

## HOW TO INSTALL

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# INSIDE MOUNT SHUTTERS

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Your shutters are designed to be easy to install and maintain. Depending on the shutter and size that you ordered, you should have received **2 boxes** per shutter; One that includes the frames, and the other that includes the panel doors. If your shutters are smaller, you may have received just 1 box with the frame pre-assembled.

For this process you will need the following tools:



**RECHARGEABLE,  
VARIABLE SPEED 3/8" DRILL**



**3/8"  
DRILL BIT**



**FLAT HEAD  
SCREWDRIVER**



**LEVEL**

**Before you start, clear adequate space to lay out all the parts and frames near each window.**

NOTE: If you ordered shutters for **multiple windows**, look at the labels on the boxes and make sure to put the right boxes beside the corresponding windows.

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- 1** ■ First we will start by removing the shutters from the packages and locating the installation hardware that will be attached to the frame in a bright bag labeled **“Hardware Enclosed”**.



# 2.

Lay the frames face down with the hinges facing toward the floor and join the frames together to form the shape of your window.



The frame angles will come together in a bow tie shape. Remove the bow tie joiners from the installation hardware package, then using your hammer, gently tap the bow tie joiners into the hole.

# 3.

Mount the frame using the pre-drilled holes as your guide, set the frame in the window opening using the large screws. Set the top screws on both sides by drilling all the way in, then drill the screw back out and set back in. **Do not over tighten or distort the frame**



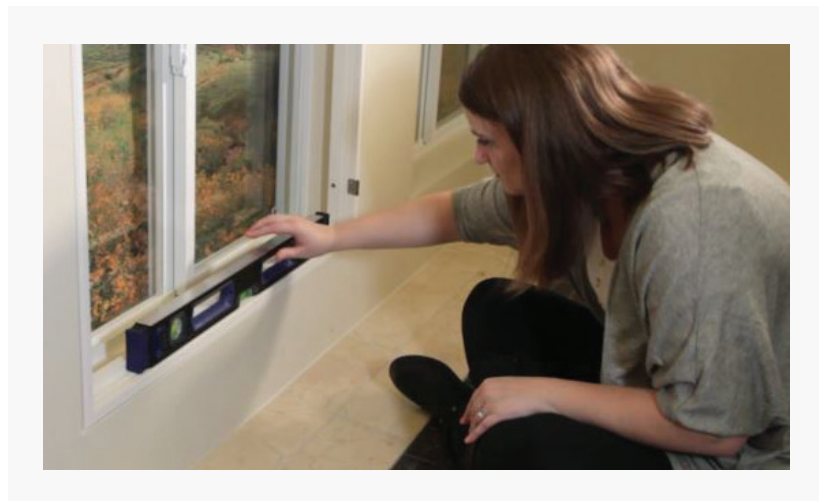
# 4.

Hang pre-hinged panels on the frame by matching up the hinges, and by dropping in the pins to secure each hinge.

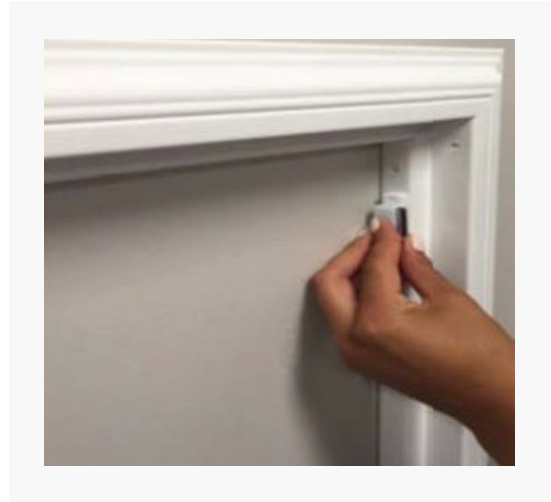


# 5.

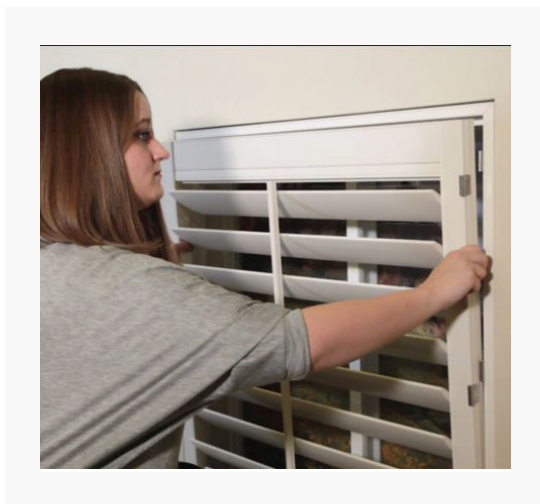
Now we will need to rack the shutters; *racking ensures that the frames are square and that the panels will close properly.* To rack, slide the frame right to left until the panels are even and square within the frame. Use your level to ensure the panels are square, then hold the bottom frame in place and set the left and right frame with the large screws.



- 6.** Attach the magnets by placing them 1 ½” down from the inside corner and attach the magnet using the small pan head screw. Repeat for the bottom magnet.



- 7.** Attach the panel magnet plates by placing the magnet plate on the magnet with the screw facing out. Close the shutter panel pushing onto the screw to create an indentation for the screw location. Set the magnet plate with a small screw into the marked indentation on the panel.





**You have now completed your DIY project and installed your custom shutters in your home, and will be able to enjoy them for many years to come.**

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\*Representantes que hablan español estan disponibles.

You also might want to check out our FAQ's or Glossary page for general window covering questions.

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