

NORMAN SHUTTERS
INSTALLATION INSTRUCTIONS
BI-FOLD TRACK

Getting Started

Recommended Tools: Nail Gun or Drill, Tape Measure, Torpedo Level, Box knife, Countersink Drill Bit, #2 Phillips Head Drill Tip.

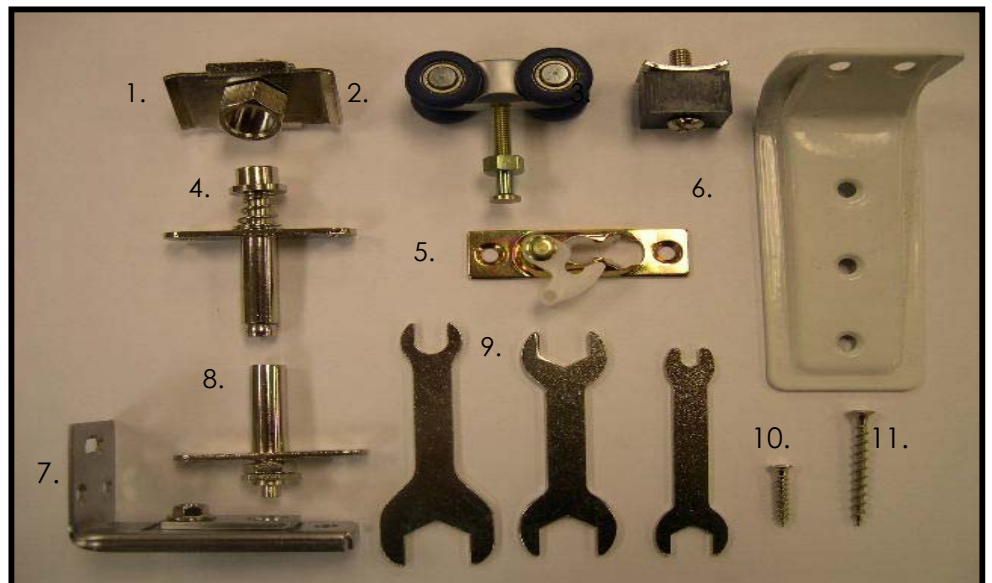
Make sure line number box label matches with panels box and frame box. Each window will have 1 box for shutter panels and 1 box for frames.



- 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 the appropriate type of installation.

1. Top TRACK Pivot
2. Wheel Carriers
3. Panel Stop
4. Top PANEL Pivot
5. Wheel Carrier Bracket
6. Top header Support Bracket
7. Bottom Leg Bracket
8. Bottom PANEL Bracket
9. Asst. Track Wrenches
10. Support/Bottom Bracket Screw
11. Installation Screw

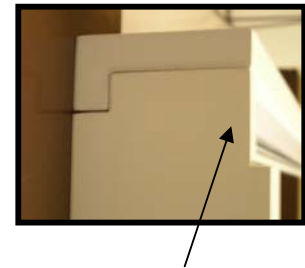
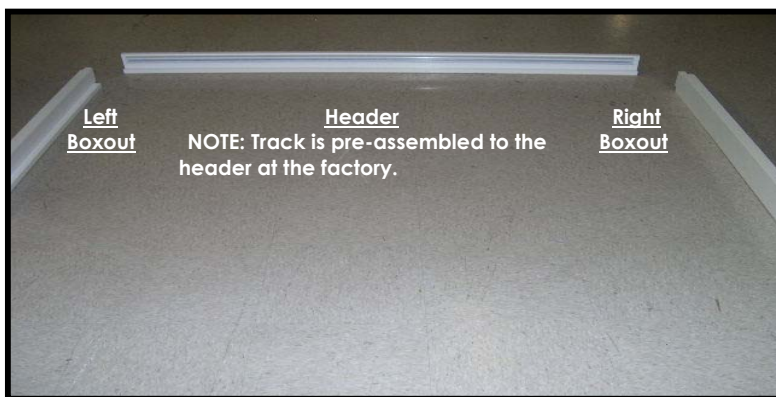


Installation Steps

- Carefully remove panels and boxout frames from the packaging. Do not mix panels or boxout frames from other windows.

(Notch left and right boxout frames around baseboard if needed. Norman Shutters recommends that you **DO NOT CUT BASEBOARD**)

- Set all frames on the floor face up.



