

# PRIVACY SCREEN - Velo Privacy Screen for Sidelites - PSL

## INSTALLATION & MAINTENANCE GUIDE | 14I-330

### GENERAL:

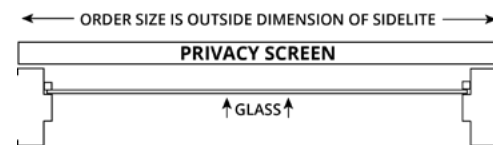
Velo privacy screens are an attractive, cost-effective way to add privacy to door sidelites. They provide complete blocking of vision and light and attach to existing sidelite by screwing into the frame.

### TOOLS NEEDED:

- Power drill, 11/16 drill bit
- Philips head bit or screwdriver

### INSTALLATION:

1. For maximum privacy, install on room side of sidelite.
2. Check Privacy Screen to assure that it has been correctly sized.
  - a.) The screen frame should be the same dimension as the outside of the existing sidelite frame for the most professional-looking installation.
3. Using existing holes in PSL Privacy Screen Sidelite, mark four (4) hole locations on the sidelite frame. Drill #17 pilot holes.
4. Align provided #8A x 1-1/4" flathead phillips screws (or optional Torx) with holes in sidelite and tighten until secure. Do not over tighten.



### OPERATION:

1. Test the screen by pulling on the pull handle to close.
2. The screen should latch securely when closed every time, with no visible light showing through.
3. Open screen by pushing the retraction button. Screen should smoothly and completely retract into the housing.
4. If the fabric comes out of the tracks on the top and bottom, carefully reinsert in the track. Press the screen fabric back into the track.

**NOTE:** It is important not to allow a portion of the screen fabric to remain outside of the track, or to be wrinkled, for an extended period. As with many fabrics, when left wrinkled or folded a "set" may develop making it difficult to press the screen back into the track later.

### MAINTENANCE:

Manually operate at least once a year to check functionality of moving parts such as the spring operated roller, shade and latch.

Our products are designed to be maintenance free. However, it is recommended that the surfaces of the products be kept clear from debris and dirt. Frequent cleaning extends the life of all finishes.

Use a soft cloth and mild soap and water to clean steel/aluminum powder coat and aluminum without clear coat. Use a soft cloth and mild soap and water solution to clean the fabric screen for privacy shade.



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