

## STEP 7 - ATTACHING THE BUTTON CATCH

Place the catch on the lip of the frame/strip, 1/2" from the inner edge of the stile. Screw the catch into the frame. Place the strike plate on the catch and close the panel to determine where the proper location for the strike plate is located on the shutter panel.

Mark with pencil where the button should be located on the panel. The button should be installed 1/2" from the inner edge of the stile. Remove from the catch and screw it into the panel.

The catch may need to be adjusted for proper closure of the panels.

## TOUCH UP

Touch up paint is provided with all shutters. Any scratches may be removed by simply using a soft cloth. Caulking may be used to reduce any light gaps and to help secure the frame to the wall.

## OPERATION

Move the tilt rod to open and close the louvers, for the best light control, the louvers are designed to close in the up position. Open the panels by grasping the stile on the panel frame. Never open the panels by pulling on the tilt rod or louvers.

## TROUBLESHOOTING

### *The panels will not stay closed:*

Make sure the button on the back of the panel is engaging firmly with the button catch.

### *The shutter panels rub against the top or bottom piece of the framework:*

Use a level to verify that the top, bottom, and sides of the framework are mounted squarely. If the frame is not square you will have to make necessary adjustments to the frame and reinstall the panels.

## CLEANING

Minimum care and cleaning is needed to maintain the beauty of your shutters.

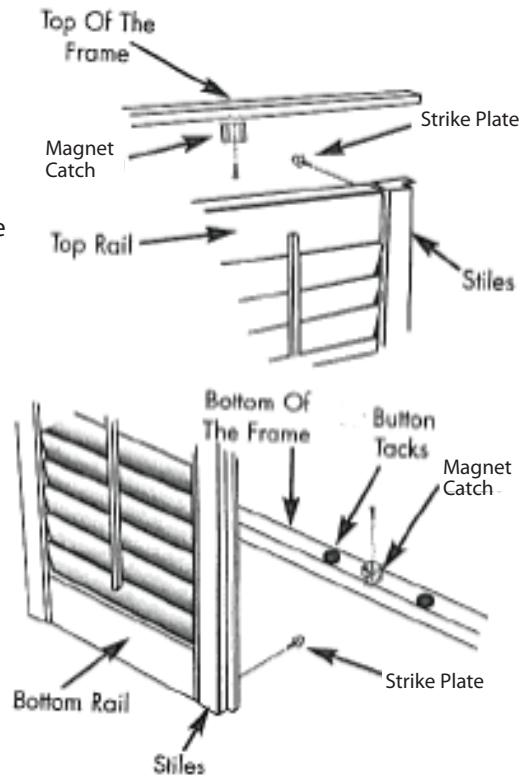
To Dust: Use a soft clean cloth or vacuum with brush attachment.

To Clean: Use soft cloth with mild soap and water

Do Not Use: Ammonia-based cleaners, harsh chemicals or abrasives.

## CUSTOMER SERVICE AND INSTALLATION HELP

Please Call us, we will be happy to assist you.



