Installation Guidelines
Bi-Pass

Shutters come with 2 Bi-Pass styles, Closed Louver or Open Louver. Each style is installed the same with only slight variations.

Frame Preparation & Assembly

It is recommended to pre-build the frame on the ground if there is adequate space to do so. If there is not adequate room, a different procedure must be followed. ***See Step 10 for additional instructions.***

Step 1:

Lay out the 3-sides of the frame, once you have located the top frame, put it aside.

Step 2:

Find the aluminum tracks. Lay the tracks on the top-frame. Center the tracks so there is approximately 1/8" gap on each side. ***(See Fig. 1)***

Step 3:

Pre-drill holes into the top frame through the holes already drilled in the tracks. Tracks must be aligned to the front and back scribe lines in the frame.

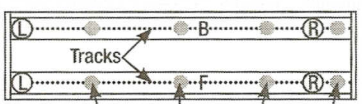
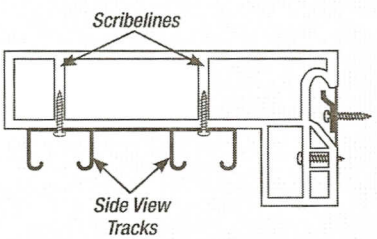


FIGURE 1: Pre-Drill Through These Holes

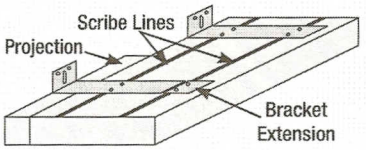


Step 4:

Mark tracks as "Front" or "Back", "Left" & "Right" for use later. ***SET TRACKS ASIDE. (See Fig. 1)***

Step 5:

Flip the top frame over and install the Bi-pass support brackets. Each bracket is powder coated & comes wrapped in your hardware package.



Step 5 Continued:

- Support brackets are required to ensure against future sagging of the frame.
- 7/8" silver pan head screws attach it to the frame.
- 2" painted screws are saved for later.
- A minimum of (1) bracket should be placed in the center of the frame.
- Use additional brackets as needed.

Step 6:

The top-frame is now prepared and the frame is ready to be assembled.

- Using supplied metal "L" brackets and glue, assemble the 3-sides of the frame.
- Metal "L" brackets go on the back of the frame and will be hidden after installation.

Step 7:

Stand the built frame up over the slider door. Center the frame.

- If on carpet, support the side frames so they don't bury too deep in the carpet.

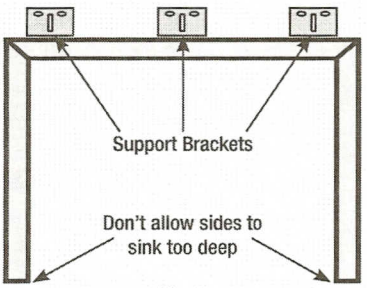


Fig. 2

Step 8:

Begin installing the top frame with 2 1/4" installation screws.

- Start from the left corner.
- Using a level, make sure top frame is plumb & straight.

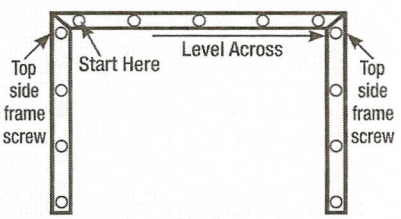


Fig. 3

Step 8A:

Secure all support brackets with 2" painted screws.

Step 9:

Secure top side frame screws only. **See Figure (3).**

DO NOT SECURE THE SIDE FRAMES COMPLETELY. THAT STEP WILL COME LATER.

STOP:
Cap All Installed Screws

Installation Guidelines
Bi-Pass

Step 10 *(Optional)*:

Only follow this step if you don't have enough room to build the frame on the ground.

YOU WILL BE BUILDING THE FRAME ON THE WALL.

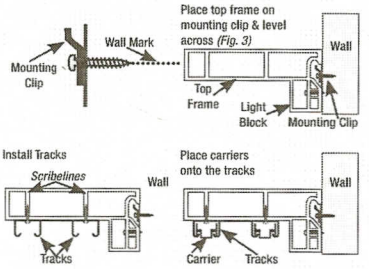
A) Locate the mounting clip.

B) Measure down 3/4" from your ordered height and mark the center of the slider.

C) Using a 2 1/4" installation screw, put (1) screw through the clip at the lowest scribe line.

D) Drive the screw through the clip and directly into your mark on the wall.

