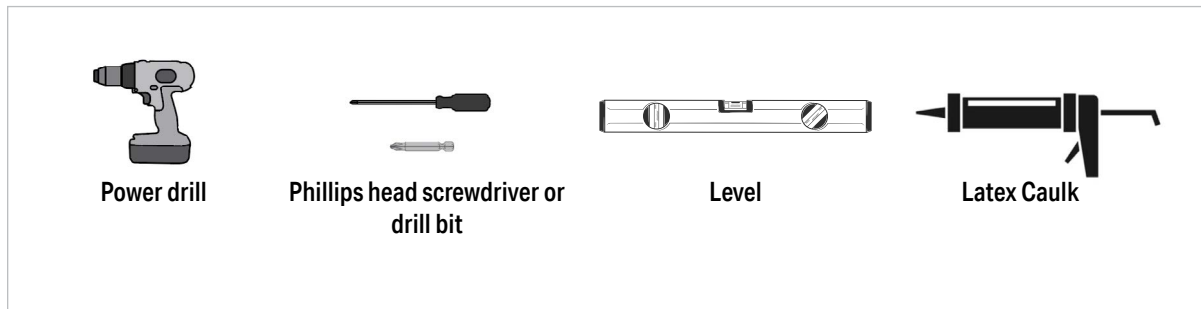


Shutter Installation

Because our shutters arrive fully assembled, installation is quick and easy.

Tools You'll Need

Hardware Kit (Extra Screws Included)



For all shutters:

1. Carefully remove packaging.
2. Use blankets or padding when placing shutters on floor to avoid scratching/damaging shutters.
3. Carefully inspect all shutters panels and frames prior to installation. Report any discrepancy or damage as soon as possible.
4. Do not remove any labels from the shutters or frames until all shutters are installed. The labels identify the window location for each shutter and it's critical that each shutter be installed in the correct window.
5. You will want to stage each shutter in the room and close to the window where it will be installed. Some configurations will have multiple sections, ensure you have all the shutter sections in the right place before you begin to install.

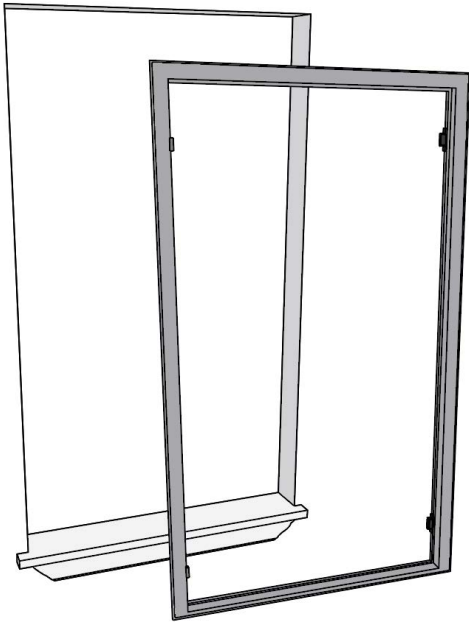


Pro Tip! If the shutter is large, it can be useful to remove the hinge pins and take out panels to install the frame first. Take out the hinge pins being careful not to scratch the panel.

Shutter Installation, cont.

Face Mount Positioning

Position the shutter frame over the window opening. If there is a sill, gently rest the frame on the sill while lining up the frame around the opening. If there is no sill, line up the inside bottom of the frame with the bottom of the window. Center frame around opening as best as possible. It is acceptable for there to be some sheetrock or wall showing between the frame and window opening.

