

## CHANGING KEY LOCK TO SIDE B

Instructions for changing the lock side on your shutters to side B are:

1. Loosen the set screw that holds the lock cylinder in place. This set screw is accessible through the hole on the bottom of the bottom bar and requires a 5/64" hex wrench.
2. remove the key cylinder from the bottom bar
3. Do the required to make a center mark for a 1 3/16" hole on the other side of the bottom bar from the existing hole. This hole must be in exactly the same place
4. Take the front cover off the bottom bar by removing the tek screws on the bottom of the bottom bar. Squeeze the two pieces together and lift the front cover up slightly and it will unhook and come off of the tall back piece.
5. Make the 1 3/16" hole through the back of the bottom bar
6. Put the provided 1/4" rubber blocks inside the channel that the slide bolts slide in underneath each end of the gold colored lock mechanism. It is best to use a bit of silicone or glue to hold the blocks in place.
7. Put the desired lock cylinder through one of the thick rings provided, through the new hole in the bottom bar and thread it into the lock mechanism until it is tight and the key slot is horizontal. Use the key to test the operation of the lock. It should lock and unlock freely. Make any adjustments to make it work properly.
8. Mount two of the provided 'pull' handles to the bottom bar. The screws are to be mounted in the narrow channel right above the channel where the slide bolts slide. They are usually mounted 12" out from the center of the bottom bar.
9. Put the front cover back on the bottom bar and secure with the tek screws
10. Put the lock cylinder back into the lock mechanism using one of the large rings provided with a small ring inside of it.
11. tighten the set screw back into the cylinder

12. On the bottom of the removable piece of the bottom bar make another  $\frac{3}{16}$ " on the second score mark and put a set screw into the second side of the lock cylinder through the new hole.
13. If there are any questions please call 1-866-705-4668 for technical assistance.