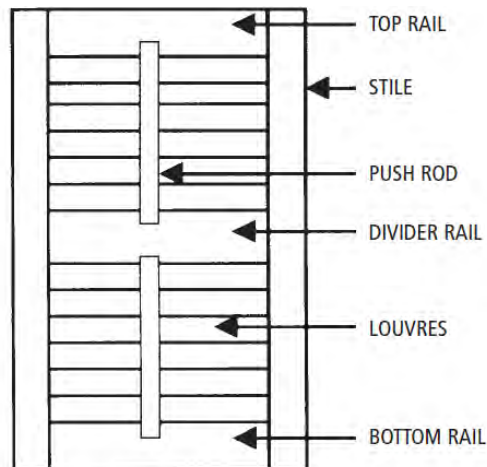


SHUTTER INSTRUCTIONS



Each package has a special "book format".
Please open all boxes from the centre flap where indicated,
and **not from the ends**.

COMPONENTS OF A SHUTTER



SHUTTER TOOLS AND PARTS

Tools Needed:

Before beginning, we recommend that you have the following tools on hand:

- A high quality steel tape measure (cloth tapes are not accurate)
- A 9.6 volt power drill, with spare back up battery
- A Robertson (square head) 3" long #6 screwdriver bit * - This is the screwdriver with the green head. Note that all green headed screwdrivers are #6*
- A Robertson (square head) 3" long #8 screwdriver bit - This is the screwdriver with the red head. Note that all red headed screwdrivers are #8*
- A pencil for mounting markings

*Robertson (square head) bit can be used with any of the screws provided.

*Note that the #8 screwdriver is for the fastening of the frames, while everything else such as hinge or plate attachments will be completed using the #6 screwdriver.

Please remove bag of hardware from inside box where indicated.

Note: Check included list for number of items in hardware bag

- Hinge screws - You will need 2 hinge screws for each hinge.
- Magnet screws - You will need 2 magnet screws for each magnet. Magnet screws will be white for painted shutters and brown for stained shutters.
- Brass magnet plate screws - You will need one magnet plate screw for each magnet plate
- Bow-tie joints
- Frame
- Screws
- Shim



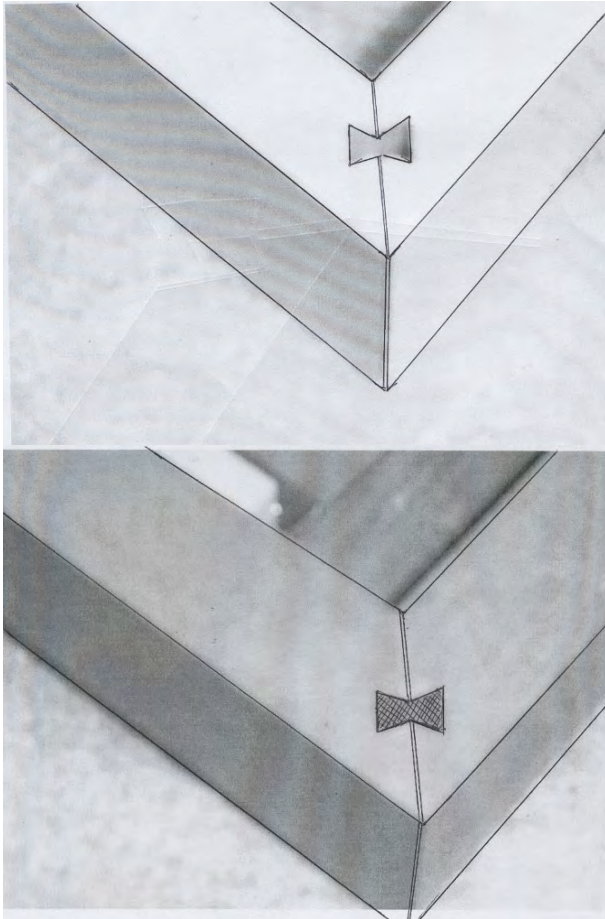
Hardware bag

SHUTTER INSTRUCTIONS

If your shutters were ordered with a frame, follow the Frame Assembly Instructions below. If no Frame, skip to STEP 3.

STEP 1 Assemble the Frame:

- Included with your packing slip is a diagram labelling and identifying each frame.
- Frame Layout 1 – Lay frame on floor, face, down and insert the provided bow-tie joints (see figure 1a) into each corner.



STEP 2 Attach Frame to Window:

- Raise the entire frame and center it inside or outside the window opening.
- Attach the top of the frame first. Drill one screw in the middle of the frame half way into the top part of the frame, and then attach the two corners.
- Confirm that the frame is indeed in the correct position and screw in the remaining screws. **DO NOT PLUG THE HOLES OF THE FRAME UNTIL ALL PANELS ARE INSTALLED.**
- It is recommended that 2 people carry out this step.