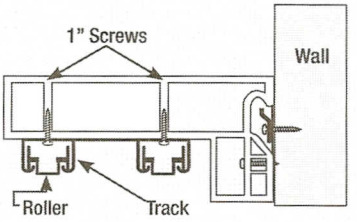
E) Hang top-frame from the mounting clip.



Step 11:

Install tracks into the top frame.

- Insert rollers into the track prior to installation.
- (2) rollers are required for each panel on the track.
- It is most common to have (4) total rollers on each track.
- Use the **1"** round head silver screws to attach the tracks to the frame.
- Place screws through the pre-drilled holes from Step 3.

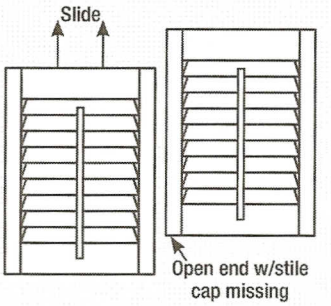


PANEL ASSEMBLY

Step 12:

Panels are numbered in sequence. Panels #1 & #2 are to be joined together to create (1) rolling door and so on.

- Lay panels flat on a smooth or carpeted surface.
- Panels must slide together using the male/female "panel connector".



- Locate extra stile caps.

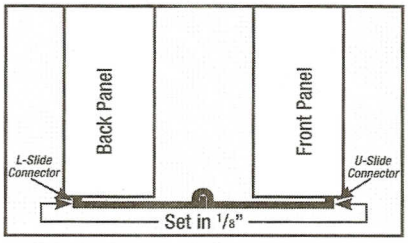
Step 13:

Firmly glue stile caps on.

Step 14:

CLOSED BI-PASS ONLY

Attach bottom slide connectors using 7/8" silver flathead screws.



Open Bi-Pass comes with floor guides only.

PANEL INSTALLATION

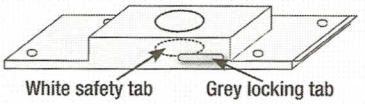
Step 15:

Now that the panels have been assembled, it is time to hang them on the roller assemblies in the track.

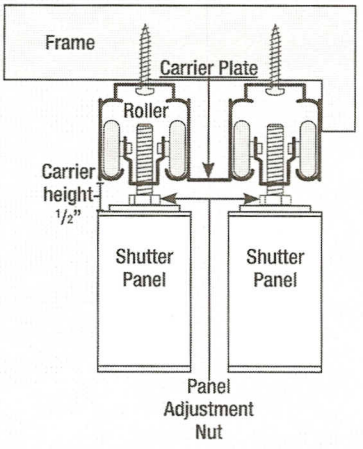
- Always begin by installing the panels on the back track first.
- The top of each panel is equipped with a dual action carrier plate.

Step 15 Continued:

- A grey locking tab that holds the carrier bolt is activated when the panel is pushed up and engaged.
- A white safety tab on top of the grey tab is locked by hand after the panels are fully engaged.



- Panels will only engage when the white safety tab is moved to the right. At the center, neutral position works the best to engage the panels.
- Align all carriers and rollers, using an upward motion, engage all carriers. You will hear a "click" to tell you they are engaged.



- Move the white safety tabs to the left so panels cannot disengage.

Step 16:

Now that your doors are in place and secure, it is time to adjust the shutter side frames and panels to give you proper gaps and the correct appearance.

- All carriers have been set by the factory at a uniform height of 1/2" and should not need adjustment.

