

How to Operate Hurricane Shutters

NOTES for PORTFOLIO:

I created this manual as a booklet for a family who could not operate their hurricane shutters without paying for service. To develop the manual, I:

- Figured out how the shutters worked
- Wrote the directions and
- Created the illustrations

I used MS Publisher[®] to lay out the manual in book form and draw the illustrations.

This manual was saved from Publisher as a PDF file for the portfolio.

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How to Install Front Door Side Window Panel

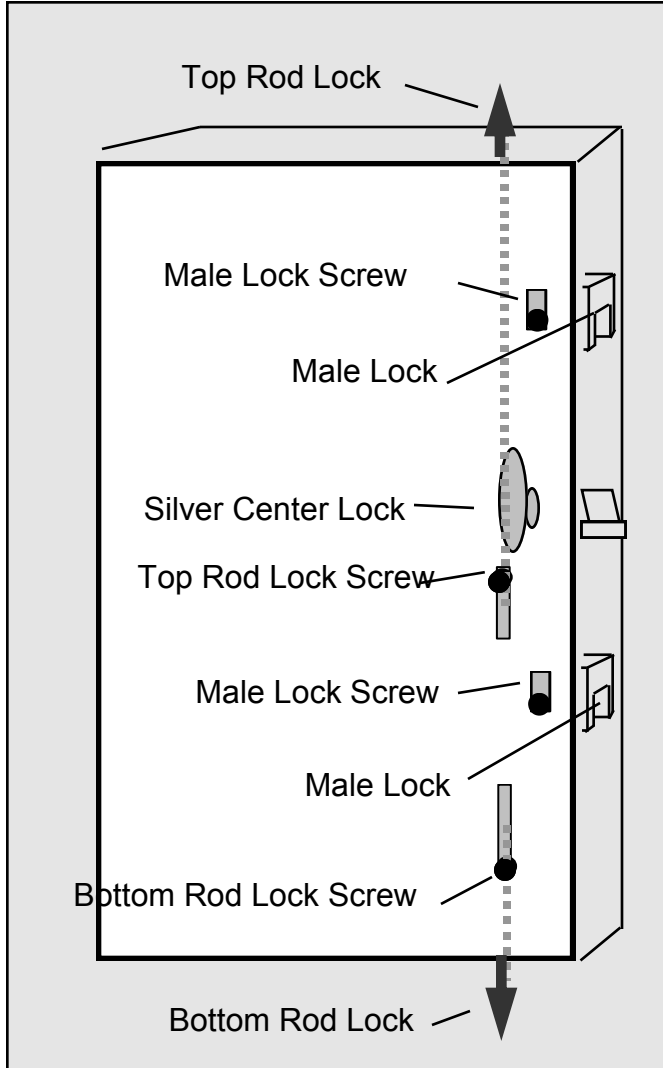
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Male Panel Parts & General Instructions



Caution! Exceptions

- The top rod lock on each panel will be locked or unlocked in the opposite position from the other thumb screws on the panel
- Check each panel to see where the rod lock screws are and where the male lock screws are.

Male Locks

- Controlled by black thumb screw in smallest slot
- **Caution!** Loosen thumb screws only enough to move the screw up or down. It can come off.

To Lock Male Lock

- ◆ Turn thumbscrew to left to loosen
- ◆ Slide screw downwards
- ◆ Turn thumbscrew to right to tighten

To Unlock Male Lock

- ◆ Turn thumbscrew to left to loosen
- ◆ Slide screw upwards
- ◆ Turn thumbscrew to right to tighten

Locations vary

- ◆ Top thumb screw on front bedroom and kitchen is a male lock, not a rod lock – it does not control the rod
- ◆ Top thumb screw on bathroom window is a rod lock
- ◆ Top lock on the bathroom is a rod lock (see below)

Rod Locks

- Longer vertical slots, further left than male lock slots
- Control rods going up and down
- Screws loosen and tighten the same way as for male locks

Upper Rod Lock

- To lock, slide the screw upward
- To Unlock, slide the screw downward

Lower Rod Lock

- To Lock, slide the screw downward
- To Unlock, slide the screw upward

Right (Female) Panel Parts & General Instructions

Female Locks

To Unlock Top Rod Lock

- Press top lever downward
- Slide the lever and rod downward until the rod comes out of the top hole
- Press the lever upward to hold

