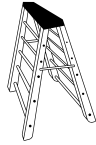


Measuring and installing Plantation Shutters can be easy. There are only a few simple tools that are required. All hardware is provided in the shutter hardware package included with each order. Each shutter box and each frame box will be properly labeled with the room location that was given for that shutter.



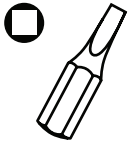
Drill



Step Stool



Level



#1 Square Tip Bit (for drill)



Latex Caulking

UNPACK

Remove and keep all packaging until installation is completed.

INSPECT

Carefully inspect all shutters panels and frames prior to installation. Report any discrepancy or damage immediately.

FRAMING

Single panel shutters will be pre-framed and the panels will arrive pre-hinged for your convenience. Multiple panel shutter(s) will require frame assembly prior to installation.

- A. If frame assembly is required, place the four pieces of framing on a firm surface. (It is a good idea to place a towel under each corner of the frame to avoid scratching the surface).
- B. Simply push the frame pieces together by aligning the pre-inserted hoffman type connector in each corner of the shutter frame into the slot designated. Push in a downward motion until frame surfaces are flush with each other. Repeat for all four corners of the frame.

INSTALL

1. Place frame into the window opening and install screws into the top left and top right of the frame (insert screws approximately 2" from top left and top right corner of each side of the frame). No pre-drilling is required. If there is any uneven space between the frame and the window opening or if the frame appears off center, loosen the screws and center the frame in the window and re-tighten the screws.
2. Insert shutter panel(s) into the frame and slide the hinge pins into the hinges. For pre-framed single panel shutters, this step is not necessary.
3. Close the shutter panel(s) into the frame. If the shutter panel swings open and closed easily, install screws into the bottom left and bottom right of the frame (insert screws approximately 2" from bottom left and bottom right corner of each side of the frame). No pre drilling is required.
4. If the shutter panel appears uneven or if it does not swing open and closed easily, then racking the frame is necessary. Racking the frame simply means that it is necessary to loosen the bottom screws and slide the frame to the left or right slightly to adjust the levelness of the shutter panel(s). Once you have leveled the shutter panel(s) by racking the frame, re-tighten the screws in the bottom locations. If racking does not level the shutter panels, loosen the screws installed into the hinges slightly and move the shutter panel(s) up or down as needed. Retighten the hinge screws when done.
5. When the shutter panel(s) are level and operate smoothly, install the remaining screws into the frame. It is recommended that one screw be installed approximately every 18" to 24". This includes the top and bottom of the frame. Check the panel(s) after each screw insertion to verify smooth operation.
6. Once the frame is secure and the panels operate smoothly, install the third hinge screw into the center hole of each hinge. This will prevent the panel(s) from moving over time.
7. If the shutter is not flat to the wall, or if there are visible gaps around the shutter frame between the frame and wall, use a latex caulking (available at all paint and hardware stores) to caulk the gap for a perfect finish.