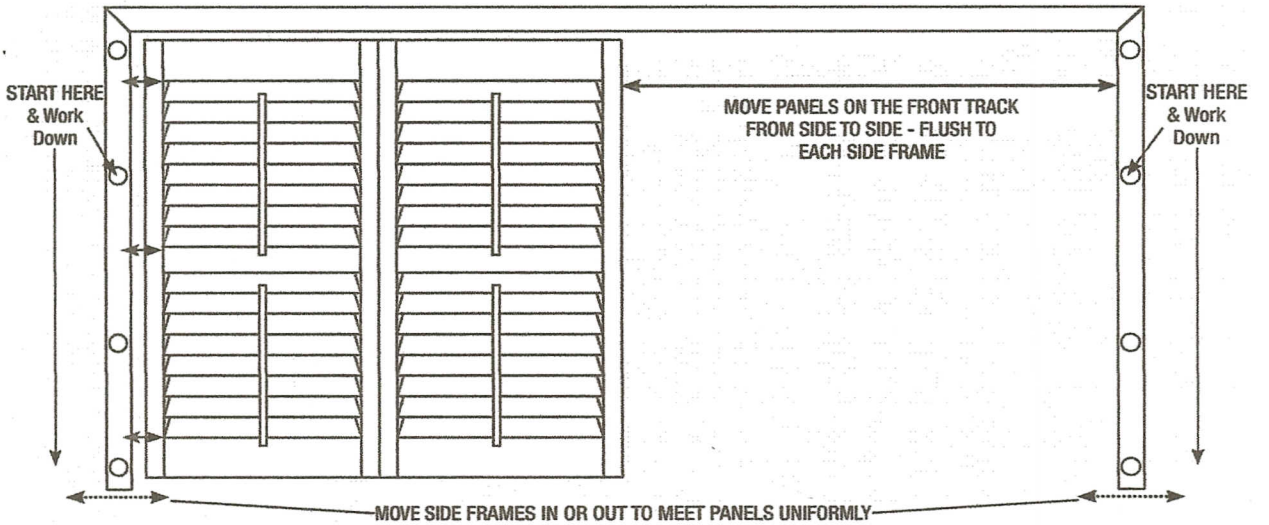
Installation Guidelines
Bi-Pass

Step 16 *Continued:*

SIDE FRAME & PANEL ADJUSTMENTS

Side frames have been left loose until this step. Now you have the ability to adjust them in or out to provide a uniform appearance.

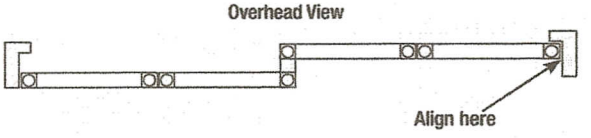
- BEGIN BY ALIGNING SIDE FRAMES TO MEET PANELS ON THE FRONT TRACK.
- Secure installation screws from the top to the bottom, working one side at a time.



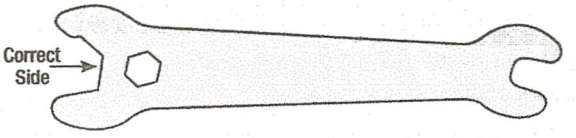
- Cap all installation screw holes with buttons.

Step 17:

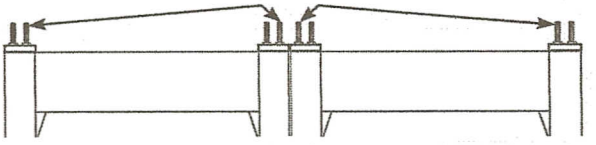
Align the panels on the back track to meet the side frame it is closest to. This is where the door will always rest.



- Aligning these panels is accomplished only by using the supplied box wrench in your hardware kit and slightly skewing the panels.



Use the panel adjustment nuts to raise or lower each side.

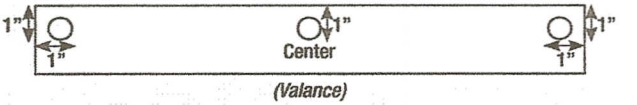


- Once you have changed the panel angle & aligned it to the side frame, roll it from side to side to check the smooth operation.

Step 18:

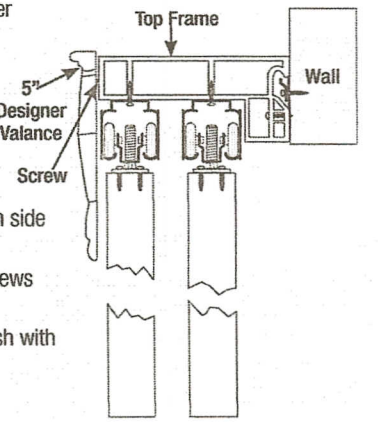
PREPARING & INSTALLING THE VALANCE

- Using a 3/8" drill bit, drill (3) holes in the front of the valance.



(Valance)

- All holes should be drilled approx. 1" down from the top of the valance and 1" in from the ends.
- Turn the valance over and glue the returns on each end.
- Center the valance over the top frame.
- Using the 7/8" flat head silver screws, attach the valance to the frame, starting in the center.
- Level the valance from side to side.
- Cap all installation screws with buttons.
- Valance should be flush with top-frame.



Installation Guidelines
Bi-Fold

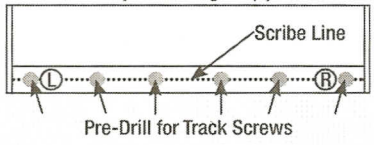
Bi-Fold Track Systems are a nice choice for sliding glass doors where complete, unobstructed views are needed. Keep in mind that the folded panels **do not stack against the wall,** they protrude into the room.

Frame Preparation & Assembly

Step 1:

- Lay out all (3) frame pieces and locate the top frame.
- Place the aluminum track flush to the front edge of the frame, leaving a 1/8" gap at both ends.
- Pre-drill holes into the top frame through the holes already drilled in the track.
- Mark track as left or right.

