

INSTALLATION GUIDE



STEP BY STEP INSTRUCTIONS

HOW TO INSTALL YOUR NEW SHUTTERS

Congratulations on the purchase of your beautiful shutters. These instructions will guide you through the easy assembly and installation.



1

You will need the following items for installation:

- Power drill
- Square tip drill bit
- Phillips head screw driver
- Hardware kit (provided)



2

Gently remove shutters from box. Shutter panels are pre-hinged to the frames and the magnets and strike plates are pre-installed. Shutters are labeled according to your order worksheet and will also correspond to the enclosed packing list.



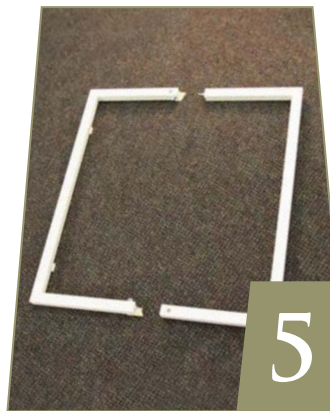
3

To remove panels from frames swing panel out, away from frame.



4

Carefully lift top portion of Lift-Away Hinge up. Panel hinge will release from bottom portion of hinge that is attached to frame. Set panels aside.



5

Turn frame sections over and locate the frame connectors.



6

Use the frame connector to attach the left and right sides of the frame together. Ensure that the arrow on the cam is pointing toward the hole on the edge of the frame.



7

Insert the metal dowel into the hole and slide the frame pieces together.



8

Use your screwdriver to tighten the cam by turning clockwise until snug.



9

Attach a square tip drill bit to your power drill and place the frame on the wall where you intend to mount it. Using the installation screws provided, attach the frame to the wall or trim. Make sure to insert a screw in each of the pre-drilled holes.



10

Reattach shutter panel by lining up the top portion of the Lift-Away Hinge back into the bottom portion that is attached to the frame.



11

Close the shutters and ensure panels are square in the frame. To adjust, remove both lower installation screws. Close shutters and gently slide lower frame left or right until panels are square in the frame. Reattach installation screws.



12

Place the screw covers over each of the screw holes in the frame. **DO NOT** cover the screw holes located on each side of the shutter panel itself.

OPERATION AND CARE

We hope you are pleased with your new shutters, which are designed to be maintenance-free while adding beauty and elegance to your home. Please review the items below for the care and operation of your shutters.



SHUTTER CARE

Clean your shutters as needed with damp cloth. Dust with a feather duster.



OPENING & CLOSING
THE LOUVERS

Use the tilt-rod control in the center of each panel to open and close the louvers.



CLOSING SHUTTER
PANELS

Align the panels in front of the window. If there are 2 panels or 4 panels in the shutter, the right panel will close over the left panel in the middle. Push in firmly towards the window. The fit should be snug and tight.



ADJUSTING LOUVER
TENSION

If the louvers become too loose over time and will not remain in the open position, the tension may need to be tightened. Locate the tension screw hole in the side of the shutter panel. Insert Phillips screwdriver and make a slight clockwise turn. If the louvers are too tight, turn counter-clockwise to loosen.

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