PRE-INSTALLATION / HANDLING

1. **DO NOT** lay the unit down flat. Always keep it in an upright position.*
2. Upon arrival, inspect all units for damage that may have occurred during shipping. Any shipping damage must be reported within three days of receipt.
3. Confirm that each unit's dimensions match the approved order.
4. Inspect the unit for damage or unacceptable imperfections.
5. Confirm that the unit operates correctly before installation.
6. Before carrying the unit, make sure to move the lift magnet all the way to the top, so the blinds remain secure and compact.*
7. The unit **MUST** be carried in an upright position.*

*Failure to follow these instructions may affect warranty coverage.

BASIC STOPS INSTALLATION INSTRUCTIONS

Openings/Frames

1. For basic-stop installations, the opening should be 1/8 inch larger overall than the unit to prevent a tight fit. For all other frames this is dependent on the frame supplied.
2. Make sure the opening is squared.
3. BetweenGlassBlinds™ units require a minimum 5/8-inch glazing stop to cover the spacer and sealant and prevent interference with the manual operator.

Installation Instructions

1. Attach a basic stop to one side of the opening. This can be achieved by screwing/nailing it in or utilizing silicone, whichever is suitable for the project.
2. Apply intumescent material; if required for a fire rated door or any other glazing tape if you choose (our products do not require tape).
3. Carefully place the BetweenGlassBlinds™ unit into the opening. If necessary, use packing wedges to ensure that the panel is sitting square in the opening.
4. Secure the basic stops to the reverse side of the opening as described in step 1 above.
5. Secure the panel in place with screws on the top and bottom first. Check that the panel is functioning correctly and that the screws are not too tight. After confirming proper operation, secure the side stops without overtightening the fasteners. Test the unit again after all stops are secured.

HOLLOW METAL/BORROWED LIGHT FRAMES SUPPLIED BY PRIVACY GLASS SOLUTIONS

For Hollow Metal/Borrowed Light Frames supplied by a different manufacturer, please refer to their installation instructions as they will vary.

PRE-INSTALLATION

1. **DO NOT** lay the unit down flat. Always keep it in an upright position.*
2. On arrival, check all panels for damage that may have occurred during shipping. This must be within 3 days of receipt of shipment.
3. Confirm that each unit's dimensions match the approved order.
4. Check to see if any damage or non-acceptable imperfections are on the panel.
5. Confirm that the unit operates correctly before installation.
6. Before carrying the unit, make sure to move the lift magnet all the way to the top, so the blinds remain secure and compact.*
7. The unit **MUST** be carried in an upright position.*

*Not following these instructions could affect the product warranty.

HOLLOW METAL/BORROWED LIGHT FRAME INSTALLATION INSTRUCTIONS

Openings/Frames

1. For our standard Hollow Metal/Borrowed Light Frames we recommend the opening to be 1" larger than the panel ordered.
2. For our fire-rated Hollow Metal/Borrowed Light Frames we recommend the opening to be 1-3/16" larger than the panel ordered.
3. Make sure the opening is squared.

Installation Instructions

1. There are two pieces for each Hollow Metal/Borrowed Light Frame. Place the frame section without screw holes over the BetweenGlassBlinds™ unit.
2. Apply intumescent material; if required for a fire rated door or any other glazing tape if you choose (our products do not require tape).
3. Carefully place the BetweenGlassBlinds™ panel with the one Hollow Metal/Borrowed Light Frame into the opening.
4. On the other side of the panel, insert the second piece of the Hollow Metal/Borrowed Light Frame.
5. Line up the holes and secure the panel in place with tamper-resistant screws on the top and bottom first.
6. Check that the panel is functioning correctly and that the screws are not too tight. When you are sure that all is correct, secure the sides of the panels with screws the same way.

CLEANING AND MAINTENANCE OF GLASS, FRAMES, AND CONTROLS

- Routinely clean the glass using a nonabrasive glass cleaner or mild soap or detergent diluted with water.
- Clean using a soft cloth or synthetic window leather.
- Use a squeegee or soft cloth for drying the glass.
- **DO NOT** use cleaning compounds containing fluorine, strong acids, or corrosive alkaline detergents.
- **DO NOT** use brushes or cleaning tools with sharp or rough edges anywhere on the unit.
- **DO NOT** lay the unit on its side or face down. **ALWAYS** keep the unit in the upright position.

NEED HELP?

PGS Technical Services can assist with handling, installation, manual and motorized controls, troubleshooting, and replacement components.

For faster assistance, have the following information available:

- Project name and location
- Order number
- Unit size and glass configuration
- Description of the issue
- Photos or video, when applicable

Contact PGS Technical Services
1.866.466.9525
info@privacyglasssolutions.com
privacyglasssolutions.com

Important: If a unit, control, battery, electrical component, or connection appears damaged, stop installation and contact PGS before proceeding.