

# Shutter Installation Instructions

## 1. Preparing to Install

Tools needed for the installation:

- Power drill
- Level
- Pliers
- Scissors
- Phillips screwdriver
- Drop cloth

Select a work area that allows sufficient room to unpack the shutters and assemble the frames for installation

- Smaller shutters may arrive fully assembled in the shipping box
- A carpeted area will work best to avoid scratching your shutters

Spread out your drop cloth and place the shipping box on the drop cloth

## 2. Opening and Unpacking the Boxes

-Open the box carefully along the seams using scissors

-Remove all packaging materials - set aside for disposal

**-Do not remove the labels from the shutter panels or frames until all components have been installed in the window.** The labels identify the window location for each shutter and it's critical that each shutter be installed in the correct window.

-Locate the hardware package and set it aside with your tools

-If your panels are pre-hinged in the frames you may want to separate the panels from the frames to make installation easier and gently lean them against a wall close to the window opening

-Use pliers to pull the hinge pin from the hinge and separate the panels from the frame

-Set the hinge pins aside with the hardware package for later use

## 3. Assembling the Frame (if applicable)

-Assemble the frame by placing the frame parts face-down on the floor. All frames are labeled indicating their position (e.g. top, left, right, bottom).

-Screws (black) are included in your hardware packet and these will be used to join the corners of the frame

-Start at the top left corner. Connect the left frame part with the top frame part at the mitre to form a 90-degree angle.

Notice the pre-drilled holes.

-Line up the holes and insert the screws, first turning them clockwise until finger-tight and then carefully using your drill to screw the frame pieces together

**-Be careful - do not over-tighten**

-Repeat this step at the other corners

-Congratulations - you have successfully assembled your shutter frame

## 4. Preparing to Install the Frame

-Turn the frame over so that it is face-up

-Locate the installation screws (silver) included in your hardware packet

-Locate the pre-drilled mounting holes on the inside edge of the frame

-You will need your drill for the next step

## 5. Frame Installation

-Position the frame over the opening. If there is a window sill, gently rest the frame on it to while lining up the frame around the opening. If there is no window sill, line up the top edge of the frame with the top edge of the opening and hold it in place.

-When you are satisfied with the frame position on the casement/sheetrock, insert an installation screw (silver) into the bottom pre-drilled mounting hole on the right side of the frame.

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## 5. Frame Installation (continued)

- Using your drill, press firmly and attach the frame to the casement/sheetrock
- Tighten until secure but do not tighten all the way
- Repeat on the opposite side
- Tighten until secure but do not tighten all the way

## 6. Place Shutter Panels in the Frame and Level

Now you're ready to install the shutter panels in the frame. Your window may have one or more shutter panels. Start from the left side. Check the label to ensure the top of the shutter panel is positioned "up".

- Place the leftmost shutter panel in the frame, line up the hinges and slip in the hinge pins starting at the top.
- Repeat this step for the remaining panels
- If you need to remove the panels from the frame at any time, use your pliers just below the pin head and pull up. Be careful to not scratch the shutters.
- Now square (or level) the panels in the frame by shifting the frame at the top, left or right, as needed, until the panels are evenly spaced in the frame on all sides
- If this does not work, loosen the bottom left attachment screw until you can slide the left side frame up or down as needed until square. If this still does not work, move the right side frame up or down as needed until the panels are square and level.
- Once the panels are level in the frame, open the panels, being careful to hold the frame firmly in position. Secure the right side of the frame to the casement/sheetrock by drilling a screw through the top pre-drilled mounting hole on the right side of the frame.

## 6. Place Shutter Panels in the Frame and Level (continued)

- Close the panels and check for levelness again before securing the left side of the frame to the casement/sheetrock in the same manner
- When satisfied, open the shutter panels and tighten screws one at a time. Close the panels and check for levelness after each screw has been tightened.
- Be careful - do not over-tighten as this may split the frame**
- Insert installation screws (silver) into any remaining pre-drilled mounting holes and tighten firmly but do not over-tighten
- Locate the "Fast Cap" vinyl stickers in your hardware packet. Apply one Fast Cap sticker to each mounting hole. Do not cover the hole located on the inside edge of each shutter panel. This hole is for adjusting louver tension and should remain uncovered for ease of use.
- Remove all visible stickers/labels from the shutter and frame
- Use a feather duster or damp cloth to clean the shutter of any dust

## 7. Adjusting the Louver Tension

- Locate the tension screw hole in the side of the stile
- Tighten or loosen as necessary using a Phillips head screwdriver
- Make adjustments to both the right and left side of the panel for best results