

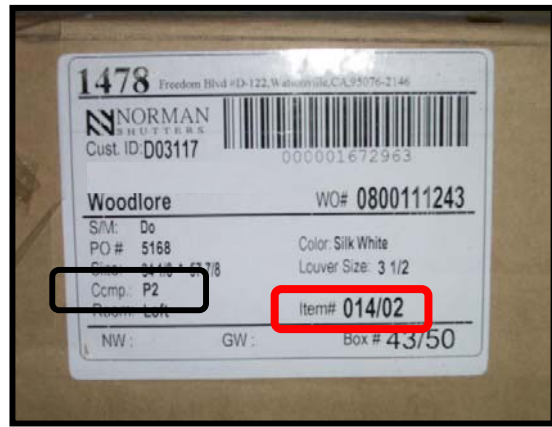
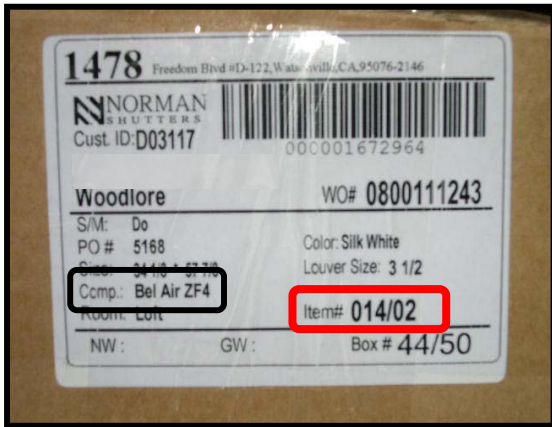
NORMAN SHUTTERS  
INSTALLATION INSTRUCTIONS

## 4 Sided L Frame (Outside Mount - Single 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.

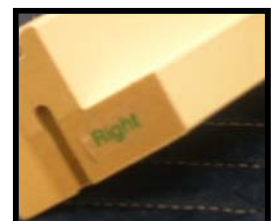


- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended.
- Find ample working space to assemble your frame (preferably in front of the window).
- Check the diagram to make sure you have all the parts indicated for an appropriate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

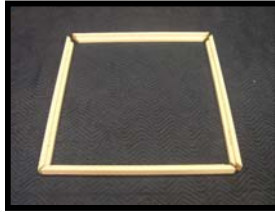


### Installation Steps

1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows. Frame parts will be labeled either top, bottom, right, left.



2. Set all frames on floor face up.



3. Position the left frame and the top frame onto a flat surface (small wood block is recommended to prevent damage to floor and to ensure a flush fit by the Hoffman Key) and line up the Hoffman key.



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

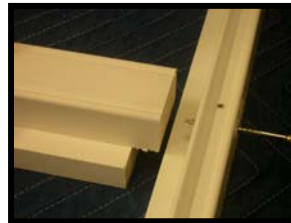
Hoffman Key

*Tip: The Hoffman Key has a rounded and a flat side to it. The rounded side goes in face up.*

Repeat step 3 for remaining corners to complete the 4 sided frame assembly.

**If not installing with T-POST skip to Step 5.**

4. Locate and identify the top and bottom labeled t-post. Line up the pre-drilled holes with the top and bottom frame and secure with screws provided.

