

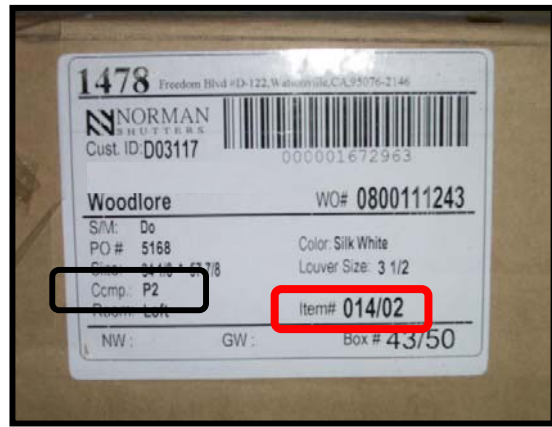
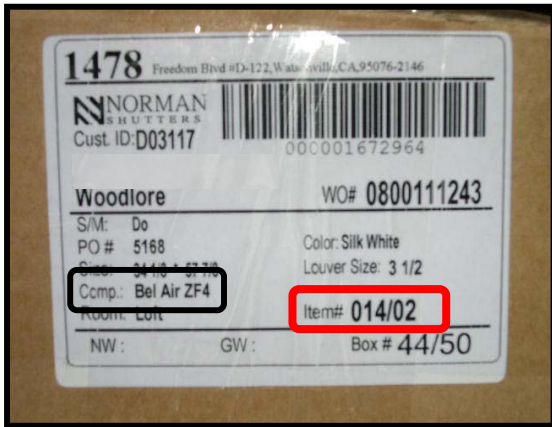
NORMAN SHUTTERS
INSTALLATION INSTRUCTIONS

4 sided Deco Frame (Outside Mount - 2 Panel)

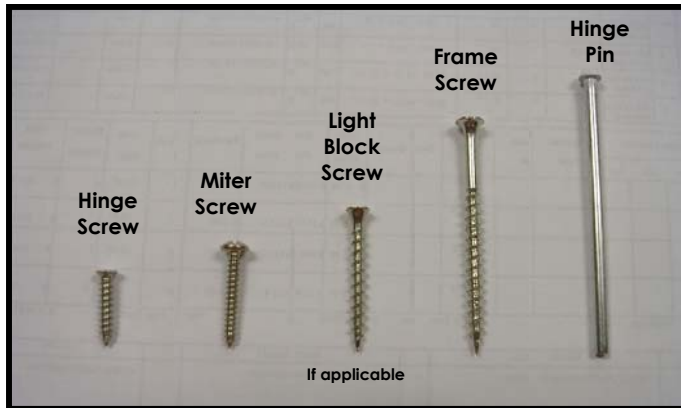
Getting Started

Recommended Tools: Nail Gun or Drill, Tape Measure, Torpedo Level, Box Knife, 6" Philips head driver

Make sure ITEM# (In Red) matches on both panel box and frame box. Each window will have 1 box for shutter panels and 1 box for frames.



- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended.
- Find ample working space to assemble your frame, (preferably in front of the window).
- Check the diagram to make sure you have all the parts indicated for an appropriate installation.



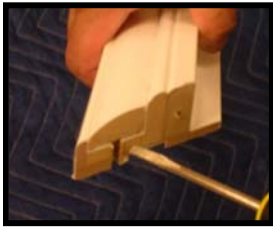
Hoffman Key



Hinge Spacer

Installation Steps

1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows.
2. After unpacking panels, remove filler strips from the frame. *(Repeat for all sides)*



Insert screwdriver into slot under filler strip.



CAREFULLY lift up on the screwdriver to separate frame from filler strip.



Slide finger along frame to safely release the filler strip.



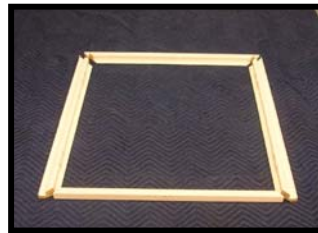
Completely remove the filler strip.

Tip: Place the filler strips away from the work area but in the vicinity of the matching frame.

Both frame and inserts will be labeled: Top, Bottom, Left, Right.

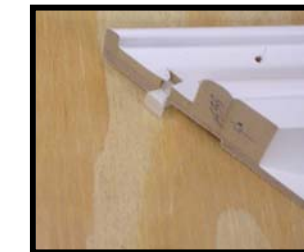


3. In area near the window, use a moving blanket or drop cloth and set all frames on floor face up.



4. Position the left frame and the top frame onto a flat surface and line up the Hoffman key.

NOTE: A small wood block is recommended to prevent damage to floor and to ensure a flush fit by the Hoffman Key

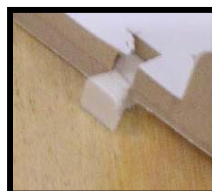


Set Hoffman Key round side up and push top frame down onto the Hoffman Key.



