



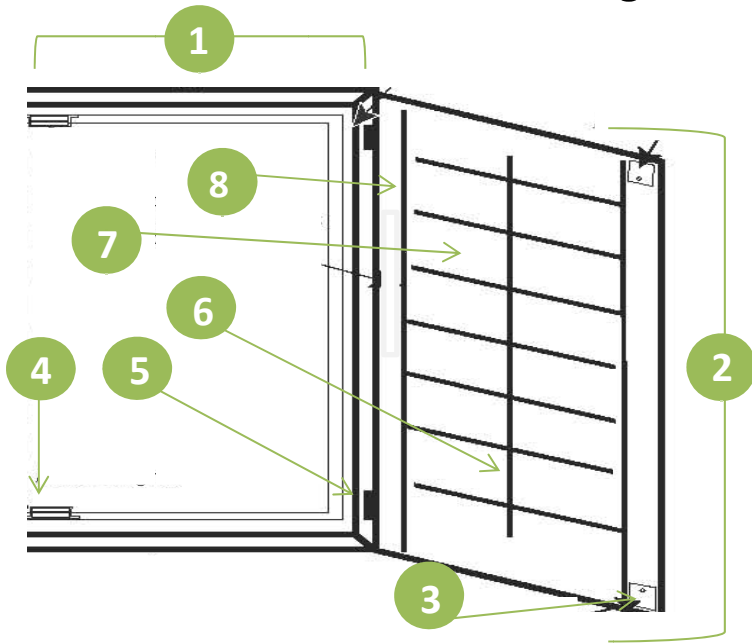
# Shutter Installation Guide

## Windows

# How to Install Your New Shutters

Now that you have made the decision to beautify your space with timeless shutters, these step by step instructions will guide you through the easy installation process.

## Get to Know Your Shutter Lingo



1. Frame (Top, Bottom, Right, Left)
2. Panel
3. Magnet Plate (Top & Bottom)
4. Magnet (Top & Bottom)
5. Hinges (Top & Bottom)
6. Tilt Rod
7. Louver
8. Stile

## Gather your Tools

1. Hand Drill
2. For Shutters over 60" tall &/or wide - Counter Sink  
Drill Bit Set #8



## What's in Your Package

- Panels (w/hinges pre-attached)
- Frames (w/hinges & corner joints)
- All Mounting Hardware (pins & screws)

### Screws:

- Small Pan Head – Magnets
- Small Flat Head - Magnet Plate
- Medium - Frames
- Large - Shutter to Wall



## 1. Unwrap

Remove shutters from packaging and be sure to locate your hardware bag on the outside before disposing packaging.



## 2. Assemble Frame

Slip leg into top and bottom of frame. Using the medium screw, set inside pre-drilled holes.



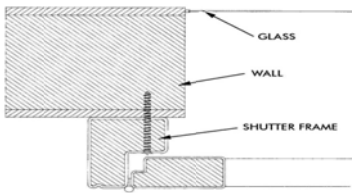
## 3. Mount Pre - Drilled Frame (Inside or Outside Mount)

Using the pre-drilled holes as your guide, set frame in 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 & set back in. Do Not over tighten or distort frame. Set remaining screws after you rack the shutter.

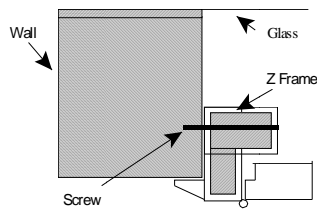
**Note:** For panels taller or wider than 60", drill an additional screw hole in the center of the existing holes, using a drill bit #8.



Outside Mount:



Inside Mount:



**NOTE:** Inside Mount –

Use white paintable caulk if necessary to fill any gaps between the frame, wall and/or window seal.

## 4. Hang Pre - Hinged Panels

Place the Pre-hinged panel in the frame by matching up the hinges. Now Drop in pins to secure each hinge.



## 5. Rack the Shutter

Make sure frames are square and panels close properly by racking the shutter. To Rack, slide the frame right to left until panels are even and square with the frame. Once the panels are square, hold the bottom frame in place and set the left and right frame with large screws. Set middle screw (if needed) last. Do not over tighten.



## 6. Attach Magnets

### Single Panel Shutter

Place the top of the magnet approximately 1 ½" down from the inside corner and attach magnet using the small pan head screw. Repeat for bottom magnet.



### Double Panel Shutters

Close the front overlapping panel door, then pencil mark on bottom frame where closed stile meets the frame. Then place outside of magnet by the pencil mark & set using small screws.



## 7. Attach Panel Magnet Plates

Place magnet plate on magnet with screw facing out. Then close shutter panel pushing onto screw to create an indentation for screw location. Then set magnet plate with small screw into the marked indentation on the panel.



## Shutter Care

We hope you are pleased with your new shutters which are designed to be low maintenance and add elegance to your space. Below are your care instructions and warranty information.

Shutter Care: Your shutters can be cleaned with a damp cloth, a feather duster or washed with soap and water.