To Unlock Lower Rod Lock

- Press lower lever upward
- Slide the lever and rod downward
- To hold the lock, press the lever downward

To Lock Top Rod Lock

- Press top lever downward
- Slide the lever and rod upward until the rod goes into the top hole
- Press the lever upward to hold

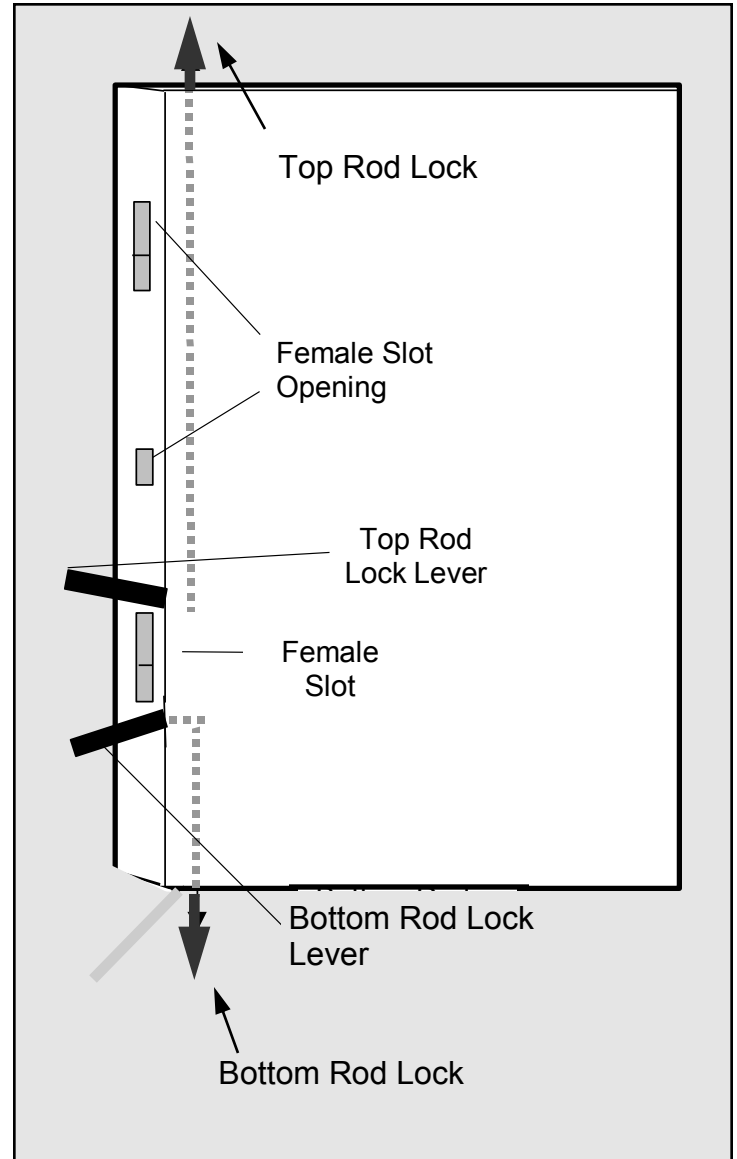
To Lock Lower Rod Lock

- Press lower lever upward
- Slide the lever and rod upward
- To hold the lock, press the lever downward

