

## Inside Mount Shutter installation Instructions

Congratulations on your purchase of Interior Shutters! You've made a great choice that enhances your living area's beauty, offers excellent insulation, and may increase your home's value.

### Helpful Hints Before You Begin Installing Interior Shutters:

#### \*Installing Inside Mount Shutters\*

Prior to commencing installation, ensure there is sufficient space to arrange all parts and frames adjacent to each window.

**NOTE:** If you have ordered shutters for multiple windows, refer to the label on each box to ensure the correct box is placed next to the corresponding window. Secondly, carefully remove the shutters from their packaging.



Within the package, attached to the frame, you will find the installation hardware contained in a box labeled "Hardware Enclosed." The following components will be included:

1. Louver Repair
2. Install Screws
3. Hinge Set Screws
4. Hinge Pins

### Tools You Will Need



Pencil



Hammer



Steel  
Measuring  
Tape



Phillips  
Screwdriver



Rechargeable  
Drill



Level Tool

Carefully unpack your shutters and all accompanying mounting hardware. Take a moment to familiarize yourself with the contents of the box and verify that all installation components are included.

### Inside Mount Shutters

Your shutters are designed to be easy to install and maintain. You should have received two boxes per shutter. One box includes the frames, and the other includes the panel doors.

If your shutters are a single panel, you may have received a single box containing pre-assembled shutters and easy-to-install

#### 1. Labels

- All Frames will be identified with order number. Match the line number of the frame to the line number of the panel. Do not remove labels until product is installed. This is to avoid issues during installation.

#### 2. Frame Assembly

- Position the frame sides flat alongside the panels to ensure proper assembly and alignment of the hinges on the panels and frames. Ensure that the frames are laid face down with the hinges oriented forward.
- Frames should be pre-drilled with installation holes. If not, use a 1/8" drill bit to pre-drill all frame sides.



- Locate the frame pieces that have the bow tie joiners attached. Next, align these pieces with the pre-cut holes on the back of the other frame pieces. Then, gently push the bow tie joiners into the holes to attach the frame pieces.

- Utilize the pre-drilled holes as a reference to securely mount the frame within the window opening by following these steps:

**Caution:** Avoid over-tightening, as it may distort the frame.

A. Utilize screws to secure the frame within the window opening.

B. Secure the top screws on both sides of the frame by drilling them in completely, then back them out slightly. This adjustment will create the necessary space to level the shutters effectively.



- Hang pre-hinged panels on the frame by aligning the hinges and dropping in the pin to secure each hinge.



To ensure the frames are square and the panels will close adequately, level the shutters by doing the following:

- To ensure the frames are square and the panels will close adequately, level the shutters by doing the following:



- Slide the bottom of the frame from right to left until the panels are aligned evenly and square within the frame.
- You can use a level to confirm that the panels are indeed square.
- While maintaining the position of the bottom frame, secure the left and right frames using screws.
- Attach all additional screws to secure the shutter, being careful **NOT** to over tighten.

## Outside Mount Shutter installation Instructions

Congratulations on your purchase of Interior Shutters! You've made a great choice that enhances your living area's beauty, offers excellent insulation, and may increase your home's value.

### Helpful Hints Before You Begin Installing Interior Shutters:

#### \*Installing Outside Mount Shutters\*\*

Prior to commencing installation, ensure there is sufficient space to arrange all parts and frames adjacent to each window.

**NOTE:** If you have ordered shutters for multiple windows, refer to the label on each box to ensure the correct box is placed next to the corresponding window. Secondly, carefully remove the shutters from their packaging.



Within the package, attached to the frame, you will find the installation hardware contained in a box labeled "Hardware Enclosed." The following components will be included:

1. Louver Repair
2. Install Screws
3. Hinge Set Screws
4. Hinge Pins

### Tools You Will Need



Pencil



Hammer



Steel  
Measuring  
Tape



Phillips  
Screwdriver



Rechargeable  
Drill



Level Tool

Carefully unpack your shutters and all accompanying mounting hardware. Take a moment to familiarize yourself with the contents of the box and verify that all installation components are included.

### Outside Mount Shutters

Your shutters are designed to be easy to install and maintain. You should have received two boxes per shutter. One box includes the frames, and the other includes the panel doors.

If your shutters are a single panel, you may have received a single box containing pre-assembled shutters and easy-to-install

#### 1. Labels

- All Frames will be identified with order number. Match the line number of the frame to the line number of the panel. Do not remove labels until product is installed. This is to avoid issues during installation

#### 2. Frame Assembly

- Position the frame sides flat alongside the panels to ensure proper assembly and alignment of the hinges on the panels and frames. Ensure that the frames are laid face down with the hinges oriented forward.
- Frames should be pre-drilled with installation holes. If not, use a 1/8" drill bit to pre-drill all frame sides.



- Locate the frame pieces that have the bow tie joiners attached. Next, align these pieces with the pre-cut holes on the back of the other frame pieces. Then, gently push the bow tie joiners into the holes to attach the frame pieces.

**Please note:** If you have ordered the Deco with an insert frame, it is important to remove the insert and set it aside for installation at a later time.

- Utilize the pre-drilled holes as a reference to securely mount the frame within the window opening by following these steps:

**Caution:** Avoid over-tightening, as it may distort the frame.

A. Utilize screws to secure the frame over the window opening.

B. Secure the top screws on both sides of the frame by drilling them in completely, then back them out slightly. This adjustment will create the necessary space to level the shutters effectively.



- Hang pre-hinged panels on the frame by aligning the hinges and dropping in the pin to secure each hinge.



To ensure the frames are square and the panels will close adequately, level the shutters by doing the following:

- Slide the bottom of the frame from right to left until the panels are aligned evenly and square within the frame.
- You can use a level to confirm that the panels are indeed square.
- While maintaining the position of the bottom frame, secure the left and right frames using screws.
- Attach all additional screws to secure the shutter, being careful **NOT** to over tighten.