the optional L-Frame Cover Strip may be necessary to cover any uneven gaps. The optional L-Frame Cover Strip may be ordered on the Order Form. The Cover Strip is glued to the face of the L-Frame.



L-Frame with 1/2" extension added

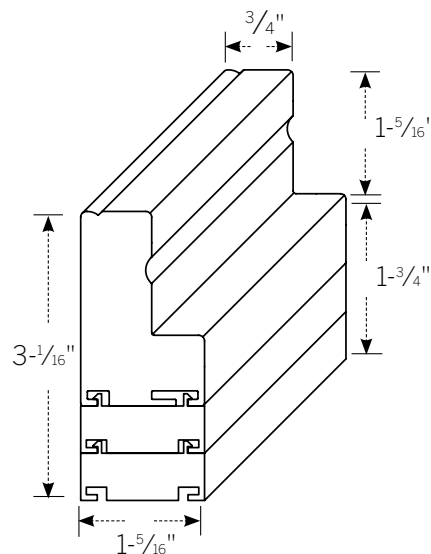
Used for outside mount installations with the 2-1/2" louver. Usually used when the frame is installed beside the trim or to clear any obstructions. Additional extensions may be requested on the Order Form if required.



L-Frame with two 1/2" extensions added

Used for outside mount installations with the 3-1/2" louver. Usually used when the frame is installed beside the trim or to clear any obstructions. Additional extensions may be requested on the Order Form if required.

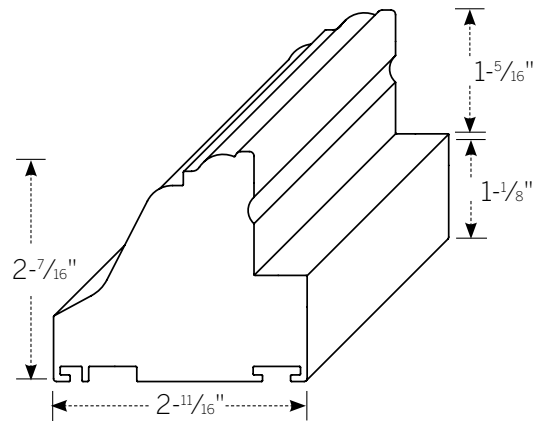
Note: Casing Sill Frame can be used in place of L-Frame. The Casing Sill Frame is 3/8" taller, has a decorative face and accepts the L-Frame extension when additional projection is needed.



Frame Sizes and Applications

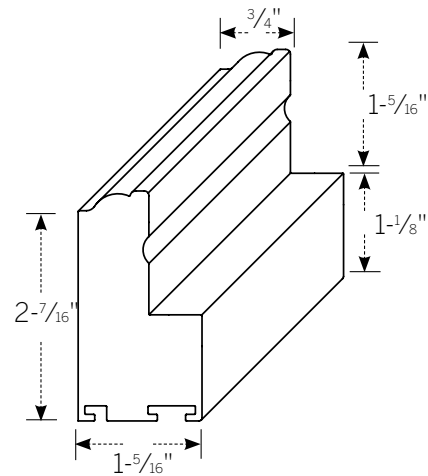
Casing Frame (C-Frame)

Used for outside mount only. Installed on the wall or directly on top of an existing trim. When installing on top of an existing trim, an optional C-Frame Cover Strip may be requested on the Order Form. The C-Frame Cover Strip covers the gap created between the back of the frame and the front of the trim. The Cover Strip is inserted into the C-Frame. The Casing Frame Extension adds 1/2" projection to the shutter.



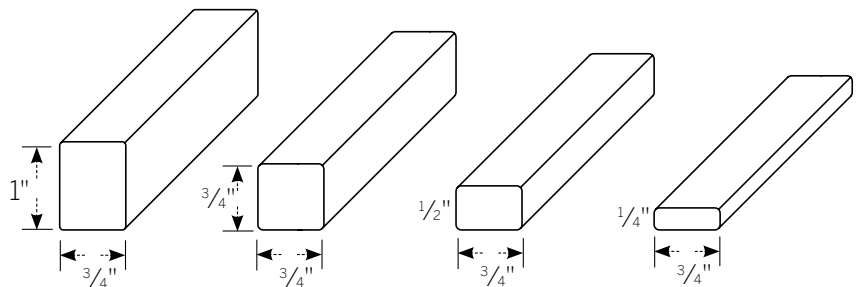
Casing Sill Frame

Used in conjunction with the Casing Frame in outside mount applications, the Sill Frame will sit flat on a window sill. The Sill Frame will be positioned at the bottom unless otherwise specified. May also be used as a stand alone frame. Use the casing sill as an alternative to the L Frame in both inside and outside mount applications.



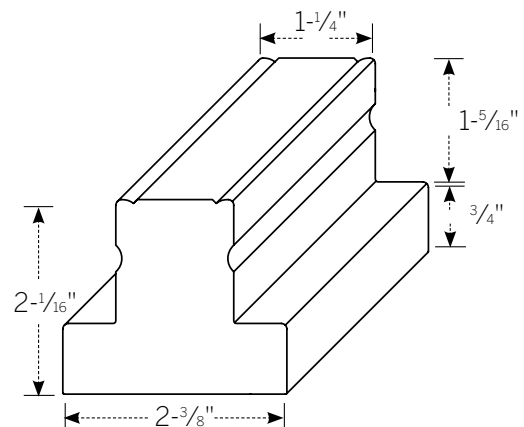
Mounting Strip

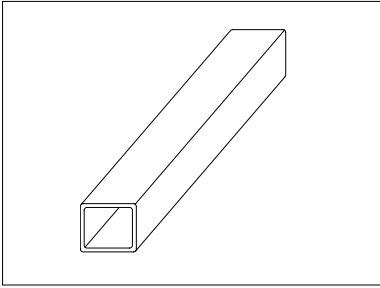
Used in conjunction with adjustable bent-leaf hinges for inside mounts without frames or as a light block mounted on the inside of panels which are installed without frames. It is not visible from inside the room. Unless requested otherwise, 3/4" x 3/4" will be supplied.



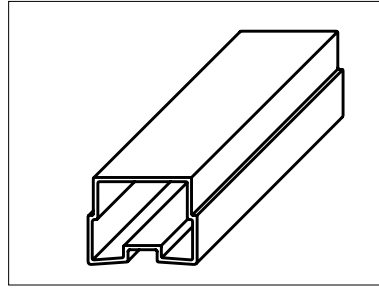
T-Post

Used to separate and hinge multiple panels in wide openings. Usually placed directly in front of any existing window dividers. It is notched to fit into the frames, or can be installed to existing opening with L brackets.

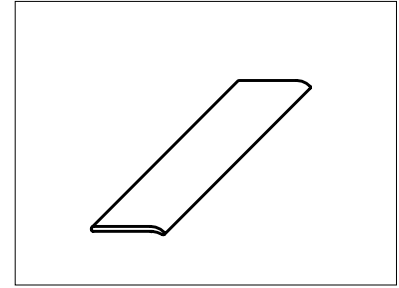




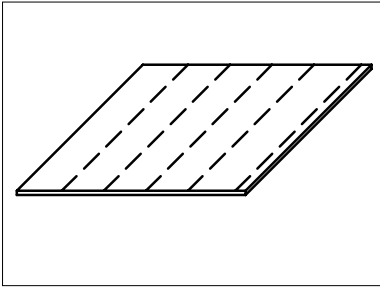
1. Aluminum Insert for Louvers



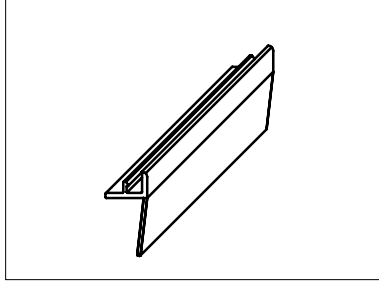
2. Aluminum Insert for Jambs



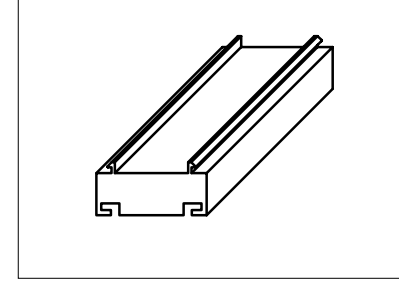
3. L-Frame Cover Strip



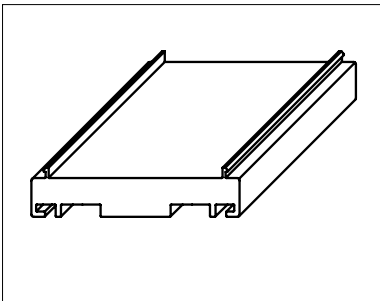
4. Scribe



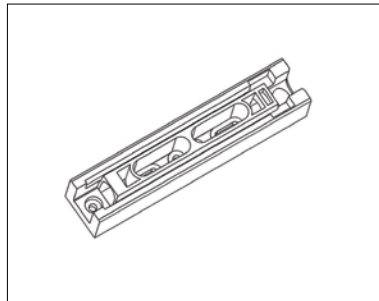
5. Casing Frame Cover Strip



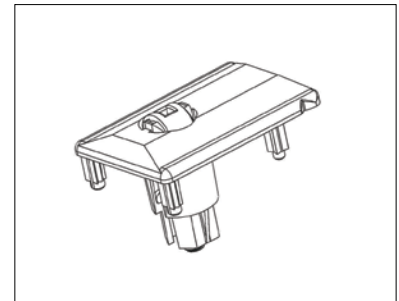
6. L-Frame Extension



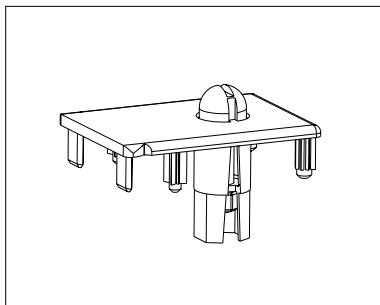
7. Casing Frame Extension



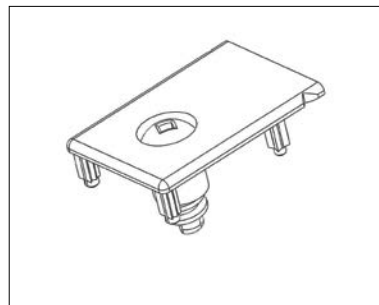
8. Molded Insert for Jambs



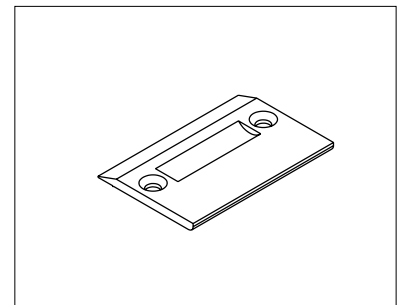
9. Panel Lock Jamb Cap with Roller



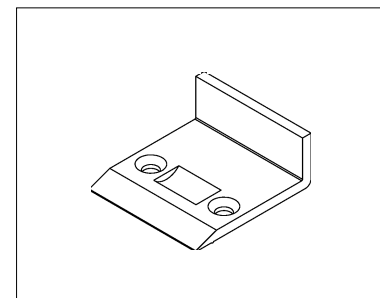
10. Panel Lock Jamb Cap



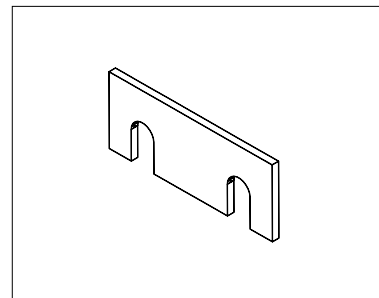
11. Adjustable Jamb Cap



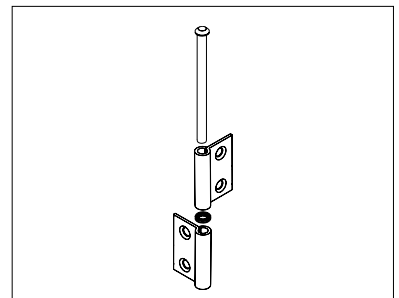
12. Panel Lock Ramp



13. Panel Lock Ramp with Back



14. Hinge Shims

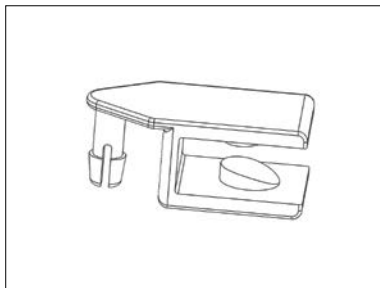


15. Hinge Bushing

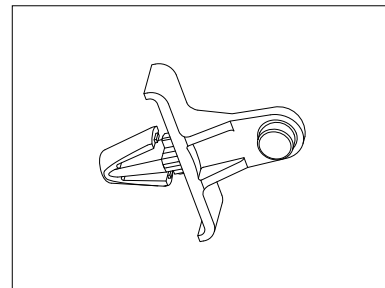
Shutter Accessories



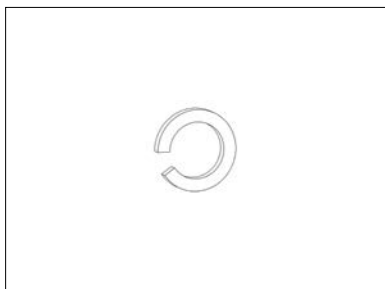
16. 3/8" Button Plug



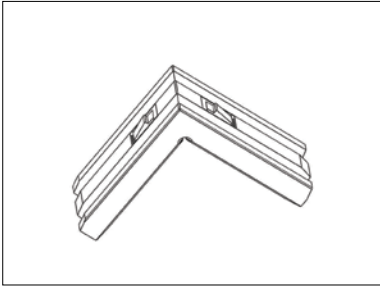
17. Clear Tilt Connector



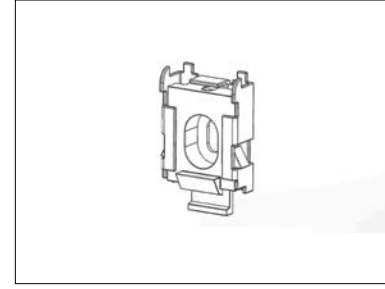
18. Front Tilt Bar Connector



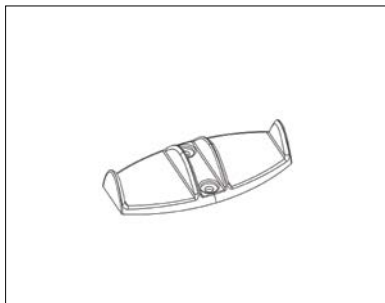
19. Louver Tensioner



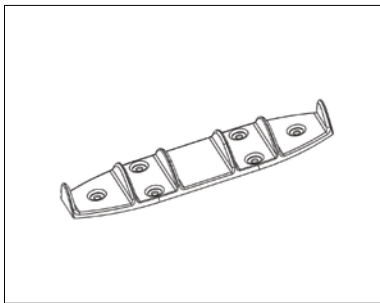
20. Corner Key



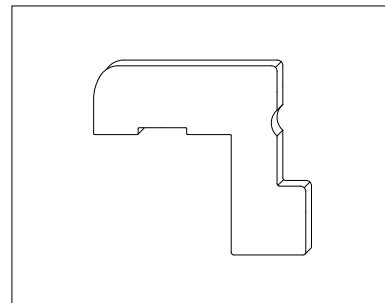
21. Valance Bracket



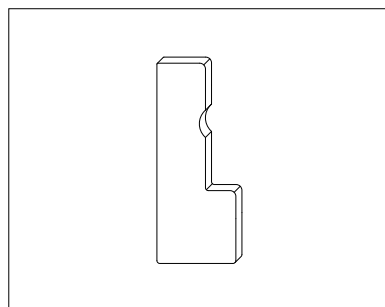
22. Small Floor Guide



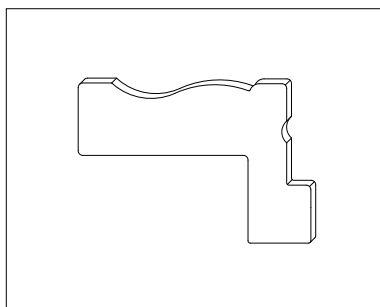
23. Large Floor Guide



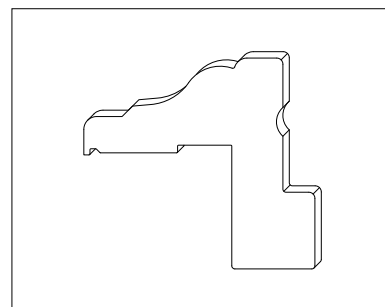
24. Bullnoze Z Frame Cap



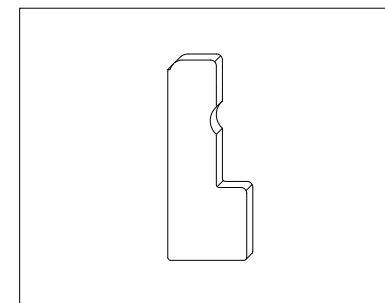
25. Bullnoze Z Sill Cap



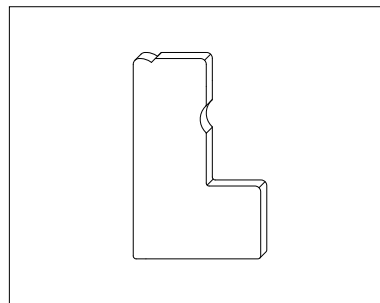
26. Decor Trim Frame Cap



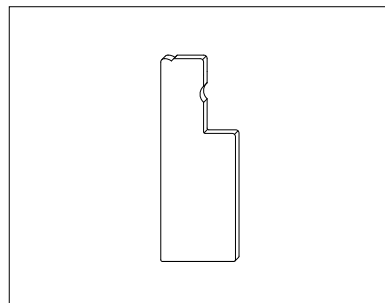
27. Trim Frame Cap



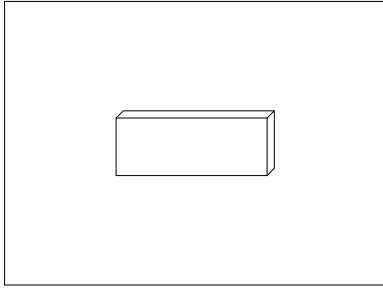
28. Sill Trim Frame Cap



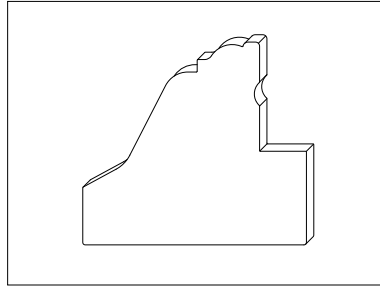
29. L Frame Cap



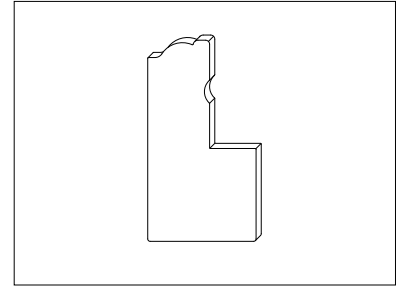
30. L Frame + 3 Extensions Cap



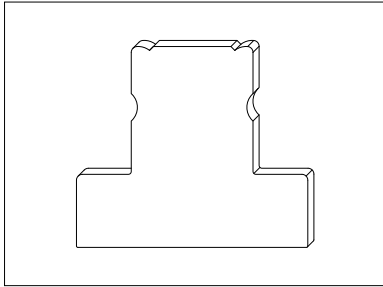
31. L Frame Extension Cap



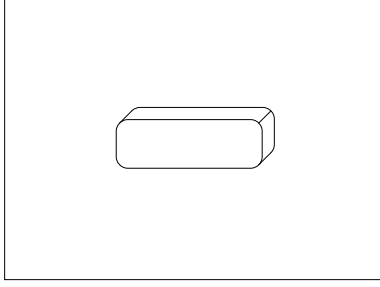
32. Casing Frame Cap



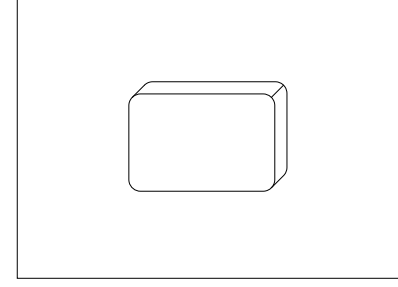
33. Casing Sill Frame Cap



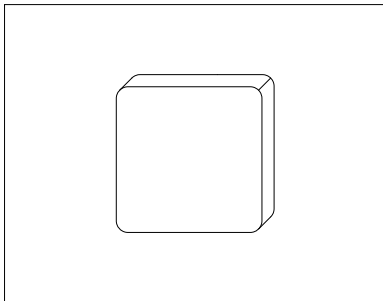
34. T Post Cap



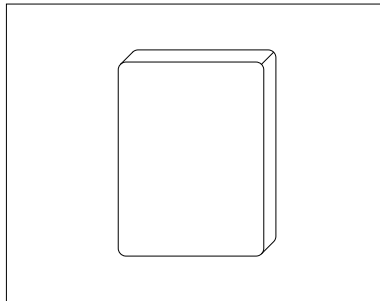
35. 1/4" x 3/4" Mounting Strip Cap



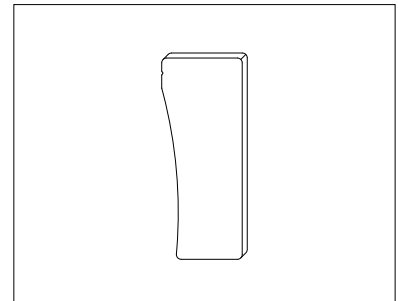
36. 1/2" x 3/4" Mounting Strip Cap



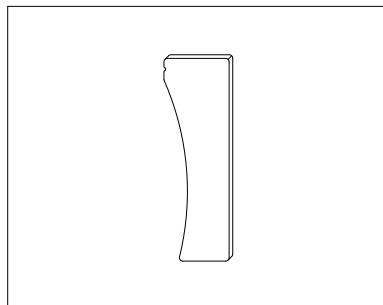
37. 3/4" x 3/4" Mounting Strip Cap



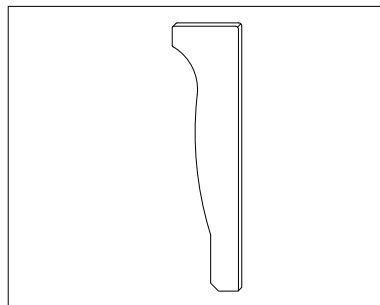
38. 1" x 3/4" Mounting Strip Cap



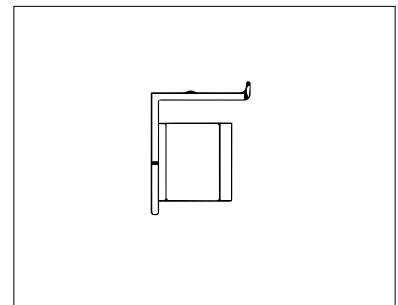
39. Bi-fold Valance Cap



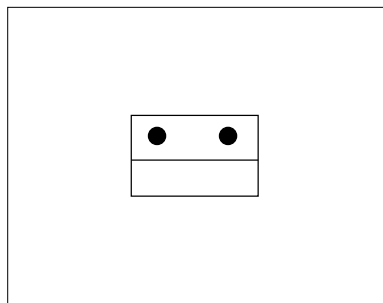
40. By-pass Valance Cap



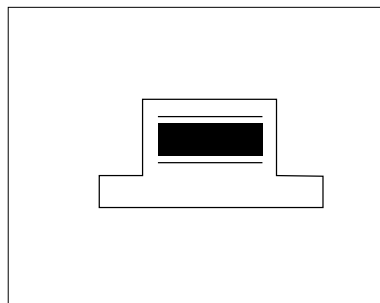
41. Crown Valance Cap



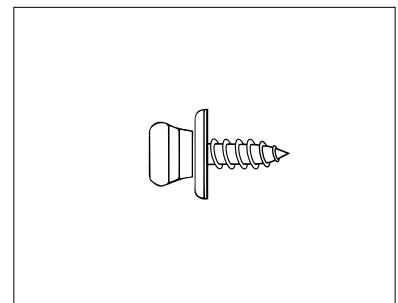
42. Catch Receiver



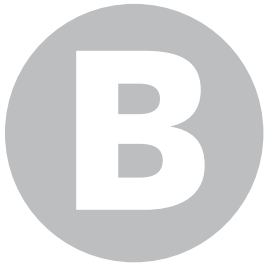
43. Magnet Plate



44. Magnet



45. Catch



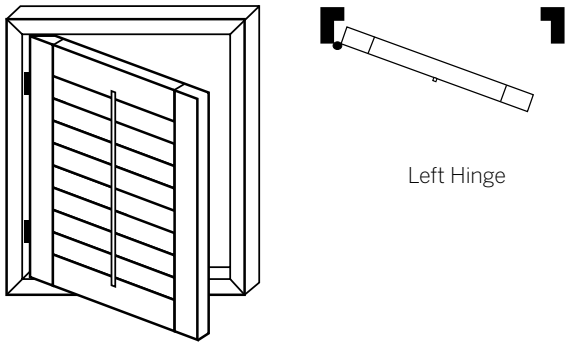
LEVOLOR®
Shutters

PANEL CONFIGURATIONS AND HINGING

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Three Panel Shutters	B7-10
Four Panel Shutters	B11-16
Six Panel Shutters	B17-20
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Bay Windows	B22-23
Bow Windows	B24
Café Style/Space Fillers	B25
Standard Order Form	B26
Standard Ordering Instructions	B27

Single Panel Shutters

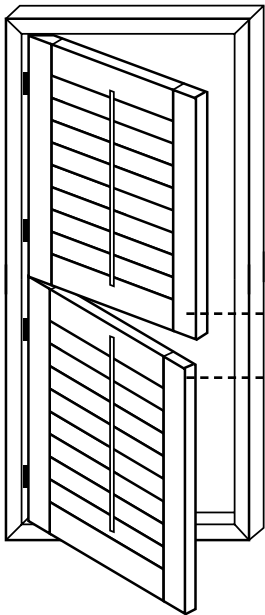
P1-L (left hinge) two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	6"	6"	6"
• Maximum Width:	36"	36"	36"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	15	15	15

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P1DH-L Double Hung (left hinge) two, three, or four sided frame



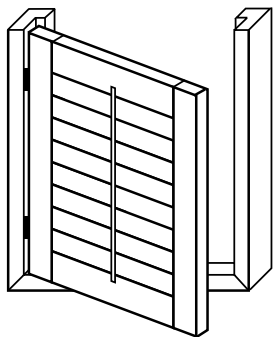
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	6"	6"	6"
• Maximum Width:	30"	30"	30"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	15	15	15

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P1IF-L Inverted three sided frame (café style)

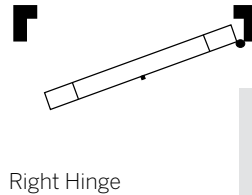
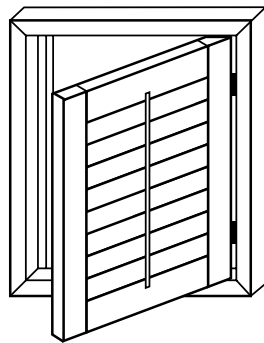


- Maximum Square Ft.: 15

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

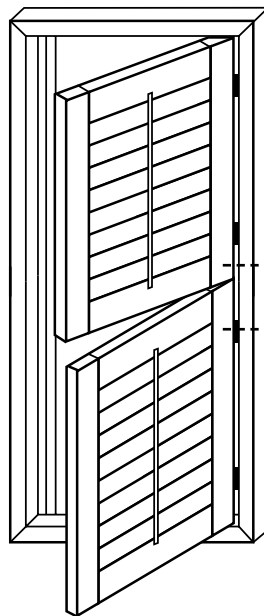
P1-R (right hinge) two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	6"	6"	6"
• Maximum Width:	36"	36"	36"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	15	15	15

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P1DH-R Double Hung (right hinge) two, three, or four sided frame



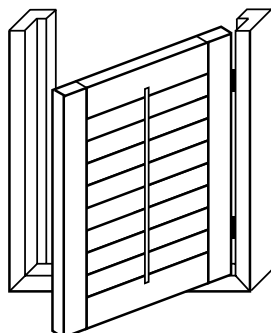
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	6"	6"	6"
• Maximum Width:	30"	30"	30"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	15	15	15

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P1IF-R Inverted three sided frame (café style)



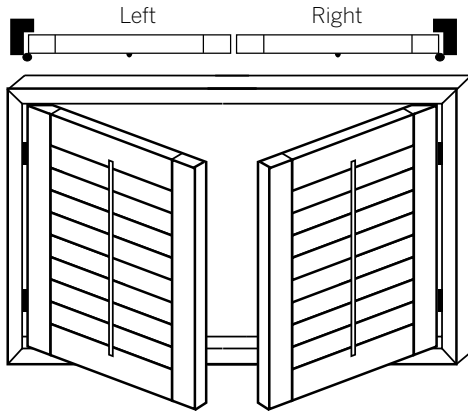
- Maximum Square Ft.: 15

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

Two Panel Shutters

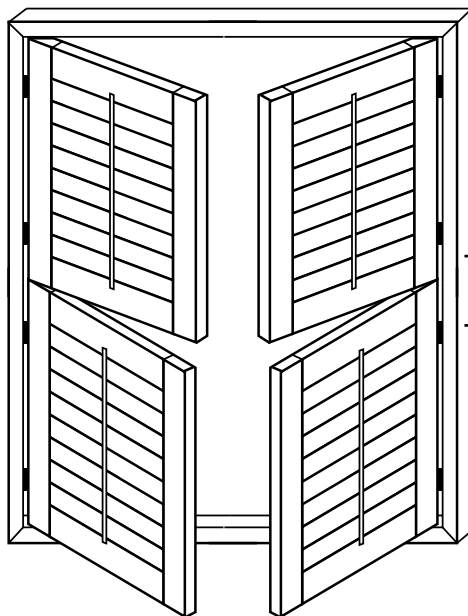
P2-LR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	72"	72"	72"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	30	30	30

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P2DH-LR Double Hung, two, three, or four sided frame



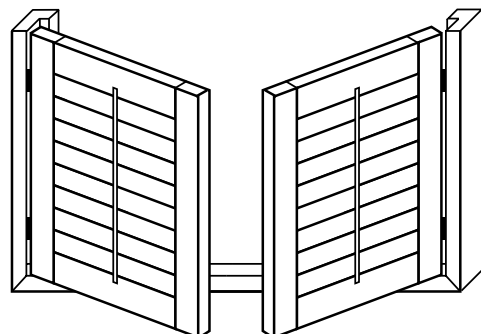
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	60"	60"	60"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	30	30	30

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P2IF-LR Inverted, three sided frame (café style)

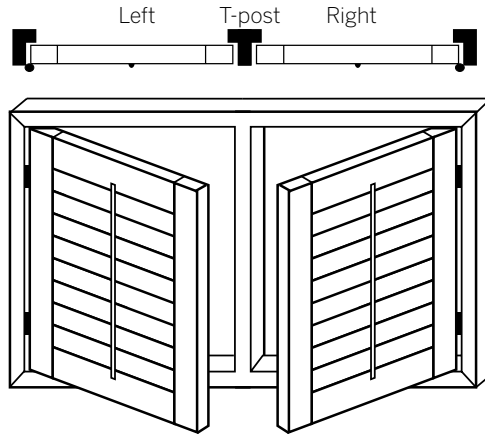


- Maximum Square Ft.: 30

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

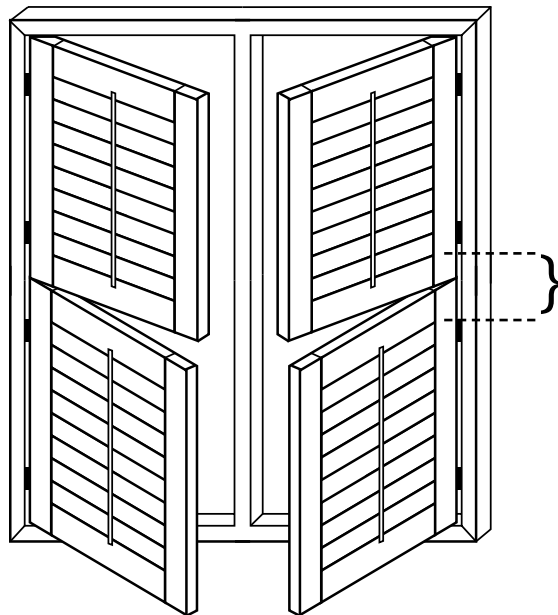
P2-LTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	72"	72"	72"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	30	30	30

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P2DH-LTR Double Hung, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	60"	60"	60"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	30	30	30

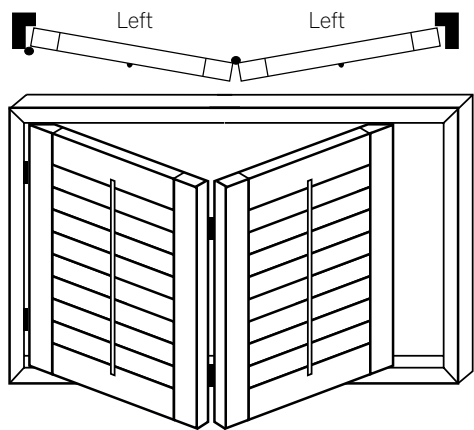
Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

Two Panel Shutters

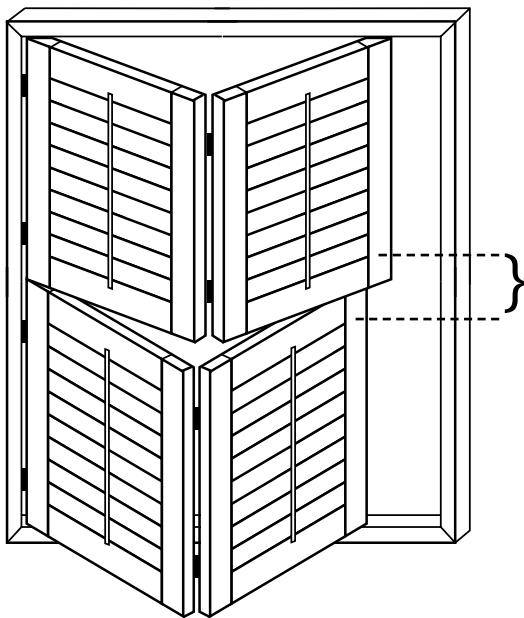
P2-LL Two left bi-fold, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	48"	48"	48"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	25	25	25

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P2DH-LL Double Hung, two, three, or four sided frame



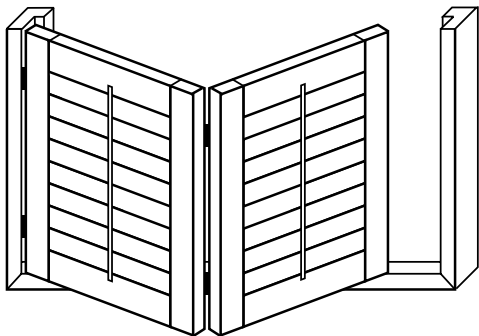
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	40"	40"	40"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	20	20	20

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P2IF-LL Inverted, three sided frame (café style)

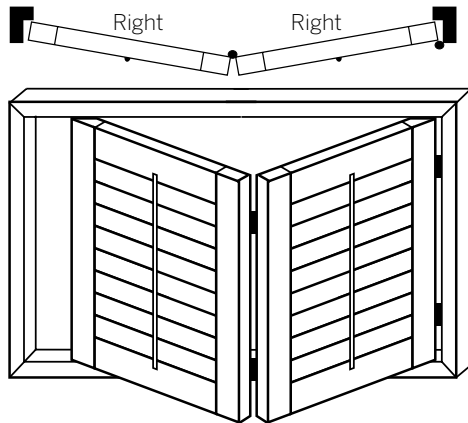


• Maximum Square Ft.: 20

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

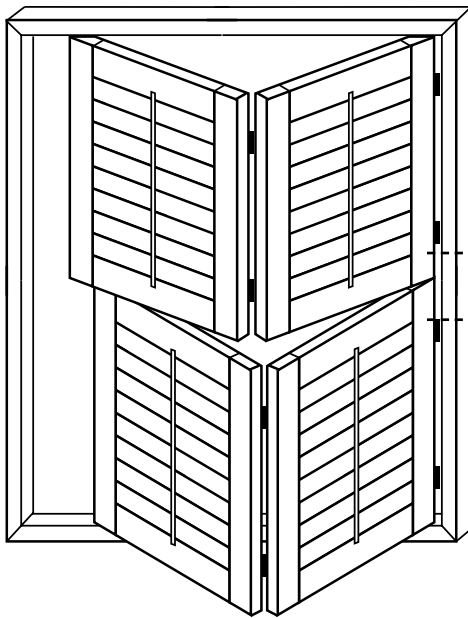
P2-RR Two right bi-fold, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	48"	48"	48"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	25	25	25

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P2DH-RR Double Hung, two, three, or four sided frame



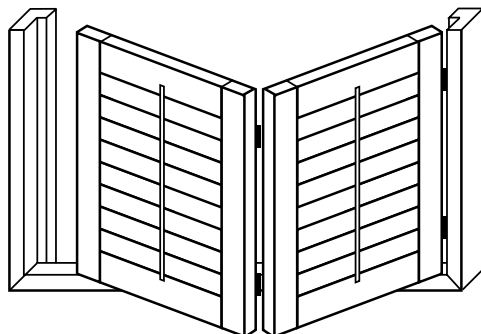
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	20"	20"	20"
• Maximum Width:	40"	40"	40"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	20	20	20

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P2IF-RR Inverted, three sided frame (café style)



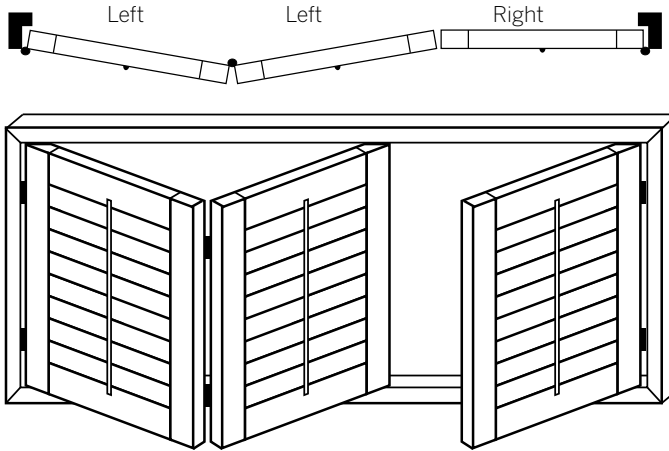
- Maximum Square Ft.: 20

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

Three Panel Shutters

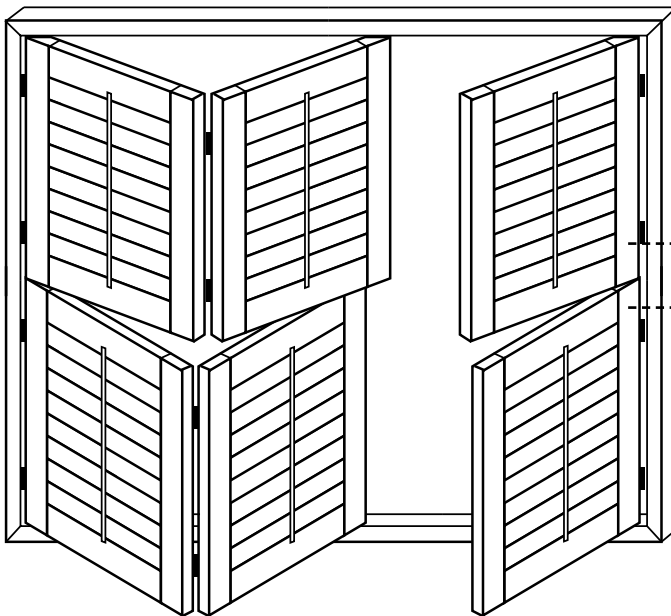
P3-LLR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	72"	72"	72"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	35	35	35

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P3DH-LLR Double Hung, two, three, or four sided frame



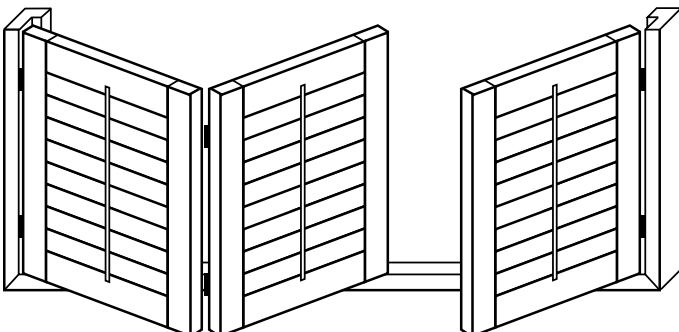
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	60"	60"	60"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	30	30	30

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P3IF-LLR Inverted, three sided frame (café style)

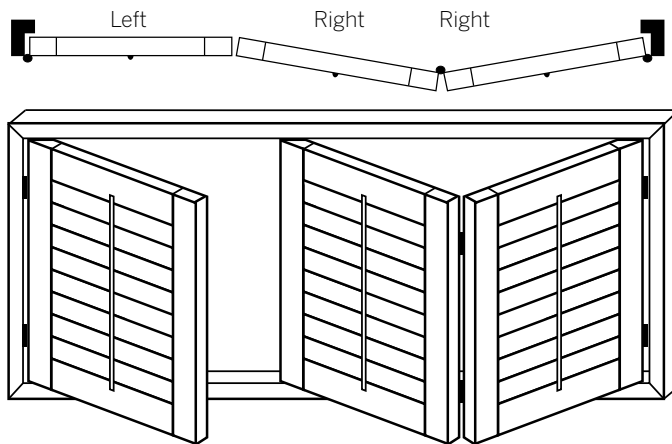


- Maximum Square Ft.: 35

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

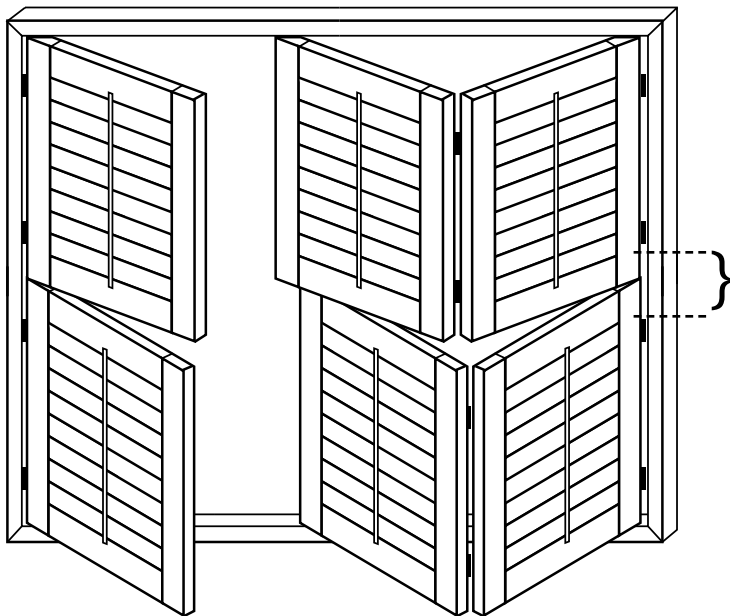
P3-LRR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	72"	72"	72"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	35	35	35

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P3DH-LRR Double Hung, two, three, or four sided frame



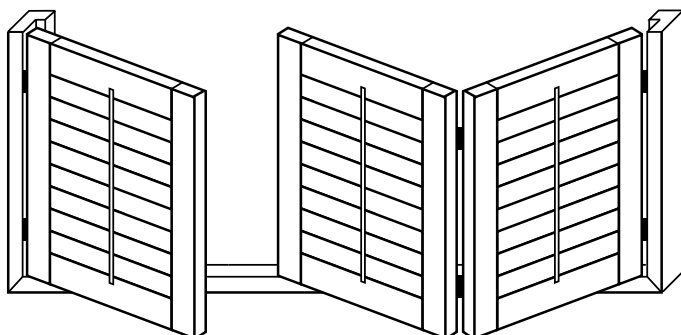
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	60"	60"	60"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	30	30	30

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P3IF-LRR Inverted, three sided frame (café style)



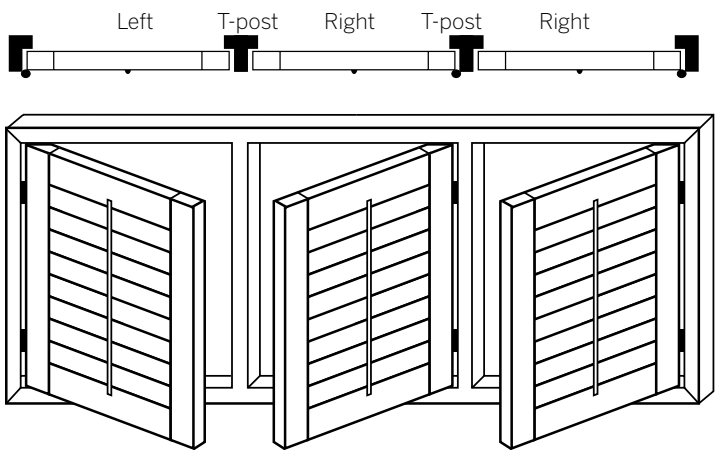
- Maximum Square Ft.: 35

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

Three Panel Shutters

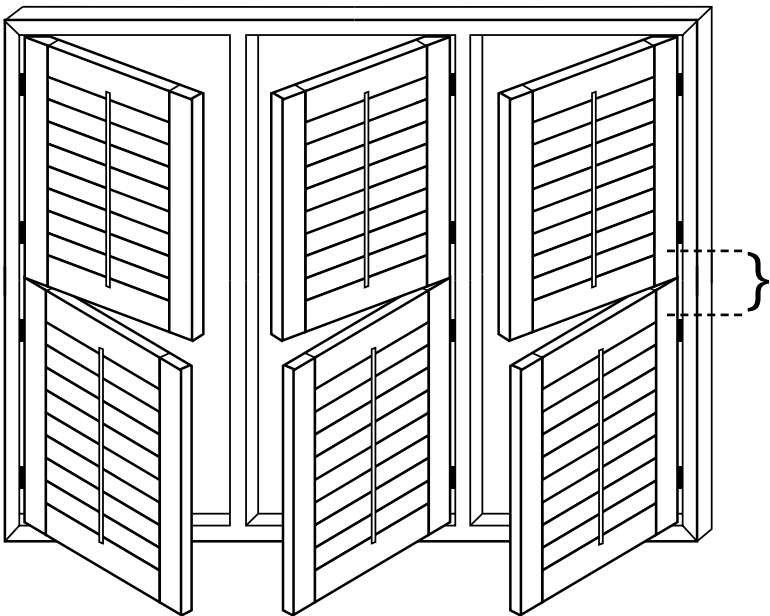
P3-LTRTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	108"	108"	108"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	45	45	45

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P3DH-LTRTR Double Hung, two, three, or four sided frame



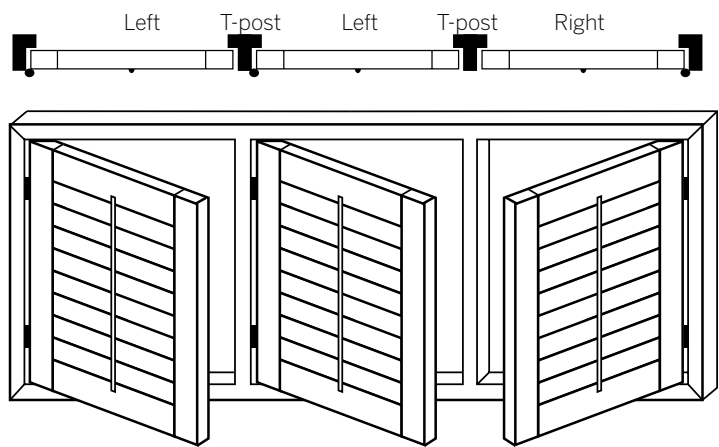
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	90"	90"	90"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	45	45	45

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

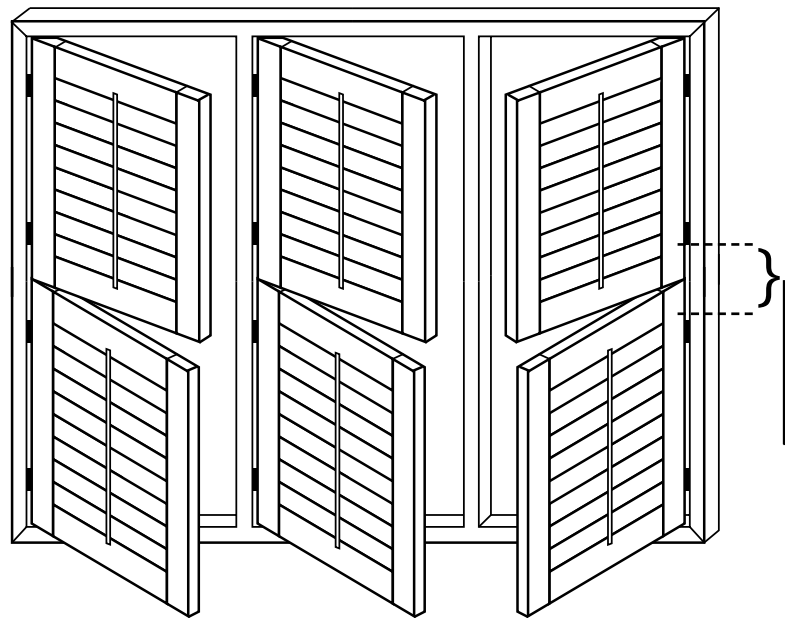
P3-LTLTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	108"	108"	108"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	45	45	45

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P3DH-LTLTR Double Hung, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	30"	30"	30"
• Maximum Width:	90"	90"	90"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	45	45	45

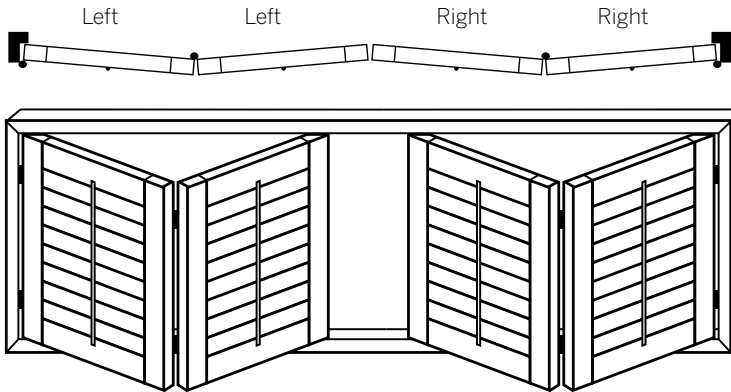
Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

Four Panel Shutters

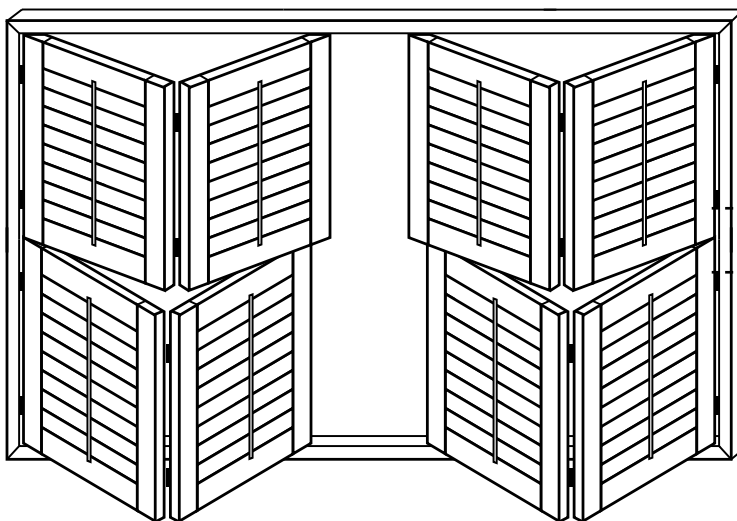
P4-LLRR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	96"	96"	96"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4DH-LLRR Double Hung, two, three, or four sided frame



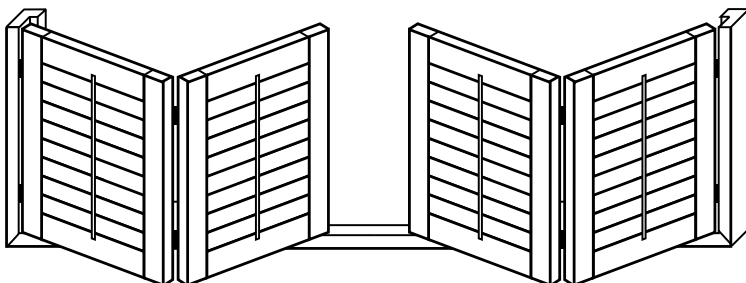
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	80"	80"	80"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	40	40	40

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

P4IF-LLRR Inverted, three sided frame (café style)

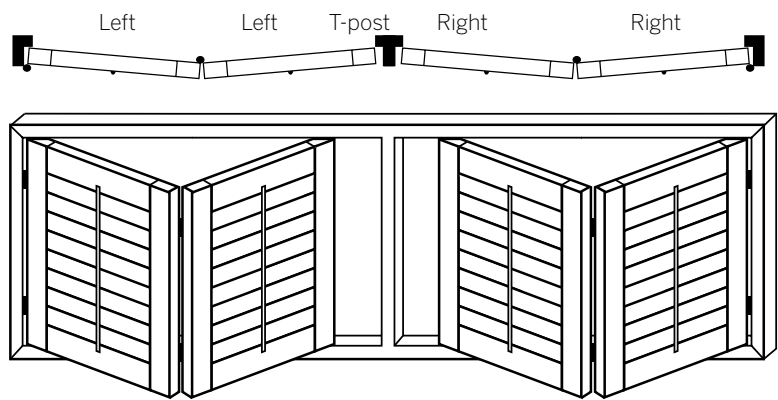


- Minimum Width: 40"
- Maximum Width: 96"
- Maximum Square Ft.: 50

Note: If panel height is to be shorter than the frame, then specify in special instructions, see page B25 for additional details.

Note: If the frame is taller than the panel, add a 10% surcharge.

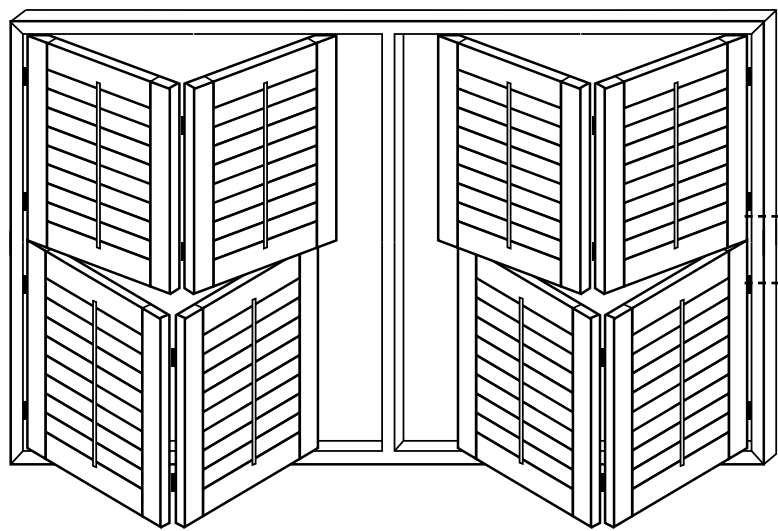
P4-LLTRR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	96"	96"	96"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4DH-LLTRR Double Hung, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	80"	80"	80"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	40	40	40

Optional Horizontal T-Post. See D5 for additional details.

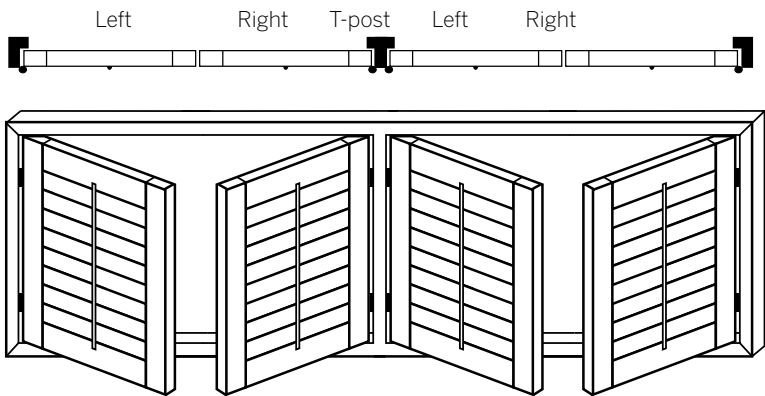
Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

* Void Warranty authorization is required if panels are ordered over the maximum widths, heights, square footage or divider rails not used when required (see D4). LEVOLOR reserves the right to refuse to manufacture out-of-spec, or void warranty product.

Four Panel Shutters

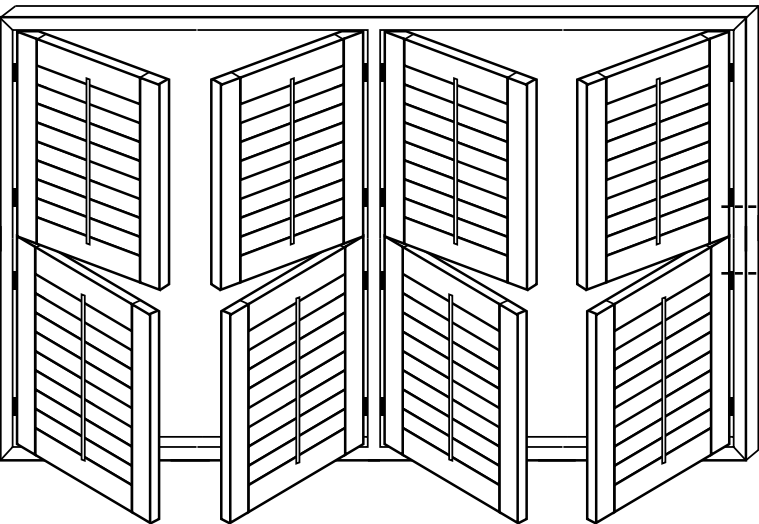
P4-LRTL two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4DH-LRTL Double Hung, two, three, or four sided frame



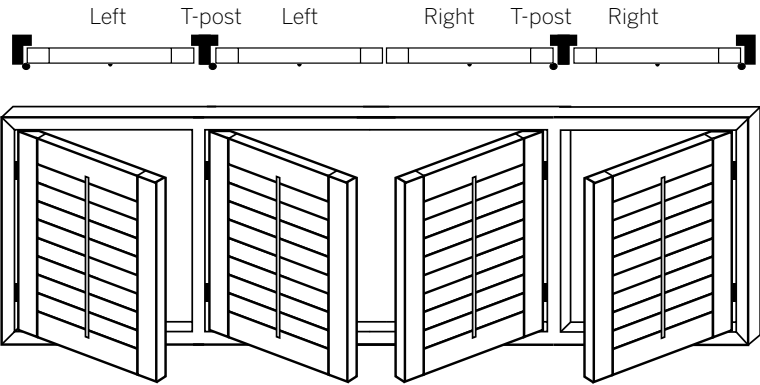
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	120"	120"	120"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	40	40	40

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

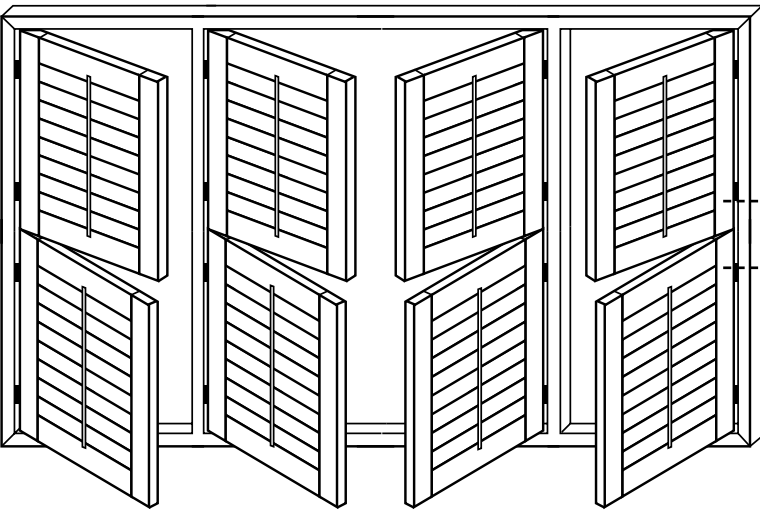
P4-LTLRTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4DH-LTLRTR Double Hung, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	120"	120"	120"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	40	40	40

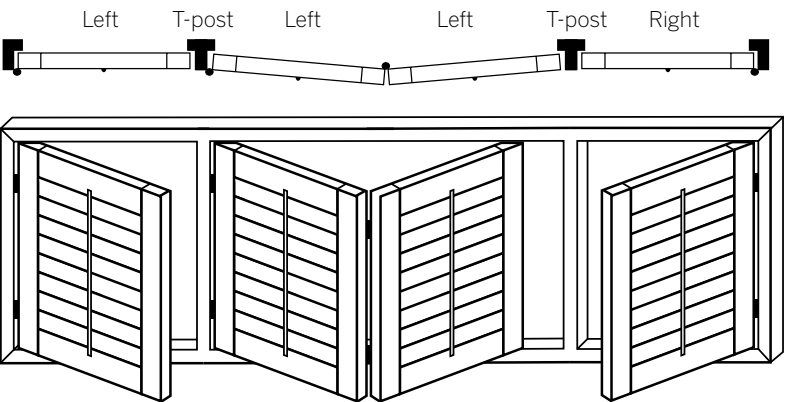
Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

Four Panel Shutters

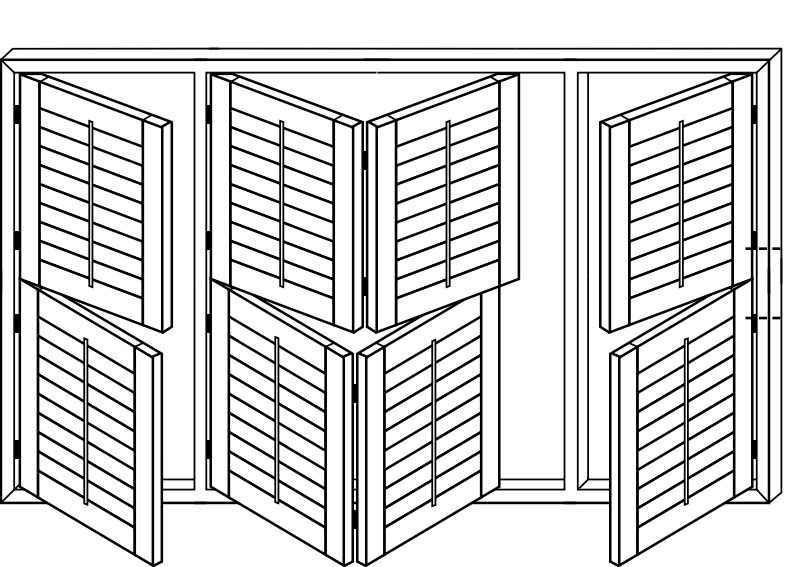
P4-LTLLTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	120"	120"	120"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4DH-LTLLTR Double Hung, two, three, or four sided frame



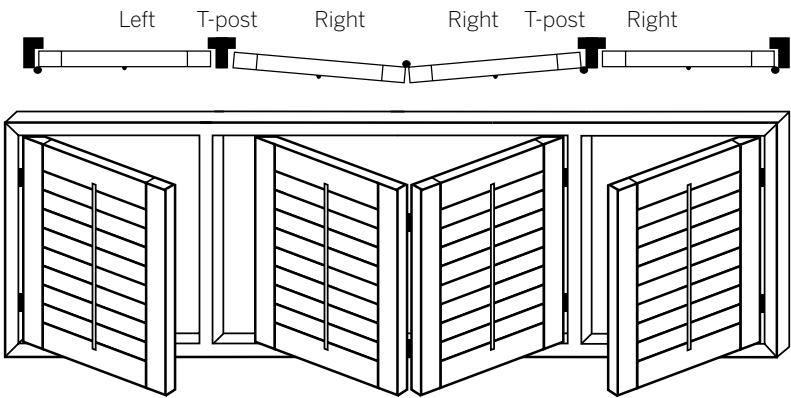
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	100"	100"	100"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	45	45	45

Optional Horizontal T-Post. See D5 for additional details.

Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

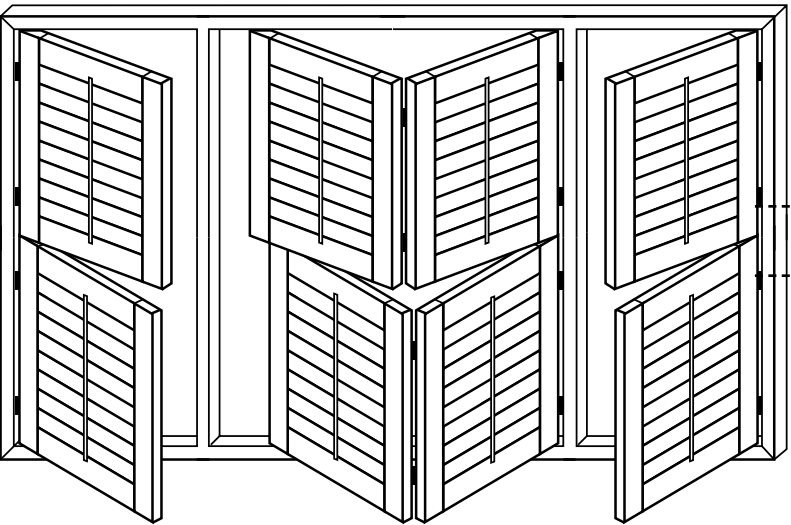
P4-LTRRTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	120"	120"	120"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4DH-LTRRTR Double Hung, two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	100"	100"	100"
• Minimum Height:	32"	32"	32"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	45	45	45

Optional Horizontal T-Post. See D5 for additional details.

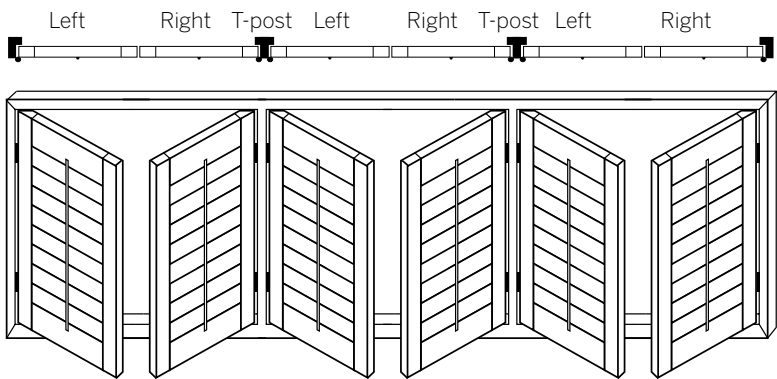
Note: Double Hung styles have a possible 8" to 9-1/2" of obstructed view where bottom rail meets top rail.

Note: Double Hung (DH) add 40% surcharge.

* Void Warranty authorization is required if panels are ordered over the maximum widths, heights, square footage or divider rails not used when required (see D4). LEVOLOR reserves the right to refuse to manufacture out-of-spec, or void warranty product.

Six Panel Shutters

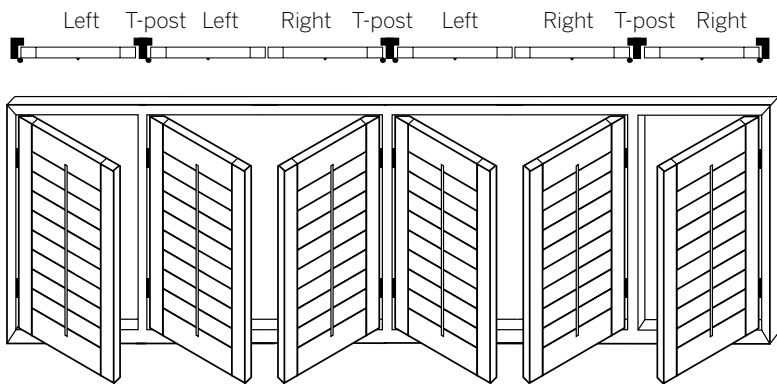
P6-LRTLRTLRLR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	180"	180"	180"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	72	72	72

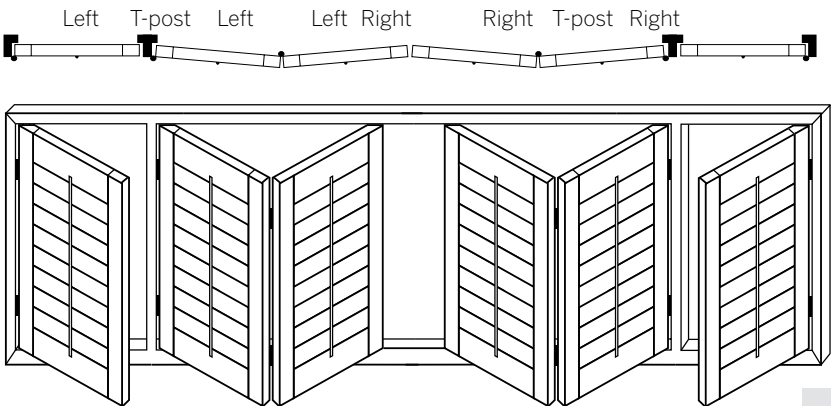
Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P6-LTLRTLRLTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	180"	180"	180"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	72	72	72

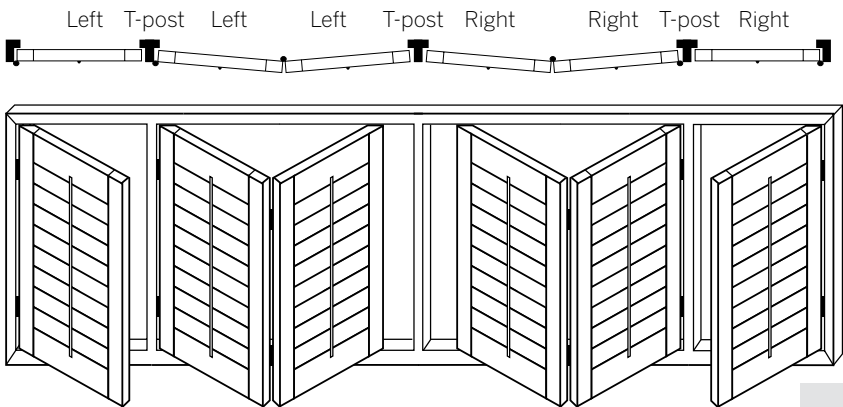
P6-LTLLRRTR two, three, or four sided frame



Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	168"	168"	168"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	60	60	60

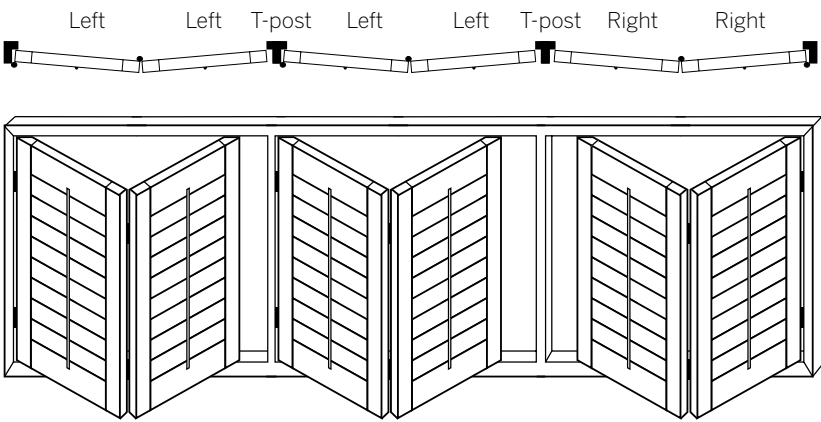
P6-LTLLTRRTR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	168"	168"	168"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	60	60	60

Six Panel Shutters

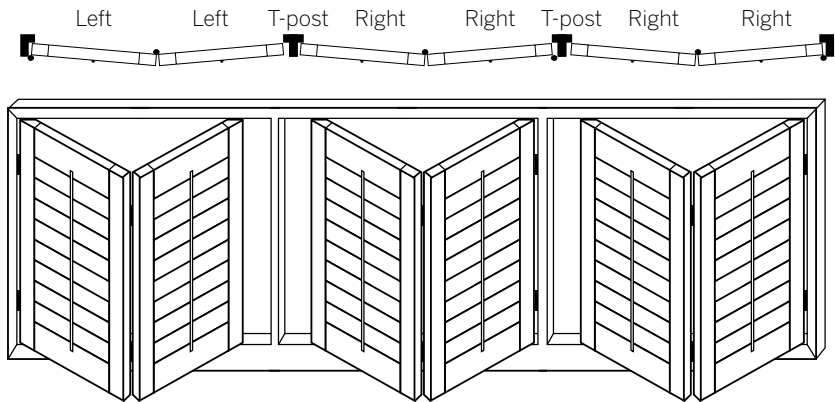
P6-LLTLLTRR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	60	60	60

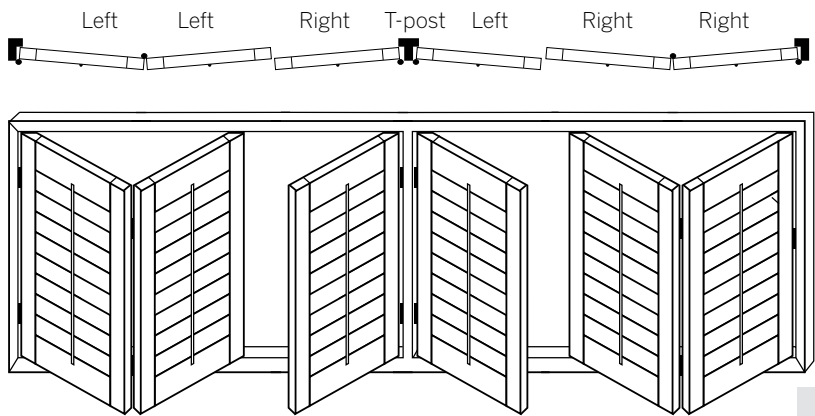
Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P6-LLTRRTRR two, three, or four sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	60	60	60

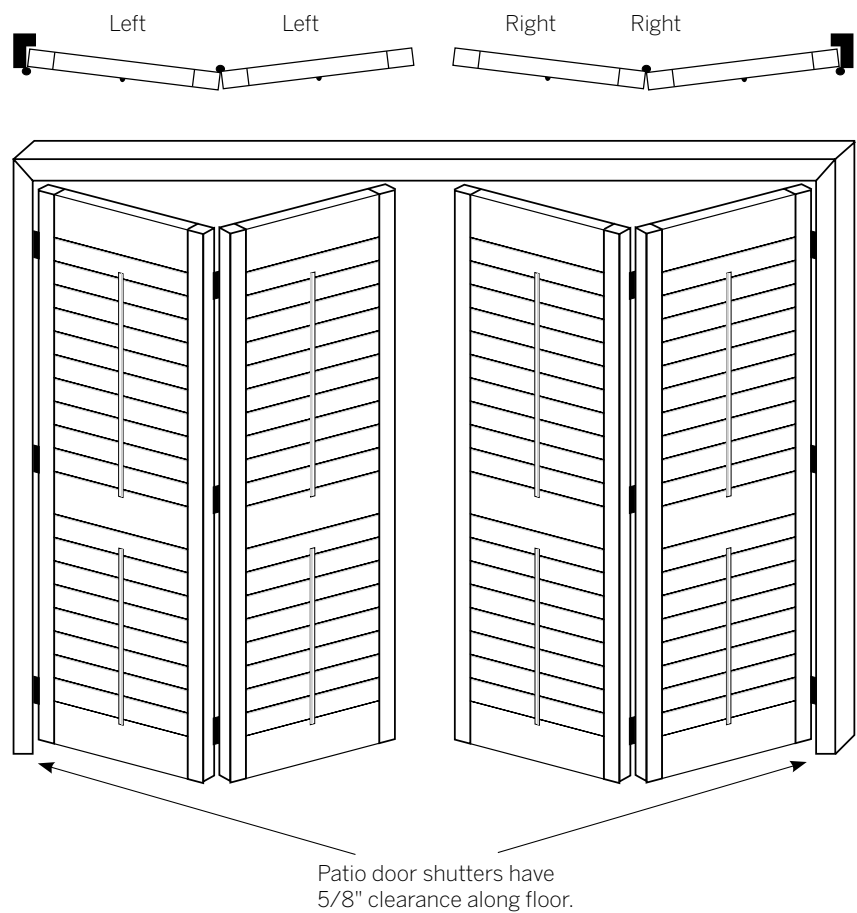
P6-LLRTLRR two, three, or four sided frame



Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	60	60	60

P4D-LLRR three sided frame

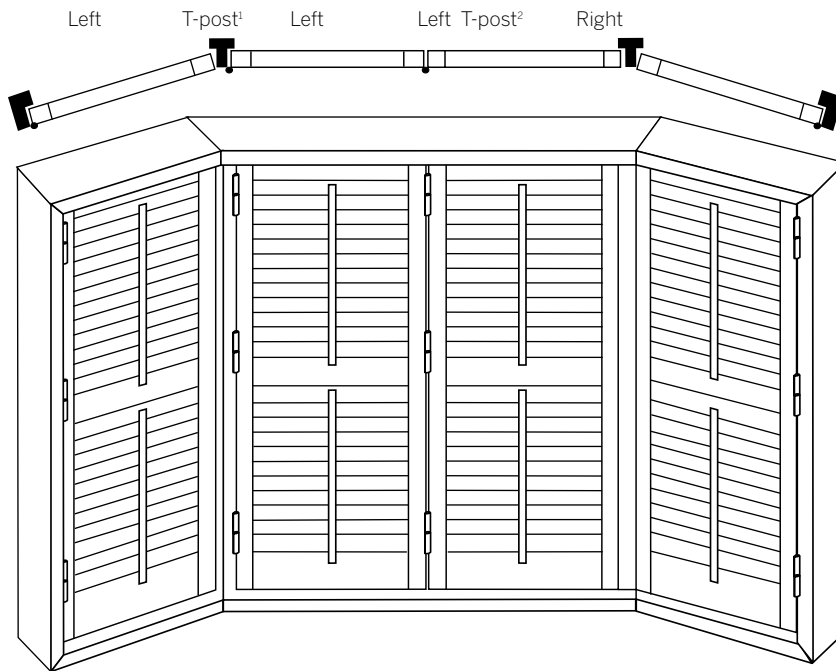


	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	96"	96"	96"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	40"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

Note: For applications over 50 square feet, see our By-Pass (Section G) and Bi-Fold (Section I) shutters. Aluminum inserts are added to all patio door shutters. All panels over 90" in height require two divider rails.

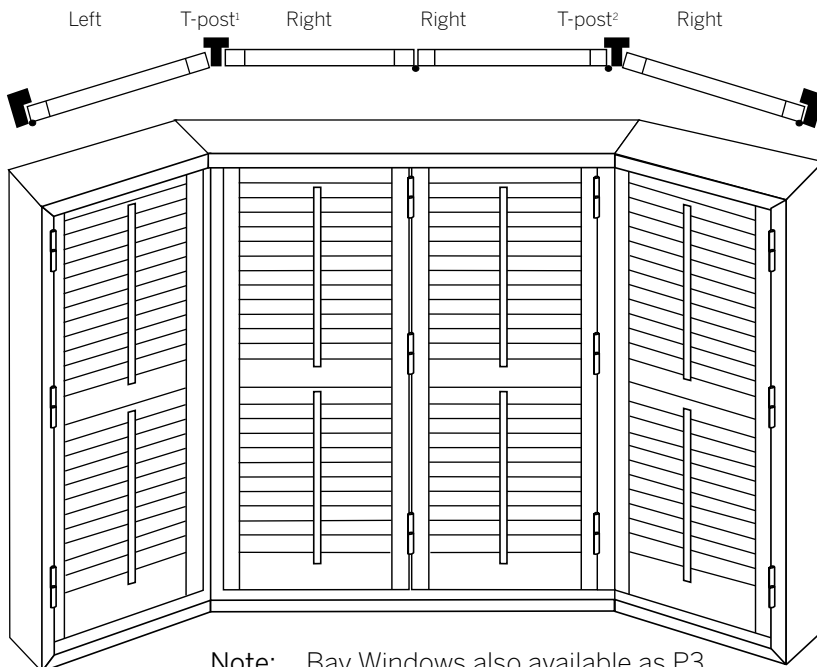
P4BY-LTLLTR with compound mitred 3 or 4 sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	108"	108"	108"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4BY-LTRRTR with compound mitred 3 or 4 sided frame

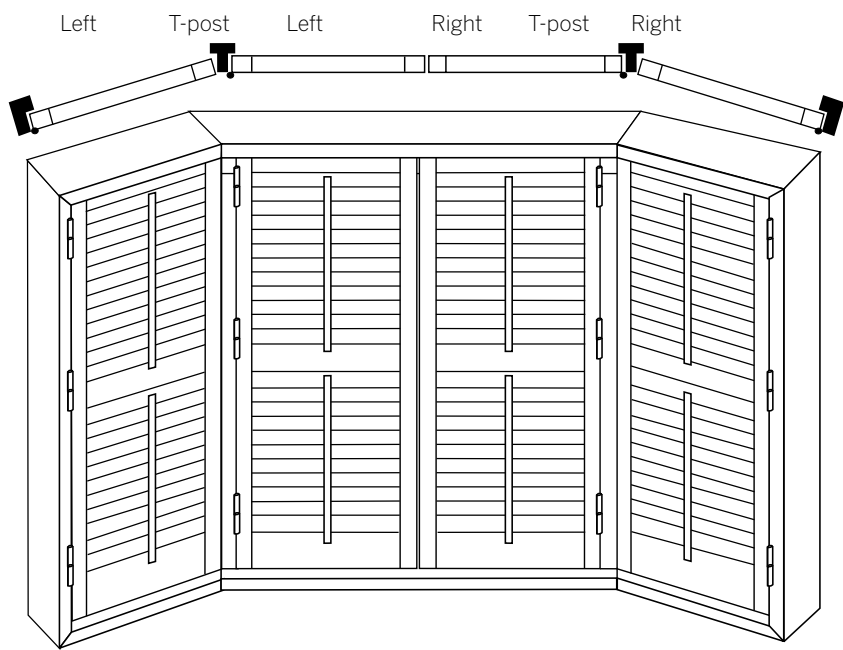


	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	108"	108"	108"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Bay Windows also available as P3, P5, and P6

Bay Windows

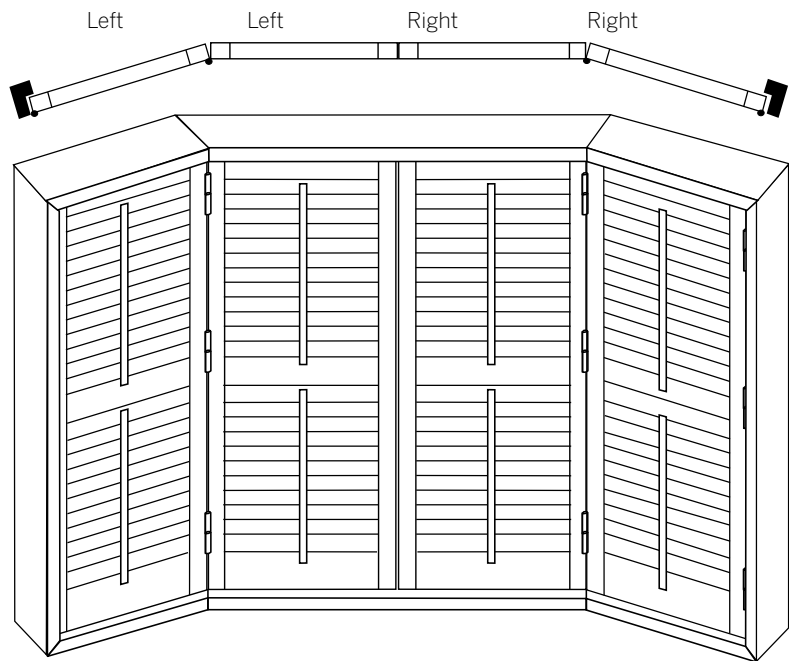
P4BY-LTLRTR with compound mitred 3 or 4 sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

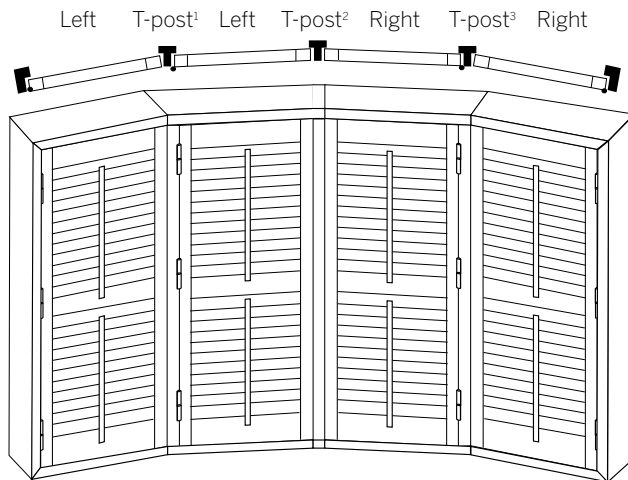
Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.