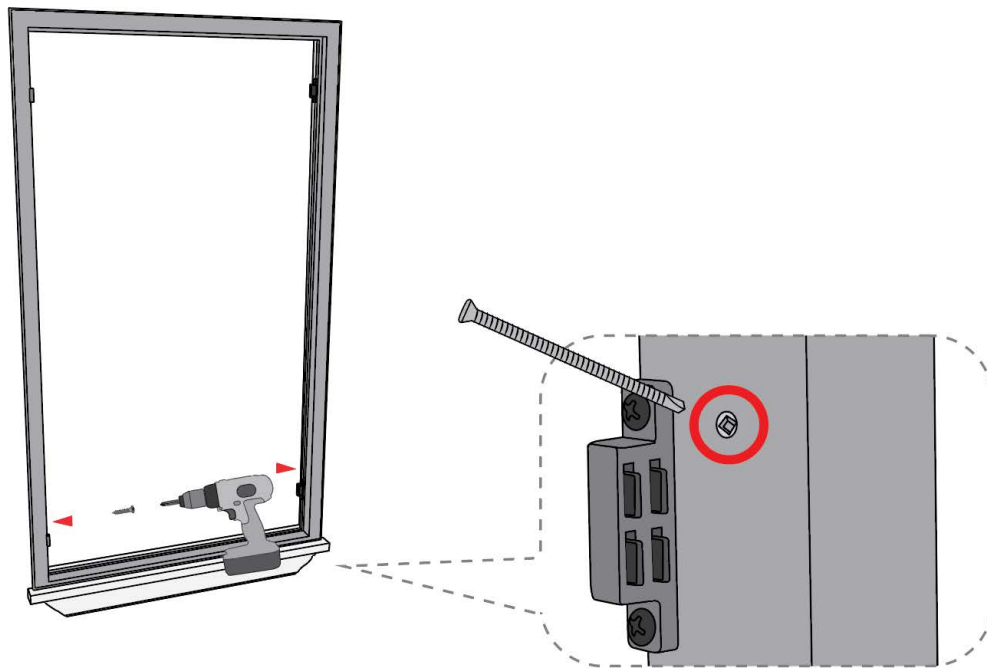


Inside Mount Positioning

Position the frame inside the opening. Center the bottom of the frame within the bottom of the opening. With an inside L frame, it is acceptable to have slight gaps between the frame and the opening. This will require caulking once the install is complete.

Shutter Installation, cont.

When you are satisfied with the frame position, insert an installation screw. Using your power drill insert the screw directly through the inside of the frame approximately 4" from the corner at an angle to ensure you attach to the window opening. Start with base and bottom corners. Tighten until screw head is flush with frame. Press firmly but be careful not to over tighten. Repeat on other side. You should have screws in both the bottom right and left sides of the frame.



If your windows have more than one panel, close the shutter panels, they should be even across the top in the frame. If the panels are uneven, shift the frame at the top left or right as needed until the panels are evenly spaced in the frame on all sides.

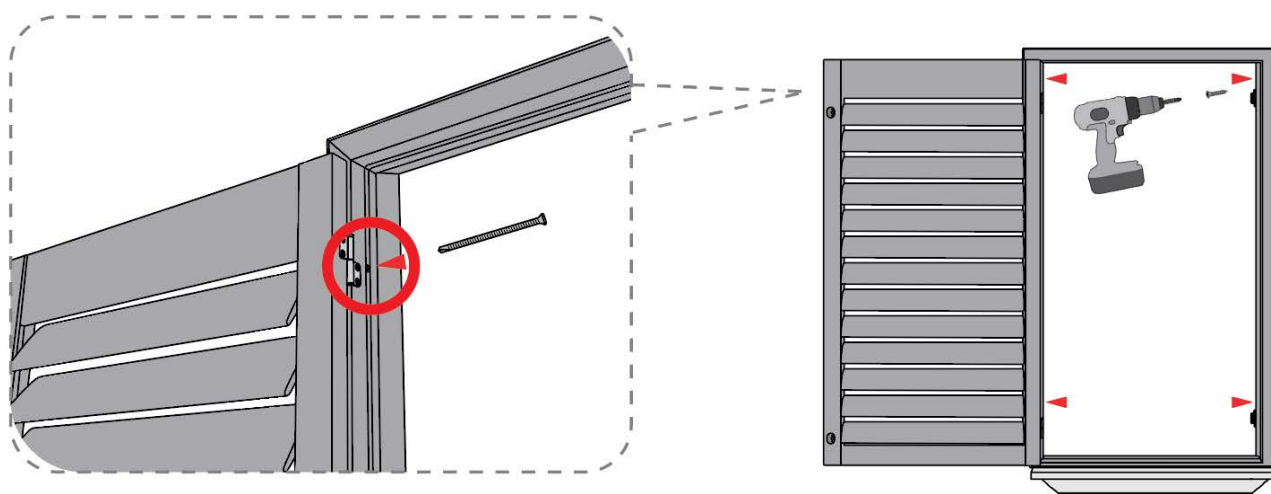


Pro Tip! Pre-drill the holes on the frame for best results and to avoid splitting the substrates.

Shutter Installation, cont.

Confirm shutter frame is level. Mark center of shutter on top frame once it's leveled. Screw in the top and sides. Tighten until screw head is flush with frame. Be careful not to over tighten.

We suggest 2-3 screws per frame side. Use the Fast Caps provided in the hardware package to cover the screw holes.



Pro Alert! *If the shutter panel appears uneven or if it does not open and close easily, then racking the frame might be necessary. Racking the frame will require slightly loosening the bottom screws and gently sliding the frame left or right or up and down to adjust the levelness of the shutter panel(s).*

Once you have leveled the shutter panel(s) by racking the frame, re-tighten the screws in the bottom locations. When satisfied, open the shutter panels, add additional screws and tighten existing screws. Be careful – **DO NOT OVER TIGHTEN** as this may split the frame or pull the frame away from the panels. The frame needs to remain straight and plumb on all sides.

