

## RETRACTABLE SCREEN ORDERING INSTRUCTIONS

Once you have accurately measured each opening and filled in an order worksheet, it is time to order your retractable screens. Orders can be placed by sending the worksheet via fax or email and an invoice will be generated and returned or, if you have an account, via our online purchasing site (contact us to set one up if you do not have a user name and password).

**Choose Product:** *Enter information applicable to all screens in order.*

- Enter a Customer Name (i.e. ACME Builder).
- Enter a Job Name (i.e. 777 Main St).
- Specify which retractable screen product you are ordering: Insect, Shade, Hurricane, or Dual Screen. (Available screen fabrics options are modified based on this selection)
- Select the number of screens to be ordered.
- Select Track & Housing Color: Note the track and housing colors do not exactly match the screen colors. Refer back to color choices if needed.
- Specify Hood Size: See Table 1: Hood Allowances to determine the correct hood size for your screen size and type.
- Select Track Anchor Spacing: For hurricane screens, refer to Product Approval or NOA for correct anchor spacing required for anchor type and span.
- Select Operator: There are four choices: Manual Gear, Somfy Motor, Somfy+RTS, Somfy+RTS+OVR. *As additional motors become available, this will be updated.*
  - Manual Gear: This is a hand-operated crank handle that turns a gear to rotate the reel which rolls the screen up and down.
  - Somfy Motor: This is a basic electric motor directly wired to a wall switch. Note: All electrical work should be performed by a licensed Electrician.
  - Somfy+RTS: This is an electric motor controlled by a hand-held remote transmitter. The motor must be wired to a power supply but a wall switch is not required.
  - Somfy+RTS+OVR: This is the same as a Remote Motor (above) but includes a manual hand crank override as described above.
- Select Insect or Shade Fabric: Standard Insect Screen (Super Screen 17/14), High Density Insect Screen (Super Screen 17/20), Shade Screen (90%), Hurricane Screen, or Custom (additional details may be needed, additional charges may apply). *As additional fabrics become available, this will be updated.*
- Select Hurricane Fabric: PP White, PP White/Tan, PP Black/Tan, PP Black ("PP" is polypropylene). *As additional fabrics become available, this will be updated.*

**Review Screens:** *Enter information specific to each screen.*

- Information from previous screen has been used to auto-fill this section. Each screen can be additionally modified as needed.
- Enter the overall width and height of each screen you are ordering.
- Select Drive Location: Looking at the front of the housing/box, choose on which side you want the Drive Operator, left or right.

**Add Options:** *Select options as required.*

- Select Switch Option: There are four basic types: Manual Crank Handle, Wall Switch (wired), DecoFlex Switch (RTS) in 2 and 5 channels, and Handheld Remotes (RTS) in 1, 4 and 16 channels.
  - Manual Crank Handle: Standard is 48", though longer kits are available
  - Wall Switch: This is a standard one channel hard wired switch with wall paddle.
  - DecoFlex Switch (RTS): This is a 5 channel remote control for RTS motors. It can be wall mounted or handheld.
  - Handheld Remote: Handheld remotes come in 1 channel, 2 channel, and 16 channel options.
- Select Insect Screen Adapters: Adapters snap onto insect track and allow insect tracks to be attached to other extrusions and building components. *As additional adapters become available, this will be updated.*
  - Screen Wall Mount: Use for face mounting insect screens.
  - Fenetex Dual Screen: Attaches insect screen to hurricane screen for built-in applications.
  - Nautilus: Attaches insect screen to Nautilus retractable hurricane shutter.

**Review Order:** *Your order summary is here, review for errors and make corrections as necessary.*

- Select pricing model Dealer, Contractor, or List Price. This feature is designed to allow the dealer to quickly provide an MSRP, or contractor price quote to a customer.
- If desired you may print a hardcopy or PDF or export the Order Summary.
- Click the Complete Order button. This sends your order in for processing. Shortly after sending the order in, you will be contacted for order review if necessary and invoicing.