

Tools that will be needed for this installation are:

- Cordless drill with #2 Robertson or Phillips bit
- 2' to 4' level
- 7/16" wrench

Carefully unpackage your shutter. **NOTE: DO NOT THROW OUT ANY PACKAGING MATERIAL UNTIL THE INSTALLATION IS COMPLETE AND YOU ARE SURE THAT YOU HAVE FOUND ALL OF THE COMPONENTS SENT WITH THE SHUTTER.** When you have your shutter unpackaged you should have the following components: (see **Figure A** below)

- Shutter box with curtain rolled inside of it
- 2 guide rails with extenders
- 1 installation kit which contains the installation instructions and the hardware for installing your shutter



Figure A

## IMPORTANT NOTE

- **THE LEGS ON THE END CAPS CAN BREAK. YOU MUST TAKE CARE NOT TO PUT UNDUE PRESSURE ON THESE LEGS DURING THE INSTALLATION.**



The following instructions are meant as a guide to installing your shutter. They cannot cover all applications. You are responsible to use safe work procedures to prevent injury to yourself and others and to prevent damage to the shutter. If you encounter a problem or have a question please contact Technical Support at the number provided at the end of these instructions.

1. Determine where the shutter is going to mount onto the filing cabinet. Make sure that there is a flat, even surface to mount the shutter to and that the clamps provided in the installation package will work to attach the guide rail extenders to the shelving post.
2. Remove the protective plastic coating from the outside of the shutter box (see **Figure B**).



Figure B

## OPTION 1- NO HEADROOM

3. Lay the shutter on its top or on its back and slide the guide rails onto the end cap legs as shown in the following pictures. The end of the guide rail that is 985mm (38.75") from the bottom of the plunge lock is the bottom. The extender on the guide rail is to be on Side A of the shutter (the side with the coil box) (see **Figure C & D**).

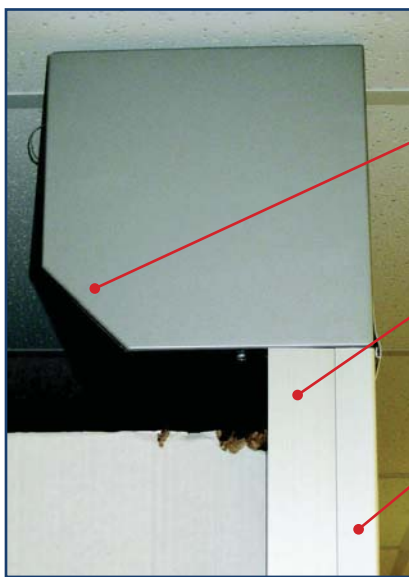


Figure C

SIDE A/  
COIL SIDE

GUIDE RAIL  
EXTENDER

GUIDE RAIL



Figure D

4. With two people, turn the shutter over 180 degrees and place the extenders of the guide rails against the post of the filing shelf with the box over the top of the filing cabinet (See **Figure E & F**). **MAKE SURE THAT THE SHUTTER BOX IS SUPPORTED WHERE IT JOINS THE GUIDE RAILS WHILE MOVING AS THE END CAP LEGS CAN BREAK.**



Figure E

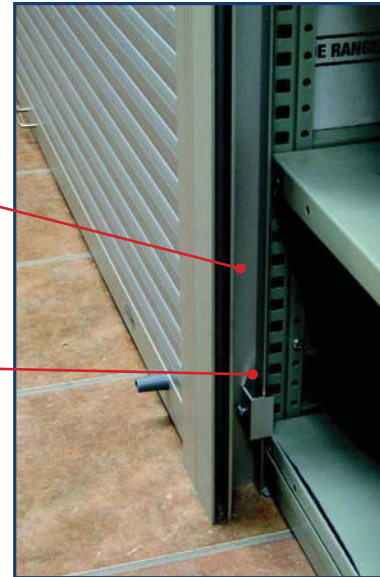


Figure F

5. Use your level to make sure that the guide rails are straight and level. Use the clamps provided to secure the guide rail extender on the shutter to the shelving post (see Figure G). The bolt on the clamp should be facing the guide rail so that it doesn't interfere with the file storage.