If racking does not level the shutter panels, loosen the screws installed into the hinges slightly and move the shutter panel(s) up or down as needed. Re-tighten the hinge screws when done.



Pro Tip! *If fully inside mounting, use a small bead of caulk between the frame and window opening to conceal any light gaps.*

Shutter Installation, cont.



Pro Alert! Inside mounted shutters are designed to “float” with a small gap on all sides that accommodates for small variations in window squareness and allows wood to swell and shrink as it does naturally. However, with severely out of square windows, there are a few tricks you can use to install wood shutters that are level and function properly.

Shim Method

Place two 1/8 inch pieces of wood in the bottom of your window opening. Place your shutter frame in the window opening on top of the wood pieces and align it with the edge of the window opening. Screw the shutter frame to the window on the hinge side. Be careful not to over tighten. Open and close your shutter panels to see how smoothly they open and how well the corners align with the frame (or if you have 2 panels in 1 frame - how they align with each other). Close the panel and fold a piece of paper a few times to create a ‘feeler gauge’. Take the piece of paper and slide it between the shutter panel and frame at the top and bottom and on the side where the panels swing open. See if one gap feels tighter than the other.

If your gaps feel even and your panel door opens without rubbing the frame, you can insert the rest of your screws and complete your installation. If one gap feels tighter than the other, your window is not square which means some height needs to be taken off the wood shims by sanding.



Pro Tip! If fully inside mounting, use a small bead of caulk between the frame and window opening to conceal any light gaps.

Frameless Installation

Direct Hinge (frameless installation)

Your shutter panels will have one side of the hinge pre-installed. Lift your panel up to the window and mark the desired hinge location. Line up the matching hinge side to your window casing. Make sure there is equal space at the top and bottom of the panel and adjust hinge screws if necessary.

Remove hinge pin and attach removed piece of hinge to window opening on marked location by drilling your screws through. Lift up panel to window, align to hinge and drop pin into hinge.

Shutter with Hang Strip Installation

Remove hinge pin and place hang strip on window opening. For flush to wall panel installation, line up the back side of the hinge barrel with the wall surface. With the hang strip properly positioned in the opening, insert screws through hang strip onto side of window casing. Place second hang strip at the same location and exact depth on other side of the window. Place shutter panel on inside opening and line up into position.

Insert hinge pins. Make sure there is equal space at the top and bottom of the panel and adjust hinge screws if necessary.

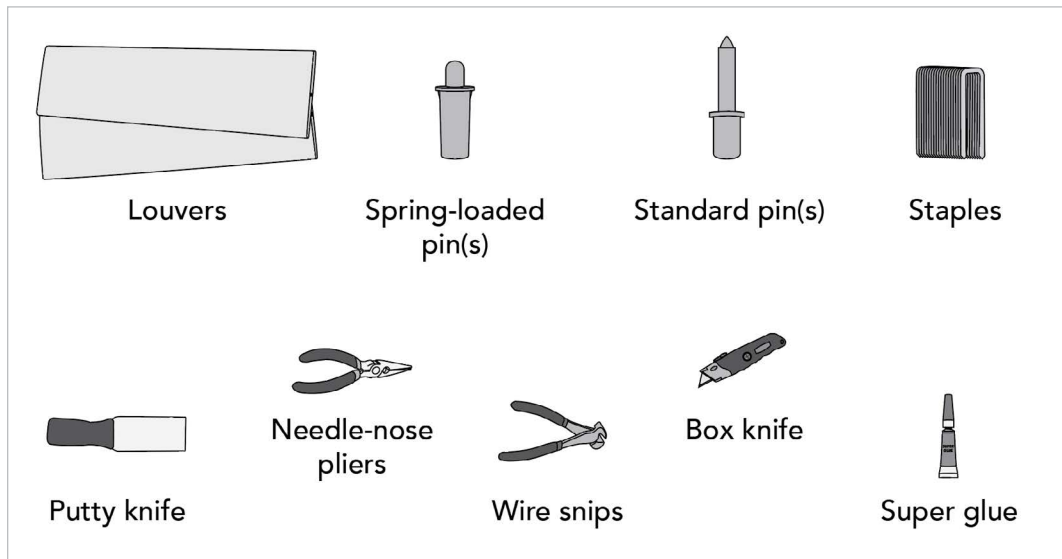
For the best-looking installation, you'll want your shutters be flush with the wall when closed and parallel to the wall when open, not askew like a half-opened door. This means the folding point of the hinges needs to protrude beyond the casing.

For both Direct Hinge and Hang Strip Installation, position the bottom and top light blocks flush with the front of your hang strip. Screw through to secure light block.

