

# Wood Plantation Shutters



Installation Instructions:  
Inside and Outside Mounts

## The Basics

A few simple tools are required:

- Pencil
- Hammer
- Carpenter's Level
- Power Drill and/or Phillips Head Screwdriver
- 1/16" Drill Bit

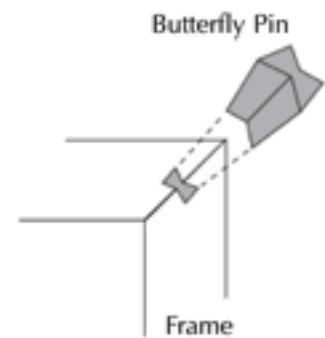
Additional fasteners other than those sent with your shutters may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile, or stone need special plugs and drill bits. Remember to always predrill holes in wood to avoid splitting.

To begin, remove the shutters from the packaging. Be careful not mix components from different sets of shutters. Do not dispose of any packaging until your new shutters are installed and operating to your satisfaction.

## OUTSIDE MOUNT INSTALLATION (WITH FRAME)

### Step One: Framework Assembly

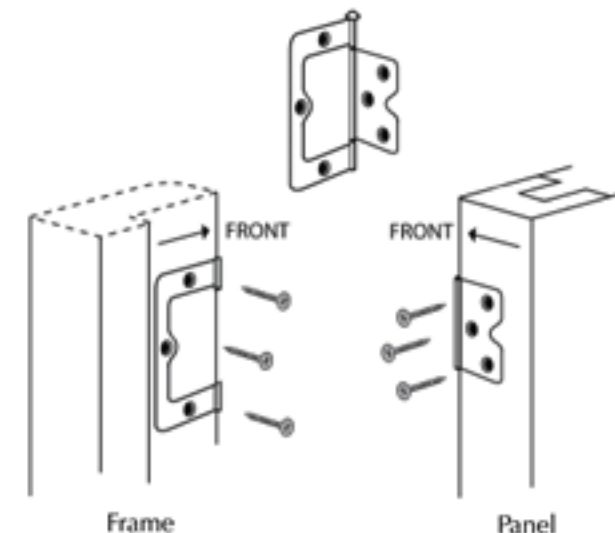
Lay out your framework for assembly on the floor. Note that the framework has been labeled by the factory for easier assembly. Connect the framework by aligning mitered corners and inserting the included "butterfly" (X-shaped) pin into the pre-routed hole on the back of each frame corner. Tap each butterfly pin lightly into place with a hammer buffered by a cloth to protect the frame.



If your framework has been pre-assembled, you may proceed directly to attaching the hinges.

### Step Two: Attaching the Panels

If necessary, attach the hinges to the frame and panels as shown. Be sure that each hinge's pivot ring is mounted toward the front of the frame/panel. Be sure to align the panels to the framework with equal spacing around the outside edges of each panel; panels should not touch framework when opened or closed.

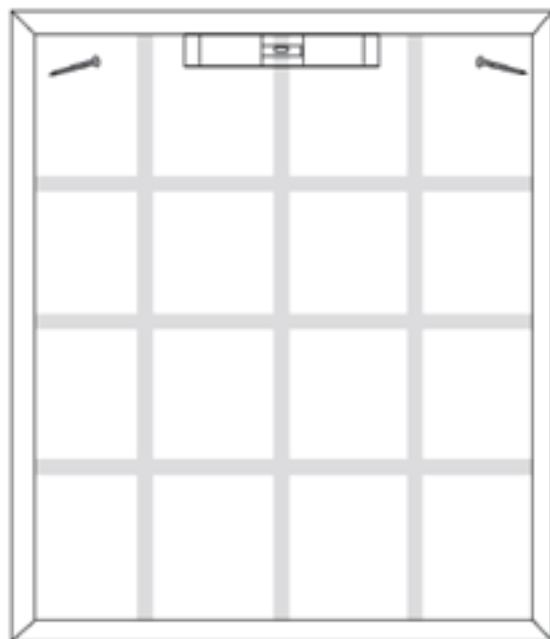


If your panels have been pre-attached, you may proceed directly to mounting the framework to the window opening.

### Step Three: Mounting the Framework

In most cases, the mounting holes in the framework are predrilled at the factory.

In the instance that mounting holes are not predrilled in the framework, you will be obliged to predrill mounting holes before attempting to mount the shutter over the window opening. To properly allow for the weight of the shutter, drill one mounting hole 1/2" below each hinge (for shutters with only one panel, remember to also drill corresponding holes in the opposite side of the frame), one mounting hole in the center of the top frame, and one mounting hole in the center of the bottom frame (if applicable). To ensure that the shutter framework does not split or crack, ALWAYS predrill mounting holes and ALWAYS be sure to drill at a slight angle.