P4BY-LLRR/Inverted Hinge with compound mitred 3 or 4 sided frame



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	96"	96"	96"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

Note: Bay Windows also available as P3, P5, and P6

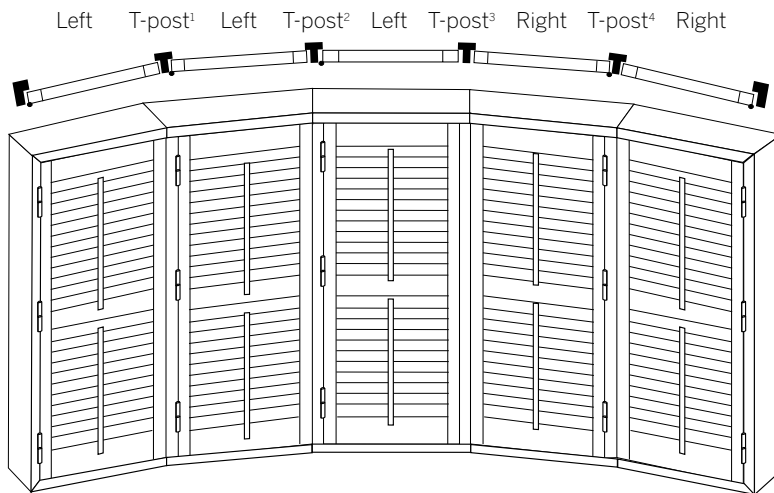


P4BW-LTLTRTR

with compound mitred 3 or 4 sided frame

	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	40"	40"	40"
• Maximum Width:	144"	144"	144"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50

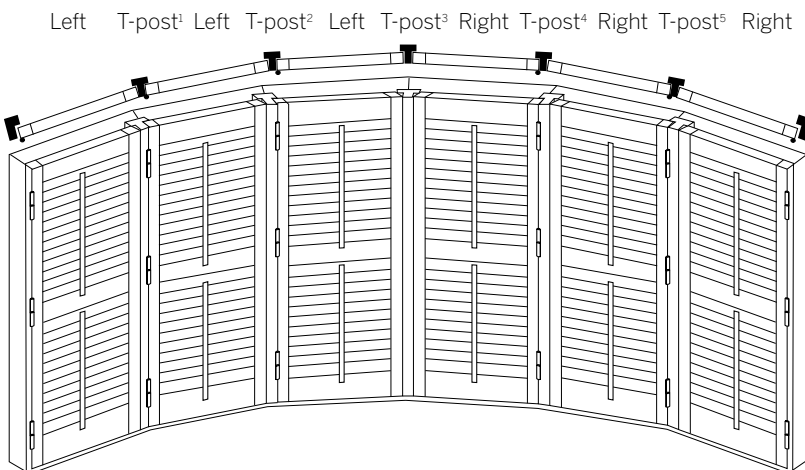
Note: Panels less than 18" in height are not recommended, due to the excessive louver overlap that may occur.



P5BW-LTLTLTRTR

with compound mitred 3 or 4 sided frame

	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	50"	50"	50"
• Maximum Width:	180"	180"	180"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	50	50	50



P6BW-LTLTLTRTR

with compound mitred 3 or 4 sided frame

	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	60"	60"	60"
• Maximum Width:	216"	216"	216"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	60	60	60

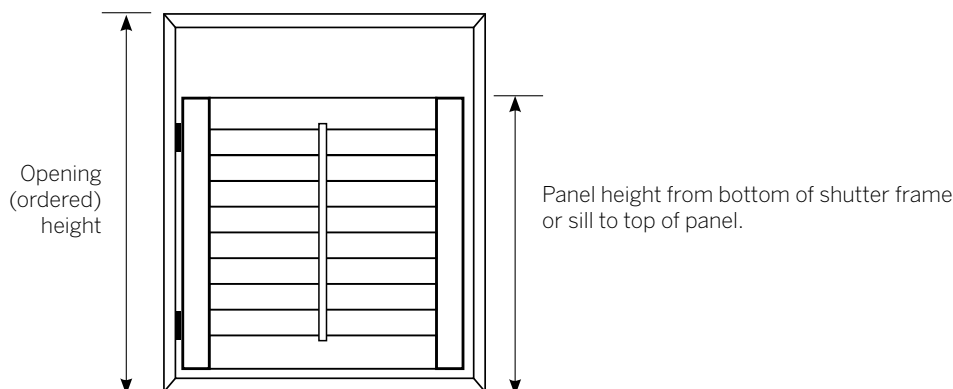
Note: If Light Block is required, note request on Order Form.

Café Style

A Café style shutter is a shutter configuration in which the panel or panels do not completely cover the entire height of the window opening. The frame may be ordered to the same height as the panel (in 2 or 3 sided frame configurations) or the frame may be ordered at a different height than the panel (4 sided configurations). In a 4 sided Café Style configuration, please note the ordered height and width on the Regular Order Form. Under the remarks section of the order form, note the height of the panel.

If ordering a 3-sided inverted frame in which the panel and frame are the same height, then order as an "IF". (Example: P2IF, page B5)

P1-L (Shown Below)



For outside mount, panel height is the measurement from the bottom of the frame to the top of the panel.

Space Fillers

Space Fillers are used to allow operable shutter panels to be installed and operated without interference of obstacles such as goose neck faucets or built in valances. Space filler can be added to the top or bottom of the opening.

1. Measure the overall width and height of the inside window opening where the shutter will be installed.
2. Provide the height of the shutter panel
3. Indicate if the space filler is located at the top or bottom of the framed shutter
4. Please note the ordered height and width on the Standard Shutter Order Form. Under the remarks section, note the height of the panel.

Standard Order Form

Installer _____ Phone No: _____

Condo ☐ YES ☐ NO Blind Removal ☐ YES ☐ NO

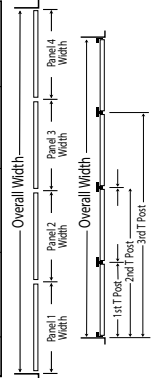
Scaffolding or High Ladder ☐ YES ☐ NO ☐ YES ☐ NO
Scaffolding required as per working at heights guidelines – stairwells or top of windows above 8 ft. – picture required

Store Name	Store #	Page	of	Consumer Name(s)
Phone #	Fax #	Pick Up	Address	Postal Code
PO/Tag Name		Delivery/Courier	City	
Associate/Specialist Name		Check Measure	Email Required	
Decorator Name		Installation	Phone	Alt Phone

Line #	Qty.	Room Location	Operating System	Split Option	Colours	Hinge Colour	Ext. Hinge	Louver Size	Mount Type	Frame Type	Width Ordered to 1/16"	Height Ordered to 1/16"	Panel Configuration Panel Lock Standard	Shutter Application	Frame Sill	Lor C Ext.	Divider Rail #1	#2
			G CT TB TBO M	Distance Up Inches to Centre	SW W S V	P SS B	Y N B	2 1/2 3 1/2 4 1/2	IM OM IF	L C T DT Z B	Max single panel 36" Max bi-fold panel 24" Inside Mount = Smallest Opening Size Outside Mount = Largest Frame Size	Max panel height 120"	L – Left R – Right LL – Left Bi-Fold RR – Right Bi-Fold T – T-Post	W-Window PD - Patio Door FD - French Door IF - Inverted Frame DH - Double Hung	1, 2, 3, 4 Shade Sides Required	Y, N Shade Sides Required	Distance Up required over 66"	Distance Up required over 90"

Notes:

Line #	Panel 1/ 1st T-Post	Panel 2/ 2nd T-Post	Panel 3/ 3rd T-Post	Panel 4/ 4th T-Post



Line #	Side L, R, T, B	Type A or B	Starting Point

Line #	Panel Height	Filler Y or N	Filler Top or Bottom

Line #	Split Distance from Bottom (Inches)

Line #	Side Lor R	Distance Up

Order Acknowledgment

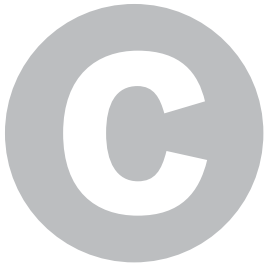
Items that do not meet Levolor® Shutters product specifications, as detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Customer Agreement

I agree with the product ordered as reviewed on this form.
Signature: _____

Standard Ordering Instructions

Standard Order Form	
Installation Services	<p>Only available in select areas - Installation manual must be reviewed and agreed to prior to processing orders for this service</p> <p>Condo/Office/Apartment - Yes = allows for proper time allotment for the service (surcharges are applicable)</p> <p>Specialty Shapes - Yes = allows for proper time allotment for the service (surcharges are applicable)</p> <p>Blind removal - Yes = allows for proper time allotment for the service (surcharges are applicable)</p> <p>Scaffolding or high ladder - Yes = allows for proper time allotment for the service (surcharges are applicable) - pictures required</p>
Line	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
Quantity	Refers to openings that are exactly the same width and height, louver size, colour, configuration and application.
Room	<p>Indicate the room name keeping under 12 characters to allow for full name to show on the product labels</p> <ul style="list-style-type: none"> Indicate each room different for ease of sorting - (example Bed 1 Left, Bed 1 Centre, Bed 1 Right)
Operating System	<p>G = Gear (an internal gear)</p> <p>CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side)</p> <p>TB = Tilt Bar (a function bar used to tilt louvers with option for Center Front)</p> <p>TBO = Tilt Bar Offset (a function used to tilt louvers with option for offset front)</p> <p>M = Louvers will be operated by a cordless motor</p>
Split Option	<p>Indicate the distance up from bottom of measurements to the centre of the desired split location or specify louver count on top & bottom</p> <ul style="list-style-type: none"> Split may not be exact as requested. It will vary based on louver size Split can be requested on any of the three operating systems at time of production Splits should not be modified at installation as additional tension may be required
Colours	SW = Snow White W = White S = Silk V = Vanilla
Hinge Colour	P = Painted SS =Stainless Steel B = Brass
Ext Hinge	Only available with unframed shutters - Y = Extension Hinges 1 1/4" N = Regular hinge 3/4"
Louver Size	2 1/2" , 3 1/2" 4 1/2"
Mount Type	<p>IM - Inside Mount - Factory takes deductions - Production drills installation holes for IM only</p> <ul style="list-style-type: none"> IM deductions with no frame = 1/4 on total height plus appropriate width deduction based on number of panels IM deductions with standard frame = 1/16" for any sill or L frame side and 1/8" for any non-sill side IM deductions with a standard frame with flex = 1/16" for any sill and 3/8" for any non-sill side <p>IF - Inside Finished – no deductions will be made by production</p> <p>OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only</p>
Frame Type	<p>L = IM or OM, C = OM Casing, T=IM Trim, DT = IM Deluxe Trim, Z=IM Z, B = IM Bullnose</p> <p>Hole punches for corner keys will only be available for IM frames - All OM application will be provided with glue</p>
Width	Ordered to the 1/16"
Height	<p>Ordered to the 1/16"</p> <p>4" top and bottom rail are standard for all heights unless otherwise indicated</p> <p>2" top and bottom rail are optional under 36" in height and must be requested in notes indicating line numbers</p>
Panel Configuration	<p>Specify where to place the hinges and the configuration starting from the left side of the opening</p> <p>L= Left, R = Right, T = T-Post, LL = Left Bi-fold, RR = Right Bi-fold</p> <p>Panel lock is standard - If magnets & plates are to be requested instead of panel lock then indicate in " Notes" on the order form</p> <p>For non-track doors - ex P4D patio doors, panel lock is standard but magnets will also be included.</p>
Shutter Application	<p>FD = French Door - two side cover strips and extra top and bottom L Frame extensions are provided</p> <ul style="list-style-type: none"> FD = French Door - if a cut out is required then indicate in the French Door Section) <p>W = Window – a standard application other than a track system, bay/bow. Shapes, French Door or Door</p> <p>D = Door - a standard 5/8" deductions is made at the bottom of the panel instead of a standard 1/8"</p> <ul style="list-style-type: none"> D = Door - a deduction different from the standard can be requested by indicating in notes
Frame Side	Indicate numerically the number of frame sides (including any Sill) and shade in the sides required
Frame Sill	Indicate numerically the number of Sill frame sides and shade in the sill sides required
L/C Ext	If required - Indicate the number of L Frame or Casing Frame Extensions - maximum of 4
Divider Rail #1	Divider rail is required if the shutter panel height is over 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Divider Rail #2	A 2nd divider rail is required if panel height is over 90". Distance between rails must be less than 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Uneven Panel Widths	Provide the panels sizes required including any frames starting from the left side of the opening
Uneven T Post Distances	<p>Provide the T Post distances including any frames starting from the left side of the opening.</p> <ul style="list-style-type: none"> If T Post location is not specified, T Posts will be evenly spaced.
Frame Cut outs	<p>All cut outs are 7" A = removing the frames light block only B = removing the frames light block & frame back</p> <ul style="list-style-type: none"> Side cut-outs are measured from the bottom IM sill or OM frame to the starting point of the cut out Top or Bottom cut-outs are measured from the left IM Sill or OM frame to the starting point of the cut out If the cut out required is over 7", the full height or full width of the frame must be cut out
Cafe Style	For applications where panel height is shorter than the full frame.
Double Hung	<p>Double hung split distance is measured from the bottom IM sill or OM frame to the centre of the horizontal T post (Horizontal T Post is standard)</p> <ul style="list-style-type: none"> If vertical T Posts are also required then indicate the locations in the uneven T post distance section on the order form
French Door Cut-out	<p>Available with 4 sided L Frame only L = Left Side R= Right Side (surcharge is applicable)</p> <ul style="list-style-type: none"> Distance up - from the bottom of the L frame location to the centre of the cut out
Customer Agreement	Recommend that the salesperson reviews the order form and gets a sign-off from the consumer prior to processing
Order Acknowledgement	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty



LEVOLOR
Shutters

OPERATING AND DEPTH CLEARANCE

Inside Mount with No Frame (Direct Mount)	C1
Inside Mount with Mounting Strip and Bent-leaf Hinge	C2
Recessed Inside Mount with L-Frame	C3
Inside Mount with Casing Sill Frame	C4
Inside Mount with Z-Frame	C5
Inside Mount with Trim Frame with Flex	C6
Inside Mount with Bullnose Z Frame with Flex	C7
Inside Mount with Decor Trim Frame	C8
Outside Mount with L-Frame	C9
Outside Mount Beside Trim with L-Frame	C10
Outside Mount with Casing Frame	C11
Outside Mount on Existing Trim with Casing Frame	C12
Frame Deduction Summary	C13

Inside Mount with No Frame (direct mount)

Depth Clearance

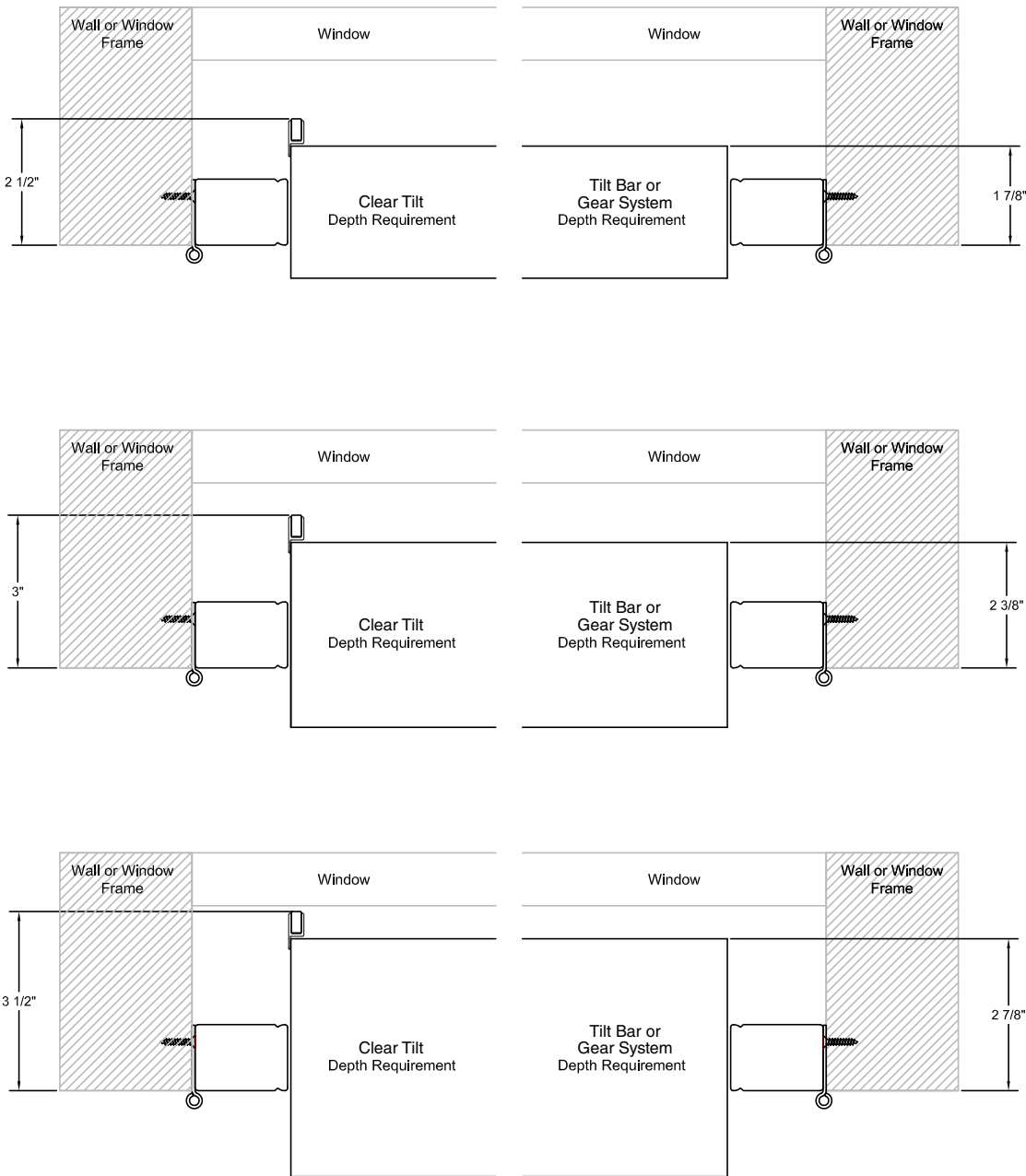
With Clear Tilt

With Tilt Bar or Gear System

2-1/2" Louver = 2-1/2"
3-1/2" Louver = 3"
4-1/2" Louver = 3-1/2"

2-1/2" Louver = 1-7/8"
3-1/2" Louver = 2-3/8"
4-1/2" Louver = 2-7/8"

Note: With optional 1-1/4" extended leaf hinges, the depth clearance for shutters with tilt bar can be reduced by-5/8" to 1-3/8" for 2-1/2" louver, 1-7/8" for 3-1/2" louver, and 2-3/8" for 4-1/2" louver.



Inside Mount with-3/4" x-3/4" Mounting Strip and Bent-leaf Hinge

Depth Clearance

With Clear Tilt

2-1/2" Louver = 2-1/2"

3-1/2" Louver = 3"

4-1/2" Louver = 3-1/2"

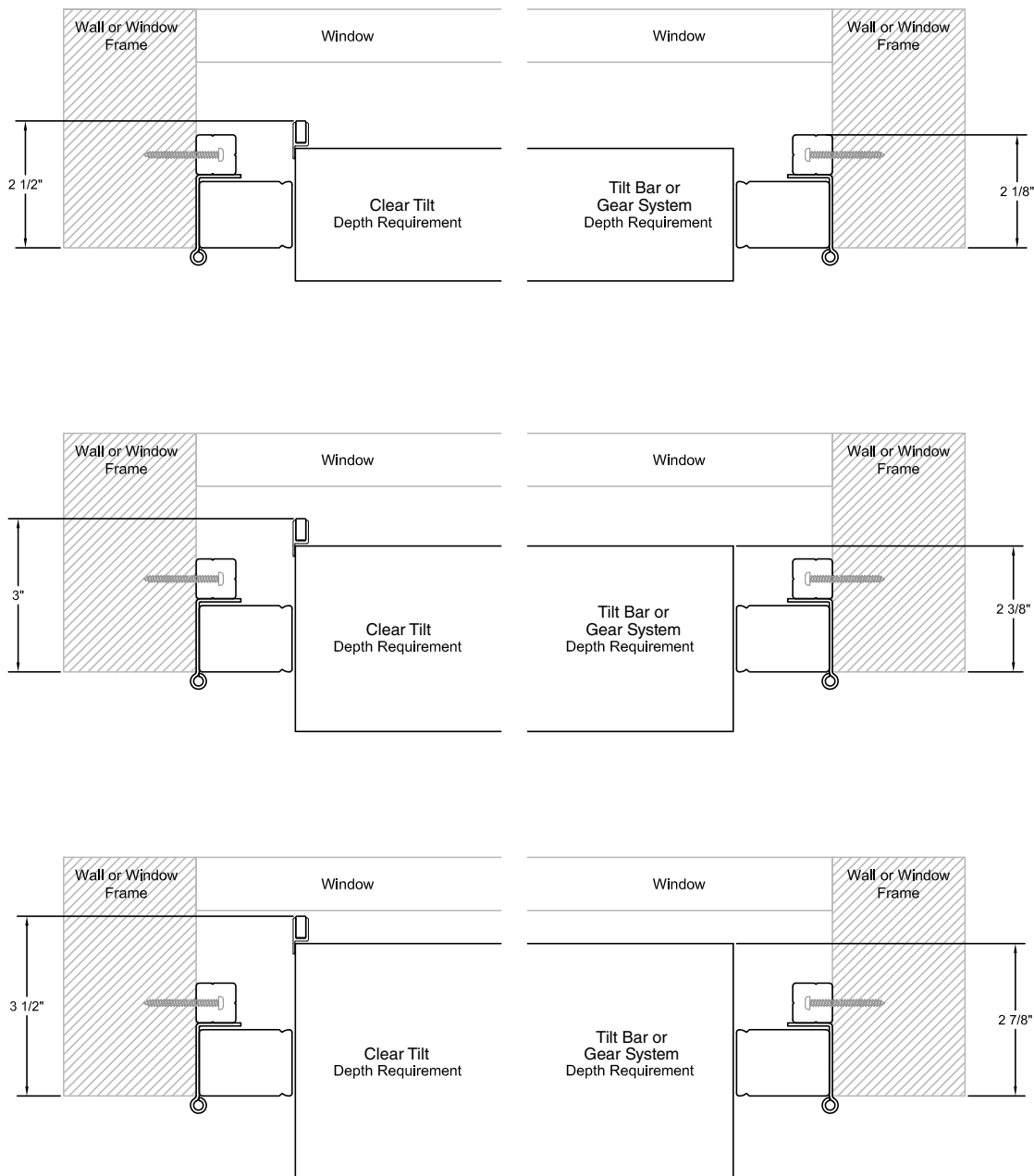
With Tilt Bar or Gear System

2-1/2" Louver = 2-1/8"

3-1/2" Louver = 2-3/8"

4-1/2" Louver = 2-7/8"

Note: Depth clearance can be reduced to 1" if mounting strip is installed closer to the inside of opening. However, hinges will project into the room by 1".



Depth Clearance

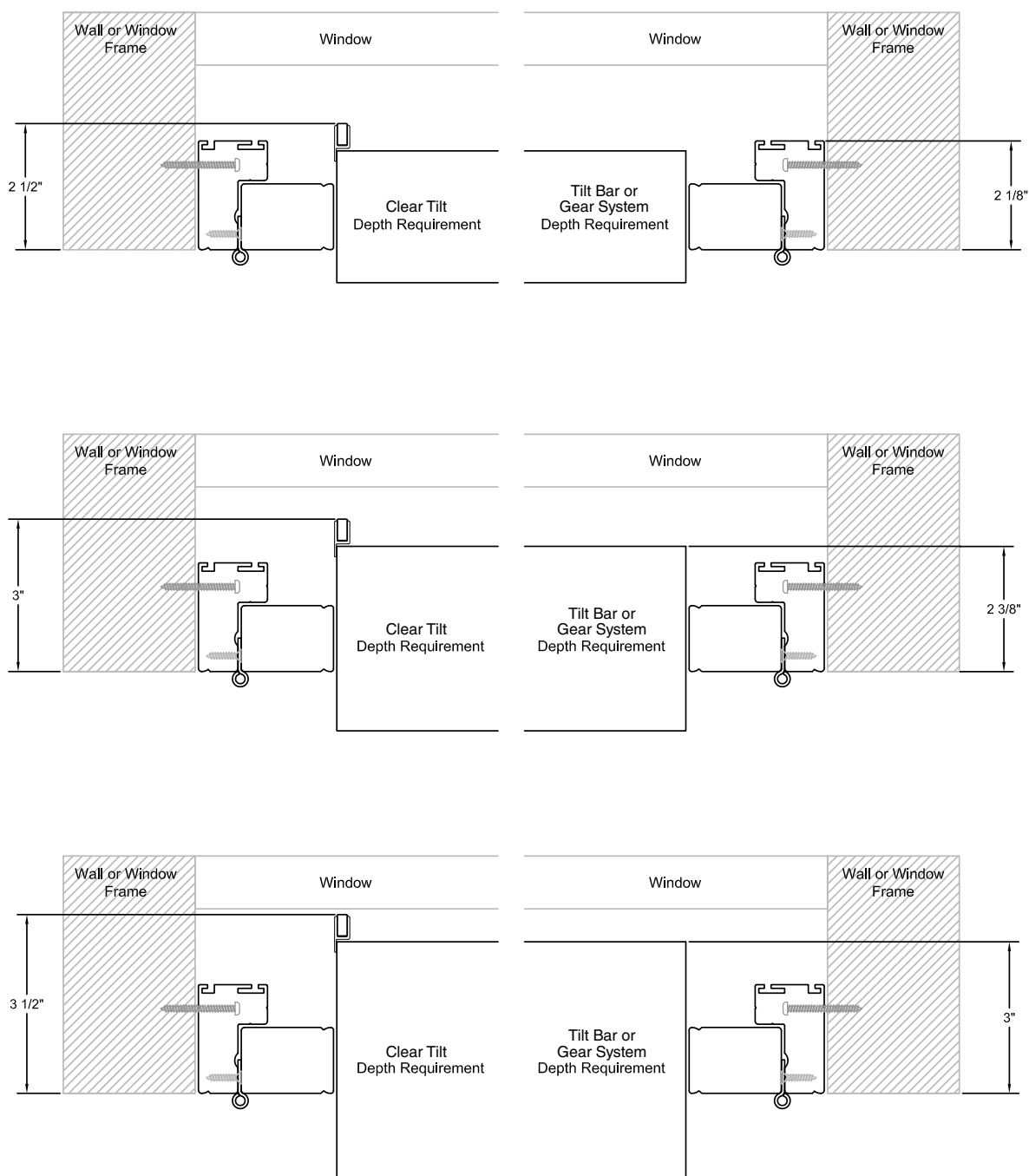
With Tilt Bar or Gear System

2-1/2" Louver = 2-1/8"

3-1/2" Louver = 2-3/8"

4-1/2" Louver = 3"

Note: For recessed mounts the depth clearance is measured from the front of L-Frame. Only L-Frame can be used in a recessed mount application. Recessed distance can vary.



Recessed Inside Mount with Casing Sill Frame

Depth Clearance

With Clear Tilt

With Tilt Bar or Gear System

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.

2-1/2" Louver = 2-1/2"

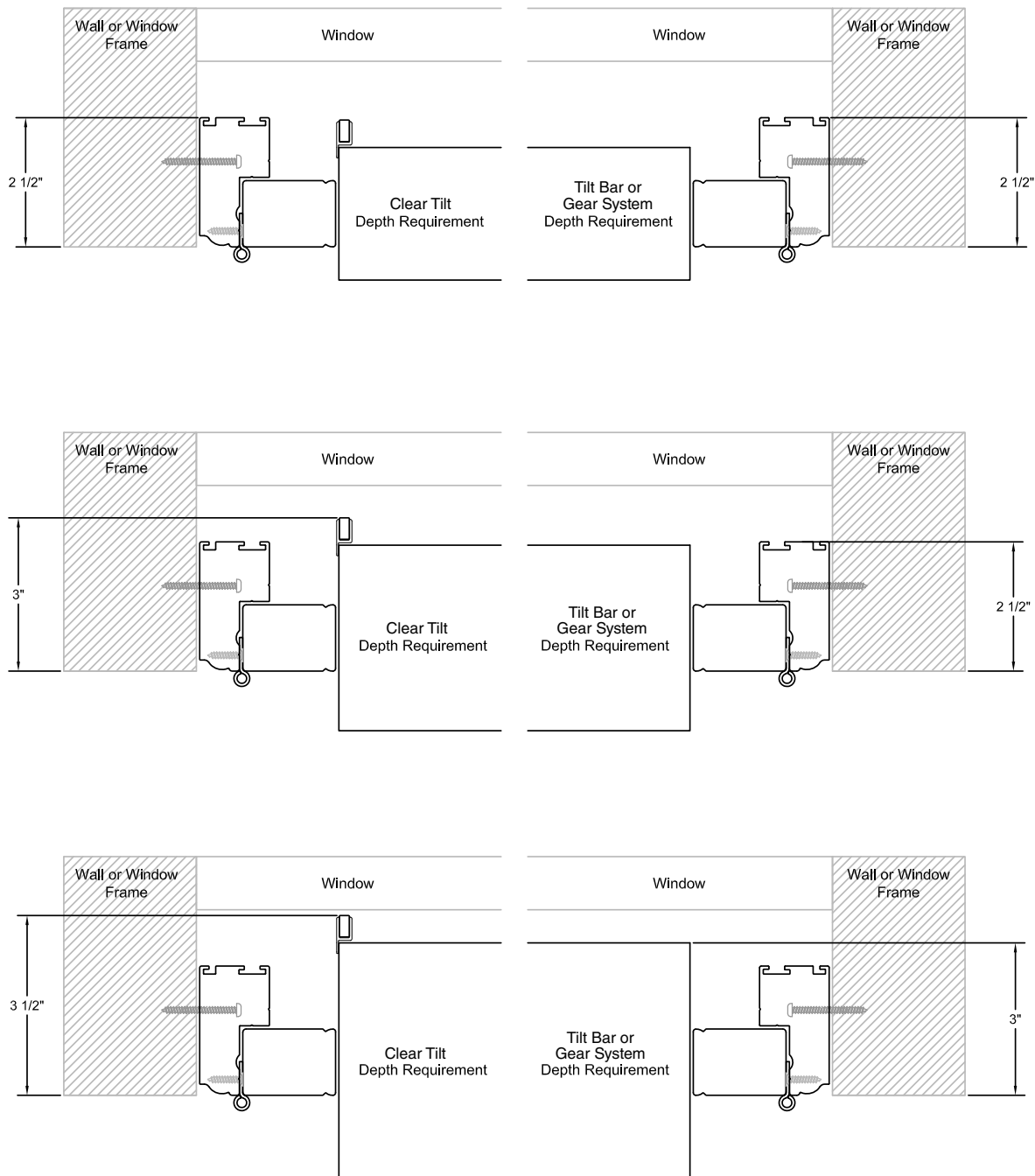
3-1/2" Louver = 3"

4-1/2" Louver = 3-1/2"

2-1/2" Louver = 2-1/2"

3-1/2" Louver = 2-1/2"

4-1/2" Louver = 3"



Inside Mount with Z-Frame

Depth Clearance

With Clear Tilt

With Tilt Bar or Gear System

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.

2-1/2" Louver = 1-5/8"

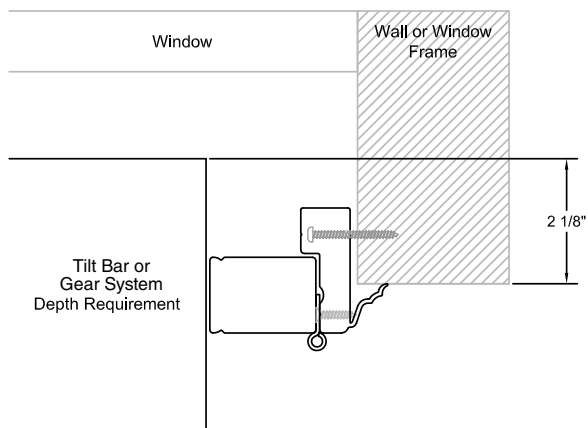
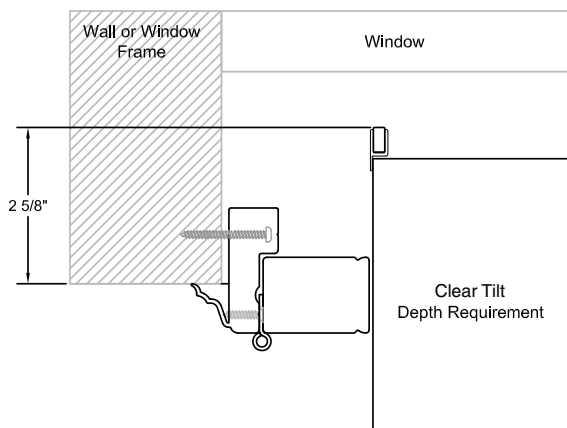
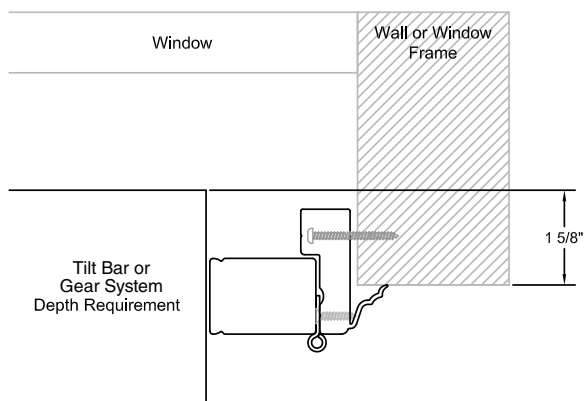
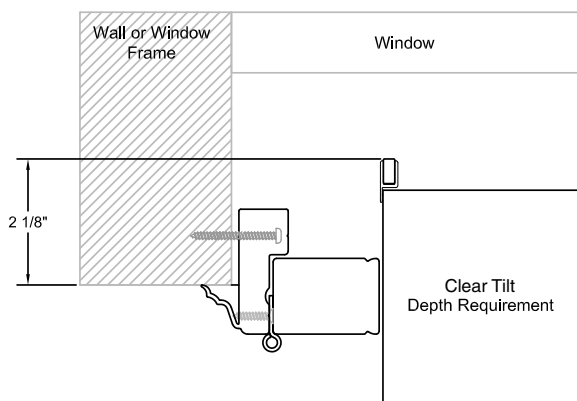
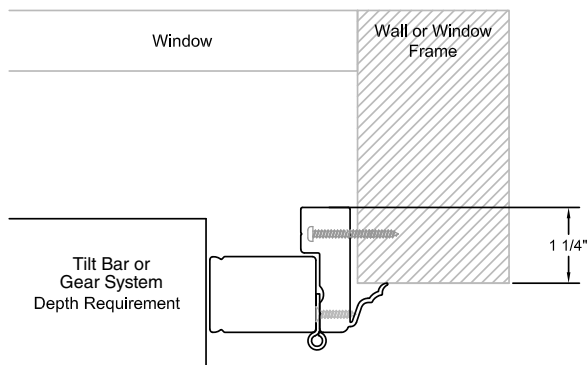
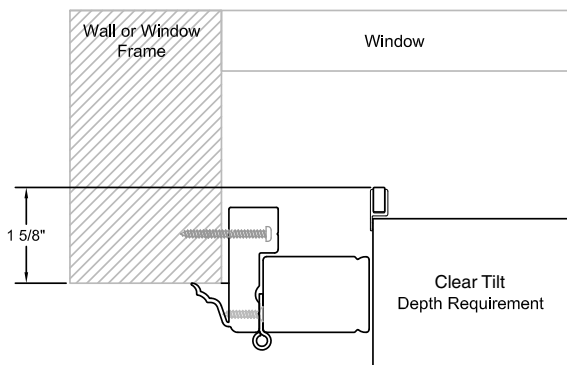
3-1/2" Louver = 2-1/8"

4-1/2" Louver = 2-5/8"

2-1/2" Louver = 1-1/4"

3-1/2" Louver = 1-5/8"

4-1/2" Louver = 2-1/8"



Inside Mount with Trim Frame with Flex

Depth Clearance

With Clear Tilt

With Tilt Bar or Gear System

2-1/2" Louver = 1-1/2"

3-1/2" Louver = 2"

4-1/2" Louver = 2-1/2"

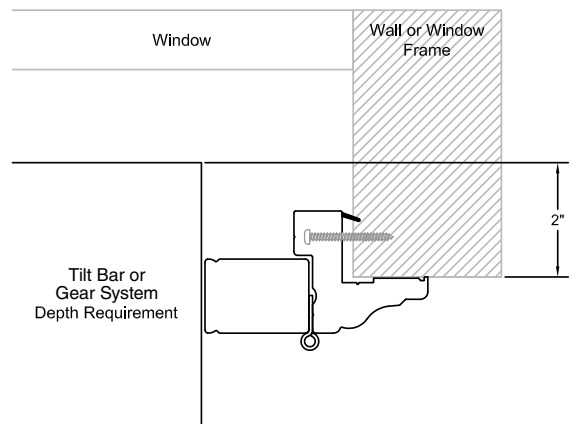
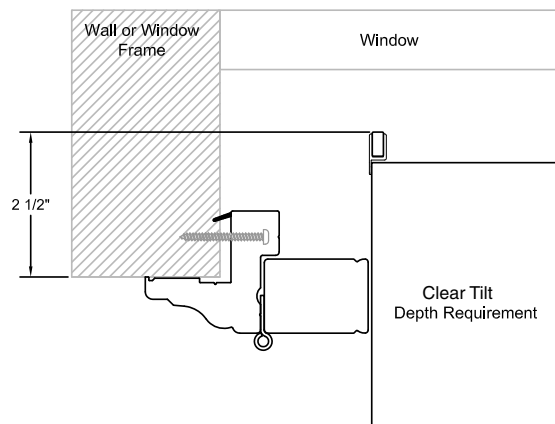
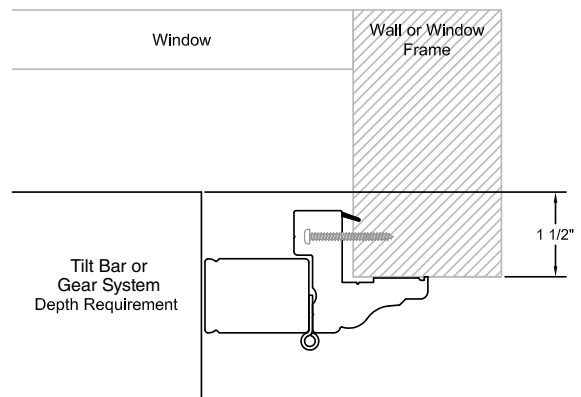
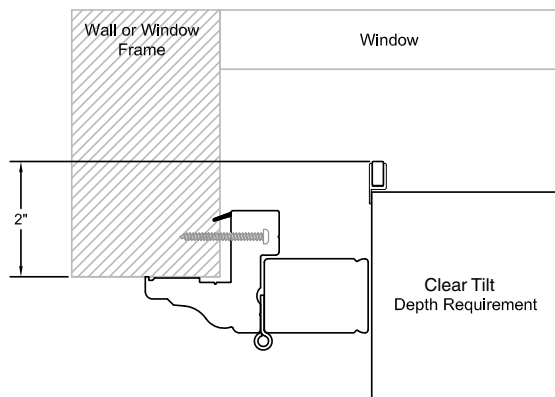
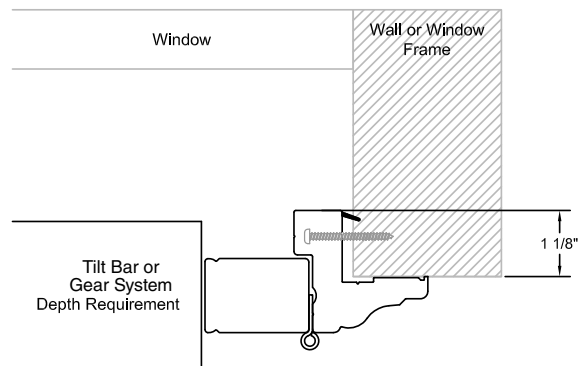
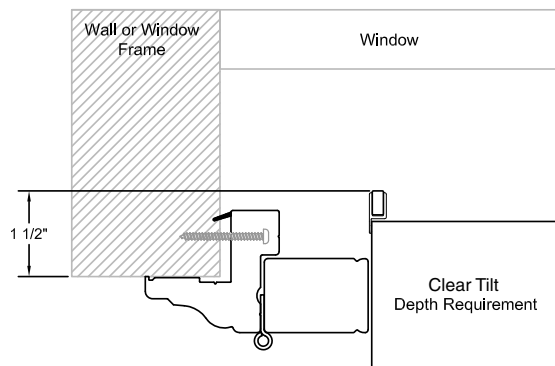
2-1/2" Louver = 1-1/8"

3-1/2" Louver = 1-1/2"

4-1/2" Louver = 2"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.

Note: Motorized Tilt is not available on No Frame applications.



Inside Mount with Bullnose Z Frame with Flex

Depth Clearance

With Clear Tilt

With Tilt Bar or Gear System

2-1/2" Louver = 1-3/4"

3-1/2" Louver = 2-1/4"

4-1/2" Louver = 2-3/4"

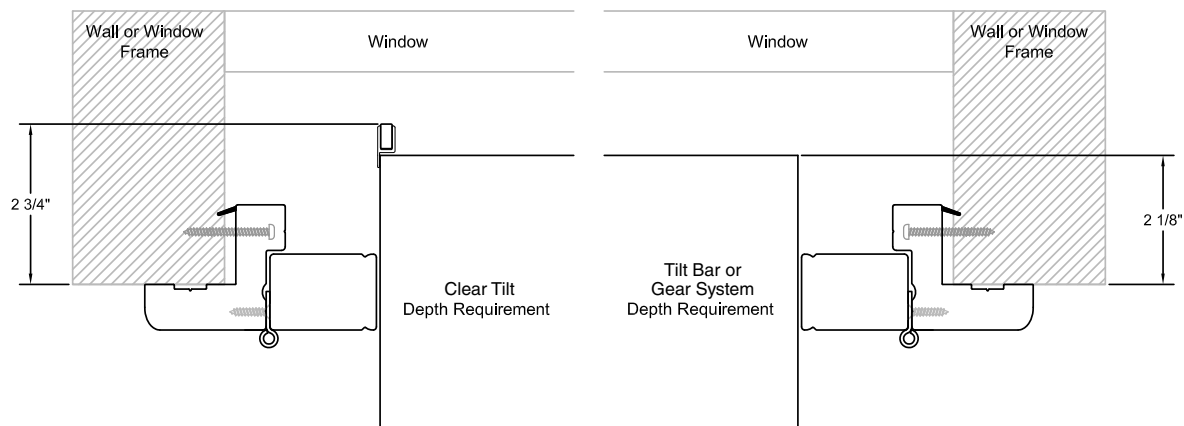
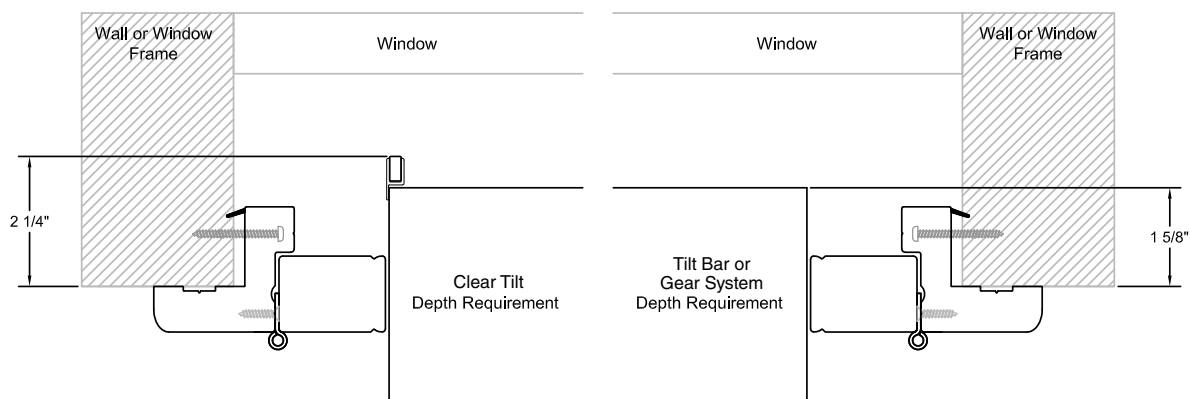
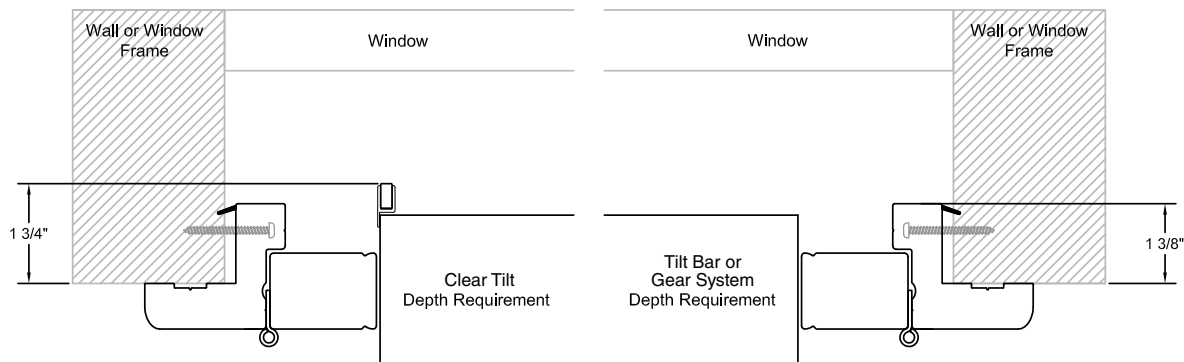
2-1/2" Louver = 1-3/8"

3-1/2" Louver = 1-5/8"

4-1/2" Louver = 2-1/8"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.

Note: Motorized Tilt is not available on No Frame applications.



Inside Mount with Decor Trim Frame

Depth Clearance

With Clear Tilt

2-1/2" Louver = 1-1/2"

3-1/2" Louver = 2"

4-1/2" Louver = 2-1/2"

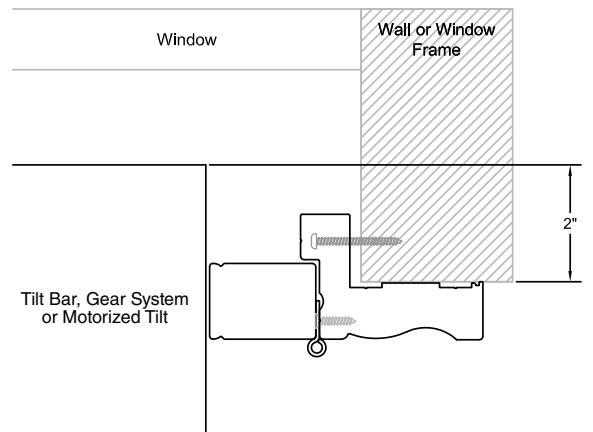
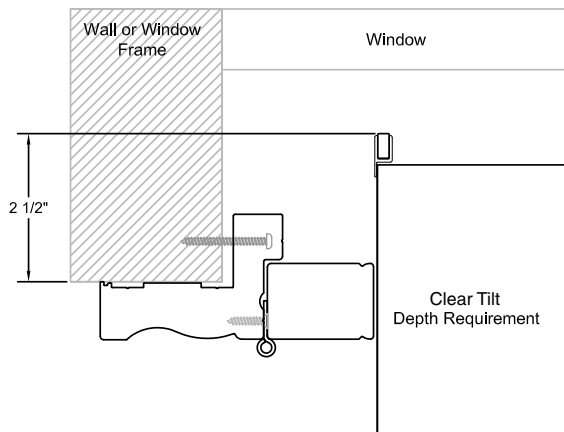
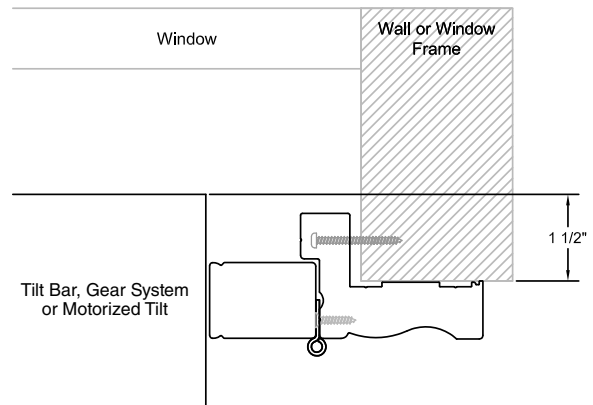
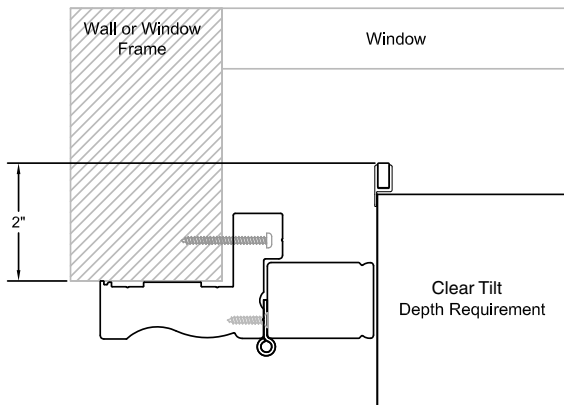
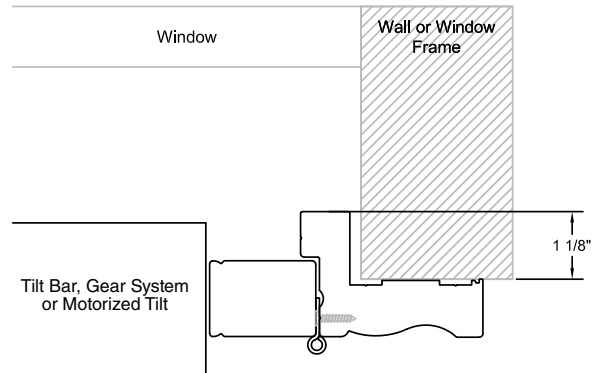
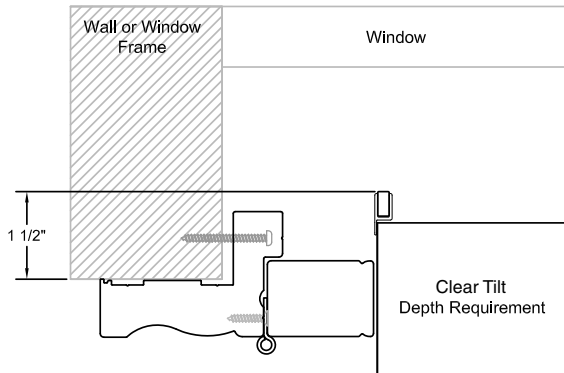
With Tilt Bar, Gear System
or Motorized Tilt

2-1/2" Louver = 1-1/8"

3-1/2" Louver = 1-1/2"

4-1/2" Louver = 2"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.



Outside Mount with L Frame

Depth Clearance

With Clear Tilt

2-1/2" Louver = 3/8"

3-1/2" Louver = 7/8"

4-1/2" Louver = 1-3/8"

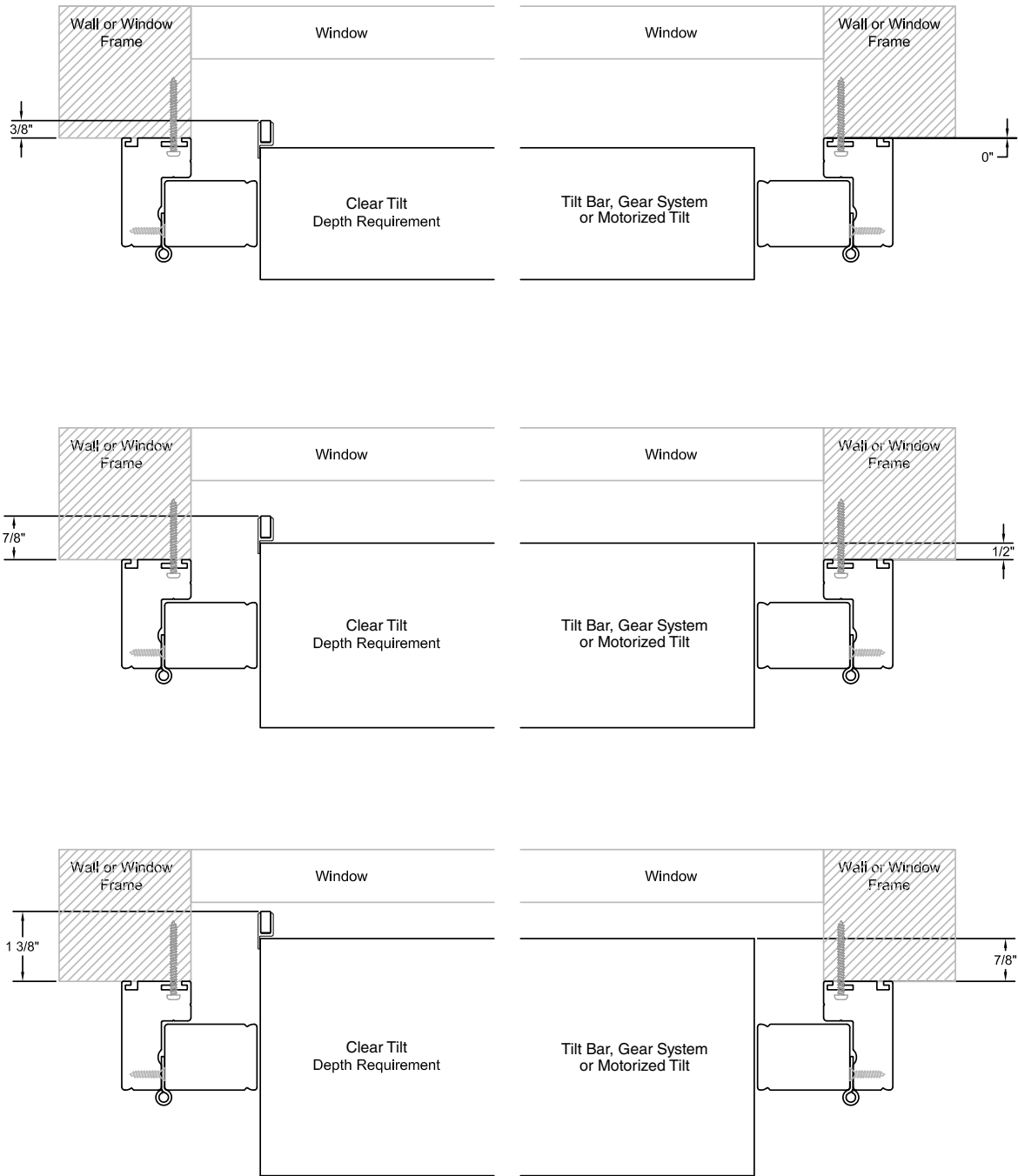
With Tilt Bar, Gear System or Motorized Tilt

2-1/2" Louver = 0"

3-1/2" Louver = 1/2"

4-1/2" Louver = 7/8"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.



Outside Mount Beside Trim with L Frame

Depth Clearance

With Clear Tilt

2-1/2" Louver = 0"

3-1/2" Louver = 0"

4-1/2" Louver = 0"

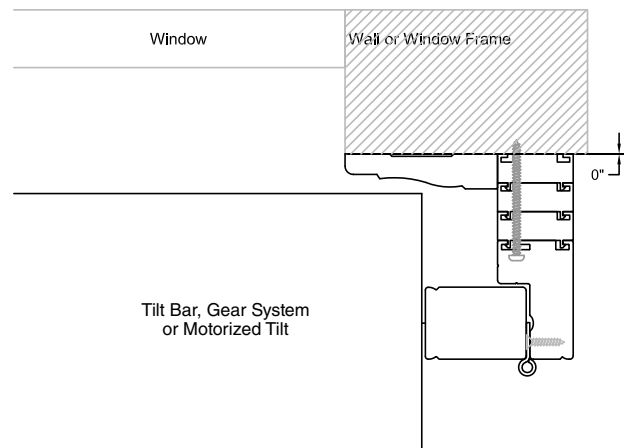
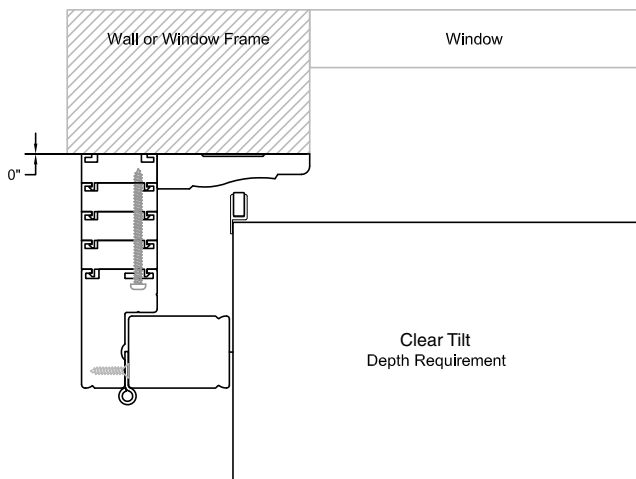
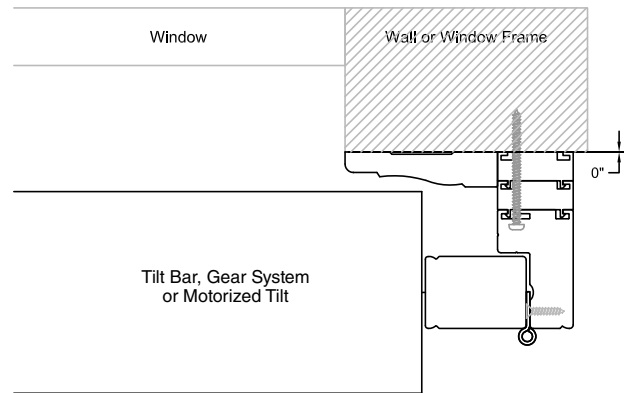
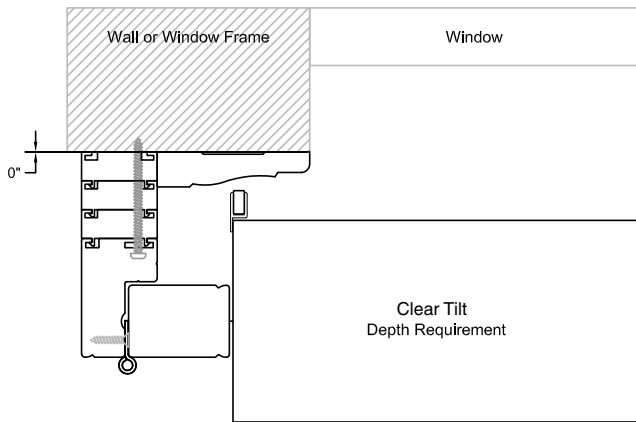
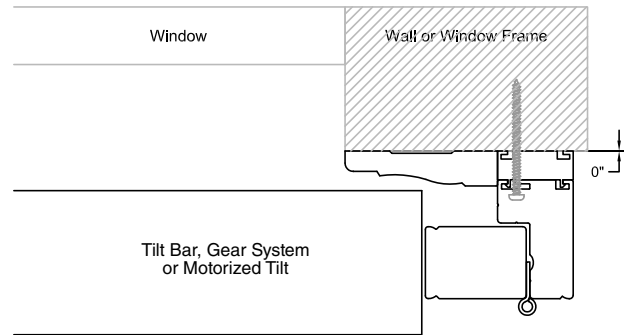
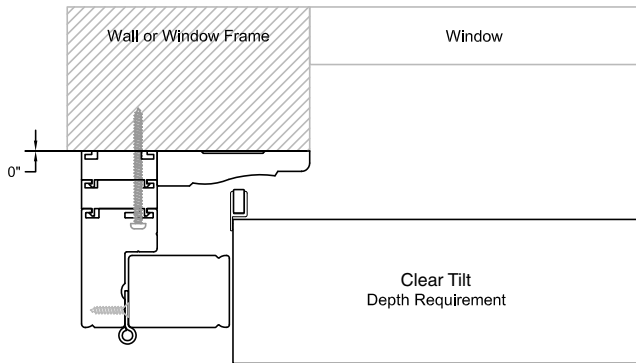
With Tilt Bar, Gear System or Motorized Tilt

2-1/2" Louver = 0

3-1/2" Louver = 0"

4-1/2" Louver = 0"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.



Outside Mount with Casing Frame

Depth Clearance

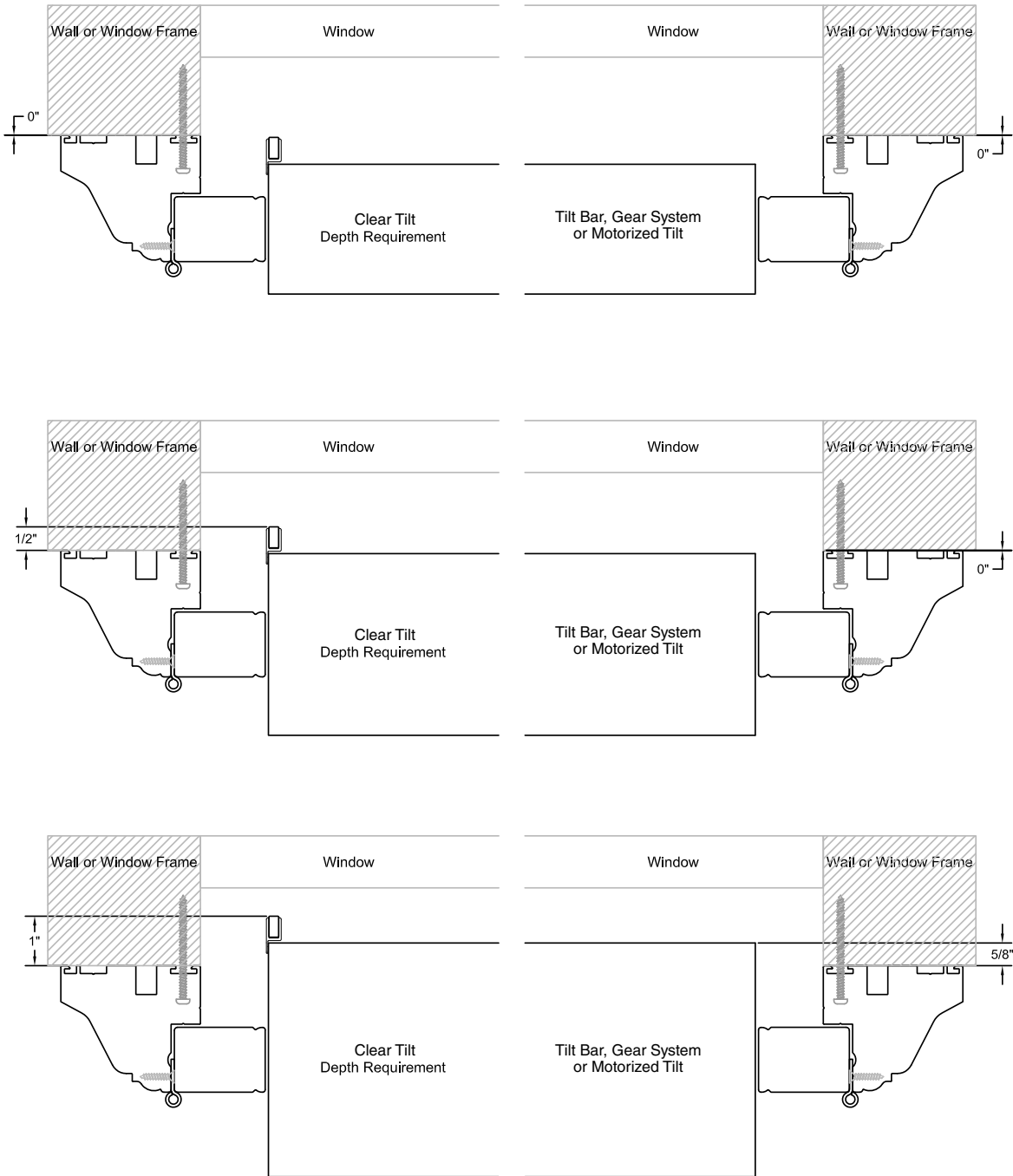
With Clear Tilt

2-1/2" Louver = 0"
3-1/2" Louver = 1/2"
4-1/2" Louver = 1"

With Tilt Bar, Gear System or Motorized Tilt

2-1/2" Louver = 0"
3-1/2" Louver = 0"
4-1/2" Louver = 5/8"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.



Outside Mount on Top of Existing Trim with Casing Frame

Depth Clearance

With Clear Tilt

2-1/2" Louver = 0"

3-1/2" Louver = 0"

4-1/2" Louver = 3/8"

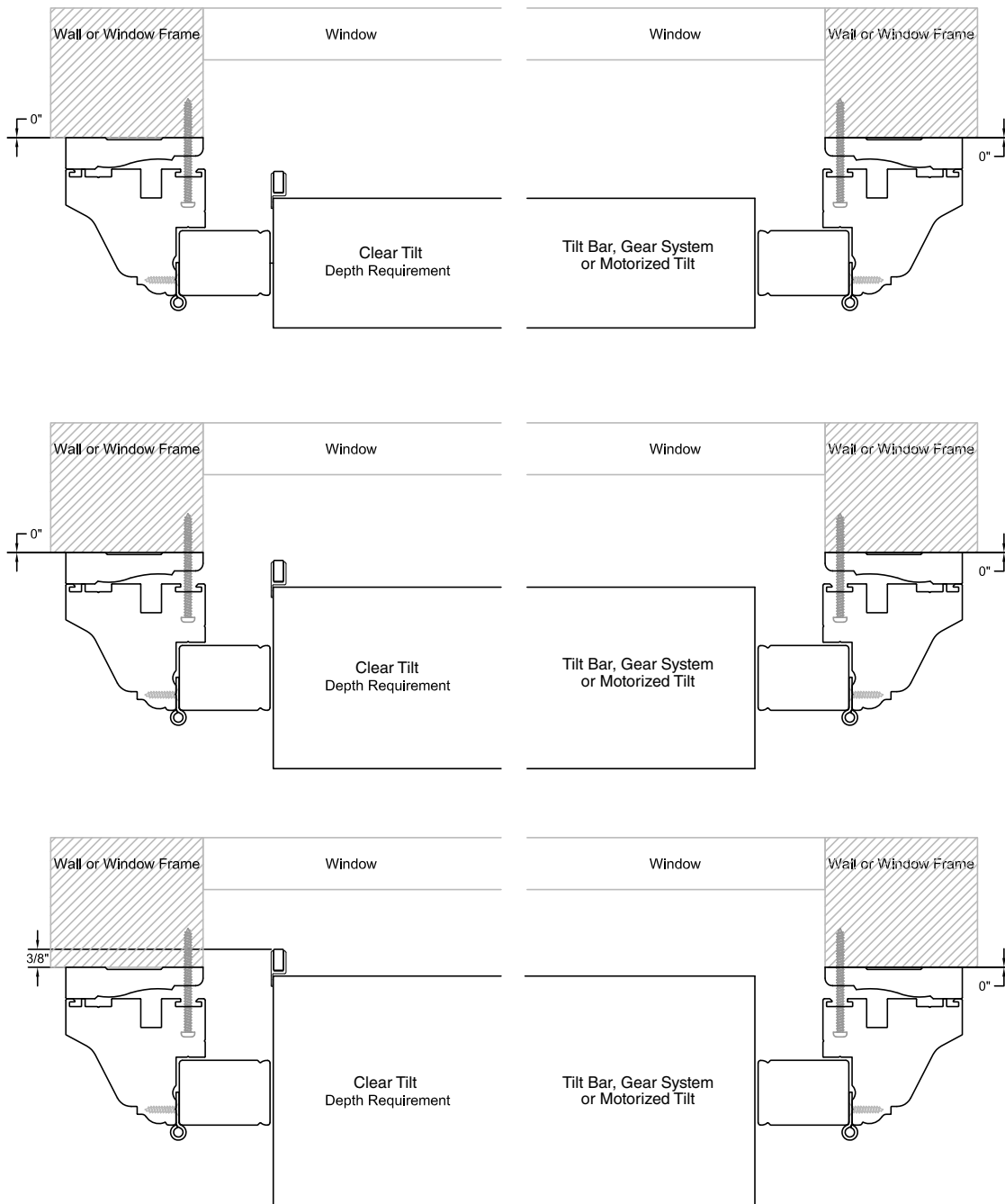
With Tilt Bar, Gear System or
Motorized Tilt

2-1/2" Louver = 0

3-1/2" Louver = 0"

4-1/2" Louver = 0"

Note: Depth clearance is the minimum window opening depth required for shutters to operate without interference.



Frame Deduction Summary

	Width	
	IM Deduction No Sill	IM Deduction With Sill
Decor Trim Frame	1/4"	1/8"
Bullnose Frame with Flex	3/8"	1/4"
Trim Frame with Flex	3/8"	1/4"
Z Frame	1/4"	1/8"
Casing Sill Frame	1/8"	NA
L Frame	1/8"	NA

	Height	
	IM Deduction No Sill	IM Deduction With Sill
Decor Trim Frame	1/4"	1/8"
Bullnose Frame with Flex	3/8"	1/4"
Trim Frame with Flex	3/8"	1/4"
Z Frame	1/4"	1/8"
Casing Sill Frame	1/8"	NA
L Frame	1/8"	NA

	Width	
	OM Deduction No Sill	OM Deduction With Sill
Casing Frame	0"	0"
Casing Sill Frame	0"	NA
L Frame	0"	NA

	Height	
	OM Deduction No Sill	OM Deduction With Sill
Casing Frame	0"	0"
Casing Sill Frame	0"	NA
L Frame	0"	NA



LEVOLOR
Shutters

DESIGNING THE RIGHT SHUTTER

Helpful Hints

D1

- Options
- Obstructions
- Depth Clearances
- Single Panel
- Bi-fold Panels
- T Post
- Split Tilt

Shutters with Uneven Panel Widths

D2

- Uneven Panel Widths without a T-Post
- Uneven Panel Widths with T-Posts

Importance of Height Consistency

D3

Locating Divider Rails

D4

- Measurement
- Matching Divider Rail Locations

Double Hung Shutters

D5

Frame Cut-Out

D5

- Follow the general rules below when choosing a shutter style.
- **Record all details on an LEVOLOR Order Form** to ensure accurate record.
- Use a steel measuring tape to take measurements.

Options

Before measuring, discuss the various options available with your customer.

- louver size
- frames vs no frames
- colour
- type of installation
- colour of hinges
- inside or outside mount
- frame options
- 4" top and bottom rails which are standard.
For 2" top and bottom rails maximum shutter window size is 36" x 36" or 9 sq.ft.
- divider rails
- Split Tilt bars can be specified for increased operational flexibility
- Tilt Bar vs. Clear Tilt vs. Gear System
- shutter configuration
 - standard
 - double hung
 - café
- swing radius

Note: Shutters are room darkening but not black-out.

Obstructions

When measuring, account for obstructions such as protruding window cranks and window sills. Protruding cranks may be replaced with T-handles, or can be accommodated with projection mounts or outside mount (refer to Section C - Clearance Charts). Shutters may be installed on top of sills using either three or four sided frames, or using four sided L-Frames with added extensions. Frame cut-outs can also be used to get around obstructions. Refer to page D5. Use your sample panels and frames from your sample bag to ensure clearances.

Depth clearances

This is the depth of window jamb required for trouble free louver operation. Measure the clearance required for desired application (refer to Section C- Clearance Charts). Use your sample panels and frames from your sample bag to ensure proper depth.

Single panels

The minimum single panel width is 6" and the maximum single panel width is 36".

Note: Warranty is void on oversized panels.

Bi-fold panels (shown as LL [Left Bi-fold] or RR [Right Bi-fold]) A maximum of two panels may be hinged together. The combined widths may not exceed 48".

T Post

The 1-1/4" T Post has been designed to accept aluminum reinforcement. Aluminum reinforcement is available upon request.

Split Tilt

Minimum distance for split tilt from top or bottom of panel is 18"

Divider Rail Requirements

All Configurations	All configurations except for single panel with 4 sided frame (see below)*
40"	Minimum panel height for divider rail
40-1/16" to 66"	No divider rail required, optional
66-1/16" to 90"	1 divider rail
90-1/16" to 120"	2 divider rails

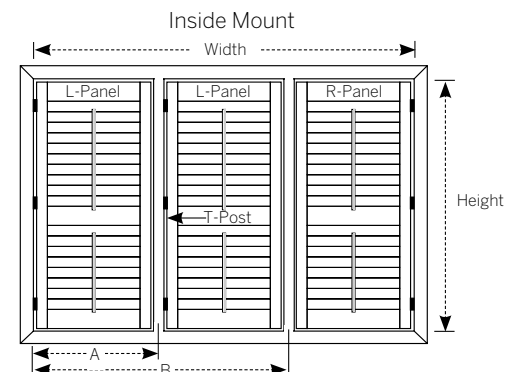
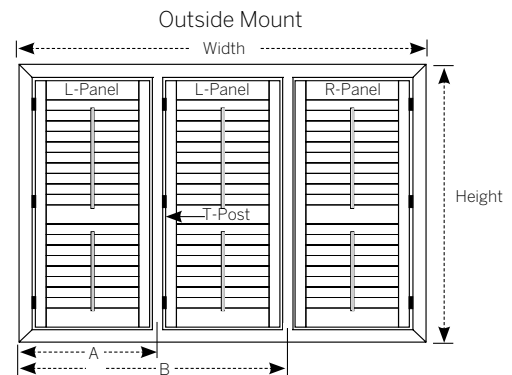
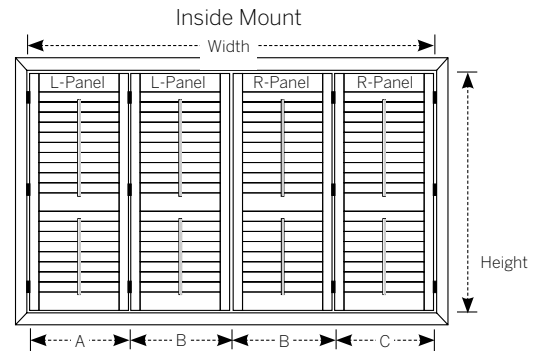
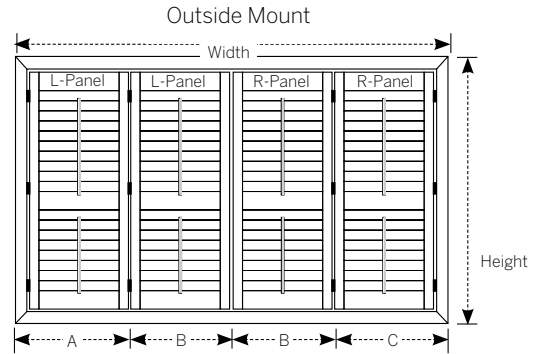
* Standard divider rail must be located at least 18" from the top and/or bottom of the panel.

Single Panel with 4 sided frame	L - R - LR with a maximum panel of 32"
40-1/16" to 75"	No divider rail required, optional
75-1/16" to 90" **	1 divider rail
90-1/16" to 120"	2 divider rails

** With 1 divider rail on a 75-1/16" to 90" panel height, the divider rail must be located at minimum 24" from the top and/or bottom of the panel.

Uneven Panel Widths without a T-Post

1. Draw a sketch of the opening.
2. Measure total width and height.
O.M.=Outside frame to outside frame
I.M.=Opening size
3. Record number of panels and hinge style (i.e., P4-LLRR).
4. Measure from the left side:
 - A. From the left edge of the frame to the right edge of the first panel for an outside mount or from the left inside opening to the right edge of the first panel for an inside mount.
 - B. For any middle panels measure from the left edge to the right edge of each panel.
 - C. For the right panel, measure from the left edge of the last panel to the right edge of the frame for an outside mount, or to the right inside opening for inside mount.
5. Record these measurements in the “Uneven Panel Widths Section” of the LEVOLOR Order Form. The panel widths added together should equal the total overall width.



Uneven Panel Widths with T-Posts

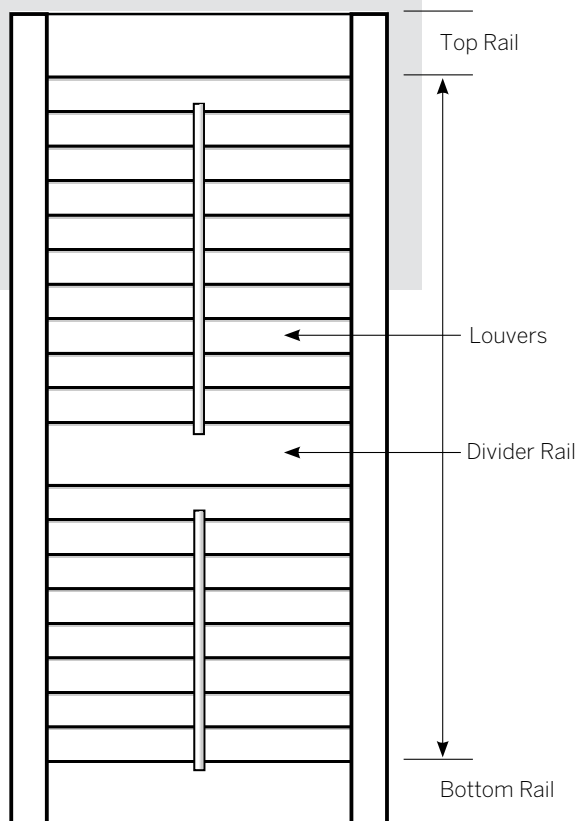
1. Draw a sketch of the window.
2. Measure total width and height.
O.M.=Outside frame to outside frame
I.M.=Opening size
3. Record number of panels and hinge style (i.e., P3-LTLTR).
4. All T-Post distances are measured starting from left side of opening frame to centre of each T-Post.
5. Record these measurements in the “Uneven T-Post Distances” section of the LEVOLOR Order Form.

Importance of Height Consistency

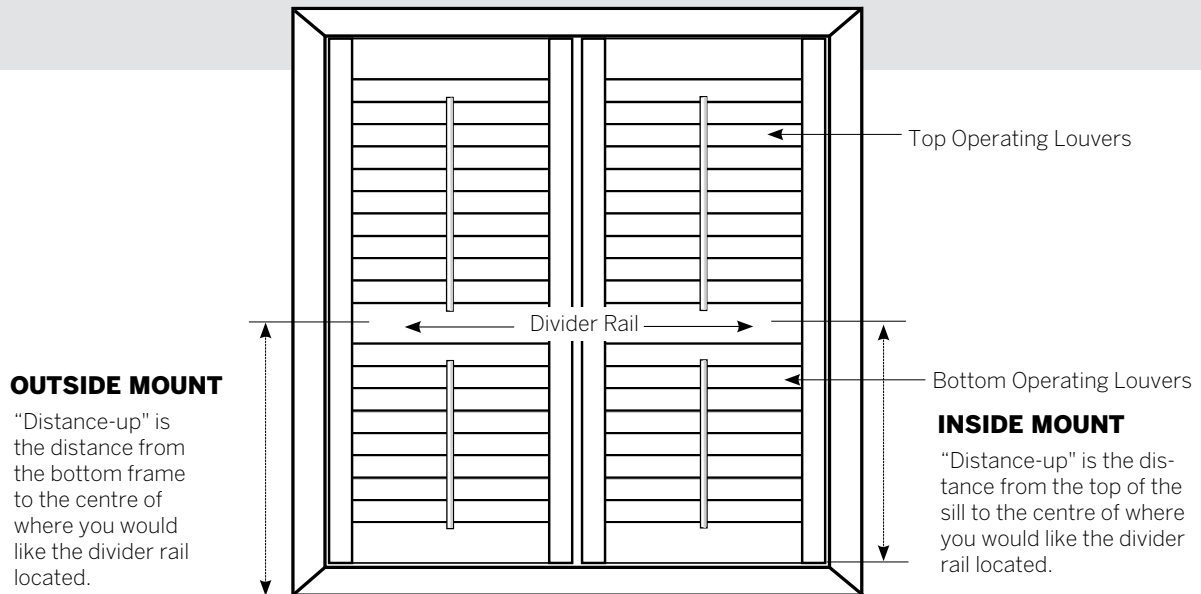
- Shutter height is made up of a unique combination of:
 - 1) a top rail
 - 2) a bottom rail
 - 3) a number of evenly spaced louvers
 - 4) a divider rail (if over 66" tall see page D1 for more details)
- To achieve a uniform appearance, divider rail placement, as well as maintain an equal number of louvers in adjacent shutters, all shutters must be ordered the same height.

If the height measurements differ, apply one of the three options below:

- 1** For inside mount without frame or L-Frame, reduce taller height measurement by 1/8" max.; **order shutters same height.**
- 2** For inside mount with Z Frame, Bullnose Frame, Trim Frame, or Decor Trim Frame, reduce 1/2" max. from tallest height measurement; **order shutters same height.**
- 3** For height adjustments of more than 1/2", go to an outside mount; **order shutters same height.**

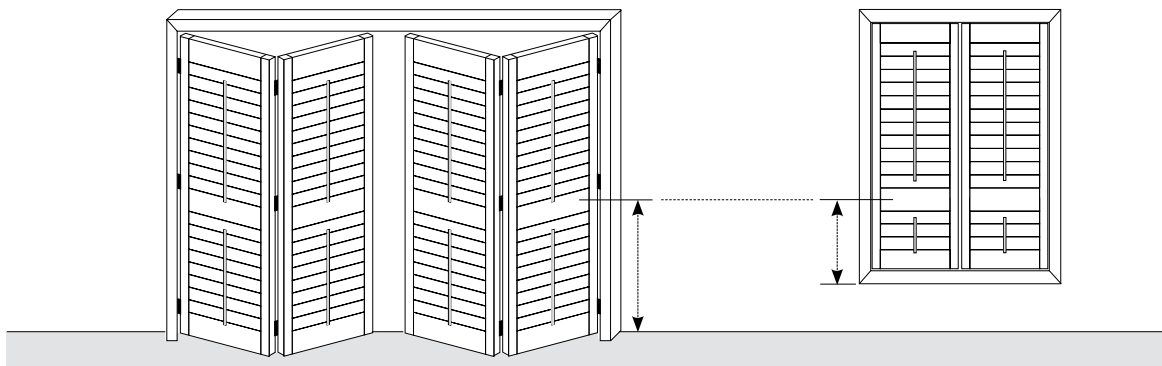


Divider rail is required if shutter panel height is over 66". A second divider rail is required if panel height is over 90". Distance between rails must be less than 66". Although added strength is the main feature of a divider rail, it also allows bottom louvers to be fully closed for privacy and top louvers open for light. Due to excessive louver overlap that may occur, there should be no less than 18" between dividers or a divider rail and top/bottom rail. Divider rail details on D1.



Note: Centre line location of divider rails may vary up or down by a maximum of 1-1/2". For adjacent openings to have same divider location the height must be same.

Matching Divider Rail Locations



When divider rails are desired at a similar height from the floor, from window to window, or from room to room, measure height of centre of divider rail from the floor up to the same point on the second window, then measure down to the bottom of the shutter. This measurement down is the "distance-up." If you require a specific divider rail location, please specify in the remarks section on the order form. If it is not possible, we will contact you with the options.

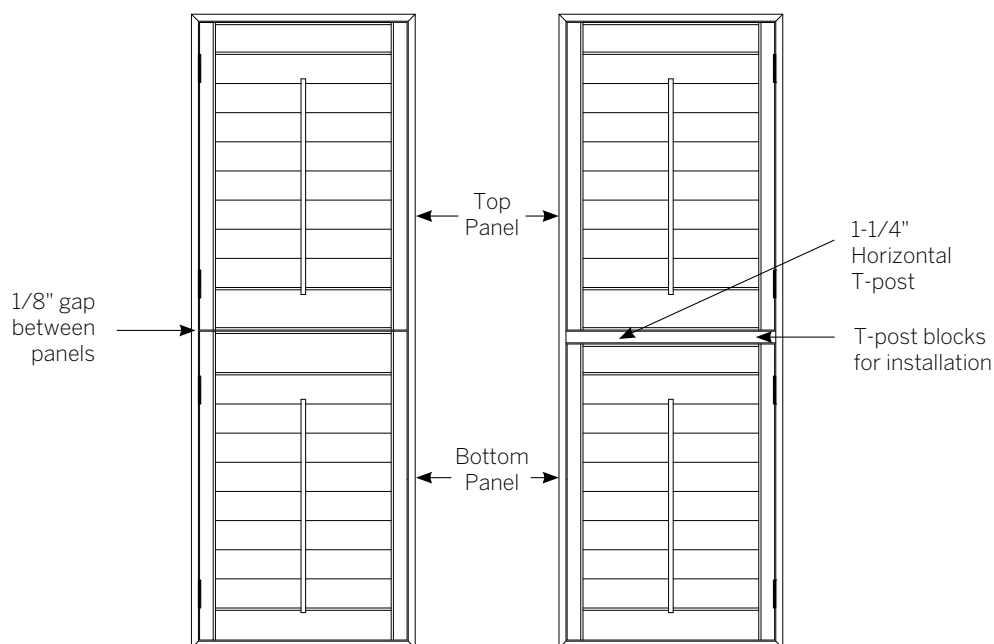
Divider Rail Width

- 2-5/8"

Double Hung Shutters

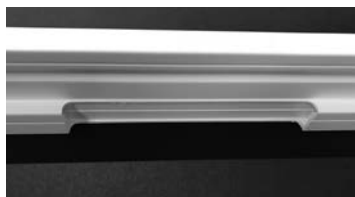
Double hung shutters are panels stacked vertically within a single framed shutter unit.