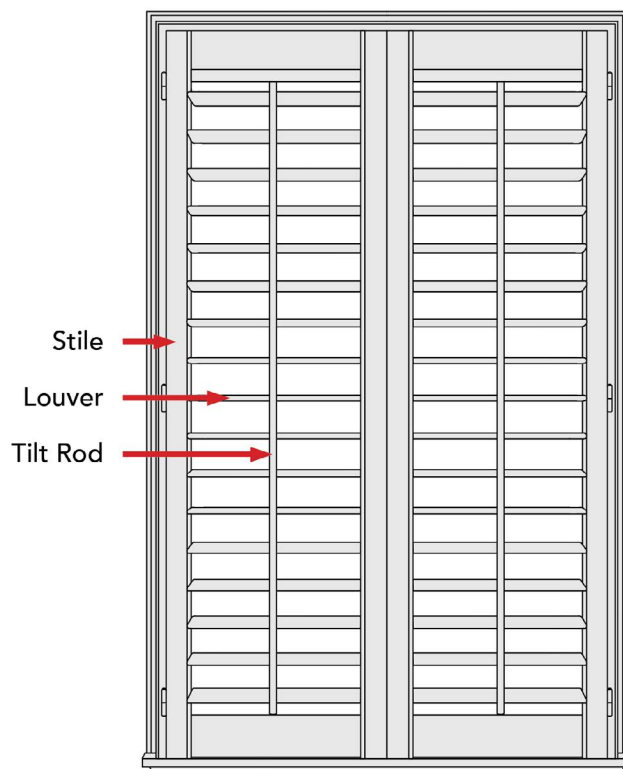
Classic Louver Repair Instructions

Tools You'll Need

Hardware Kit & Louvers (extras included)

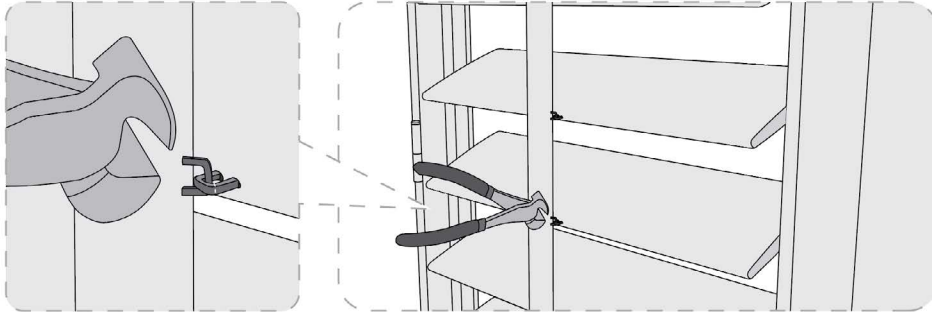


Identifying Components



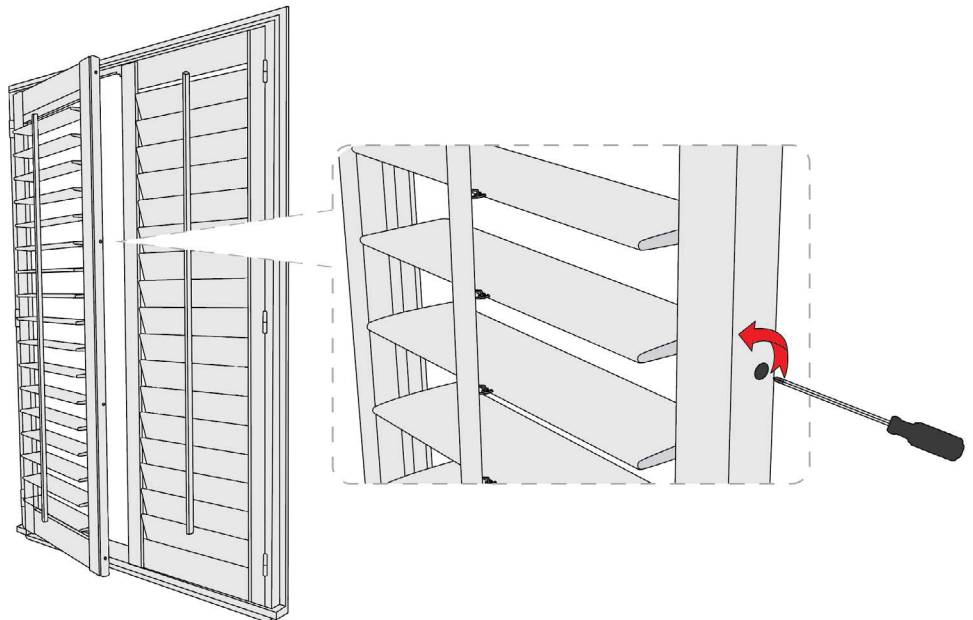
Classic Louver Repair Instructions, cont.

