

# HURRICANE SHUTTER INSTRUCTIONS

## Closing Shutters:

- Release the anchor rods on either end.
- Release the push lock if installed on your end tracks.
- Close the shutters by pushing or pulling the shutters from a point as high up on the shutter as possible. By pushing or pulling on the lower portion of the shutters, the bottom guide pins may come out of the track. If this happens, just pause and reinsert the pins into the track.
- When the shutters are moved to the closed position, and the push lock is in the open position, squeeze or pinch the shutters together and engage the lock. Do not set the anchor rods before the shutters are locked.
- Once the shutters are locked in the closed position, set the anchor rods.

## Opening Shutters:

- Release the anchor rods.
- Release the push lock. You may need to squeeze the shutters together to get the lock to open.
- Open the shutters by pushing or pulling the shutters from a point as high up on the shutter as possible. By pushing or pulling on the lower portion of the shutters, the bottom guide pins may come out of the track. If this happens, just pause and reinsert the pins into the track.
- Lock the shutters if your shutters have end track locks.
- Once the shutters are moved to the open position and locked, set the anchor rods.

## Maintaining Shutters:

- Operate shutters at least once a month and preferably every other week to exercise the moving components.
- Apply silicone spray to the wheel assemblies at the top of the shutters and spray the inside of the top track at least once a quarter or more frequently as needed.
- Apply silicone spray to the lock set and anchor rod thumb screws\* at least once a quarter or more frequently as needed.  
*(please note follow up instructions for the barrel bolt screw maintenance\*)*
- Clean the bottom track as needed to remove dirt and sand.
- Monitor the drain slots under the bottom track to insure they remain clean and allow for drainage off the balcony.

## \*Barrel Bolt Maintenance:

- Remove anchor rod thumb screws.  
*(If a screw does not loosen easily, apply WD-40 penetrating oil to the thumb screw, wait, and then apply very light but firm pressure using a pair of pliers. If the screw still does not come loose, a second application of WD-40 should be applied.)*  
*(If the screw breaks, it must be extracted with a special screw extraction bit and drill, and a new screw will need to be installed.)*
- Apply silicone spray to the threads of the thumb screw at least once a quarter or more frequently as needed.
- Reinstall the thumb screw.