- Double hungs with no horizontal T-post include a 1/8" gap between panels
- An optional 1-1/4" horizontal T-post is available for added strength. (specify in the given space at the bottom right of the order form)
- Location of split between panels or the centre of the horizontal T-post is required as is measured from bottom of opening.
- Minimum panel height is 16" for both panels, which means the minimum split height is also 16"-20" depending on frame type, T-post, etc.



Frame Cut-Out

Frame Cut-outs can be done Bullnose, Decor Trim, Trim, Z, L, Casing, By-Pass and Bi-Fold frames.



Light Stop- Frame Cut Out - **A**



Full Back- Frame Cut Out - **B**

Measuring

Top and Bottom frame cut-outs are measured from the left side of the window opening. Side frame cut-outs are measured from the bottom of the opening.

Indicate the cut-out side on the order form: Left, Right, Top or Bottom

Please note that the maximum frame cut-out size is 7" for both styles of cutouts.



LEVOLOR
Shutters

MEASURING GUIDE

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LEVOLOR
Shutters

MEASURING GUIDE (Continued)

Patio Doors	E16-17
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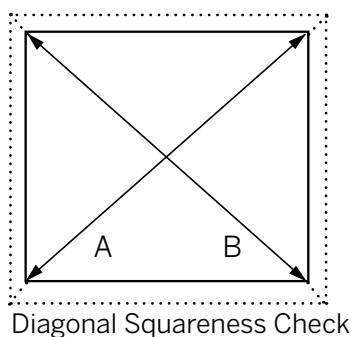
Z-Frame, Trim Frame, Bullnose Frame, Decor Trim Frame, L-Frame, Mounting Strip or No Frame

1. CHOICE OF FRAME & LOUVER

- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- Use sample panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Frame Extensions are not available for inside mount applications.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are not identical, a framed application is recommended for inside mounts. An unframed application will result in uneven light gaps.
- If the diagonal measurements are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt joiners.

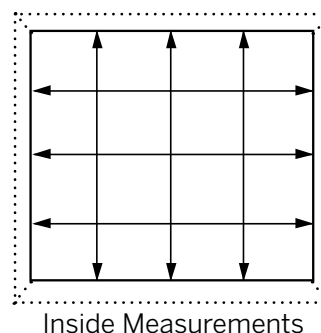


3. MEASURE INSIDE WIDTH

- Measure the width in three places (top, middle & bottom) and record the smallest measurement to 1/16".
- For windows with vertical mullions, match the panel widths to each section of the window with or without T Posts. (See Page E2 for measuring instructions)

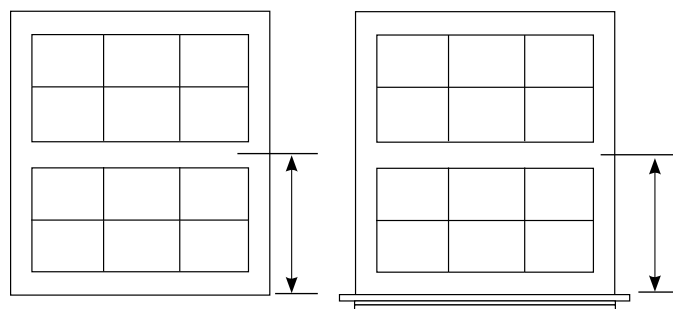
4. MEASURE INSIDE HEIGHT

- Measure the height in three places (left, middle & right) and record the smallest measurement to 1/16".



5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.
- Due to excessive louver overlap that may occur, there should be no less than 18" between dividers or a divider rail and top/bottom rail.



Casing Frame or L-Frame

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- The minimum width of trim required for Casing Frame is 2-5/8", L-Frame is 1-3/8".
If the trim width is less than the frame width, then the frame should extend outside of the trim, not inside the opening.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Depth clearance and obstructions can prevent louvers from operating properly. In order to overcome these obstacles, add the necessary frame extensions to the appropriate frame.
- Frame Extensions are available for outside mount applications. Up to (3) 1/2" extensions can be added to either frame for greater protection.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Outside mount shutters may be necessary for larger louvers and/or the Clear Tilt system
- If windows include trim, outside mount shutters may be installed on top of, or next to the trim.
- If windows do not include trim, then the shutters are mounted where the trim would be.

3. MEASURE OUTSIDE WIDTH

If on top of trim

- Measure from outside of trim to outside of trim in three places (top, middle & bottom). Ensure the frame does not extend into the opening. Record the largest measurement to 1/16".
- If the chosen frame extends past the edge of the trim, then measure the width from outside of trim to outside of trim in three places (top, middle & bottom). Add it to the measurement that the frame extends past the trim on each side.

If no trim

- Measure the inside width in three places (top, middle & bottom). Take the largest measurement to 1/16" and add 2-5/8" per frame side for Casing Frame.

If installing around trim

- Measure from outside of trim to outside of trim in three places (top, middle & bottom). Add 1-3/8" per frame side for L-Frame only. Record the largest measurement to 1/16".

4. MEASURE OUTSIDE HEIGHT

If on top of trim

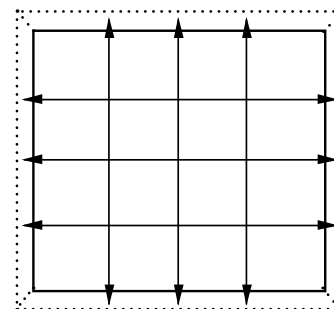
- Measure from outside of trim to outside of trim in three places (left, middle & right). Ensure the frame does not extend into the opening. Record the largest measurement to 1/16".
- If the chosen frame extends past the edge of the trim, then measure the height from outside of trim to outside of trim in three places (top, middle & bottom). Add it to the measurement that the frame extends past the trim on each side.

If no trim

- Measure the inside height in three places (left, middle & right). Take the largest measurement to 1/16" and add 2-5/8" per frame side for Casing Frame, 1-3/8" per side for L-Frame.

If installing around trim

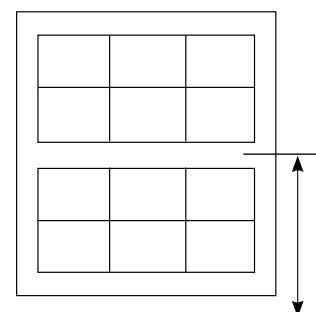
- Measure from outside of trim to outside of trim in three places (left, middle & right). Add 1-3/8" per frame side for L-Frame only. Record the largest measurement to 1/16".



Outside Measurements

5. DIVIDER RAILS

- Measure from the bottom of the bottom frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.
- Due to excessive louver overlap that may occur, there should be no less than 18" between dividers or a divider rail and top/bottom rail.



Inside Mount: 3 Individual Openings - Z-Frame, Trim Frame, Bullnose Frame, Decor Trim Frame, L-Frame, Mounting Strip or No Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Frame Extensions are not available for inside mount applications.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

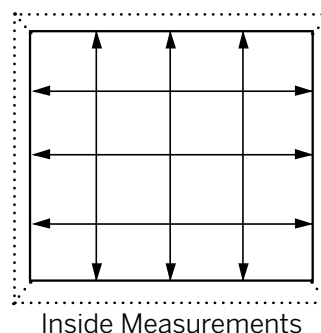
- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are not identical, a framed application is recommended for inside mounts. An unframed application will result in uneven light gaps.
- If the diagonal measurements are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTH (Each opening)

- Measure width at top, middle and bottom and record the smallest measurement to 1/16".
- For windows with vertical mullions, match the panel widths to each section of the window with or without T Posts. (See Page D2 for measuring instructions)

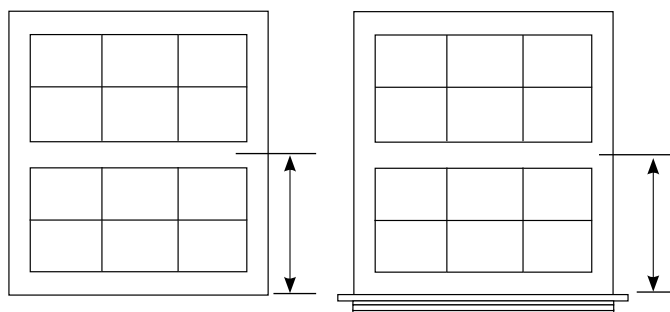
4. MEASURE INSIDE HEIGHT (Each opening)

- Measure width at left, middle and right and record the smallest measurement to 1/16".



5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66". Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.
- Due to excessive louver overlap that may occur, there should be no less than 18" between dividers or a divider rail and top/bottom rail.



Inside Mount Compound Mitre - Z-Frame, Trim Frame, Bullnose Frame, Decor Trim Frame or L-Frame (Use Bay Window Order Form)

1. CHOICE OF FRAME & MOUNT TYPE

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.
- If the diagonal measurements of each opening are out more than 3/8", then an outside mount is recommended.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Frame Extensions are not available for inside mount applications.
- A Sill Frame is only available on the Z, Trim, Bullnose and Decor Trim Frames. Unless otherwise requested, the Sill Frame will be placed on the bottom. The Sill Frame can also be requested for the top or either side.

2. DETERMINE MOUNTING PROJECTION

- Place chosen frame against the left bottom sill of the "A" opening and make a 3" pencil mark at the back of the frame from the inside jamb.
- Slide the frame along the bottom sill to the right side of the "A" opening. Make a 3" pencil mark at the back of the frame to the right side.
- Follow the same process for openings B & C.
- Use a flat edge to extend the lines at each corner until they intersect.
- Repeat the process for the top sill.

3. MEASURE INSIDE WIDTH (Openings A, B, & C)

- Measure opening "A" from the pencil mark on the left side of the opening to the intersection of lines at angle 1 at both the bottom and top of the window opening. Record the narrowest measurement to 1/16".
- Measure opening "B" from the intersection of lines at angle 1 to the intersection of lines at angle 2 at both the top and bottom of the window opening. Record the narrowest measurement to 1/16".

- Measure opening "C" from the intersection of lines at angle 2 to the pencil mark on the right side of the opening at both top and bottom of the window opening. Record the narrowest measurement to 1/16".

4. MEASURE INSIDE HEIGHT (Openings A, B, & C)

- Measure height at left, middle and right and record the smallest measurement to 1/16".

5. DETERMINE THE ANGLES

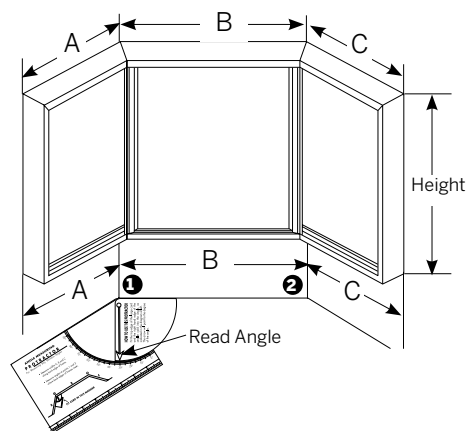
- Using a protractor, measure both angles at points 1 and 2 at the top and bottom.
- If angles are not the same on the top and bottom, split the difference.

6. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.

7. SURCHARGE IS APPLICABLE

- Compound Mitre Bay Window will incur a surcharge.



Fit the top edge of the large card and the right hand edge of the smaller card into the angle, as indicated in the diagram at left. The arrow will point to the degree of the angle.

Add A, B, & C together for width measure on Compound Mitre Bay Order Form.

Inside Mount with Two Sided Frame - Z-Frame, Trim Frame, Bullnose Frame, Trim Frame, Decor Trim Frame, or No Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are not identical, a framed application is recommended for inside mounts. An unframed application will result in uneven light gaps.
- If the diagonal measurements are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTHS

(Openings A, B & C)

Left Opening (A)

- Place chosen frame or panel only into place at the extreme left side.
- Place T-Post at desired location at the left angle perpendicular to centre opening.
- Measure from the left front edge of the frame to the middle of the front of the left T-Post.
- Enter width to 1/16" into 1st T-Post position in the Uneven T-Post Distance box on the Standard Order Form.
- If using an inverted hinge configuration, there are no T-Posts hence the distance is from left front edge of opening or frame to front right edge of where panel is to end. That measurement would be entered in the first box under the Uneven Panel Widths.

Centre Opening (B)

- Place T-Posts in the desired position. Measure distance between middle front of each T-Post.
- The measurement between T-Posts added to the measurements of the left opening are entered into the 2nd T-Post position to 1/16" under the Uneven T-Post Distances box on the Standard Order Form.

- If using an inverted hinge configuration, the distance of the centre panels would be the exact sizes you wish the panels to be and entered in the 2nd and 3rd boxes under the Uneven Panel Widths.

Right Opening (C)

- Place chosen frame or panel only into place at the extreme right side.
- Place T-Post at desired location at the right angle – perpendicular to the centre opening.
- Measure from the middle of the front of the T-Post to the extreme right front of the frame or panel.
- The measurement of right opening added to the distance entered in the 2nd T-Post position distances box is the width measurement to 1/16" to be entered as the overall width on the Standard Order Form.
- If using an inverted hinge configuration, the distance would be from the left front edge of the centre opening to the front right edge where the panel or frame is to end. That measurement would be entered in the 4th box under the Uneven Panel Widths.

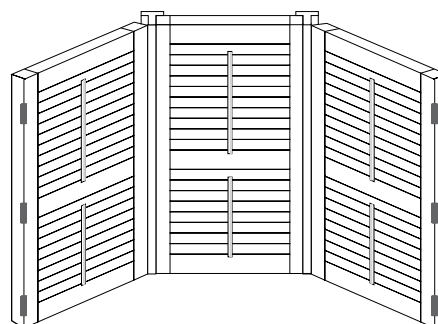
4. MEASURE INSIDE HEIGHTS

(Openings A, B, & C)

- Measure height at left, middle and right and record the smallest measurement to the 1/16".
- Height measurement for all panels must be the same.

5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Inside Mount with Three Adjacent L-Frames

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Frame extensions are not available for inside mount applications.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTH

(Openings A, B & C)

Left Opening (A)

- Place one L-Frame piece at the depth where the frame will be installed at the left location and one L-Frame piece at the depth where the frame will be installed at left side of the left corner.
- Measure along an imaginary line that represents the front outer edge of the L-frame. Record this width to 1/16" on line one of the Standard Order Form.

Centre Opening (B)

- Place one L-Frame piece at the depth of the frame which will be installed at the right side of the left corner and one of the L-Frame pieces at the depth the frame will be installed at the left side of the right corner.

- Measure along an imaginary line that represents the front outer edge of the L-Frame. Record this width to 1/16" on the second line of the Regular Order Form.

Right Opening (C)

- Place one L-Frame piece at the depth where the frame will be installed at the right side of the right corner and one L-Frame piece at the depth of the frame which will be installed at the right location.
- Measure along an imaginary line that represents the front outer edge of the L-Frame. Record this width to 1/16" on the third line of the Regular Order Form.

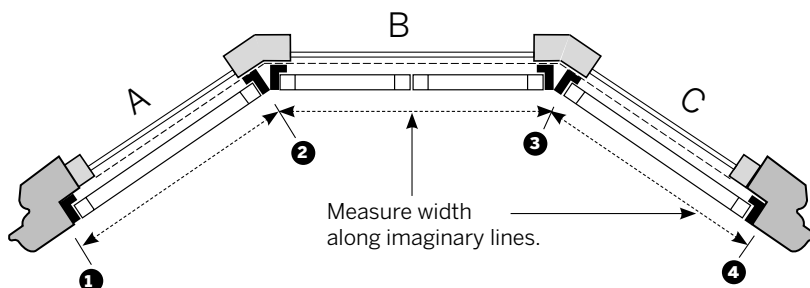
4. MEASURE INSIDE HEIGHT

(Openings A, B & C)

- Record the smallest measurement for the heights in opening A, B and C to 1/16".
- Height measurement for all panels must be the same.

5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount with Three Adjacent L-Frames

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Specify the number of L-Frame extensions required for proper louver operation.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTH (Openings A, B & C)

Left Opening (A)

- Place one piece of L-Frame on the left side of opening where the frame will be installed. Using a second piece of frame, place it on the rightside of Opening A (or on the left side of Angle 1).
- Measure along an imaginary line that represents the front outer edge of the frame. Record this width to 1/16" on line one on a Standard Order Form.

Centre Opening (B)

- Place one piece of L-Frame on the left side of Opening B (or on the right side of Angle 1). Place second frame piece on the right side of Opening B (or on the left side of Angle 2).
- Measure along an imaginary line that represents the front outer edge of the frame. Record this width to 1/16" on a second line on a Regular Order Form.

Right Opening (C)

- Place one piece of L-Frame on the left side of Opening C (or on the right side of Angle 2). Place second frame piece on the right side of Opening C where the frame will be installed.

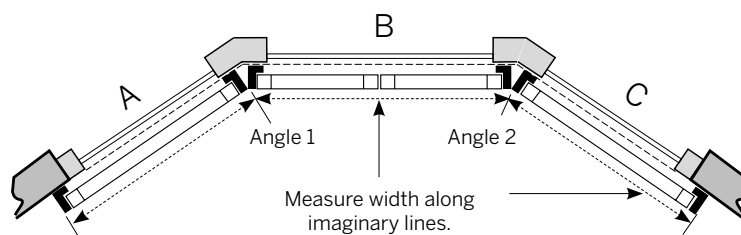
- Measure along an imaginary line that represents the front outer edge of the frame. Record width measurement to 1/16" on a third line on a Standard Order Form.

4. MEASURE INSIDE HEIGHT (Openings A, B & C)

- Record the largest measurement for the heights in opening A, B and C to 1/16".
- Height measurement for all panels must be the same.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount with Two Sided Frame - L-Frame or Casing Frame (Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTH (Openings A, B & C)

Left Opening (A)

- Place chosen frame (with any extension if needed) into place at the extreme left side.
 - Place T-Post at desired location at the left angle - perpendicular to centre opening.
 - Measure from the left front edge of the frame to the middle of the front of the left T-Post.
 - Enter width to 1/16" into 1st T-Post position in the Uneven T-Post Distance box on the Standard Order Form.
 - If using an inverted hinge configuration, there are no T-Posts, hence the distance is from left front edge of opening or frame to front right edge of where panel is to end. That measurement would be entered in the first box under the Uneven Panel Widths.
- ### Centre Opening (B)
- The measurement between T-Posts added to the measurements of the left opening are entered into the 2nd T-Post position under the Uneven T-Post distances box to 1/16" on the Regular Order Form.
 - If using an inverted hinge configuration, there are no T-Posts, hence the distance of the centre panels would be the exact sizes you wish the panels to be and entered in the 2nd and 3rd boxes under the Uneven Panel Widths.

Right Opening (C)

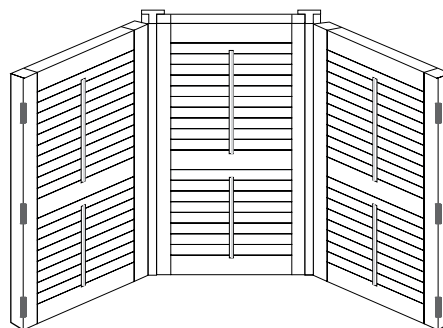
- Place chosen frame (with any extension if needed) at the extreme right side.
- Place T-Post at desired location at the right angle - perpendicular to the centre opening.
- Measure from the middle of the front of the T-Post to the extreme right front of the frame or panel.
- The measurement of right opening added to the distance entered in the 2nd T-Post position distances box is the width measurement to be entered as the overall width to 1/16" on the Standard Order Form.
- If using an inverted hinge configuration, there are no T-Posts therefore the distance would be from the left front edge of the centre opening to the front right edge where the panel or frame is to end. That measurement would be entered in the 4th box under the Uneven Panel Widths.

4. MEASURE INSIDE HEIGHT (Openings A, B & C)

- Measure height at left, middle, and right and record the smallest measurement to 1/16".
- Height measurement for all panels must be the same.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount Compound Mitre on Top of Trim - L-Frame or Casing Frame (Use Bay Order Form)

1. CHOICE OF FRAME & MOUNT TYPE

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Specify the number of L-Frame extensions required for proper louver operation.

2. MEASURE WIDTHS

- If the chosen frame can be mounted flush with the edge of the trim, then measure the widths A, B and C on top of trim in two places (top, bottom). Record the largest measurements to 1/16" onto a Bay Order Form.
- If the chosen frame extends past the edge of the trim, then measure the widths A, B, C on top of trim two places (top, bottom) and add the amount the chosen frame extends past the trim for each side. Record the largest measurements to 1/16" onto a Bay Order Form.

3. MEASURE HEIGHTS

- If the chosen frame can be mounted flush with the edge of the trim, then measure the height from outside of trim to outside of trim in three places (left, middle, right). Record the largest measurements to 1/16" onto a Bay Order Form.
- If the chosen frame extends past the edge of the trim, then measure the height from trim to trim in three places (left, middle, right) and add the mount the chosen frame extends past the trim for each side. Record the largest measurements to 1/16" onto a Bay Order Form.

4. DETERMINE THE ANGLES

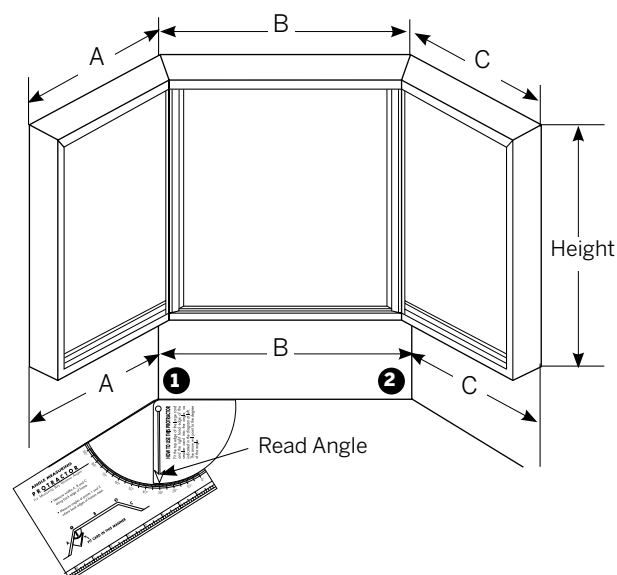
- Using a LEVOLOR protractor, measure both angles at points 1 and 2 at the top and bottom.
- If angles are not the same on the top and bottom, split the difference.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.

6. SURCHARGE IS APPLICABLE

- Compound Mitre Bay Window will incur a surcharge.



Fit the top edge of the large card and the right hand edge of the smaller card into the angle, as indicated in the diagram at left. The arrow will point to the degree of the angle.

Add A, B & C together for width measure on Compound Mitre Bay Order Form.

Outside Mount Compound Mitre without Trim - Casing Frame or L-Frame (Use Bay Order Form)

1. CHOICE OF FRAME & MOUNT TYPE

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- If the diagonal measurements of each opening are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Specify the number of L-Frame extensions required for proper louver operation.

2. MEASURE WIDTHS

- Measure the inside widths A, B and C in two places top & bottom.
- Take the largest measurements to 1/16" and add 2-5/8" for each frame side if using a Casing Frame, add 1-3/8" for each frame side if using an L-frame.

3. MEASURE HEIGHTS

- Measure the inside height in three places (left, middle and right).
- Take the largest measurements to 1/16" and add 2-5/8" for each frame side if using a Casing Frame, add 1-3/8" for each frame side if using an L-Frame.

4. DETERMINE THE ANGLES

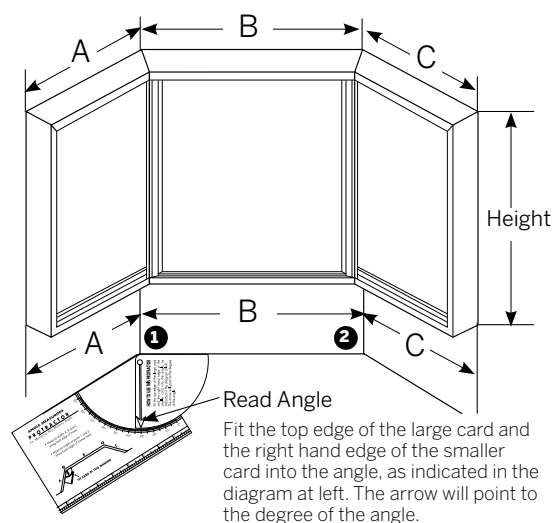
- Using a LEVOLOR protractor, measure both angles at points 1 and 2 at the top and bottom.
- If angles are not the same on the top and bottom, split the difference.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.

6. SURCHARGE IS APPLICABLE

- Compound Mitre Bay Window will incur a surcharge.



Add A, B & C together for width measure on Compound Mitre Bay Order Form.

Inside Mount Compound Mitre - Z-Frame, Decor Trim Frame, Bullnose Frame, Trim Frame or L-Frame (Use Bow Order Form)

1. CHOICE OF FRAME & MOUNT TYPE

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- If the diagonal measurements of each opening are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Frame Extensions are not available for inside mount applications.

2. DETERMINE MOUNTING PROJECTION

- Place chosen frame against the left sill of the "A" opening and make a 3" pencil mark at the back of the frame from the inside jamb.
- Slide the frame along the sill to the right side of the "A" opening. Make a 3" pencil mark at the back of the frame to the right side.
- Follow the same process for openings B & C.
- Use a flat edge to extend the lines at each corner until they intersect.
- Repeat the process for the top sill.

3. MEASURE INSIDE WIDTHS (A, B, C, D, & E)

- Measure "A" width - from the pencil mark on the left side to the intersection of lines at angle 1 at both bottom and top. Record the narrowest measurement to the 1/16".
- Measure widths B, C, & D openings from the intersection of lines at each angle to the next intersection of lines at both bottom & top. Record the narrowest measurement to 1/16".
- Measure "E" widths - from intersection of lines at angle 4 to the right extreme of the pencil mark on the right side at both bottom and top. Record the narrowest measurement to 1/16".

4. MEASURE INSIDE HEIGHTS (A, B, C, D, & E)

- Record the smallest measurement to 1/16".
- Height measurement for all panels must be the same height.

5. DETERMINE THE ANGLES

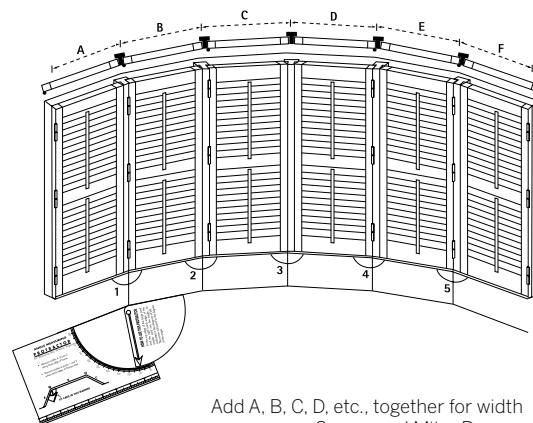
- Using a LEVOLOR protractor, measure both angles at points 1 and 2 at the top and bottom.
- If angles are not the same on the top and bottom, split the difference.

6. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.

7. SURCHARGE IS APPLICABLE

- Compound Mitre Bay Window will incur a surcharge.



Add A, B, C, D, etc., together for width measure on Compound Mitre Bow Order Form.

Inside Mount with Two Sided Frame or No Frame - L Frame, Z Frame, Trim Frame, Bullnose Frame, Decor Trim Frame, or No Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are not identical, a framed application is recommended for inside mounts. An unframed application will result in uneven light gaps.
- If the diagonal measurements are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTHS

(A, B, C, D, & E)

Left Opening

- Place chosen frame with desired extensions or panel only to the left jamb of the left window on the sill.
- Take a T-Post and place it at the desired location at the first angle. Mark with a pencil the centre of the first T-Post.
- Measure from the left front outer edge of the frame or panel only to the centre of left T-Post at the front. Enter that measurement to 1/16" in the 1st T-post position under the Uneven T-Post Distances Box.

Centre Openings

- Place T-Posts into position at each corner and mark off the centre of each T-Post.
- Measure between the two T-Posts in the second opening. Add it to the number in the 1st T-Post position under the Uneven T-Post Distances box. Place the added number to 1/16" in the 2nd box of the Uneven T-Post Positions.
- Measure between the two T-Posts in the third opening. Add it to the number in the 2nd T-Post position under the Uneven T-Post Distances box. Place the added number to 1/16" in the 3rd box of the Uneven T-Post Positions.

- Measure between the two T-Posts in the fourth opening. Add it to the measurement in the 3rd T-Post position under the Uneven T-Post Distances box. Place the added number to 1/16" in the 4th box of the Uneven T-Post Positions.

Right Opening

- Place chosen frame or panel only to the right jamb of the right window on the sill.
- Measure from the centre of the right T-Post to the right front outer edge of the chosen frame. That measurement added to the measurement in the 4th box under Uneven T-Post Positions is the over all width placed in the width box to 1/16" on the Sample Order Form.

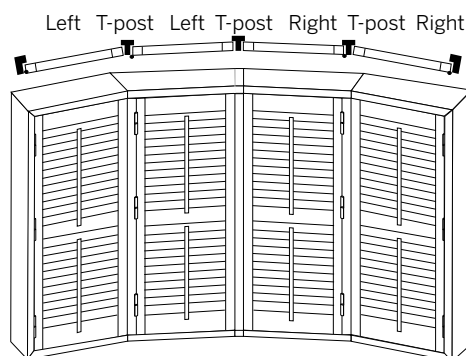
4. MEASURE INSIDE HEIGHTS

(A, B, C, D, & E)

- Record the smallest measurement to 1/16".
- Height measurement for all panels must be the same height.

5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount with Two Sided Frame - L-Frame or Casing Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE OUTSIDE WIDTHS

(A, B, C, D, & E)

Left Opening

- Place chosen frame with desired extensions into place outside the left window.
- Take a T-Post and place it at the desired location at the first angle. Mark with a pencil the centre of the first T-Post.
- Measure from the left front outer edge of the frame to the centre of left T-Post at the front. Enter that measurement to 1/16" in the 1st T-post position under the Uneven T-Post Distances Box.

Centre Openings

- Place T-Posts into position at each corner and mark off the centre of each T-Post.
- Measure between the two T-Posts in the second opening. Add it to the number in the 1st T-Post position under the Uneven T-Post Distances box. Place the added number to 1/16" in the 2nd box of the Uneven T-Post Distances Box.
- Measure between the two T-Posts in the third opening. Add it to the number in the 2nd T-Post position under the Uneven T-Post Distances box. Place the added number to 1/16" in the 3rd box of the Uneven T-Post Distances Box.
- Measure between the two T-Posts in the fourth opening. Add it to the measurement in the 3rd T-Post position under the Uneven T-Post Distances box. Place the added number to 1/16" in the 4th box of the Uneven T-Post Distances Box.

Right Opening

- Place chosen frame with desired extensions into place outside the right window.
- Measure from the centre of the right T-Post to the right front outer edge of the chosen frame. That measurement added to the measurement in the 4th box under Uneven T-Post Distances Box is the over all width placed in the width box to 1/16" on the Standard Order Form.

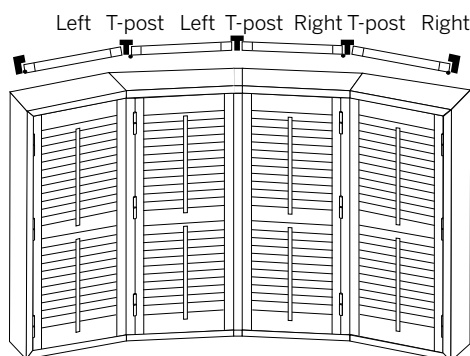
4. MEASURE INSIDE HEIGHTS

(A, B, C, D, & E)

- Record the smallest measurement to 1/16".
- Height measurement for all panels must be the same height.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount Compound Mitre on Top of Trim - Casing Frame or L-Frame (Use Bow Order Form)

1. CHOICE OF FRAME & MOUNT TYPE

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- Specify inverted frame, if a three sided frame is being used and the non-framed side is to be located at the top.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Specify the number of L-Frame extensions required for proper louver operation.

2. MEASURE INSIDE WIDTHS

(A, B, C, D, & E)

- If the chosen frame can be mounted flush with the edge of the trim, then measure the widths on top of trim in two places (top & bottom). Record the largest measurement to 1/16" onto a Bow Order Form.
- If the chosen frame extends past the edge of the trim, then measure the widths on top of trim in two places (top & bottom) and add the amount the chosen frame extends past the trim for each side. Record the largest measurement to 1/16" onto a Bow Order Form.

3. MEASURE INSIDE HEIGHTS

(A, B, C, D, & E)

- If the chosen frame can be mounted flush with the edge of the trim, then measure the height from outside of trim to outside of trim in three places (left, middle & right). Record the largest measurements to 1/16" onto a Bow Order Form.

4. DETERMINE THE ANGLES

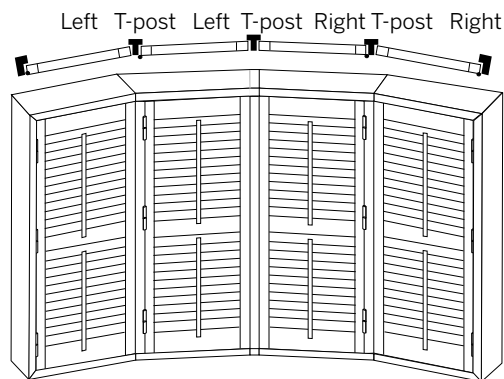
- Using a LEVOLOR protractor, measure both angles at points 1 and 2 at the top and bottom.
- If angles are not the same on the top and bottom, split the difference.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.

6. SURCHARGE IS APPLICABLE

- Compound Mitre Bay Window will incur a surcharge.



Outside Mount Compound Mitre without Trim - Casing Frame or L-Frame (Use Bow Order Form)

1. CHOICE OF FRAME & MOUNT TYPE

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- Specify inverted frame, if a three sided frame is being used and the non-framed side is to be located at the top.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Specify the number of L-Frame extensions required for proper louver operation.

2. MEASURE INSIDE WIDTHS

(A, B, C, D, & E)

- Measure widths in two places (top & bottom).
- Take the largest measurements to 1/16" and add 2-5/8" for each frame side if using a Casing Frame, add 1-3/8" for each frame side using an L-Frame.

3. MEASURE INSIDE HEIGHTS

(A, B, C, D, & E)

- Measure the inside height at each opening.
- Take the largest measurements to 1/16" and add 2-5/8" for each frame side if using a Casing Frame, add 1-3/8" for each frame side using an L-Frame.

4. DETERMINE THE ANGLES

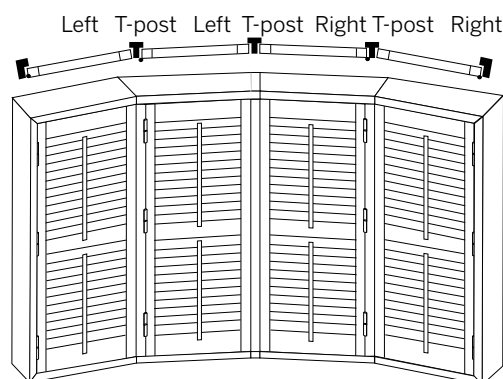
- Using a protractor, measure both angles at points 1 and 2 at the top and bottom.
- If angles are not the same on the top and bottom, split the difference.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.

6. SURCHARGE IS APPLICABLE

- Compound Mitre Bay Window will incur a surcharge.



Inside Mount - Z-Frame, Trim Frame, Bullnose Frame, Decor Trim Frame, L-Frame or without Frame (Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- Number of frame sides is based on the configuration and type of shutter. A Patio Door does not include a bottom frame, so specify either 2 or 3 frame sides. If a four sided frame is needed, then it should be order as a standard shutter not a P4D.
- Four sided frames with Z Frame, Trim Frame, Bullnose Z Frame, or Decor Trim Frame should be specified with Sill Frame at the bottom. This should be ordered as a P4 – LLRR and not as a P4D – LLRR.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are out more than $3/8"$, then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTH

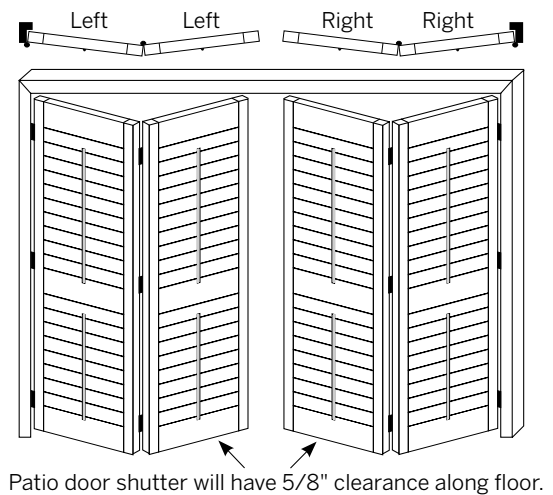
- Measure the width in three places (top, middle & bottom) and record the smallest measurement to $1/16"$.

4. MEASURE INSIDE HEIGHT

- Measure the height in three places (left, middle and right) and record the smallest measurement to $1/16"$.

5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount - Casing Frame or L-Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- The appropriate frame will be affected by the mount type, depth clearance, existing trim, etc.
- The minimum width of trim required for Casing Frame is 2-5/8", L-Frame is 1-3/8". If the trim width is less than the frame width, then the frame should extended outside of the trim, not inside the opening.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Depth clearance and obstructions can prevent louvers from operating properly. In order to overcome these obstacles, add the necessary frame extensions to the appropriate frame.
- Frame Extensions are available for outside mount applications. Up to (3) 1/2" extensions can be added to either frame for greater protection.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE OUTSIDE WIDTH

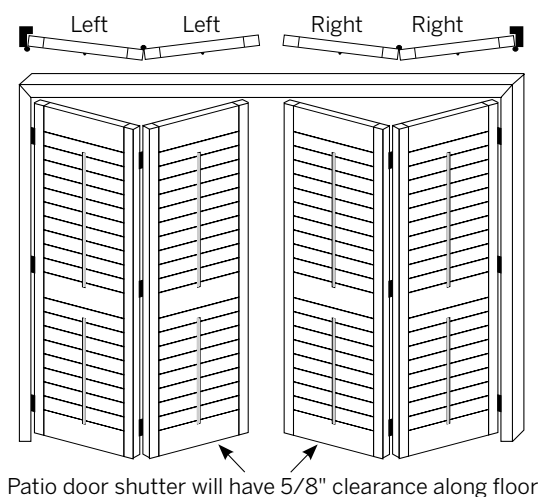
- If the chosen frame can be mounted flush with the edge of the trim, then measure the width from outside of trim to outside of trim in three places (top, middle & bottom). Record the largest measurement to the 1/16".
- If the opening has no trim, then measure the inside width in three places (top, middle & bottom). Take the largest measurement to the 1/16" and add 2-3/8" per frame side for a Casing Frame, 1-3/8" per frame side for an L-Frame.

4. MEASURE OUTSIDE HEIGHT

- If the chosen frame can be mounted flush with the edge of the trim, then measure the height from outside of trim to the floor in three places (left, middle & right). Record the largest measurement to 1/16".
- If the opening has no trim, then measure the inside height in three places (left, middle & right). Take the largest measurement to the 1/16" and add 2-5/8" for a Casing Frame, 1-3/8" for an L-Frame.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Inside Mount - L-Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use sample panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the diagonal measurements are out more than 3/8", then an outside mount is recommended.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE INSIDE WIDTH

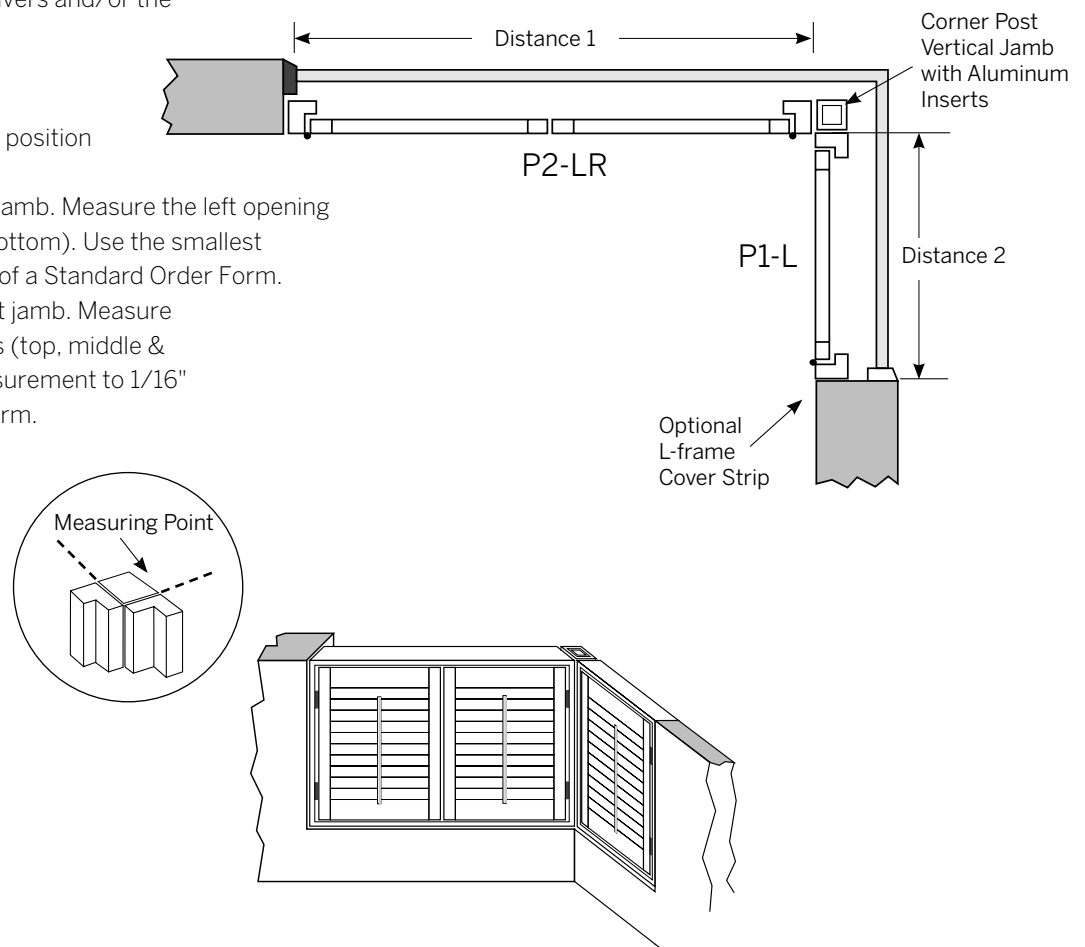
- Place two pieces of L-Frames in position where the corners meet.
- Position an L-Frame on the left jamb. Measure the left opening in three places (top, middle & bottom). Use the smallest measurement to 1/16" in Line 1 of a Standard Order Form.
- Position an L-Frame on the right jamb. Measure the right opening in three places (top, middle & bottom). Use the smallest measurement to 1/16" in Line 2 of a Standard Order Form.

4. MEASURE INSIDE HEIGHT

- Measure the height in three places (left, middle and right) and record the smallest measurement to 1/16".
- If a corner post is required, note the height under Special Instructions on the Standard Order Form. The corner post is the same height as the shutter height.

5. DIVIDER RAILS

- Measure from the top of the sill to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Outside Mount - L-Frame

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- The minimum width of trim required L-Frame is 1-3/8". If the trim width is less than the frame width, then the frame should extend outside of the trim, not inside the opening.
- Number of frame sides is based on the configuration and type of shutter. Four sided frames are recommended for most standard shutters.
- Depth clearance and obstructions can prevent louvers from operating properly. In order to overcome these obstacles, add the necessary number of L-Frame Extensions.
- Frame Extensions are available for outside mount applications. Up to (3) 1/2" extensions can be added to the L-Frame.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE OUTSIDE WIDTH

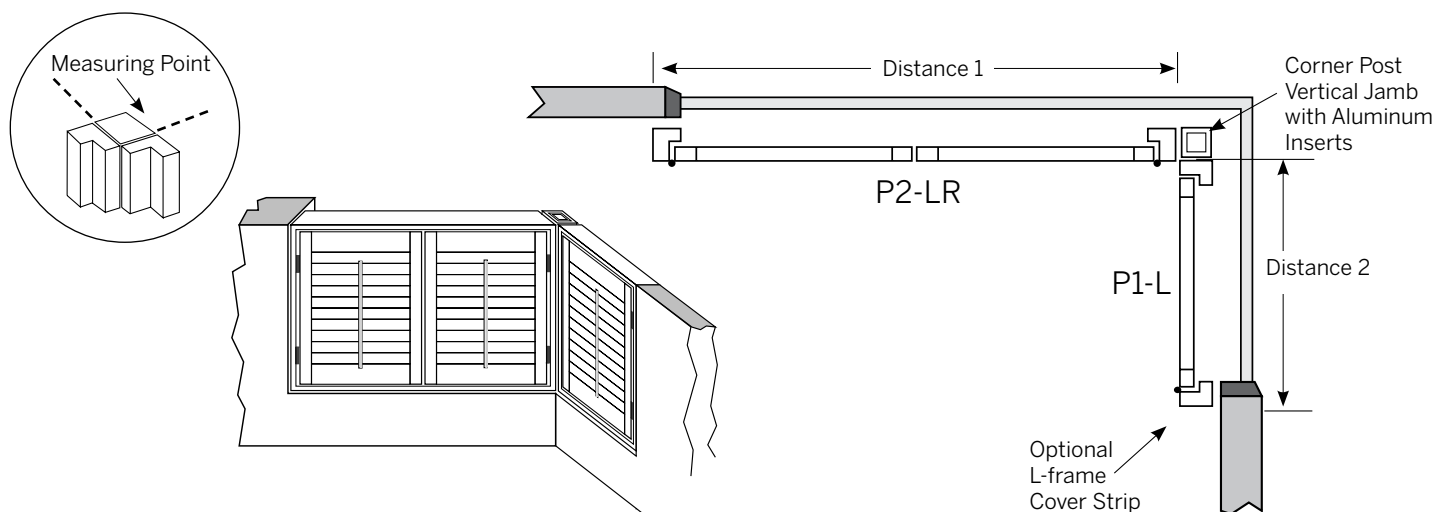
- Place two pieces of L-Frame in position where the corners meet.
- Position an L-Frame on the left jamb. Measure the left opening in three places (top, middle & bottom). Use the largest measurement to 1/16" and add 1-3/8", then enter in Line 1 on a Standard Order Form.
- Position an L-Frame on the right jamb. Measure the right opening in three places (top, middle, & bottom). Use the largest measurement to 1/16" and add 1-3/8", then enter in Line 2 on the order form.

4. MEASURE OUTSIDE HEIGHT

- Measure the height in three places (left, middle & right) and record the largest measurement to 1/16" and add 2-3/4".
- If a corner post is required, note the height under Special Instructions on the Standard Order Form. The corner post is the same height as the shutter height.

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



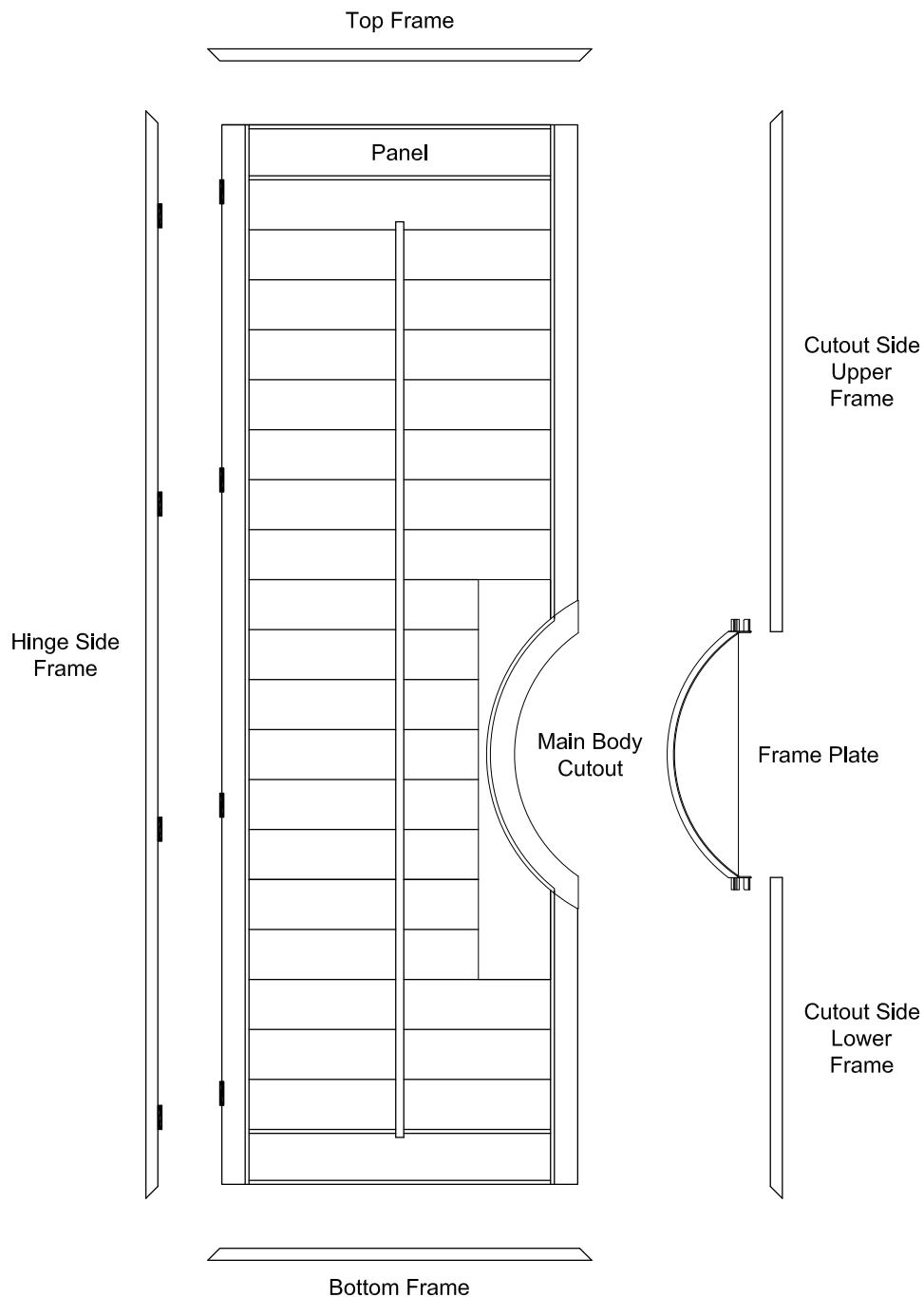


LEVOLOR
Shutters

FRENCH DOOR SHUTTERS

French Door Cutout Diagram	F1
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French Door Cutout Diagram



Features:

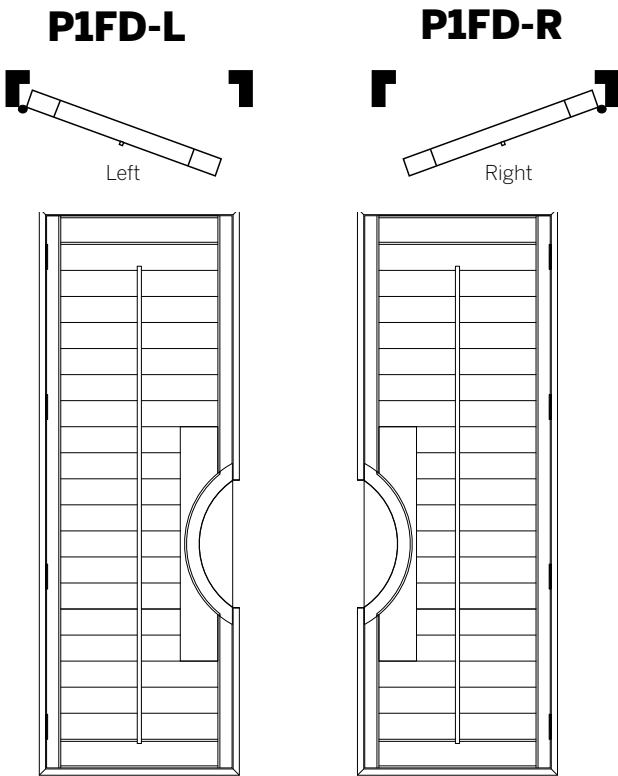
- Available in 2-1/2", 3-1/2" and 4-1/2" louver sizes
- 4-sided L-frame only
- Optional divider rail*
- Shutter may grow in height in order to ensure the cutout is located properly on the door handle
- Multiple frame plates to work with L-frame and multiple extensions

Dimensions:

- L-frame plate (front edge) 15-1/8"
- Main body (Placement varies based on order)
- Main body (width) 4-1/2"

* When ordering an optional divider rail within a cut-out, the divider rail must be in the centre of the cut-out. If the divider rail is being ordered outside of the cut-out it must be a minimum of 1 louver above or 1 louver below the cut-out.

French Door with Cutout (No Divider Rail)

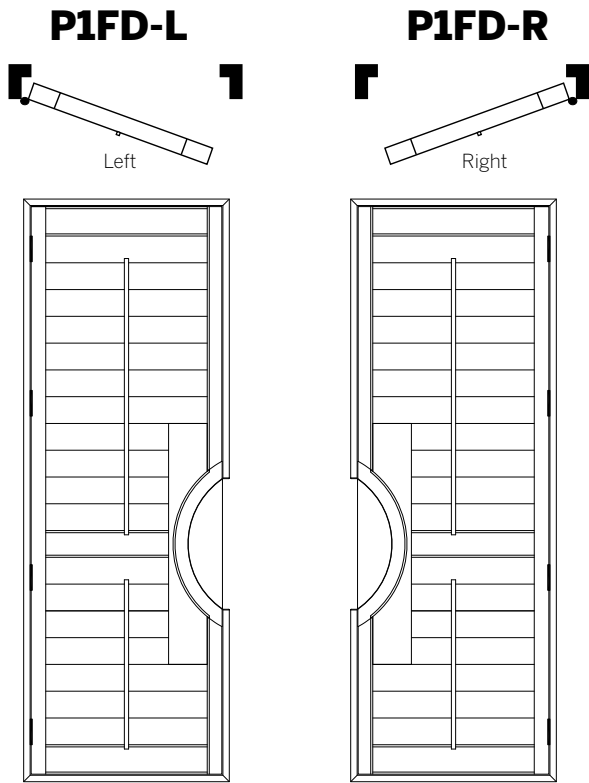


	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	18"	18"	18"
• Maximum Width:	36"	36"	36"
• Minimum Height:	36"	38"	40"
• Maximum Height:	96"	96"	96"
• Maximum Square Ft.:	15	15	15
• Minimum Cutout Height:	17-3/4"	18-3/4"	19-3/4"

Note: 4-sided frame only

Note: Minimum Cutout Height measured from bottom of shutter frame

French Door with Cutout (With Divider Rail)



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	18"	18"	18"
• Maximum Width:	36"	36"	36"
• Minimum Height:	36"	38"	40"
• Maximum Height:	96"	96"	96"
• Maximum Square Ft.:	15	15	15
• Minimum Cutout Height:	17-3/4"	18-3/4"	19-3/4"

Note: 4-sided frame only

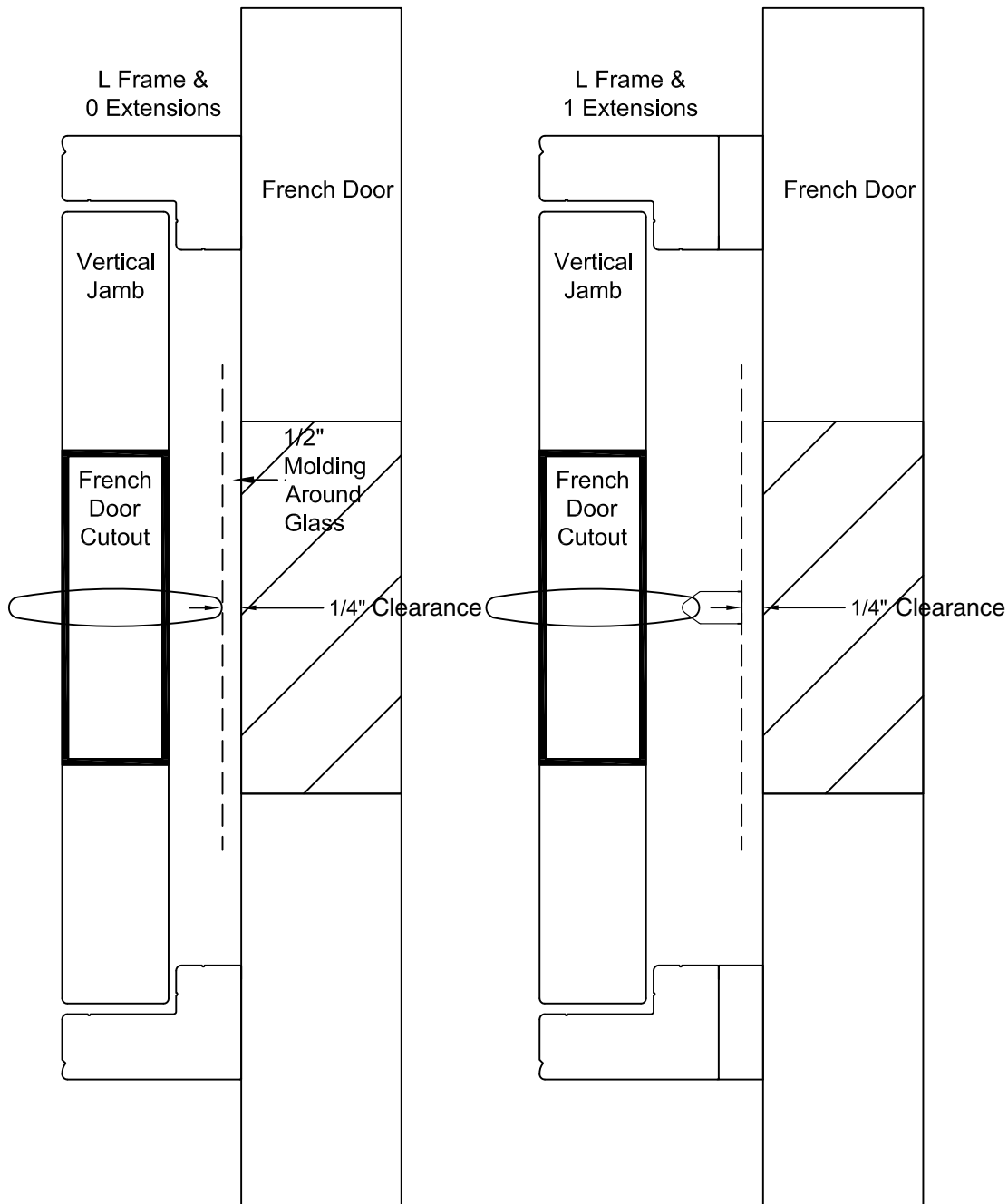
Note: Minimum Cutout Height measured from bottom of shutter frame

Outside Mount French Door With Cutout

Depth Clearance (No Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt
2-1/2" Louver = (0) L Frame Extensions Required

With Clear Tilt
2-1/2" Louver = (1) L Frame Extension Required



Outside Mount French Door With Cutout

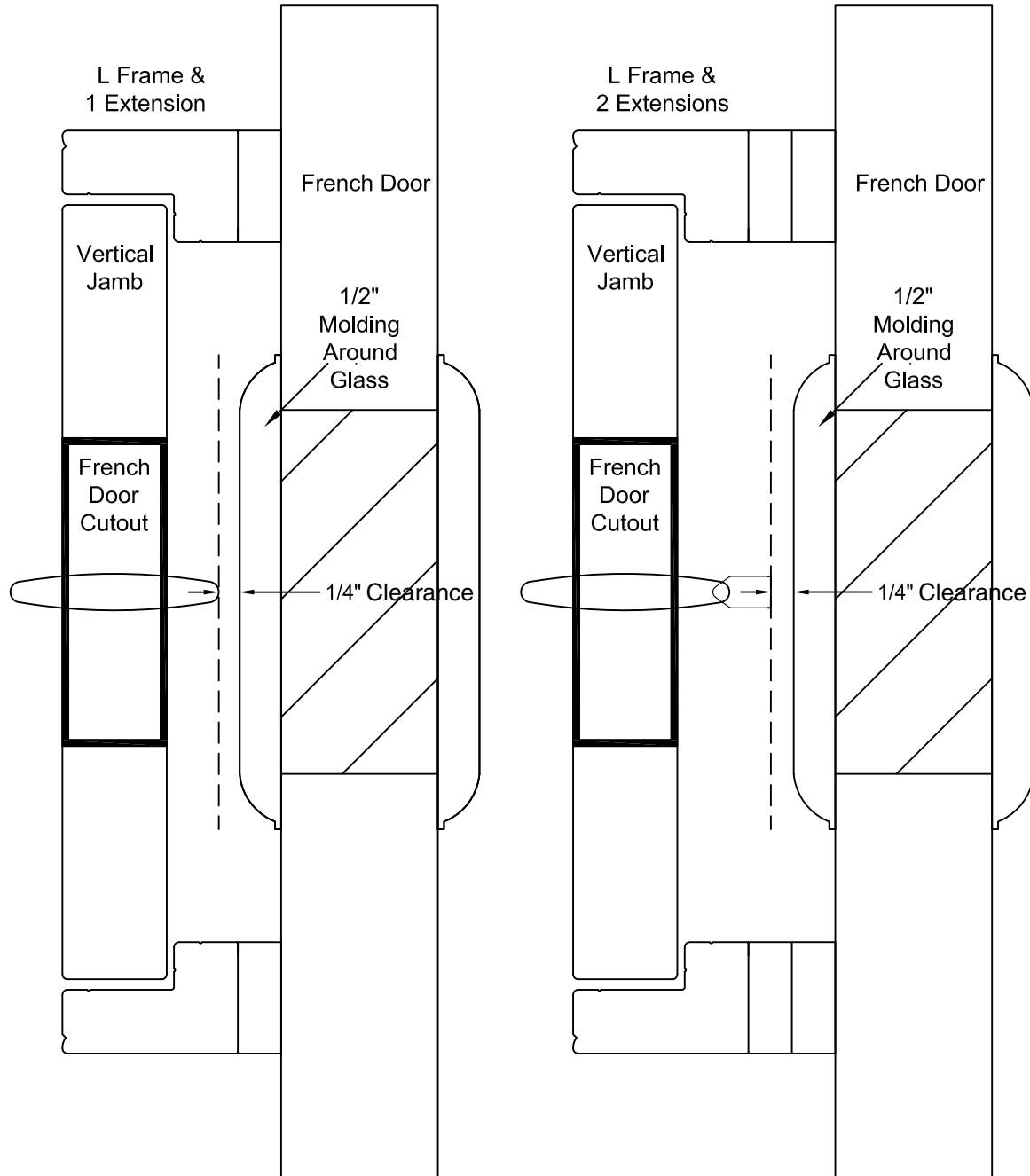
Depth Clearance (With Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt

2-1/2" Louver = (1) L Frame Extension Required

With Clear Tilt

2-1/2" Louver = (2) L Frame Extensions Required

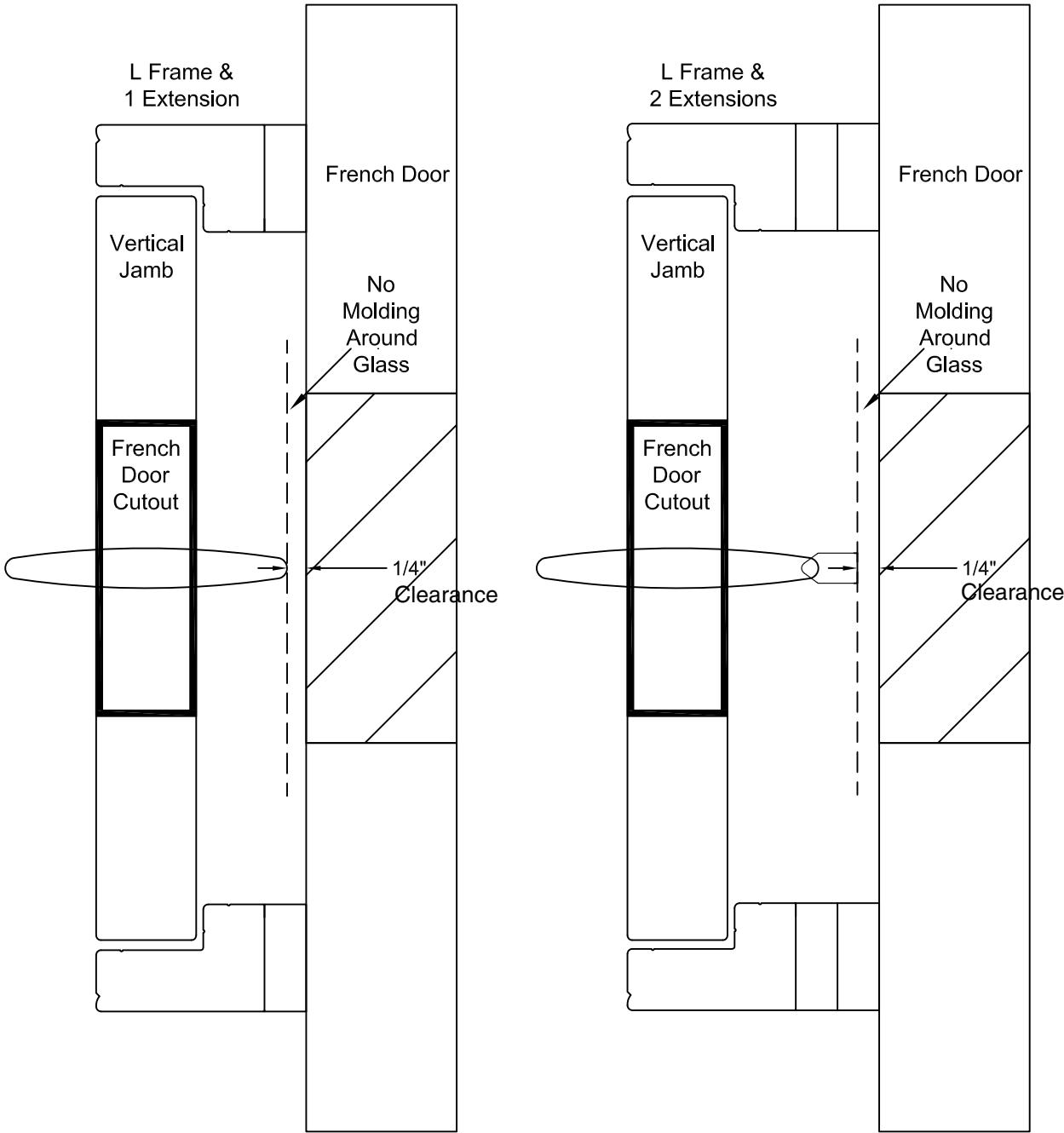


Outside Mount French Door With Cutout

Depth Clearance (No Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt
3-1/2" Louver = (1) L Frame Extension Required

With Clear Tilt
3-1/2" Louver = (2) L Frame Extensions Required

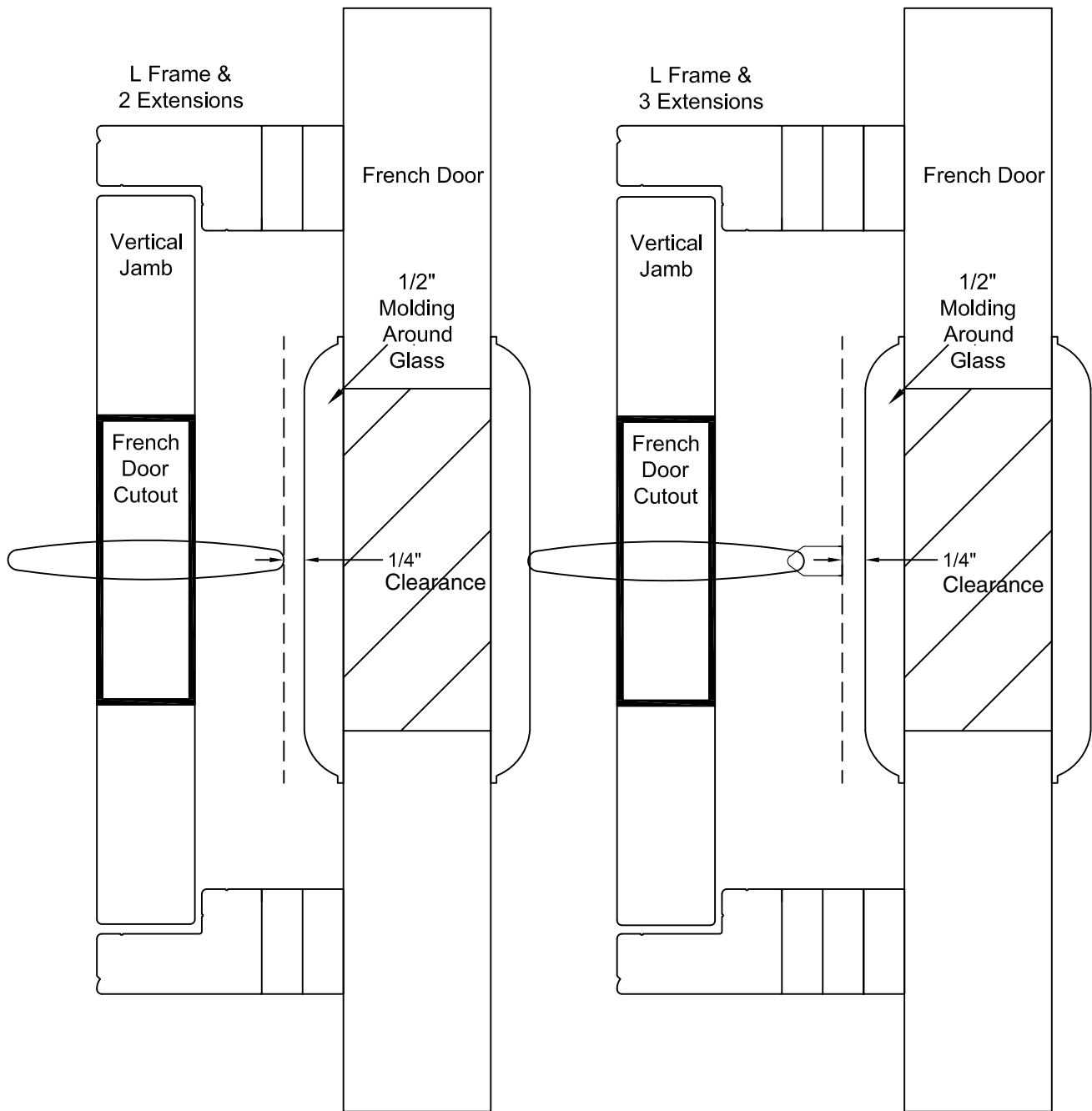


Outside Mount French Door With Cutout

Depth Clearance (With Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt
3-1/2" Louver = (2) L Frame Extension Required

With Clear Tilt
3-1/2" Louver = (3) L Frame Extensions Required



Outside Mount French Door With Cutout

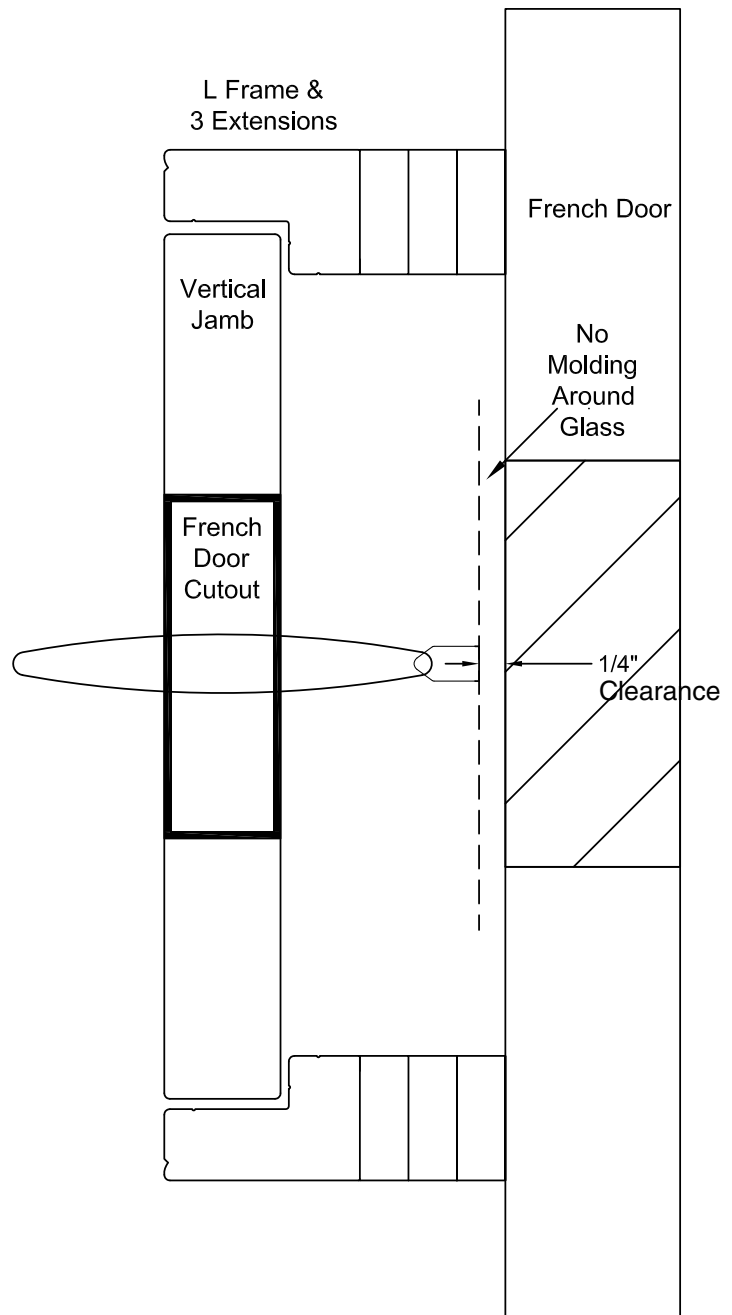
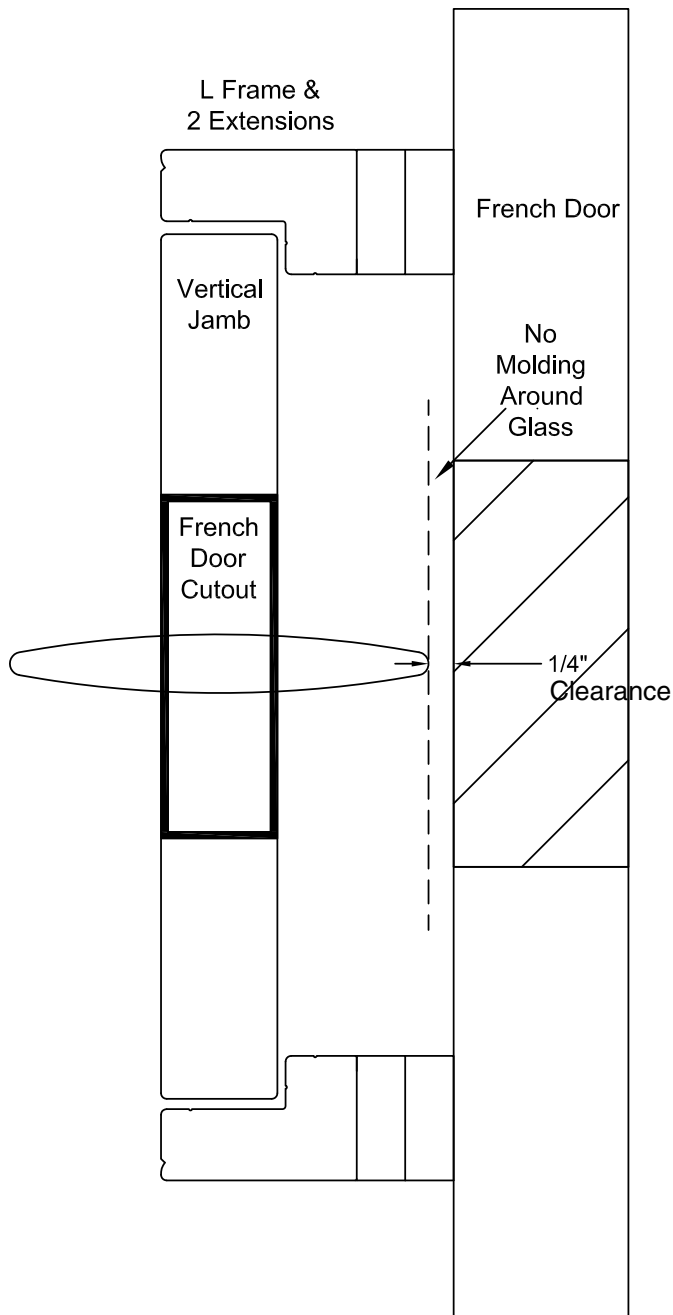
Depth Clearance (No Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt

4-1/2" Louver = (2) L Frame Extension Required

With Clear Tilt

4-1/2" Louver = (3) L Frame Extensions Required

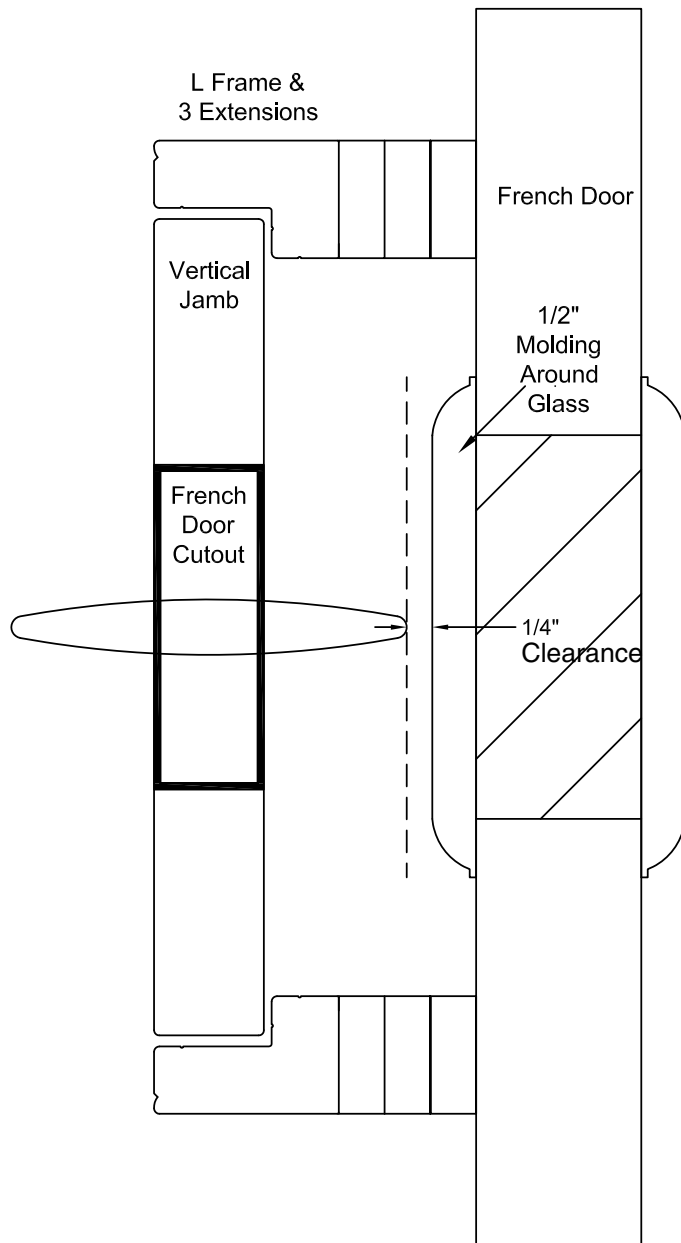


Outside Mount French Door With Cutout

Depth Clearance (With Molding Around Glass)

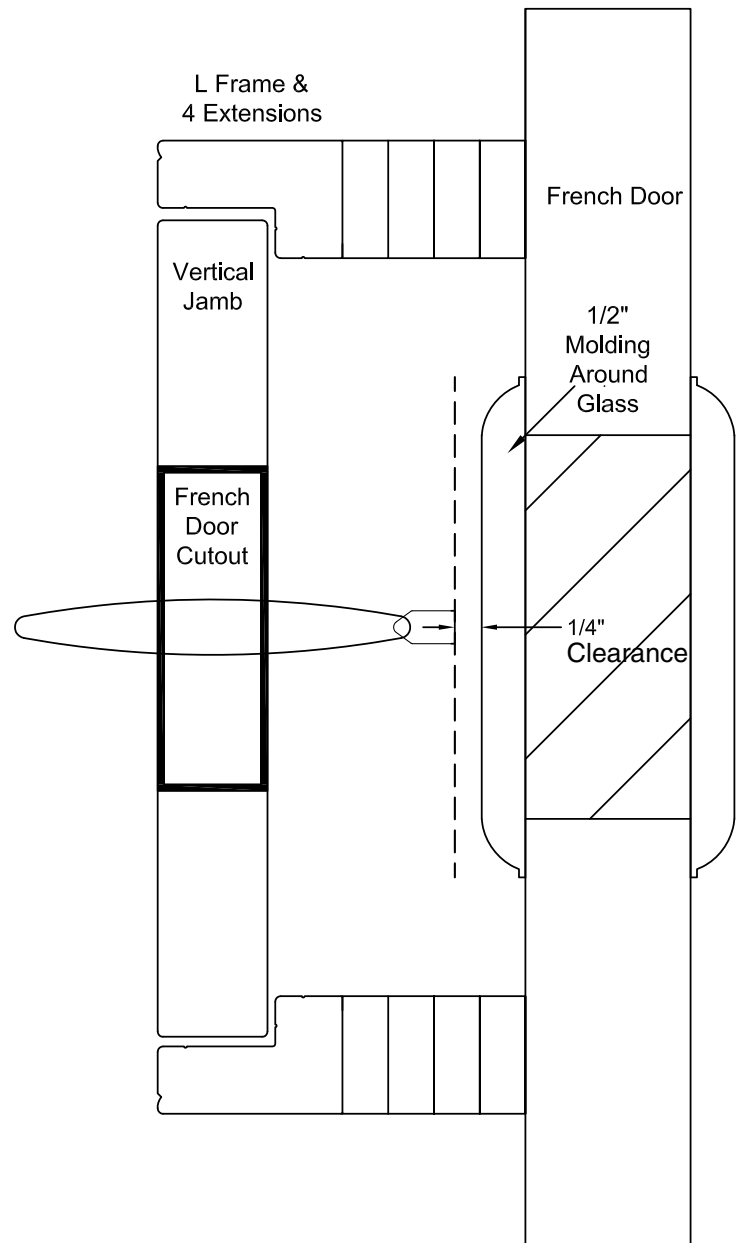
With Tilt Bar, Gear System or Motorized Tilt

4-1/2" Louver = (3) L Frame Extension Required



With Clear Tilt

4-1/2" Louver = (4) L Frame Extensions Required



French Door Extension Requirement Summary

No Molding Around Glass

		P1FD-CR	P1FD-L	P1FD-R	P1FD-R	P1FD-L
2 1/2" Louver	Cut-Out	No	No	No	Yes	Yes
	Motorized/Tilt Bar/Gear System	0 Extensions	0 Extensions	0 Extensions	0 Extensions	0 Extensions
	Frame Plate	NA	NA	NA	L Frame + 0 Ext	L Frame + 0 Ext
	Cut-Out	No	No	No	Yes	Yes
	Clear Tilt	1 Extensions	1 Extensions	1 Extensions	1 Extensions	1 Extensions
	Frame Plate	NA	NA	NA	L Frame + 1 Ext	L Frame + 1 Ext
3 1/2" Louver	Cut-Out	No	No	No	Yes	Yes
	Motorized/Tilt Bar/Gear System	1 Extensions	1 Extensions	1 Extensions	1 Extensions	1 Extensions
	Frame Plate	NA	NA	NA	L Frame + 1 Ext	L Frame + 1 Ext
	Cut-Out	No	No	No	Yes	Yes
	Clear Tilt	2 Extensions	2 Extensions	2 Extensions	2 Extensions	2 Extensions
	Frame Plate	NA	NA	NA	L Frame + 2 Ext	L Frame + 2 Ext
4 1/2" Louver	Cut-Out	No	No	No	Yes	Yes
	Motorized/Tilt Bar/Gear System	2 Extensions	2 Extensions	2 Extensions	2 Extensions	2 Extensions
	Frame Plate	NA	NA	NA	L Frame + 2 Ext	L Frame + 2 Ext
	Cut-Out	No	No	No	Yes	Yes
	Clear Tilt	3 Extensions	3 Extensions	3 Extensions	3 Extensions	3 Extensions
	Frame Plate	NA	NA	NA	L Frame + 3 Ext	L Frame + 3 Ext

Molding Around Glass

		P1FD-CR	P1FD-L	P1FD-R	P1FD-R	P1FD-L
2 1/2" Louver	Cut-Out	No	No	No	Yes	Yes
	Motorized/Tilt Bar/Gear System	1 Extensions	1 Extensions	1 Extensions	1 Extensions	1 Extensions
	Frame Plate	NA	NA	NA	L Frame + 0 Ext	L Frame + 0 Ext
	Cut-Out	No	No	No	Yes	Yes
	Clear Tilt	2 Extensions	2 Extensions	2 Extensions	2 Extensions	2 Extensions
	Frame Plate	NA	NA	NA	L Frame + 1 Ext	L Frame + 1 Ext
3 1/2" Louver	Cut-Out	No	No	No	Yes	Yes
	Motorized/Tilt Bar/Gear System	2 Extensions	2 Extensions	2 Extensions	2 Extensions	2 Extensions
	Frame Plate	NA	NA	NA	L Frame + 1 Ext	L Frame + 1 Ext
	Cut-Out	No	No	No	Yes	Yes
	Clear Tilt	3 Extensions	3 Extensions	3 Extensions	3 Extensions	3 Extensions
	Frame Plate	NA	NA	NA	L Frame + 2 Ext	L Frame + 2 Ext
4 1/2" Louver	Cut-Out	NA	NA	NA	Yes	Yes
	Motorized/Tilt Bar/Gear System	NA	NA	NA	3 Extensions	3 Extensions
	Frame Plate	NA	NA	NA	L Frame + 2 Ext	L Frame + 2 Ext
	Cut-Out	NA	NA	NA	Yes	Yes
	Clear Tilt	NA	NA	NA	4 Extensions	4 Extensions
	Frame Plate	NA	NA	NA	L Frame + 3 Ext	L Frame + 3 Ext

Outside Mount - Four Sided L-Frame on Top or Around the Molding

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions.
- Four sided L-Frame is used for this French Door application.
- Depth clearance and obstructions can prevent louvers from operating properly. In order to overcome these obstacles, add the necessary number of L-Frame Extensions.
- L-Frame Extensions are available for outside mount applications only. Up to (4) 1/2" extensions can be added to the L-Frame.