Step 1: Removing the Damaged Louver



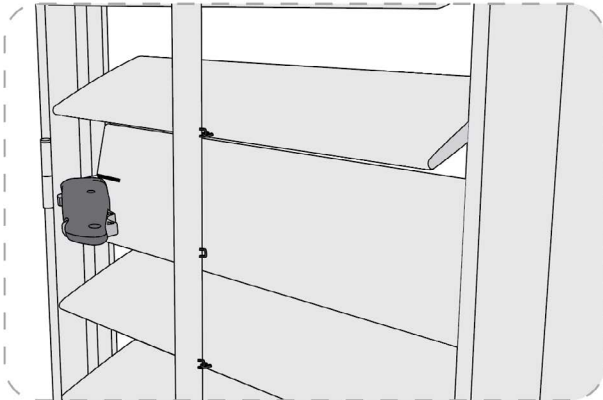
Using wire snips or pliers, cut or pull out the staple in the broken/damaged louver. Be careful not to cut or pull the staple from the tilt rod.

Open the shutter panel to see if the broken/damaged louver is in a tension screw location. To remove the louver, use a Phillips head screwdriver on both the inside and outside of the panel to remove these screws. Keep these screws to install replacement louver.

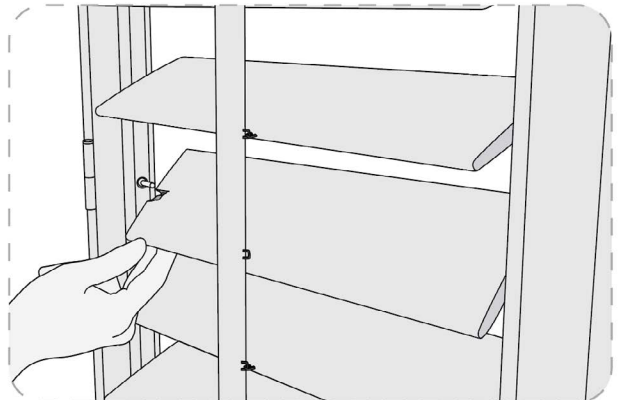


Classic Louver Repair Instructions, cont.

Step 1: Removing the Damaged Louver, cont.

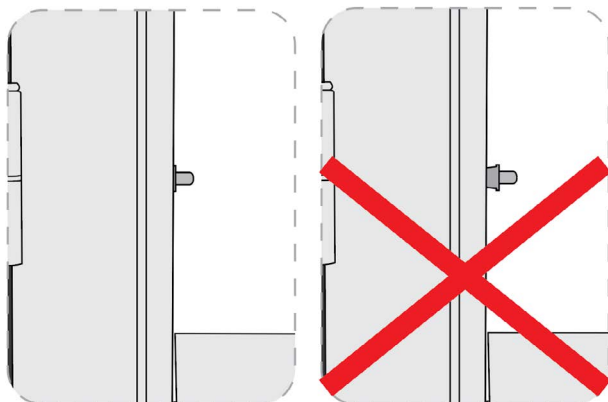


If the broken/damaged louver is not at a tension screw location, use a box knife to make a 1-inch horizontal cut in the center of the louver closest to the stile.

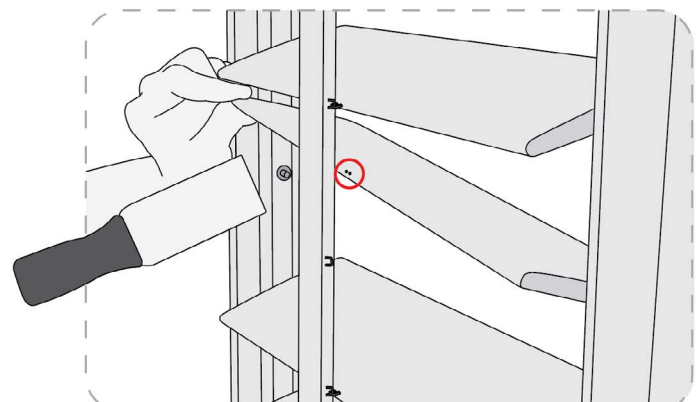


Separate the louver from the nylon pin and remove the louver from the panel.