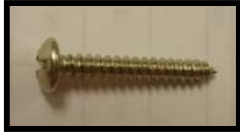
Position the left frame on the Hoffman Key and push down until the frames mitered edges are flush.

Tip: Hoffman Keys have a flat & rounded side. The rounded side goes in facing up.

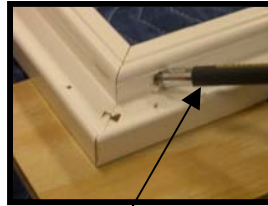


Repeat step 4 for remaining corners to complete the 4 sided frame assembly.

- After completing Hoffman Key assembly, insert pan-head screw into each corner for added strength (hole will be pre-drilled).



Pan-head Miter Screw



Tip: It is recommended to use a 6" extension to avoid damaging the face of the Deco frame.

If not installing a T-POST skip to Step 8.

- The top and bottom of the t-post are labeled, locate and identify.



- Line up the pre-drilled holes with the top frame and secure with screws provided. *(Repeat for bottom frame)*



Tip: It is recommended to use a 6" extension to avoid damaging the face of the Deco frame.

- Position the assembled frame evenly around the window opening & secure with nail/screw into the upper left frame ONLY. Shutter will be fully secured in later steps.

Using Screws



A tape measure can help space your shutter evenly around window.



Only secure one screw into the top left frame.

Using Nail Gun



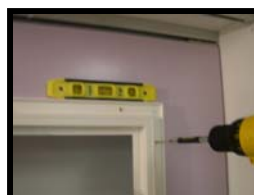
Only secure one nail into the top left frame.

Tip: The 5/8" light block of the frame is meant to sit inside the window opening.



- Once the left side is secured, level the frame on the window and secure with nail/screw into the upper right frame. Shutter will be fully secured in later steps.

Using Screws



Only secure one screw into the top right frame.

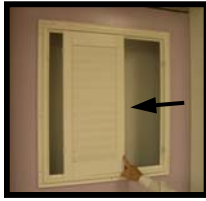
Using Nail Gun



Only secure one nail into the top right frame.

Once top right & left frame are secured, panels can be installed.

10. Place the left shutter panel(s) in the frame, slide into position, insert hinge pins into hinges.



Slide panel into position.



Insert Hinge Pin

11. Place the right shutter panel(s) in the frame, and insert hinge pins into hinges.



Insert panel into position.



Insert Hinge Pin

12. Once panels have been positioned and secured with the hinge pins, make sure shutter panels are even across the top and bottom. If panels are not even, shift (rack) your frame left to right until even panels are achieved.

Remember, bottom frame should not be secured at this point.

BEFORE



Once you have installed the panels, and they do not line up,



RACK the bottom of your frame to the left or right for an even reveal.

AFTER



After racking of shutter, panels should line up.

13. Once panels line up, secure nail/screw at the bottom of the left frame.

Using Screws



Only secure one screw into the bottom left frame.

Using Nail Gun



Only secure one nail into the bottom left frame.



Double Check panels before securing.

(DOUBLE CHECK AND MAKE SURE PANELS ARE STILL EVEN ACROSS THE TOP)

14. After securing the bottom left, secure with nail/screw at the bottom right.

Using Screws



Only secure one screw into the bottom right frame.

Using Nail Gun



Only secure one nail into the bottom right frame.

Tip: Step away from the window and open louvers to ensure the shutter is evenly positioned on the window.

Things to look for: Window mullions, sectioned glass with shutter lines of stiles or louvers.

15. Check gap between panels and adjust accordingly with hinge spacers provided if needed.



Hinge Spacer Installation



Loosen screws on panel hinge. Do not remove completely.



Insert hinge spacer



Tighten screws



Hinge spacer installed

16. Once reveal is aligned, secure the bottom frame. Repeat step 16 for the top frame.

Using Screws



Only secure **one** screw into the bottom frame.

Using Nail Gun



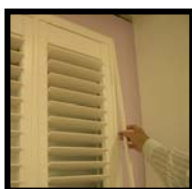
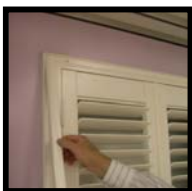
Only secure **one** nail into the bottom frame.

Tip: Move frame up or down to achieve an even reveal between panel and frame.

17. After the top & bottom frames are secured, check that the shutter operates properly. Secure the shutter by installing additional nails/screws to all sides of the frames of the shutter.

Tip: It is recommended to apply 2 nails or screws for every hinge, and 1 nail or screw between hinges.

18. Carefully and firmly press frame inserts into corresponding sides of the frame.



Tip: A "WHITE" mallet is recommended.

**Your shutters are now completely installed.
Sit back and enjoy your new Norman Shutters.**