2. MEASURE OUTSIDE WIDTH (A)

- If mounting on top of molding, then measure outside of molding to outside of molding in three places (top, middle & bottom). Molding should be a minimum of 1-3/8" so that it is wider than the shutter frame. Record the largest measurements to 1/8".
- If mounting around the molding, then measure the outside width of the molding. Add 2-3/4" to the width and record the measurements to 1/8".

3. MEASURE OUTSIDE HEIGHT (B)

- If mounting on top of molding, then measure outside of molding to outside of molding in three places (left, middle & right). Molding should be a minimum of 1-3/8" so that it is wider than the shutter frame. Record the largest measurements to 1/8".
- If mounting around the molding, then measure the outside width of the molding. Add 2-3/4" to the height and record the measurements to 1/8".

4. MEASURE HEIGHT OF MOLDING

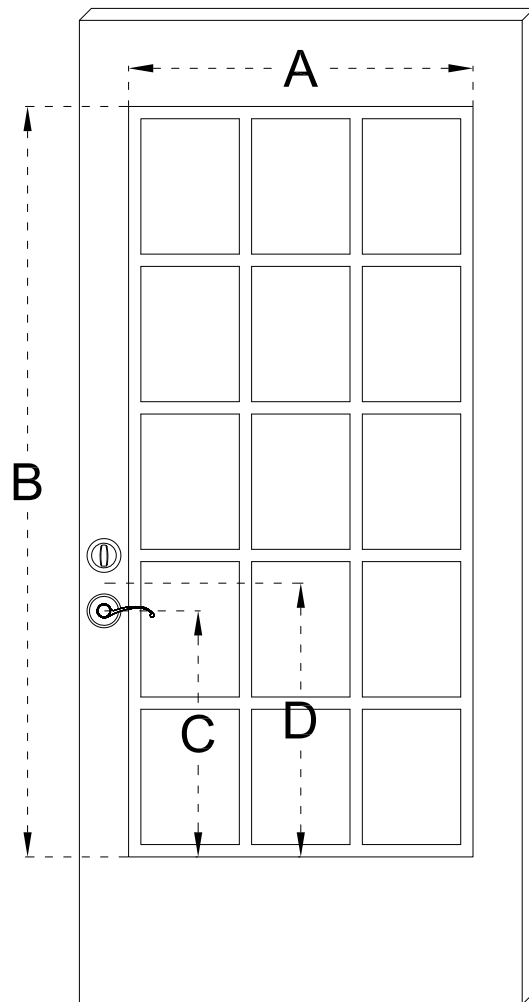
- Measure the height or projection of the molding that protrudes from the door, and note on the order form.

5. CUTOUT HEIGHT (C or D)

- Measure from the bottom of the molding to the middle of the desired cutout location, then add 1-3/8" for the L Frame at the bottom of the shutter.
- The cutout can be centred on the door handle ("C") or centred between the door handle and the deadbolt ("D").
- An optional divider rail may be ordered. The divider rail will be positioned on centre of the cutout.

6. FRAME EXTENSIONS

- Refer to the clearance charts for the appropriate number of extensions based on the louver size, tilt mechanism, and whether or not there is molding around the glass that protrudes into the room.



Note: Actual shutter height may be increased. This allows the shutter to be moved up or down in order to centre the cutout as needed.

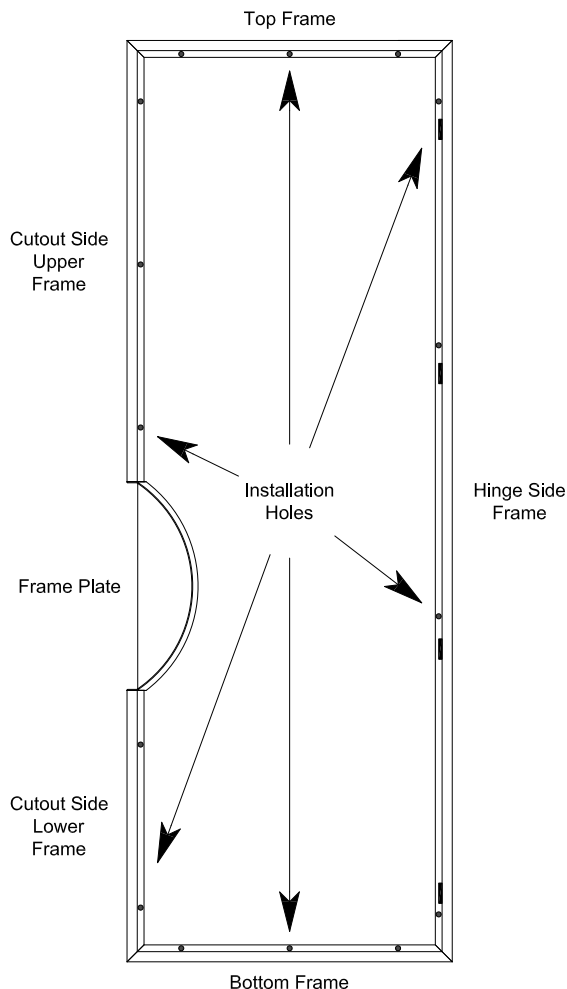
French Door Shutters with Cutouts

1. FRAME ASSEMBLY

- In order to prevent shipping damage, the panel and frame should ship as a fully assembled unit.
- The frame will be completely assembled and ready to install, including the frame plate located on the cutout side of the shutter.

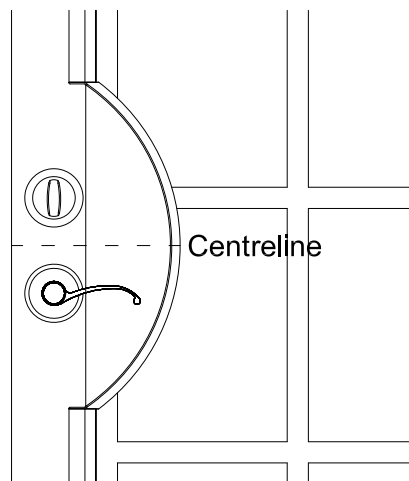
2. FRAME INSTALLATION

- Partially set an installation screw into the upper cutout side frame and upper hinge side frames.
- Set the frame against the door to check position of the frame and the alignment of the cutout to the handle or between the handle and the deadbolt.
- Level the top frame and set the cutout side screw. Ensure the centreline of the frame plate will align with the handle and the outside edge of the frame plate will cover the glass but not interfere with the handle.
- Set the top hinge side screw, making sure the top frame is level.
- Set the panel in the frame and verify location and operation. Move the bottom frame left or right to achieve best possible operation of the panel.
- Install screws on the lower frame side below the cutout and check operation of panel.
- Continue setting screws and checking operation of panel.
- Install button plugs once all screws have been set.



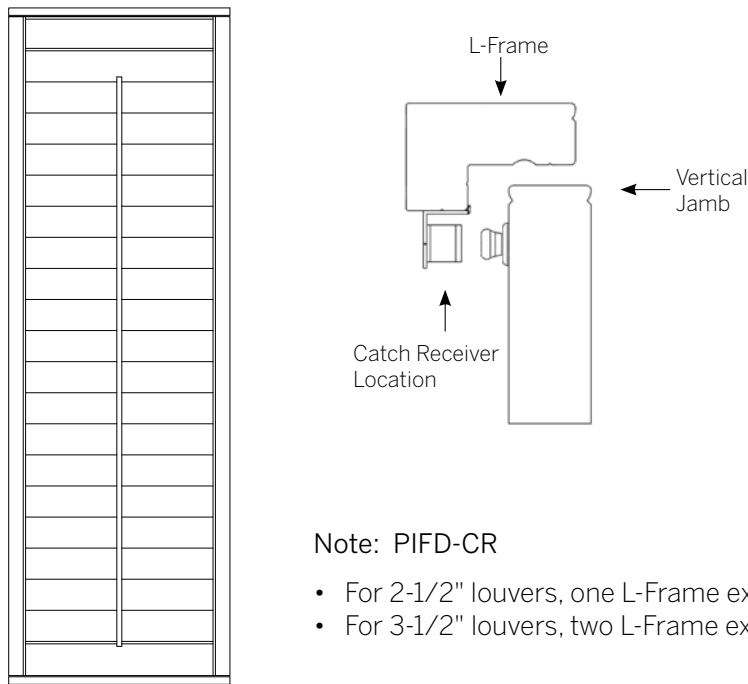
3. SIDE BY SIDE FRENCH DOORS

- The installation method remains the same for both shutters in a side by side installation.
- Begin by installing the shutter on the door with an operational handle. If both handles operate choose either door.
- Install the first shutter as described above.
- Once the first shutter is complete, place a long level on the top frame of the installed shutter. Allow the level to hang across the face of the second door.
- Begin installing the second frame and make sure the top frame aligns with the level, and thus the first shutter.
- Finish installing second shutter as described above.



French Door with Catch Receivers (No Cutout)

P1FD-CR (2-sided Top and Bottom Frame)



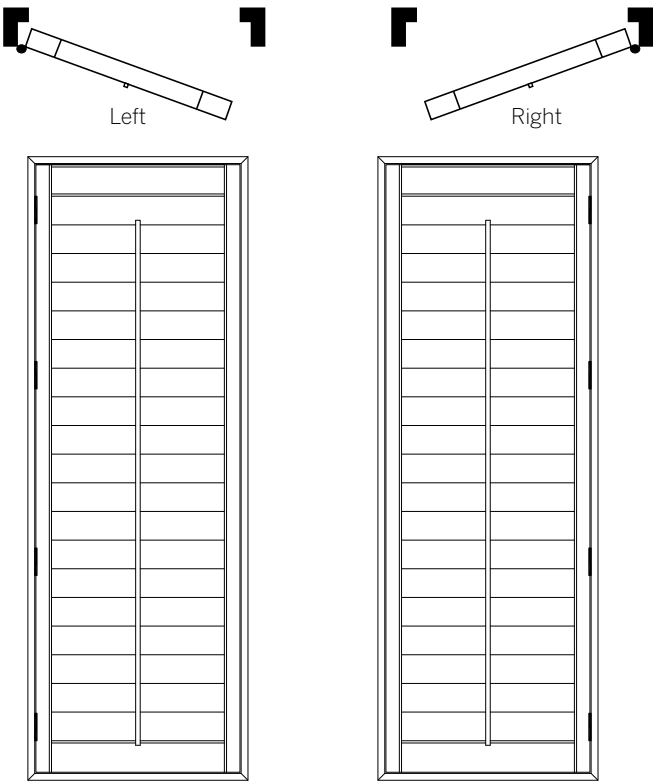
	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	6"	6"	6"
• Maximum Width:	36"	36"	36"
• Minimum Height:	16"	16"	16"
• Maximum Height:	96"	96"	96"
• Maximum Square Ft.:	15	15	15

- Note: P1FD-CR
- For 2-1/2" louvers, one L-Frame extension is included unless otherwise requested.
 - For 3-1/2" louvers, two L-Frame extensions are included unless otherwise requested.

French Door Hinged (No Cutout)

P1FD-L

P1FD-R



	2-1/2"	3-1/2"	4-1/2"
• Minimum Width:	6"	6"	6"
• Maximum Width:	36"	36"	36"
• Minimum Height:	16"	16"	16"
• Maximum Height:	120"	120"	120"
• Maximum Square Ft.:	15	15	15

Outside Mount French Door - Catch Receivers

Depth Clearance (No Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt

2-1/2" Louver = (0) L Frame Extensions Required

3-1/2" Louver = (1) L Frame Extension Required

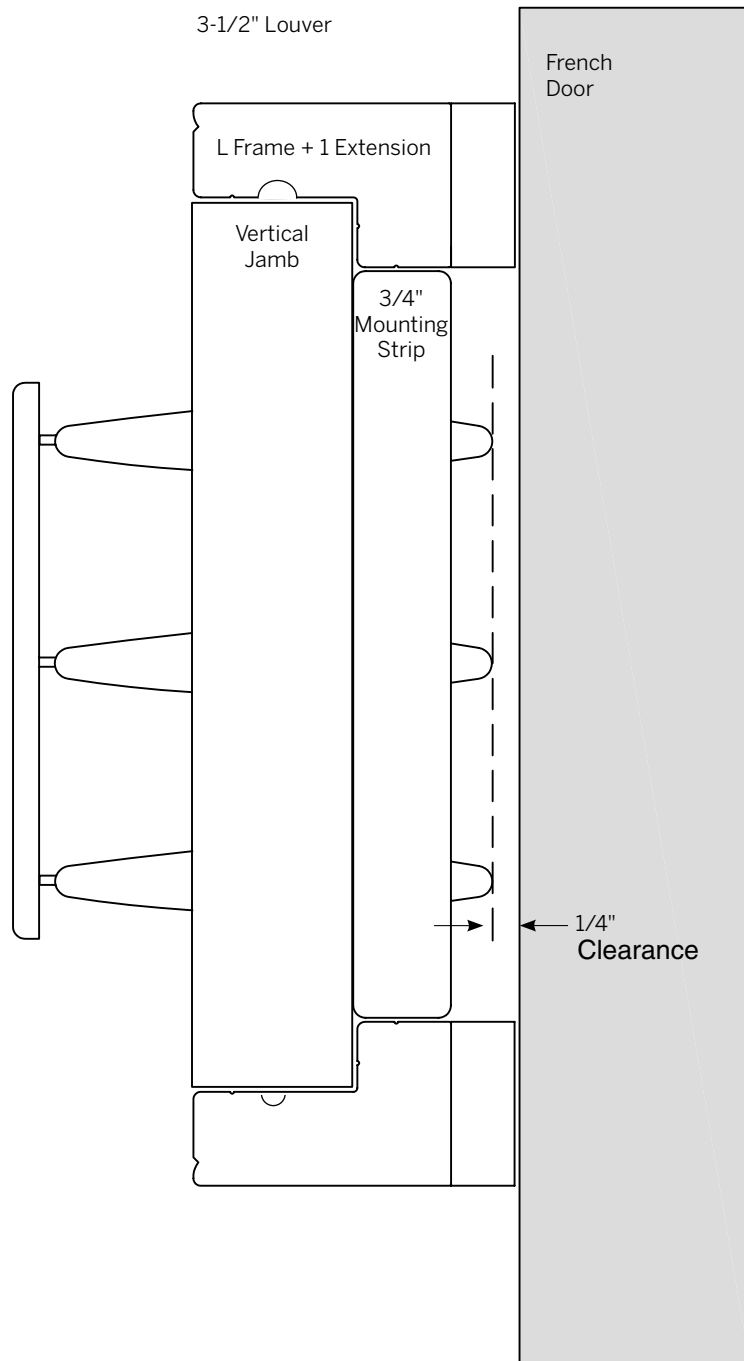
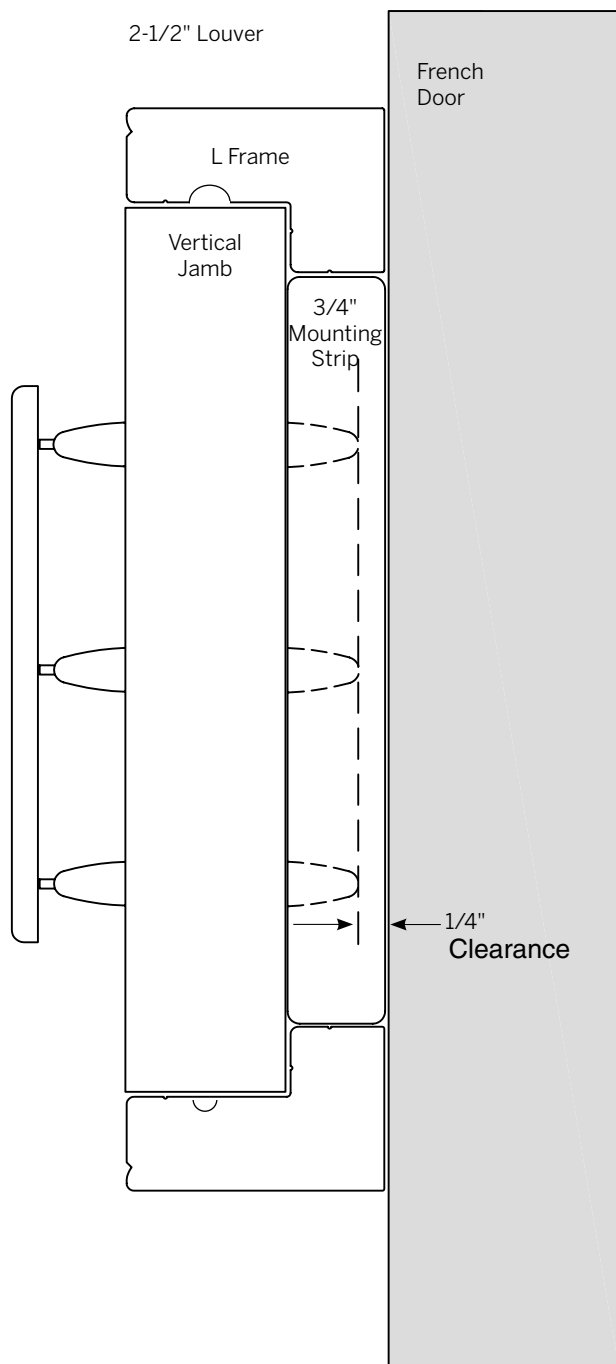
4-1/2" Louver = Not Available

With Clear Tilt

2-1/2" Louver = (1) L Frame Extension Required

3-1/2" Louver = (2) L Frame Extensions Required

4-1/2" Louver = Not Available



Note: 3/4" x 3/4" Mounting Strip is included on the back side of each jamb. Additional Mounting Strip may be requested on the order, which can be used to fill any remaining light gap.

Outside Mount French Door - Catch Receivers

Depth Clearance (With Molding Around Glass)

With Tilt Bar, Gear System or Motorized Tilt

2-1/2" Louver = (1) L Frame Extension Required

3-1/2" Louver = (2) L Frame Extensions Required

4-1/2" Louver = Not Available

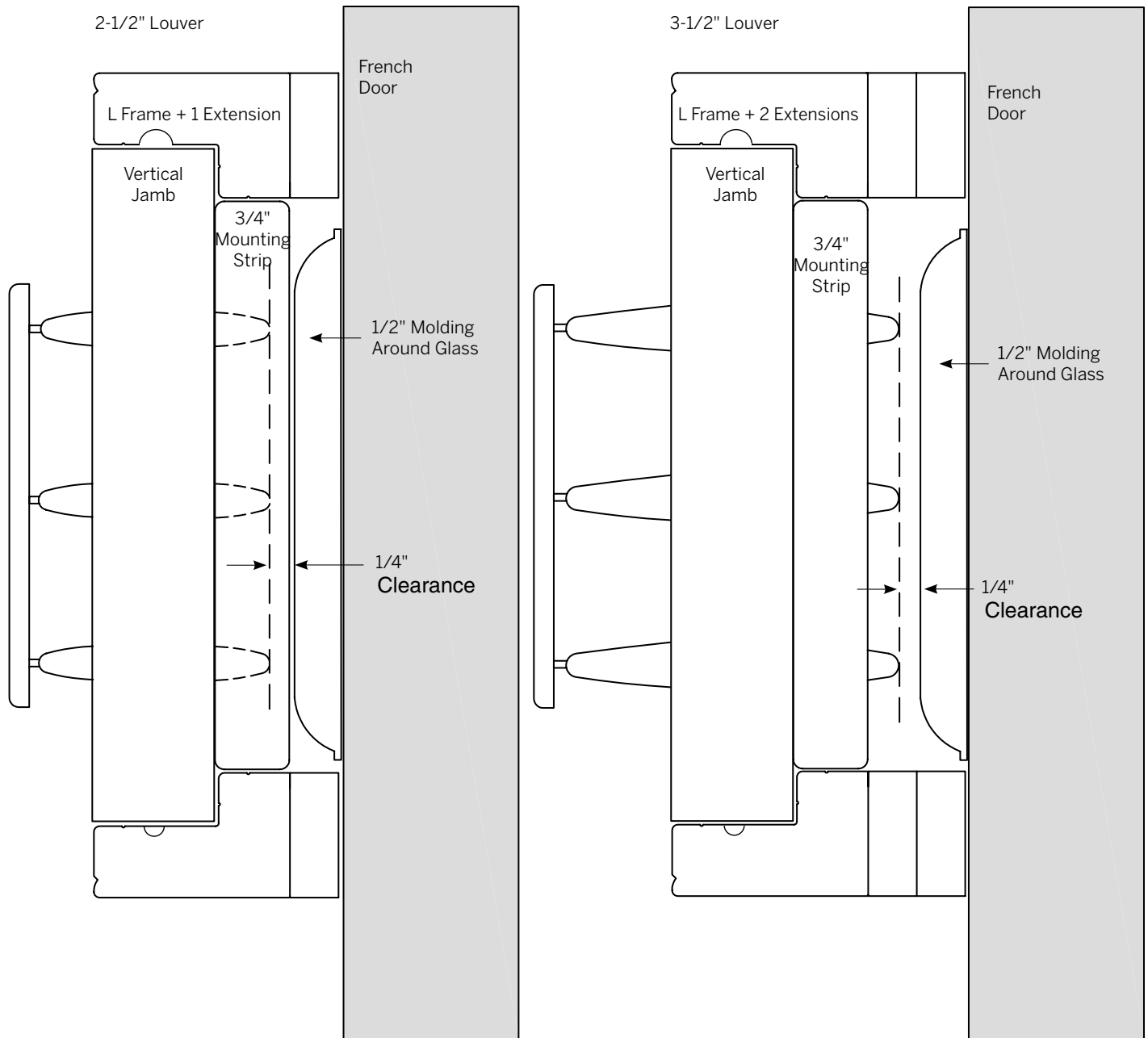
With Clear Tilt

2-1/2" Louver = (2) L Frame Extensions Required

3-1/2" Louver = (3) L Frame Extensions Required*

4-1/2" Louver = Not Available

*Note: Handle extension may be required



Note: 3/4" x 3/4" Mounting Strip is included on the back side of each jamb. Additional Mounting Strip may be requested on the order, which can be used to fill any remaining light gap.

Outside Mount - Two Sided L-Frame with Catch Receivers Mounted Above and Below Trim or on Top of Trim (No Cutout)

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Two sided L-Frame top and bottom is used for this French Door application.
- Depth clearance and obstructions can prevent louvers from operating properly. In order to overcome these obstacles, add the necessary number L-Frame Extensions.
- Frame Extensions are available for outside mount applications only. Up to (3) 1/2" extensions can be added to the L-Frame.

2. INSIDE MOUNT vs. OUTSIDE MOUNT

- Check for squareness by measuring the diagonal and/or use a sample panel and place at each corner.
- If the proper clearance is not available, an outside mount may be necessary for larger louvers and/or the Clear Tilt system.

3. MEASURE OUTSIDE WIDTH

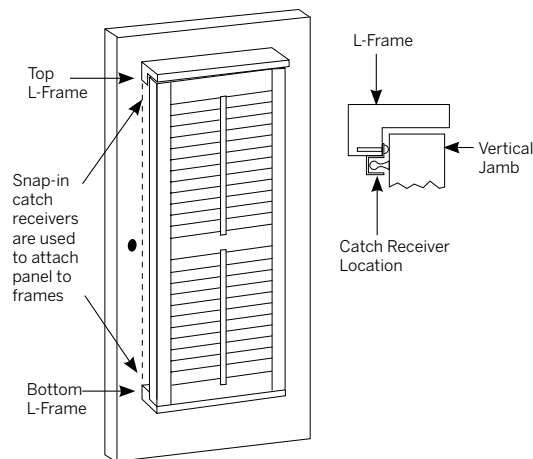
- Measure outside of molding to outside of molding in three places (top, middle, & bottom) and record the largest measurement to 1/16".
- It is recommended that 1/4" be added to the largest width measurement.
- The gap between the back of the shutter and top of the trim may be eliminated by gluing scribe to the edge of the panel or screwing mounting strip to the back of the panel. Order either in special instructions.

4. MEASURE OUTSIDE HEIGHT

- Measure outside of molding to outside of molding in three places (left, middle & right). If above or below trim, add 2-3/4" to the largest measurement to 1/16" and record on a Standard Order Form.
- If mounting on top of molding, then measure outside of molding to outside of molding in three places and record the largest measurement to 1/16".

5. DIVIDER RAILS

- Measure from the bottom of the frame to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



Note: Divider rail must be used on panels 66" and over in height. Two divider rails must be used on panels 90" and over in height. Distance between rails must be less than 66". For specific divider rail location, see page D4.

Outside Mount - Four Sided L-Frame on Top or Around the Molding

(Use Standard Order Form)

1. CHOICE OF LOUVER & FRAME

- Use samples panels, frames and colour samples from the sample bag.
- Make sure that the chosen frame and louver size will function properly once installed into the opening.
- Ensure the chosen application will overcome any possible obstructions such as latches, cranks or windows that open into the room.
- Four sided L-Frame is used for this French Door application.
- Depth clearance and obstructions can prevent louvers from operating properly. In order to overcome these obstacles, add the necessary number of L-Frame Extensions.
- L-Frame Extensions are available for outside mount applications only. Up to (3) 1/2" extensions can be added to the L-Frame.

2. MEASURE OUTSIDE WIDTH

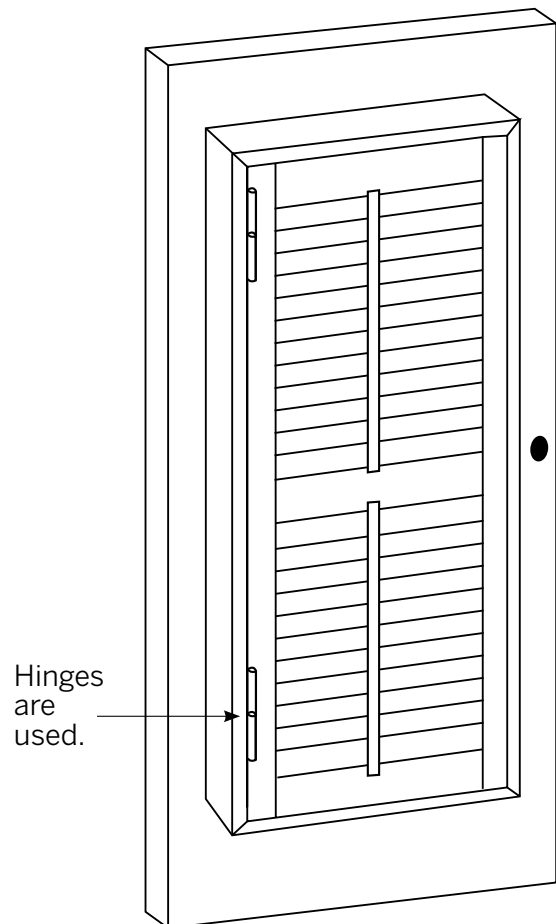
- If mounting on top of molding, then measure outside of molding to outside of molding in three places (top, middle & bottom). Molding should be a minimum of 1-3/8". Record the largest measurements to 1/16".
- If mounting around the molding, then measure the outside width of the molding. Add 2-3/4" to the width and record the measurements to 1/16".

3. MEASURE OUTSIDE HEIGHT

- If mounting on top of molding, then measure outside of molding to outside of molding in three places (left, middle & right). Molding should be a minimum of 1-3/8". Record the largest measurements to 1/16".
- If mounting around the molding, then measure the outside width of the molding. Add 2-3/4" to the width and record the measurements to 1/16".

4. DIVIDER RAILS

- Measure from the bottom of the molding to the middle of the divider rail location.
- One divider rail is required for panels over 66" in height. Distance between rails must be less than 66".
- Two divider rails are required for panels over 90" in height. Distance between rails must be less than 66".
- Refer to Page D4 for additional divider rail measuring instructions.



French Door Shutters with No Cutouts

2 SIDED FRAME (TOP & BOTTOM)

1. FRAME ASSEMBLY

- No frame assembly required.

2. FRAME & CATCH RECEIVER INSTALLATION

- Partially set an installation screw into the bottom frame.
- Set the bottom frame on the door below the glass to determine proper position of the frame and mark the position with a pencil.
- Make sure the bottom frame is level and positioned left and right so the panel will not interfere with the door knob.
- Attach the bottom frame.
- Carefully set the panel on the bottom frame and locate the position of the top frame. Then mark this location and remove panel.
- Begin attaching the top frame making sure it is level and aligned properly with the bottom frame.
- Install button plugs once all screws have been set.
- Install each receiver 7/8" from the edge of each frame
- Insert catch into the receiver so the screw is sticking out into the room
- Carefully place the panel into position
- Press the panel against the screws to indent the panel
- Remove the panel
- Remove catches from the receivers
- Screw the catches into the indent on the panel
- Place the panel into position, lining up catch and receiver
- Tap panel front until catch goes into receiver at each corner

3 AND 4 SIDED FRAME

1. FRAME ASSEMBLY

- Remove lock tabs from the supplier corner keys, then glue into each mitred corner. Allow the glue to set before installing the frame.
- For 3 sided frame, glue frame caps onto the straight cut ends of the top and bottom frames, if not already done.

2. FRAME INSTALLATION (3 SIDED FRAME)

- Partially set an installation screw in the top hinge side frame.
- Set the frame against the door to check position of the frame and the alignment of the shutter to the glass and the door knob. Note: Care should be taken when handling the frame since the corners are only glued together.
- Set the top and bottom screws of the hinge side frame making sure the frame is plumb.
- Hang the panel and then move the bottom frame into proper position. Open or remove panel, then set installation screws to secure bottom frame.
- Repeat the above step for the top frame.
- If panel locks are being used, ensure there is sufficient engagement between the frame and panel so the panel will not open while the door is being opened or closed.
- Install button plugs once all screws have been set.

3. FRAME INSTALLATION (4 SIDED FRAME)

- Installation of a 4 sided French Door shutter is the same as installing a standard outside mount shutter.
- The key is to make sure the frame is located properly around the glass while leaving enough room to operate the door knob. If this is not possible, then a different shutter configuration is required.

Standard Order Form

Installer _____ Phone No: _____

Condo ☐ YES ☐ NO Blind Removal ☐ YES ☐ NO

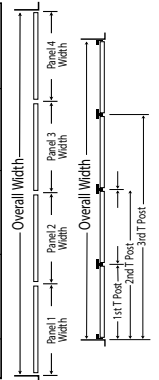
Scaffolding or High Ladder ☐ YES ☐ NO ☐ NO ☐ NO
Scaffolding required as per working at heights guidelines – stairwells or top of windows above 8 ft. – picture required

Store Name	Store #	Page	of	Consumer Name(s)
Phone #	Fax #	Pick Up	Address	Postal Code
PO/Tag Name		Delivery/Courier	City	
Associate/Specialist Name		Check Measure	Email Required	
Decorator Name		Installation	Phone	Alt Phone

Line #	Qty.	Room Location	Operating System	Split Option	Colours	Hinge Colour	Ext. Hinge	Louver Size	Mount Type	Frame Type	Width Ordered to 1/16"	Height Ordered to 1/16"	Panel Configuration Panel Lock Standard	Shutter Application	Frame Sill	Lor C Ext.	Divider Rail #1	#2
			G CT TB TBO M	Distance Up Inches to Centre	SW W S V	P SS B	Y N B	2 1/2 3 1/2 4 1/2	IM OM IF	L C T DT Z B	Max single panel 36" Max bi-fold panel 24" Inside Mount = Smallest Opening Size Outside Mount = Largest Frame Size	Max panel height 120"	L – Left R – Right LL – Left Bi-Fold RR – Right Bi-Fold T – T-Post	W-Window PD - Patio Door FD - French Door IF - Inverted Frame DH - Double Hung	1, 2, 3, 4 Shade Sides Required	Y, N Shade Sides Required	Distance Up required over 66"	Distance Up required over 90"

Notes:

Line #	Panel 1/ 1st T-Post	Panel 2/ 2nd T-Post	Panel 3/ 3rd T-Post	Panel 4/ 4th T-Post



Line #	Side L, R, T, B	Type A or B	Starting Point

Line #	Panel Height	Filler Y or N	Filler Top or Bottom

Line #	Split Distance from Bottom (Inches)

Line #	Side Lor R	Distance Up

Order Acknowledgment

Items that do not meet Levolor® Shutters product specifications, as detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Customer Agreement

I agree with the product ordered as reviewed on this form.
Signature: _____

Standard Ordering Instructions

Standard Order Form	
Installation Services	<p>Only available in select areas - Installation manual must be reviewed and agreed to prior to processing orders for this service</p> <p>Condo/Office/Apartment - Yes = allows for proper time allotment for the service (surcharges are applicable)</p> <p>Specialty Shapes - Yes = allows for proper time allotment for the service (surcharges are applicable)</p> <p>Blind removal - Yes = allows for proper time allotment for the service (surcharges are applicable)</p> <p>Scaffolding or high ladder - Yes = allows for proper time allotment for the service (surcharges are applicable) - pictures required</p>
Line	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
Quantity	Refers to openings that are exactly the same width and height, louver size, colour, configuration and application.
Room	<p>Indicate the room name keeping under 12 characters to allow for full name to show on the product labels</p> <ul style="list-style-type: none"> Indicate each room different for ease of sorting - (example Bed 1 Left, Bed 1 Centre, Bed 1 Right)
Operating System	<p>G = Gear (an internal gear)</p> <p>CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side)</p> <p>TB = Tilt Bar (a function bar used to tilt louvers with option for Center Front)</p> <p>TBO = Tilt Bar Offset (a function used to tilt louvers with option for offset front)</p> <p>M = Louvers will be operated by a cordless motor</p>
Split Option	<p>Indicate the distance up from bottom of measurements to the centre of the desired split location or specify louver count on top & bottom</p> <ul style="list-style-type: none"> Split may not be exact as requested. It will vary based on louver size Split can be requested on any of the three operating systems at time of production Splits should not be modified at installation as additional tension may be required
Colours	SW = Snow White W = White S = Silk V = Vanilla
Hinge Colour	P = Painted SS =Stainless Steel B = Brass
Ext Hinge	Only available with unframed shutters - Y = Extension Hinges 1 1/4" N = Regular hinge 3/4"
Louver Size	2 1/2" , 3 1/2" 4 1/2"
Mount Type	<p>IM - Inside Mount - Factory takes deductions - Production drills installation holes for IM only</p> <ul style="list-style-type: none"> IM deductions with no frame = 1/4 on total height plus appropriate width deduction based on number of panels IM deductions with standard frame = 1/16" for any sill or L frame side and 1/8" for any non-sill side IM deductions with a standard frame with flex = 1/16" for any sill and 3/8" for any non-sill side <p>IF - Inside Finished – no deductions will be made by production</p> <p>OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only</p>
Frame Type	<p>L = IM or OM, C = OM Casing, T=IM Trim, DT = IM Deluxe Trim, Z=IM Z, B = IM Bullnose</p> <p>Hole punches for corner keys will only be available for IM frames - All OM application will be provided with glue</p>
Width	Ordered to the 1/16"
Height	<p>Ordered to the 1/16"</p> <p>4" top and bottom rail are standard for all heights unless otherwise indicated</p> <p>2" top and bottom rail are optional under 36" in height and must be requested in notes indicating line numbers</p>
Panel Configuration	<p>Specify where to place the hinges and the configuration starting from the left side of the opening</p> <p>L= Left, R = Right, T = T-Post, LL = Left Bi-fold, RR = Right Bi-fold</p> <p>Panel lock is standard - If magnets & plates are to be requested instead of panel lock then indicate in " Notes" on the order form</p> <p>For non-track doors - ex P4D patio doors, panel lock is standard but magnets will also be included.</p>
Shutter Application	<p>FD = French Door - two side cover strips and extra top and bottom L Frame extensions are provided</p> <ul style="list-style-type: none"> FD = French Door - if a cut out is required then indicate in the French Door Section) <p>W = Window – a standard application other than a track system, bay/bow. Shapes, French Door or Door</p> <p>D = Door - a standard 5/8" deductions is made at the bottom of the panel instead of a standard 1/8"</p> <ul style="list-style-type: none"> D = Door - a deduction different from the standard can be requested by indicating in notes
Frame Side	Indicate numerically the number of frame sides (including any Sill) and shade in the sides required
Frame Sill	Indicate numerically the number of Sill frame sides and shade in the sill sides required
L/C Ext	If required - Indicate the number of L Frame or Casing Frame Extensions - maximum of 4
Divider Rail #1	Divider rail is required if the shutter panel height is over 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Divider Rail #2	A 2nd divider rail is required if panel height is over 90". Distance between rails must be less than 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Uneven Panel Widths	Provide the panels sizes required including any frames starting from the left side of the opening
Uneven T Post Distances	<p>Provide the T Post distances including any frames starting from the left side of the opening.</p> <ul style="list-style-type: none"> If T Post location is not specified, T Posts will be evenly spaced.
Frame Cut outs	<p>All cut outs are 7" A = removing the frames light block only B = removing the frames light block & frame back</p> <ul style="list-style-type: none"> Side cut-outs are measured from the bottom IM sill or OM frame to the starting point of the cut out Top or Bottom cut-outs are measured from the left IM Sill or OM frame to the starting point of the cut out If the cut out required is over 7", the full height or full width of the frame must be cut out
Cafe Style	For applications where panel height is shorter than the full frame.
Double Hung	<p>Double hung split distance is measured from the bottom IM sill or OM frame to the centre of the horizontal T post (Horizontal T Post is standard)</p> <ul style="list-style-type: none"> If vertical T Posts are also required then indicate the locations in the uneven T post distance section on the order form
French Door Cut-out	<p>Available with 4 sided L Frame only L = Left Side R= Right Side (surcharge is applicable)</p> <ul style="list-style-type: none"> Distance up - from the bottom of the L frame location to the centre of the cut out
Customer Agreement	Recommend that the salesperson reviews the order form and gets a sign-off from the consumer prior to processing
Order Acknowledgement	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty

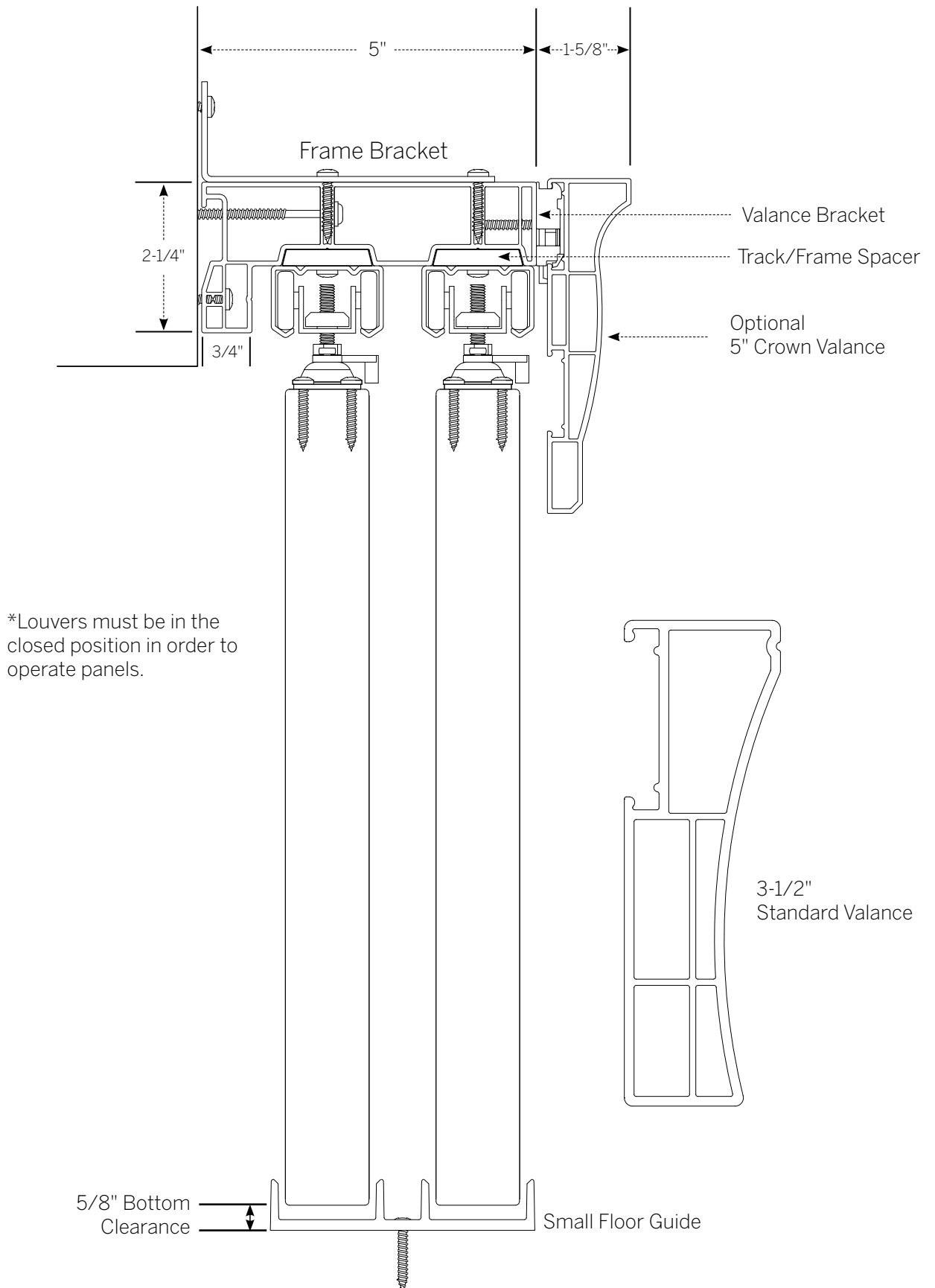


LEVOLOR
Shutters

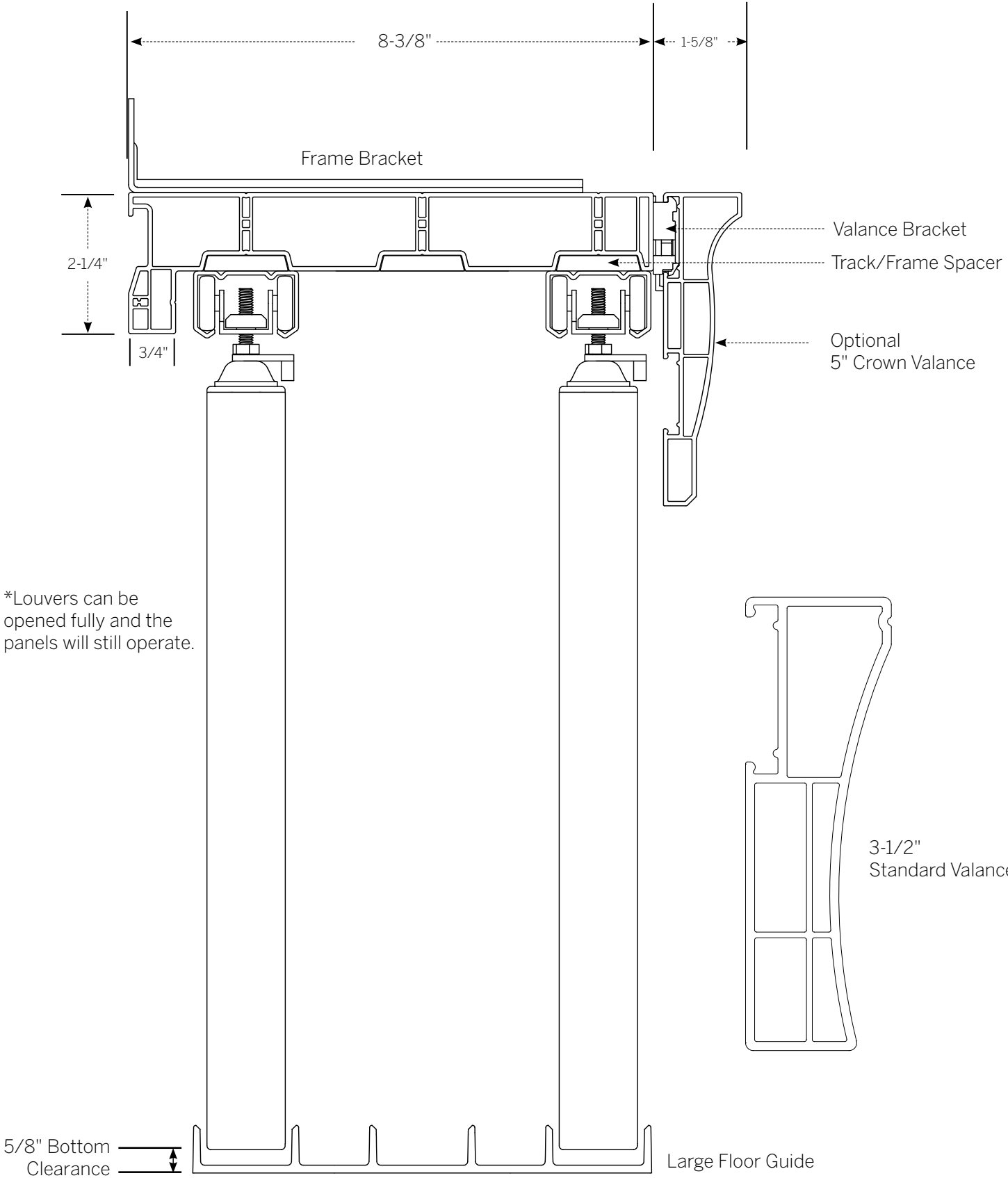
STANDARD AND OPEN BY-PASS TRACK SYSTEM

By-Pass Track System Diagrams	G1-2
Two Panel By-Pass	G3
Three Panel By-Pass/Four Panel By-Pass	G4-5
Six and Eight Panel By-Pass	G6
By-Pass Clearance	G7-G8
By-Pass Measuring Instructions	G9
By-Pass Installation Instructions	G10-17
Track System Order Form	G18
Track System Order Instructions	G19

By-Pass Track System Diagram - Standard By-Pass

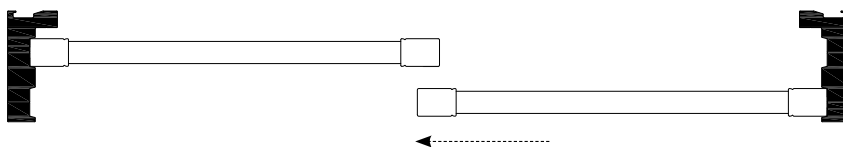


By-Pass Track System Diagram - Open By-Pass

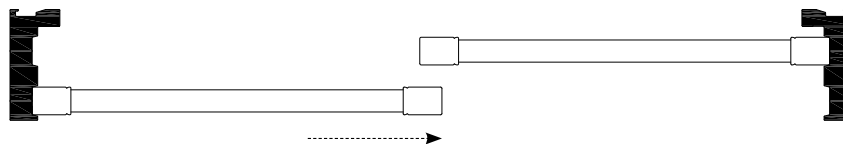


Two Panel By-Pass

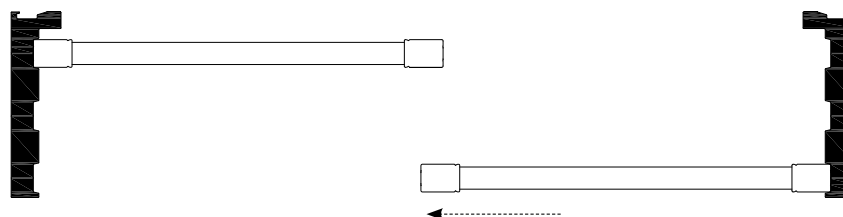
P2BP-L



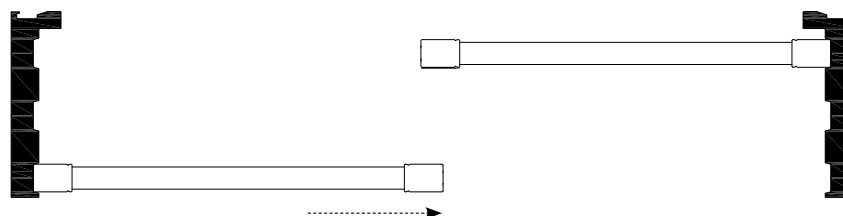
P2BP-R



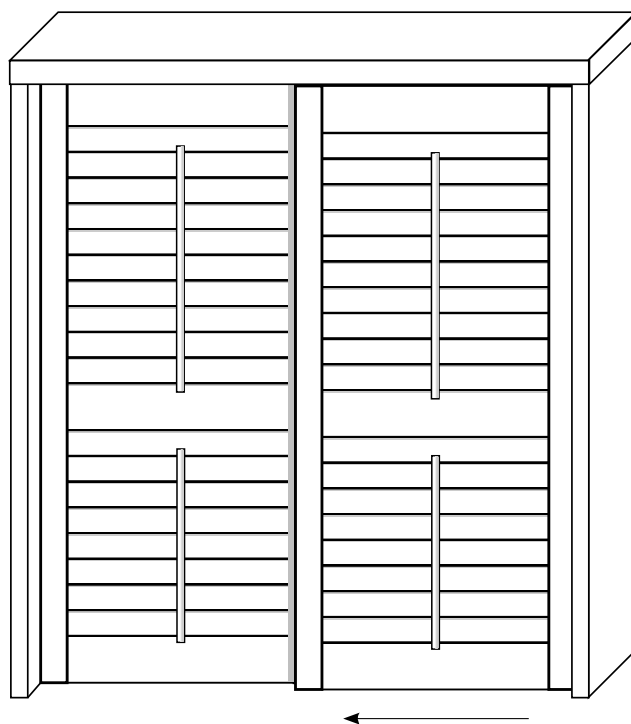
P2OB-L



P2OB-R



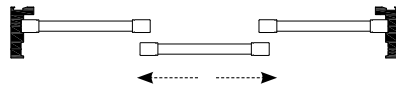
- Minimum Width: 24"
- Maximum Width: 72"
- Minimum Height: 20"
- Maximum Height: 120"



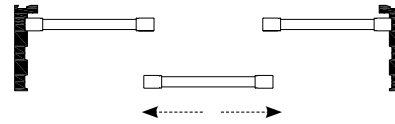
Note: Both panels will operate allowing access to the window or door.

Three Panel By-Pass

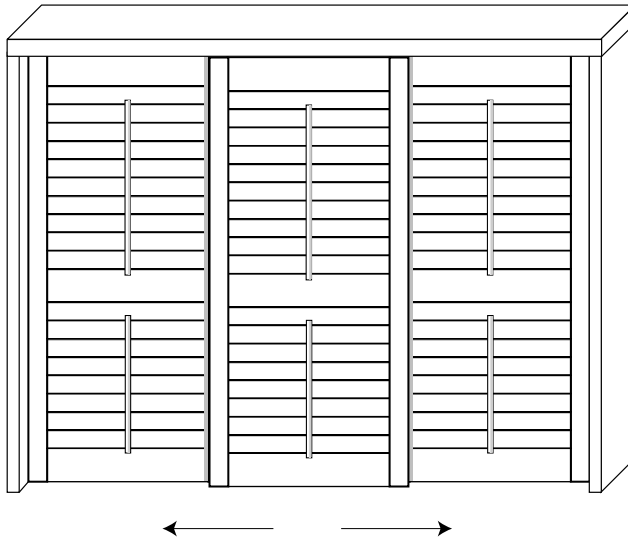
P3BP-LCR



P3OB-LCR



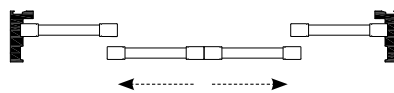
Centre panel opens over left or right panel.



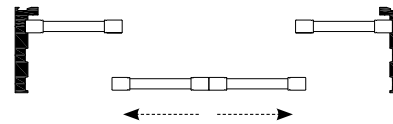
- Minimum Width: 36"
- Maximum Width: 108"
- Minimum Height: 20"
- Maximum Height: 120"

Four Panel By-Pass

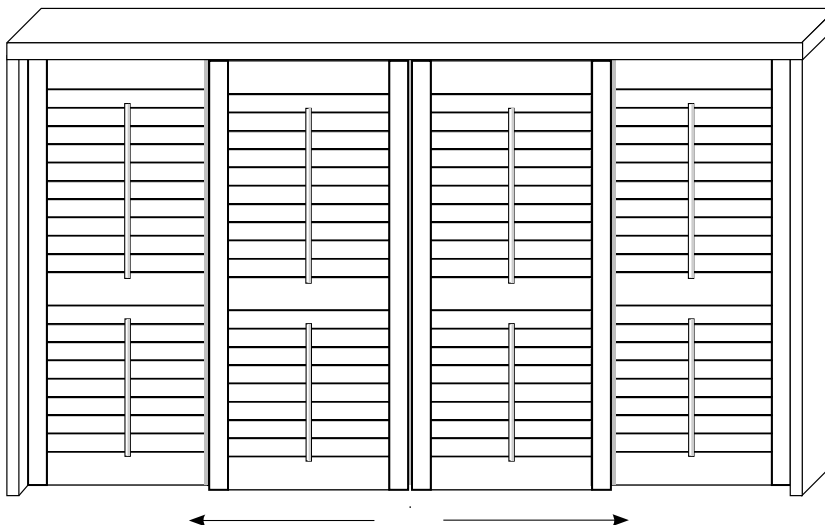
P4BP-LCCR



P4OB-LCCR



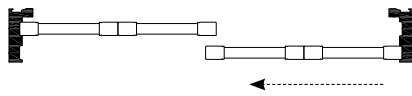
Left centre panel opens over left panel, Right centre panel opens over right panel.



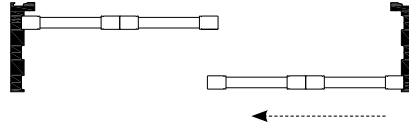
- Minimum Width: 48"
- Maximum Width: 144"
- Minimum Height: 20"
- Maximum Height: 120"

Four Panel By-Pass

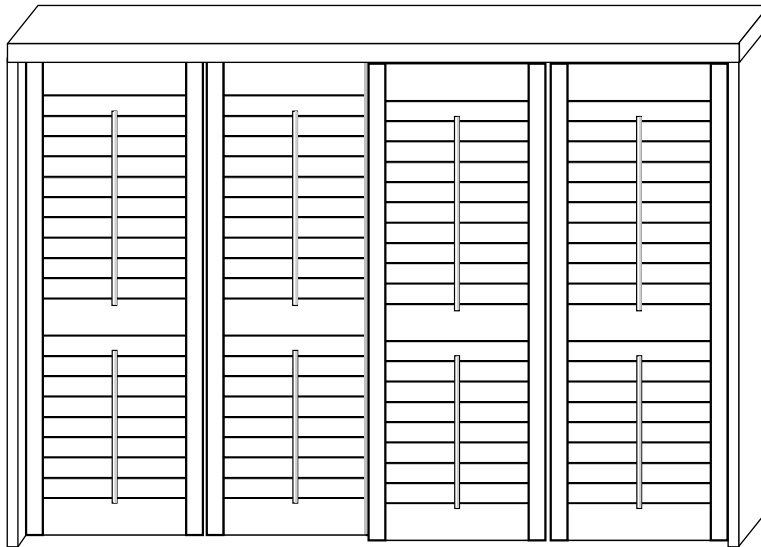
P4BP-2L2R



P4OB-2L2R

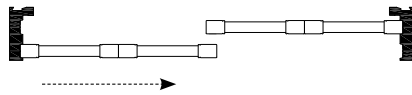


Two right panels open over two left panels.

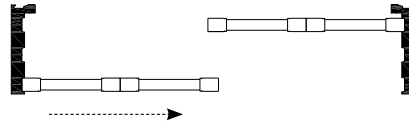


- Minimum Width: 48"
- Maximum Width: 144"
- Minimum Height: 20"
- Maximum Height: 120"

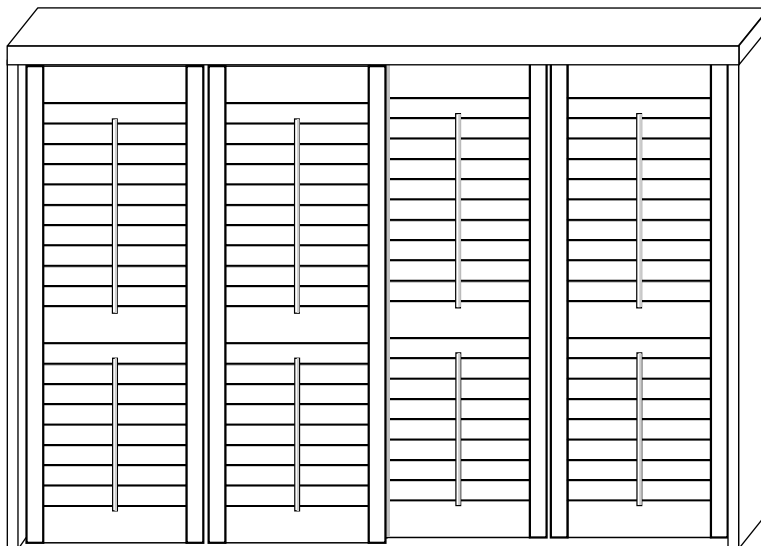
P4BP-2R2L



P4OB-2R2L

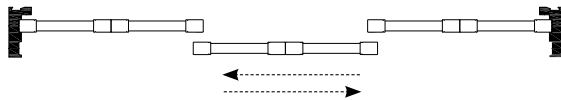


Two left panels open over two right panels.

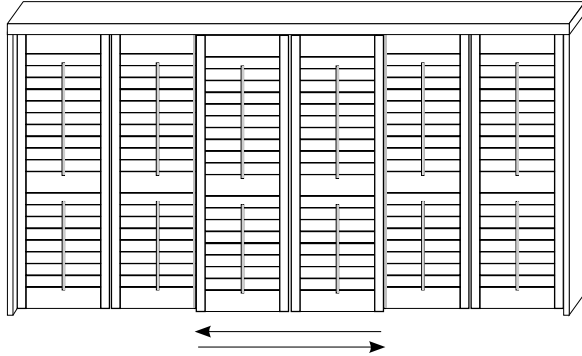


- Minimum Width: 48"
- Maximum Width: 144"
- Minimum Height: 20"
- Maximum Height: 120"

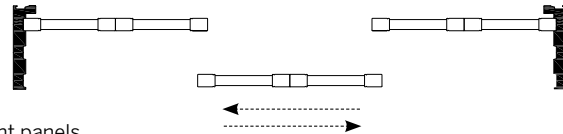
P6BP-2L2C2R



Two centre panels, open over either two left or two right panels.

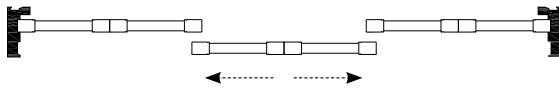


P6OB-2L2C2R

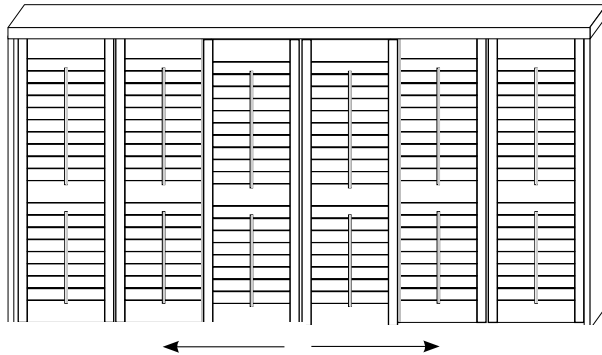


- Minimum Width: 72"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

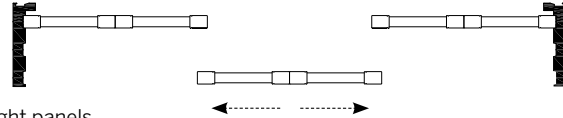
P6BP-2LCC2R



Two centre panels, not joined, open over either two left or two right panels, or one left over left and one right over right pane



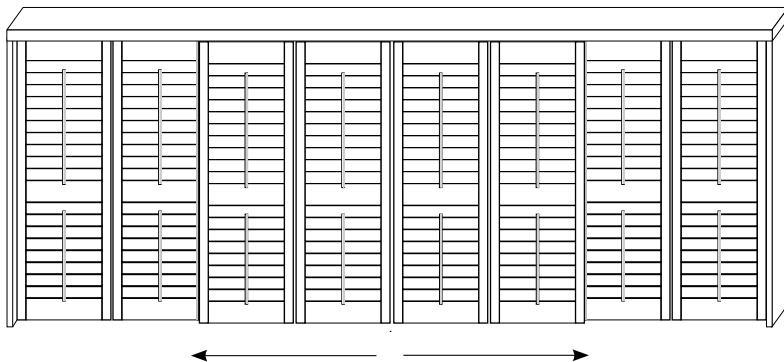
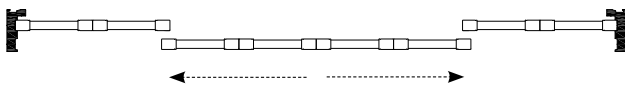
P6OB-2LCC2R



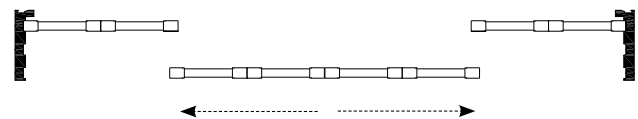
- Minimum Width: 72"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

Eight Panel By-Pass

P8BP-2L2C2C2R



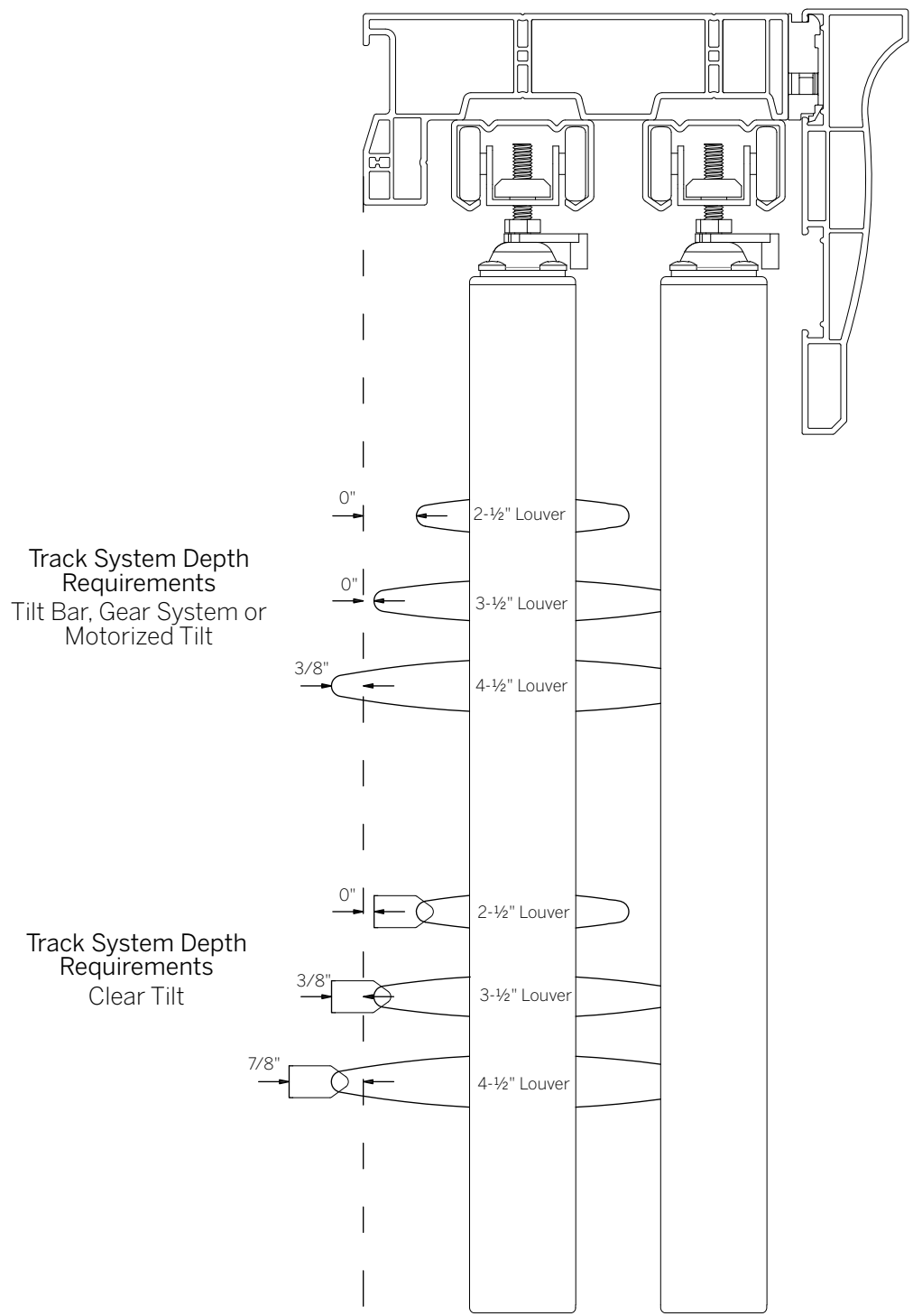
P8OB-2L2C2C2R

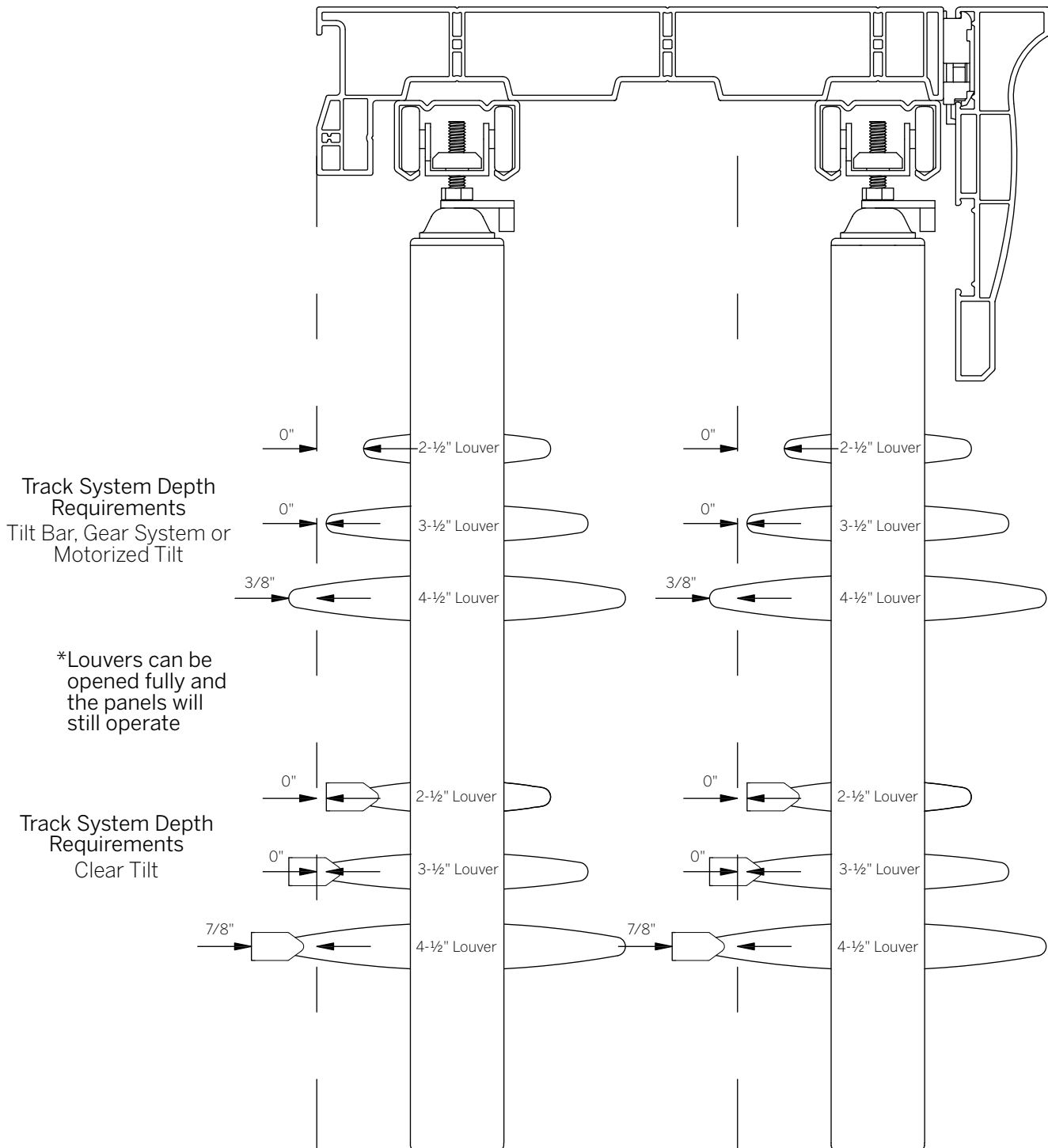


Two left centre panels open over two left panels, two right centre panels open over two right panels.

- Minimum Width: 96"
- Maximum Width: 192"
- Minimum Height: 20"
- Maximum Height: 120"

By-Pass Clearance Chart





By-Pass Measuring Instructions

- Inside mounts must have a jamb depth of 2".
- Inside mounts may be ordered without side frames (jamb depth must be 4" minimum).
- Outside mount standard by-pass will project 6-5/8" (valance included) from the wall and open louver by-pass will project 10" (valance included) from the wall.

Note: Shutter louvers cannot open when panels are in front of one another, unless open louver by-pass is ordered.

Diagram A

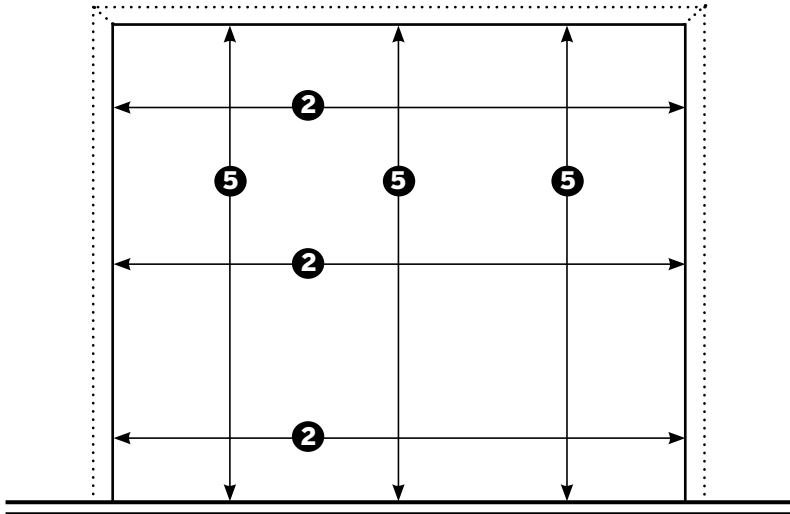
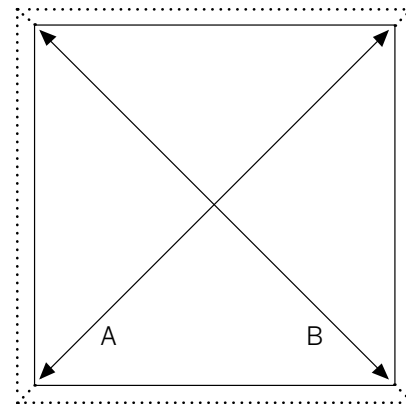


Diagram B



3 Diagonal squareness check

1 CHOICE OF FRAME SIDES AND LOUVER

Use the sample shutter panels to determine proper louver rotation. Check that your chosen louver will overcome any obstruction by placing the frame and panel in front of the obstructions. It is recommended that an inside mount have a minimum jamb depth of 2". A one sided frame (top) can be ordered for this application. Indicate BP (Standard By-Pass) or OB (Open By-Pass) in the frame options section of the Order Form. If additional projection is required, request BP extension. Each extension is 3/4".

2 MEASURE INSIDE WIDTH

Measure in three places (top, middle, bottom) and record the smallest measurement onto a Track System Order Form if the application is for an inside mount. For an outside mount, a minimum of 2 1/4" is required to be added to each side that a frame is required.

3 CHECK FOR SQUARENESS

Measure on the diagonal (see Diagram B). If the diagonal measurements are not identical, an inside mount is not recommended. An alternative way to check for a perfectly square window, simply place your panel in each of the four corners. If you find the panels are not flush in all corners, the window opening is not square.

4 ONLY IF A DIVIDER RAIL IS BEING USED

The measurement recorded is determined from the bottom sill to the middle of where the divider rail is to be located. One divider rail is required for panels over 66" with a maximum 66" between the middle of the divider rail and either top or bottom rail. Two divider rails are required for panels over 90" in height with a maximum 66" between any two rails.

5 MEASURE INSIDE HEIGHT

Measure in three places (left, middle, right) and record the smallest measurement onto a Track System Order Form if the application is for an inside mount. For an outside mount a minimum of 2-1/4" is required to be added to the top and/or bottom that a frame is required.

6 CHOICE OF PANEL CONFIGURATION

Determine from pages G3 to G5. Complete the remainder of the Order Form. Sill Frames and Double Hungs are not applicable with the By-pass Systems.

7 ORDER VALANCE

Choose between the 3 1/2" Standard Valance or 5" Crown Valance and select the appropriate valance returns on the track system order form.

1. FRAME ASSEMBLY

If this is a 2, 3 or 4 sided application, then refer to Diagram C (See page G11) for frame assembly instructions. Once the frames are assembled, installation holes are required by using a 3/8" drill bit. Track/Frame Spacers should be placed at the ends of any top frame in which side frames are present. The spacer is located in the frame recess. The assembly screw will pass through the spacer and into the side frame.

A) For an inside mount, drill a 3/8" hole through the first layer of poly material, within the mounting area every 10" starting at each end of the frames.

B) For an outside mount, drill a 3/8" hole through the first layer of poly material at the front edge of the reveal of the frame every 10".

2. TOP FRAME INSTALLATION

A) For an inside mount, fasten the top frame to the opening, making sure it is level; shim to level if necessary.

B) For an outside mount, set the frame against the wall. Level the top and fasten the top frame to the wall with the provided installation screws.

3. WHEEL CARRIERS

Insert wheel carriers inside each aluminum track. Two carriers are assigned to each panel so check the panel configuration to determine the correct number of carriers in each track.

4. ALUMINUM TRACKS

Mount aluminum tracks to the extreme left of the opening of the frame by screwing through the pre-drilled holes in the track to the extrusion lines on the underside of the top frame (See Diagram D on page G12 and Diagram E on page G13). Make sure Track/Frame Spacers are placed between the track and the top frame at each track screw location.

5. ATTACH DOUBLE PANELS IF APPLICABLE

When two panels are to be attached, lay panels face up and side by side on the floor. Remove the two interior top jamb caps. Insert the panel joiner by sliding it into the two interior jambs (See Diagram I on G16). Place the jamb caps back onto the top jambs.

6. ATTACH OPTIONAL LIGHTBLOCK BETWEEN PANELS

For Standard By-pass, an optional 3/4" x 3/4" mounting strip is mounted at the back of the interior edge of each front panel. If requested, Open By-pass requires (2) pieces of vertical jamb.

ATTACH OPTIONAL LIGHTBLOCK BETWEEN PANELS continued

One piece of vertical jamb is mounted at the back of the interior edge of the front panel, while the second piece is mounted at the front interior edge of the rear panel. For either option, drill a 3/8" hole starting at the top, every 20" through the first two layers of poly material. Screw the mounting strip or the vertical jamb to the panel and cap holes with button plugs. Refer to page G17 for illustration.

Note: Mounting strips and vertical jambs are 1" shorter than the panels so that there is no interference with the floor guides.

Note: For Open By-pass shutters, only a gap of 7/8" will remain once mounting strips have been installed.

7. HANG SHUTTERS

Push the door plates onto the adjustable nut of the wheel carriers. Lock the panels in place by rotating the plastic slide around the neck of the wheel carrier adjustable nut. To level the panels, turn the adjustable nut of the wheel carrier with the provided wrench tool.

8. SECURE SIDE FRAMES IF APPLICABLE

Mount each side frame with the mounting screws provided so that the frames are plumb to the hanging panel. Cover the 3/8" holes with the button plugs.

9. ATTACH VALANCE IF APPLICABLE

Attach valance brackets to the front of the frame using the included #8 x 1" screws, the installation holes should be pre-drilled. Once all brackets are secure, position the channel on the back of the valance so that it rests on the bracket. The valance will need to be on a 45 degree angle, with the bottom of the valance farther into the room. Rotate the valance down to a vertical orientation until locked into all brackets.

10. OPTIONAL FLOOR GUIDE(S)

Install floor guide(s) in-between each set of moving panels. The guides prevent the doors from swinging forward into the room or back into the opening. Two sizes are available depending on type of by-pass.

Diagram C - Frame Assembly

- 1 Insert the provided 3" screws through the top frame
- 2 Line up the screw through the screw ports inside the side frames (fasten tightly)

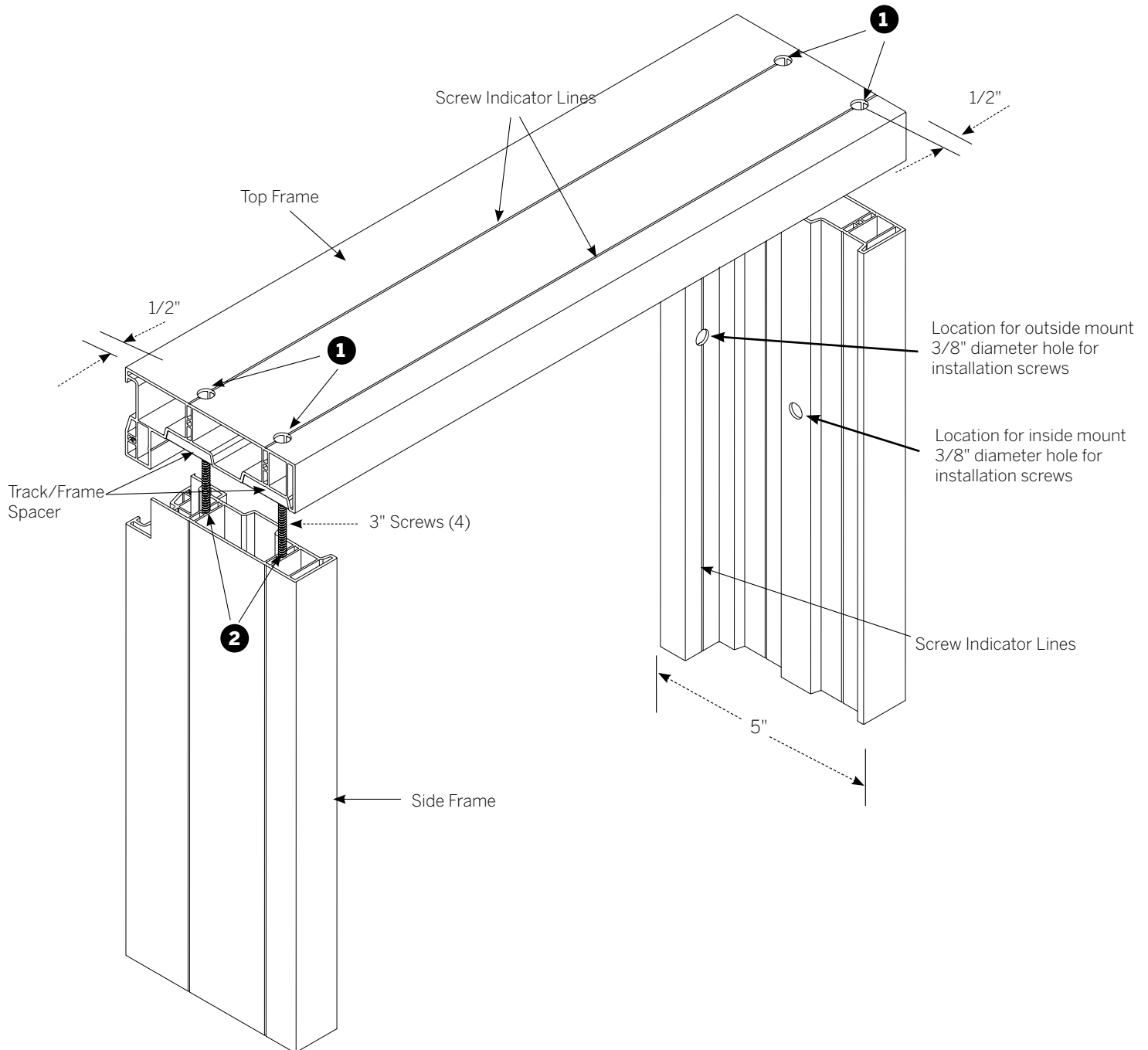
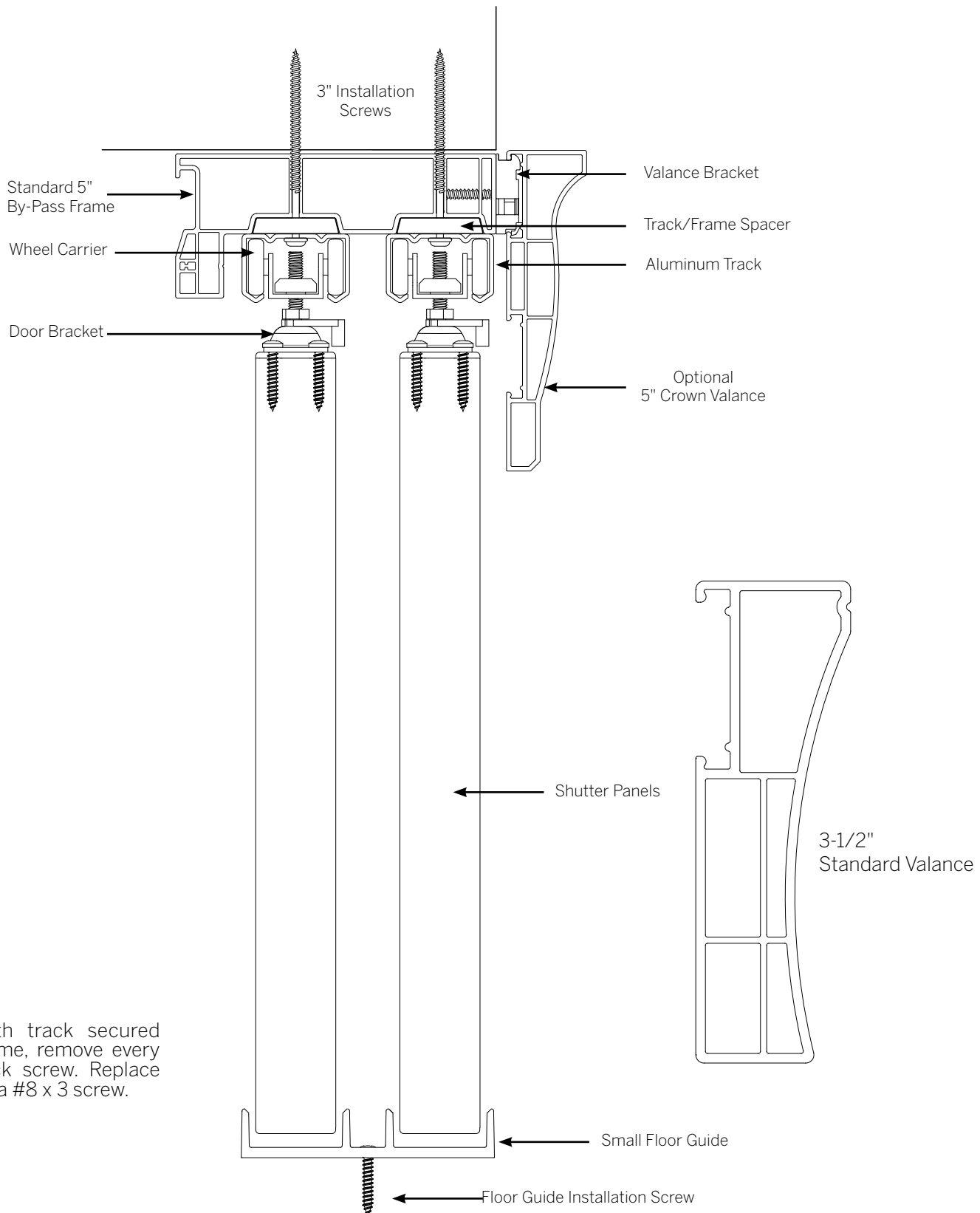


Diagram D - Inside Mount Application



Note: With track secured to the frame, remove every other track screw. Replace each with a #8 x 3 screw.