Step 2: Replacing the Louver



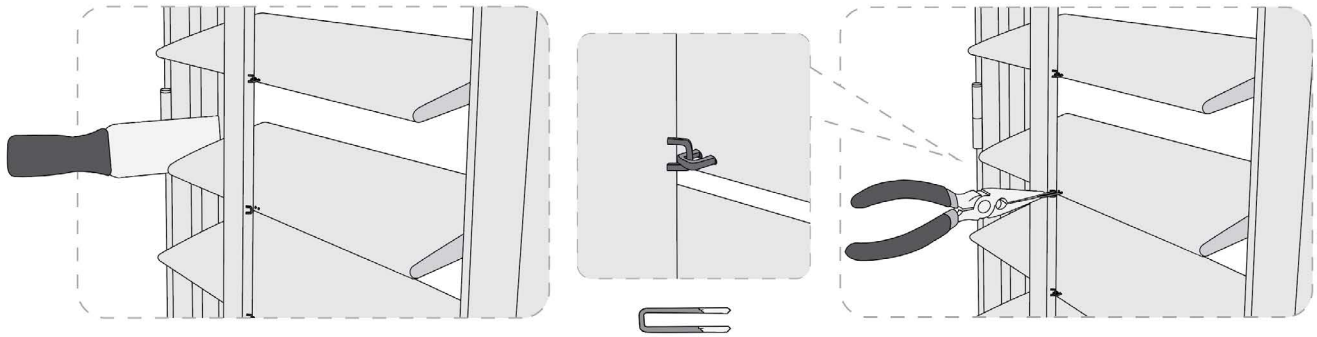
Remove the nylon pin from one side and replace with a spring-loaded pin included in the hardware kit. Make sure the pin base is flush with the stile.



Insert a nylon pin into the louver on the opposite side of where the spring-loaded pin will enter. Insert the nylon pin side of the louver into the stile making sure the staple holes are facing toward the tilt-rod.

Classic Louver Repair Instructions, cont.

Step 3: Replacing the Staple



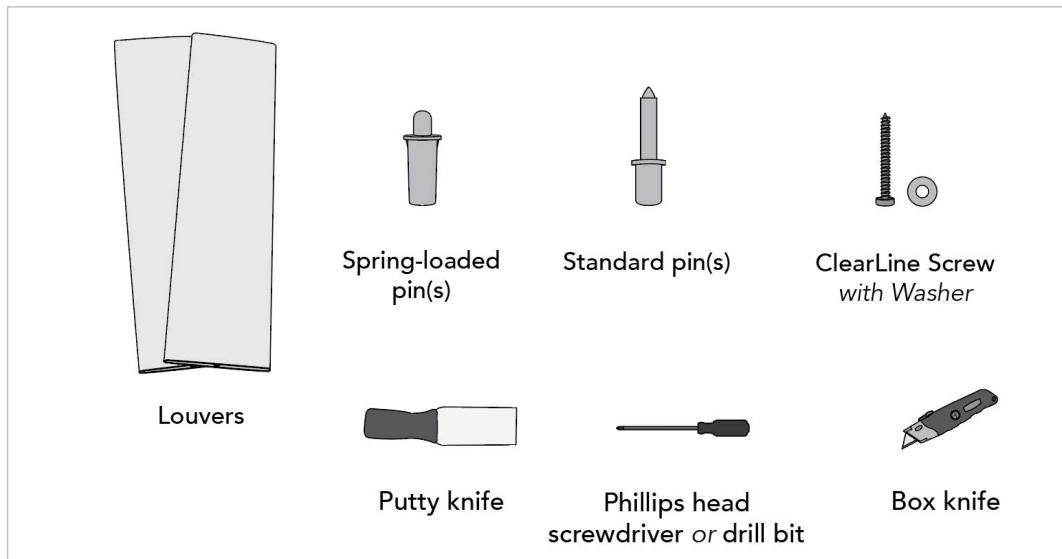
Using a putty knife or your finger depress the spring-loaded pin. Slide the louver down, aligning the hole in the louver's center with the spring-loaded pin until it locks into place.

Use your needle nose pliers to disconnect 1 staple from the group. Dab a little super glue on the end of the staple. Guide the staple through the tilt rod and push firmly into the louver.

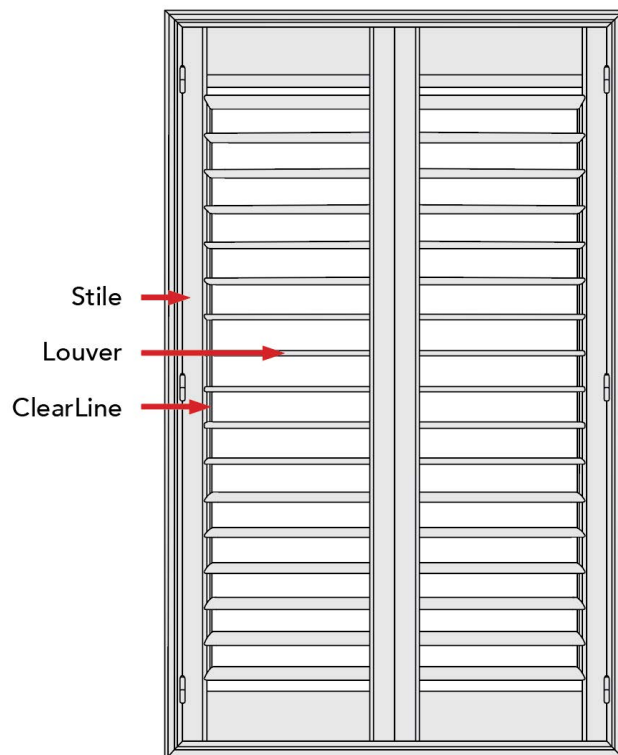
ClearLine Louver Repair Instructions

Tools You'll Need

Hardware Kit & Louvers (extras included)