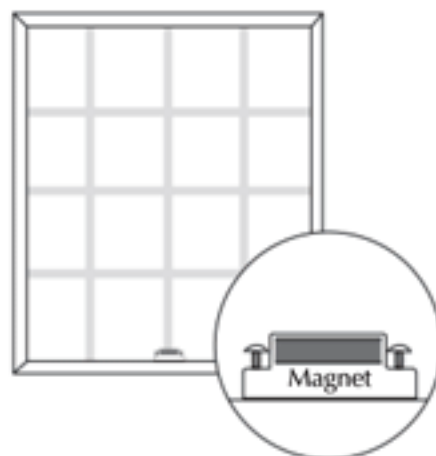
To mount, hold the framework with attached panels in desired position over window opening. Attach framework to the wall or window frame with one screw at upper-left and upper-right pre-drilled mounting holes. Once you confirm that the framework is level, plumb, and centered, attach framework to wall or window frame with the remaining screws.

**IMPORTANT:** Framework MUST be level or panels will not operate properly. Remember, the panels should not touch the framework when opened or closed.

### Step Four: Attaching the Magnets

Mount the magnet to the bottom window sill. If installing shutters with rabbeted or overlapping panels, mount the magnet so that the strike plate will be affixed to the back of the panel that overlaps. The magnet face should almost touch the back of the shutter panel(s).

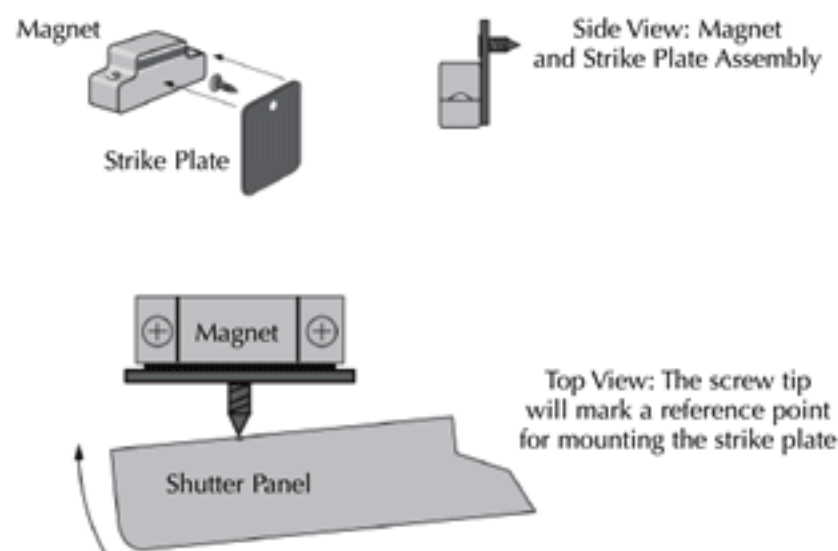
Place the strike plate against the magnet's face with the mounting screw in position, pointing



outward toward the back of the shutter panel. Gently close the panel. The mark left by the screw tip will provide a reference for the proper mounting point. Mount the strike plate to the back of the panel.

When mounting the strike plate, be sure that the plate does not extend or protrude beyond the bottom edge of the shutter panel; attempting to close a shutter panel with the strike plate improperly mounted in this position may cause damage to the shutter's finish.

Repeat for upper magnet if included. For shutters with more than two panels per window, mount magnets aligned with hinge points between panels. Remember to mount magnets to the back of the overlapping shutter panels.