Diagram E - Inside Mount Application

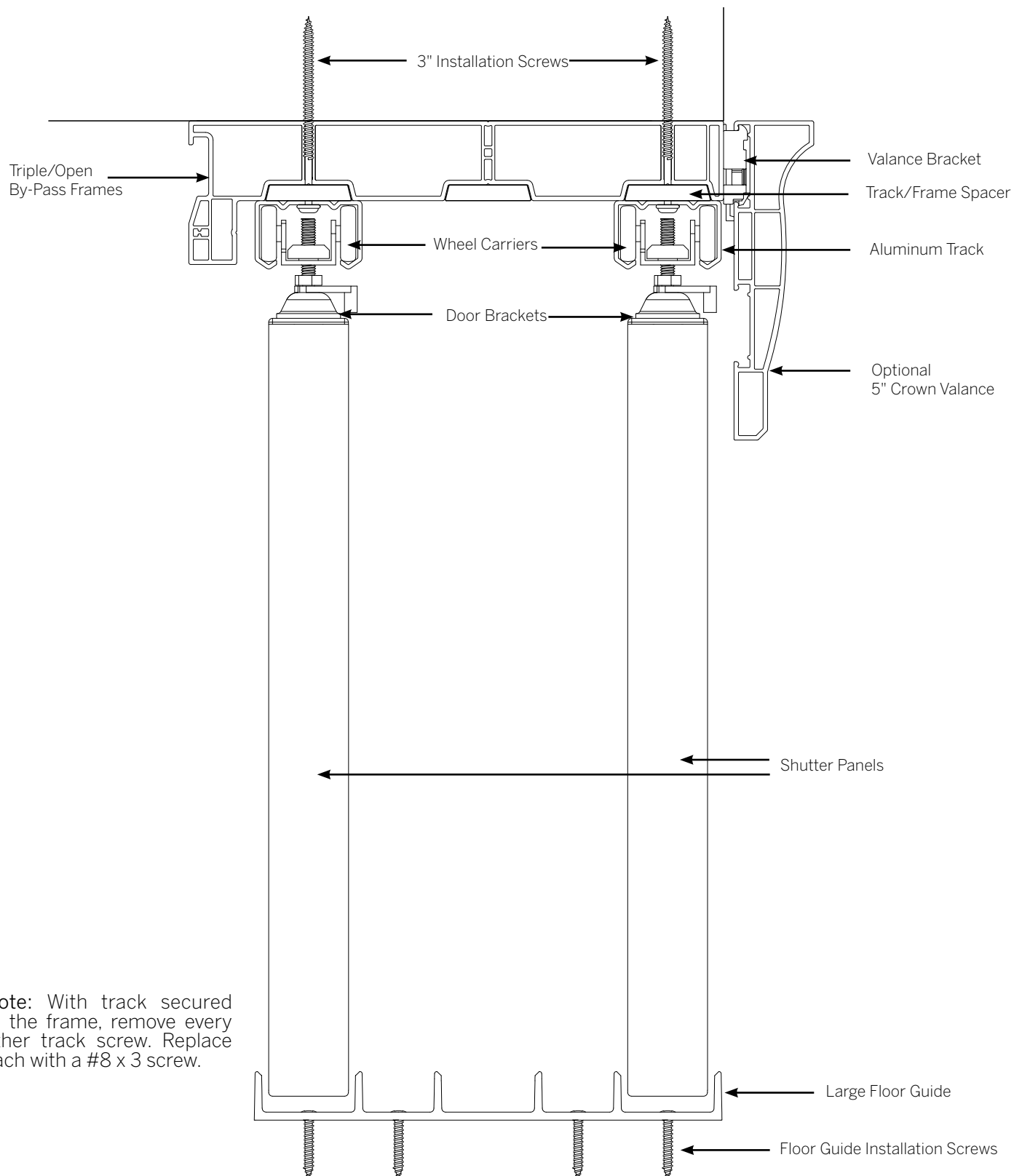


Diagram F - Outside Mount Application

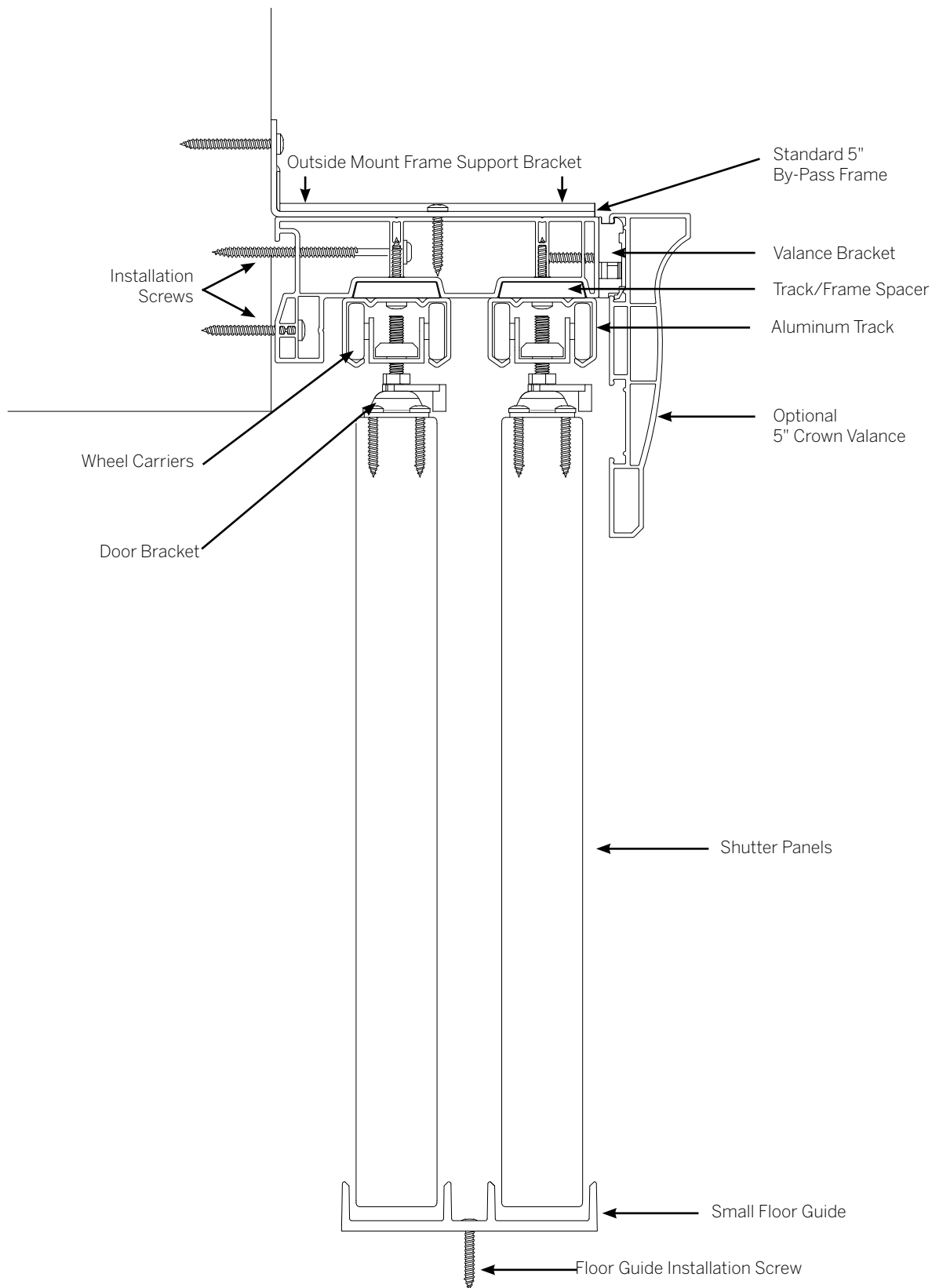


Diagram G - Outside Mount Application

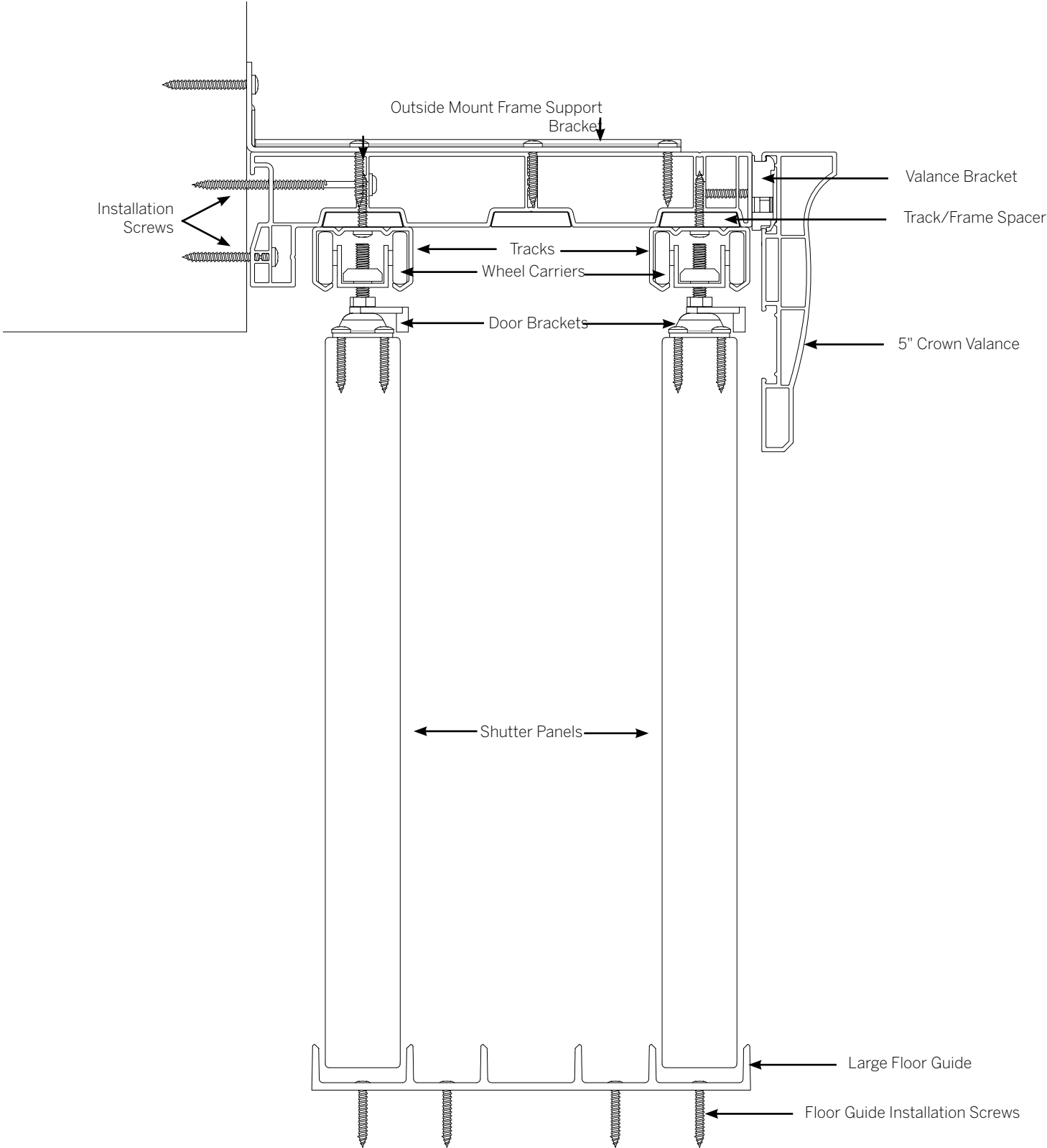
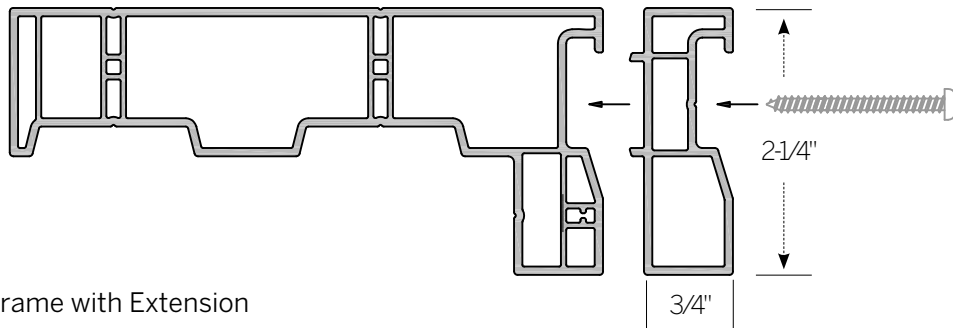


Diagram H - Frame Extension

1. The Track Frame Extension is used for By-Pass, Triple By-Pass and Bi-Fold frame systems.
2. Track Frame Extension increases the projection of the shutter by $\frac{3}{4}$ ".
3. Orient the extension so that it mates with the back of the frame. Use an installation screw to attached the extension to the frame, as shown below

By-Pass Frame Extension increases the projection of the frame by $\frac{3}{4}$ ".



Open By-Pass Frame with Extension

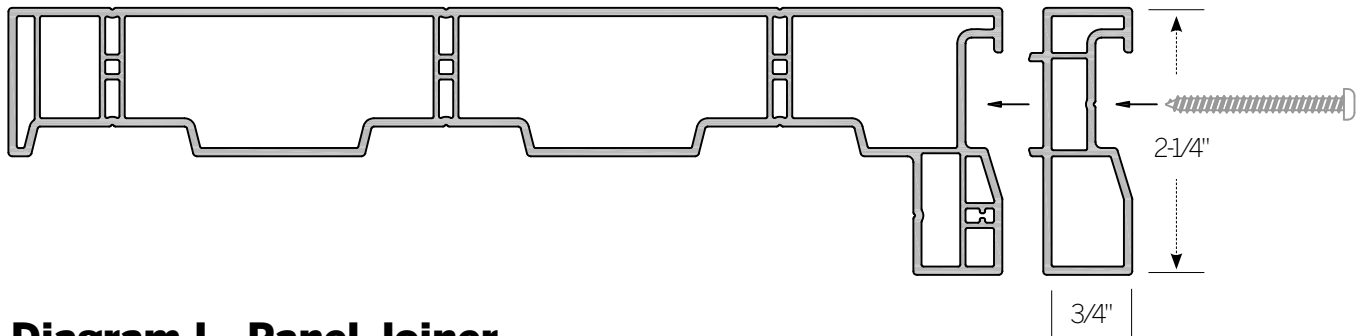
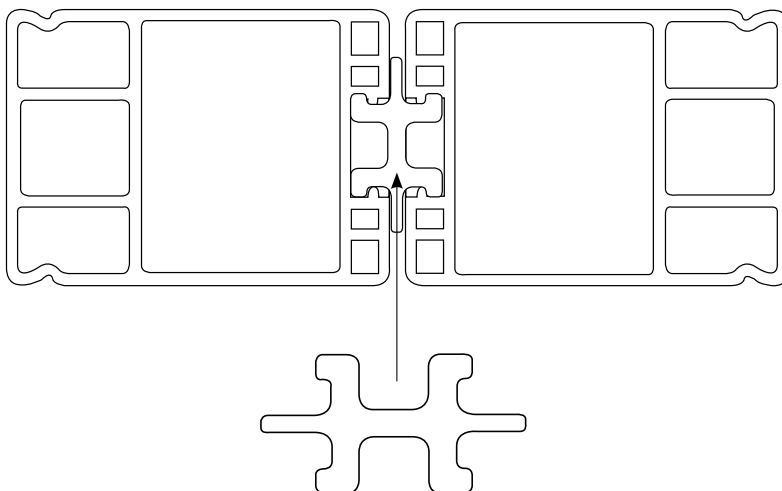


Diagram I - Panel Joiner

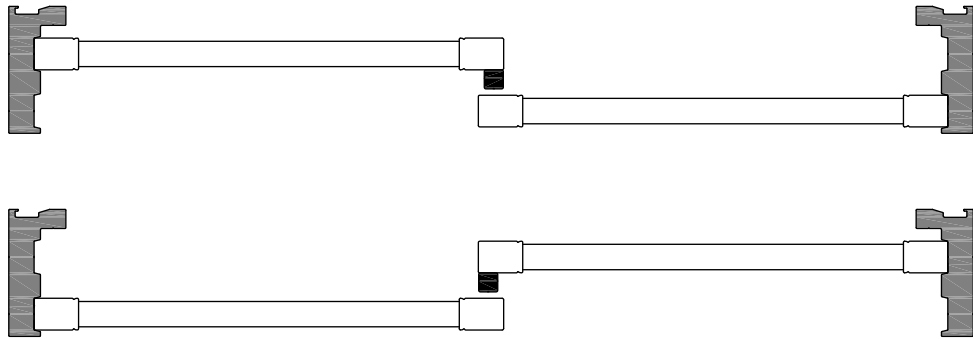


The panel joiner slides into the grooves on the side of the Vertical Jamb. This joiner connects two panels so that they move as a single unit in the opening.

By-Pass Installation Instructions

Diagram J - Light Block Between Panels

Standard or Triple By-Pass



Note: Optional light block installs to the front of the rear panel(s) to prevent interference with the tilt bar.

Open By-Pass

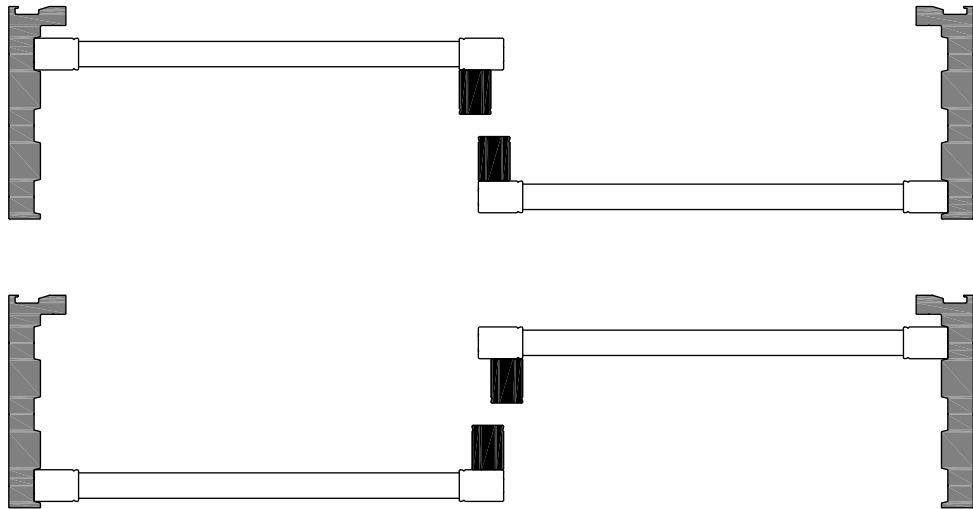
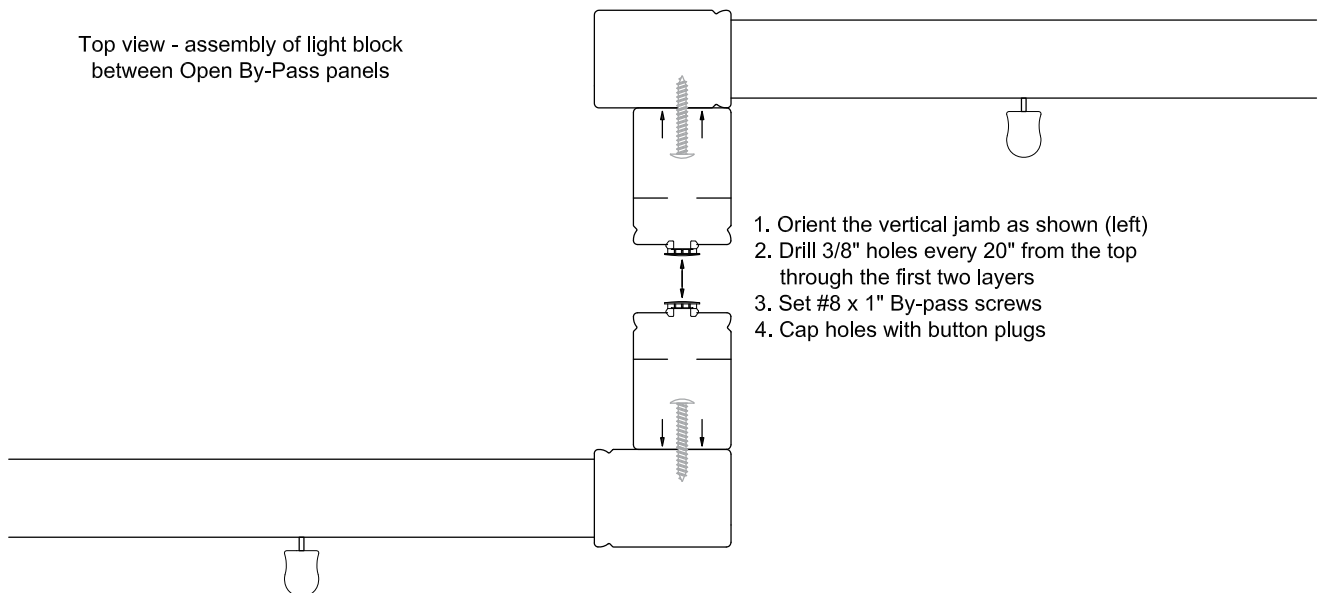


Diagram K - Assembly of Light Block Between Panels

Top view - assembly of light block between Open By-Pass panels



Track System Order Form

Installer _____ **Phone No:** _____

Condo ☐ YES ☐ NO Blind Removal ☐ YES ☐ NO

Date _____ Scaffolding required as per working at heights guidelines – or High Ladder ☐ YES ☐ NO Scaffolding required at heights guidelines – stairwells or top of windows above 8 ft. – picture required

Consumer Name(s) _____

Page _____ of _____

Pick Up _____

City _____

Postal Code _____

Email Required _____

Phone _____

Alt Phone _____

Store Name _____

Act # _____

Fax # _____

Phone # _____

Delivery/Courier _____

Check Measure _____

Installation _____

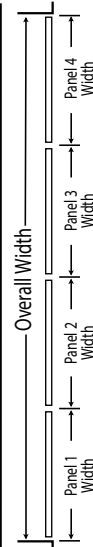
Associate/Specialist Name _____

Decorator Name _____

Line	Room Location	Operating System	Split Option	Colours	Hinges Bifold Only	Louver Size	Mount Type	Frame Type	Width Ordered to 1/16"	Height Ordered to 1/16"	Panel Configuration	Frame Sides	Frame Ext.	Divider Rail	Valance	Length Required	
														#1	#2	Valance Type	Returns
		G	Distance Up Inches to Centre	SW W S V	P SS B	2½ 3½ 4½	IM OM IF	BP BO BT BF	Max. single panel 36" Max bi-fold panel 24"	Max. panel height 120"	LR 2 L 2 R 4 L 4 R 2L 2R etc.	1 2 3 4	1 2 3 4	Distance up in inches required over 66"	Distance up in inches required over 90"	S Standard C 5" Crown Custom	S Standard SC Square Cut C Custom

Notes:

Uneven Panel Widths for ByPass Only					
Line #	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5



ORDER ACKNOWLEDGEMENT

Items that do not meet Levolor® Shutters specifications, as detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Minimum Return Length = 2 inches

J6 & J7 in manual

BIFOLD Information – I Section in Manual

BY-PASS Information – G & H Section in Manual

J5 in manual

Product Type	Valance Profile	Mount	Standard Valance Return Length	Product Type	Valance Profile	Mount	Installation Depth Required
Bi-Fold Frame	5" Crown	OM	4.375"	Bi-Fold Frame	5" Crown	IM	fully recessed
Bi-Fold Frame	2 1/2" Standard	OM	4.125"	Bi-Fold Frame	2 1/2" Standard	IM	fully recessed
By-Pass Frame	5" Crown	OM	6.375"	By-Pass Frame	5" Crown	IM	fully recessed
By-Pass Frame	2 1/2" Standard	OM	6.25"	By-Pass Frame	3 1/2" Standard	IM	fully recessed
Triple/Open By-Pass Frame	5" Crown	OM	9.75"	Triple/Open By-Pass Frame	5" Crown	IM	fully recessed
Triple/Open By-Pass Frame	2 1/2" Standard	OM	9.625"	Triple/Open By-Pass Frame	3 1/2" Standard	IM	fully recessed

Customer Agreement

I agree with the product ordered as reviewed on this form.

Signature: _____

Track System Order Instructions

Track Form

Installation Services	Only available in select areas - Installation manual must be reviewed and agreed to prior to processing orders for this service Condo/Office/Apartment - Yes = allows for proper time allotment for the service (surcharges are applicable) Blind removal - Yes = allows for proper time allotment for the service (surcharges are applicable) Scaffolding or high ladder - Yes = allows for proper time allotment for the service (surcharges are applicable) - pictures required
Line	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
Room	Indicate the room name keeping under 12 characters to allow for full name to show on the product labels <ul style="list-style-type: none"> Indicate each room different for ease of sorting - (example Bed 1 Left, Bed 1 Centre, Bed 1 Right)
Operating System	G = Gear (an internal gear) CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side) TB = Tilt Bar (a function bar used to tilt louvers with option for Center Front) TBO = Tilt Bar Offset (a function used to tilt louvers with option for offset front) M* = Motor (Louvers will be operated by a cordless motor) *ByPass only
Split Option	Indicate the distance up from bottom of measurements to the centre of the desired split location or specify louver count on top & bottom <ul style="list-style-type: none"> Split may not be exact as requested. It will vary based on louver size Split can be requested on any of the three operating systems at time of production Splits should not be modified at installation as additional tension may be required
Colours	SW = Snow White W = White S = Silk V = Vanilla
Hinge Colour	P = Painted SS = Stainless Steel B = Brass ONLY USED FOR BI-FOLD TRACK SYSTEMS
Louver Size	2 1/2" , 3 1/2" , 4 1/2"
Mount Type	IM - Inside Mount - Factory takes deductions - Production drills installation holes for IM only <ul style="list-style-type: none"> IM deductions with no frame = 1/4 on total height plus appropriate width deduction based on number of panels IM deductions with standard frame = 1/16" for any sill or L frame side and 1/8" for any non-sill side IM deductions with a standard frame with flex = 1/16" for any sill and 1/4" for any non-sill side IF - Inside Finished - no deductions will be made by production OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only
Frame Type	BP - By-Pass (CLOSED) BO - By-Pass (OPEN) BT - By Pass (Triple) BF - Bi-fold
Width	Ordered to the 1/16"
Height	Ordered to the 1/16" 4" top and bottom rail are standard for all heights unless otherwise indicated 2" top and bottom rail are optional under 36" in height and must be requested in notes indicating line numbers
Panel Configuration	Indicate the Panel Configuration <ul style="list-style-type: none"> For Bi-fold 2L = 2 panel Bi-Fold For By-Pass 2L = 2 panels joined
Frame Side	Indicate numerically the number of frame sides (including any Sill) plus shade in the sides required
Ext	If required - Indicate the number of Frame Extensions
Divider Rail # 1	Divider rail is required if the shutter panel height is over 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Divider Rail # 2	A 2nd divider rail is required if panel height is over 90". Distance between rails must be less than 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail
Valance Type	S - Standard 2 1/2" (for Bi-fold) C - Crown 5" (for By-Pass)
Valance Returns	S - Standard Length - end will go to back of frame C - Custom Length - to be measured from front of frame, indicating the length required back to where the valance is needed
Length Required	Only required for Custom Length Returns - to be measured from front of frame, indicating the length required back to where the valance is needed
Uneven Panel Widths	By-Pass only Provide the panels sizes required <ul style="list-style-type: none"> If panels or joined panels are to be different sizes
Frame Cut outs Bi-Fold	All cut outs are 7" A = removing the frames light block only B = removing the frames light block & frame back <ul style="list-style-type: none"> Side cut-outs are measured from the bottom IM sill or OM frame to the starting point of the cut out Top or Bottom cut-outs are NOT Available If the cut out required is over 7", the full height of the frame must be cut out
Double Hung	Not Avail able
Customer Agreement	Recommend that the salesperson reviews the order form and gets a sign-off from the consumer prior to processing
Order Acknowledgement	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty

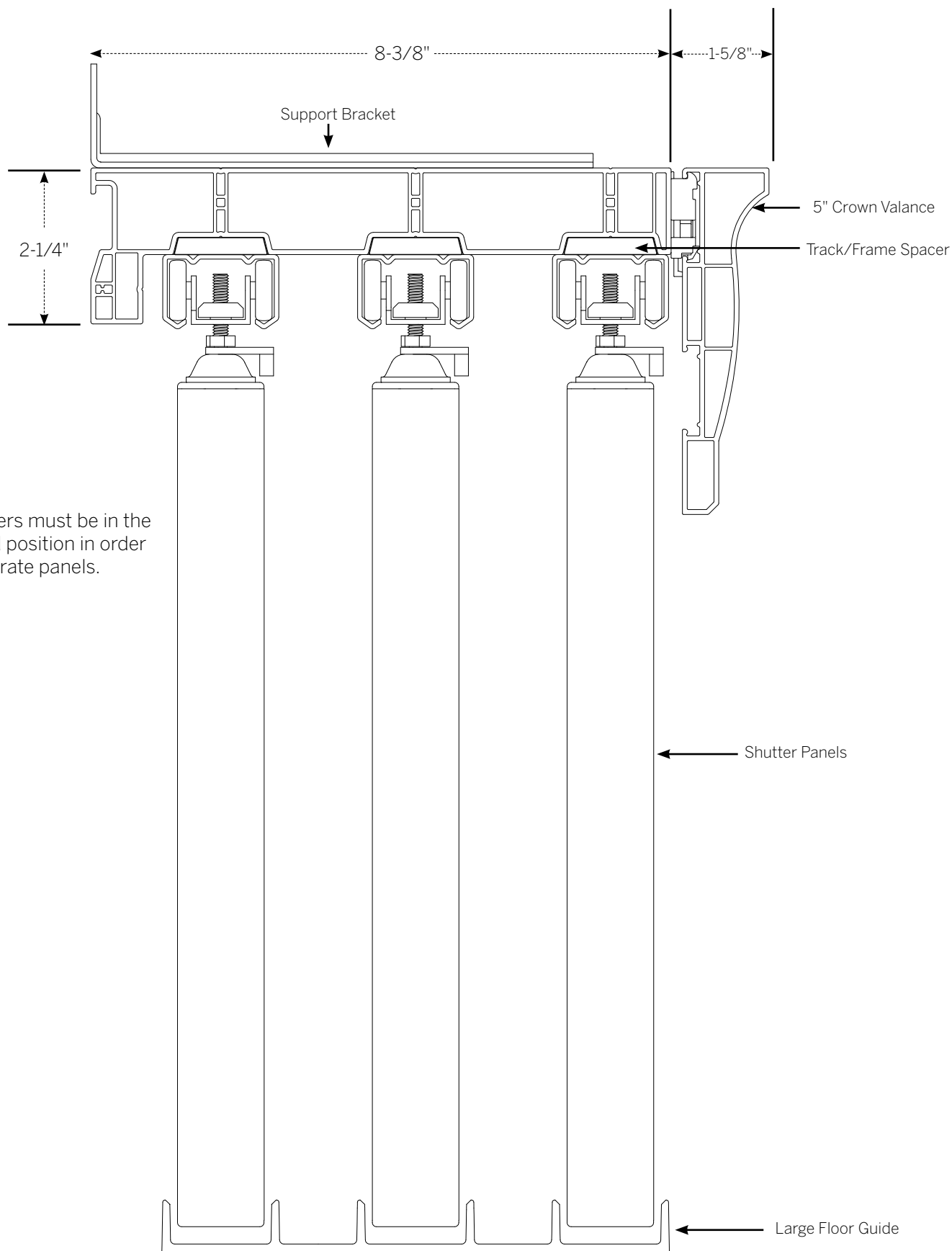


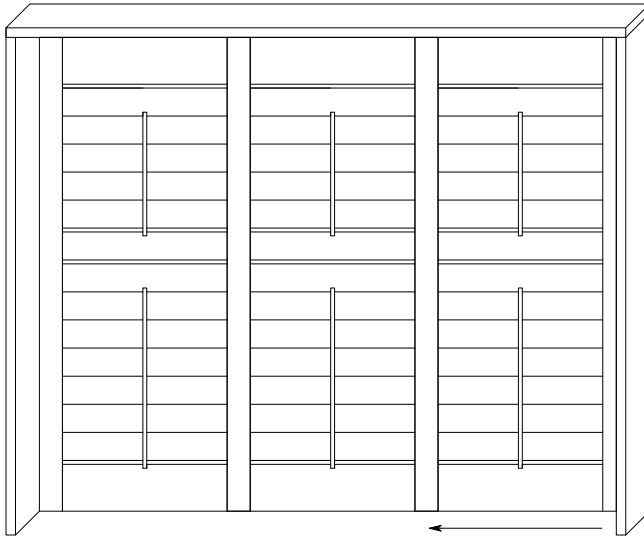
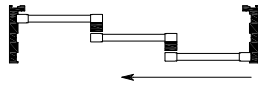
LEVOLOR
Shutters

TRIPLE BY-PASS TRACK SYSTEM

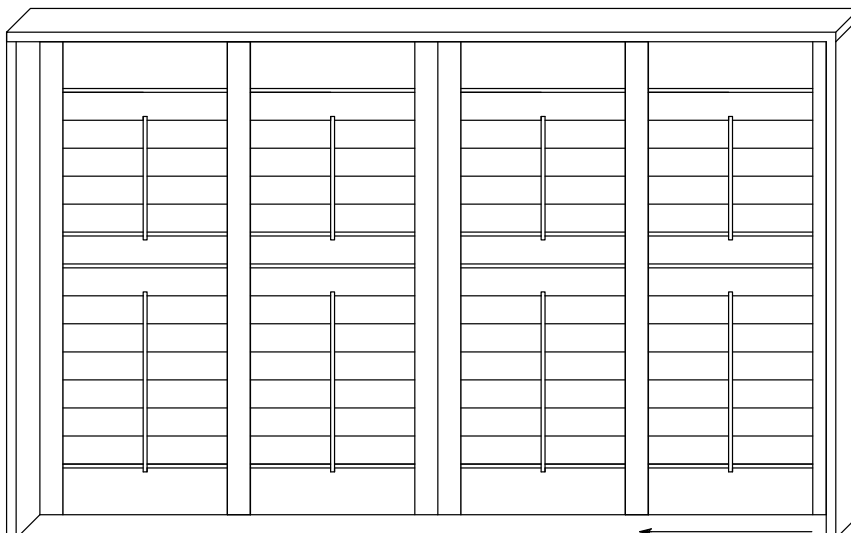
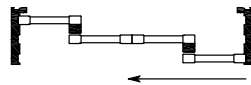
Triple By-Pass Track System Diagram	H1
Three Panel By-Pass/Four Panel By-Pass	H2
Five Panel By-Pass	H3
Six Panel By-Pass	H3-4
Seven Panel By-Pass	H5
Eight Panel By-Pass	H6
Triple By-Pass Clearance Chart	H7
Triple By-Pass Measuring Instructions	H8
Triple By-Pass Installation Instructions	H9-14
Track System Order Form	H15
Track System Ordering Instructions	H16

Triple By-Pass Track System Diagram



P3TB-1L1M1R

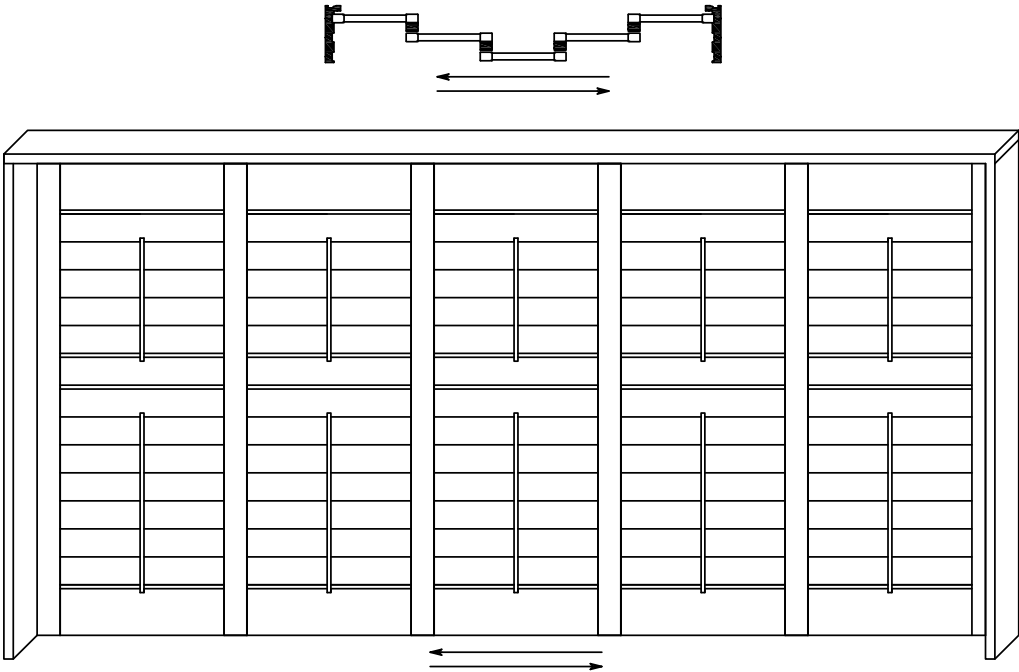
- Minimum Width: 36"
- Maximum Width: 108"
- Minimum Height: 20"
- Maximum Height: 120"

Four Panel By-Pass**P4TB-1L2M1R**

- Minimum Width: 48"
- Maximum Width: 144"
- Minimum Height: 20"
- Maximum Height: 120"

Five Panel By-Pass

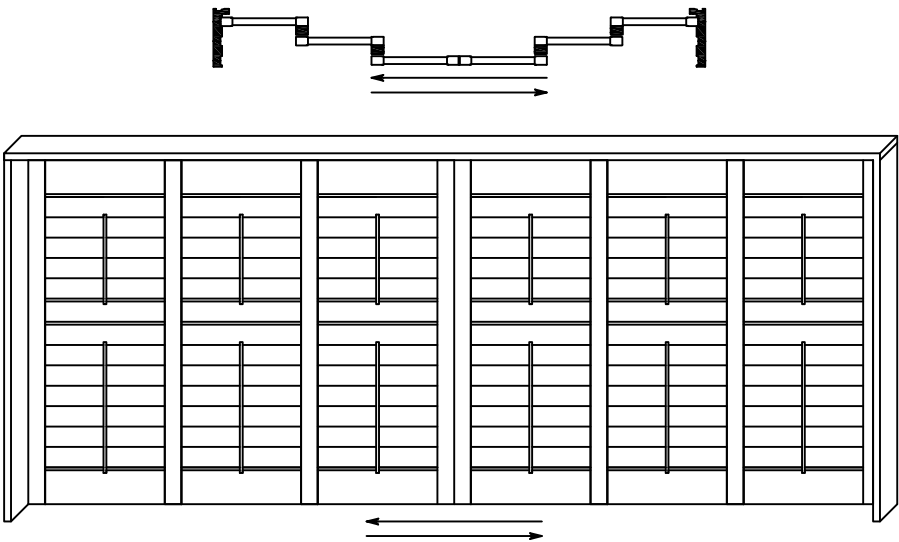
P5TB-1L1M1C1M1R



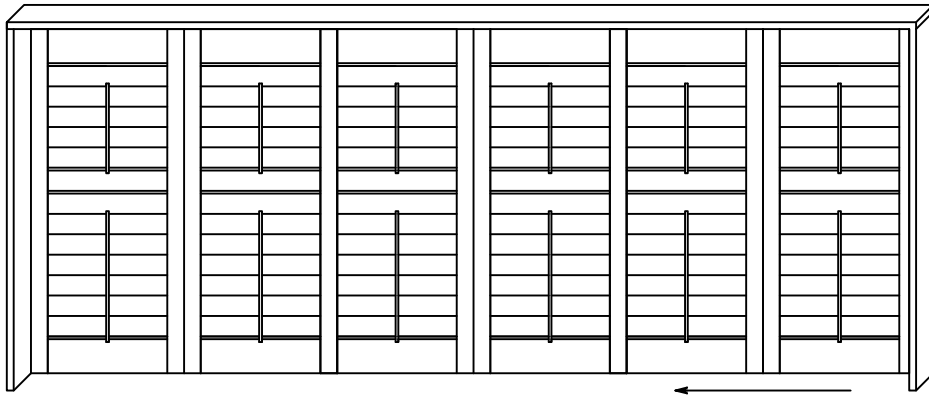
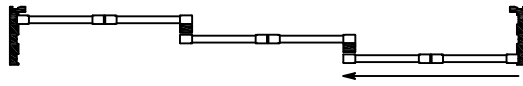
- Minimum Width: 60"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

Six Panel By-Pass

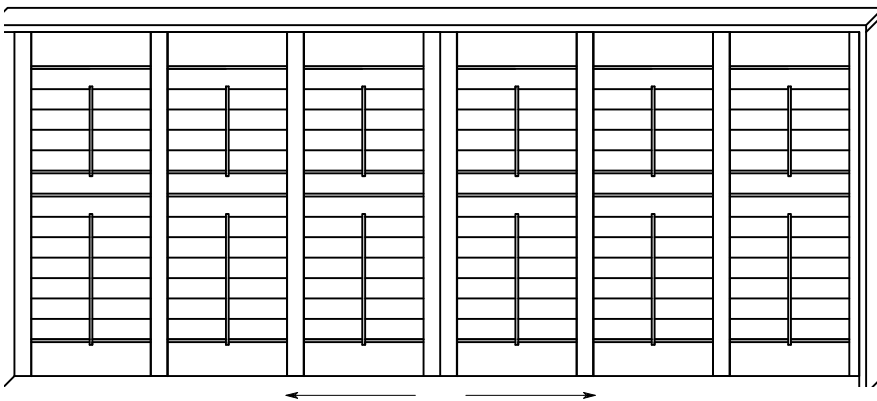
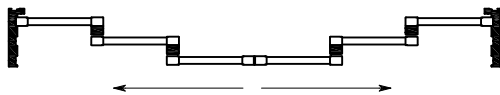
P6TB-1L1M2C1M1R



- Minimum Width: 72"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

P6TB-2L2M2R

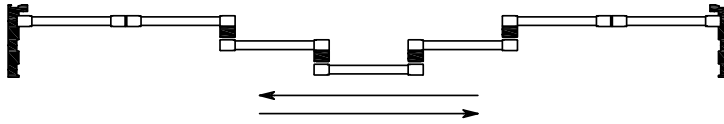
- Minimum Width: 72"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

P6TB-1L1M1C1M1R

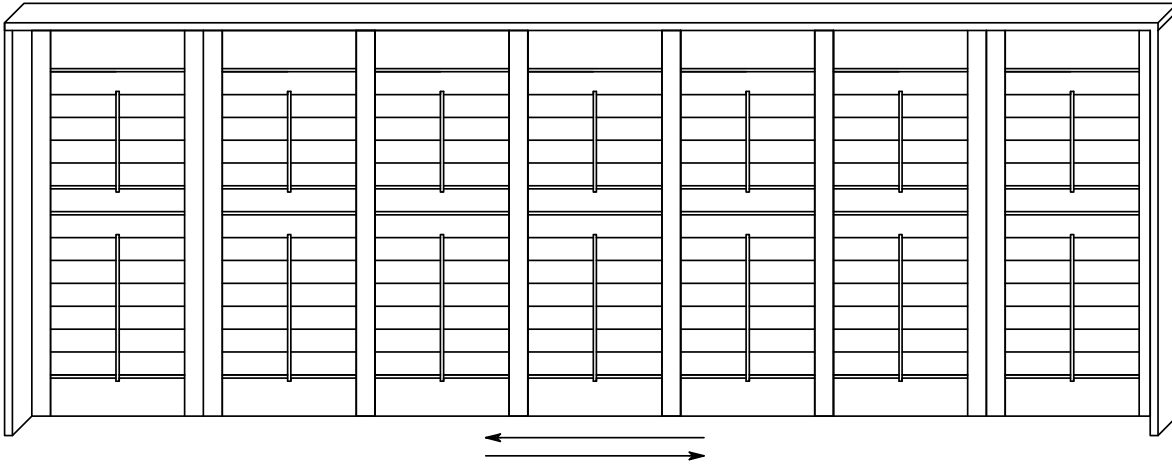
- Minimum Width: 72"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

Seven Panel By-Pass

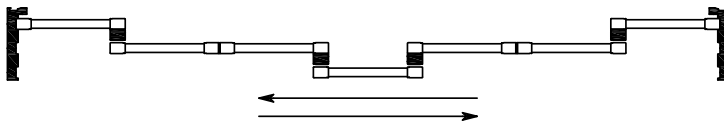
P7TB-2L1M1C1M2R



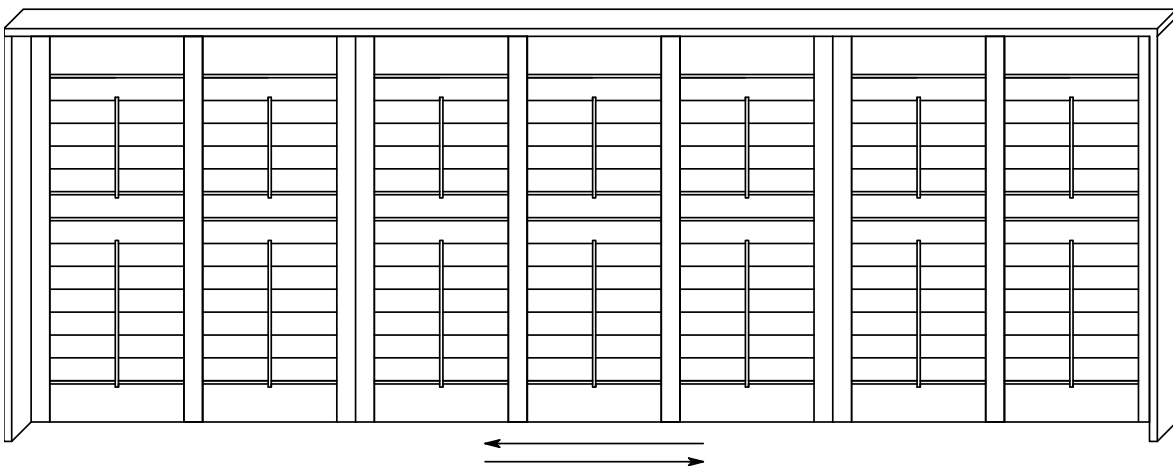
- Minimum Width: 84"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"



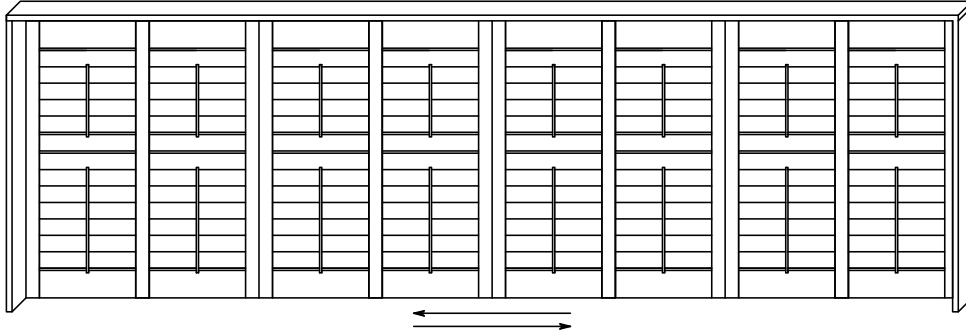
P7TB-1L2M1C2M1R



- Minimum Width: 84"
- Maximum Width: 180"
- Minimum Height: 20"
- Maximum Height: 120"

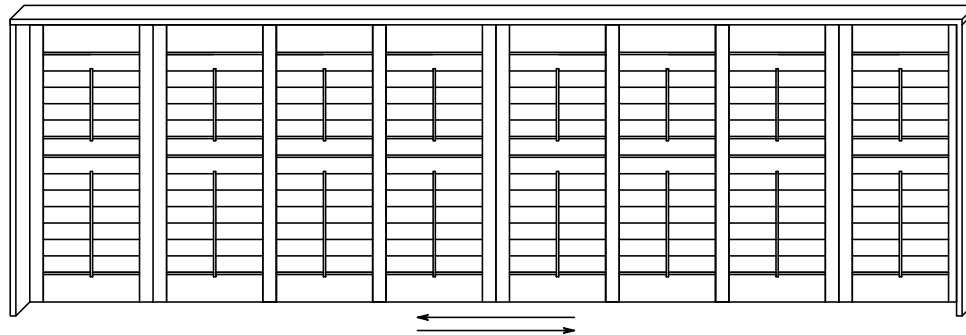


P8TB-1L2M2C2M1R



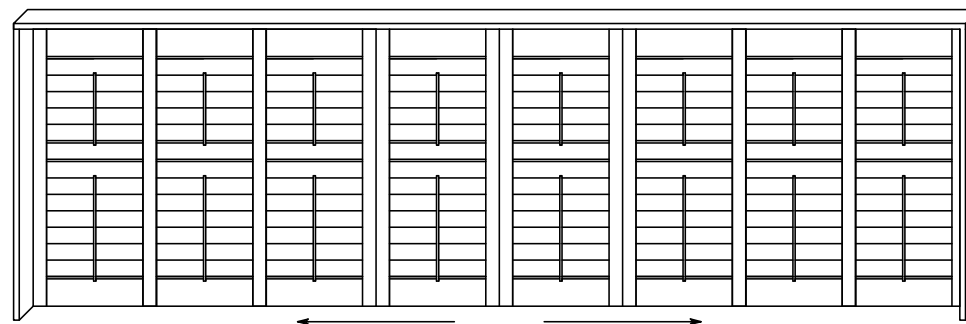
- Minimum Width: 96"
- Maximum Width: 192"
- Minimum Height: 20"
- Maximum Height: 120"

P8TB-2L1M2C1M2R



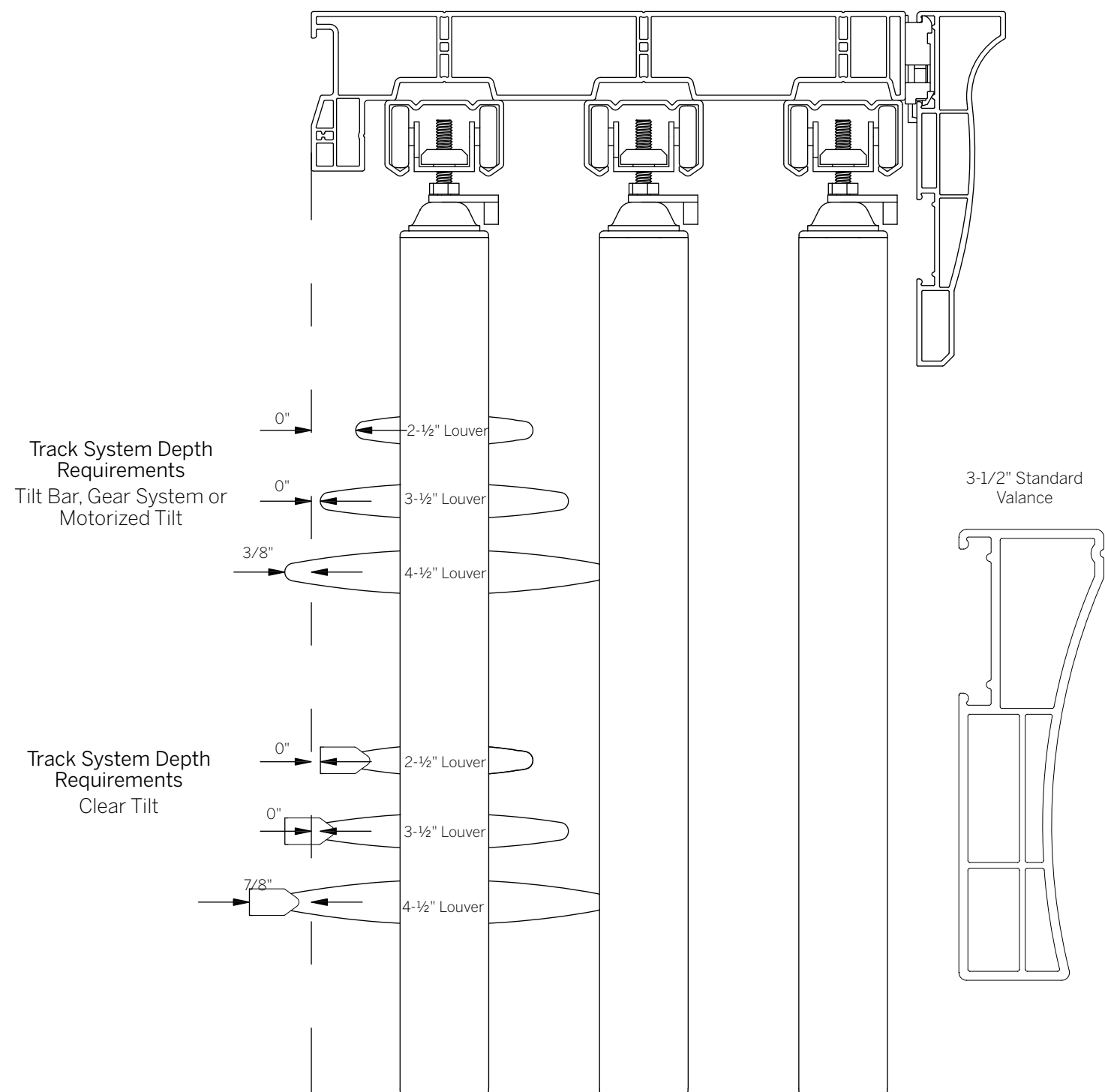
- Minimum Width: 96"
- Maximum Width: 192"
- Minimum Height: 20"
- Maximum Height: 120"

P8TB-1L1M2C2C1M1R



- Minimum Width: 96"
- Maximum Width: 192"
- Minimum Height: 20"
- Maximum Height: 120"

Triple By-Pass Clearance Chart



- Inside mounts must have a jamb depth of 2".
- Inside mounts may be ordered without side frames (jamb depth must be 4" minimum).
- Outside mount will project 9-3/8" from wall.

Note: Shutter louvers cannot open when panels are in front of one another.

Diagram A

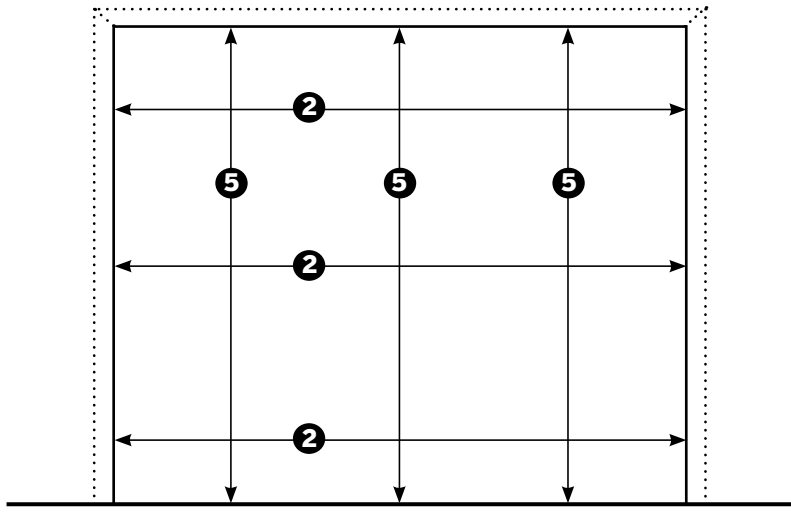
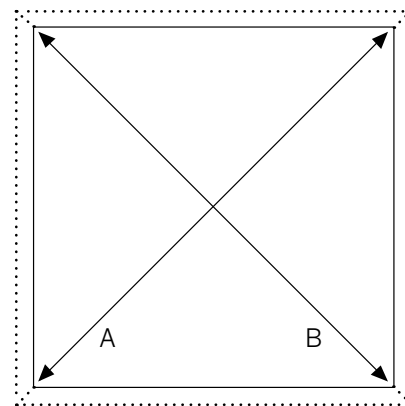


Diagram B



3 Diagonal squareness check

1 CHOICE OF FRAME SIDES AND LOUVER

Use the sample shutter panels to determine proper louver rotation. Check that your chosen louver will overcome any obstruction by placing the frame and panel in front of the obstructions. It is recommended that an inside mount have a minimum jamb depth of 2". A one sided frame (top) can be ordered for this application. Indicate TB in the frame options section of the Order Form. If additional projection is required, request extension. Each extension is 3/4".

2 MEASURE INSIDE WIDTH

Measure in three places (top, middle, bottom) and record the smallest measurement onto a Track System Order Form if the application is for an inside mount. For an outside mount, a minimum of 2-1/4" is required to be added to each side that a frame is required.

3 CHECK FOR SQUARENESS

Measure on the diagonal (see Diagram B). If the diagonal measurements are not identical, an inside mount is not recommended. An alternative way to check for a perfectly square window, simply place your panel in each of the four corners. If you find the panels are not flush in all corners, the window opening is not square.

4 ONLY IF A DIVIDER RAIL IS BEING USED

The measurement recorded is determined from the bottom sill to the middle of where the divider rail is to be located. One divider rail is required for panels over 66" with a maximum 66" between the middle of the divider rail and either top or bottom rail. Two divider rails are required for panels over 90" in height with a maximum 66" between any two rails.

5 MEASURE INSIDE HEIGHT

Measure in three places (left, middle, right) and record the smallest measurement onto a Track System Order Form if the application is for an inside mount. For an outside mount a minimum of 2-1/4" is required to be added to the top and/or bottom that a frame is required.

6 CHOICE OF PANEL CONFIGURATION

Determine from pages H2 to H6. Complete the remainder of the Order Form. Sill Frames and Double Hungs are not applicable with the By-pass System.

7 ORDER VALANCE

Choose between the 3-1/2" Standard Valance or 5" Crown Valance and select the appropriate valance returns on the track system order form. See page J1-J7.

Triple By-Pass Installation Instructions

1. FRAME ASSEMBLY

If this is a 2, 3 or 4 sided application, then refer to Diagram C (See page H10) for frame assembly instructions. Once the frames are assembled, installation holes are required by using a 3/8" drill bit. Track/Frame Spacers should be placed at the ends of any top frame in which side frames are present. The spacer is located in the frame recess. The assembly screw will pass through the spacer and into the side frame.

A) For an inside mount, drill a 3/8" hole through the first layer of poly material, within the mounting area every 10" starting at each end of the frames.

B) For an outside mount, drill a 3/8" hole through the first layer of poly material at the front edge of the reveal of the frame every 10".

2. TOP FRAME INSTALLATION

A) For an inside mount, fasten the top frame to the opening, making sure it is level; shim to level if necessary.

B) For an outside mount, set the frame against the wall. Level the top and fasten the top frame to the wall with the provided installation screws.

3. WHEEL CARRIERS

Insert wheel carriers inside each aluminum track. Two carriers are assigned to each panel so check the panel configuration to determine the correct number of carriers in each track.

4. ALUMINUM TRACKS

Mount aluminum tracks to the extreme left of the opening of the frame by screwing through the pre-drilled holes in the track to the extrusion lines on the underside of the top frame (See Diagram D on page H11 and Diagram E on page H12). Make sure Track/Frame Spacers are placed between the track and the top frame at each track screw location.

5. ATTACH DOUBLE PANELS IF APPLICABLE When two panels are to be attached, lay panels face up and side by side on the floor. Remove the two interior top jamb caps. Insert the panel joiner by sliding it into the two interior jambs (See Diagram G on H13). Place the jamb caps back onto the top jambs.

6. ATTACH OPTIONAL LIGHT BLOCK BETWEEN PANELS

For Triple By-pass, an optional 3/4" x 3/4" mounting strip is mounted at the back of the interior edge of each front panel. If requested, Triple By-pass requires (2) pieces of mounting strip per overlap. One piece of mounting strip is mounted at the back of the interior edge of the front panel, while the second piece is mounted at the front interior edge of the rear panel. Drill a 3/8" hole starting at the top, every 20" through the first two layers of poly material.

Screw the mounting strip to the panel and cap holes with button plugs. Refer to page H14 for illustration.

Note: Mounting strips are 1" shorter than the panels so that there is no interference with the floor guides.

Note: For Triple By-pass shutters, only a gap of 1/16" will remain once mounting strips have been installed

7. HANG SHUTTERS

Push the door plates onto the adjustable nut of the wheel carriers. Lock the panels in place by rotating the plastic slide around the neck of the wheel carrier adjustable nut. To level the panels, turn the adjustable nut of the wheel carrier with the provided wrench tool.

8. SECURE SIDE FRAMES IF APPLICABLE

Mount each side frame with the mounting screws provided so that the frames are plumb to the hanging panel. Cover the 3/8" holes with the button plugs.

9. ATTACH VALANCE IF APPLICABLE

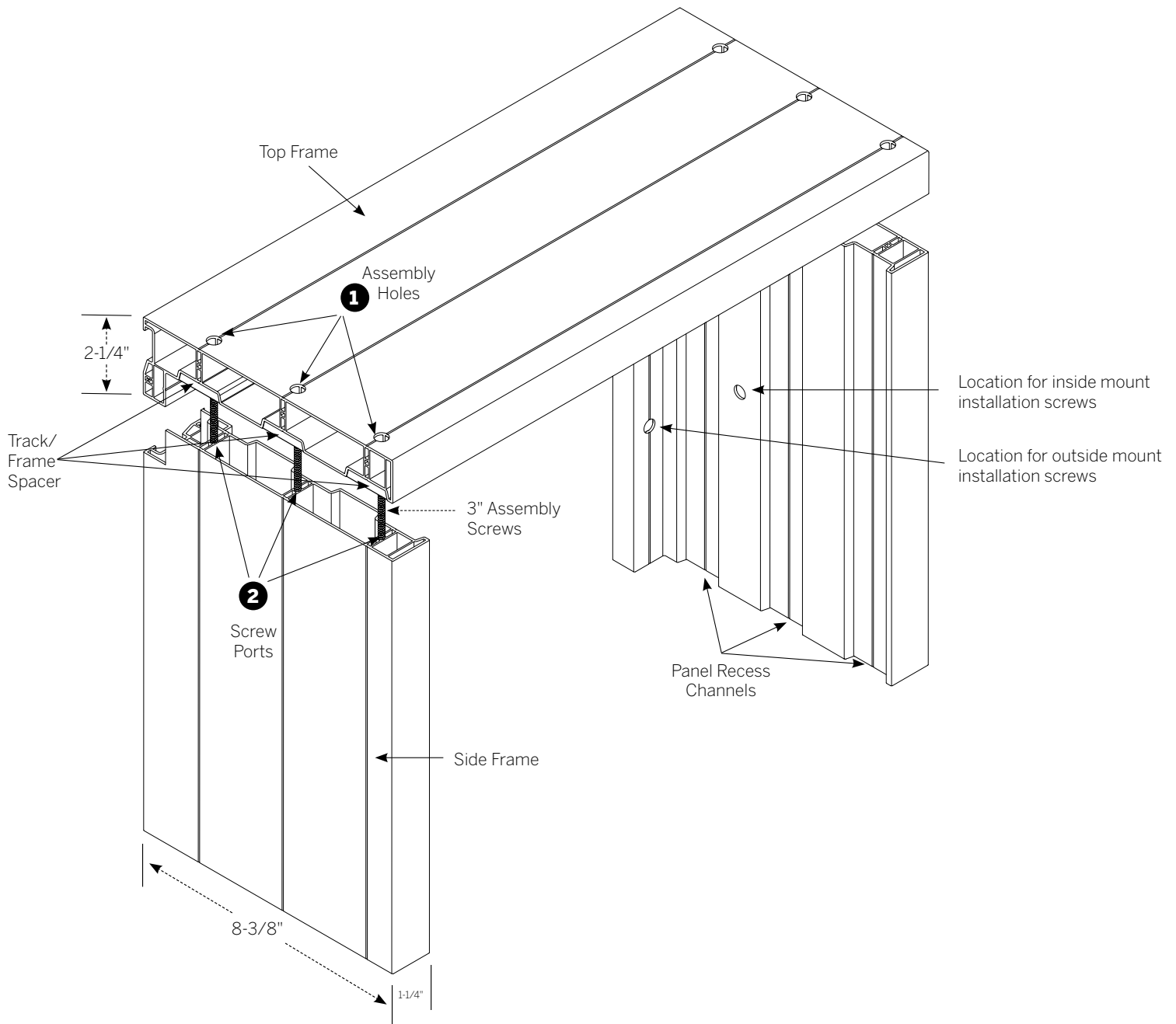
Attach valance brackets to the front of the frame using the included #8 x 1" screws, the installation holes should be pre-drilled. Once all brackets are secure, position the channel on the back of the valance so that it rests on the bracket. The valance will need to be on a 45 degree angle, with the bottom of the valance farther into the room. Rotate the valance down to a vertical orientation until locked into all brackets.

10. OPTIONAL FLOOR GUIDE(S)

Install floor guide(s) in-between each set of moving panels. The guides prevent the doors from swinging forward into the room or back into the opening.

Diagram C - Frame Assembly

- 1 Insert the provided 3" screws through the top frame
- 2 Line up the screw through the screw ports inside the side frames (fasten tightly)



Triple By-Pass Installation Instructions

Diagram D - Inside Mount Application

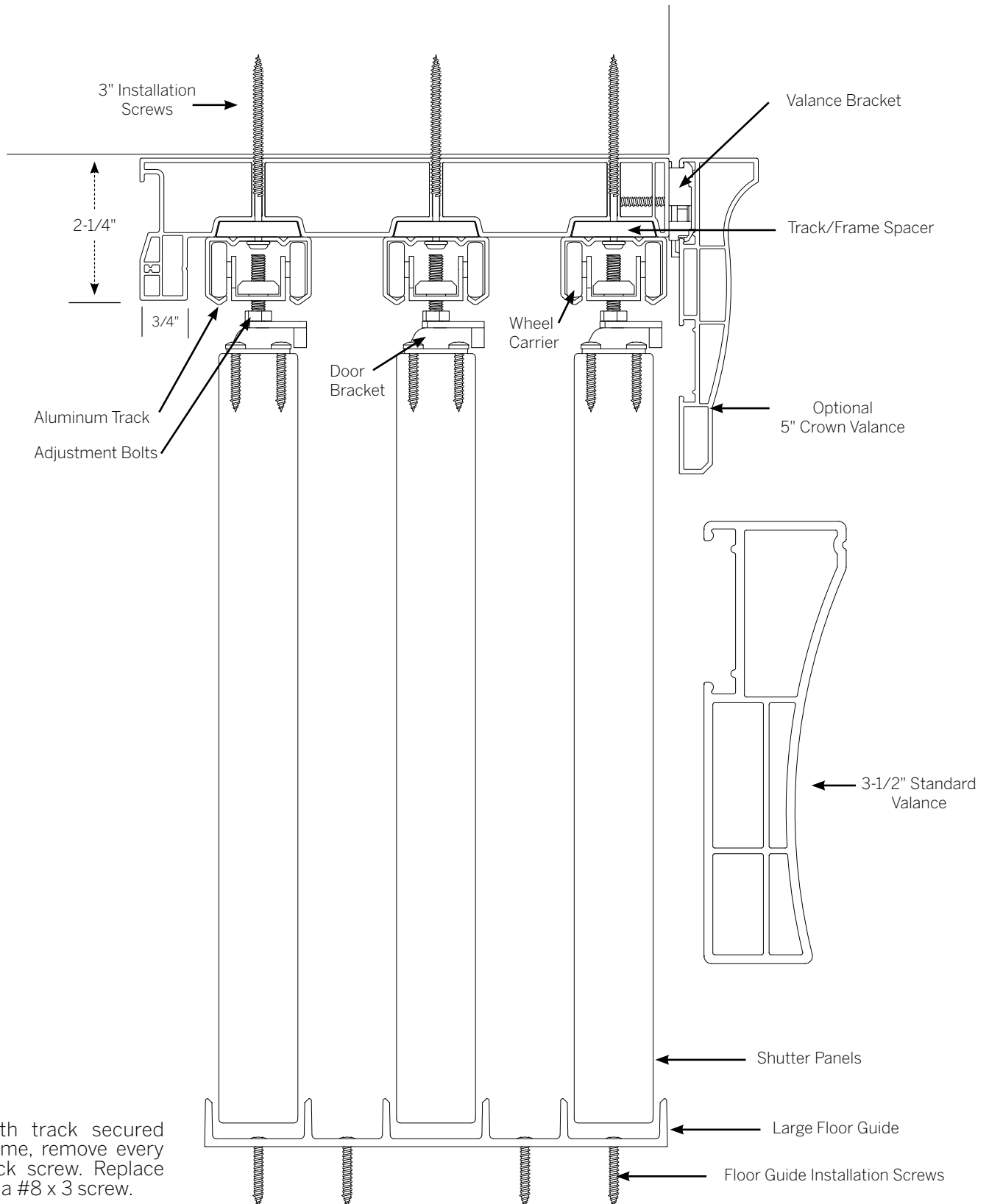


Diagram E - Outside Mount Application

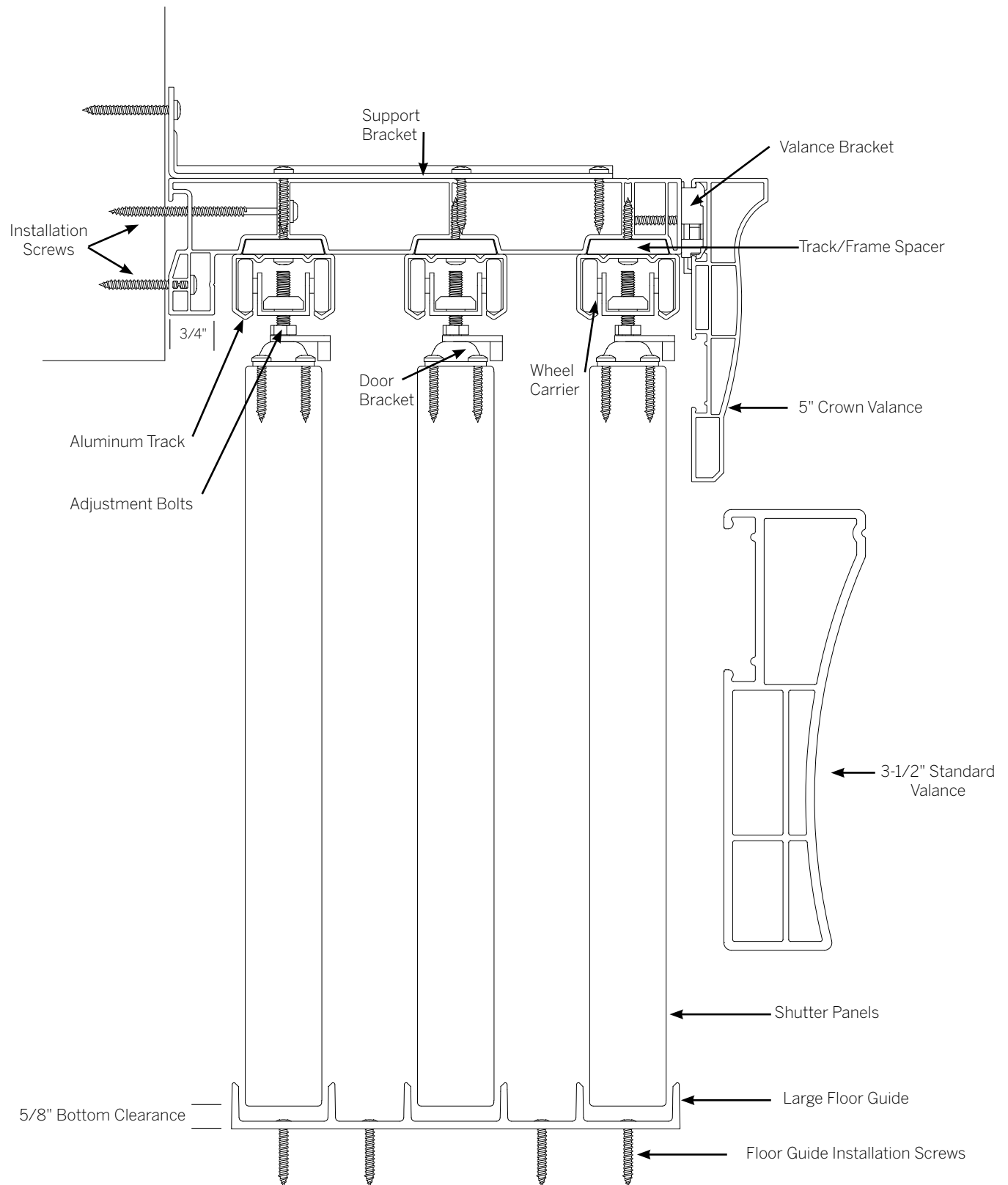
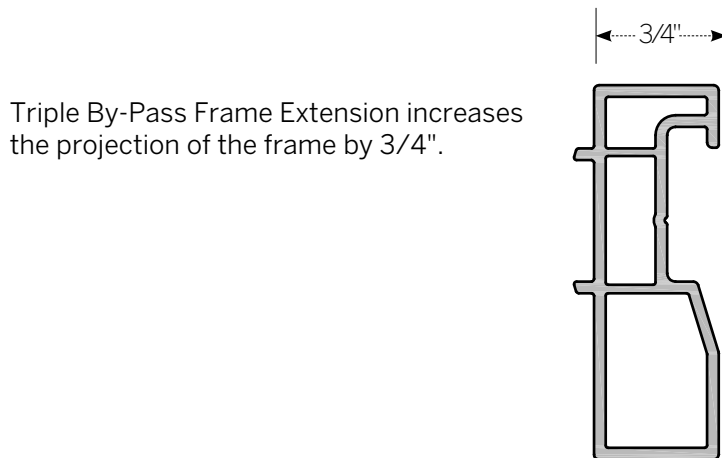


Diagram F - Frame Extension

1. The Track Frame Extension is used for By-Pass, Triple By-Pass and Bi-Fold frame systems.
2. Track Frame Extension increases the projection of the shutter by $\frac{3}{4}$ ".
3. Orient the extension so that it mates with the back of the frame. Use an installation screw to attached the extension to the frame, as shown below



Triple By-Pass Frame with Extension

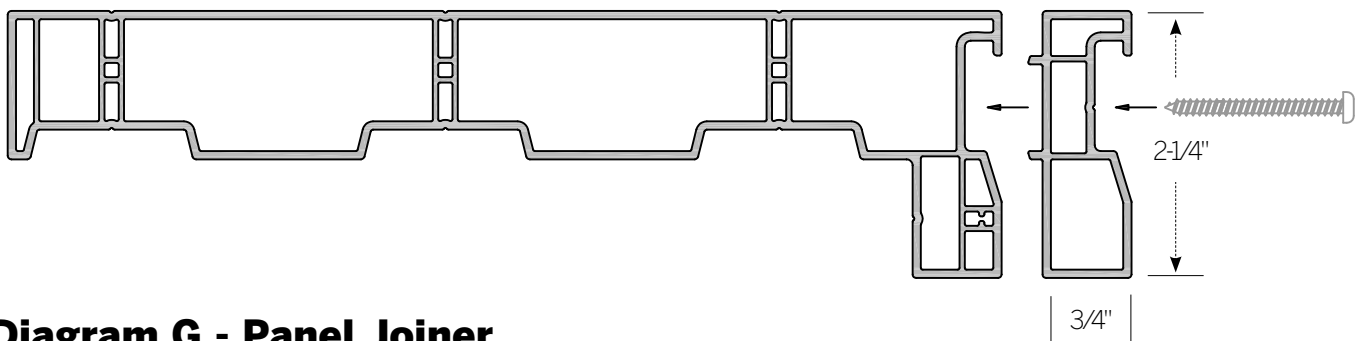
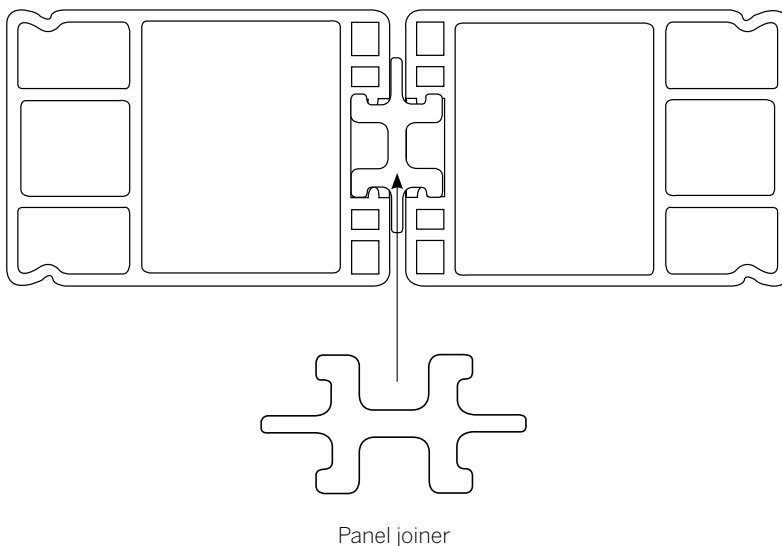


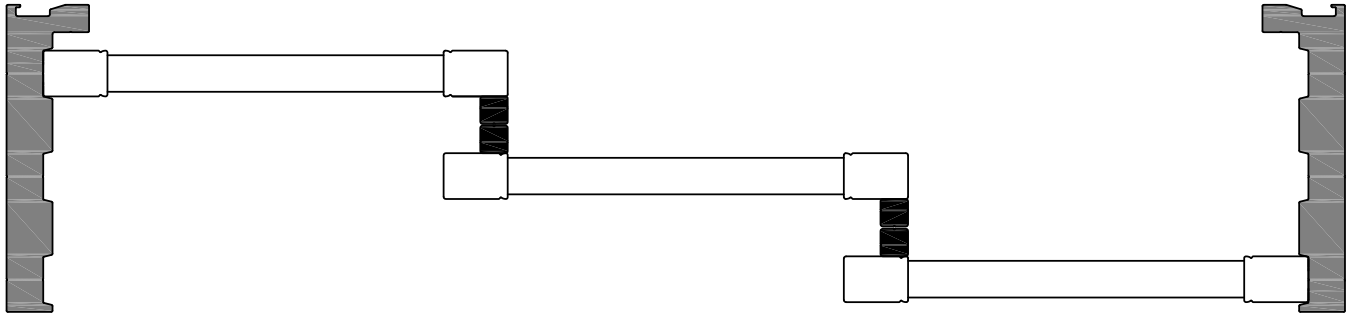
Diagram G - Panel Joiner



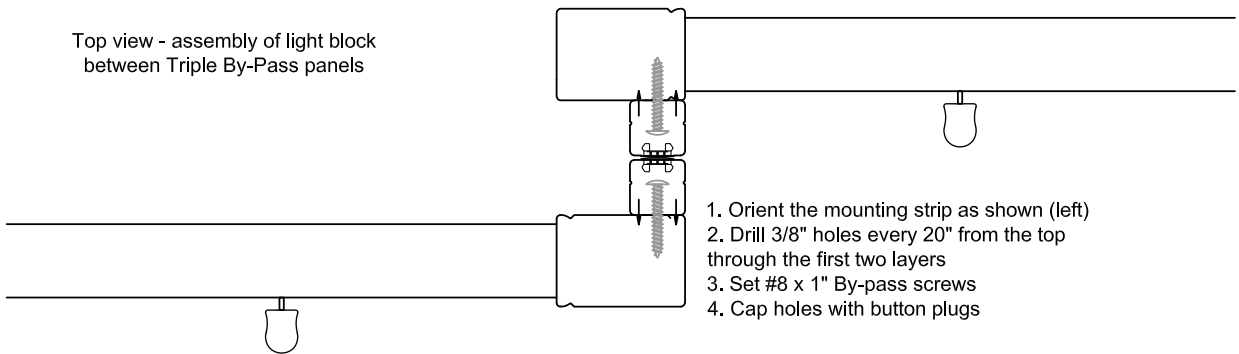
The panel joiner slides into the grooves on the side of the Vertical Jamb. This joiner connects two panels so that they move as a single unit in the opening.

Panel joiner

Diagram H - Light Block Between Panels



Top view - assembly of light block between Triple By-Pass panels



1. Orient the mounting strip as shown (left)
2. Drill 3/8" holes every 20" from the top through the first two layers
3. Set #8 x 1" By-pass screws
4. Cap holes with button plugs

Customer Service
1-800-850-4555
Orders:
email: shutterscanada@levolor.com
Fax Orders: 1-800-561-2136
www.levolor.ca

LEVOLOR®
Shutters

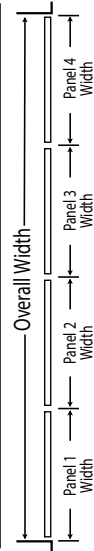
Track System
Order Form

Installer _____ Phone No: _____	
Condo <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Blind Removal <input type="checkbox"/> YES <input type="checkbox"/> NO	
Scaffolding required as per working at heights guidelines – stairwells or top of windows above 8 ft. – picture required	
Date _____	
Page _____ of _____	Consumer Name(s) _____
Pick Up _____	Address _____
Delivery/Courier _____	City _____ Postal Code _____
Check Measure _____	Email Required _____
Installation _____	Phone _____ Alt Phone _____
Store Name _____ Acct # _____	
Phone # _____ Fax # _____	
PO/Tag Name _____	
Associate/Specialist Name _____	
Decorator Name _____	

Line	Room Location	Operating System	Split Option	Colours	Hinges BiFold Only	Louver Size	Mount Type	Frame Type	Width Ordered to 1/16"	Height Ordered to 1/16"	Panel Configuration	Frame Sides	Frame Ext.	Divider Rail #1	Divider Rail #2	Valance Returns	Valance Length Required
		G CT TB TBO IM	Distance Up Inches to Centre	SW W S V	P SS B	2 1/2 3 1/2 4 1/2	IM OM IF	BP BO BT BF	Max. single panel 36" Max bi-fold panel 24"	Max. panel height 120"	LR 2 L 2 R 4 L 4 R 2 L 2 R etc.	1 2 3 4	1 2 3 4	Distance up in inches required over 66"	Distance up in inches required over 90"	S Standard SC Square Cut 5" Crown C Custom	Only with Custom Returns
									Inside Mount = Smallest Opening Size Outside Mount = Largest Frame Size								

Notes:

Uneven Panel Widths for ByPass Only					
Line #	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5



Product Type	Valance Profile	Mount	Standard Valance Return Length	Product Type	Valance Profile	Mount	Installation Depth Required
Bi-Fold Frame	5" Crown	OM	4.375"	Bi-Fold Frame	5" Crown	IM	4.375"
Bi-Fold Frame	2 1/2" Standard	OM	4.125"	Bi-Fold Frame	2 1/2" Standard	IM	4.125"
By-Pass Frame	5" Crown	OM	6.375"	By-Pass Frame	5" Crown	IM	6.375"
By-Pass Frame	2 1/2" Standard	OM	6.25"	By-Pass Frame	2 1/2" Standard	IM	6.25"
Triple/Open By-Pass Frame	5" Crown	OM	9.75"	Triple/Open By-Pass Frame	5" Crown	IM	9.75"
Triple/Open By-Pass Frame	2 1/2" Standard	OM	9.625"	Triple/Open By-Pass Frame	2 1/2" Standard	IM	9.625"

Frame Cut-Outs (All Cut-Outs Are 7 Inches)			
Line #	Side L, R, T, B	Type A or B	Starting Point

ORDER ACKNOWLEDGEMENT

Items that do not meet Levolor® Shutters specifications, as detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Minimum Return Length = 2 inches
J6 & J7 in manual
J5 in manual

BIFOLD information – I Section in Manual
BY-PASS information – G & H Section in Manual

Customer Agreement

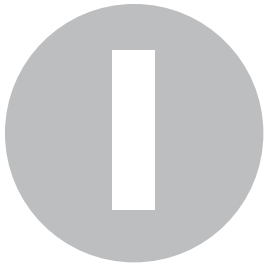
I agree with the product ordered as reviewed on this form.