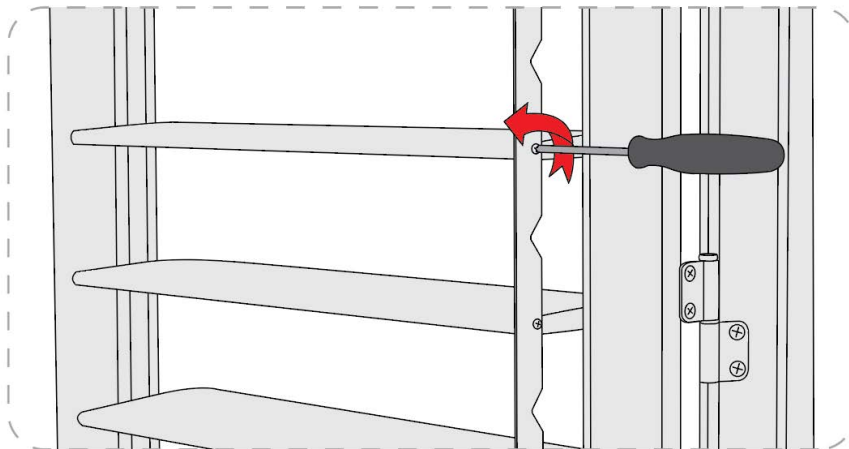
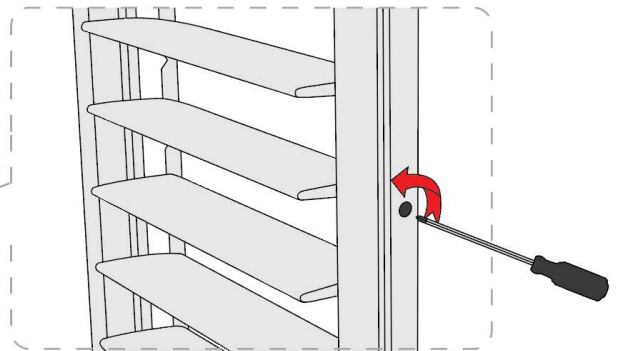
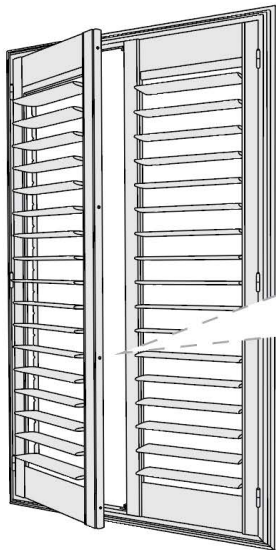
Identifying Components



ClearLine Louver Repair Instructions, cont.

Step 1: Removing the Damaged Louver

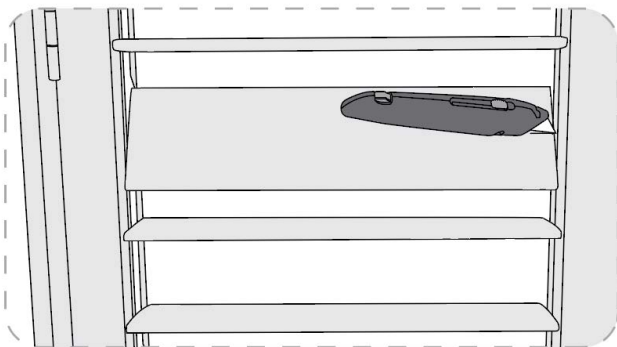
Open the shutter panel to see if the broken/damaged louver is in a tension screw location. To remove the louver, use a Phillips head screwdriver on both the inside and outside of the panel to remove these screws. Keep these screws to install replacement louver.