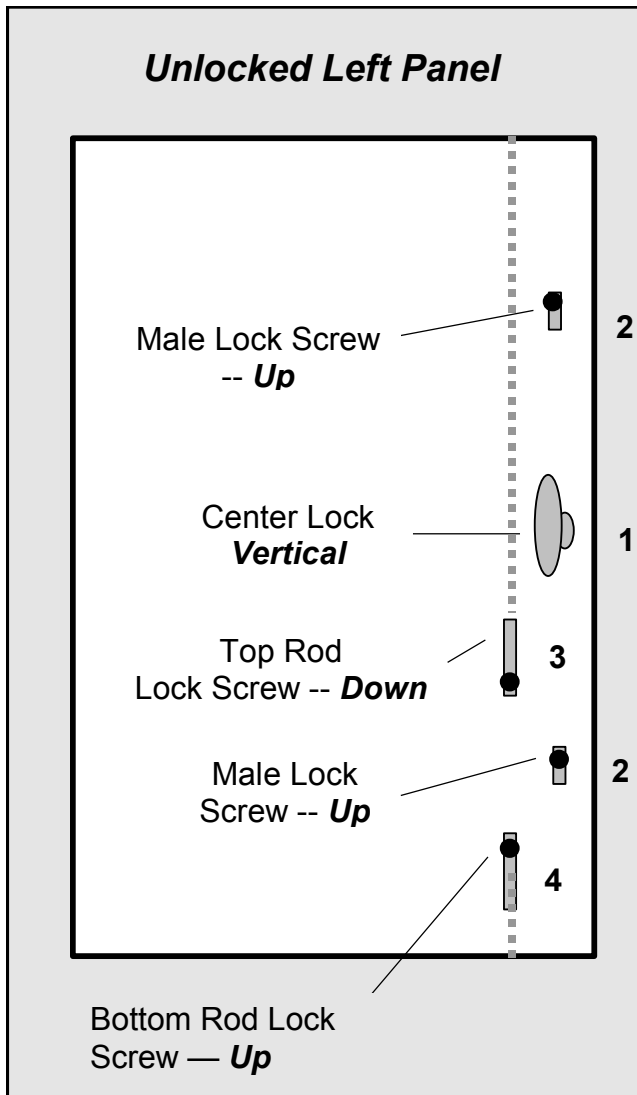
Exceptions

Sliding Glass Patio Door

- ◆ Uses levers to raise and lower rod locks on both male and female shutters
- ◆ Locks from inside house



Front Bedroom & Kitchen Shutters



To Unlock Male Locks

Unlock locks in the following order:

1. Center lock
2. Male locks
3. Upper Rod lock
4. Lower Rod Lock

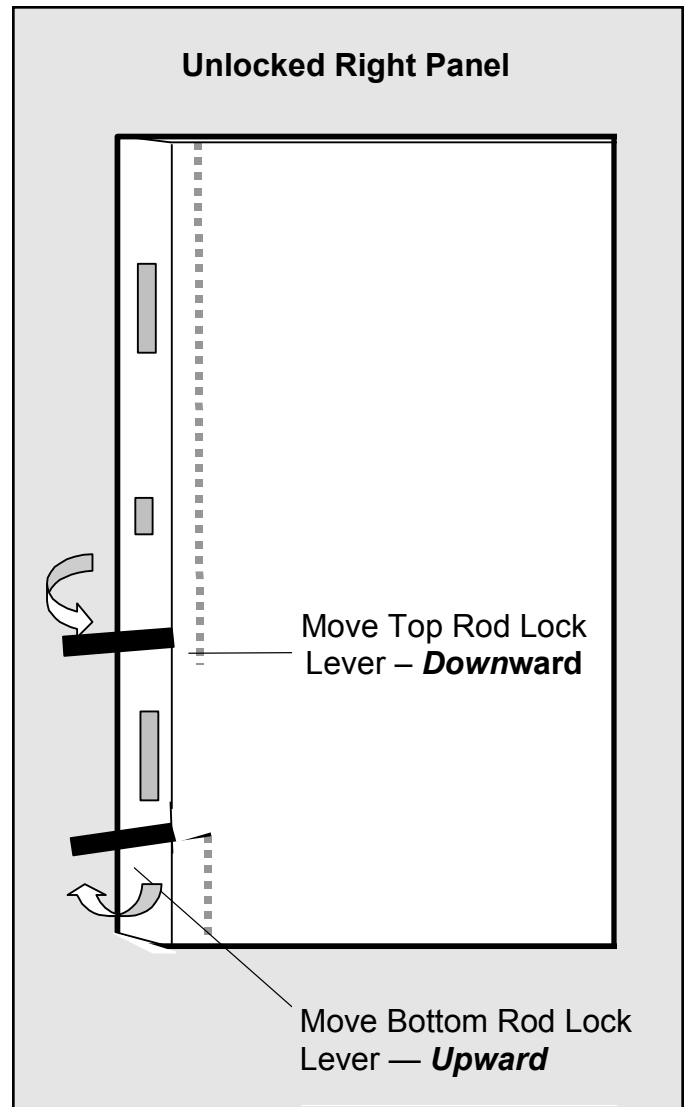
Caution!