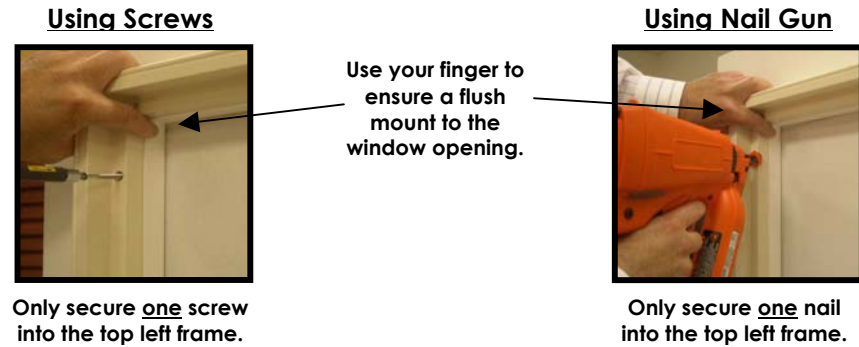


*All L Frame T-Post installations are exactly alike.*

5. It is best to pre-drill the top left and right frame if you are mounting with screws.



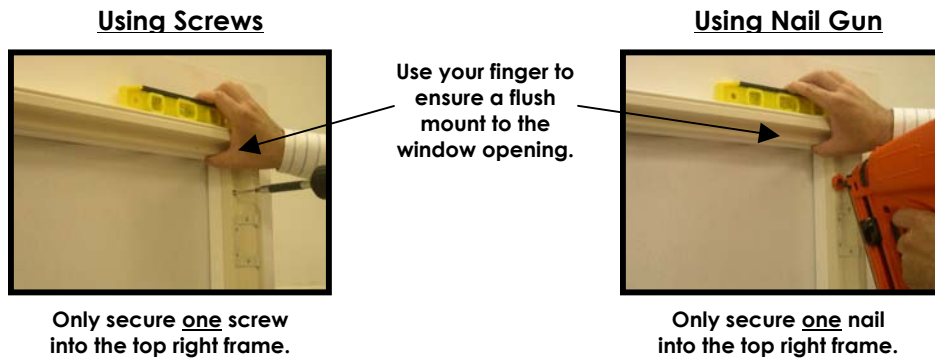
6. Position the assembled frame evenly around the window opening & secure with nail/screw (pre-drill) into the upper left frame ONLY. Shutter will be fully secured in later steps.



*Tip: It is best to angle the drill gun or nail gun to ensure contact with a stud around the window opening.*

**IMPORTANT:** Once you have secured the top left side and before you secure the top right side, remove the “helping hand screw” while supporting the right side of the frame. You are now ready to secure the top right side of the frame.

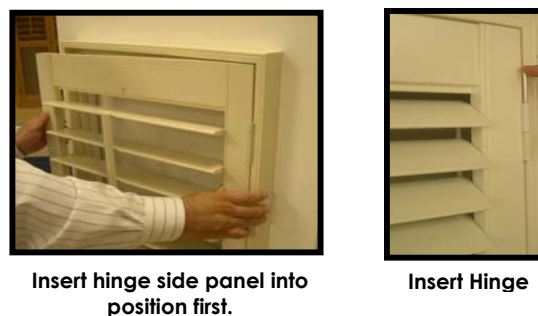
7. Once the left side is secured, level the frame on the window and secure with nail/screw (pre-drill) into the upper right frame. Shutter will be fully secured in later steps.



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

8. Place the right shutter panel in the frame, and insert hinge pins into hinges.

**Note: If installing 2 panels, insert left panel first, then right panel.**



9. Once panel has been positioned and secured with the hinge pins, make sure shutter panel is even across the top and bottom. If panel is not even, shift (rack) your frame left to right until your reveal is even.

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

**BEFORE**



Once you have installed the panel, and it does 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.

10. Once your panel has been shifted (racked) and with the panel in its closed position, mark the bottom left side of the wall along the side of your frame. Open the panel and position your frame in reference with your mark and secure a nail/screw (pre-drill) to the bottom of the left frame below the hinge and tighten.

**Using Nail Gun**

**Using Screws**



Ensuring the reveal is even.



Make a small mark along your frame for reference.



Only secure one nail into the bottom left frame.



Only secure one screw into the bottom left frame.

*TIP: With the bottom right secured, step away from the window and open louvers to make sure shutter is evenly positioned to window.*

**Things to look for: Align window mullions and/or sectioned glass with shutter lines (louver, stiles).**

11. After securing the bottom left, secure nail/screw (pre-drill) at the bottom right below the hinge and tighten.

**Using Nail Gun**

**Using Screws**



Only secure one screw into the bottom right frame.



Only secure one screw into the bottom right frame.

12. Check gaps between panels and frame 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.**

13. Now that you have secured the top and bottom corners and your panel operates properly, secure with nail/screw (pre-drill) the middle of the bottom, top and side frames.

**Make sure the gap between the panel and the frame are even.**

*Tip: Move top and bottom frames up and down to achieve proper tolerance between panel and frame.*

*Tip: Move side frame in and out to achieve proper tolerance between panel and frame.*

14. Make sure shutters operate properly. Add additional nail/screws (pre-drill) (if needed).

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