

NORMAN SHUTTERS
INSTALLATION INSTRUCTIONS

4 Sided L Frame w/Insert (Outside Mount - 2 Panel)

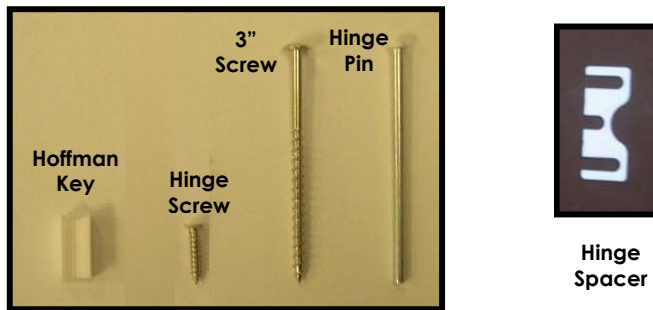
Getting Started

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.

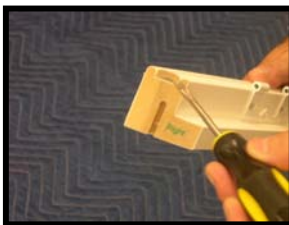


Installation Steps

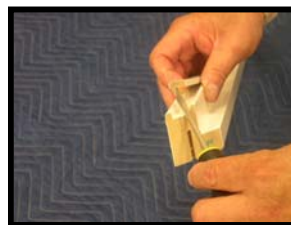
1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows. All frame parts are labeled (top, bottom, right, left).
2. Remove inserts. All frame parts will be labeled (top, bottom, right, left).



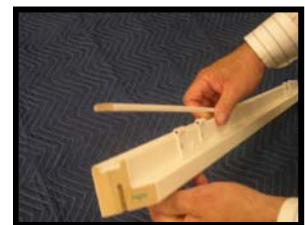
Tip: Remove inserts and place them away from the installation area. Do not mix inserts with other windows.



Use screwdriver to insert between insert and frame.

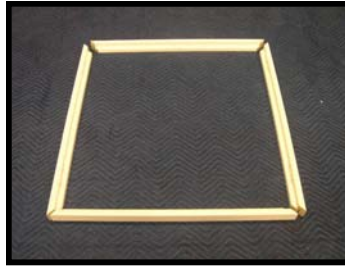


Lightly lift the screwdriver and pop off insert.

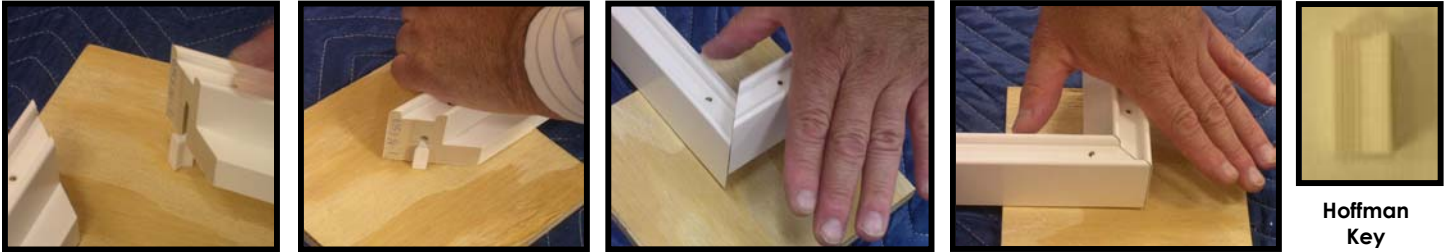


Insert finger and slide down along the edge of frame.

- Set all frames on floor face up.



- 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.



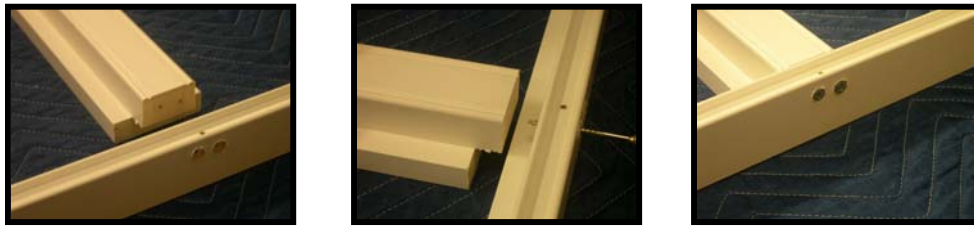
Set Hoffman Key round side up and push top frame down onto the Hoffman Key

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

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

If not installing with T-POST, skip to Step 6.

- Locate and identify the top and bottom of the 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.

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

Using Screws



Only secure one screw into the top left frame.

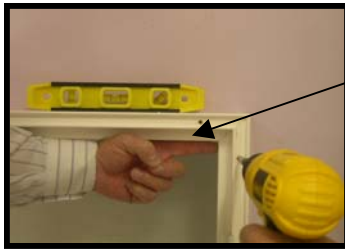
Use your finger to ensure a flush mount to the window opening.



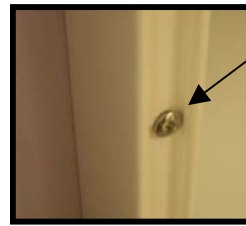
Tip: It is best tightening round head screw and counter sinking screw if possible to allow inserts to properly snap into frame.

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

Using Screws



Use your finger to ensure a flush mount to the window opening.



Tip: It is best tightening round head screw and counter sinking screw if possible to allow inserts to properly snap into frame.

Only secure one screw into the top right frame.

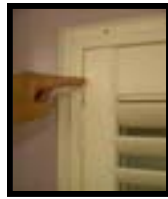
Once top right & left frame are secured, panels can be installed.

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

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



Slide panel into position.



Insert Hinge



Insert panel into position.



Insert Hinge

10. 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 your reveal is even.

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.

11. Once panels line up, secure a screw at the bottom of the left frame.

Using Screws



Only secure one screw into the bottom left frame.



Tip: It is best tightening round head screw and counter sinking screw if possible to allow inserts to properly snap into frame.



Double check panels before securing.

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.

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

12. After securing the bottom left, secure with a screw at the bottom right.

Using Screws



Only secure one screw into the bottom right frame.



Tip: It is best tightening round head screw and counter sinking screw if possible to allow inserts to properly snap into frame.



Double check panels before securing.

13. 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.

14. Now that you have secured the top and bottom corners and your panels operate properly, secure the middle of the bottom, top and side frames with a screw. **Make sure gap between the panel and the frame are even.**

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

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

15. Secure inserts now. **A white rubber can used to help install inserts.**



16. Make sure shutters operate properly. Add additional nail/screws if needed.

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