Signature:

Track System Ordering Instructions

Track Form

Installation Services	Only available in select areas - Installation manual must be reviewed and agreed to prior to processing orders for this service Condo/Office/Apartment - Yes = allows for proper time allotment for the service (surcharges are applicable) Blind removal - Yes = allows for proper time allotment for the service (surcharges are applicable) Scaffolding or high ladder - Yes = allows for proper time allotment for the service (surcharges are applicable) - pictures required
Line	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
Room	Indicate the room name keeping under 12 characters to allow for full name to show on the product labels <ul style="list-style-type: none"> Indicate each room different for ease of sorting - (example Bed 1 Left, Bed 1 Centre, Bed 1 Right)
Operating System	G = Gear (an internal gear) CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side) TB = Tilt Bar (a function bar used to tilt louvers with option for Center Front) TBO = Tilt Bar Offset (a function used to tilt louvers with option for offset front) M* = Motor (Louvers will be operated by a cordless motor) *ByPass only
Split Option	Indicate the distance up from bottom of measurements to the centre of the desired split location or specify louver count on top & bottom <ul style="list-style-type: none"> Split may not be exact as requested. It will vary based on louver size Split can be requested on any of the three operating systems at time of production Splits should not be modified at installation as additional tension may be required
Colours	SW = Snow White W = White S = Silk V = Vanilla
Hinge Colour	P = Painted SS = Stainless Steel B = Brass ONLY USED FOR BI-FOLD TRACK SYSTEMS
Louver Size	2 1/2" , 3 1/2" , 4 1/2"
Mount Type	IM - Inside Mount - Factory takes deductions - Production drills installation holes for IM only <ul style="list-style-type: none"> IM deductions with no frame = 1/4 on total height plus appropriate width deduction based on number of panels IM deductions with standard frame = 1/16" for any sill or L frame side and 1/8" for any non-sill side IM deductions with a standard frame with flex = 1/16" for any sill and 1/4" for any non-sill side IF - Inside Finished - no deductions will be made by production OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only
Frame Type	BP - By-Pass (CLOSED) BO - By-Pass (OPEN) BT - By Pass (Triple) BF - Bi-fold
Width	Ordered to the 1/16"
Height	Ordered to the 1/16" 4" top and bottom rail are standard for all heights unless otherwise indicated 2" top and bottom rail are optional under 36" in height and must be requested in notes indicating line numbers
Panel Configuration	Indicate the Panel Configuration <ul style="list-style-type: none"> For Bi-fold 2L = 2 panel Bi-Fold For By-Pass 2L = 2 panels joined
Frame Side	Indicate numerically the number of frame sides (including any Sill) plus shade in the sides required
Ext	If required - Indicate the number of Frame Extensions
Divider Rail # 1	Divider rail is required if the shutter panel height is over 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Divider Rail # 2	A 2nd divider rail is required if panel height is over 90". Distance between rails must be less than 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail
Valance Type	S - Standard 2 1/2" (for Bi-fold) C - Crown 5" (for By-Pass)
Valance Returns	S - Standard Length - end will go to back of frame C - Custom Length - to be measured from front of frame, indicating the length required back to where the valance is needed
Length Required	Only required for Custom Length Returns - to be measured from front of frame, indicating the length required back to where the valance is needed
Uneven Panel Widths	By-Pass only Provide the panels sizes required <ul style="list-style-type: none"> If panels or joined panels are to be different sizes
Frame Cut outs Bi-Fold	All cut outs are 7" A = removing the frames light block only B = removing the frames light block & frame back <ul style="list-style-type: none"> Side cut-outs are measured from the bottom IM sill or OM frame to the starting point of the cut out Top or Bottom cut-outs are NOT Available If the cut out required is over 7", the full height of the frame must be cut out
Double Hung	Not Avail able
Customer Agreement	Recommend that the salesperson reviews the order form and gets a sign-off from the consumer prior to processing
Order Acknowledgement	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty

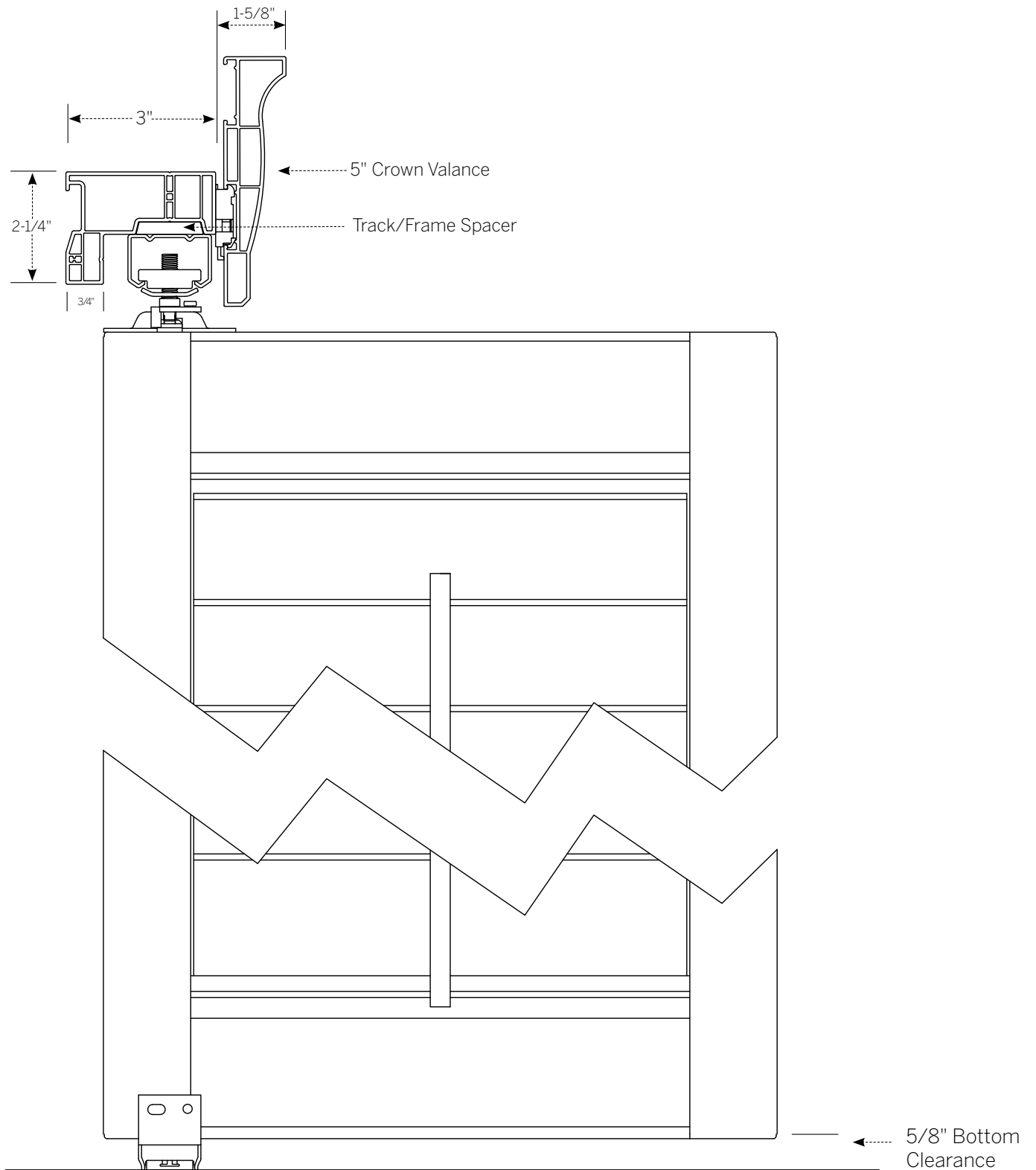


LEVOLOR
Shutters

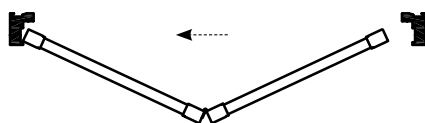
BI-FOLD TRACK SYSTEM

Bi-Fold Track System Diagram	I1
Two Panel Bi-Fold	I2
Four Panel Bi-Fold	I3
Six Panel Bi-Fold	I4
Eight Panel Bi-Fold	I5
Bi-Fold Clearance Chart	I6
Bi-Fold Measuring Instructions	I7
Bi-Fold Installation Instructions	I8-12
Track System Order Form	I13
Track System Ordering Instructions	I14

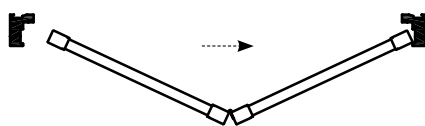
Bi-Fold Track System Diagram



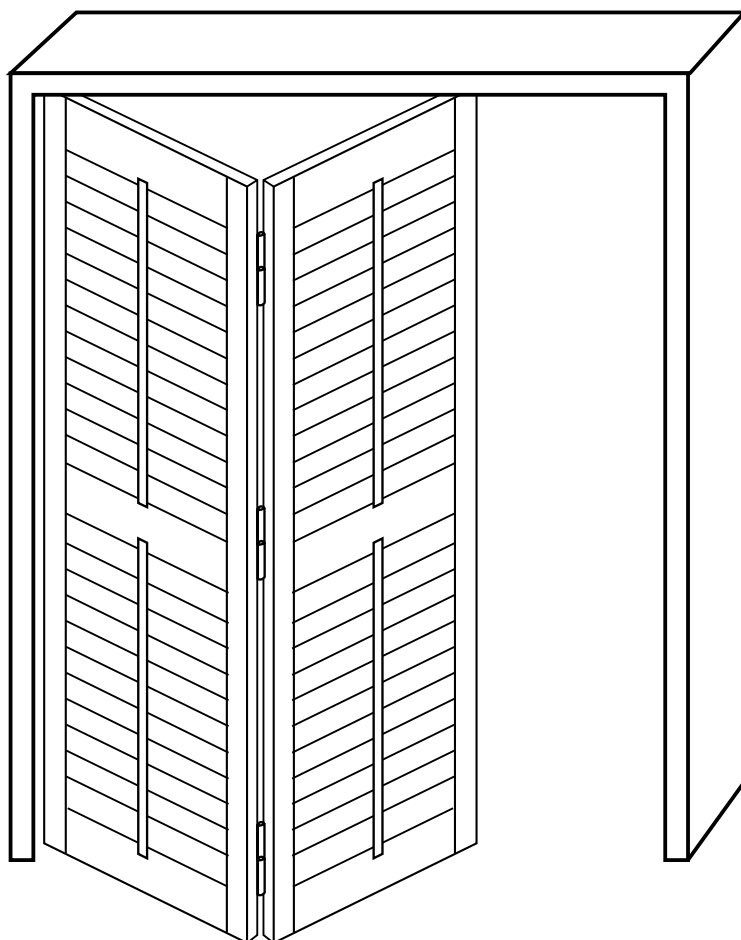
P2BF-2L



P2BF-2R

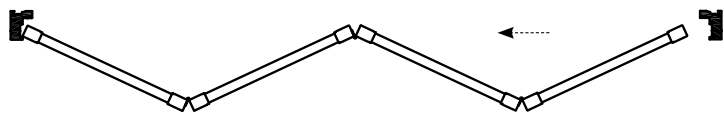


- Minimum Width: 24"
- Maximum Width: 48"
- Minimum Height: 20"
- Maximum Height: 120"

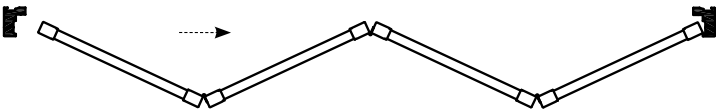


Four Panel Bi-Fold

P4BF-4L



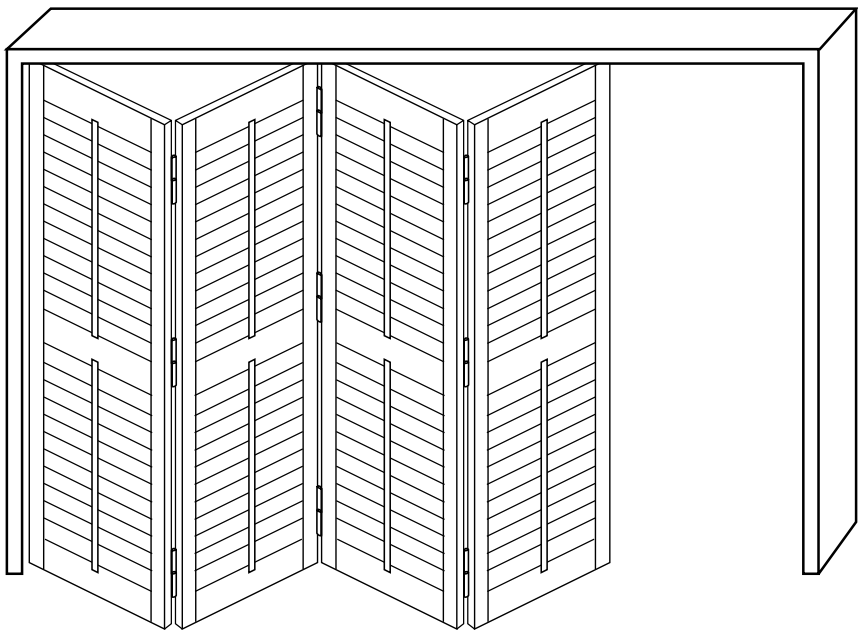
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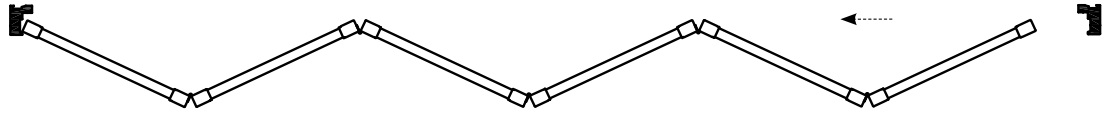
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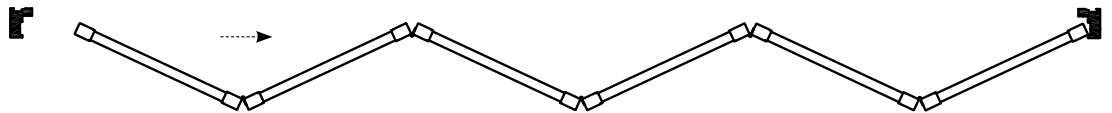
- Minimum Width: 48"
- Maximum Width: 96"
- Minimum Height: 20"
- Maximum Height: 120"



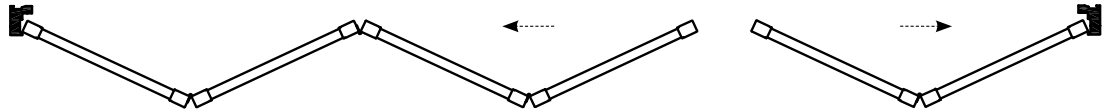
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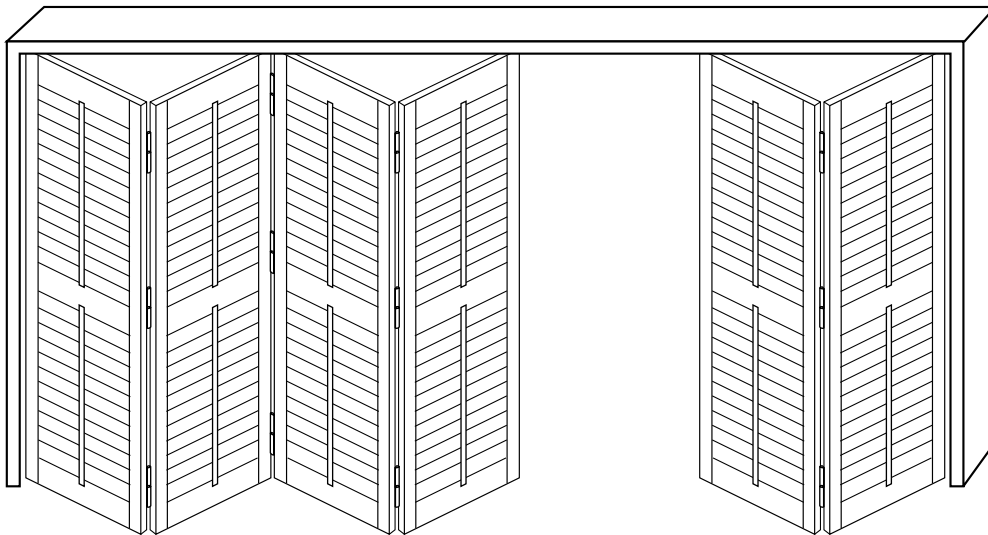
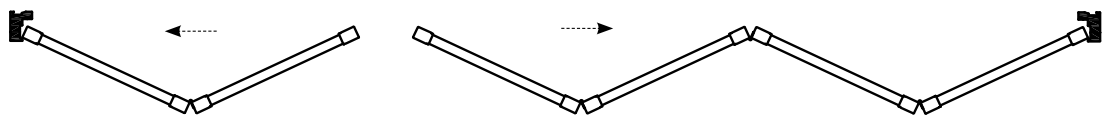
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P6BF-4L-2R

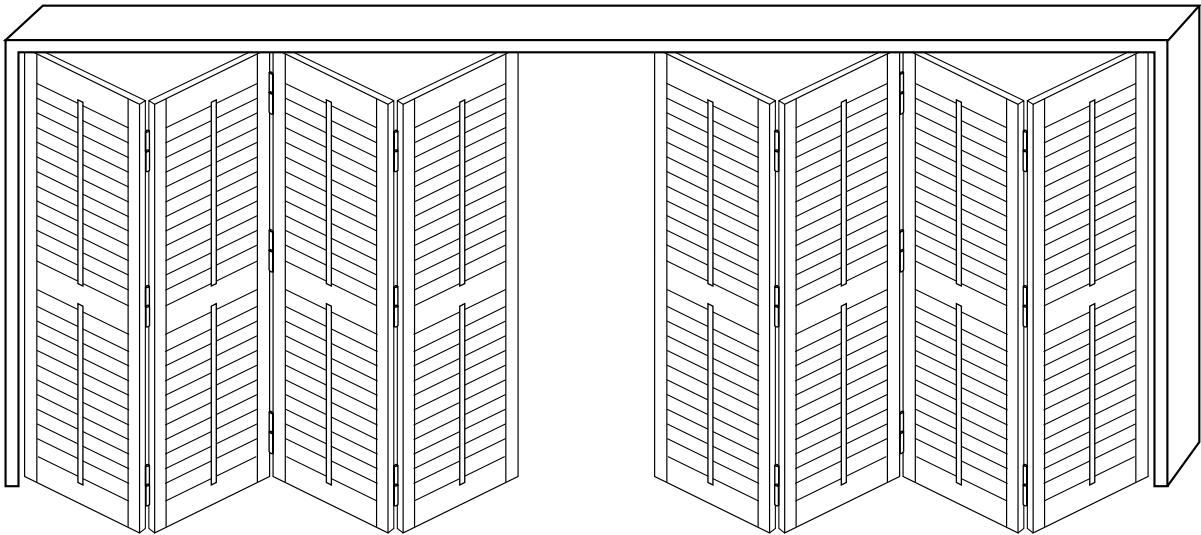
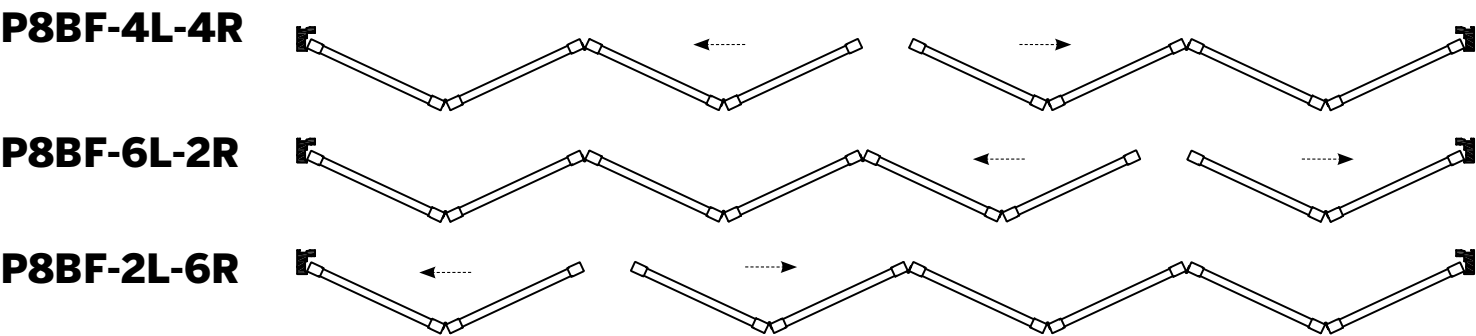


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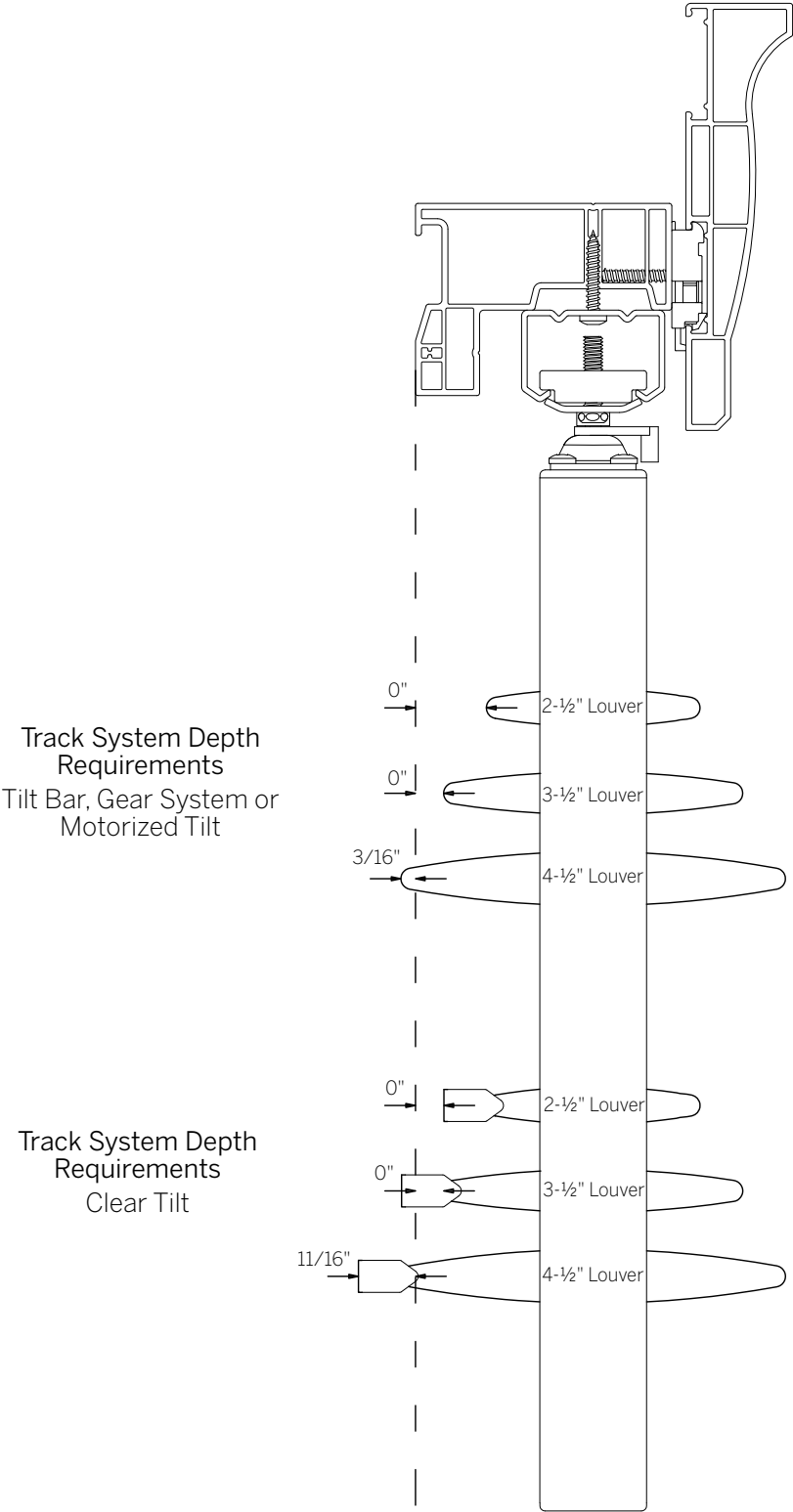


- Minimum Width: 72"
- Maximum Width: 144"
- Minimum Height: 20"
- Maximum Height: 120"

Eight Panel Bi-Fold



- Minimum Width: 96"
- Maximum Width: 192"
- Minimum Height: 20"
- Maximum Height: 120"



Bi-Fold Measuring Instructions

- Inside mounts must have a depth of 2" minimum.
- Outside mount will project 3" from wall.

Diagram A

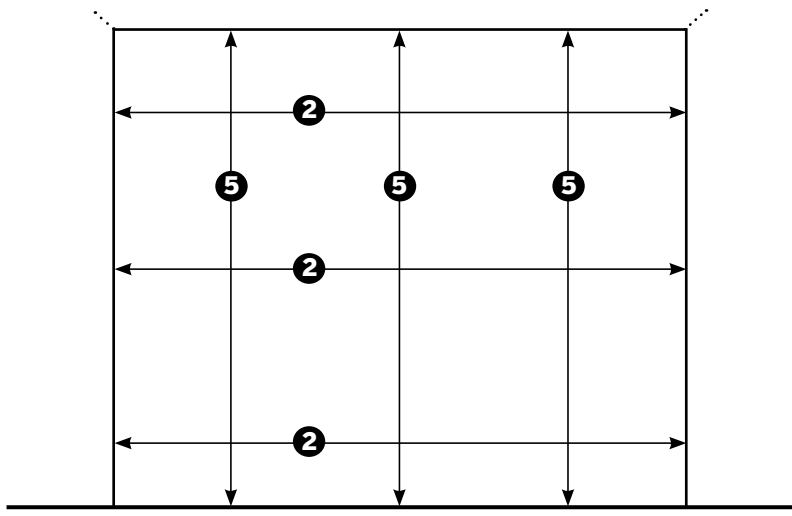
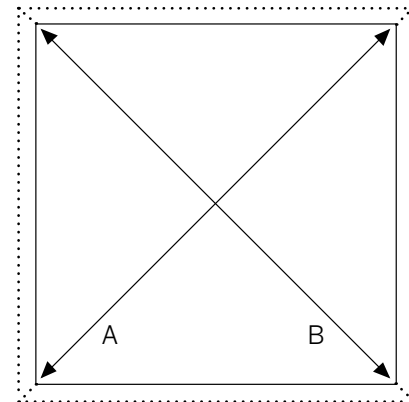


Diagram B



3 Diagonal squareness check

1 CHOICE OF FRAME SIDES AND LOUVER

Use the shutter panels to determine proper louver rotation. Check that your chosen louver will overcome any obstruction by placing the frame and panel in front of the obstructions. It is recommended that an inside mount have a minimum jamb depth of 2". A one sided frame (top) can be ordered for this application, however, a 3 or 4 sided frame is recommended for light gap control. Indicate BF in the frame options section of the Order Form. If additional projection required, request BF extension for outside mount only. Each extension is 3/4".

2 MEASURE INSIDE WIDTH

Measure in three places (top, middle, bottom) and record the smallest measurement onto an Track System Order Form if the application is for an inside mount. For an outside mount, a minimum of 2-3/8" is required to be added to each side where a frame is required, or measure from outside edge of trim to outside edge of trim.

3 CHECK FOR SQUARENESS

Measure on the diagonal (see Diagram B). If the diagonal measurements are not identical, an inside mount is not recommended. An alternative way to check for a perfectly square window, simply place your panel in each of the four corners. If you find the panels are not flush in all corners, the window opening is not square.

4 ONLY IF A DIVIDER RAIL IS BEING USED

The measurement recorded is determined from the bottom sill to the middle of where the divider rail is to be located. One divider rail is required for panels over 66" with a maximum 66" between the middle of the divider rail and either top or bottom rail. Two divider rails are required for panels over 90" in height with a maximum 66" between any two rails.

5 MEASURE INSIDE HEIGHT

Measure in three places (left, middle, right) and record the smallest measurement onto an Track System Order Form if the application is for an inside mount. For an outside mount, a minimum of 2-3/8" is required to be added to the top and/or bottom that a frame is required, or measure from outside edge of trim.

6 CHOICE OF PANEL CONFIGURATION

Determine from pages I2 to I5, and complete the Order Form. Sill Frames and Double Hung are not applicable.

7 ORDER VALANCE

Choose between the 2-1/2" Standard Valance or 5" Crown Valance and select the appropriate valance returns on the track system order form. See page I13. Note: 5" Crown Valance will not work if used on a flush inside mount bi-fold system.

1. FRAME ASSEMBLY

If this is a 2, 3 or 4 sided application go to Diagram C (See page I9) for frame assembly instructions. Once the frames are assembled, installation holes are made using a 3/8" drill bit. Track/Frame Spacers should be placed at the ends of any top frame in which side frames are present. The spacer is located in the frame recess. The assembly screw will pass through the spacer and into the side frame.

A) For an inside mount, drill a 3/8" hole through the first layer of poly material, within the mounting area every 16"-24" starting at each end of the frames.

B) For an outside mount, drill a 3/8" hole through the first layer of poly material at the front edge of the frame every 16"-24".

2. FRAME INSTALLATION

A) For an inside mount, fasten the top of the frame to the opening and level. Plumb the side frames and fasten with the screws provided.

B) For an outside mount, Set the frame against the wall. Level the top and flatten the frame to the wall with the installation screws provided.

3. ASSEMBLING OF ALUMINUM TRACK AND COMPONENTS

A) If the configuration has all the panels stacking to one side, then the stop bumper is placed on the opposite side of the unit on the frame. Insert all the carriers then install the top pivot on the stacking side (See Diagram D on I10 and Diagram E on I11).

B) If the configuration has the panels stacking to both sides of track, insert the proper number of wheel carriers. Install the top pivot at both ends (See Diagram D on I10 and Diagram E on I11).

4. ALUMINUM TRACK

Mount the track by placing the front face of the track flush with the front of the frame. Screw into the top track screw holes with the installation screws provided. Make sure Track/Frame Spacers are placed between the track and the top frame at each track screw location.

5. MOUNT THE BOTTOM PIVOT

Mount on the side frame of window jamb, tight to the floor. Attach to the floor if possible (See Diagram D on I9 and Diagram E on I10) in line with indicator line on same side as top pivot.

6. HANG PIVOTING PANEL(S)

First insert the bottom pin into the bottom pivot bracket. Push the top door plate onto the adjustable nut of the track bracket. Also push the remaining top door plates onto the adjustable nut of the wheel carriers. Lock the panels in place by rotating the plastic slide around the neck of each adjustable nut. To plumb the panels, loosen the set nut on the track bracket. Move the panel until plumb then tighten set nut.

7. HANG REMAINING PANELS

Hang panels from the pivoting panels. Insert all hinge pins. Adjust the wheel carriers to level by using the enclosed wrench.

8. STOP BUMPER

The stop bumper is used to provide tension on one way panels only, so that the panels remain in position when closed. The stop bumper is installed on the side frame against which the panels close. Locate them approximately 1 foot down from the top, on the screw indicator line. (See Diagram D on I10 and Diagram E on I11)

9. ATTACH VALANCE

Attach valance brackets to the front of the frame using the included #8 x 1" screws, the installation holes should be pre-drilled. Once all brackets are secure, position the channel on the back of the valance so that it rests on the bracket. The valance will need to be on a 45 degree angle, with the bottom of the valance farther into the room. Rotate the valance down to a vertical orientation until locked into all brackets.

Diagram C - Frame Assembly

- 1 Insert the provided 3" screws through the top frame
- 2 Line up the screw through the screw ports inside the side frames (fasten tightly)

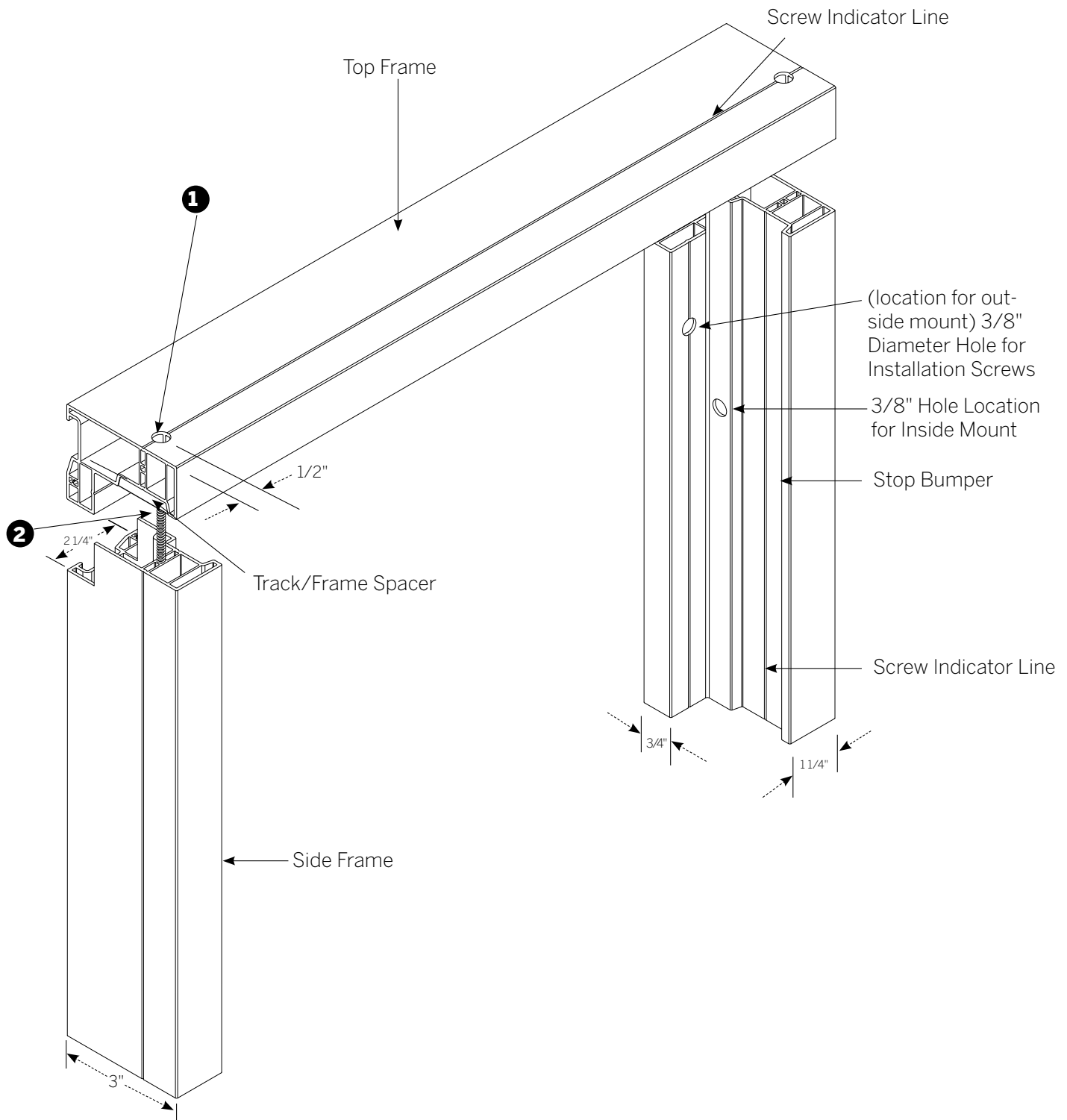


Diagram D - Outside Mount

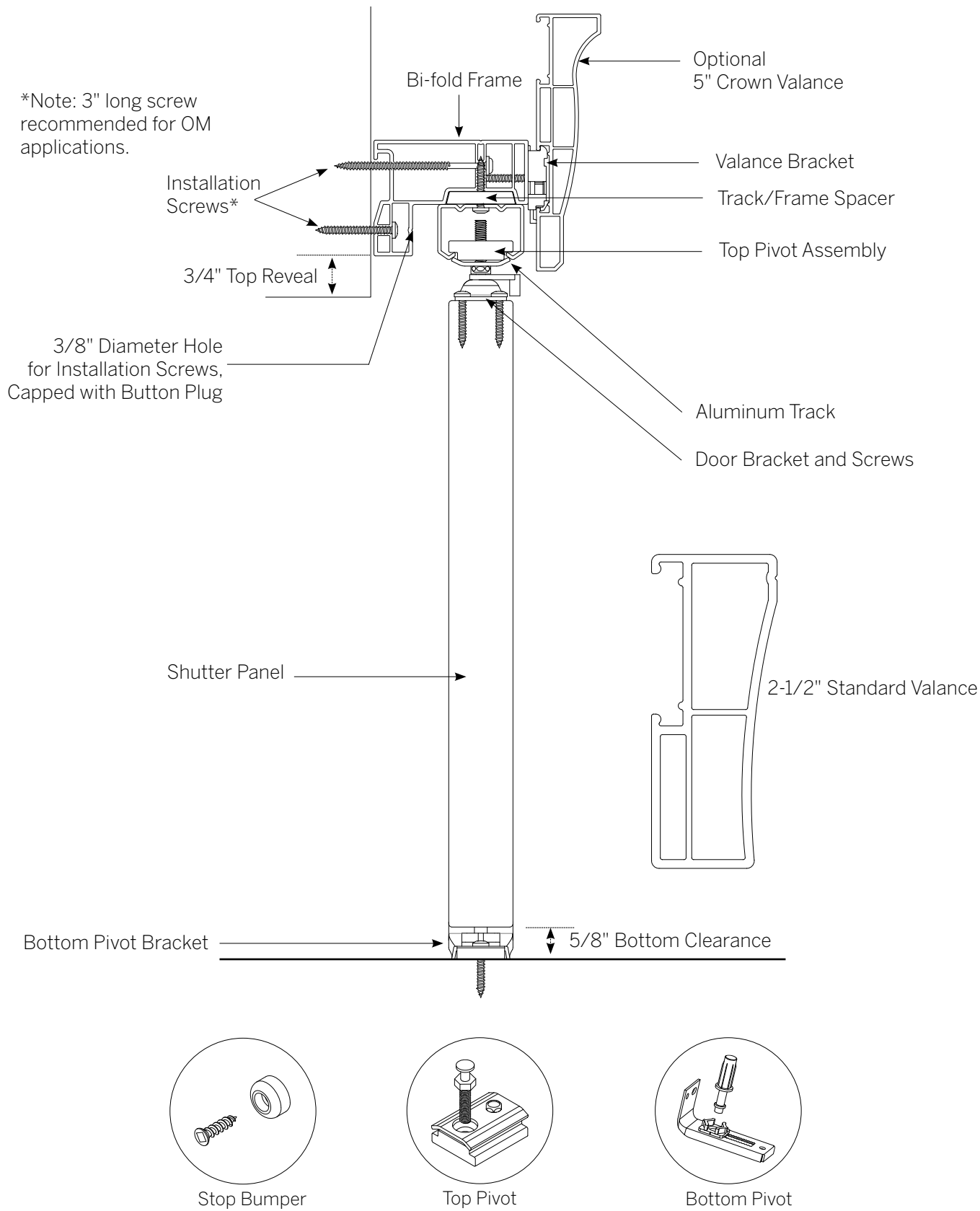
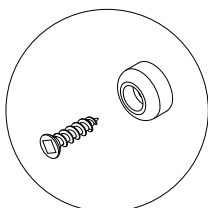
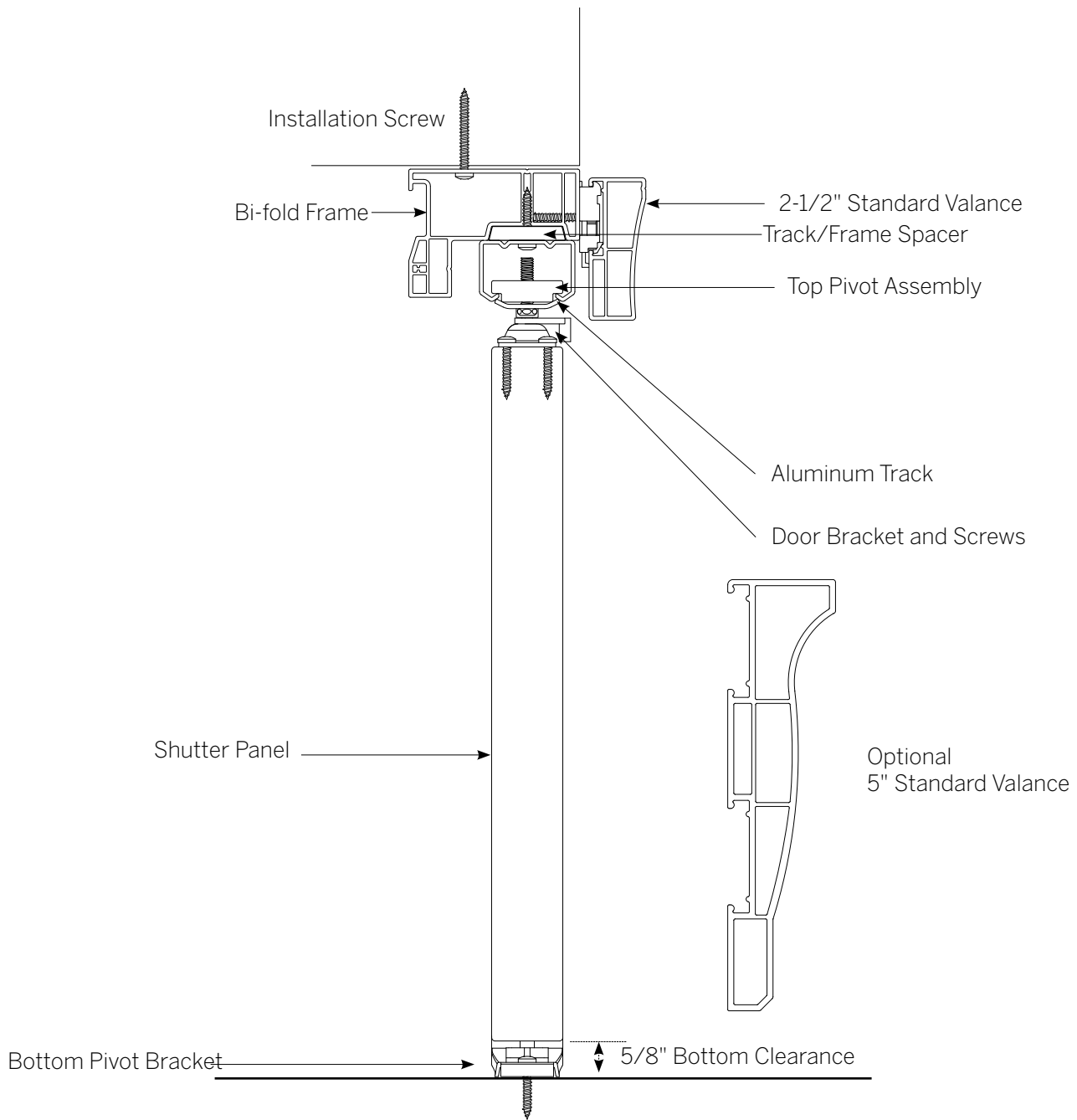
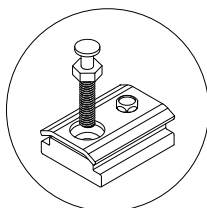


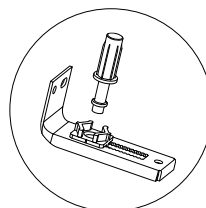
Diagram E - Inside Mount



Stop Bumper



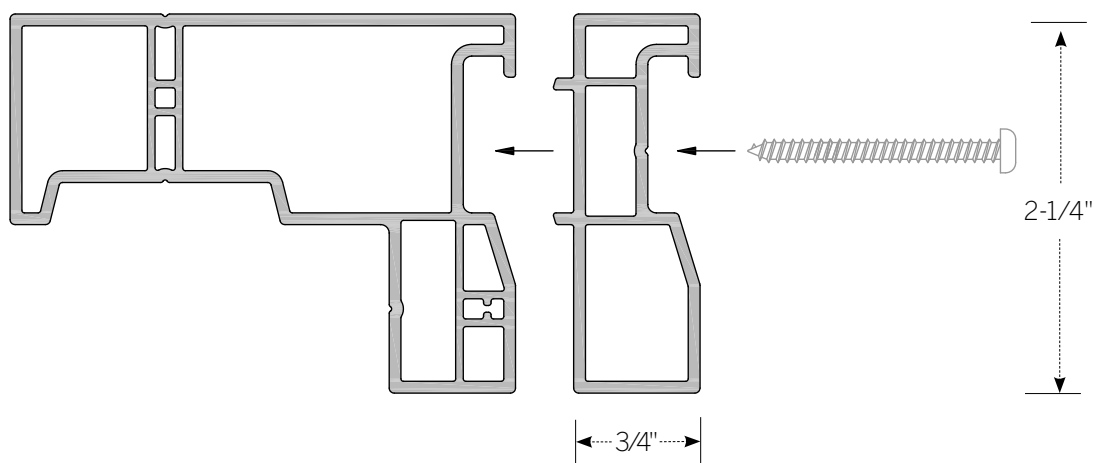
Top Pivot



Bottom Pivot

Diagram F - Frame Extension

Bi-Fold with Extension
Bi-Fold Frame Extension increases the projection of the frame by $\frac{3}{4}$ ".



Track System Order Form

Customer Service
1-800-850-4555
Orders:
email: shutterscanada@levolor.com
Fax Orders: 1-800-561-2136
www.levolor.ca

LEVOLOR®
Shutters

Track System
Order Form

Installer _____ Phone No: _____

Condo ☐ YES ☐ NO Blind Removal ☐ YES ☐ NO

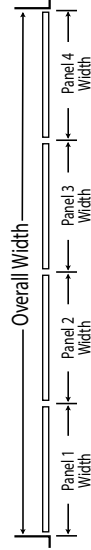
Date _____ Scaffolding required as per working at heights guidelines – or High Ladder ☐ YES ☐ NO Scaffolding required as per working at heights guidelines – stairwells or top of windows above 8 ft. – picture required

Store Name	Acct #	Page	of	Consumer Name(s)
Phone #	Fax #	Pick Up		Address
PO/Tag Name		Delivery/Courier		City
Associate/Specialist Name		Check Measure		Email Required
Decorator Name		Installation		Phone
				Alt Phone

Line	Room Location	Operating System	Split Option	Colours	Hinges BiFold Only	Louver Size	Mount Type	Frame Type	Width Ordered to 1/16"	Height Ordered to 1/16"	Panel Configuration	Frame Sides	Frame Ext.	Divider Rail #1	Divider Rail #2	Valance Returns	Valance Length Required
		G CT TB TBO IM	Distance Up Inches to Centre	SW W S V	P SS B	2 1/2 3 1/2 4 1/2	IM OM IF	BP BO BT BF	Max. single panel 36" Max bi-fold panel 24"	Max. panel height 120"	LR 2 L 2 R 4 L 4 R 2 L 2 R etc.	1 2 3 4	1 2 3 4	Distance up in inches required over 66"	Distance up in inches required over 90"	S Standard SC Square Cut C 5" Crown C Custom	Only with Custom Returns

Notes:

Uneven Panel Widths for ByPass Only					
Line #	Panel 1	Panel 2	Panel 3	Panel 4	Panel 5



Product Type	Valance Profile	Mount	Standard Valance Return Length	Product Type	Valance Profile	Mount	Installation Depth Required
Bi-Fold Frame	5" Crown	OM	4.375"	Bi-Fold Frame	5" Crown	IM	4.375"
Bi-Fold Frame	2 1/2" Standard	OM	4.125"	Bi-Fold Frame	2 1/2" Standard	IM	4.125"
By-Pass Frame	5" Crown	OM	6.375"	By-Pass Frame	5" Crown	IM	6.375"
By-Pass Frame	2 1/2" Standard	OM	6.25"	By-Pass Frame	3 1/2" Standard	IM	6.25"
Triple/Open By-Pass Frame	5" Crown	OM	9.75"	Triple/Open By-Pass Frame	5" Crown	IM	9.75"
Triple/Open By-Pass Frame	2 1/2" Standard	OM	9.625"	Triple/Open By-Pass Frame	3 1/2" Standard	IM	9.625"

Frame Cut-Outs (All Cut-Outs Are 7 Inches)			
Line #	Side L, R, T, B	Type A or B	Starting Point

ORDER ACKNOWLEDGEMENT

Items that do not meet Levolor® Shutters specifications, as detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Minimum Return Length = 2 inches
J6 & J7 in manual
J5 in manual

BIFOLD information – I Section in Manual
BY-PASS information – G & H Section in Manual

Customer Agreement

I agree with the product ordered as reviewed on this form.

Signature:

Track System Ordering Instructions

Track Form

Installation Services	Only available in select areas - Installation manual must be reviewed and agreed to prior to processing orders for this service Condo/Office/Apartment - Yes = allows for proper time allotment for the service (surcharges are applicable) Blind removal - Yes = allows for proper time allotment for the service (surcharges are applicable) Scaffolding or high ladder - Yes = allows for proper time allotment for the service (surcharges are applicable) - pictures required
Line	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
Room	Indicate the room name keeping under 12 characters to allow for full name to show on the product labels <ul style="list-style-type: none"> Indicate each room different for ease of sorting - (example Bed 1 Left, Bed 1 Centre, Bed 1 Right)
Operating System	G = Gear (an internal gear) CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side) TB = Tilt Bar (a function bar used to tilt louvers with option for Center Front) TBO = Tilt Bar Offset (a function used to tilt louvers with option for offset front) M* = Motor (Louvers will be operated by a cordless motor) *ByPass only
Split Option	Indicate the distance up from bottom of measurements to the centre of the desired split location or specify louver count on top & bottom <ul style="list-style-type: none"> Split may not be exact as requested. It will vary based on louver size Split can be requested on any of the three operating systems at time of production Splits should not be modified at installation as additional tension may be required
Colours	SW = Snow White W = White S = Silk V = Vanilla
Hinge Colour	P = Painted SS = Stainless Steel B = Brass ONLY USED FOR BI-FOLD TRACK SYSTEMS
Louver Size	2 1/2" , 3 1/2" , 4 1/2"
Mount Type	IM - Inside Mount - Factory takes deductions - Production drills installation holes for IM only <ul style="list-style-type: none"> IM deductions with no frame = 1/4 on total height plus appropriate width deduction based on number of panels IM deductions with standard frame = 1/16" for any sill or L frame side and 1/8" for any non-sill side IM deductions with a standard frame with flex = 1/16" for any sill and 1/4" for any non-sill side IF - Inside Finished - no deductions will be made by production OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only
Frame Type	BP - By-Pass (CLOSED) BO - By-Pass (OPEN) BT - By Pass (Triple) BF - Bi-fold
Width	Ordered to the 1/16"
Height	Ordered to the 1/16" 4" top and bottom rail are standard for all heights unless otherwise indicated 2" top and bottom rail are optional under 36" in height and must be requested in notes indicating line numbers
Panel Configuration	Indicate the Panel Configuration <ul style="list-style-type: none"> For Bi-fold 2L = 2 panel Bi-Fold For By-Pass 2L = 2 panels joined
Frame Side	Indicate numerically the number of frame sides (including any Sill) plus shade in the sides required
Ext	If required - Indicate the number of Frame Extensions
Divider Rail # 1	Divider rail is required if the shutter panel height is over 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail.
Divider Rail # 2	A 2nd divider rail is required if panel height is over 90". Distance between rails must be less than 66". There should be no less than 18" between dividers or a divider rail and top/bottom rail
Valance Type	S - Standard 2 1/2" (for Bi-fold) C - Crown 5" (for By-Pass)
Valance Returns	S - Standard Length - end will go to back of frame C - Custom Length - to be measured from front of frame, indicating the length required back to where the valance is needed
Length Required	Only required for Custom Length Returns - to be measured from front of frame, indicating the length required back to where the valance is needed
Uneven Panel Widths	By-Pass only Provide the panels sizes required <ul style="list-style-type: none"> If panels or joined panels are to be different sizes
Frame Cut outs Bi-Fold	All cut outs are 7" A = removing the frames light block only B = removing the frames light block & frame back <ul style="list-style-type: none"> Side cut-outs are measured from the bottom IM sill or OM frame to the starting point of the cut out Top or Bottom cut-outs are NOT Available If the cut out required is over 7", the full height of the frame must be cut out
Double Hung	Not Avail able
Customer Agreement	Recommend that the salesperson reviews the order form and gets a sign-off from the consumer prior to processing
Order Acknowledgement	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty

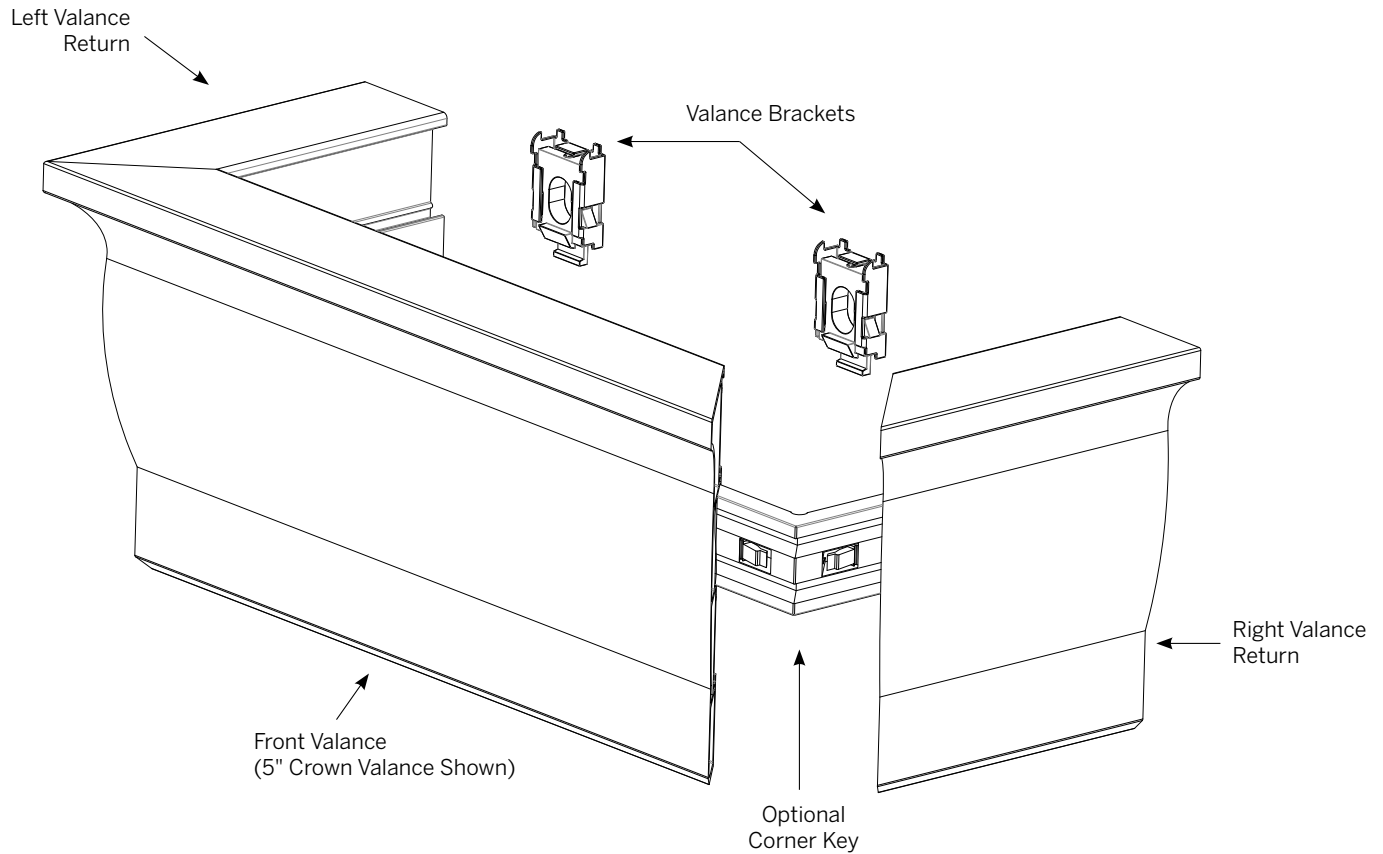


LEVOLOR
Shutters

TRACK SYSTEM VALANCES

Valance Diagram	J1
Valance Options	J2
Valance Installation	J3-4
Valance Return Options	J5-7

Valance Diagram



FEATURES AND BENEFITS

1. Three valance options available:

- 5" Crown Valance
- By-Pass Valance (3-1/2")
- Bi-Fold Valance (2-1/2")

2. Corner keys can be used to assist in the assembly of valance returns.

3. Valance brackets used to attached valance assembly to frame.

VALANCE RETURN OPTIONS

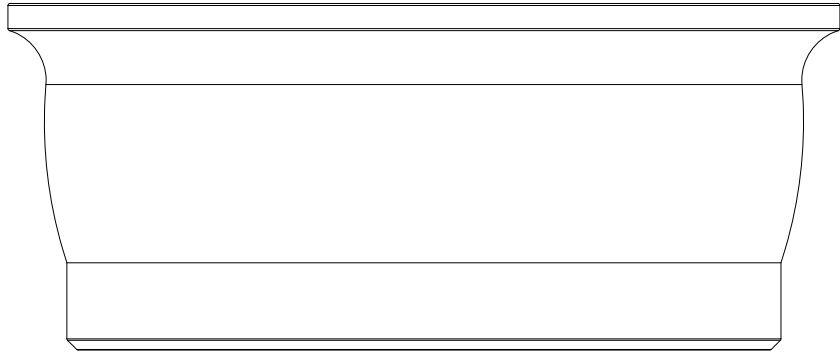
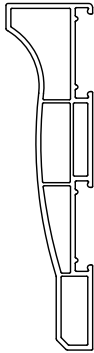
1. Square cut no returns.

2. Standard valance return extends to back of frame.

3. Custom valance return (provide amount to be deducted from standard valance return length).

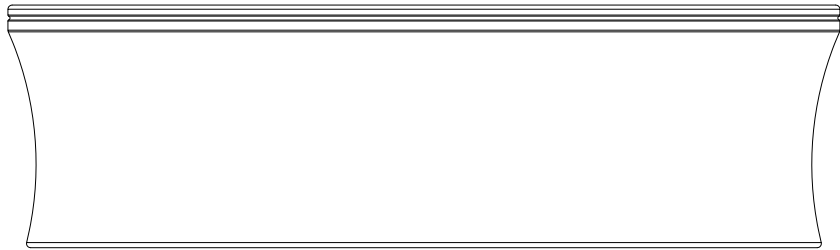
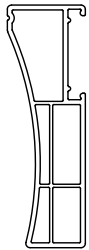
See pages J5-7 for additional details and dimensions.

5" Crown Valance



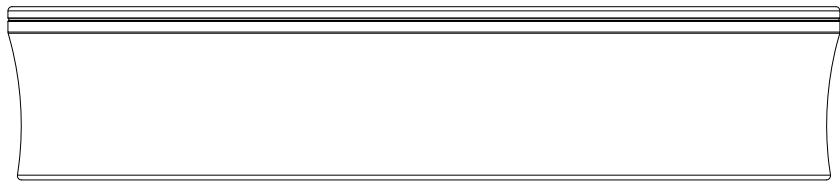
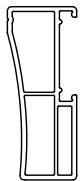
Optional for all track systems

3-1/2" Standard Valance



Standard for all by-pass track systems

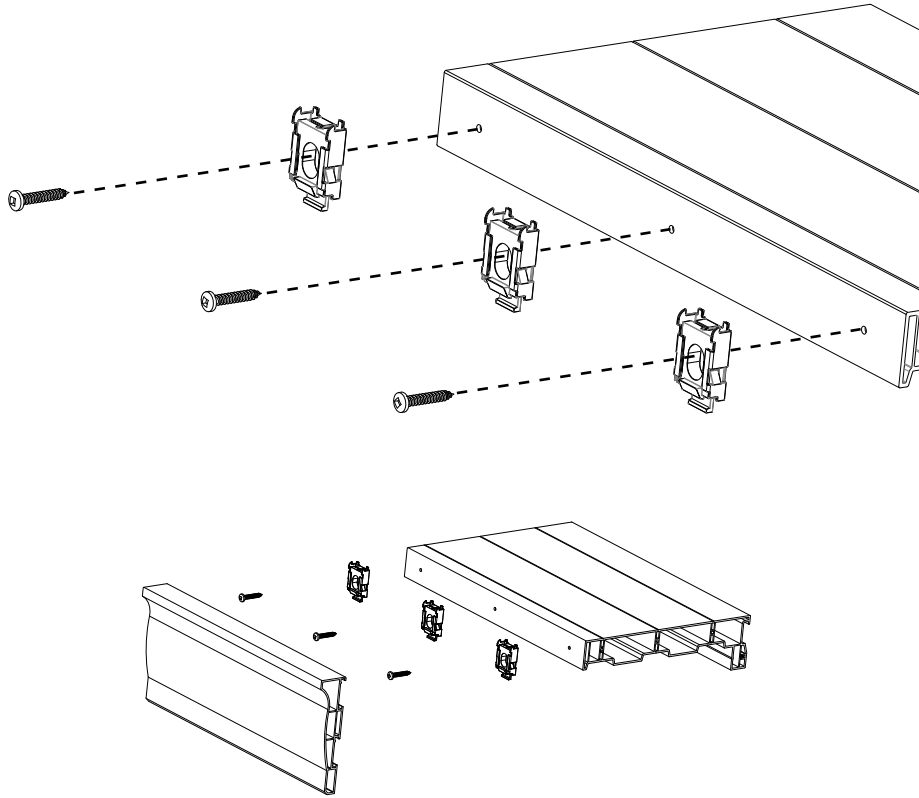
2-1/2" Standard Valance



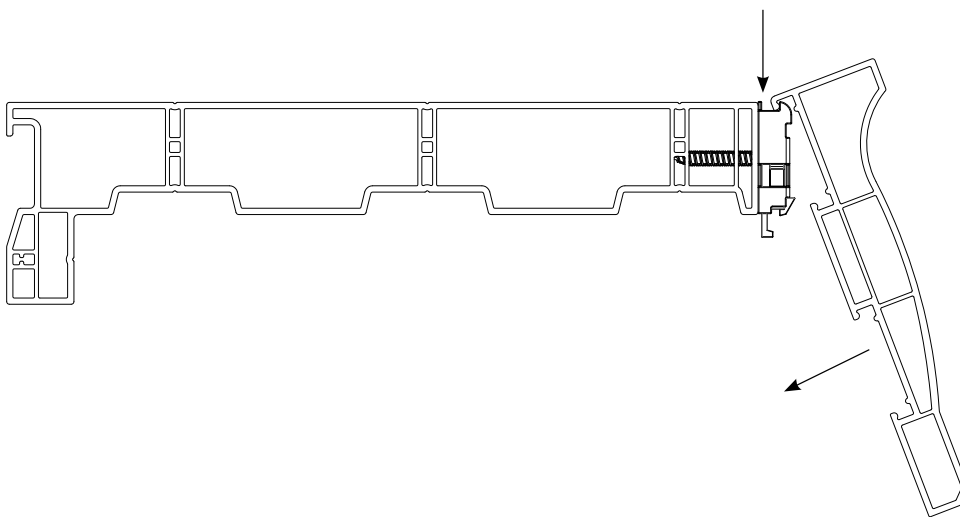
Standard for all bi-fold track systems

Valance Installation

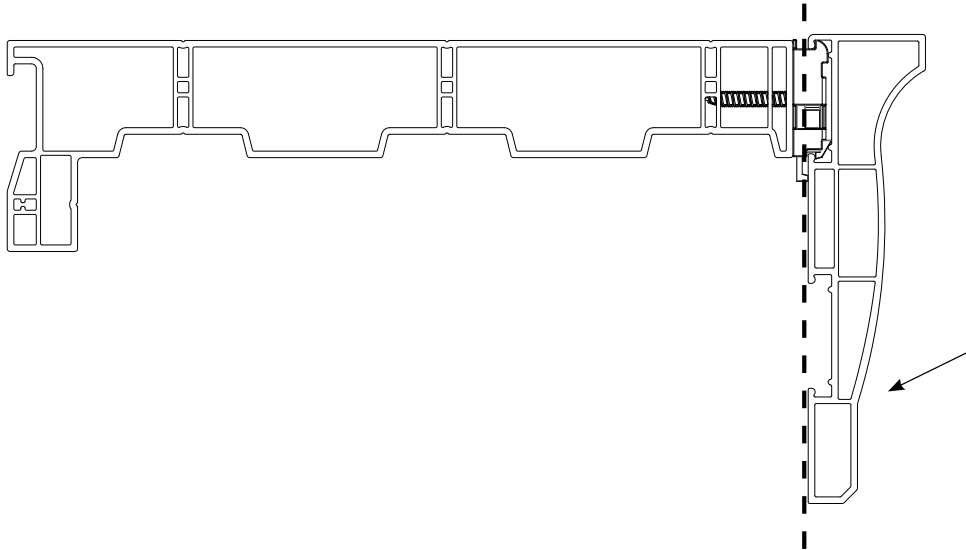
1. Attach valance brackets to the front of the frame using the included #8 x 1" bypass screws, the installation holes should be pre-drilled. Brackets should be 6" from each end of the frame and spaced no more than 18" apart.



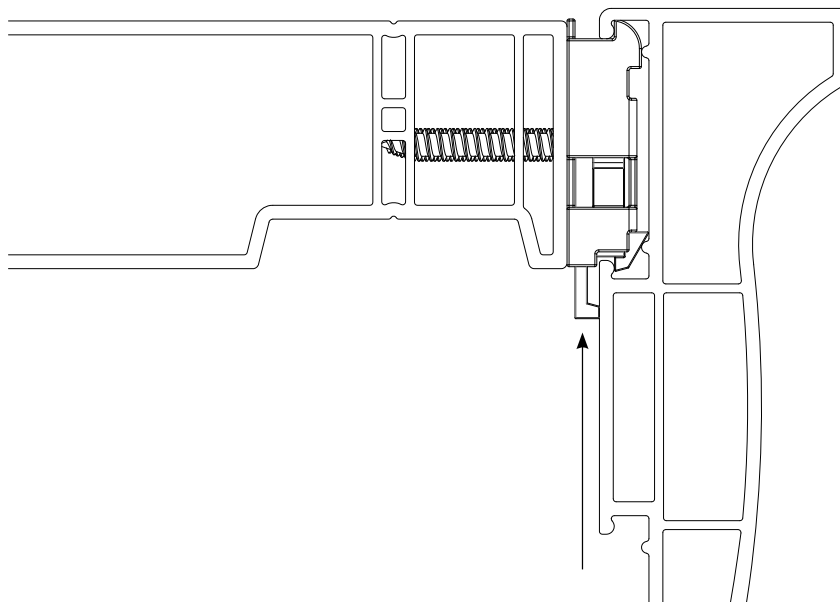
2. Once all brackets are secure, position the channel on the back of the valance so that it rests on the bracket. The valance will need to be on a 45 degree angle (the bottom of the valance farther into the room).



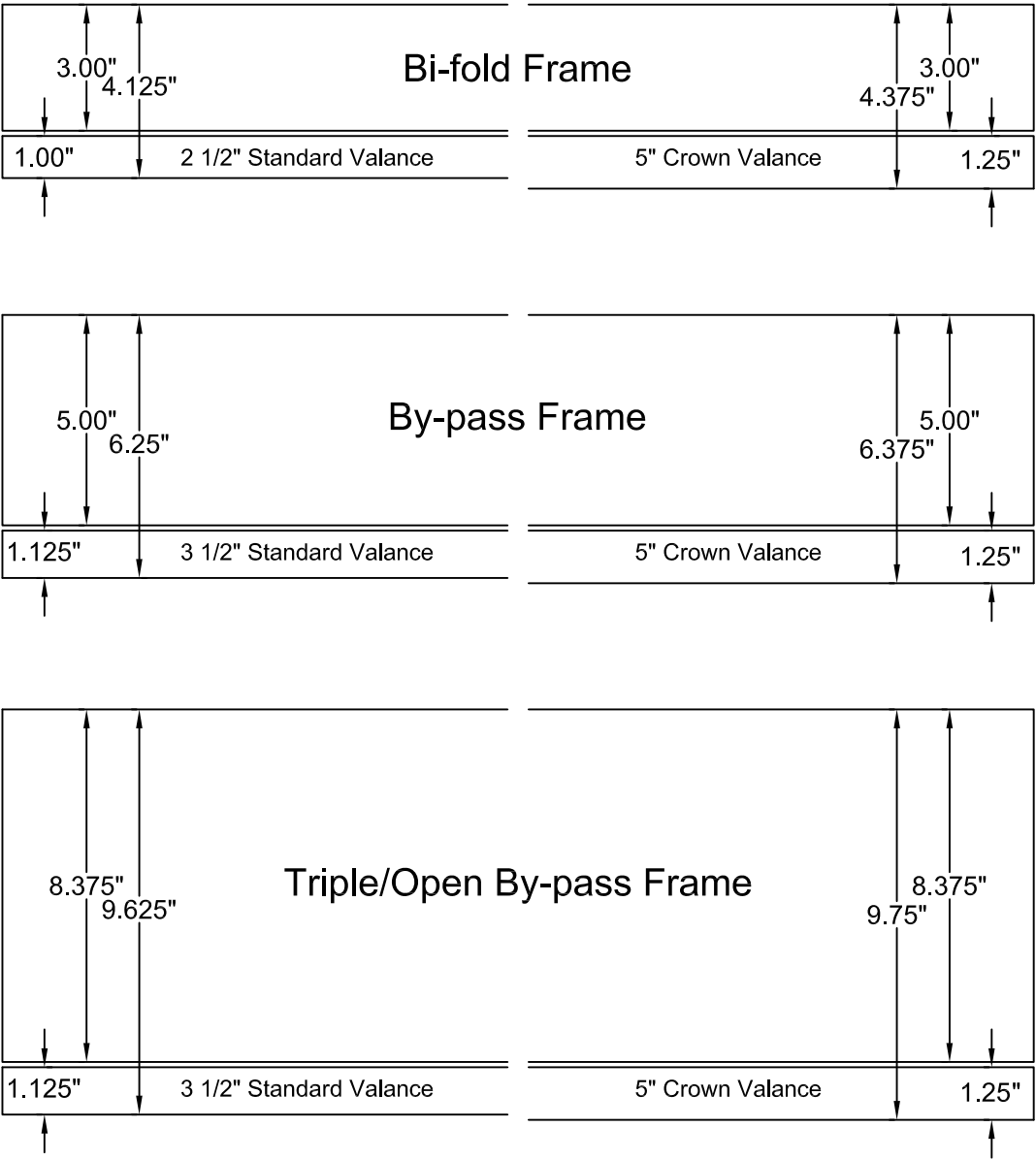
3. Rotate the bottom of the valance down and back to a vertical orientation until locked into all brackets.



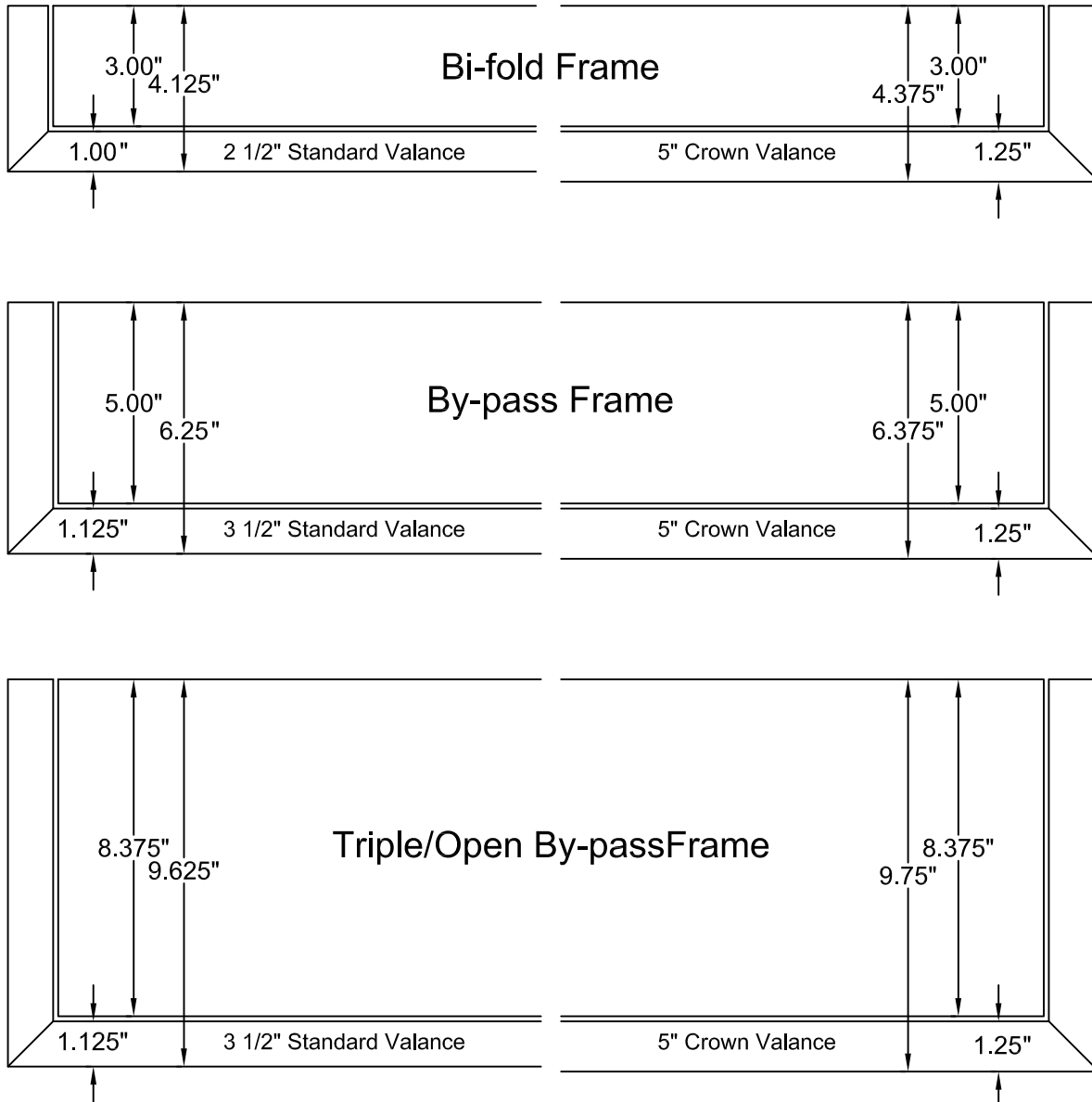
4. To remove the valance, use a flat head screwdriver or similar, push up on the plastic tab located at the bottom of the valance bracket. Repeat this for each bracket while holding the valance. Once all brackets are released, rotate the valance up and out to remove.



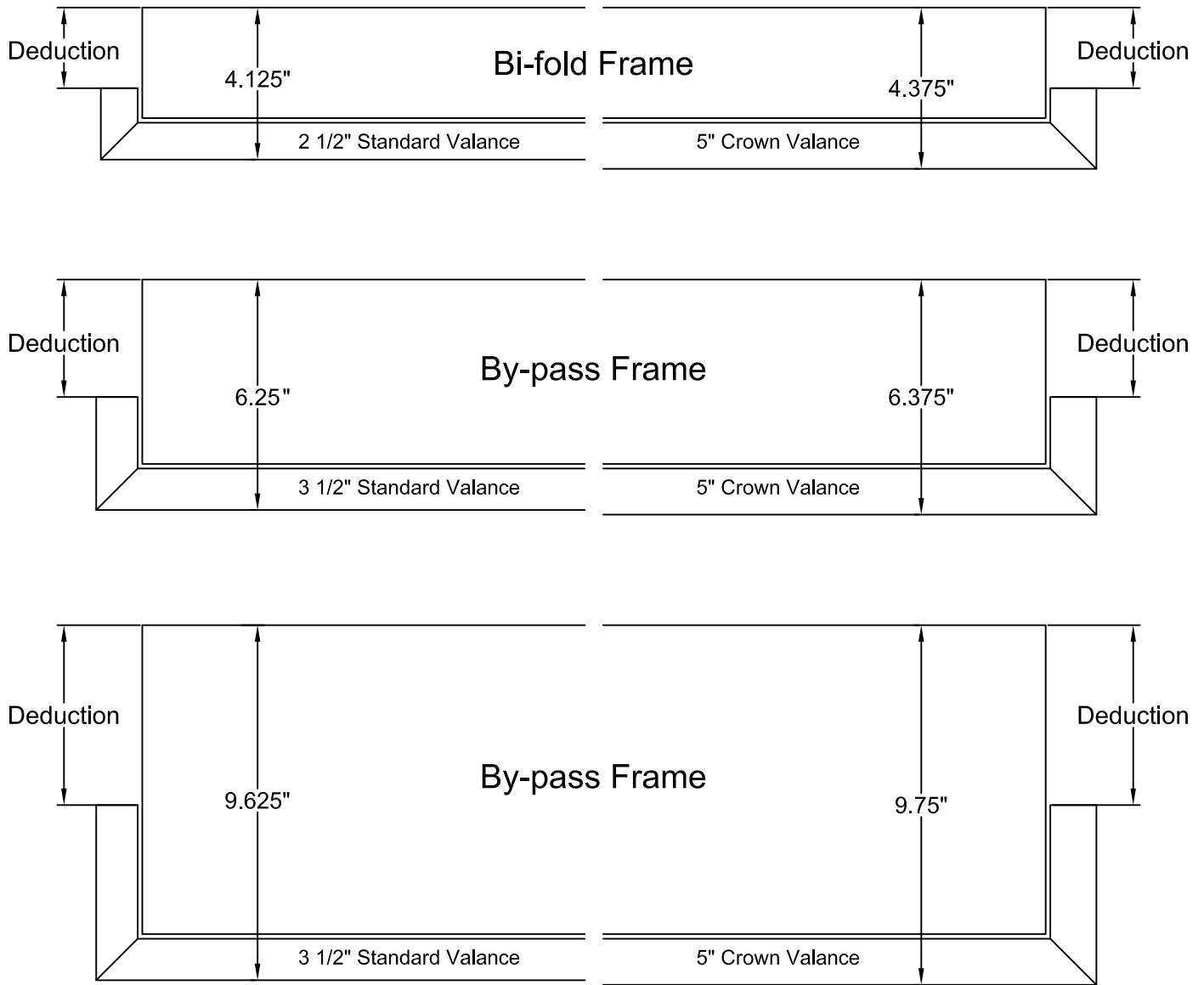
Inside Mount
Fully recessed frame - square cut valance



Outside Mount Standard full length valance returns



Custom Returns Optional for IM or OM Track Systems



Note the amount to deduct for custom return length on the Levolor Shutters Track System Order Form



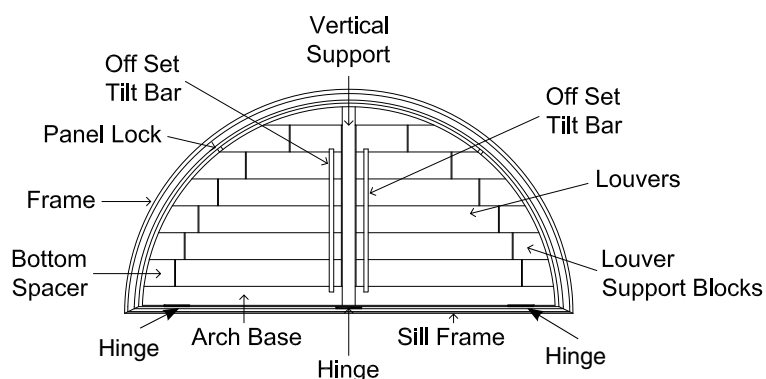
LEVOLOR®
Shutters

SPECIALTY SHAPES

Features & Benefits	K1-2
Shapes & Specifications	K3-13
Vertical Supports	K14-16
Measuring	K17-19
Creating a Template	K20-21
Installation	K22-23
Specialty Shapes Order Form	K24
Specialty Shapes Ordering Instructions	K25

Features and Benefits

The patented LEVOLOR Specialty Shapes have been uniquely designed to incorporate horizontal louvers which provides a consistent look with the shutters below. Vertical supports divide larger arches into multiple sections which can also match the shutter below. By using the same frames, louvers, and tilt control as our traditional shutters, the result is a stunning, seamless look.



LOUVER OPTIONS

Louvers operate freely in both directions

- 2-1/2"
- 3-1/2"

2-1/2" 

3-1/2" 

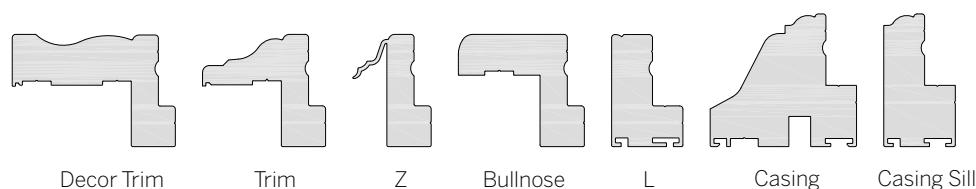
Note: 4-1/2" Louver not available

COLOURS

- Snow White, White, Silk, Vanilla

FRAME OPTIONS

- Decor Trim Frame (Inside Mount Only)
- Trim Frame (Inside Mount Only)
- Z Frame (Inside Mount Only)
- Bullnose Frame (Inside Mount Only)
- L Frame (Inside or Outside Mount)
- Casing Frame (Outside Mount Only)
- Casing Sill Frame (Inside or Outside Mount)
- No Frame (Magnet Attachment)



PRICING

Arch pricing is based on either the width or height, which ever is greater (rounded up to the next full inch).

TEMPLATES

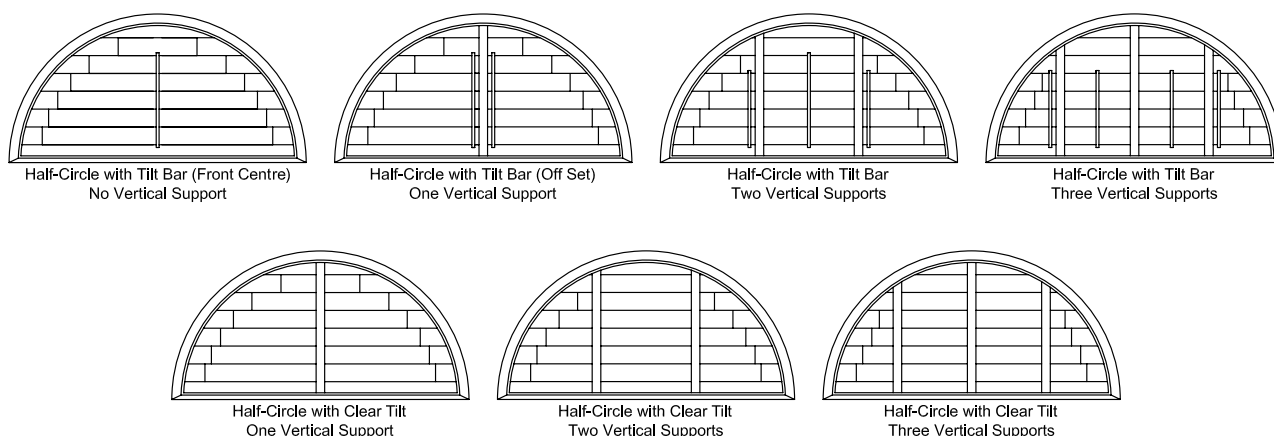
Templates are not required unless the radius is inconsistent (see K23 for details). The order form has been designed to capture the information required for building an arch. It may be necessary to provide a sketch that contains all dimensions of the opening (see page K17-18 for details).

TILT OPTIONS

- Tilt Bar - Available for any arch, either front or rear centre or front off set.
- Clear Tilt - Available only if the arch has a full length straight side or a vertical support.
- Gear System - Not available.
- Motorized Tilt - Not available

The size and configuration of the shutter will, in many cases, determine the tilt mechanism.