Loosen each screw slightly and tighten again after the lock is moved to prevent loss of screw or lock.

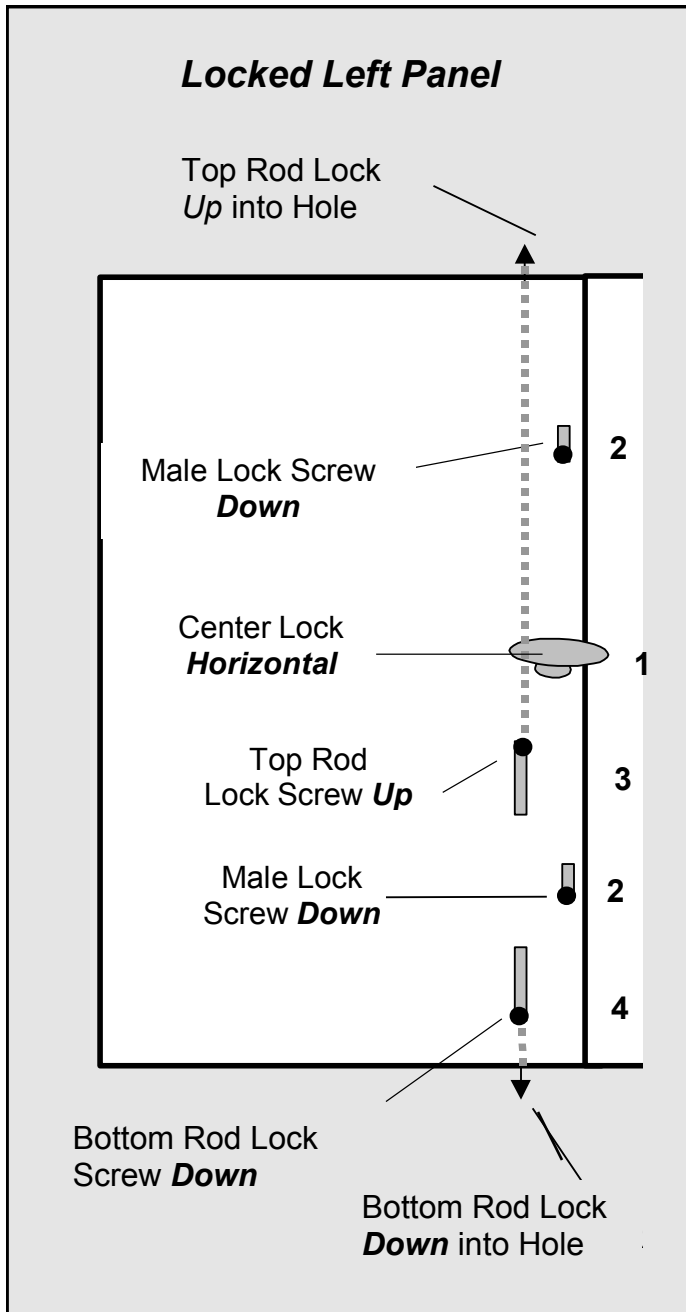
Front Bedroom & Kitchen Shutters, Continued

To Unlock Female Locks

1. Lift top rod lock lever downward and lower the rod. Press the lever upward to tighten.
2. Lift bottom rod lock lever upward and raise the rod. Press the lever downward to tighten.