Top Frame *Figure (1)*



Step 2:

- Pre-Build the frame using glue, metal "L" brackets and screws.
- If there is not enough room to build the frame, see page 52 (Step 10) for mounting clip instructions.

Step 3:

TOP FRAME INSTALLATION

- Stand the frame up over the slider and center it from side-to-side.
- When mounting on carpeted surfaces, support the side frames to keep them from burying into the carpet. ***(See page 51, Figure (2).***
- Secure top-frame to wall using installation screws. Frame must be level.

Step 4:

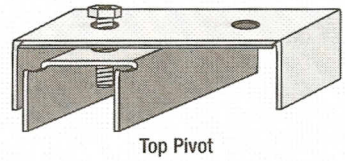
SIDE FRAME INSTALLATION

- It is imperative that side frames be plumb & level.
- Secure side frames using installation screws.

Step 5:

TRACK PREPARATION

- Locate aluminum track.
- Locate top frame pivot brackets.
- Install pivot brackets (FIGURE 3).



Top Pivot

- For (1) way draws, LLLL or RRRR, place the pivot on the side the doors draw to.
- For split draws LLRR, you will need (2) pivots, one on each side.

PHILLIPS SCREW HEAD MUST FACE IN. PIVOT HOLE MUST BE CLOSEST TO SIDE FRAME

- Disregard Spring Snugger.
- Leave pivots partially loose.

Step 6:

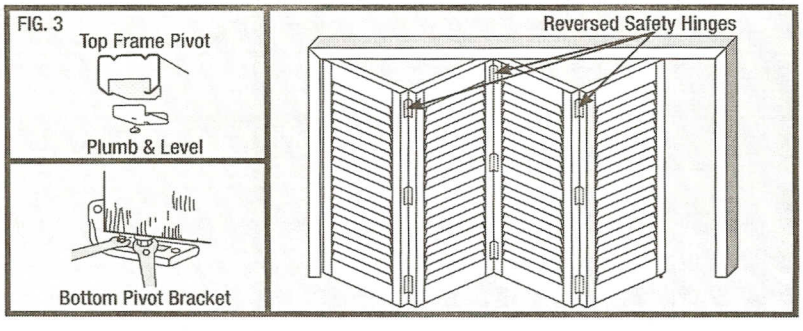
TRACK INSTALLATION

With pivots in place, use 1" silver round head screws & mount the track through pre-drilled holes from Step 1.

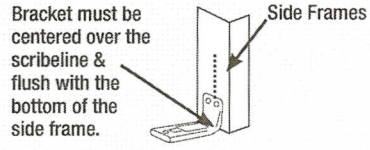
Step 7:

Install bottom pivot bracket(s).

FIG. 3



BEFORE INSTALLING THE BOTTOM PIVOT BRACKET, IT IS CRITICAL THAT YOU UNSCREW THE PLASTIC SLIDE & REVERSE IT. THE PHILLIPS SCREW MUST FACE IN & THE PIVOT HOLE MUST BE CLOSEST TO THE SIDE FRAME.



Step 8:

Set the bottom of the fixed pivoting panel into the bracket. Move spring loaded top pivot into place.

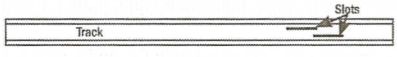
Step 9:

Plumb & level the pivoting panel, using the pivot brackets & supplied hex wrench. (FIG. 3)

- Leave a 1/4" gap between the panel & side frame.

Step 10:

- Hang all remaining panels.
- **All top hinges are reversed for safety.**
- Panels with pre-attached rollers will only engage in the pre-cut slots in the track.



- Wheels turn clockwise to engage.

Step 10:

- Install Valance.
- Follow guidelines from page 53, (Step 18) Bi-Pass valance installation.
- **Note:** Valance must be installed high enough so panels can open freely.

BI-FOLD ADJUSTMENTS & TROUBLESHOOTING

(1) Panels "Pop-Out" & Won't Stay Flat...
The doors are too loose. Door tension is required.
*Use hex wrench to untighten top & bottom pivot points move the pivots in toward the center in 1/4" increments until doors stay in place. Re-tighten pivots. (FIG. 3)

(2) Panels "Pop-In" Doors Are Very Hard To Close...
The doors are too tight. Less tension is required.
*Use above procedure, but move pivots out toward the side frames.
*If pivots are moved all the way out and doors are still too tight, you must re-adjust your side frames. They are not plumb.