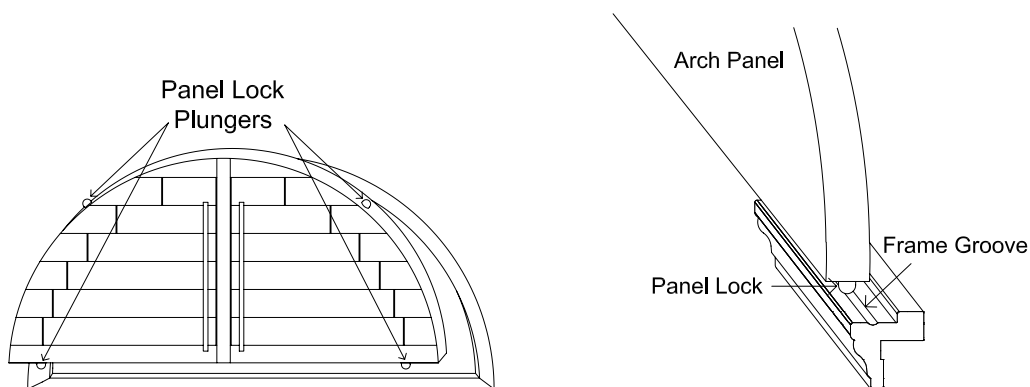
Example: A half-circle with no vertical support would have a tilt bar (either front or rear), but a half-circle with 1 vertical support could have either Clear Tilt on each section or an off-set tilt bar. See the diagrams below.



Each section of an arch includes its own set of louvers and a tilt mechanism (Tilt Bar or Clear Tilt).

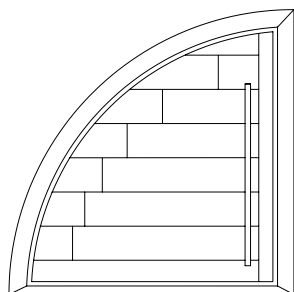
ARCH PANEL ATTACHMENT

- Panel Lock - spring loaded plungers, lock into a groove in the frame. Ramps are supplied for the bottom frame. These will act as spacers for the panel.
- Once the frame is installed, the panel snaps into place. Magnets will be supplied to ensure the panel is secure.
- Magnets are used for no frame mounts.
- Hinges will be installed on all shapes with a straight bottom to connect the panel to the frame.

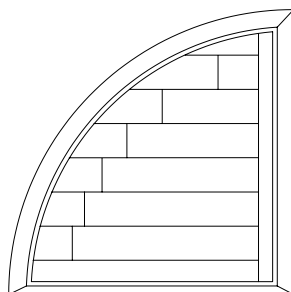


Shapes and Specifications

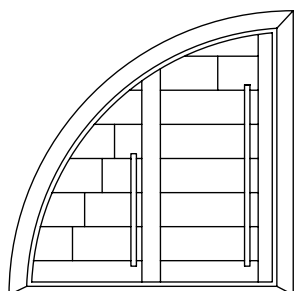
QUARTER-CIRCLE LEFT



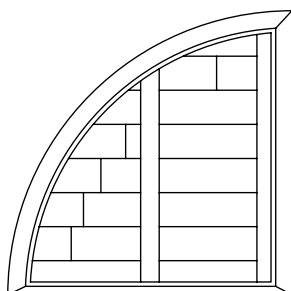
Quarter-Circle Left with Tilt Bar
& No Vertical Support



Quarter-Circle Left with Clear Tilt
& No Vertical Support



Quarter-Circle Left with Tilt Bar
& 1 Vertical Support



Quarter-Circle Left with Clear Tilt
& 1 Vertical Support

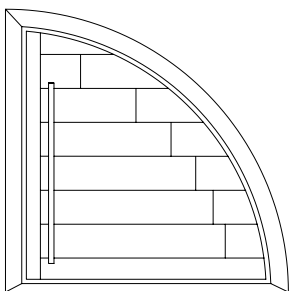
Specifications - No Vertical Support

Minimum Width:	12"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	30"

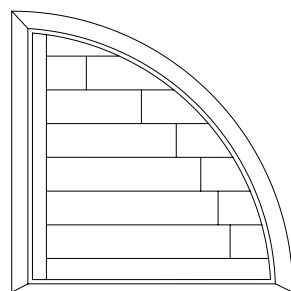
Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	40"
Minimum Height:	24"
Maximum Height:	40"

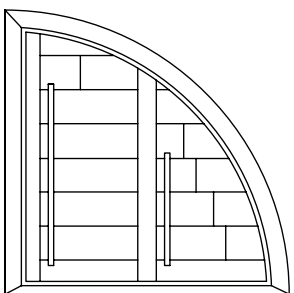
QUARTER-CIRCLE RIGHT



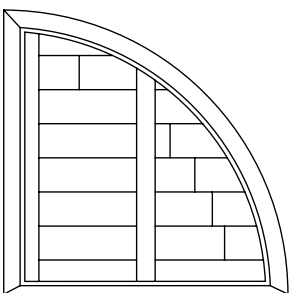
Quarter-Circle Right with Tilt Bar
& No Vertical Support



Quarter-Circle Right with Clear Tilt
& No Vertical Support



Quarter-Circle Right with Tilt Bar
& 1 Vertical Support



Quarter-Circle Right with Clear Tilt
& 1 Vertical Support

Specifications - No Vertical Support

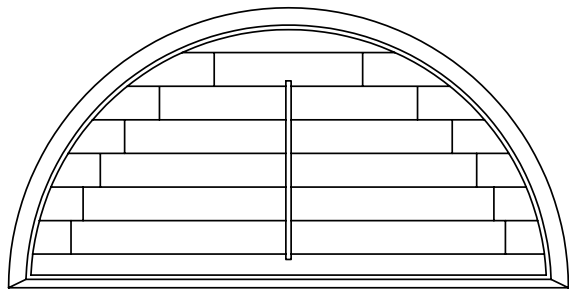
Minimum Width:	12"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	30"

Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	40"
Minimum Height:	24"
Maximum Height:	40"

Note: The height of a quarter-circle equals the width.

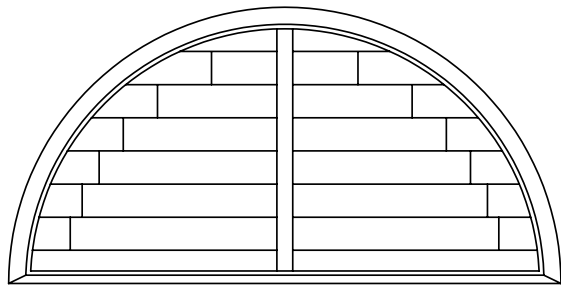
ARCH



Half-Circle with Tilt Bar & No Vertical Support

Specifications - No Vertical Support

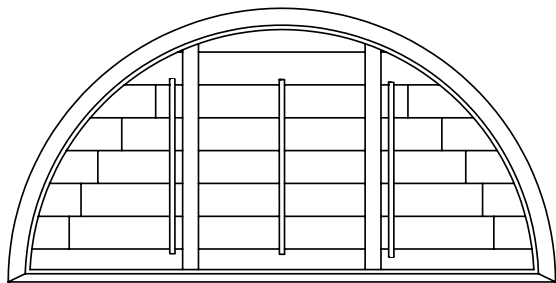
Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	15"
Clear Tilt not available	



Half-Circle with Clear Tilt & 1 Vertical Support

Specifications - One Vertical Support

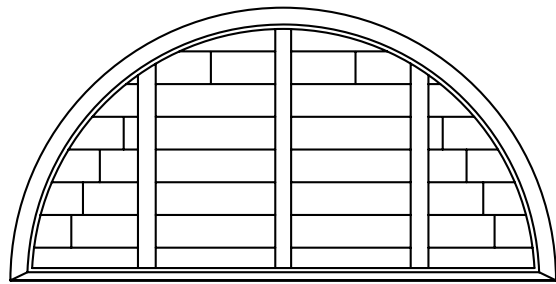
Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	12"
Maximum Height:	30"
Clear Tilt or off-set tilt bar optional	



Half-Circle with Tilt Bar, and 2 Vertical Supports

Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	72"
Minimum Height:	12"
Maximum Height:	36"
Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)	



Half-Circle with Clear Tilt & Tilt Bar, and 3 Vertical Supports

Specifications - Three Vertical Supports

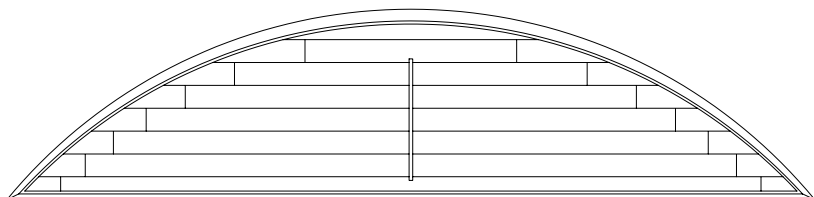
Minimum Width:	24"
Maximum Width:	92"
Minimum Height:	12"
Maximum Height:	46"
Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)	

Note: The height of a half circle measures 1/2 the width. If the height measures more than 1" over half the width, then specify a tunnel. If the height measures 1" less than half the width, then specify an elliptical.

See Page K2 for available tilt options.

Shapes and Specifications

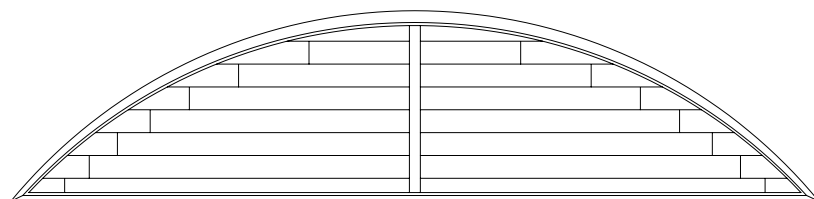
ELLIPTICAL



Elliptical with Tilt Bar & No Vertical Support

Specifications - No Vertical Support

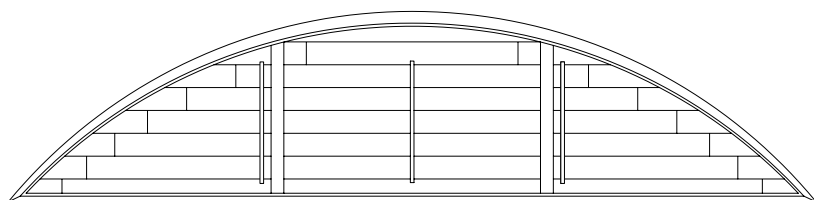
Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	15"
Clear Tilt not available	



Elliptical with Clear Tilt & 1 Vertical Support

Specifications - One Vertical Support

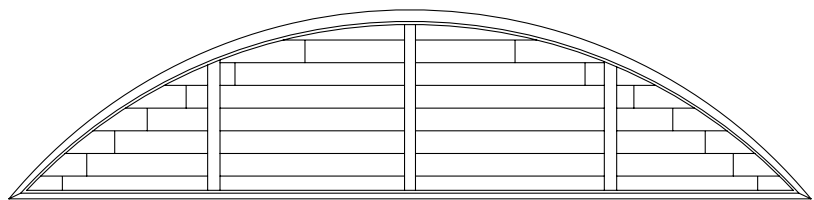
Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	12"
Maximum Height:	30"
Clear Tilt or off-set tilt bar optional	



Elliptical with Tilt Bar, and 2 Vertical Supports

Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	72"
Minimum Height:	12"
Maximum Height:	36"
Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)	

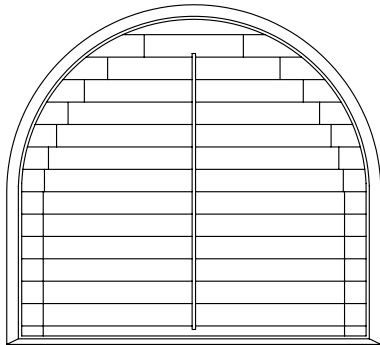


Elliptical with Clear Tilt & Tilt Bar, and 3 Vertical Supports

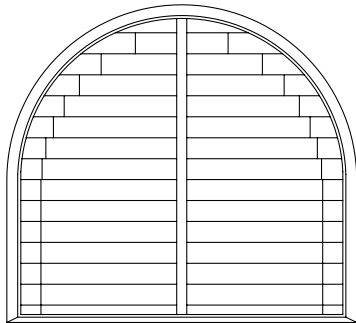
Specifications - Three Vertical Supports

Minimum Width:	24"
Maximum Width:	92"
Minimum Height:	12"
Maximum Height:	46"
Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)	

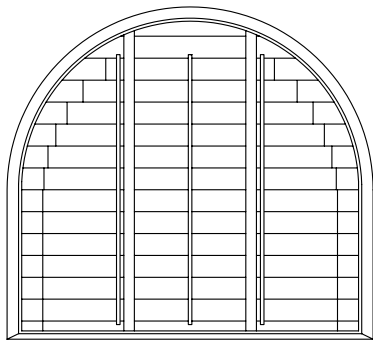
TUNNEL



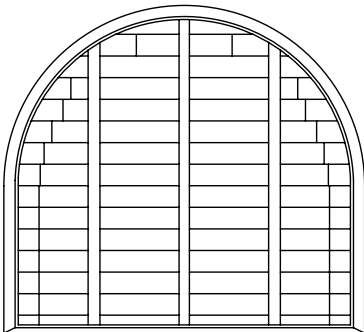
Tunnel with Tilt Bar & No Vertical Support



Tunnel with Clear Tilt & 1 Vertical Support



Tunnel with Tilt Bar and Clear Tilt, and 2 Vertical Supports



Tunnel with Clear Tilt, and 3 Vertical Supports

Specifications - No Vertical Support

Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	16"
Maximum Height:	39"
Minimum Leg Length:	3.5"
Maximum Leg Length:	24"
Clear Tilt not available	

Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	39"
Minimum Height:	16"
Maximum Height:	39"
Minimum Leg Length:	3.5"
Maximum Leg Length:	24"
Clear Tilt or off-set tilt bar optional	

Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	48"
Minimum Height:	16"
Maximum Height:	39"
Minimum Leg Length:	3.5"
Maximum Leg Length:	24"

Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)

Specifications - Three Vertical Supports

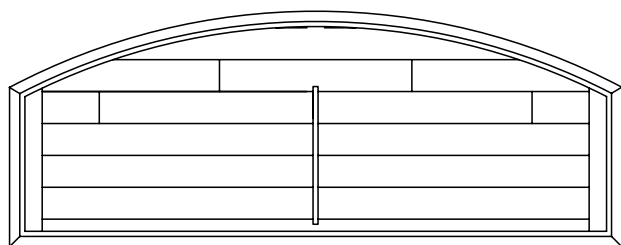
Minimum Width:	24"
Maximum Width:	48"
Minimum Height:	16"
Maximum Height:	39"
Minimum Leg Length:	3.5"
Maximum Leg Length:	24"

Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)

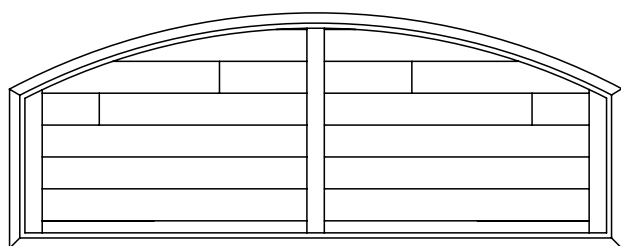
Note: A Tunnel is an extended Half Circle. The height minus the leg height should equal 1/2 of the width. See Page K2 for available tilt options.

Shapes and Specifications

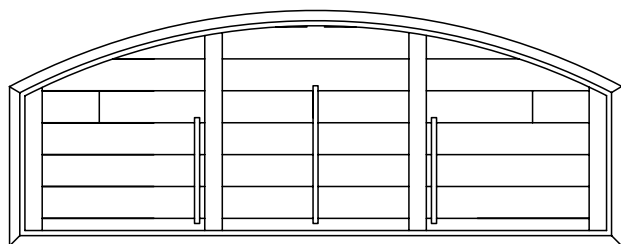
EYEBROW



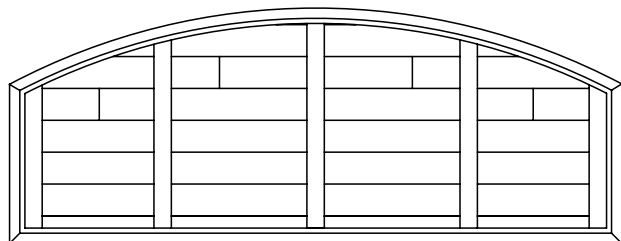
Eyebrow with Tilt Bar & No Vertical Support



Eyebrow with Clear Tilt & 1 Vertical Support



Eyebrow with Tilt Bar, and 2 Vertical Supports



Eyebrow with Clear Tilt, and 3 Vertical Supports

Specifications - No Vertical Support

Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	36"
Minimum Leg Length:	7"
Maximum Leg Length:	24"
Clear Tilt not available	

Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	12"
Maximum Height:	36"
Minimum Leg Length:	7"
Maximum Leg Length:	24"
Clear Tilt or off-set tilt bar optional	

Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	72"
Minimum Height:	12"
Maximum Height:	36"
Minimum Leg Length:	7"
Maximum Leg Length:	24"

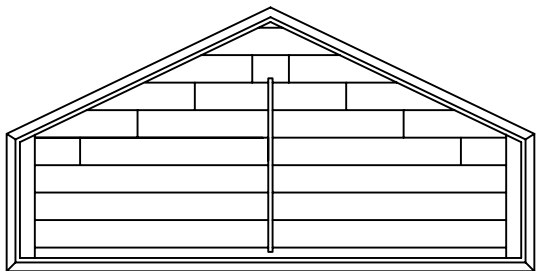
Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)

Specifications - Three Vertical Supports

Minimum Width:	24"
Maximum Width:	108"
Minimum Height:	12"
Maximum Height:	36"
Minimum Leg Length:	7"
Maximum Leg Length:	24"

Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)

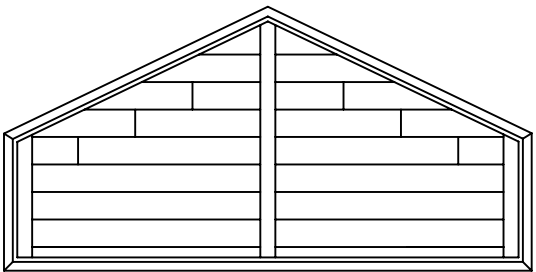
FULL RAKE



Full Rake with Tilt Bar & No Vertical Support

Specifications - No Vertical Support

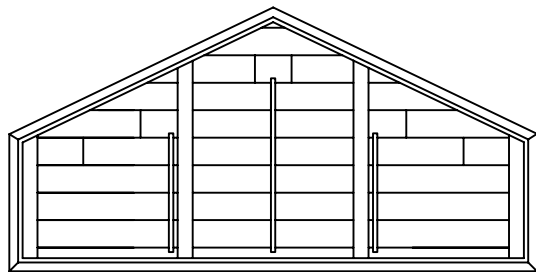
Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	48"
Minimum Leg Length:	7"
Maximum Leg Length:	24"
Clear Tilt not available	



Full Rake with Clear Tilt & 1 Vertical Support

Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	12"
Maximum Height:	48"
Minimum Leg Length:	7"
Maximum Leg Length:	24"
Clear Tilt or off-set tilt bar optional	



Full Rake with Tilt Bar, and 2 Vertical Supports

Specifications - Two Vertical Supports

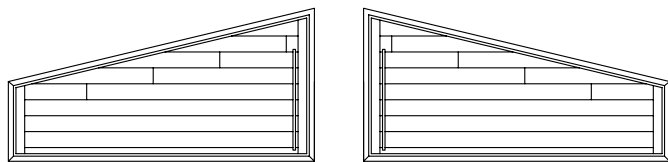
Minimum Width:	24"
Maximum Width:	72"
Minimum Height:	12"
Maximum Height:	48"
Minimum Leg Length:	7"
Maximum Leg Length:	24"

Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)

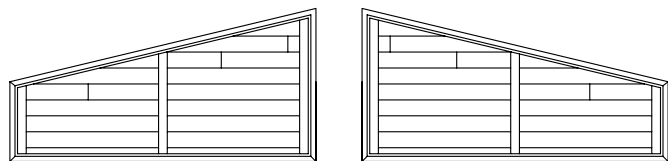
Note: A Tunnel is an extended Half Circle. The height minus the leg height should equal 1/2 of the width. See Page K2 for available tilt options.

Shapes and Specifications

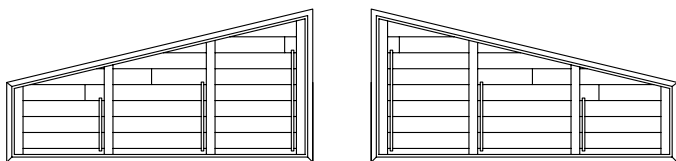
HALF RAKE (LEFT & RIGHT)



Half Rake with Tilt Bar & No Vertical Support



Half Rake with Clear Tilt and 1 Vertical Support



Half Rake with Tilt Bar, and 2 Vertical Supports

Specifications - No Vertical Support

Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	30"
Minimum Leg Length:	7"
Maximum Leg Length:	30"
Clear Tilt not available	

Specifications - One Vertical Support

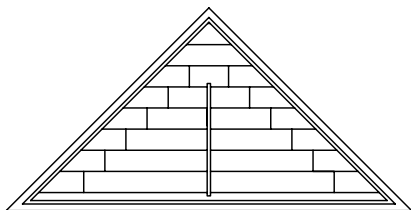
Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	12"
Maximum Height:	40"
Minimum Leg Length:	7"
Maximum Leg Length:	40"
Clear Tilt or off-set tilt bar optional	

Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	72"
Minimum Height:	12"
Maximum Height:	60"
Minimum Leg Length:	7"
Maximum Leg Length:	60"

UltraClearview and tilt bar optional (tilt bar on outside sections will be off-set only)

SYMMETRICAL ANGLE TOP

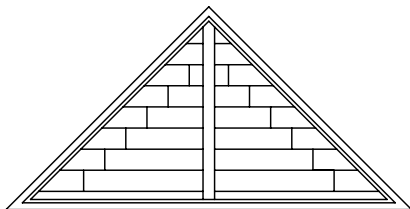


Symmetrical Angle Top with Tilt Bar &
No Vertical Support

Specifications - No Vertical Support

Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	15"

Clear Tilt **not** available

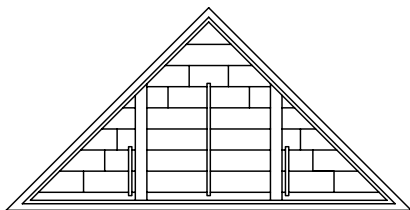


Symmetrical Angle Top with Clear Tilt and
1 Vertical Support

Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	12"
Maximum Height:	30"

Clear Tilt or off-set tilt bar optional



Symmetrical Angle Top with Tilt Bar, and
2 Vertical Supports

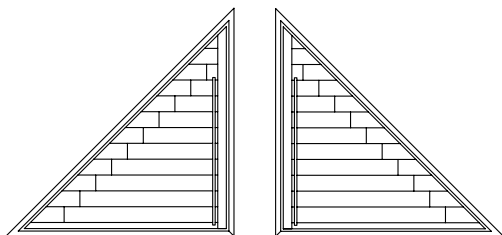
Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	72"
Minimum Height:	12"
Maximum Height:	36"

Clear Tilt and tilt bar optional (tilt bar on
outside sections will be off-set only)

Shapes and Specifications

ANGLE TOP (LEFT & RIGHT)

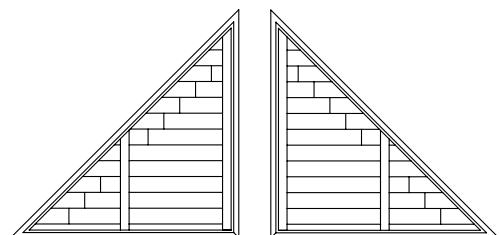


Angle Top with Tilt Bar & No Vertical Support

Specifications - No Vertical Support

Minimum Width:	12"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	30"

Clear Tilt **not** available

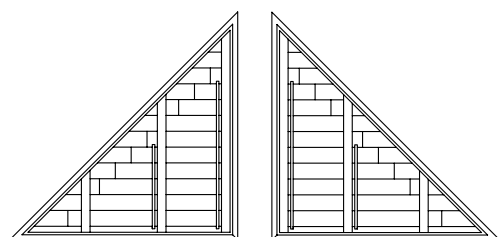


Angle Top with Clear Tilt and 1 Vertical Support

Specifications - One Vertical Support

Minimum Width:	24"
Maximum Width:	40"
Minimum Height:	24"
Maximum Height:	40"

Clear Tilt or off-set tilt bar optional



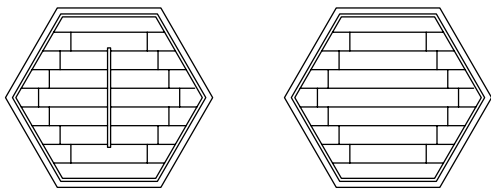
Angle Top with Tilt Bar, and 2 Vertical Supports

Specifications - Two Vertical Supports

Minimum Width:	24"
Maximum Width:	60"
Minimum Height:	24"
Maximum Height:	60"

Clear Tilt and tilt bar optional (tilt bar on outside sections will be off-set only)

HEXAGON

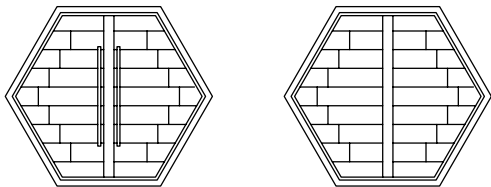


Hexagon with No Vertical Support

Specifications - No Vertical Support

Minimum Width:	12"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	30"

Clear Tilt **not** available



Hexagon with 1 Vertical Support

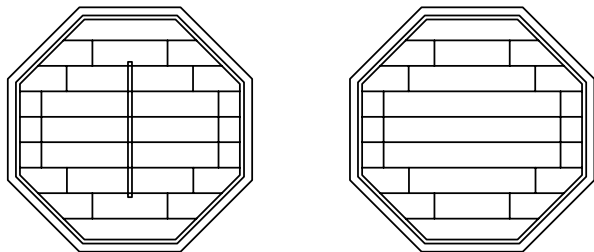
Specifications - One Vertical Support

Minimum Width:	30"
Maximum Width:	40"
Minimum Height:	30"
Maximum Height:	40"

Clear Tilt or off-set tilt bar optional

Shapes and Specifications

OCTAGON

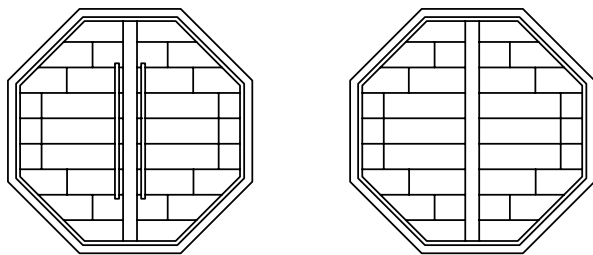


Octagon with No Vertical Support

Specifications - No Vertical Support

Minimum Width:	12"
Maximum Width:	30"
Minimum Height:	12"
Maximum Height:	30"

Clear Tilt **not** available

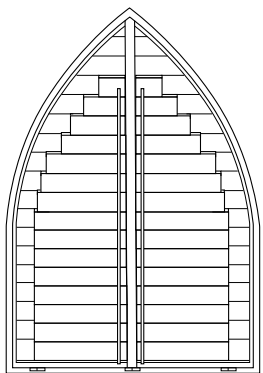


Octagon with 1 Vertical Support

Specifications - One Vertical Support

Minimum Width:	30"
Maximum Width:	40"
Minimum Height:	30"
Maximum Height:	40"

Clear Tilt or off-set tilt bar optional



Gothic Arch

Specifications - No Vertical Support

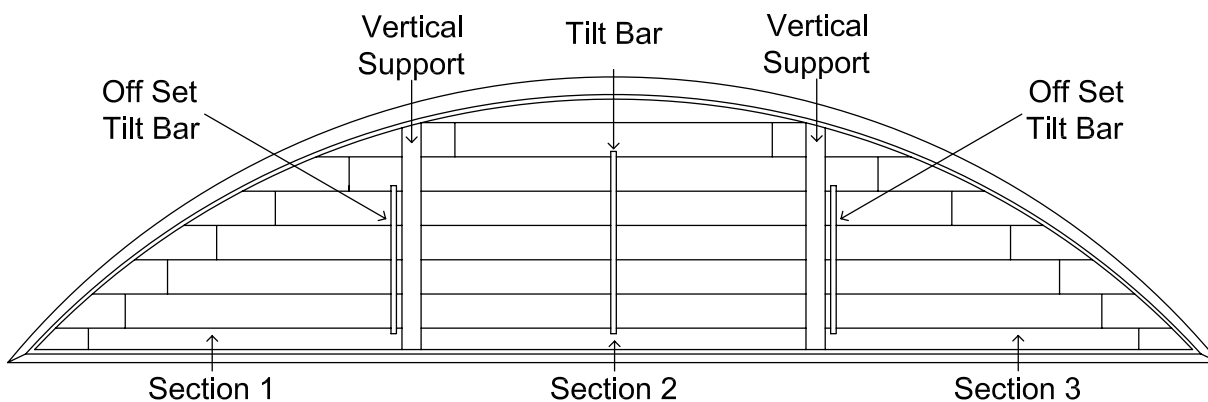
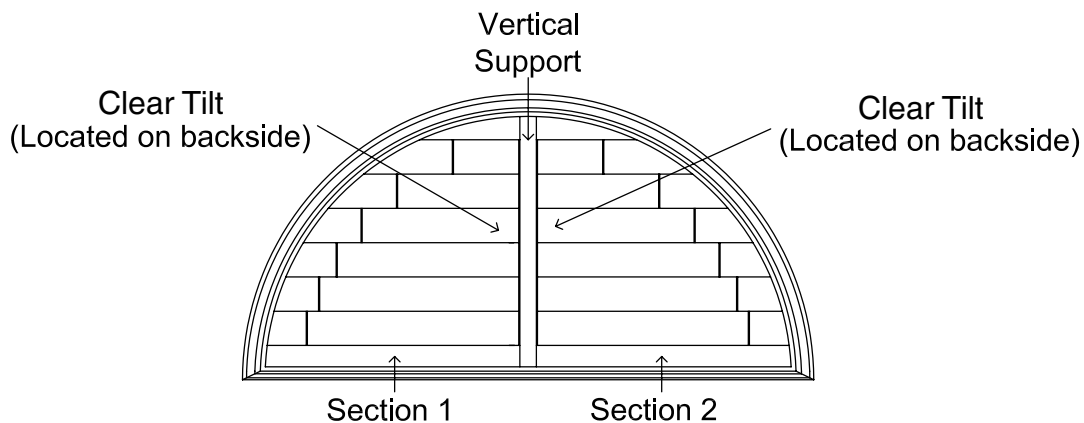
Minimum Width:	24"
Maximum Width:	30"
Minimum Height:	24"
Maximum Height:	36"

Clear Tilt **not** available

A Vertical Support is the vertical member of the arch that divides the arch into multiple sections and provides strength and rigidity. Smaller arches (less than 30") do not require Vertical Supports but may be ordered with them. Vertical Supports are required based on width. The specifications are listed below.

VERTICAL SUPPORT REQUIREMENTS

- 0 Vertical Supports = 0" - 30"
- 1 Vertical Support = 30-1/8" - 60"
- 2 Vertical Supports = 60-1/8" - 72"
- 3 Vertical Supports = 72-1/8" - 108"



Vertical Support

When ordering larger shutters that require Vertical Supports or when adding Vertical Supports to smaller shutters, it is important to remember that there will be a size difference between the Vertical Support, Vertical Jambs, and the T Posts in the shutter below.

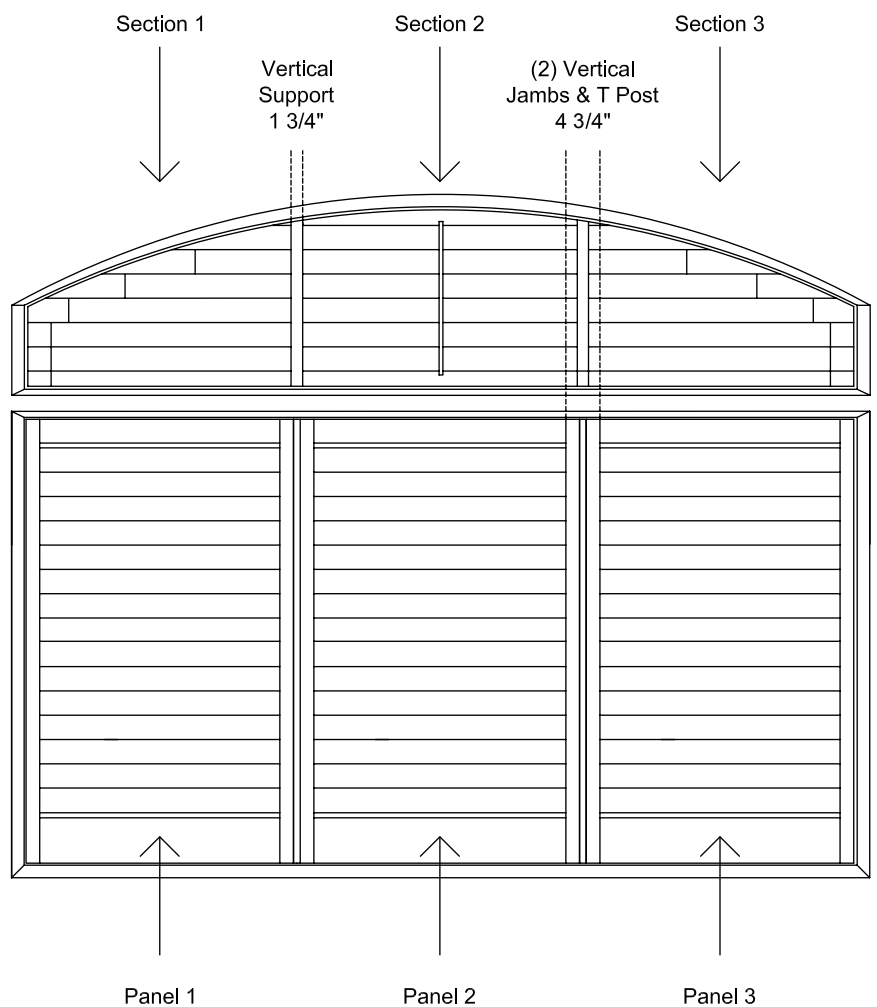
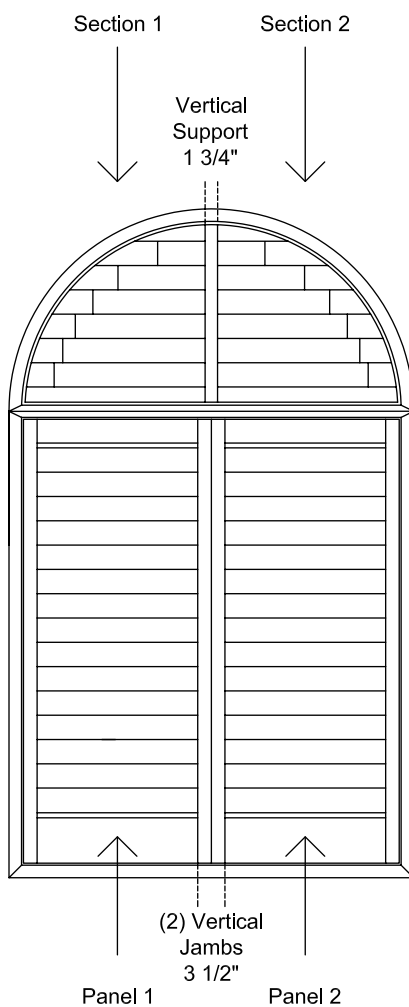
Vertical Support Width = 1-3/4"

(2) Vertical Jamb Widths = 3-1/2"

(2) Vertical Jamb Widths + T Post = 4-3/4"

Example: See diagram below. The two panel shutter has a two section arch above. The Vertical Support in the arch is half the size of the jambs but is in alignment with the vertical jambs of the panel below.

Note: In order to achieve a consistent look, order the shutter below and the arch above with the same number of panels and sections. Submit the shutter and arch orders together.

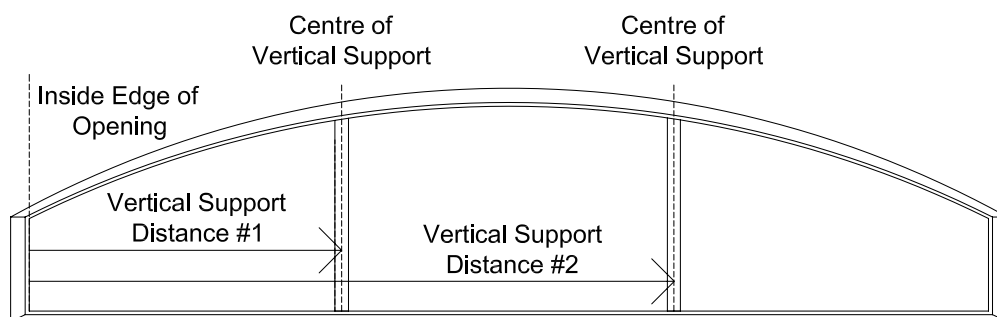


UNEVEN VERTICAL SUPPORT LOCATIONS

Inside Mount

1. Record the number of sections on the LEVOLOR Specialty Shape Order Form
2. Measure from the left inside edge of the opening to the centre of the first Vertical Support location
3. Record this measurement on the order form under Vertical Support locations
4. Repeat steps 2 and 3 measuring from the left edge of the opening to the centre of the second Vertical Support
5. Submit the shutter and arch orders together

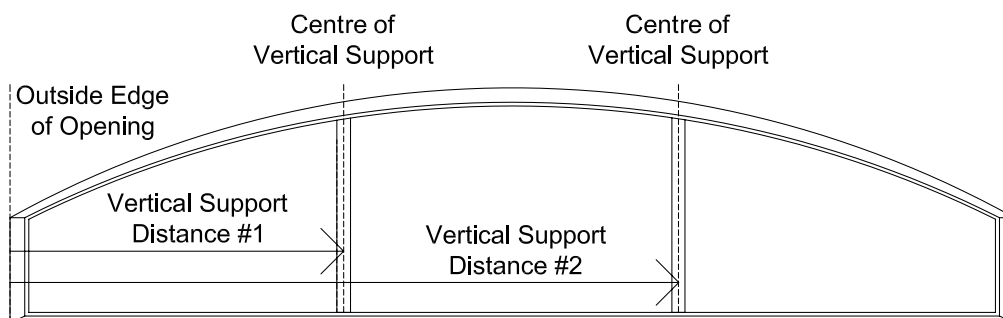
Note: When 3 vertical supports are ordered with specific locations, the middle vertical support will be in the centre of the arch.



Outside Mount

1. Record the number of sections on the LEVOLOR Specialty Shape Order Form
2. Measure from the left outside edge of where the arch is to be installed to the centre of each Vertical Support location
3. Record this measurement on the order form under Vertical Support locations
4. Repeat steps 2 and 3 measuring from the left edge of the opening to the centre of the second Vertical Support
5. Submit the shutter and arch orders together

Note: When 3 vertical supports are ordered with specific locations, the middle vertical support will be in the centre of the arch.



Note: The maximum distance between vertical supports is 32-1/2".

Measuring

INSIDE MOUNT

1. Measure the width - measure the inside width of the window frame along the bottom of the opening (A)

2. Measure the height

A) Measure the inside height of the window frame at the centre to the highest vertical point (E)

B) From centre point E, measure out every 10" and make a mark (as instructed on the order form)

C) At each mark, measure vertically to the edge of the opening

D) Note each vertical dimension on the order form or supply sketch and include all dimensions

E) See page K18 for details

3. Measure legs

A) Measure from the bottom of where the arch will be located to the point at which the radius or angle begins (C & D)

B) Measure both sides and record the smallest measurement.

4. Depth clearance - ensure there is enough depth clearance to install the arch and enough room to operate the louvers (specialty shape clearances are the same as standard shutters)

5. Create template for any specialty shape that does not have a consistent radius

6. Framed arch mounted to framed shutter

A) The width of the arch and the width of the shutter below must be the same dimension

B) Measure the shutter opening to first determine the width

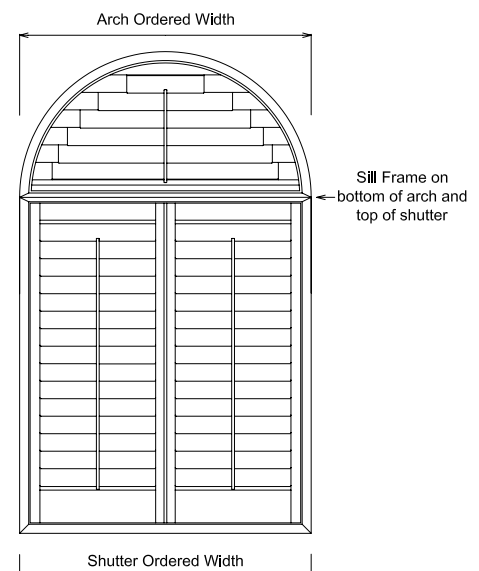
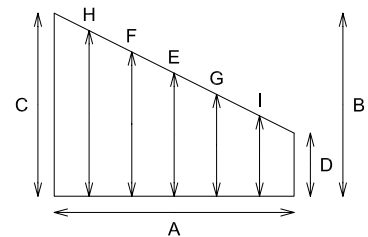
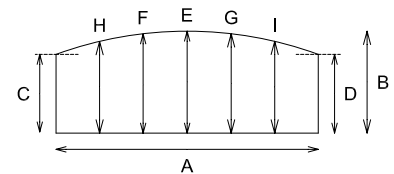
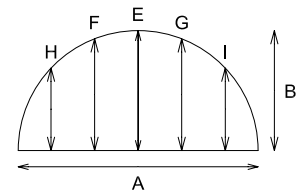
C) Measure the shutter opening and determine the height of the shutter, mark this point since this will be the measuring point for the arch

D) Measure the width of the arch from the top of the shutter to the top of the opening

E) When using the Trim Frame, Decor Trim Frame, Bullnose, or Z Frame, the arch must include Sill Frame at the bottom and the shutter must include Sill Frame at the top.

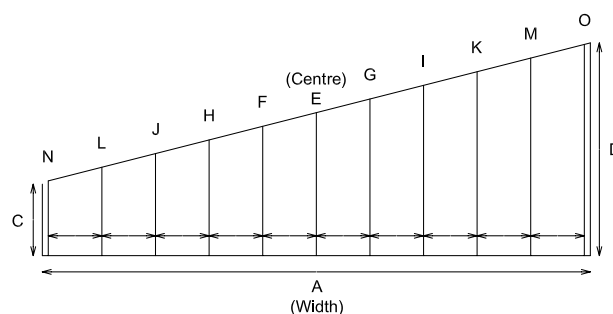
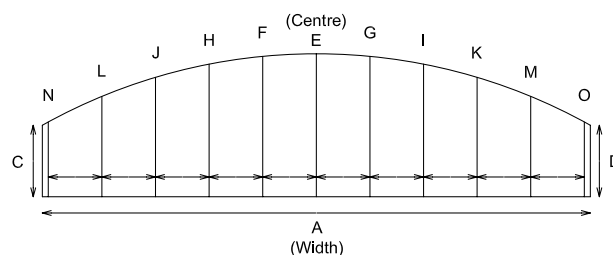
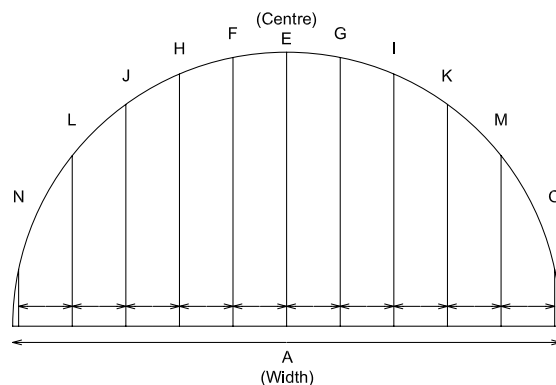
F) If needed, decrease the dimension of the shutter below to allow for proper fit of the arch

G) Trim Frame and Decor Trim, or Bullnose Frame are recommended due to the size of the flanges which allows the shutter to be undersized slightly but ensures the frame will cover the increased gap between the frame and the opening



INSIDE MOUNT - INTERMEDIATE HEIGHTS

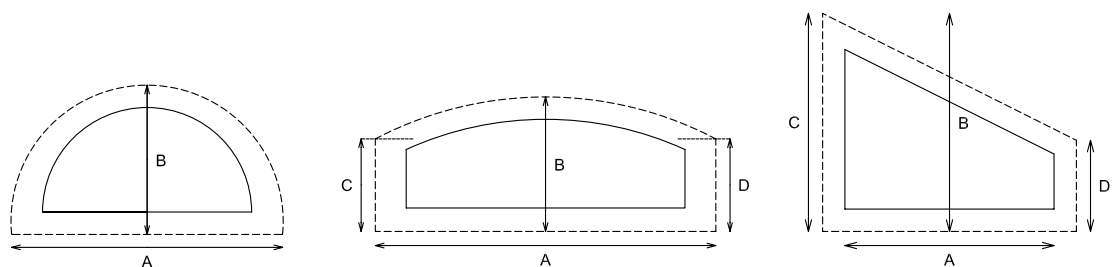
1. Determine centre point across the width of the opening
2. Measure out from the centre point every 10" in both directions and make a mark (as instructed on the order form)
3. At each mark, measure vertically to the edge of the opening (If the measurement is not perpendicular to the base, the actual dimensions will be inaccurate.)
4. Make sure that the corresponding dimensions are the same or very similar (Ex: Measurements F and G should be the same, H and I the same, etc.)
5. The specialty shape shutter will be built to fit the smallest measurement provided.
6. If the order form does not contain enough blanks to provide all necessary information, then please supply a sketch with all dimensions. Submit sketch along with the specialty shape order form.



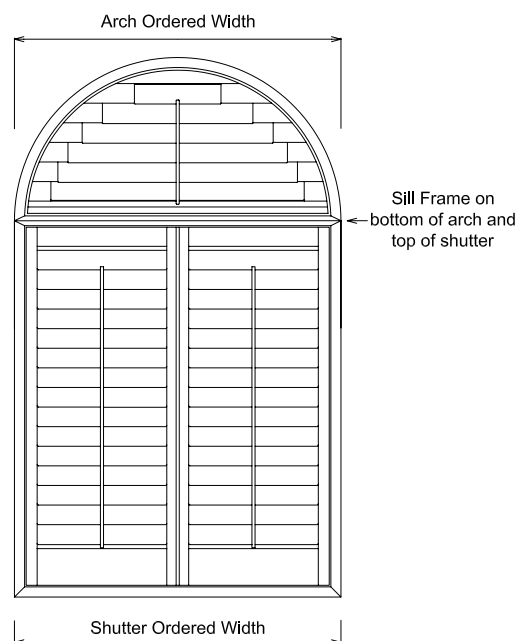
Measuring

OUTSIDE MOUNT

1. Measure the width - measure to the outermost desired point to which the arch frame will extend across the bottom of the opening (A)
2. Measure the height - measure from where the outside bottom of the arch will be to the highest point at the centre of the opening (B)
3. Measure legs
 - A) Measure from the bottom of where the arch will be located to the point at which the radius or angle begins (C & D)
 - B) For Tunnels and Eyebrows, measure both sides and split the difference if any



4. Depth clearance - ensure there is enough depth clearance to install the arch and enough room to operate the louvers (specialty shape clearances are the same as standard shutters)
5. Create template for any specialty shape that does not have a consistent radius.
6. Framed arch mounted to framed shutter
 - A) The width of the arch and the width of the shutter below must be the same dimension
 - B) Measure the shutter to first determine the width
 - C) Measure the shutter and determine the height of the shutter, mark this point since this will be the measuring point for the bottom of the arch
 - D) Measure the height of the arch from the mark indicating the top of the shutter
 - E) If needed, adjust the dimension of the shutter below to allow for proper fit of the arch

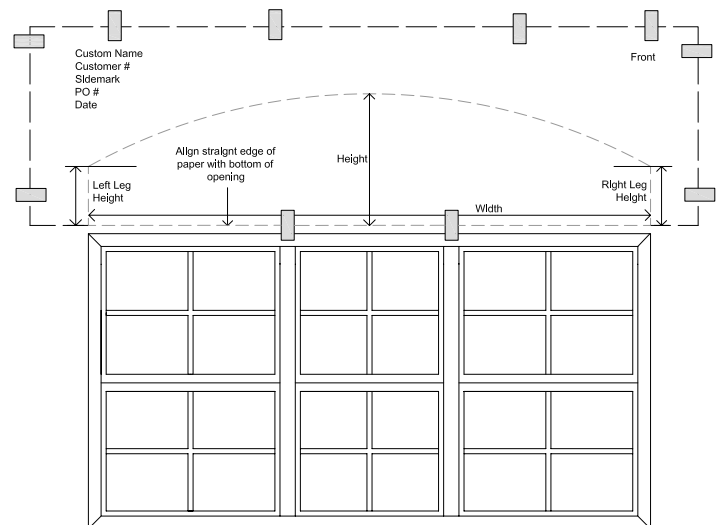
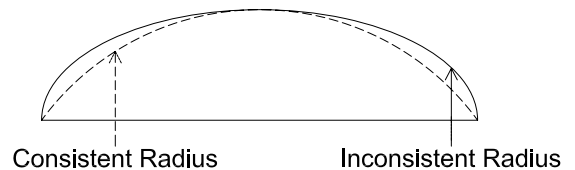


Creating a Template (Inside Mount)

CREATING A TEMPLATE FOR AN ARCH SHUTTER - TEMPLATES ARE ONLY REQUIRED FOR SHAPES THAT DO NOT HAVE A CONSISTENT RADIUS

Note: An arch with an inconsistent radius is one that the radius varies or changes along the arc. Example: the top centre of the arch has a gradual curve while the sides curve sharply. Templates are required in these situations.

1. Templates will only be accepted if heavy paper such as craft paper or butcher paper is used
2. Make sure the paper will extend beyond the entire arch window both in width and height (tape multiple sheets together, if necessary)
3. The paper should be applied with tape (preferably painters tape so that it won't remove paint from the walls) or thumb tacks
4. The paper should be smooth and tight over the entire opening
5. Align straight edge of paper with the bottom of the opening
6. Using a pencil, outline or trace the perimeter of the arch
7. Make sure that all lines are clear and precise
8. Once the outline of the arch is complete, remove the template
9. Carefully measure the template for accuracy
10. If the template is not accurate, then modify the template or remake it
11. Note all dimensions on the room side of the template
 - A) Width
 - B) Height (measure perpendicular to the bottom of the opening at the exact centre)
 - C) Side Legs (if applicable)
 - D) Location of Vertical Supports (if applicable)
12. The measurements of the template, measurements on the template, and the measurements on the order form must all match.
13. Write "front" on the front side of the template (this will be the side of the paper facing in towards the room when it was attached to the window)
14. The following information must appear on the template:
 - A) Company Name
 - B) Customer Account Number
 - C) Sidemark
 - D) Purchase Order Number
 - E) Date
15. Roll the template and send to local fabricator along with copy of the order form.
(Do not fold template)

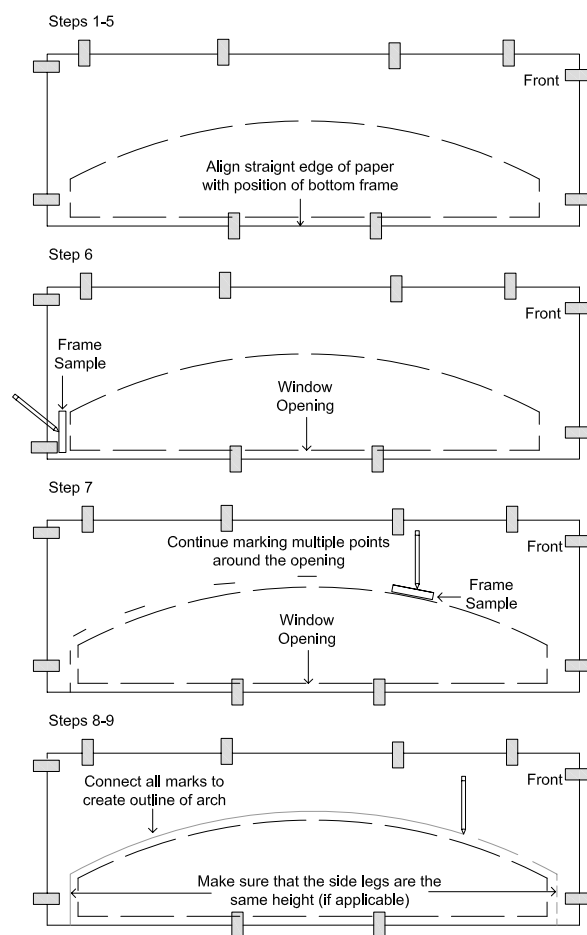


Note: Templates will be retained for a period of 12 months, in case of remakes, damages, etc.

Creating a Template (Outside Mount)

CREATING A TEMPLATE FOR AN ARCH SHUTTER - TEMPLATES ARE ONLY REQUIRED FOR SHAPES THAT DO NOT HAVE A CONSISTENT RADIUS

1. Use heavy paper such as craft paper or butcher paper
2. Make sure the paper will extend beyond the entire arch window both in width and height (tape multiple sheets together, if necessary)
3. The paper should be applied with tape (preferably painters tape so that it won't remove paint from the walls) or thumb tacks
4. The paper should be smooth and tight over the entire opening
5. Align straight edge of paper with the bottom of the opening or the desired location of the bottom of the arch
6. Place the selected frame on the template at the desired distance away from the opening. Using a pencil, make a mark on the template behind the frame
7. Repeat step 6 in multiple locations to outline the entire arch
8. Connect all pencil marks to complete the shape
9. Make sure that all lines are clear and precise
10. Once the outline of the arch is complete, remove the template
11. Carefully measure the template for accuracy
12. If the template is not accurate, then modify the template or remake it
13. Note all dimensions on the room side of the template
 - A) Width
 - B) Height (measure perpendicular to the bottom of the opening at the exact centre)
 - C) Side Legs (if applicable)
 - D) Location of Vertical Supports (if applicable)
14. The measurements of the template, measurements on the template, and the measurements on the order form must all match.
15. Write "front" on the front side of the template (this will be the side of the paper facing in towards the room when it was attached to the window)
16. The following information must appear on the template:
 - A) Company Name
 - B) Customer Account Number
 - C) Sidemark
 - D) Purchase Order Number
 - E) Date
17. Roll the template and send to local fabricator along with copy of the order form. (Do not fold template)



Note: Templates will be retained for a period of 12 months, in case of remakes, damages, etc.

ARCH FRAME AND PANEL INSTALLATION - INSTALLED INDEPENDENT OF STANDARD SHUTTER

Step 1:

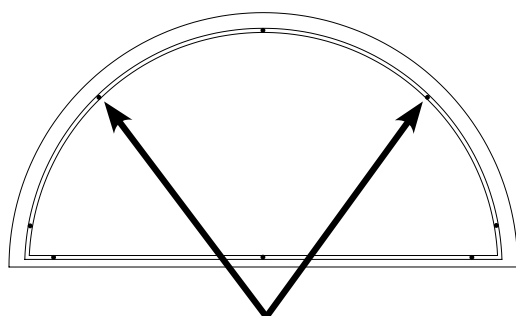
If multiple arches have been ordered for the same job, then review the labels for each arch to correctly identify which arch is used in each opening.

Step 2:

Set the frame in the opening and centre. Make sure the bottom frame of the arch is level.

Step 3:

Install (2) screws into the curved portion of the frame. Screws should be placed in the top left and top right of the curve as illustrated below.



**BEGIN WITH 2 INSTALLATION
HOLES
DO NOT OVERTIGHTEN**

Step 4:

With only (2) screws in place, it is safe to dry fit the panel. Make sure that the panel fits properly and the gap between the panel and the frame is consistent.

Step 5:

Move the bottom frame of the arch left or right to create the proper gaps around the arched panel. Make a vertical line on the bottom frame of the arch and onto the opening.

Step 6:

Remove the panel and move the bottom frame of the arch left or right until it is in alignment with the line on the opening.

Step 7:

Set a screw into the bottom frame of the arch to secure it to the window opening.

Step 8:

Place the panel back in the frame and make sure that the panel fits properly.

Step 9:

Set all remaining screws, making sure not to over-tighten. Set the panel back in place at any point to ensure proper alignment.

Step 10:

The panel will be held in place by the Panel Lock system. Adjust the depth of the plungers if necessary to provide good fit and hold the panel in the frame.

Step 11:

Install panel lock ramps along the bottom frame. These are used as spacers to ensure a consistent gap around the frame.

Step 12:

Magnets will be supplied with each arch depending on size. The magnets are used to help ensure the panel remains secure in the frame. Attach a magnet to the top centre of the opening or evenly space magnets across the top frame. Hinges are attached to speciality shapes with straight bottom sides. The hinge connects the panel to the frame.

Step 13:

Install screw cover button plugs to hide installation holes. If button plugs will not seat properly, tighten the screw inside the installation hole so it does not interfere.

ARCH FRAME AND PANEL INSTALLATION - INSTALLED DIRECTLY TO SHUTTER BELOW**Step 1:**

If multiple arches have been ordered for the same job, then review the labels for each arch to correctly identify which arch is used in each opening.

Step 2:

If an arch is to be mounted directly to the top of a shutter below, then install the shutter first. See Standard Window Installation Guidelines for details.

Step 3:

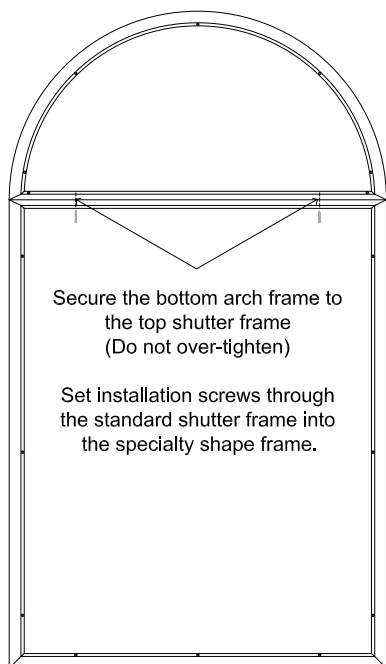
Set the frame in the opening. Align the bottom frame of the arch with the top frame of the shutter. (Use hand clamps to clamp the frames together while installing)

Step 4:

Set (2) 1" bypass screws (or similar) through the top frame of the shutter into the bottom frame of the arch.

Step 5:

With only (2) screws in place, it is safe to dry fit the panel. Make sure that the panel fits properly and the gap between the panel and the frame is consistent.

**Step 6:**

Move the top frame of the arch left or right to create the proper gaps around the arched panel. Make a vertical line on the top frame of the arch and onto the opening.

Step 7:

Remove the panel and move the top frame of the arch left or right until it is in alignment with the line on the opening.

Step 8:

Set a screw into the top frame of the arch to secure it to the window opening.

Step 9:

Place the panel back in the frame and make sure that the panel fits properly.

Step 10:

Set all remaining screws, making sure not to over-tighten. Set the panel back in place at any point to ensure proper alignment.

Step 11:

The panel will be held in place by the Panel Lock system. Adjust the depth of the plungers if necessary to provide good fit and hold the panel in the frame.

Step 12:

Install panel lock ramps along the bottom frame. These are used as spaces to ensure a consistent gap around the panel.

Step 13:

Magnets will be supplied with each arch depending on size. The magnets are used to help ensure the panel remains secure in the frame. Attach a magnet to the top centre of the opening or evenly space magnets across the top frame. Hinges are attached to speciality shapes with straight bottom sides. The hinge connects the panel to the frame.

Step 14:

Install screw cover button plugs to hide installation holes. If button plugs will not seat properly, tighten the screw inside the installation hole so it does not interfere.

Specialty Shapes Order Form

Installer _____ **Phone No:** _____

Condo ☐ YES ☐ NO Blind Removal ☐ YES ☐ NO

Scaffolding required as per working at heights guidelines –
or High Ladder ☐ YES ☐ NO Scaffolding required as per working at heights guidelines –
stairwells or top of windows above 8 ft. – picture required

Consumer Name(s)

Address

City

Postal Code

Email Required

Phone

Alt Phone

Store Name

Acct #

Phone #

Fax #

PO/Tag Name

Delivery/Courier

Associate/Specialist Name

Check Measure

Decorator Name

Installation

Line	Room Location	Shape Type	No of Vertical Supports	Operating System	Tilt Bar Options	Colours	Hinges	Louver Size	Mount	Frame Type	Width Ordered to 1/16"	X	Height Ordered to 1/16"	Sill Frame Location	Cor L Frame Extension
		Templates required for: Imperfect Half Circle Elliptical Quarter Circle Gothic	0 1 2 3	T or CT	C-F C-R OF-F OF-R	SW W S V	P SS B	2 1/2" 3 1/2"	IM Inside OM Outside	Decor Trim Trim Z L Casing Bullnose	Inside Mount = Smallest Opening Size Outside Mount = Largest Frame Size			None T B T,B T,B,L etc.	Y N Maximum 1 Extension
												X			

Notes:

Template attached ☐ ★ Shapes and Regular Orders have different due dates

Line up with shutter below on Sales Order

Line

Round Top Shapes (required templates indicated)

Half Circle Height = 1/2 width	Gothic Template	Eyebrow (Must have leg height)	Tunnel (Must have leg height)
Multi-Radius Template	Elliptical Template	Qtr. Circle Right Template if multi-radius	Qtr. Circle Left Template if multi-radius

CHECK SPECIFICATIONS FOR MINIMUM AND MAXIMUM SIZES – REVERSE SIDE

Round Top Shape measurements from the left side (to centre if rounded top)									
2"	4"	6"	8"	10"	15"	20"	30"	40"	50"

Round Top Shape measurements from the right side (to centre if rounded top)

50"	40"	30"	20"	15"	10"	8"	6"	4"	2"
-----	-----	-----	-----	-----	-----	----	----	----	----

Leg Height
for Tunnel, Eyebrow, or Gothic

Left Leg Height

Right Leg Height

Vertical Support Distances from left side (centre of support)

1st 2nd 3rd

Straight Sided Shapes

Hexagon	Full Rake 1 2 3 4 5 6	1/2 Rake Right 1 2 3 4	Angle Top Left 1 2 3
Octagon	1/2 Rake Left 1 2 3 4 5 6 7 8	Symmetrical Angle Top 1 2 3 4	Angle Top Right 1 2 3

Straight Sided Shapes diagrams have numbered sides. Insert measurements in the order on the diagram

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

Customer Agreement

I agree with the product ordered as reviewed on this form.

Signature:

Vertical Support Distances from left side (centre of support)

1st 2nd 3rd

ORDER ACKNOWLEDGEMENT
Items that do not meet Levolor® Shutters Product specifications as detailed in IMPORTANT INFORMATION and in the manual, will be MANUFACTURED WITH A VOID WARRANTY.

Specialty Shapes Ordering Instructions

Specialty Shapes with Round Top require a template – as indicated on the diagram

Half Circle <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	15		
1	24	60	12	30		
2	24	72	12	36		
3	24	92	12	46		

Gothic <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	24	36	7	24
1	24	30	24	48	7	24
2	24	39	24	60	7	24
3	24	48	24	60	7	24

Hexagon <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	12	30	12	30		
1	30	40	30	40		

1/2 Rake R <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	15	7	24
1	24	60	12	30	7	24
2	24	72	12	36	7	24
3	24	84	12	46	7	24

Eyebrow <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	36	7	24
1	24	60	12	36	7	24
2	24	72	12	36	7	24
3	24	108	12	36	7	24

Tunnel <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	16	39	3.5	24
1	24	39	16	39	3.5	24
2	24	48	16	39	3.5	24
3	24	48	16	39	3.5	24

Octagon <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	12	30	12	30		
1	30	40	30	40		

1/2 Rake L <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	15	7	24
1	24	60	12	30	7	24
2	24	72	12	36	7	24
3	24	84	12	46	7	24

Elliptical <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	15		
1	24	60	12	30		
2	24	72	12	36		
3	24	92	12	46		

Qtr Circle Right <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	12	30	12	30		
1	24	40	24	40		

Full Rake <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	24	12	48	7	24
1	24	60	12	48	7	24
2	24	72	12	48	7	24
3	24	84	12	48	7	24

Angle Top L <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	12	30	12	30		
1	24	40	24	40		
2	24	60	24	60		

Multi-Radius <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	15		
1	24	60	12	30		
2	24	72	12	36		
3	24	92	12	46		

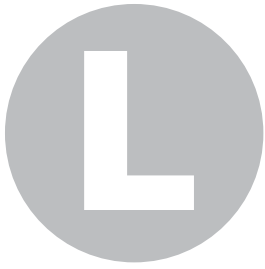
Qtr Circle Left <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	12	30	12	30		
1	24	40	24	40		

Symmetrical Angle Top <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	24	30	12	15		
1	24	60	12	30		
2	24	72	12	36		
3	24	84	12	42		

Angle Top R <small>per linear inch – widest or longest measured</small>						
# of Verticals	Min	Min	Min	Min	Min	Min
0	12	30	12	30		
1	24	40	24	40		
2	24	60	24	60		

Filling out the form

Installation Services	<p>Only available in select areas - Installation manual must be reviewed and agreed to prior to processing orders for this service</p> <ul style="list-style-type: none"> Condo/Office/Apartment - Yes = allows for proper time allotment for the service (surcharges are applicable) Specialty Shapes - Yes = allows for proper time allotment for the service (surcharges are applicable) Blind removal -Yes = allows for proper time allotment for the service (surcharges are applicable) Scaffolding or high ladder - Yes = Yes = allows for proper time allotment for the service (surcharges are applicable) - pictures required
Line	Indicate line number start from #1 for ease of referring to a confirmation or sales quotation
Room	Indicate the room name keeping under 12 characters to allow for full name to show on the product labels <ul style="list-style-type: none"> Indicate each room difference for ease of sorting - example Bed 1 Left, Bed 1 Centre, Bed 1 Right
Shape Type	Indicate the name of the shape
Vertical supports	As indicated on the chart on the chart above
Operating System	<p>G = Gear (an internal gear)</p> <p>CT = Clear Tilt (a louver connector attaching to the side of louvers on the back of the panel on the hinge side)</p> <p>TB = Tilt Bar (a function bar used to tilt louvers with option for Center Front)</p> <p>TBO = Tilt Bar Offset (a function used to tilt louvers with option for offset front)</p>
Tilt Bar Options	C-F Centre Front C-R Centre Rear OF-F Offset Front OF-R Offset Rear (at highest point)
Colours	SW = Snow White W = White S = Silk V = Vanilla
Hinge Colour	P =Painted SS =Stainless Steel B = Brass
Louver Size	2 ½" or 3 ½" not available in 4 ½ "
Mount Type	<p>IM - Inside Mount - factory takes deductions - Production drills installation holes for IM only</p> <ul style="list-style-type: none"> IM deductions are 1/8" on each side <p>OM - Outside Mount - Factory takes no deductions - Production drills installation holes for OM only</p>
Frame Type	<p>L = IM or OM , C= OM Casing , T=IM Trim, DT=IM Deluxe Trim, Z=IM Z, B= IM Bullnose</p> <ul style="list-style-type: none"> Frames must be used for all specialty shapes
Width	Ordered to the 1/16" - IM = smallest opening size OM = Largest frame size
Height	Ordered to the 1/16" - IM = smallest opening size OM = Largest frame size (it is recommended to consider the smaller louver sizes for the shorter the heights) Depending on the shape, support blocks could account for one full louver height
Frame Sill	Indicate by letter or number the Sill frame sides (dependant if round top or straight side) T = Top, B =Bottom, L = Left, R =Right, 1= side 1, 2 = side 2 etc.
L/C Ext	If required - Indicate the number of L Frame or Casing Frame Extensions
Template Attached	<p>Template required when indicated on above chart or front of order form.</p> <p>Templates to be made on Kraft or butcher paper ONLY.</p> <ul style="list-style-type: none"> Template information is to be printed on the front side (facing into the room) Information includes - Width, Height, Dealer Name, Tag Name Template measurements must match the measurements given on the order form
Line up	If the shape need to line up exactly with a shutter below then indicate sales order and Line #
Round Top Measurements	<p>Left side is measured from left to centre without going past centre at increments requested</p> <p>Right side is measured from right to centre without going past centre at increments requested</p> <p>Straight edge ruler slide inside T post is recommended for measuring - ask your representative</p>
Leg height	Required leg height for tunnel, eyebrow, and gothic
Vertical supports	<p>Required - as per chart above</p> <ul style="list-style-type: none"> Measured from the left side to the middle of the support
Straight sides measurements	Indicate measurement as per numbers on the form
Customer Agreement	Recommended that the salesperson reviews the order form & gets a sign off from the consumer prior to processing
Order Acknowledgement	Items that do not meet Levolor product specification as detailed in the manual, will be manufactured with a void warranty.



LEVOLOR
Shutters

MOTORIZED SHUTTERS

Features and Benefits, Warranty, and FCC Information	L1
Specifications	L2
Motor Locations	L3
Measuring and Clearances	L4
Ordering	L5
Installation and Battery Replacement	L6-8
Remote Programming	L9
Using the Remote	L10
Troubleshooting	L11
Program Summary	L12

The LEVOLOR system is a self-contained, battery powered, louver rotation system. There are two patent pending features that make this system unique. First is manual louver operation. LEVOLOR offers users the option to hand tilt or remotely tilt the louvers without affecting the system or warranty. Simply move the louvers by hand to any position or use the remote. Our second key feature is the coupler system, resulting in smooth operation of coupled sections with the push of a button. This unique feature joins the louver section of one panel to the louver section of the adjacent panel. This allows the use of one motor to power one or two louver sections. Even though the louver sections in two panels are joined, the panels can be opened and closed individually.

Features and Benefits

- Louvers operate remotely with the push of a button
- Manually operate the louvers at any time (no need to disengage the motors)
- Available with Standard shutters, French Doors & By-Pass track systems
- Available with all louver sizes
- Available with all four-sided frame types (excluding mounting strip)
- Available with none, one or two divider rails
- Available with Front Tilt Bar or Gear System
- Pre-loaded 12V battery wand (with 8 AA alkaline batteries)
- 6 Channel remote (with 2 AAA alkaline batteries)
- 4" Beaded Rail Only
- Panel Lock Only (No magnets)
- Control two louver sections with single motor (cannot couple through a T Post)
- Shutters with divider rails will have two motors and allow flexibility in programming and operation

Warranty

LEVOLOR Shutters LEVOLOR components are covered for a period of five (5) years from the date of purchase.

Specifications

Type	LEVOLOR Size Specifications				Notes
	Minimum Width	Maximum Width	Minimum Height	Maximum Height	
Standard Shutter Panel					Standard specifications apply based on configuration
2 1/2"	17"	36"	18"	96"	
3 1/2"	17"	36"	18"	96"	
4 1/2"	17"	36"	23"	96"	
Standard Bi-folding Panels					Standard specifications apply based on configuration
2 1/2"	17"	24"	18"	96"	
3 1/2"	17"	24"	18"	96"	
4 1/2"	17"	24"	23"	96"	
Uneven Panels					Standard specifications apply based on configuration
2 1/2"	17"	36"	18"	96"	
3 1/2"	17"	36"	18"	96"	
4 1/2"	17"	36"	23"	96"	
French Door Shutter Panel					French door specifications apply based on configuration
2 1/2"	17"	36"	36"	96"	
3 1/2"	17"	36"	38"	96"	
4 1/2"	17"	36"	40"	96"	
By-Pass Track System Panel					By-Pass track specifications apply based on configuration
2 1/2"	17"	36"	24"	96"	
3 1/2"	17"	36"	26"	96"	
4 1/2"	17"	36"	28"	96"	

Specifications for LEVOLOR shutters are not flexible and will not be waived.

- All motorized shutters require 4" top and bottom rails
- Shutters with two divider rails can be motorized but the middle section will be linked to either the bottom section or the top section (make sure to note this on the order form)
- Shutters with more than 2 panels, with or without T Posts, can be motorized, but only 2 panels can be operated with a single motor
- Panels separated by a T Post cannot utilize the panel connector option
- Do not install LEVOLOR motorized shutters where there is direct contact with moisture (ie: inside a shower)
- The manual control button is located on the back side of the panel, so it is critical to be able to access the rear of the panel(s) to complete the remote setup
- Battery access is also located on the back side of the panel(s) - when the batteries need to be changed, it will be necessary to open the panel and remove the battery cover to change the batteries
- Eight AA alkaline batteries required for the battery wand in the panel
- Two AAA alkaline batteries required in the remote

Note: Louver rotation speed or rotation alignment - there may be some variation in the speed at which the louvers rotate from section to section or panel to panel. Likewise, there may be some slight mis-alignment of the louvers in different panels or sections as they rotate to the desired position.

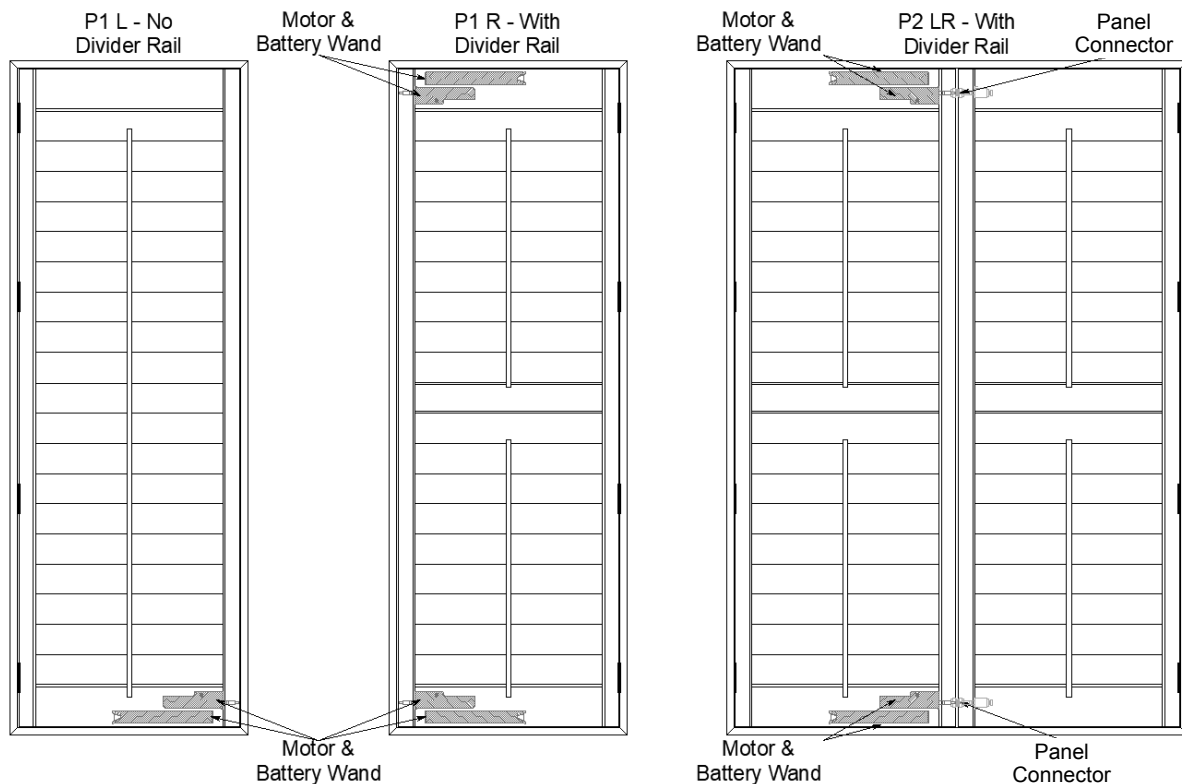
Note: Shutters with two divider rails can be motorized, but the middle section will be linked to either the bottom section or the top section. Make sure to note this on the order form.

Motor Locations

The default motor location is in the bottom rail. If there are one or two divider rails, then there is a motor in both the bottom and top rails.

Standard Shutter

P1 L or R No divider rail – 1 motor located in bottom rail
P1 L or R One divider rail – 2 motors, 1 located in bottom rail and 1 located in the top rail
P1 L or R Two divider rails – 2 motors, 1 located in bottom rail and 1 located in the top rail
P2 LR No divider rail – 1 motor located in bottom rail of left panel
P2 LR One divider rail – 2 motors, 1 located in bottom rail and 1 located in the top rail of the left panel
P2 LR Two divider rails – 2 motors, 1 located in bottom rail and 1 located in the top rail of the left panel
P2 LL No divider rail – 1 motor located in bottom rail of the left panel
P2 LL One divider rail – 2 motors, 1 located in bottom rail and 1 located in the top rail of the left panel
P2 LL Two divider rails – 2 motors, 1 located in bottom rail and 1 located in the top rail of the left panel
P2 RR No divider rail – 1 motor located in bottom rail of the right panel
P2 RR One divider rail – 2 motors, 1 located in bottom rail and 1 located in the top rail of the right panel
P2 RR Two divider rails – 2 motors, 1 located in bottom rail and 1 located in the top rail of the right panel
P1FD shutters will have the 1 or 2 motors located on the hinge side of the panel



By-Pass Shutter

Individual panels will include motors at the bottom and/or top of the panel. Joined panels will be hinged in the same manner as bi-folding panels. This will allow the panels to be utilize the patented panel connector.

Measuring

Measuring for shutters with LEVOLOR motorized is the same process as other shutters. It is, however, more critical to review the opening for potential obstructions and out of square. Please refer to the appropriate section of the manual for additional details based on the type of shutter ordering.

- Section E - measuring for Standard shutters
- Section F - measuring for French Door shutters
- Section G – measuring for Standard and Open By-Pass shutters
- Section H – measuring for Triple By-pass shutters

Depth Clearances

Depth clearances are critical for shutters with motorization. Even slight interference with the window, window frame, cranks, etc. can interfere with the operation of the LEVOLOR system. Please refer to the appropriate section of the manual for depth clearance charts.

- Section C – operating and depth clearances for Standard shutters
- Section F – depth clearance for French Door Shutters
- Section G – depth clearance for Standard and Open By-pass shutters
- Section H – depth clearance for Triple By-pass shutters

Ordering LEVOLOR Shutters with LEVOLOR motorization

When ordering shutters with LEVOLOR motorization, use the appropriate order form that includes the motorization option.

Standard Available Options

1. Available with all louver sizes

2. Available with all frame types (four-sided frame only)

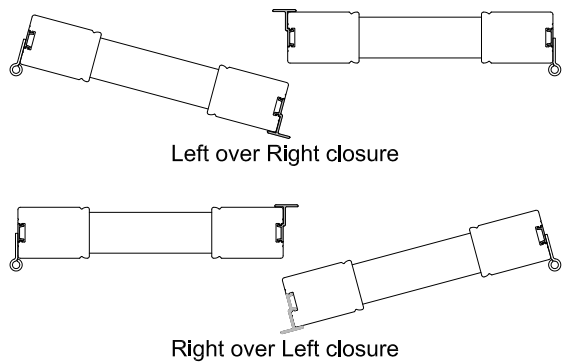
3. Available with French Door cutouts

4. Available with Bypass track systems (select 1, 3 or 4-sided frame)

5. Available with none, one or two divider rails
6. 4" Beaded Rail Only

7. Panel Lock Only (No magnets)

8. Standard closure for LR panels is Left over Right (Right over Left must be noted in special instruction – closure for motorized shutters cannot be changed in the field)



Motorization orders require the following information:

1. Tilt options:
- Tilt Bar with motorization

Gear with motorization
2. Shutters with two divider rails will only include two motors, not three. The center section must be connected to either the top or bottom section.
3. Select the number of remotes. One remote per room is recommended.

2 DIVIDER RAILS/MOTORIZATION			MOTORIZATION REMOTES	MOTORIZATION EXCEPTIONS
Line #	Distance Up (in inches)	Link Middle Section to Top or Bottom	Quantity of Remotes for Order	No Rear Tilt 4-Sided Frame Only No Double Hungs No Patio Doors No Mounting Strip

Installation of Motorized Shutters

Installation of shutters with motorization does not differ from Standard shutters, By-pass shutters, or French Door shutters with traditional front tilt bar or gear system. The main concern is to make sure that the panels joined by the panel connector (any shutter with a LR, LL or RR configuration) are installed evenly. The couplers must make full contact to work properly. If the shutters are not installed correctly, the motor panel will operate, and the non-motor panel will incur lag in louver rotation or fail to operate. For additional information on installation, refer to the following sections.

- Section F – installation for French Door shutters
- Section G – installation for Standard and Open By-Pass shutters
- Section H – installation for Triple By-Pass shutters
- Section M – installation for Standard framed shutters

Panel Connector engaged correctly



Panel Connector not engaged - too much gap between panels

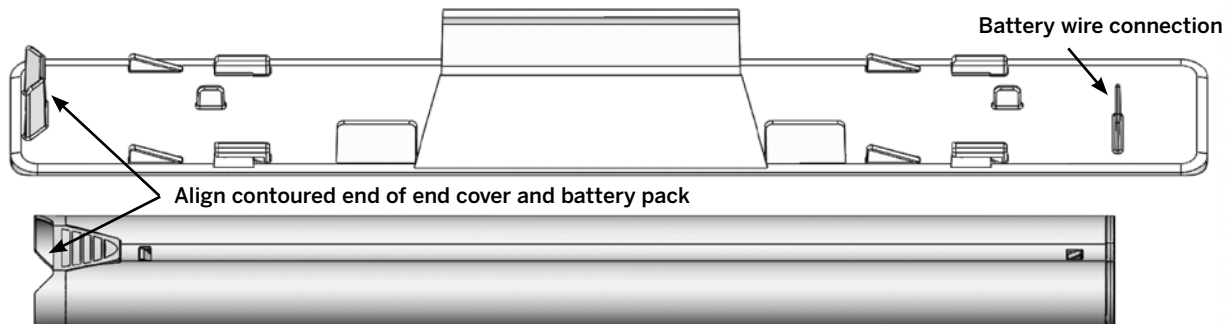


Panel Connector not engaged - panels not aligned vertically

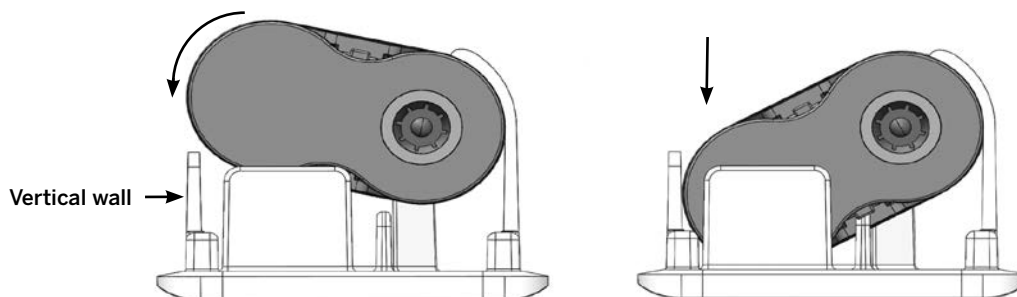


Battery Assembly Installation

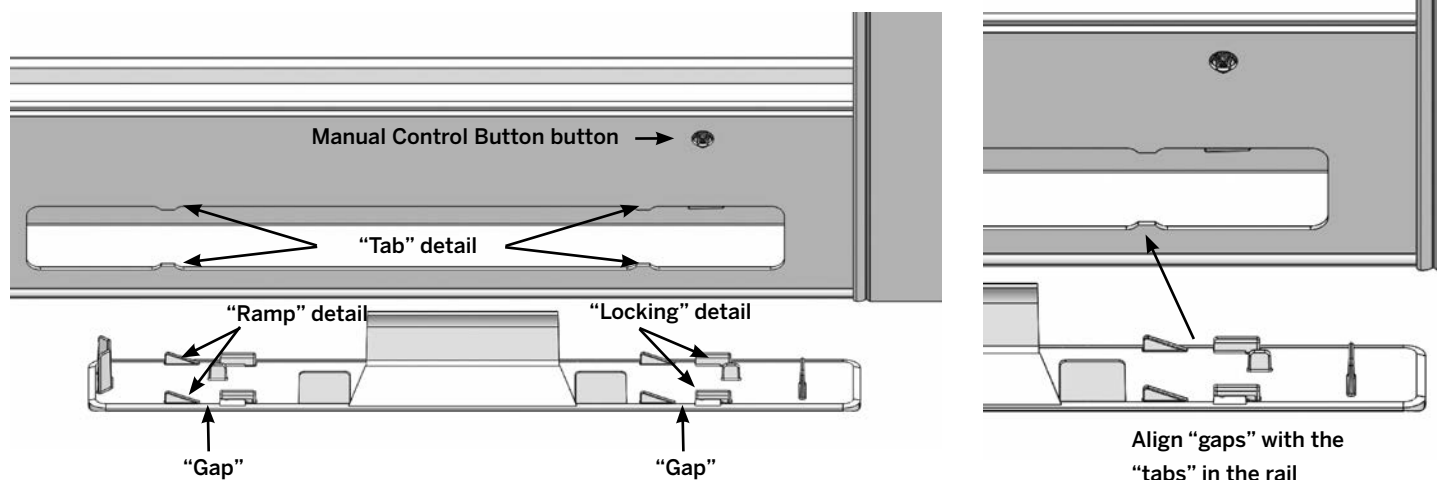
1. Lay the battery cover on a flat surface, face down with the contoured rib on the left
2. Orient the battery pack so the contoured end is on the left, the flat end is on the right and the clear window is facing down



3. Place the battery pack into the cover in the flat position
4. Rotate the battery pack forward so that it snaps in behind the two vertical walls



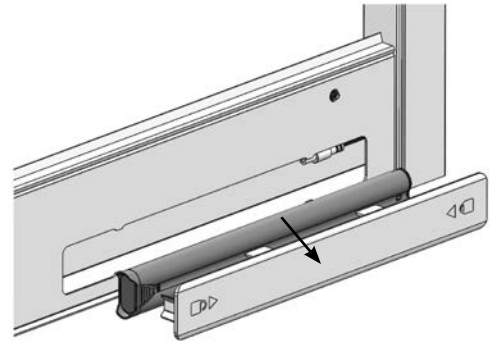
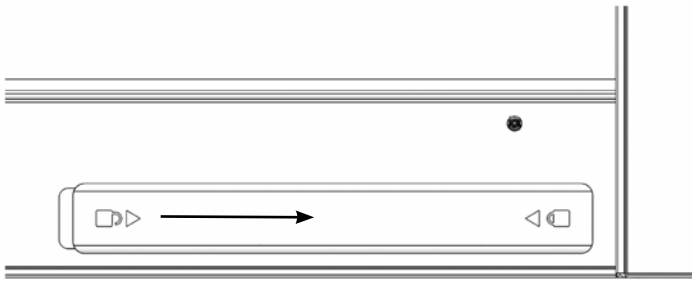
5. Plug the motor wire into the battery pack
6. Place the battery assembly in the routed hole in the rail
 - a. Make sure the wire is in the rail
 - b. The "lock" symbol on the face of the battery cover will be nearest the manual control button side of the rail
 - c. There are four connection points, once one is aligned properly, all will be aligned
 - d. Align the gap between the "ramp" detail and the "locking" detail of the cover with the "tabs" in the rail
 - e. Slide the battery cover in the direction to lock, as indicated on the battery cover until it locks into place



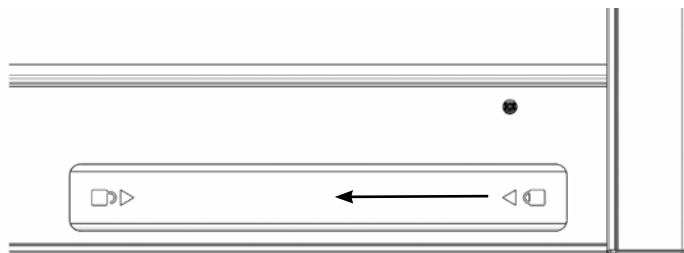
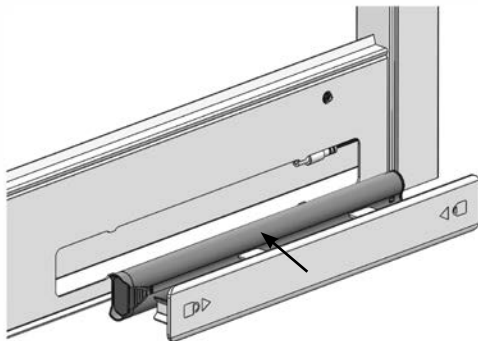
Shutter Battery Replacement

Replace batteries

1. Open the shutter panel to access the battery cover(s)
2. Slide the battery cover to unlock (slide towards the side of the panel with the program button), as indicated on the face of the battery cover, then rotate the battery cover with battery pack towards you






3. Disconnect the motor wire
4. Remove the battery pack from the battery cover
5. Pinch the tabs at the contoured end of the battery pack to release the end cap
6. Remove batteries
7. Install new batteries per the diagram on the clear housing
8. Reinstall end cap of battery pack
9. Follow battery assembly installation instructions
10. Slide the battery cover to lock (slide away from the side of the panel with the program button), as indicated on the face of the battery cover



Note: The above illustrations are of a right hinge panel with a motor in the bottom rail, the cover will slide in the opposite direction on a left hinge panel




Join a Shutter to a Group

NOTE: The LEVOLOR remote will not operate a shutter until the shutter has been added to a GROUP.