Front Bedroom & Kitchen Shutters, Continued



To Lock Left Panel

Lock locks in the following order:

1. Center lock
2. Male locks
3. Top Rod lock
4. Bottom Rod lock

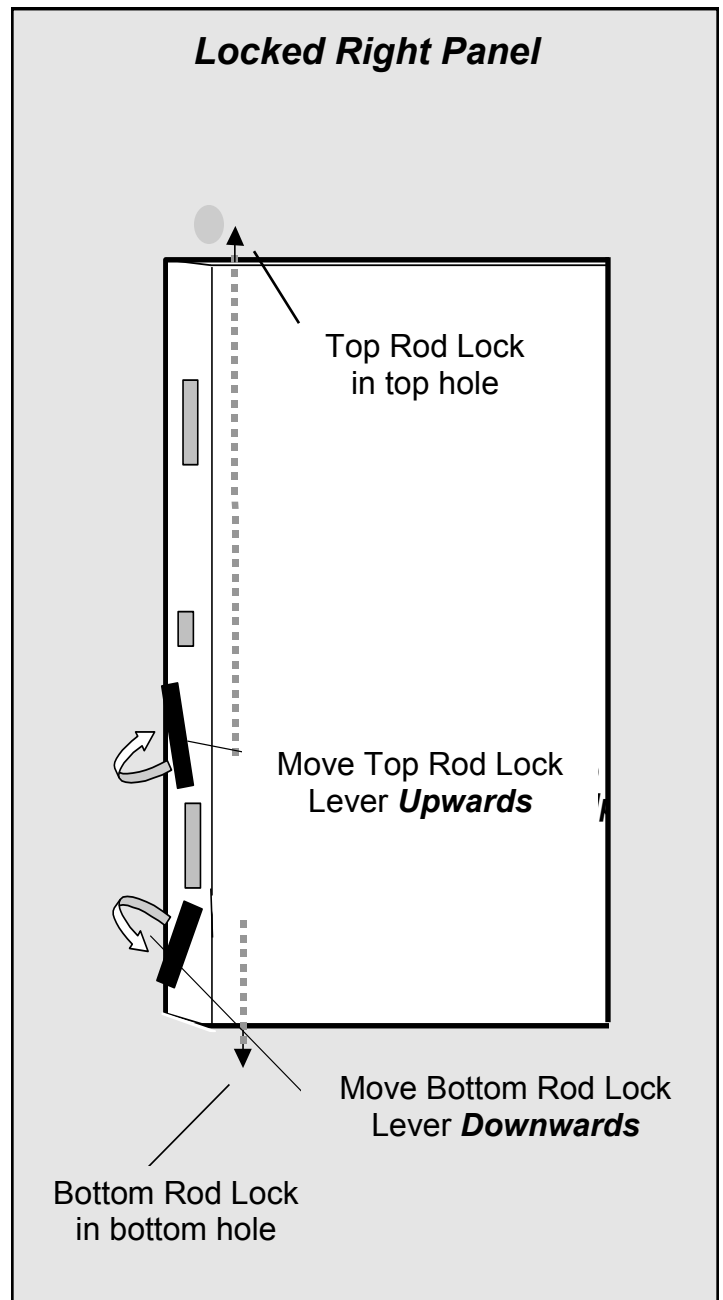
Caution!

Loosen each screw slightly and tighten again after the lock is moved to prevent loss of screw or lock.

Front Bedroom & Kitchen Shutters, Continued

To Lock Right Panel

1. Press top rod lock lever upwards and slide the rod lock into the hole in the top frame.
2. Press the top rod lock lever down to tighten.
3. Press the bottom rod lock lever downwards and slide the rod lock down into the hole in the bottom frame.
4. Press the top rod lock lever up to tighten.