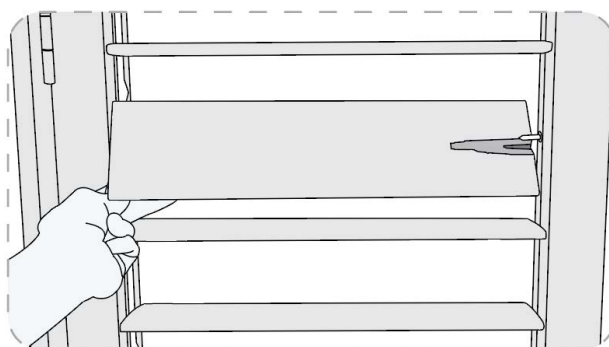
Open the shutter door completely. Using a Phillips head screwdriver, remove the tiny screw and washer attached to the ClearLine strip and remove the broken/damaged louver.

ClearLine Louver Repair Instructions, cont.

Step 1: Removing the Damaged Louver, cont.

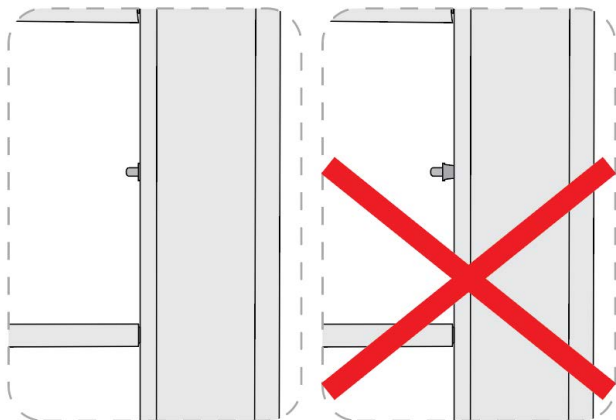


If the broken/damaged louver is not at a tension screw location, use a box knife to make a 1-inch horizontal cut in the center of the louver closest to the stile.

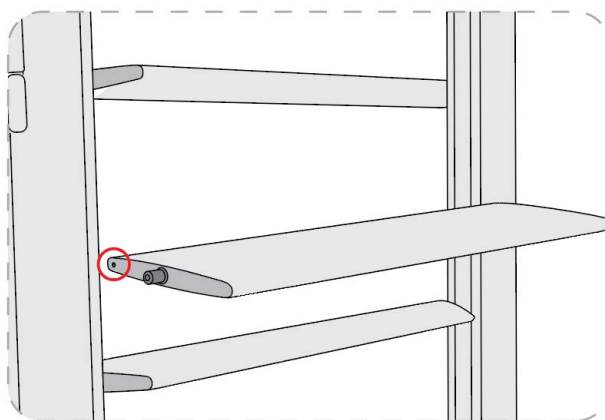


Separate the louver from the nylon pin and remove the louver from the panel.

Step 2: Replacing the Louver



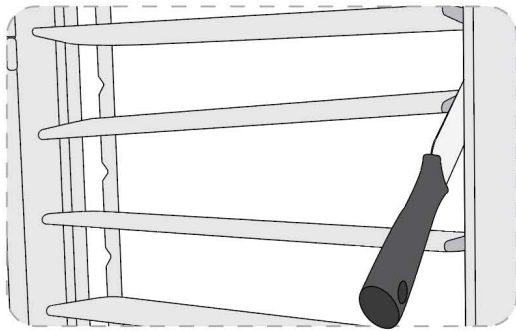
Remove the nylon pin from one side and replace with a spring-loaded pin included in the hardware kit. Make sure the pin base is flush with the stile.



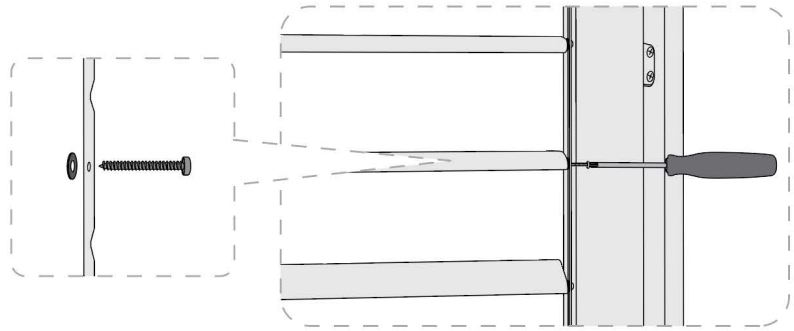
Insert a nylon pin into the louver on the opposite side of where the spring-loaded pin will enter. Insert the ClearLine side of the louver into the stile, making sure the ClearLine hole faces the ClearLine strip.

ClearLine Louver Repair Instructions, cont.

Step 3: Replacing the Screw



Using a putty knife or your finger depress the spring-loaded pin. Slide the louver down, aligning the hole in the louver's center with the spring-loaded pin until it locks into place.



Re-insert the washer between the louver and ClearLine strip, then re-insert the tiny screw. You may want to pre-drill a hole using a 1/16" drill bit if no hole is present. Drive in SLOWLY.