# Outside Mount Installation Instructions



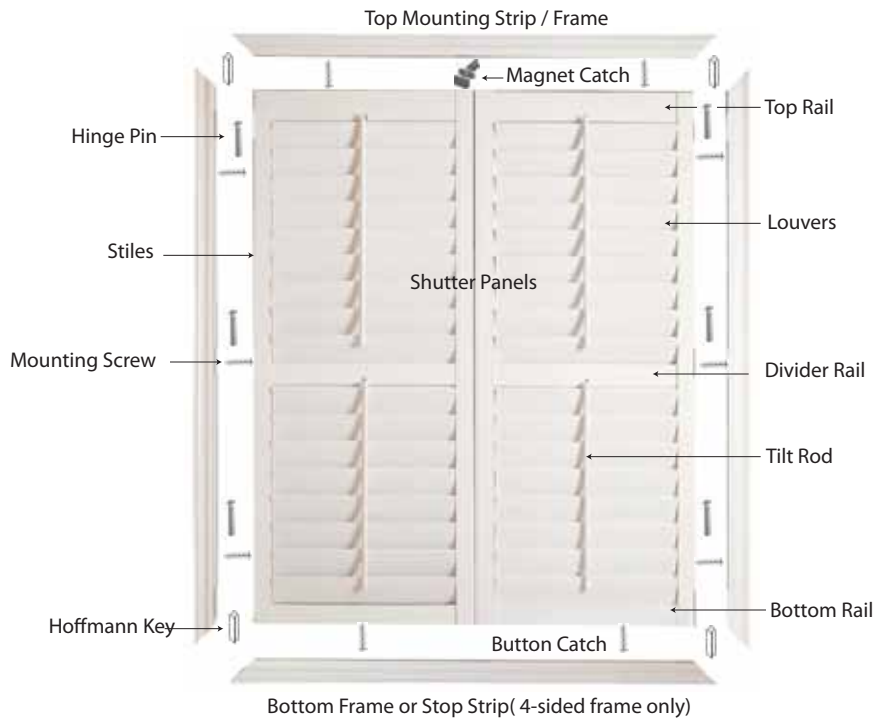
## STEP 1 - YOUR NEW SHUTTER

**THANK YOU** for purchasing shutters! Your shutters have been custom made for your windows. Once installed they will provide a lifetime of beauty.

### GETTING STARTED

Remove all contents from the packaging. All Panels and frames are labeled by room, size, and mount type. Please keep panels with corresponding frame. Do not dispose of packaging until the shutter is operating to your satisfaction.

Please check the diagram to make sure you have parts needed for installation.



### HARDWARE

- Hinge Pins
- Hoffmann Keys
- Magnet Catches
- Mounting Screws
- White Button Tacks



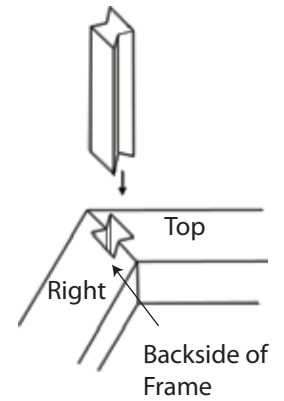
### TOOLS

You may need: pencil, phillips head screwdriver, pliers, hammer or rubber mallet, tape measure, level, box knife and a drill.



## STEP 2 - LAYOUT OF MOUNTING STRIP / FRAME

Find ample working space to assemble your frame (preferably in front of the window). Lay out frames/strips on a blanket on the floor according to the labels on the back of the mounting strips/frames. Match the appropriate corners to ensure proper fit.



## STEP 3 - ASSEMBLE FRAMEWORK

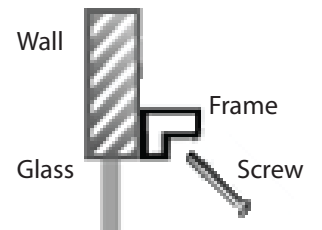
Assemble the frame by gently tapping the Hoffmann key with a rubber hammer into pre-routed slots on the back of each frame.

## STEP 4 - INSTALL THE FRAME

Center and level the frame on the outside of the opening. Once the frame is centered and leveled, screw the frame into the wall in only 3 places (through the pre-drilled holes): top left and right corners and once in the top middle to ensure that the top of the frame is square and level.

Note: The screws go in diagonally. Make sure the frame is level and square. DO NOT attach the remaining screws.

When using Hoffman Key; the left and right strip will be reversed when you assemble from the backside



## STEP 5 - ATTACH THE PANELS TO THE PROPER FRAME

Match the panels to the opening. The panels are numbered on the top starting from left to right. Attach the panels to the frame by inserting the hinge pins.

## STEP 6 - ADJUSTING AND SECURING THE FRAME

Once the panels are in the opening, make sure there are no gaps.

Open and close the panels, checking for clearance between the panels and for proper alignment. If adjustment is necessary, adjust the frame by moving the side frames back and forth.

When the shutters look even with no gaps, secure the frame using additional screws inserted through the pre-drilled holes.