Front Door Side Window Panel

How to Install Front Door Side Window Panel

A. Assemble the two panels

1. Overlap panel holes in middle
2. Attach horizontal bar with wing nuts

B. Install the panels

1. Slide panel under the top bottom ledges
2. Screw wing nuts into bottom holes

How to Remove Front Door Side Window

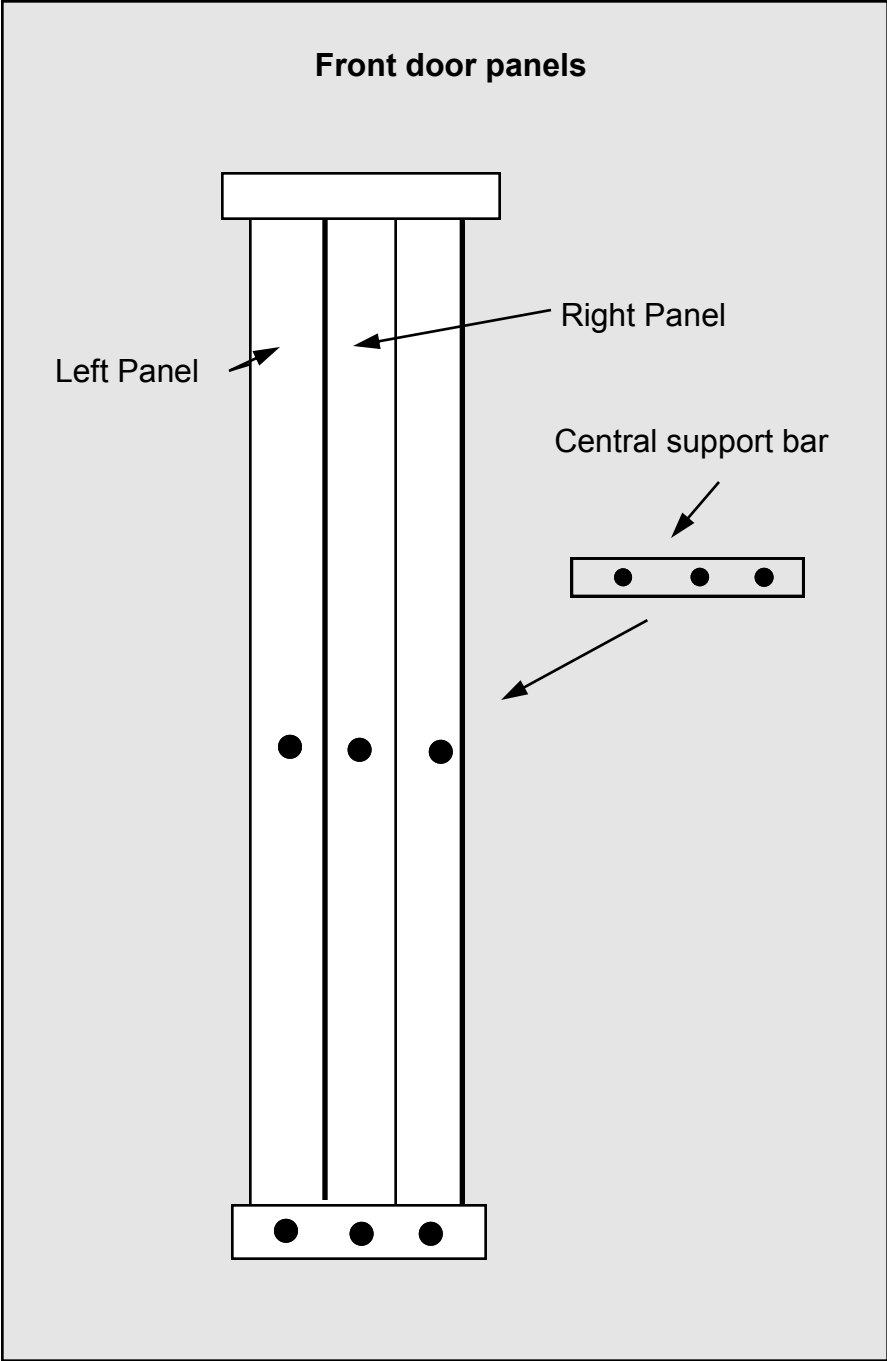
A. Disassemble the panels

1. Unscrew wing nuts from bottom holes
2. Unscrew horizontal bar wing nuts

B. Remove panels

1. Slide panels out from top bottom ledges
2. Store with wing nuts