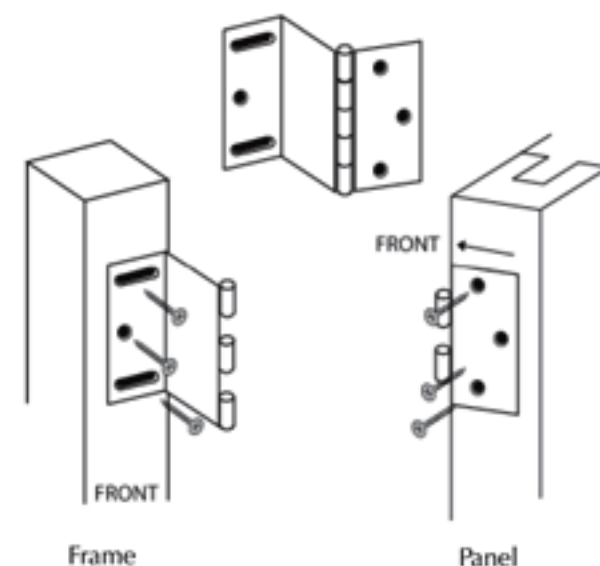


### INSIDE MOUNT INSTALLATION (WITH HANGING STRIP)

#### Step One: Attaching the Hinges

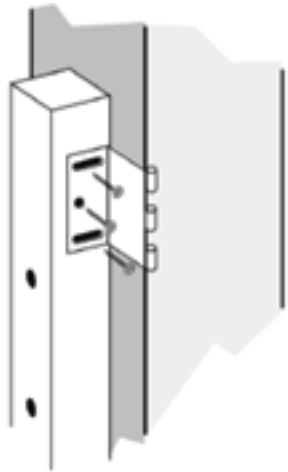
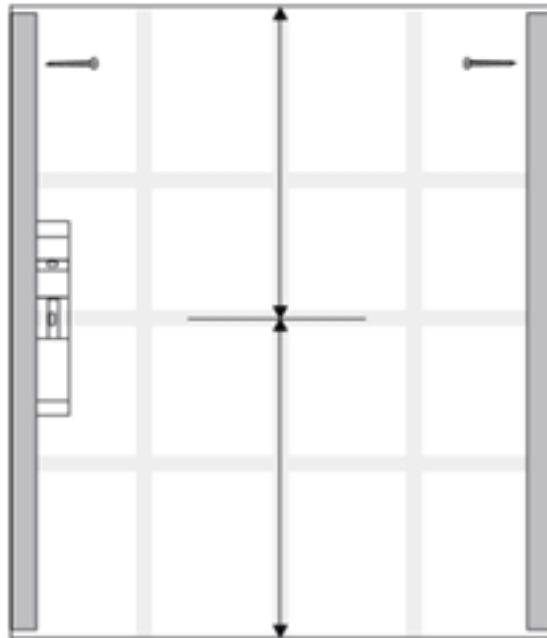
If necessary, attach the hinges to the hanging strips and panels as shown. Remove hinge pins from hinges before attempting to attach. Be sure that each hinge's pivot ring is mounted toward the front of the strip/panel.

If your hinges have been pre-attached, you may proceed directly to mounting the hanging strips to the window frame.



## Step Two: Mounting the Hanging Strips

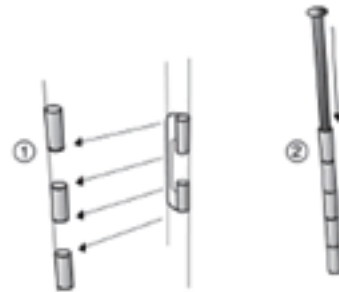
The hanging strips attach to the shutter panels from behind to stabilize the panels in the window and also to aid in proper mounting. Position the hanging strips inside the window frame so that the panels, once attached, will be centered and flush with the front of the window opening. Attach hanging strips to window frame with one screw at the top of each hanging strip (do not attach other screws yet). Confirm that the hanging strips are plumb vertically by using a level. Temporarily attach panels to hanging strips by aligning the hinges and sliding in the hinge pin.



Open and close the panels to ensure proper operation. Panels must not touch window frame. If panels are not operating properly, remove the screw from one of the hanging strips and adjust by moving up or down until the top of the panels are aligned. Once level, attach all screws to hanging strips and proceed to the next step.

## Step Three: Attaching the Panels

Align the hinges on the panels to the coordinating hinges on the hanging strips. Slide the hinge pins into place, one at a time. Note that the head of each pin will be positioned at the top, so that the pin slides downward into the hinge.



## Step Four: Mounting Light Stops

The light stop strips provided with your shutters are designed to prevent the shutter panels from over-extending into the window opening when closed, and also to provide greater light control. Place the light stops onto the sill and top of the window frame. Position the light stops so that the front edges are flush with the front edges of the hanging strips. Fasten the light stops in place with the screws provided. Test the light stops by closing the shutter panels; the panels should stop evenly against the light stops. Adjust by repositioning if necessary.

## Step Five: Attaching the Magnets

(Please reference drawings on reverse side for the following instructions.)

Mount the magnet to the bottom window sill. If installing shutters with rabbeted or overlapping panels, mount the magnet so that the strike plate will be affixed to the back of the panel that overlaps. The magnet face should almost touch the back of the shutter panel(s).

Place the strike plate against the magnet's face with the mounting screw in position, pointing outward toward the back of the shutter panel. Gently close the panel. The mark left by the screw tip will provide a reference for the proper mounting point. Mount the strike plate to the back of the panel.

When mounting the strike plate, be sure that the plate does not extend or protrude beyond the bottom edge of the shutter panel; attempting to close a shutter panel with the strike plate improperly mounted in this position may cause damage to the shutter's finish.

Repeat for upper magnet if included. For shutters with more than two panels per window, mount magnets aligned with hinge points between panels. Remember to mount magnets to the back of the overlapping shutter panels.

## CLEANING AND CARE

Use a soft brush or vacuum attachment to clean your shutters. DO NOT use water or any type of cleaning agent on your shutters, as these using these methods may damage the product's finish. If you have any questions regarding cleaning and care precautions, please contact your dealer.

## ADJUSTING LOUVER TENSION

There is a small screw on each side of every panel that adjusts louver tension. Turn the screw to increase/decrease louver tension.



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