1. Press and hold  STOP until the WHITE programming light starts flashing, then release. This puts the remote in program mode.
2. Press the desired GROUP number (1, 2, 3, 4, 5 or 6) on the remote. The BLUE GROUP indicator light above the GROUP button will flash to show it is selected.
3. With one hand press and continue to hold the manual control button.
4. While continuing to hold down the manual control button, use your other hand to press and hold  OPEN on the remote until the shutter moves slightly to indicate it has been joined to the GROUP.
5. Release both buttons.
6. To exit program mode press and hold  STOP until the lights stop flashing.

NOTE: It is recommended that only similar window coverings be included in a GROUP because of differences in product features and operation.

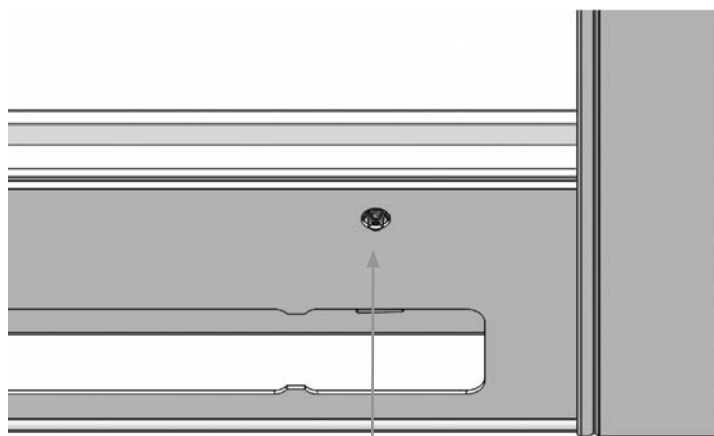
Remove A Shutter From A Group

1. Press and hold  STOP until the WHITE programming light starts flashing, then release. This puts the remote in program mode.
2. Press the desired GROUP number (1, 2, 3, 4, 5 or 6) on the remote. The BLUE GROUP indicator light above the GROUP number will flash to show it is selected.
3. With one hand press and continue to hold the manual control button.
4. While continuing to hold down the manual control button, press and hold  CLOSE on the remote until the shutter moves slightly to indicate it has been removed from the GROUP.
5. Release both buttons.
6. To exit program mode press and hold  STOP until the lights stop flashing.


Favorite -
45 degree
Louver edge up

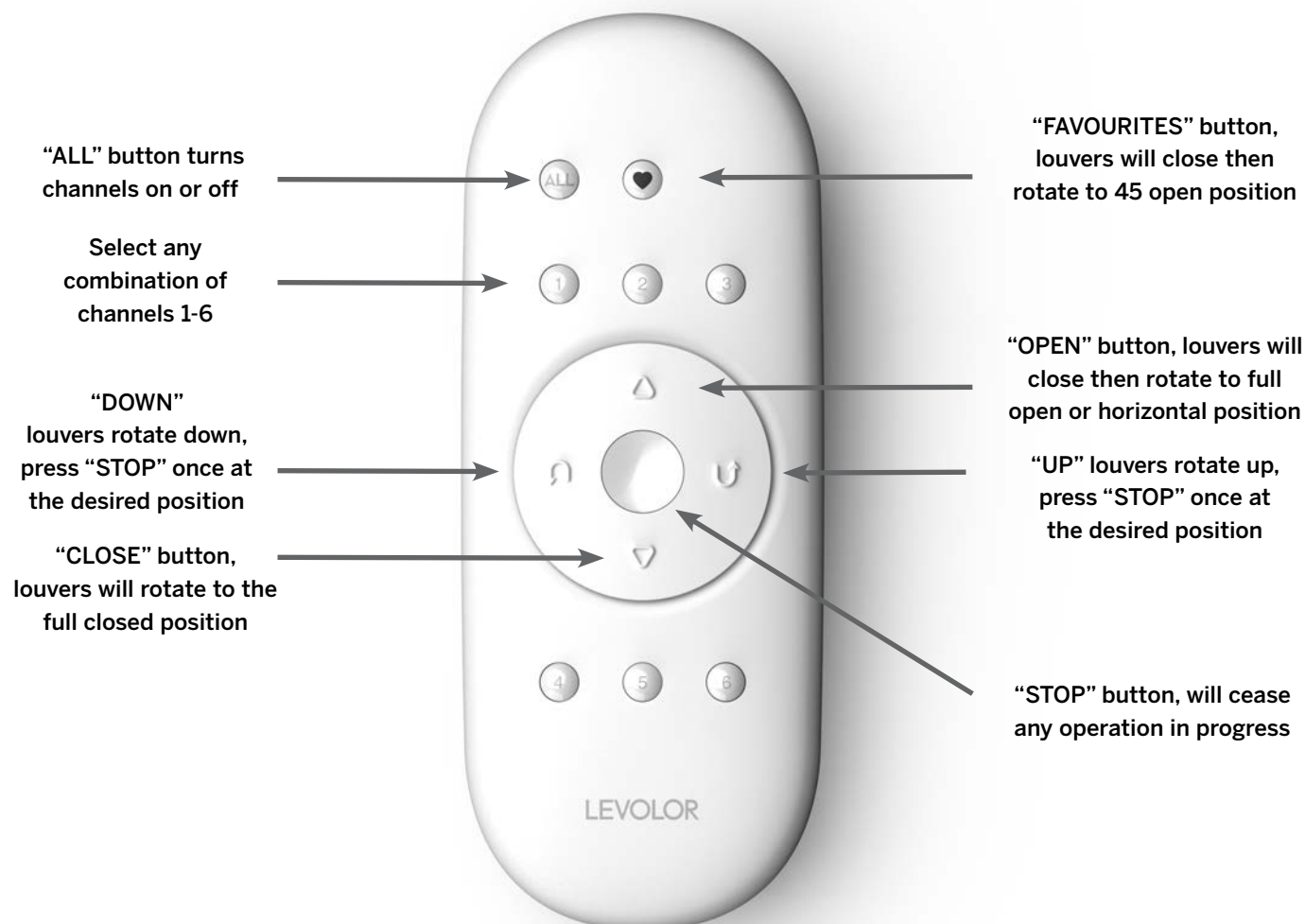


6 Channel LEVOLOR
Shutters Remote

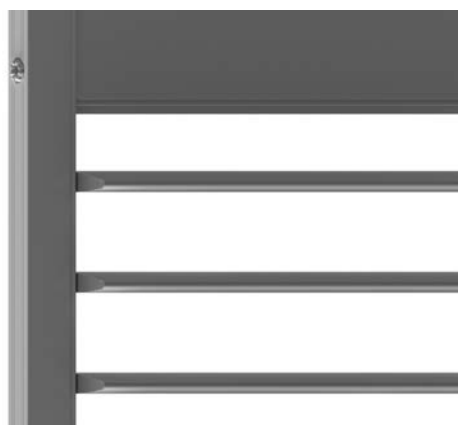


Manual Control Button located on the rear
of each panel that contains a motor

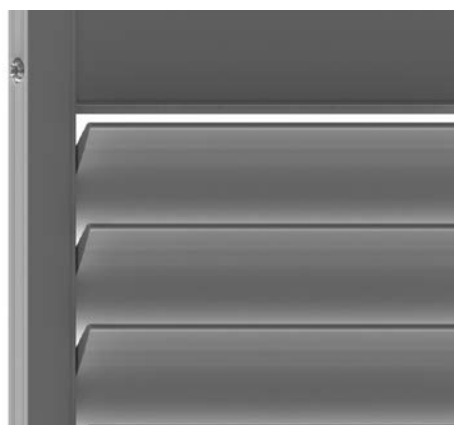
Using the LEVOLOR Remote



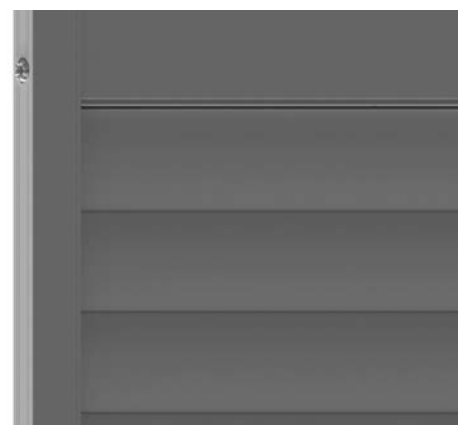
Pre-Programmed Louver Positions



Louvers at OPEN position



Louvers at FAVOURITES position



Louvers at CLOSED position

Programming

1. Check batteries in remote and make sure they are oriented correctly
2. Check that batteries are installed into pack correctly
3. Verify battery pack is plugged into motor correctly

Troubleshooting LEVOLOR Motorized Shutters

If you are experiencing issues with your LEVOLOR Shutters, listed below are some suggestions to review:

1. Frame Installation - You must keep the corners tight to avoid any problems with functionality. Use L-Brackets on Trim, Bullnose, Decor trim, and Casing Frame to prevent separation. L Frame and Z frame must have corners glued during assembly to prevent corner separation.
2. Louvers Do Not Rotate Fully - Make sure there are no obstructions in the louver section. Rotate louvers manually to determine if obstructions are preventing movement. Verify the louvers are not too tight. There should be some side to side movement of the louvers between the jambs.
3. Panel Connectors - The panel connectors must line up evenly and connect to one another. Excessive gaps between panels cannot exist. Verify the frames are square by measuring diagonally. Check the squareness of the shutters by measuring the width on the top and bottom inside of frame. If they are not the same adjust the installation of frames. Also, make sure the installation screws of the side frames have not been overtightened causing excessive gaps between panels.
4. Louver rotation speed or rotation alignment – There may be some variation in the speed at which the louvers rotate from section to section or panel to panel. Likewise, there may be some slight mis-alignment of the louvers in different panels or sections as they rotate to a desired position.

Program Summary

	Option	Available (Y/N)
Shutter Types	Standard Shutters	Y
	French Door Shutters	Y
	Double Hung Shutters	N
	Bi-Fold Track System Shutters	N
	By-Pass Track System Shutters	Y
	Specialty Shapes	N
Louvers	2 1/2" Louver	Y
	3 1/2" Louver	Y
	4 1/2" Louver	Y
Tilt Operation	Front Tilt Bar	Y
	Rear Tilt Bar/Clear Tilt	N
	Gear	Y
Frames	L Frame	Y
	Casing Frame	Y
	Z Frame	Y
	Trim Frame	Y
	Bullnose Frame	Y
	Decor Trim Frame	Y
	Mounting Strip	N
Frame Side Options (Excluding By-Pass)	No Frame	N
	One-sided Frame	N
	Two-sided Frame	N
	Three-sided Frame	N
	Four-sided Frame	Y
Rails & Divider Rails	2" Rail	N
	4" Rail	Y
	No Divider Rail	Y
	One Divider Rail	Y
	Two Divider Rails	Y
Catch System	Panel Lock	Y
	Magnets	N
Motorized Operation	Louvers	Y
	Panels	N



LEVOLOR
Shutters

INSTALLATION

Tools Required	M1
Inside Mount with No Frame	M2
Panel Lock Ramp Installation	M3
Magnetic Catch Placement	M4
Catch Receiver Installation	M5
Frame Assembly for 3 or 4 sided Frames	M6
T-Posts	M7
Inside Mount with L-Frame	M8
Inside Mount with Z, Trim, Bullnose Z, Decor Trim Frames	M9
Inside Mount/Outside Mount with Mounting Strip	M10
Outside Mount with Casing Frame	M11
Outside Mount with L-Frame	M12
Bay Window Compound Mitre	M13
Bow Window Compound Mitre	M14

Installation Tools Required

- Rechargeable drill
- 3/8" diameter drill bit
- 3/32" drill bit
- 3" Robertson bits of #6 (green handle #1) and #8 (red handle #2) screwdrivers
- Pan-head full thread screws are provided
- Hinge shims (available if requested for no-frame applications only)
- Slot screwdriver
- Non-marring hammer with 1" head for tapping frames into position
- Jig saw, hack saw, Dremmel tool or X-acto knife if cut-outs are required
- Loctite Super Bonder® 414 Instant Adhesive or contact cement required for an outside mount L-frame
- Dap for mitred corners and gaps between the frames and window jambs

Inside Mount with No Frame

1. INSTALL TOP HINGE

- Starting with the left panel(s), place panel into opening.
- Position the panel so it has equal clearance at the top and bottom. Make a pencil mark under the top hinge.
- Install one screw into the window jamb hinge that goes below the top hinge.
- Check to see if the position is accurate by placing the panel into the opening. Insert the top hinge pin into the panel and jamb. If accurate, remove the panel and insert the second screw into the top hinge on the jamb.

2. INSTALL BOTTOM HINGE

- Place the panel into position by inserting the top hinge pin into the panel and jamb hinge.
- Mark the jamb where the bottom of the lowest hinge is on the panel.
- Install one screw into the window jamb hinge that goes below the bottom hinge.
- Check if position is accurate by installing the panel from the top and bottom hinges.
- Shim using available hinge shims if necessary.

3. LEVEL PANELS

- If more panels are to be installed, repeat the first two processes by lining up the panel as the main concern.
- If minor support or leveling is required, turn adjustable jamb cap at the bottom of the vertical jamb to the required spot (if used).

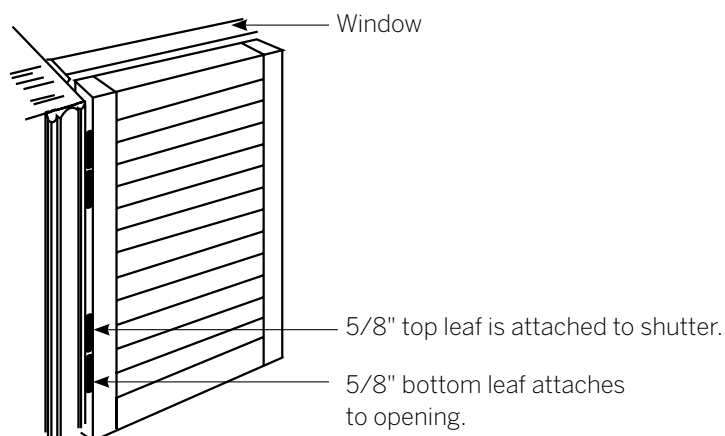
4. INSTALL REMAINING HINGES

- Once panels are level, install the remaining panel hinges while the panels are hanging. Simply open the panels, insert the hinge pin into the hinges and screw the hinges into the window jambs.
- Shim using available hinge shims if necessary.

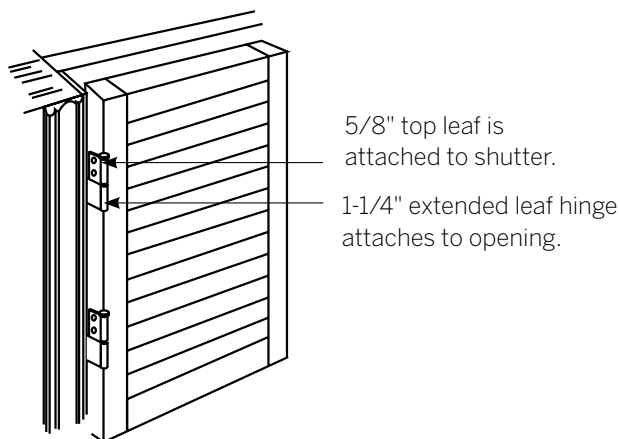
5. INSTALL MAGNETS, PLATES OR RAMPS

- See page M3-M4

Inside Mount (no frame flush with opening)



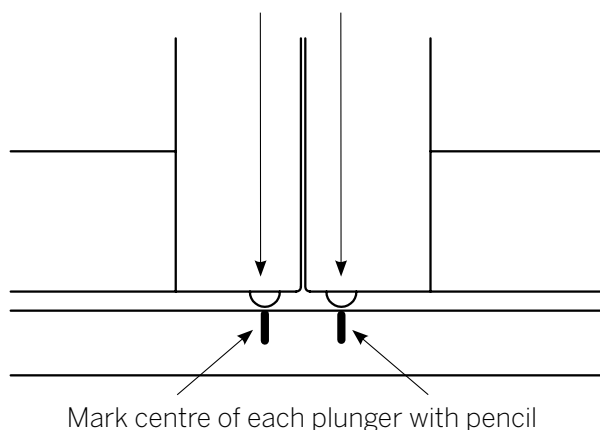
Inside Mount with Extended Leaf Hinge



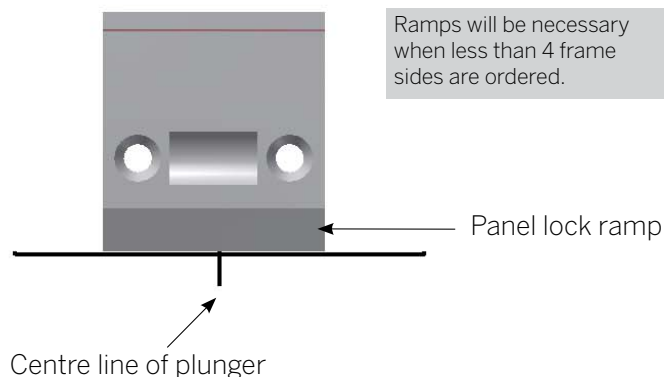
Note: The extra length allows for 5/8" maximum adjustment, thus minimizing required clearance.

Panel Lock Ramp Installation

Panel Lock Spring Loaded Plunger



Mark centre of each plunger with pencil

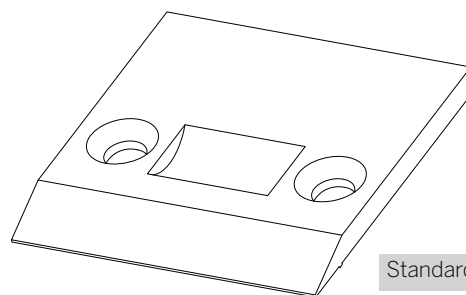


Ramps will be necessary when less than 4 frame sides are ordered.

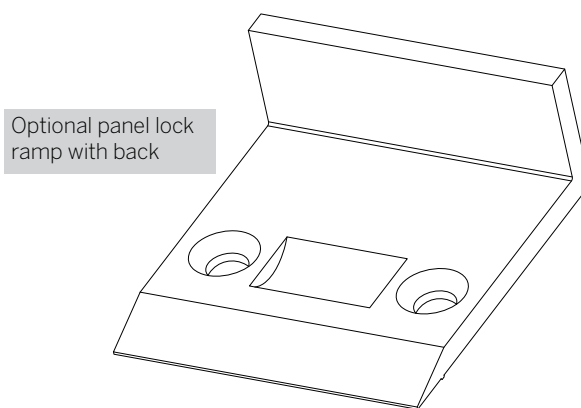
Panel lock ramp

Centre line of plunger

Panel Lock Ramps



Standard panel lock ramp

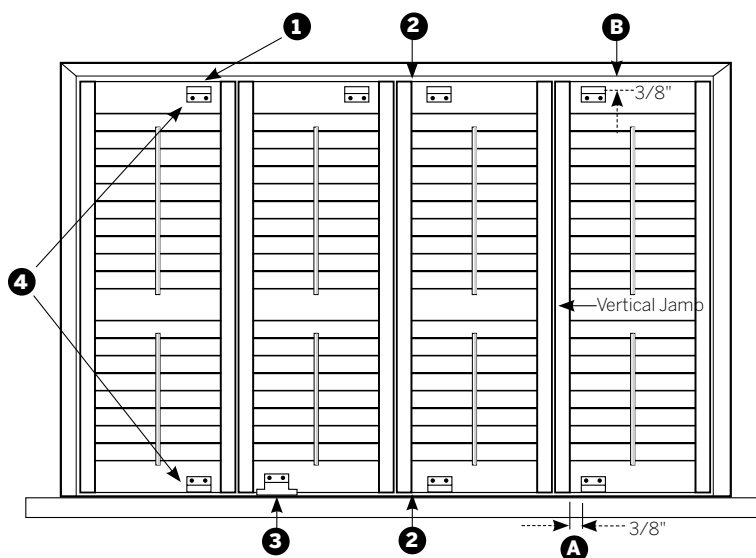


Optional panel lock ramp with back

PROCEDURE

1. The Panel Lock Cap assembly will be installed during fabrication.
2. Once the shutter and panels have been installed, make a mark on the window sill with a pencil to show where the centre of the Panel Lock Plunger is located, as well as the front of the ramp.
3. Open the panel(s).
4. Place the Panel Lock Ramp on the sill so that it aligns with the indicator lines.
5. Mark the centre of each screw hole of each Ramp.
6. Remove the Ramps and drill a pilot hole for each screw using a 3/32" drill bit.
7. Place the Ramp back on the sill and set the screws. (Repeat as necessary)
8. Operate the panel(s) to ensure proper function and closure.
9. The Panel Lock Plunger can be adjusted by using a flat head screwdriver. Push in on the plunger and rotate clockwise to thread the plunger into the panel or rotate the plunger counterclockwise to extend the plunger.

Magnetic Catch Placement



On framed applications, mount plate 3/8" from vertical jamb **A** and 3/8" from end of panel on top rail **B**.

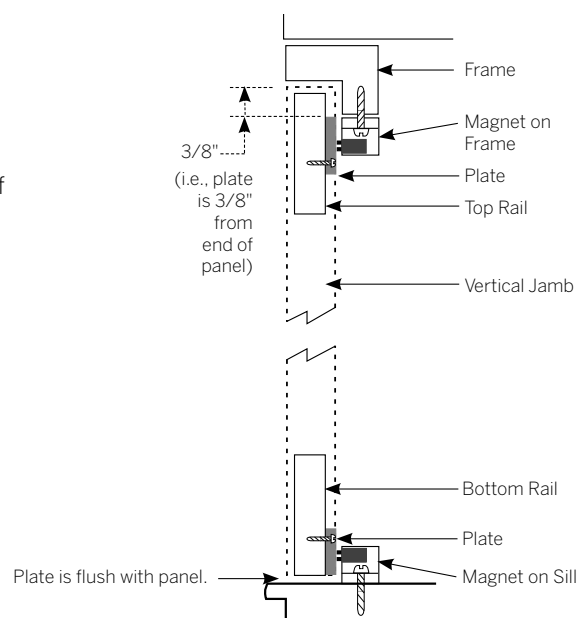
On sill mount installations, mount plates flush with bottom of panel, and 3/8" from vertical jamb on bottom rail.

Note: All magnets and catches must be installed. Mount magnets on frames. When there is no frame, mount magnets on window sill or jamb. Receiver plate mounts on bottom and top cross rails. Magnets & Catches will not be used if the panel lock has been installed.

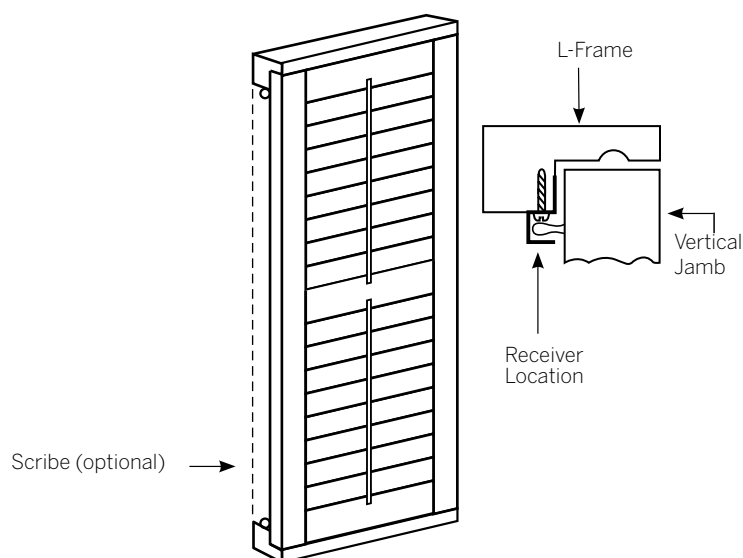
PROCEDURE

1. Install plate, as shown on drawing, with the holes towards the centre of panel.
2. With panels closed, pencil mark the sill or frame where the vertical jamb meets the top or bottom rail.
3. Install magnet from the mark toward the inside of the panel.
4. Install two magnets and plates per panel.

Side View of Magnetic Catch Position



Catch Receiver Installation



Optional Scribe may be glued on the side or Mounting Strip may be screwed on the back of the panel to minimize or eliminate any side gap that is created when using catch receivers.

PROCEDURE

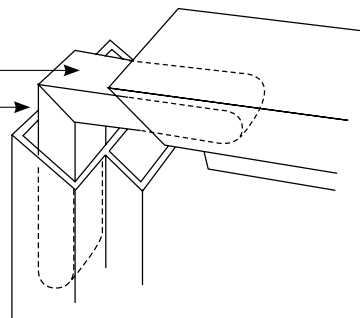
1. Install bottom frame
2. Place panel on bottom frame
3. Mark location of top frame
4. Remove panel
5. Install top frame
6. Install each receiver 7/8" from the edge of each frame
7. Insert catch into the receiver so the screw is sticking out into the room
8. Carefully place the panel into position
9. Press the panel against the screws to indent the panel
10. Remove the panel
11. Remove catches from the receivers
12. Screw the catches into the indent on the panel
13. Place the panel into position, lining up catch and receiver
14. Tap panel front until catch goes into receiver at each corner

Frame Assembly for 3 or 4 sided Frames

BONDING (for L-frame outside mount only)

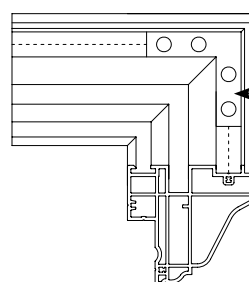
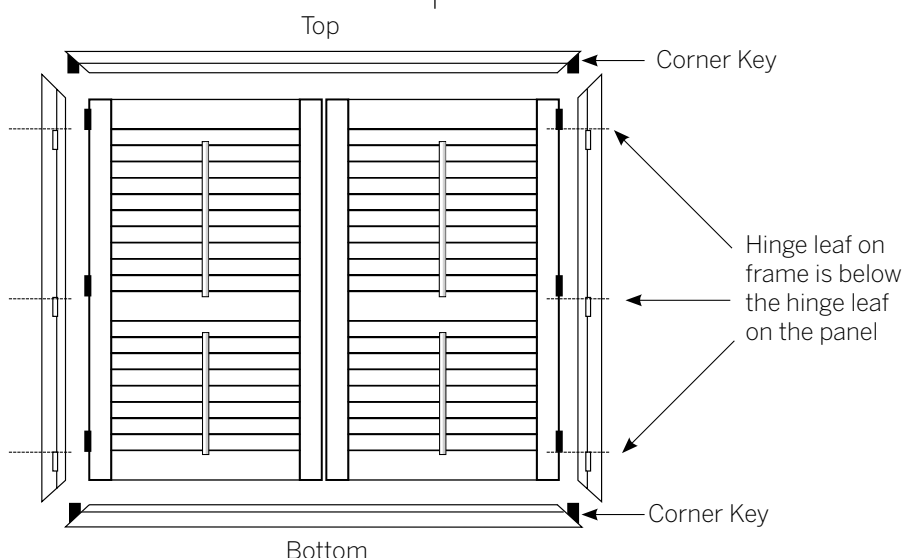
- Apply Super Bonder® 414 (or Contact Cement) to outside surface of corner key.
- Slide frame over corner key. Hold firmly until it is set (10 to 20 seconds).

- Apply Super Bonder® 414 to outside surface of corner key.



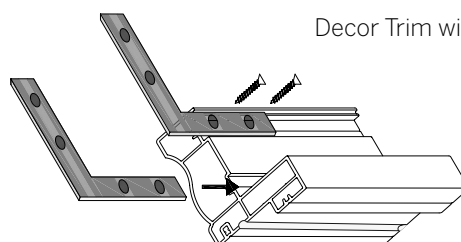
ASSEMBLY

- Lay side frames flat beside the panels, so that the panel hinges are above the frame hinges.
- Insert the plastic corner keys on the top and bottom frames first.
- Slide the top and bottom frames into the side frames (Use a small amount of Loctite only after it is determined that the frames match. It will be impossible to detach the corners after they have set.)
- If minor gaps appear, use Dap to seal the corners.
- For Casing Frames, Trim Frames, and Decor Trim Frames, install a 90-degree metal bracket at the back of the frames for a tight, and more secure assembly.
- If extensions are used:
 - a) L-Frame Extension slides onto the back of the L-Frame.
 - b) Casing Frame Extension is screwed to the frame before installation.



Metal Bracket installed on back side of Trim Frame, Decor Trim Frame Bullnose and Casing Frame

Note: For Casing, Bullnose, Decor Trim, and Trim frames, in addition to the corner key, install a 2-1/2" x 2-1/2" x 1/2" (90°) metal bracket for a more secure corner assembly (do not glue).



Decor Trim with (2) Brackets

T-Posts

1. T-POSTS

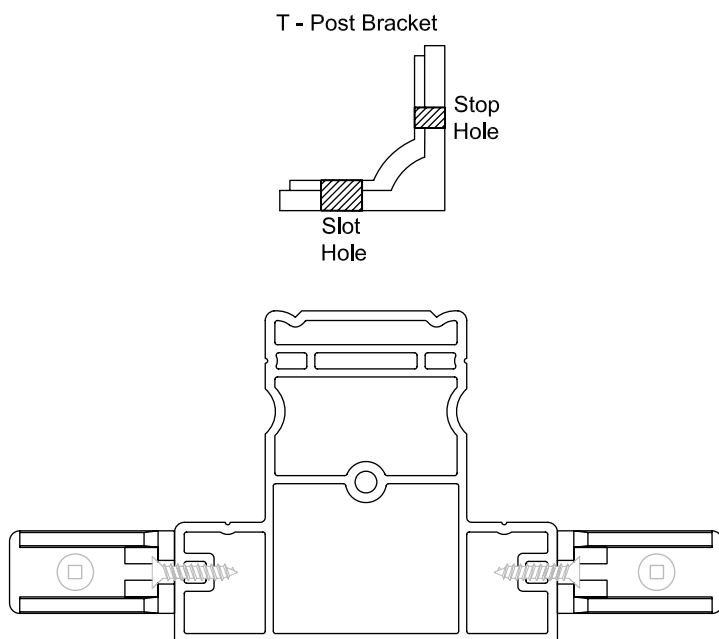
- T-Posts are used as a divider to hinge single or bi-fold panels when openings are too wide to hinge panels from the side. T-Posts can be placed directly in front of any existing window divider.

2. IF MOUNTING DIRECTLY TO THE WINDOW MULLIONS

- Drill 3/8" holes through the first layer of poly material at the front face of the T-Post. Start approximately 2" from the top and drill hole approximately every 10-15 inches.
- Secure the T-Post by screwing in the top and bottom holes.
- Hang panels to the T-Post or hang panels side-by-side against T-Post to ensure even sight lines and all is level.
- Screw in the remainder of the holes.
- Cap with button plugs.

3. IF MOUNTING USING L-BRACKETS

- Attach L-Brackets to the T-Posts. Ensure that brackets are placed at the back side of the T-Post so that the bracket screw goes through the screw post in the T-Post. The stop hole is positioned at the top left and bottom right side.
- Screw brackets into position on top right and bottom left side, centring the screw into the L-Bracket. This will allow some play for leveling purposes.
- Hang panels and adjust T-Post positioning until sight lines and leveling is achieved.
- Lock T-Post into position by setting screws through the stop holes in the L-Bracket.



Inside Mount with L-Frame

1. ASSEMBLE FRAMES

- See page M6.

2. PLACE FRAME IN OPENING

- The top part of the frame is indicated by a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

3. FASTEN FRAME

- Most frames have pre-drilled holes placed for ease of installation.
- Insert a screw in both the left and right top side frame holes. Centre the frame in the opening, then drill the screws into the jambs. If the screw is not in enough, the opening will be smaller than ordered. If the screw is in too far, the opening will be larger than ordered.

4. HANG PANELS

- With upper and lower hinge pins only.

5. SQUARE/LEVEL PANELS TO THE OPENING

- Move bottom frame left or right until the panels are level. If this does not work, then:
- Move left frame up or down until the panels are level. If this does not work, then:

- Move right frame up or down until the panels are level.
- When the panels are level within the frame, hold bottom frame in position and place a screw in the middle bottom frame hole.

6. FASTEN REMAINING SCREWS

- Insert screws in the remaining holes and check to ensure panels are level after every screw has been drilled into position.

7. INSTALL MAGNETS AND PLATES OR RAMPS (if applicable)

- See page M3 and M4 for instructions.

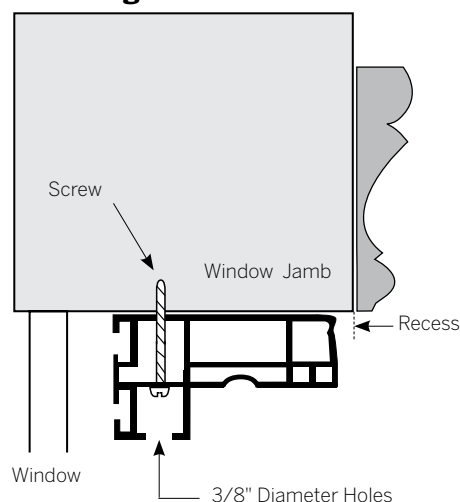
8. CAP INSTALLATION HOLES

- Once all screws have been installed and panels checked for levelness, cap all holes with the provided button plugs.

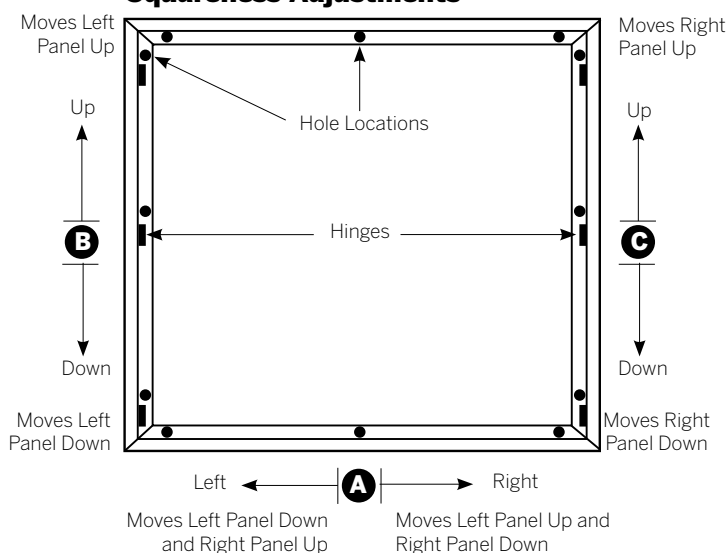
9. CLOSE ANY GAPS

- With either L-Frame Cover Strip, which is glued to the front face of the frame, or with Dap.

Fastening



Squareness Adjustments



Inside Mount with Z, Bullnose, Trim, or Decor Trim Frames

1. ASSEMBLE FRAMES

- See page M6.

2. PLACE FRAME IN OPENING

- The top part of the frame is indicated by a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

3. FASTEN FRAME

- Most frames have pre-drilled holes placed for ease of installation.
- Insert a screw in both the left and right top side frame holes. Centre the frame in the opening, then drill the screws into the jambs. If the screw is not in enough, the opening will be smaller than ordered. If the screw is in too far, the opening will be larger than ordered.

4. HANG PANELS

- With upper and lower hinge pins only.

5. SQUARE/LEVEL PANELS TO THE OPENING

- Move bottom frame left or right until the panels are level **(A)**. If this does not work, then:
- Move left frame up or down until the panels are level **(B)**. If this does not work, then:
- Move right frame up or down until the panels are level **(C)**.
- When the panels are level within the frame, hold bottom frame in position and place a screw in the middle bottom frame hole.

6. FASTEN REMAINING SCREWS

- Insert screws in the remaining holes and check to ensure panels are level after every screw has been drilled into position.

7. INSTALL MAGNETS AND PLATES OR RAMPS

(if applicable)

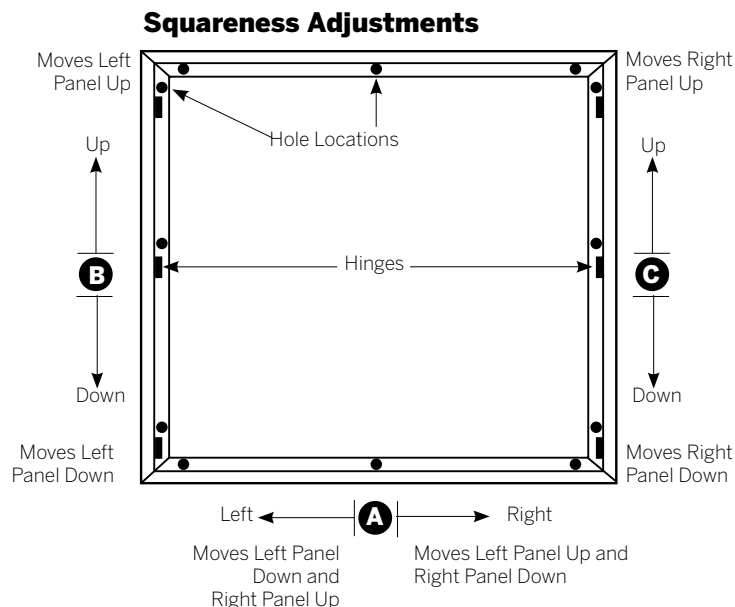
- See page M3 and M4 for instructions.

8. CAP INSTALLATION HOLES

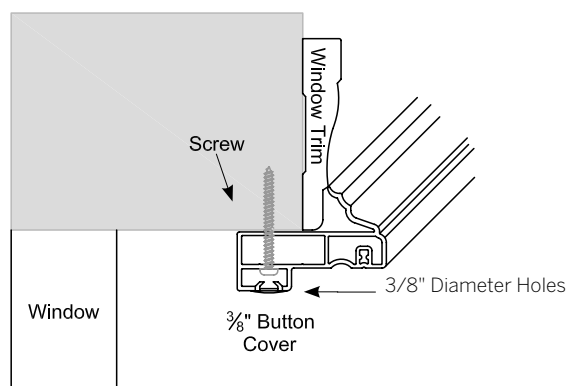
- Once all screws have been installed and panels checked for levelness, cap all holes with the provided button plugs.

9. CLOSE ANY GAPS

- For gaps that may occur at frame corners or around frame, apply Dap as needed.



Fastening



Inside Mount and Outside Mount with Mounting Strip

1. DRILL INSTALLATION HOLES

- 3/8" diameter holes must be drilled at each hinge.

2. PLACE SIDE FRAME IN OPENING

- The top part of the frame is indicated by a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

3. FASTEN SIDE FRAME

- Insert a screw inside the top holes first, followed by the bottom ones, keeping the panels plumb.

4. HANG PANELS

- With upper and lower hinge pins only.

5. SQUARE/LEVEL PANELS TO THE OPENING

- Adjust the bent-leaf hinges, if necessary, by loosening the hinge screws and moving the hinge left or right.
- Re-tighten hinge screws once level.

6. FASTEN REMAINING SCREWS

- Insert screws in the remaining holes and check to ensure panels are level after every screw has been screwed into position.

7. FASTEN TOP AND BOTTOM FRAME

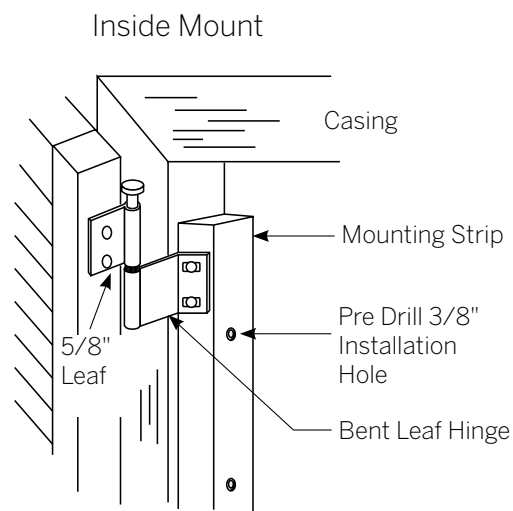
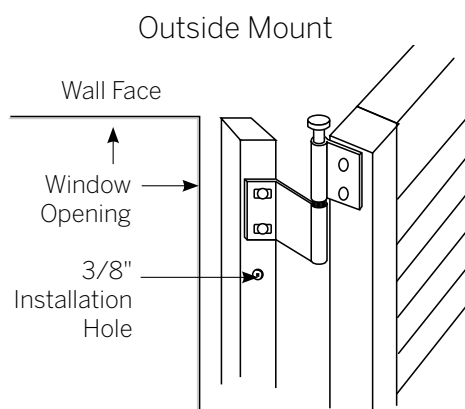
- Drill 3/8" hole.
- Centre and insert screws.

8. CAP INSTALLATION HOLES

- Once all screws have been installed and panels checked for levelness, cap all holes with the provided button plugs.

9. INSTALL MAGNETS AND PLATES

- See page M4 for instructions.



Outside Mount with Casing Frame

1. ASSEMBLE FRAMES

- See page M6.

2. HOLD FRAME ON OPENING

- The top part of the frame is indicated by a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

3. FASTEN FRAME

- Most frames have pre-drilled holes placed for ease of installation.
- Insert a screw in both the left and right top side frame holes as level as possible.

4. HANG PANELS

- With upper and lower hinge pins only.

5. SQUARE/LEVEL PANELS TO THE OPENING

- Move bottom frame left or right until the panels are level **(A)**. If this does not work, then:
- Move left frame up or down until the panels are level **(B)**. If this does not work, then:
- Move right frame up or down until the panels are level **(C)**.
- When the panels are level within the frame, hold bottom frame in position and place a screw in the middle bottom frame hole.

6. FASTEN REMAINING SCREWS

- Insert screws in the remaining holes and check to ensure panels are level after every screw has been screwed into position.

7. INSTALL MAGNETS AND PLATES OR RAMPS (if applicable)

- See page M3 and M4 for instructions.

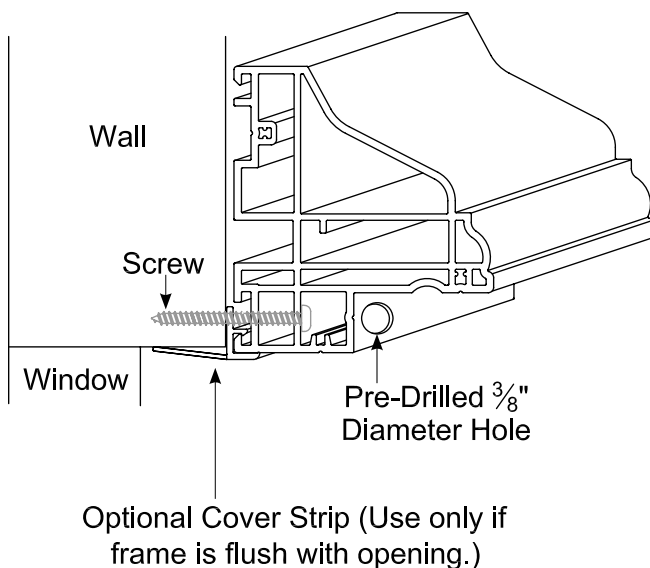
8. CAP INSTALLATION HOLES

- Once all screws have been installed and panels checked for levelness, cap all holes with the provided button plugs.

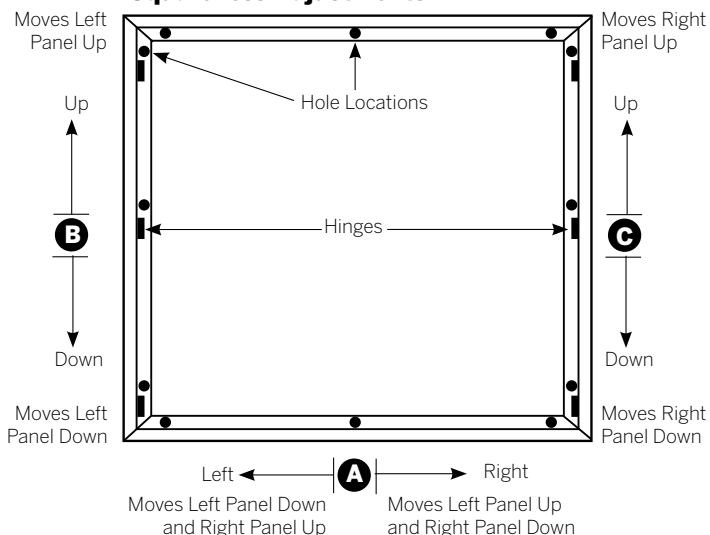
9. CLOSE ANY GAPS

- For gaps that may occur at frame corners or around frame, apply Dap as needed.

Fastening



Squareness Adjustments



Outside Mount with L-Frame

1. ASSEMBLE FRAMES

- See page M6.
- Corner key for outside mount L-Frames must be glued in place.

2. HOLD FRAME ON OPENING

- The top part of the frame is indicated by a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

3. FASTEN FRAME

- Most frames have pre-drilled holes placed for ease of installation.
- Insert a screw in both the left and right top side frame holes as level as possible.

4. HANG PANELS

- With upper and lower hinge pins only.

5. SQUARE/LEVEL PANELS TO THE OPENING

- Move bottom frame left or right until the panels are level **(A)**. If this does not work, then:
- Move left frame up or down until the panels are level **(B)**. If this does not work, then:
- Move right frame up or down until the panels are level **(C)**.
- When the panels are level within the frame, hold bottom frame in position and place a screw in the middle bottom frame hole.

6. FASTEN REMAINING SCREWS

- Insert screws in the remaining holes and check to ensure panels are level after every screw has been screwed into position.

7. INSTALL MAGNETS AND PLATES OR RAMPS (if applicable)

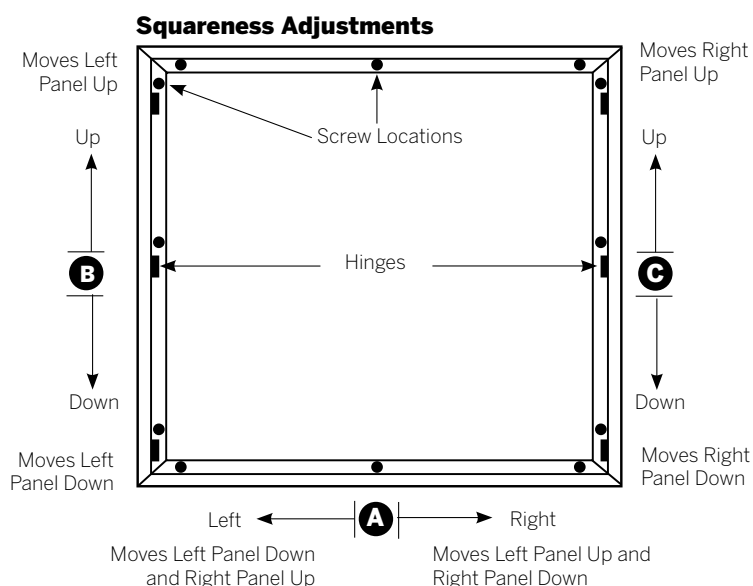
- See page M3 and M4 for instructions.

8. CAP INSTALLATION HOLES

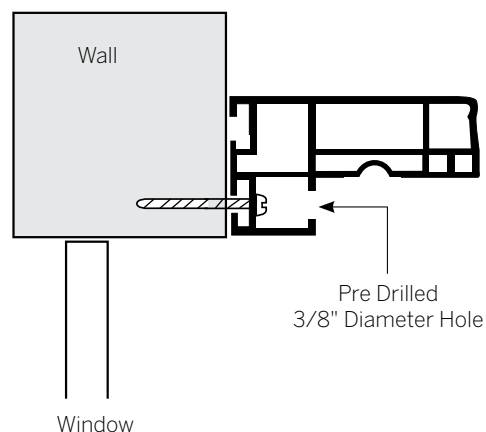
- Once all screws have been installed and panels checked for levelness, cap all holes with the provided button plugs.

9. CLOSE ANY GAPS

- For gaps that may occur at frame corners or around frame, apply Dap as needed.



Fastening



Bay Window Compound Mitre

1. DRILL INSTALLATION HOLES

- 3/8" diameter holes must be drilled at each hinge for the side frames.
- Two 3/8" diameter holes must be drilled for each panel at both top and bottom frames. Each hole should be approximately 4" from each side of panel location.
- For an inside mount, the holes are drilled at the side of the frame at the hinge.
- For an outside mount, the holes are drilled at the front face of the frame just below the hinge.

2. ASSEMBLE FRAMES AND T-POSTS (if required)

- See page M6 for 90-degree corners.
- Insert kidney key inside the frame at each interior angle. For a Z-Frame or L-Frame, screw a hinge screw into the frame through the kidney key for strength. For a Casing Frame, Trim Frame, and Decor Trim Frame screw the metal strapping to the back of the frame.
- See page M7 for T-Post positioning (ensure T-Post is perpendicular to the front).

3. HOLD FRAME IN OPENING

- The top part of the frame is indicated by having a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

4. FASTEN CENTRE FRAME

- Insert a screw in both the left and right top side frame holes in the centre opening as level as possible.

5. HANG CENTRE PANELS

- With upper and lower hinge pins only.

6. SQUARE/LEVEL PANELS TO THE OPENING

- Move bottom frame left or right until the panels are level. If this does not work, then:
- Move left frame up or down until the panels are level. If this does not work, then:
- Move right frame up or down until the panels are level.
- When the panels are level within the frame, hold bottom frame in position and place a screw in the middle bottom frame hole.

7. HANG OUTER PANELS

- With upper and lower hinge pins only.

8. SQUARE OR LEVEL LEFT PANEL TO THE CENTRE OPENING (repeat for right)

- Move the left frame up or down until the panels are level.
- When the panels are level within the frame, hold the bottom frame in position and place a screw in the middle bottom frame hole.
- If minor support or leveling is required, turn the adjustable plunger (of the panel lock) at the bottom of the vertical jamb to the required spot.

9. INSTALL MAGNETS AND PLATES (if applicable)

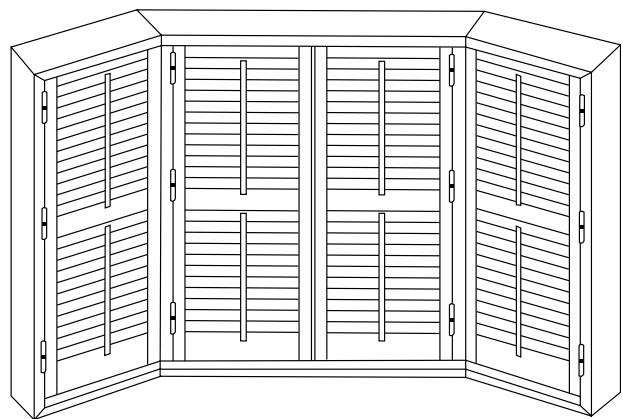
- In situations in which panel lock cannot be used, apply magnets and catches.
- See page M3 and M4 for instructions.

10. CAP INSTALLATION HOLES

- Once all the screws have been installed and panels checked for level, cap all the holes with the provided plugs.

11. CLOSE ANY GAPS

- For gaps that may occur at frame corners or around the frame, apply Dap as needed.



Bow Window Compound Mitre

1. DRILL INSTALLATION HOLES

- 3/8" diameter holes must be drilled at each hinge for the side frames.
- Two 3/8" diameter holes must be drilled for each panel at both top and bottom frames. Each hole should be approximately 4" from each side of panel location.
- For an inside mount, the holes are drilled at the side of the frame at the hinge.
- For an outside mount, the holes are drilled at the front face of the frame just below the hinge.

2. ASSEMBLE FRAMES AND T-POSTS (if required)

- See page M6 for 90-degree corners.
- Insert kidney key inside the frame at each interior angle. For a Z-Frame or L-Frame, screw a hinge screw into the frame through the kidney key for strength. For a Casing Frame, Trim Frame, and Decor Trim Frame, screw the metal strapping to the back of the frame.
- See page M7 for T-Post positioning (ensure T-Post is perpendicular to the front).

3. HOLD FRAME IN OPENING

- The top part of the frame is indicated by having a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

4. FASTEN CENTRE FRAME

- Insert a screw in both the left and right top side frame holes in the centre opening as level as possible.

5. HANG CENTRE PANELS

- With upper and lower hinge pins only.

6. SQUARE/LEVEL PANELS TO THE OPENING

- Move bottom frame left or right until the panels are level. If this does not work, then:
- Move left frame up or down until the panels are level. If this does not work, then:
- Move right frame up or down until the panels are level.
- When the panels are level within the frame, hold bottom frame in position and place a screw in the middle bottom frame hole.

7. HANG OUTER PANELS

- With upper and lower hinge pins only.

8. SQUARE OR LEVEL LEFT PANEL TO THE CENTRE OPENING (repeat for right)

- Move the left frame up or down until the panels are level.
- When the panels are level within the frame, hold the bottom frame in position and place a screw in the middle bottom frame hole.
- If minor support or leveling is required, turn the adjustable plunger (of the panel lock) at the bottom of the vertical jamb to the required spot.

9. INSTALL MAGNETS AND PLATES (if applicable)

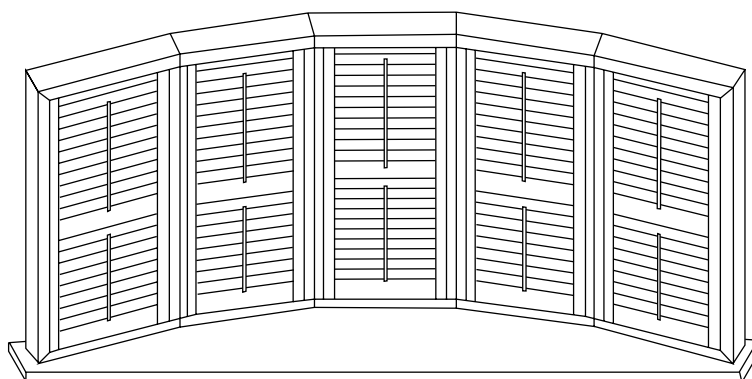
- In situations in which panel lock cannot be used, apply magnets and catches.
- See page M3 and M4 for instructions.

10. CAP INSTALLATION HOLES

- Once all the screws have been installed and panels checked for level, cap all the holes with the provided button plugs.

11. CLOSE ANY GAPS

- For gaps that may occur at frame corners or around the frame, apply Dap as needed.





LEVOLOR
Shutters

GENERAL INFORMATION AND TROUBLESHOOTING

General Information

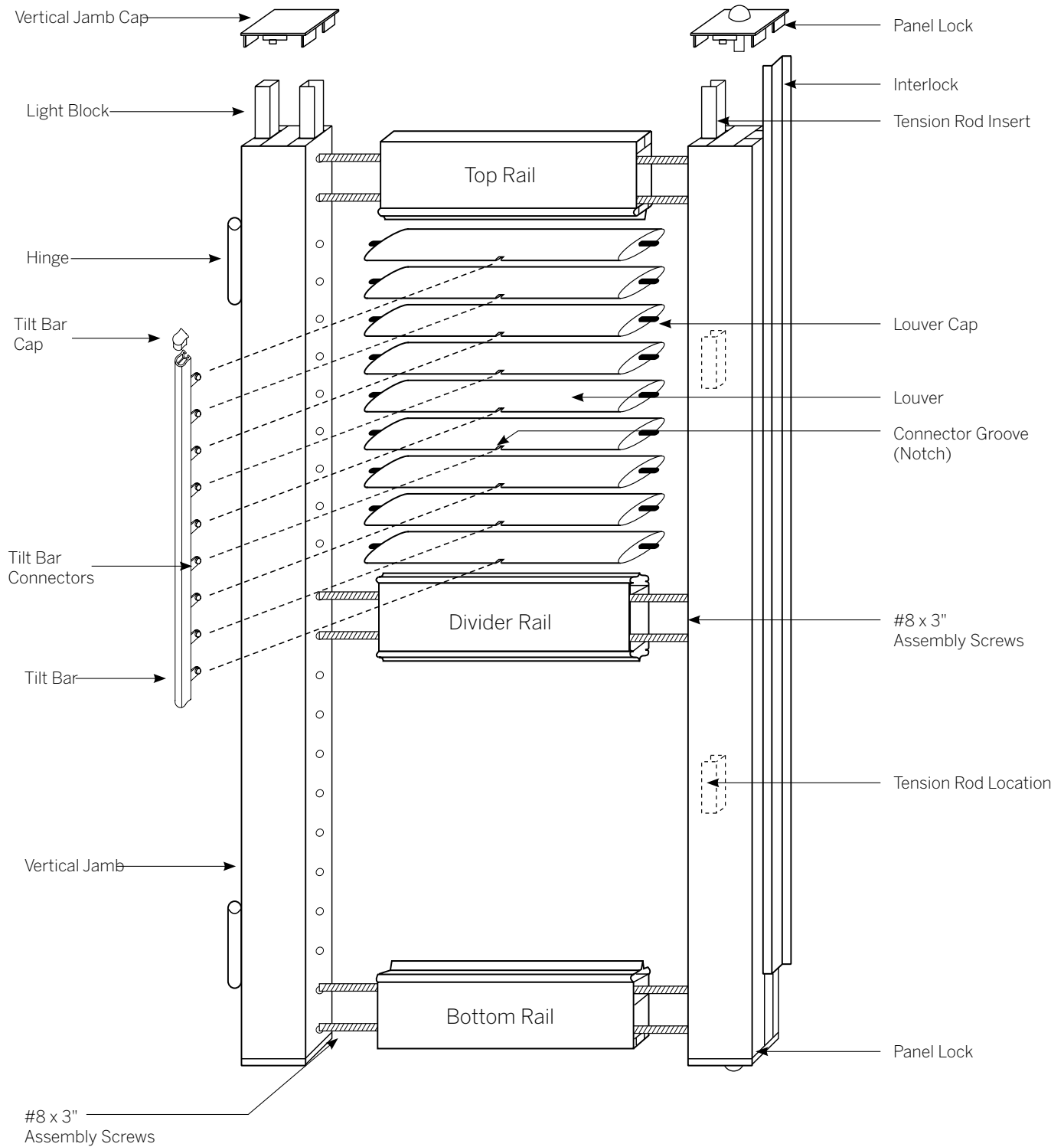
Shutter Panel Parts Diagram	N1
Two Part Hinges	N2

Troubleshooting

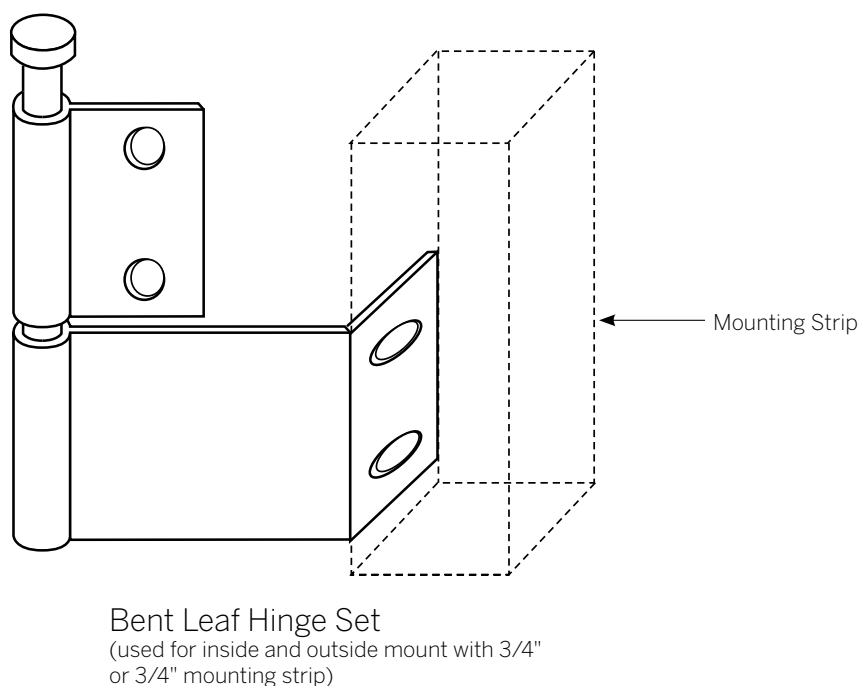
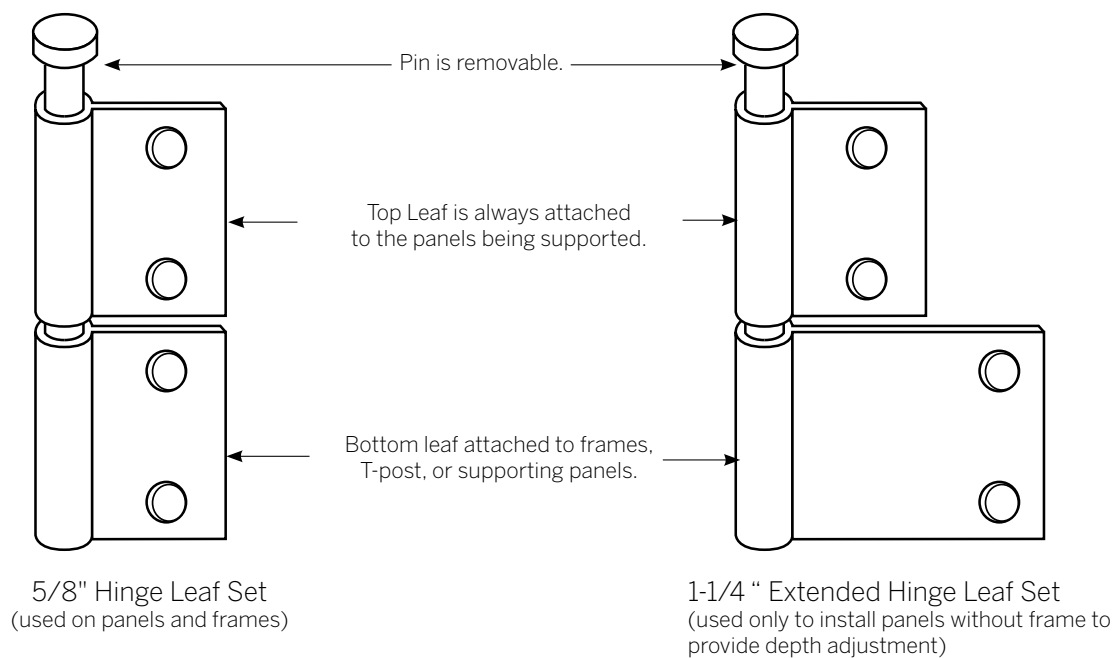
Panels won't stay closed	N3-4
Panels are too tight	N5
Louvers are too tight	N6
Louvers are warped	N7
Louvers need more tension	N8
Panels are sagging	N9
Louvers are not working properly	N10-11
Louvers are discoloured or product is scratched	N12

Notes

Shutter Panel Parts Diagram



Two Part Hinges



Available colours: Snow White, White, Silk, Brass, and Stainless Steel.

Note: All panels, frames and T-Posts are pre-hinged. On inside mounts without frames, the bottom hinge leaf must be installed.

Panels won't stay closed!

Check panel lock.

Check to ensure that the panel lock plunger is seated properly in the panel lock ramp. Typical situations that could prevent this from seating properly are:

1. The panel lock plunger is too far inside the panel. Open the panel to access the panel lock plunger located at either end of the panel. Using a flathead screwdriver, push in on the plunger, then rotate 1/2 turn. Release the plunger, close panel and check closure. Repeat until panel closes properly.
2. The plunger does not sit in the "dip" in the ramp. Using a pencil, mark the centre of the plunger on the frame. Open the panel to access the ramp. Remove screws and relocate ramp by aligning the centre of the ramp with the mark on the frame. The back of the ramp will sit against the light block portion of the frame. Note: Previous screw holes may need to be capped or filled with Dap.
3. Check plunger and jamb cap alignment. The plunger is designed to lock into grooves on the jamb cap to prevent unwanted rotation. If they are not aligned, the plunger will sit inside the cap. To adjust, open the panel to access the panel lock plunger. Using a flathead screwdriver, rotate the plunger until the plunger and cap are in proper alignment. The plunger should now extend beyond the panel and make contact with the ramp.

Check the number of magnets. (if applicable)

To maximize the closure of the panels, two magnets should be placed on each panel. There are situations that only one magnet is used – Patio Doors or Café Style applications. Refer to the magnet installation (Refer to M4) in the manual for proper placement of magnets. A Bi-fold also uses two magnets per panel. Always ensure that the magnet plates are positioned on the horizontal rail opposite the hinge side.

Check magnet contact. (if applicable)

Check to ensure the magnet and magnet plate have full contact with each other. Typical situations that could prevent the full contact from occurring are:

1. Magnet and magnet plate are installed with only partial contact with each other. The magnet or magnet plate may have to be moved left or right to ensure better contact or the magnet plate may have to be raised on the panel if only half of the magnet is in contact with the magnet plate.
2. Magnet has been installed on a slight angle with only one side of the magnet touching the magnet plate. Each magnet has a slot to allow each magnet side to be moved slightly forward or backwards. Loosen one of the screws on the magnet to allow the magnet to be straightened to allow for proper contact with magnet plate.
3. Magnet plate has been installed too high on the panel causing the magnet to contact the magnet plate installation screw. Take out magnet plate screws and install the plate lower on the panel. It is important to remove the excess poly material around the screw holes with an Xacto knife. If excess poly material is not removed, it will not allow the plate to be installed flat on the panel.
4. Magnet plate is not flush with panel which is preventing full contact. See above for situations where the magnet plate has already been moved. For installations without frame, if the magnet plate with the rubber shim has been over tightened, the plate may sit on an angle. Loosen the magnet plate screw slightly to allow the magnet plate to eliminate the angle.

Panels won't stay closed!

Check panel load.

Load is created when the installation of a panel is not plumb. If installed out of plumb, there is pressure put on the vertical jamb, which forces the door to open with a spring back effect. If the load is excessive, there is a possibility the louvers will be difficult to close. Adjusting the load can be resolved by one of the following ways:

1. If load is detected with no frame, then shims will be required to plumb the panel installation. Start by focusing on the top and bottom hinge only. Remove all other hinge pins. Shim the top or the bottom hinge on the window jamb until the panel closes without springing back and the louvers operate without resistance. Then concentrate on shimming one hinge at a time testing for spring back and louver operation.
2. If load is detected with frame applications, then adjustments are done by tightening or loosening the installation screws on the frame. Do not use shims. Start by removing all the installation screws except for the top. Re-install the bottom installation screw until there is no load. Continue with all other installation screws, one at a time, while checking for load.
3. If there is load on a Bi-fold panel, deal with the first hinge panel only, then attach the Bi-fold panel after the panel is installed properly.

Check for obstructions.

If something is stopping the panel from closing, it is called an obstruction. Please check for the following possible obstructions:

1. Window cranks are usually located on the bottom sill. If panel is hitting the crank, there are a number of possible solutions. Take the crank off the rotator and see if the panel is still obstructed. A small hole in the bottom rail may be cut out so that the small head of the crank will fit inside the panel rail. For panels without frame, an extension hinge may be used to bring the panel into the room an extra 5/8". For panels with frame, a build out may be required behind the frame.
2. Window locks are usually located on the vertical sides of the window to lock the window. If the lock is in the way of the panel, extend the panel into the room as discussed in the above situation.
3. Patio door handles typically create obstruction with louvers opening. If they stop the panels from closing, the product needs to be built out.
4. Bowed jambs or sills may stop a panel from closing, if the narrowest measurement was not taken in the first place. Double check inside measurements versus the measurements ordered and received to ensure the proper application.

Check for a twisted panel.

There are times when the panel is received twisted. This can occur when something was leaned against or put on top of the panel prior to installation. It can also occur if panels have been stored in an extremely hot location. An advantage of our unique poly material is that it allows a simple tweaking procedure to put the panel back to its original state. To tweak a panel, place a support hand in the middle of the outside jamb of the panel. Take your other hand and place it on either the top or bottom of the panel. Apply pressure to either the top or bottom (like bending it back into position) until the panel stays closed.

Panels are too tight!

Ensure the panel width is correct.

If a panel is made or ordered too wide then it can be cut down to fit. To determine a manufacturing or ordering error, check the measurement of the panel versus the measurement on the label. If the label measurements are correct then measure the inside width of the opening in three locations to verify minimum opening width was ordered.

Ensure the frame width is correct.

If the frame is manufactured too small, the panels will be too tight. To find out if the frames are narrow, measure the back installation part of the frame. To determine if the deduction was correct, check with LEVOLOR Customer Service for specific deductions.

Ensure the frame is installed properly.

When a frame is installed as an inside mount, the installation screws initially draw the frame inside the opening. As the screw is driven towards the frame, it draws the frame towards the window frame. To check if the installation screw has been drilled in enough, simply measure the top or bottom width and compare it to the width where the panel looks to be too wide. If the frames are not assembled correctly, they may cause the inside opening of the frame to seem too narrow hence making the panels too tight.

Is panel installed in the correct opening?

When a number of windows are of similar width, panels can be placed into the wrong opening or with the incorrect panel grouping. Check the labels to ensure they correspond with the opening, as well as the instructions given by the Order Form.

Louvers are too tight!

Check louver widths.

There should be some play between louvers and vertical jambs. Move the louvers side to side. If there are some louvers that appear to be tighter, measure a variety of louvers to ensure they are all the same width. If not, please contact LEVOLOR Customer Service.

Check rail widths.

Measure all horizontal rails including any divider rails to ensure that all are exactly the same width.

Have rails been over tightened?

If there is less play near any rail and the louver widths have been checked for deficiencies, then there is a possibility the screws that attach the vertical jambs to the rails have been over tightened. To loosen the screws, remove a jamb cap and slide the light block out. This will expose the assembly holes. Use a # 8 Robertson drill bit to release the tightness.

Check for panel load.

Load is created when the installation of a panel is not plumb. If installed out of plumb, there is pressure put on the vertical jamb, which forces the door to open with a spring back effect. If the load is excessive, there will be a possibility that the louvers will be difficult to close. Adjusting the load can be resolved by one of the following ways:

1. If load is detected with no frame, shims will be required to plumb the panel installation. Start by focusing on the top and bottom hinge only. Remove all other hinge pins. Shim the top or the bottom hinge on the window jamb until the panel closes without springing back and the louvers operate without resistance. Then concentrate on shimming the remaining hinges while testing for spring back and louver operation.
2. If load is detected with frame applications, the adjustments are done by tightening or loosening the installation screws on the frame. Do not use shims. Start by removing all the installation screws except for the top. Re-install the bottom installation screw until there is no load. Continue with all other installation screws, one at a time, while checking for load.
3. If there is load on a Bi-fold panel, deal with the first hinge panel only, then attach the Bi-fold panel after the panel is installed properly.

Louvers are warped!

Check tolerances.

Although a product is made within specifications, the process of fabrication can result in a slight variance of tolerances.

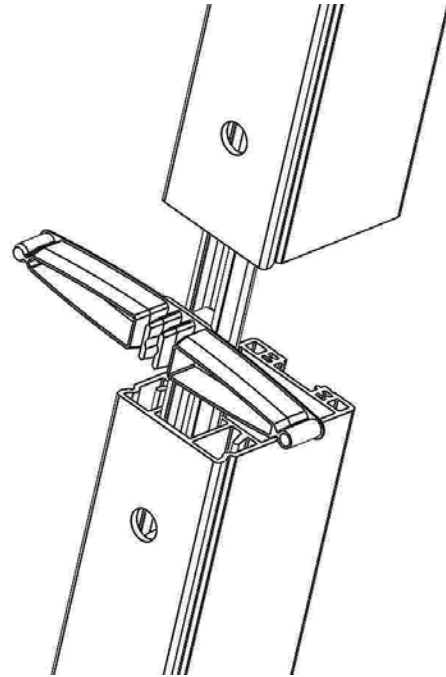
1. Through the fabrication process, the holes in the vertical jamb have a tolerance of 1/100 of an inch. While this may not seem to be much, it may cause slight variations in light penetration when the louvers are closed, as the louvers would overlap slightly in different locations.
2. The product is manufactured as a window covering that offers light control. While the product is extruded with reinforcement and additional louver support is provided at specified widths, the product will not overcome the natural effects of gravity and heat. Gravity will have a slight effect the wider the panel. Temperature change will naturally expand and contract the shutter poly material. The product should never have a variation on the level of more than 1/16"
3. While shutters are designed to be room darkening, they are not designed to be blackout.

Louvers need more tension!

Check for tension rods.

Tension rods are only used to provide tension when product is manufactured with tilt bars. Tension is automatically present with the design of the Clear Tilt joiners. Tension rods are used to provide stability in ensuring that the louvers stay open when positioned horizontally. A slight fluctuation in position is normal. To ensure that tension rods were initially installed at assembly, remove one of the jamb caps opposite the hinge and look inside to see if a three-sided piece of poly material is inserted into the vertical jamb.

- Proper tension can only be determined after panel has been fully assembled.
- Place vertical cap in position after tension has been adjusted.
- The tension on the louvers is decreased by inserting a shorter length of tension rod, and increased by inserting a longer length of tension rod.
- In a panel with a divider rail, tension adjustments must be done on both sides of the divider rail.



Approximate Height of Shutter	Number of Louver Caps with Tension	Number and Length of Tension Rod*		
		2-1/2" Louver	3-1/2" Louver	4-1/2" Louver
16" to 30"	two to three louvers	(1) piece 5" long in the centre	(1) piece 7" long in centre	(1) piece 9" long in centre
30" to 66"	four to six louvers	(2) pieces 5" long one on each side	(2) pieces 7" long one on each side	(2) pieces 9" long one on each side

Note: If panels are over 66" in height, add a divider rail and assume one height above and one height below divider rail. If louvers are loose, you can adjust the tension by adding a tension bar. Add it to the jamb opposite the hinges.

* Tension rod lengths are subject to change.

Panels are sagging!

Check oversize specifications.

LEVOLOR will make products over its maximum size specifications. When a product is manufactured oversize, the warranty is void regarding sagging of the product. The two specified overrides would be as follows:

1. The maximum panel width is 36" wide. Anything over that width is void of sagging warranty.
2. The maximum square foot per single panel is 15 and a Bi-fold panel is 12.5 per panel. Anything over that square footage is void of sagging warranty.
3. LEVOLOR will make products up to 66" high without the need of divider rail support. If the panel is over 66" high, one divider rail is required and if the panel is over 90" high a second divider rail is necessary. If two divider rails are required, there cannot be over 50" between them. There cannot be 50" between any divider rail and head/bottom rail. Anything over these divider rail specifications will be void of sagging warranty.

Check divider rail requirements.

LEVOLOR will make products up to 66" high without the need of divider rail support. If the panel is over 66" high, one divider rail is required and if the panel is over 90" high a second divider rail is necessary. If two divider rails are required, there cannot be over 50" between them. There cannot be 50" between any divider rail and head/bottom rail.

Check for jamb reinforcement.

Panel jambs are reinforced with either a 6" or 26" support. Panels over 20" wide require 6" supports and panel over 60" in length will require 26" supports. Check hinge side only. Lack of support requires repair.

Check the plumb of the installation.

If the vertical jambs are not plumb, the panels can appear to be sagging.

1. Measure the top width and the bottom width to see if there is any variation. If the variation is wider at the bottom, the distance has to be made the same as the top.
2. If the top and bottom widths are the same, check the diagonal. If uneven, an adjustment to the plumb is required to assist in leveling the panel.

Louvers are not working properly!

Check for panel load.

Load is created when the installation of a panel is not plumb. If installed out of plumb, there is pressure put on the vertical jamb, which forces the door to open with a spring back effect. If the load is excessive, there will also be a possibility of the louvers being difficult to close. This may cause the Clear Tilt joiners to become damaged or breaking apart. Adjusting the load can be resolved by one of the following ways:

1. If load is detected with no frame, shims will be required to plumb the panel installation. Start by focusing on the top and bottom hinge only. Remove all other hinge pins. Shim the top or the bottom hinge on the window jamb until the panel closes without springing back and the louvers operate without resistance. Then concentrate on shimming any remaining hinges, while testing for spring back and louver operation.
2. If load is detected with frame applications, the adjustments are done by tightening or loosening the installation screws on the frame. Do not use shims. Start by removing all the installation screws except for the top. Re-install the bottom installation screw until there is no load. Continue with all other installation screws, one at a time, and checking for load.
3. If there is load on a Bi-fold panel, deal with the first hinged panel only, then attach the Bi-fold panel after the panel is installed properly.

Check connectors.

Connectors attach the louvers to a single operator.

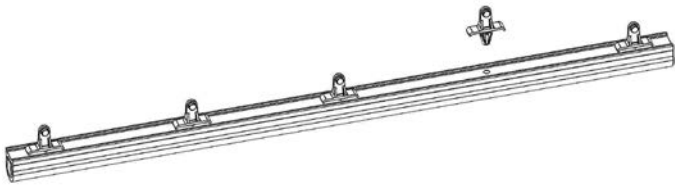
1. Clear Tilt joiners attach to the louvers at the back of the panel. Ensure that the joiners are securely attached and not bent. If the joiners easily separate, they could be defective, hence replace with new joiners.
2. If the louvers tilt properly, yet cannot close tight because it springs back open slightly, then the joiners are defective. To correct, simply remove one of the Clear Tilt joiners.
3. Tilt bar connectors are attached to each louver and a tilt bar. If the tilt bar connector is detached from the louver, simply snap the connectors back into the louvers. Typical damage to tilt bar connectors is a result of opening the panels by the tilt bar.

Louvers are not working properly!

Replacing New Tilt Bar Connectors

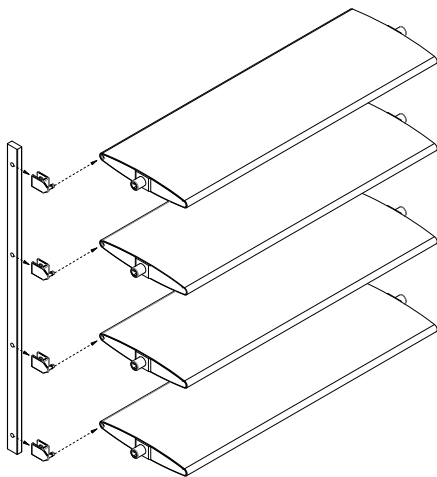
1. Remove tilt bar completely.
2. Using a pair of pliers, grab hold of the damaged connector.
3. Bend and/or twist the connector until it is removed from the tilt bar.
4. Set a new connector in the vacant hole.
5. Using the pliers, hold the connector as close to the base as possible.
6. Using a mallet, strike the pliers near the connector to fully seat it in the tilt bar.

Note: This process can be difficult, so please use caution to prevent damage and/or injury.



Repairing Clear Tilt Connectors

1. Remove broken Clear Tilt connector.
2. Snap a new connector into the louver.
3. Rotate the connector so the open "U" shape end is straddling the Clear Tilt bar.
4. Press on the connector and move the connector up or down until the snap feature aligns with the hole in the bar and firmly sets.
5. If the pin of a connector shears off, use a small pointed object (ie: pencil or new connector) to push the broken pin into the end cap. Replace with the new connector.



Clearing Obstructions from Gear System

1. Remove jamb cap from one end of the shutter panel.
2. Remove the light block or interlock from the vertical jamb/stile.
3. Remove the two assembly screws from the end of the panel in which the jamb cap was removed.
4. Loosen the assembly screws at the opposite end of the panel.
5. Remove the louvers from the panel.
6. Slide the Gear System assembly out of the vertical jamb/stile.
7. Examine the Gear System assembly and determine if there are any visible defects or debris trapped in the system.
8. Remove any debris and re-assemble the panel.

Replacing Defective or Mistimed Gear System Gearboxes

1. If there are defects in any of the Gear System gearboxes or a mistimed louver(s), replace the gearboxes as necessary.
2. Identify the louver(s) that do not operate properly (make a pencil mark on the jamb or count the specific louver positions)
3. Remove jamb cap from one end of the shutter panel.
4. Remove the light block or interlock from the vertical jamb.
5. Remove the two assembly screws from the end of the panel in which the jamb cap was removed.
6. Loosen the assembly screws at the opposite end of the panel.
7. Remove the louvers from the panel.
8. Slide the Gear System assembly out of the vertical jamb.
9. To replace an Gear System gearbox, hold the assembly firmly, then remove one of the vertical attaching bars.
10. Pull the defective or mistimed gearbox from the other vertical attaching bar.
11. Install new gearboxes.
12. Re-attach the vertical attaching bar, making sure the bar is firmly seated on each gearbox pin.
13. Re-assemble the shutter panel.

Louvers are discolouring!

Check for residue build-up.

The poly material will not discolour and is warranted not to. Any situation of discolouration is a direct result of residue from a cleaner or natural build-up (smoke, dust or oil furnace). This product should be cleaned only with soap and water or a recommended poly material cleaner. To prove discolouration is a result of build-up, an abrasive cleaner should be enough to take any build-up off the panel. If it is felt that the panels are discoloured and warranted to be repaired or remade, the panels should be sent to our laboratory for analysis. Any costs related to the tests for non-warranty issues will be the responsibility of the consumer.

Product is scratched!

Check for pull lines.

Pull lines are an inherent bi-product of the extrusion process. Our unique poly material pellets are softened to be able to be pulled through the extrusion machinery. It would be cost prohibitive to pull the poly material through the machinery at a slow enough rate that would eliminate pull lines. The pull lines are similar to wood grains in the fact that they follow the same direction of the process. They are not defective issues.

Check for shine lines.

Shine lines are another inherent bi-product of the extrusion process. While the softened poly material pellets are being pulled through the machinery, some of the pellets create a different sheen. These shine lines can run in any direction and are impossible to control. They are not defective issues.

Check for surface inconsistencies.

To determine if the apparent scratch is a line or scratch simply run your finger over the area. Touch will in most cases determine any imperfection.

LEVOLOR®

Shutters

www.levolor.ca