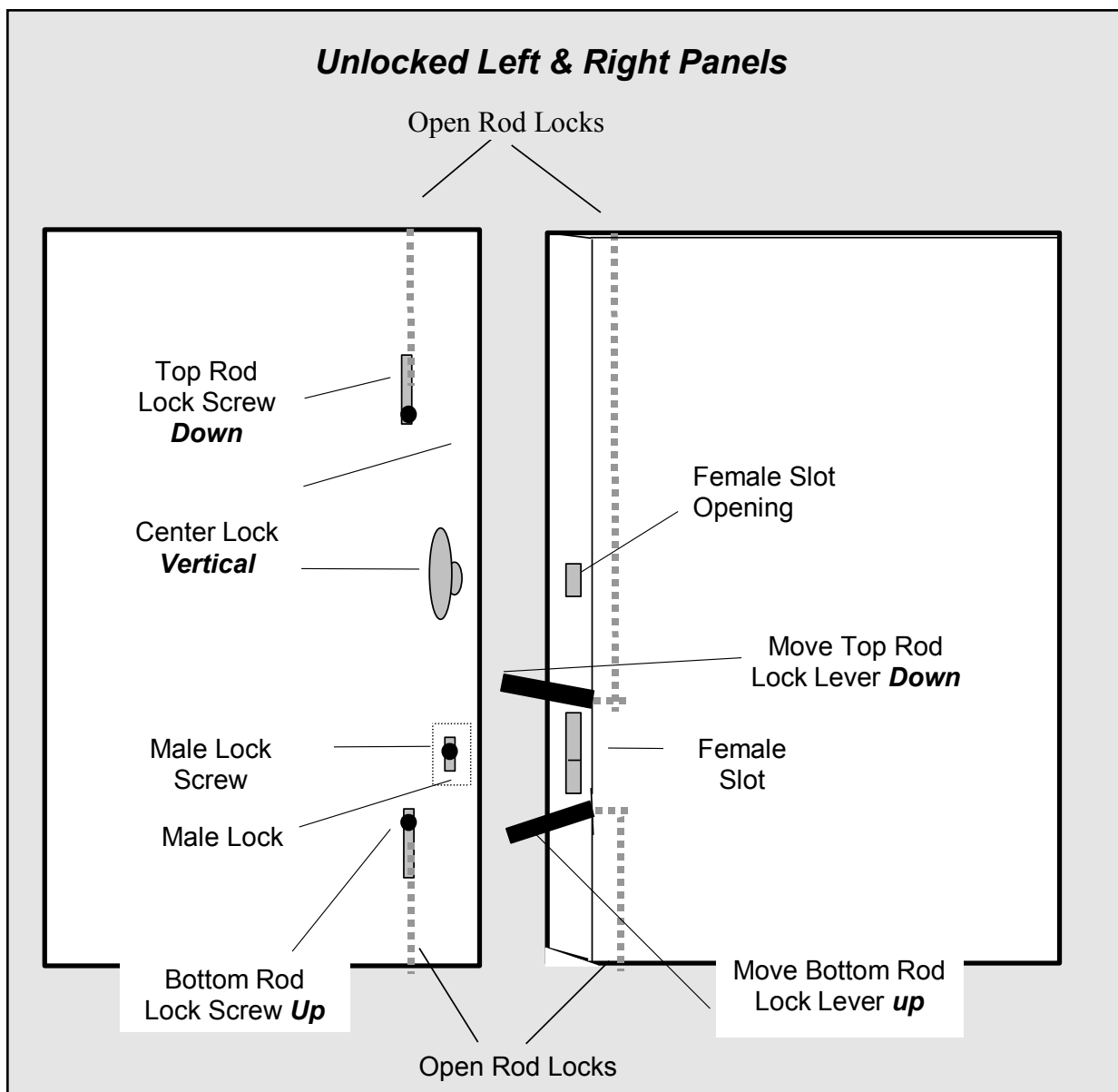
Front Door Side Window Panel, Continued



Bathroom Window Shutters

Unlock Left & Right Panels

- Top Rod Locks are in different places
- Unlock and move left panel first, then right (see p. 6 & 7)
- Unlock Left Panel Locks in Order:
 1. Center Lock
 2. Male Lock
 3. Top Rod Lock
 4. Bottom Rod Lock



Bathroom Window Shutters, Continued

Lock Left and Right Panels

- Lock right Panel then left panel as on pages 8 & 9
- Lock Left Panel Locks in Order:
 1. Center Lock
 2. Male Lock
 3. Top Rod Lock
 4. Bottom Rod Lock