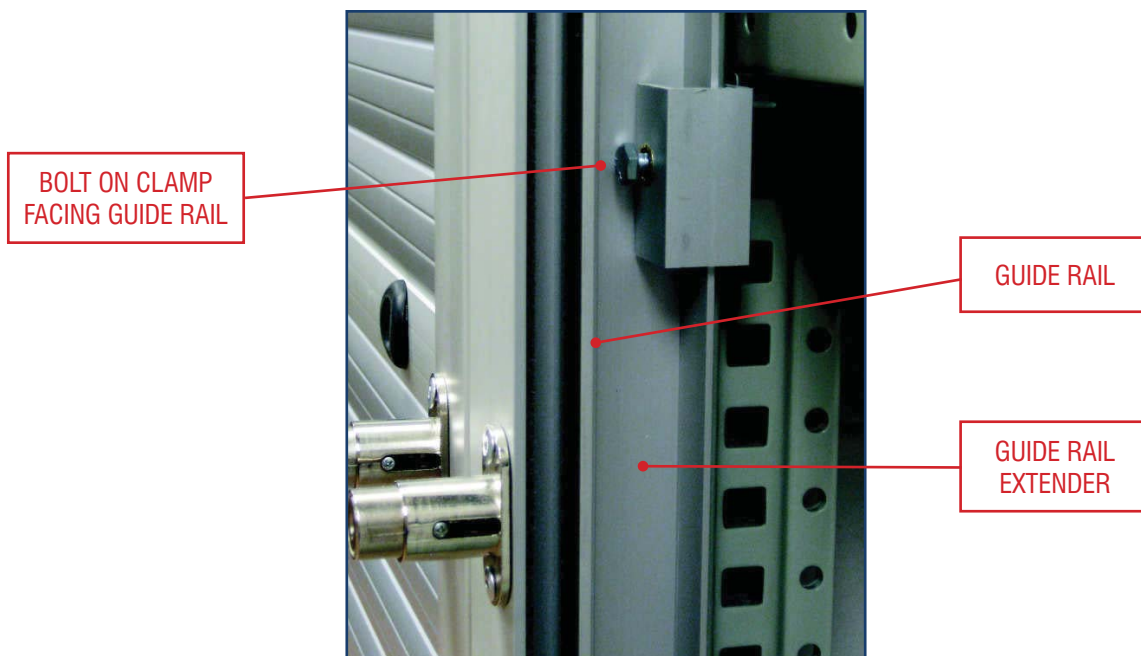


Figure G

### OPTION 2 - 12" OF HEADROOM

- I. Stand the guide rail up against the post on the shelving unit with the guide rail extenders against the shelving unit post (see **Figure E & F**). The end of the guide rail that is 985mm (38.75") from the bottom of the plunge lock is the bottom.
- II. Use your level to make sure that the guide rails are straight and level. Use the clamps provided to secure the guide rail extenders to the shelving post (see **Figure G** above). The bolt on the clamp should be facing the guide rail so that it doesn't interfere with the file storage.
- III. Position the shutter box above the guide rails and slide the end cap legs down into the outside channel of the guide rails (see **Figure H**).

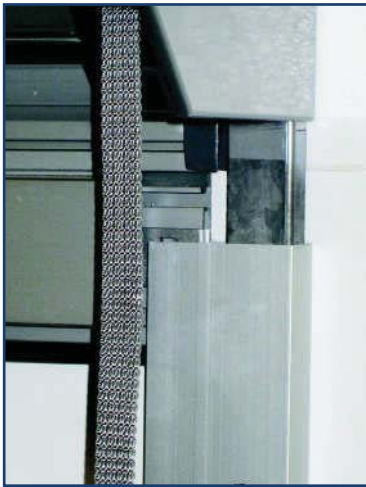


Figure H

FASTEN SUPPORT  
BAR TO BOX AT THIS  
LOCATIONS

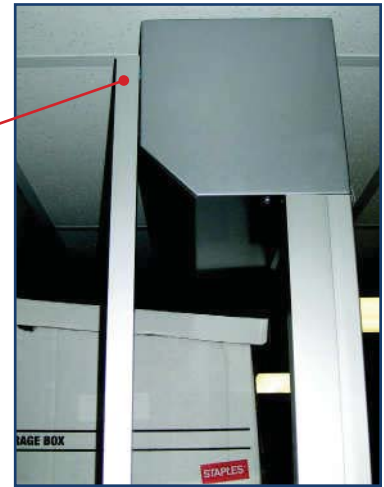


Figure I

6. If your shutter is electric operated, provide power to the motor using a plug or a test cord, following the attached wiring diagram.
7. Shutters wider than 6' are provided with box supports to support the box and keep the end cap leg from breaking. Put the bottom on the top of the file cabinet and secure the top to the front of the shutter box through the holes provided (see **Figure I**).
8. Carefully roll the curtain of the shutter down to the closed position and remove the protective foam.
9. Test the operation of your shutter and make sure that it locks correctly.
10. For electric operated shutters, follow the attached limit setting instructions to set the open and closed stop limits.

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