First Step:



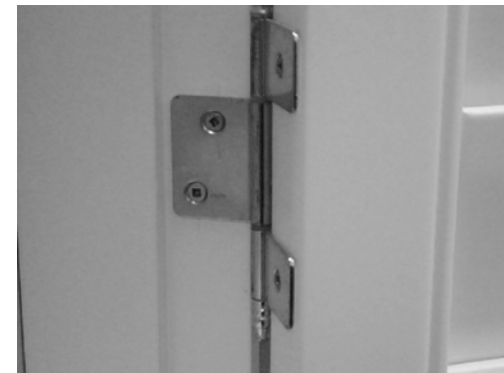
SHUTTER INSTRUCTIONS

Second Step:



- Place the provided shims in the bottom of the window frame on the side where the shutter hinges will be located. (See illustration below for Shim).
- With the top hinge open, position the shutter panel in the window on top of the shim. Mark where to attach the top hinge.
- Once you have determined that the spacing is correct, open centre leaf of the hinge and drill only one screw into the top hinge. Repeat this procedure with all remaining hinges. Note that the barrel (long rod inserted in between wall and shutter) must be outside the frame to allow the shutter panel to open and close properly (see illustration 1 below).

Illustration 1



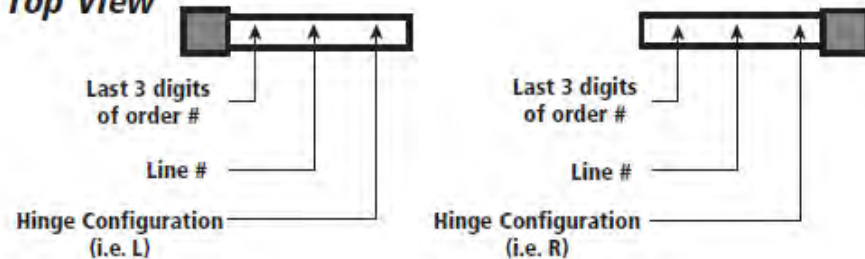
Shim



STEP 3 Install the Shutter Panels:

- Each panel is marked at the top corner with either L or R (and a number). On double hung sets, the top set will have a "T" and bottom set will have a "B" clearly inscribed. See panel layout provided for proper placement. Café style shutters are hung in the same manner.

Top View



SHUTTER INSTRUCTIONS

STEP 4 Magnet Attachment:

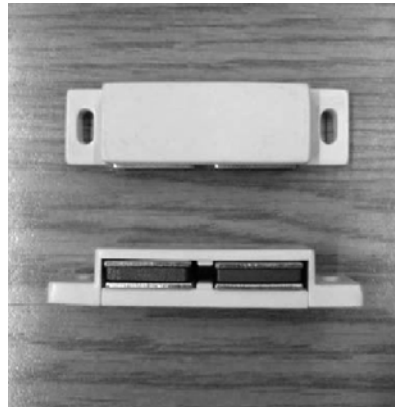
Magnets ensure closure of all shutter panels. They are attached to the top and bottom of the frame. The magnets are positioned so that they contact striker plates screwed to the rear of the top and bottom rails on the shutter panels.

Attach striker plates where the top and bottom rails meet the stiles.

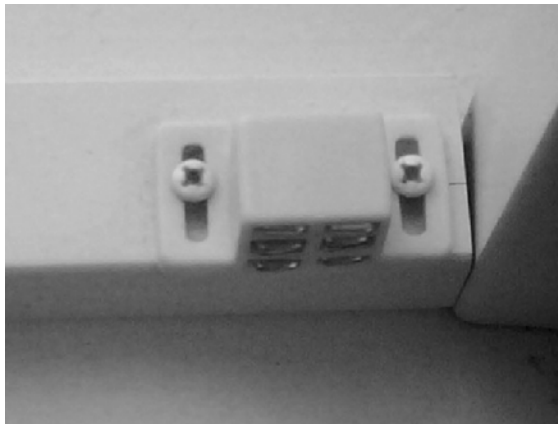
Striker Plate



Magnet



Magnet and 2 screws



- With frames, the edge of the striker plate should be ¼" from the edge of the rails.
- With no frames, the edge of the plate should be flush with the edge of the rails.
- The hole for the striker plate screw should be away from the top or bottom edge of the rail so that the flat part of the plate contacts the magnet.
- Note that the striker plates are attached to the side of the panel furthest from the hinge attachment to the frame or T-posts.
- With the panel (s) closed, mark the frame for magnet placement so that the magnets will contact the striker plates and secure the panels in the proper position.
- Attach the magnets to the frame. Test their placement by opening and closing the shutter panel(s).

STEP 5 Adjust Louver Tension (only if needed):

- Should the louver tension of your shutters ever need to be adjusted, you can do so by adjusting the louver tension adjustment screws.
- Insert a screwdriver into the access holes in the sides of the shutter panels. One access hole will be on each side.
- Turn the screws 1/4 turn at a time until the desired tension is reached. Do not over tighten. Adjust the screws on each side of the shutter panel to keep equal tension between them.
- Proper tension is achieved when the louvers tilt freely and easily but do not move when the tilt bar is released.