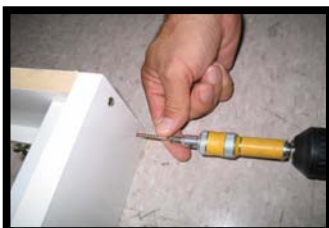
Large notch on side
Boxout faces up

Note: Make sure Top Pivot Bracket is installed in track before you COMPLETELY assemble the Boxout Frame

- Bring left and right side boxout frames together with header and (screw/nail) from the top of the header into the side boxout.

Using Screws

Pre-drill from the top of the header into the side boxout and then drive the screws into place.



Using Nail Gun

Position the frames and nail from the top of the header into the side boxout.

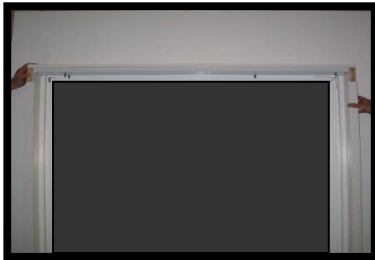


WARNING
Wrong angle positioning of nail gun may cause the nail to shoot out the side of the frame.



4. Place and position the assembled frame **EVENLY** around the window opening. Nail/screw **ONLY** the upper left and right corners of the side boxout frame to the wall.

**Assembled window evenly
In the window**



Using Screws



Using Nail Gun



5. After securing the upper left and right corners of the side boxout, make sure header is **STRAIGHT** across the top of the window and then secure **ALL** support brackets onto the header frame only. After all support brackets are secured to the header frame, ensure that the header frame is **STRAIGHT** and secure support brackets to the wall.



**Install Bracket onto Header
(Flush with the wall)**



Install into the Wall

6. **Level** the **pivot** leg of the boxout frame and secure to the wall.

Using Nail Gun

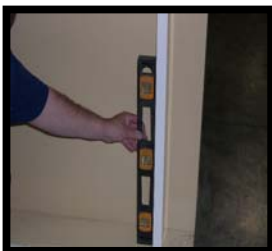


**With PIVOT Leg Straight and
LEVEL, Nail Leg to the Wall**

Using Screws



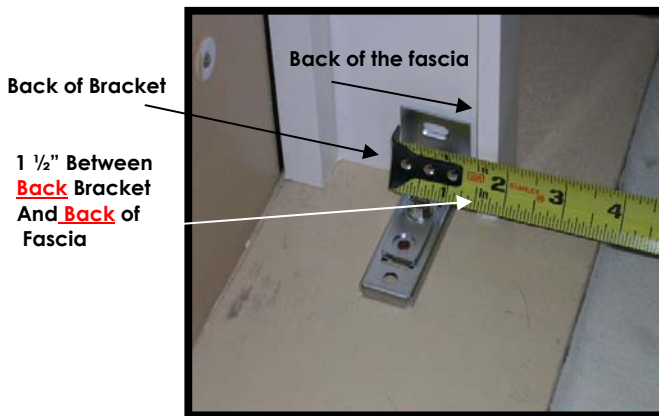
**With PIVOT Leg Straight and
LEVEL, screw Leg to the Wall**



7. Ensure that the middle portion of the **pivot** leg is **STRAIGHT**. Then with the middle portion of the pivot leg straight secure the **pivot** leg to the wall.



8. Measure in 1½" from the back of the **Pivot** leg fascia and install the bottom pivot bracket to the **pivot** leg.

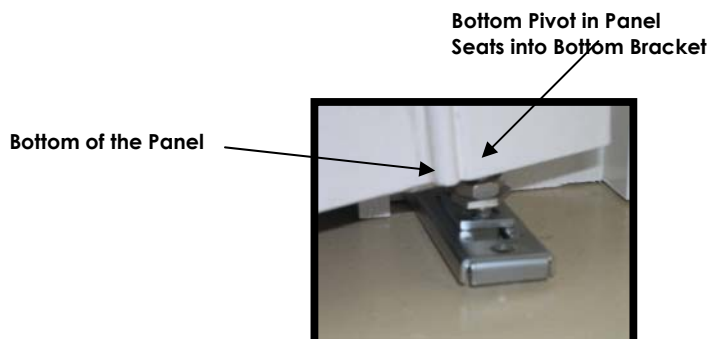


Use 3 Small Screws to install Bracket

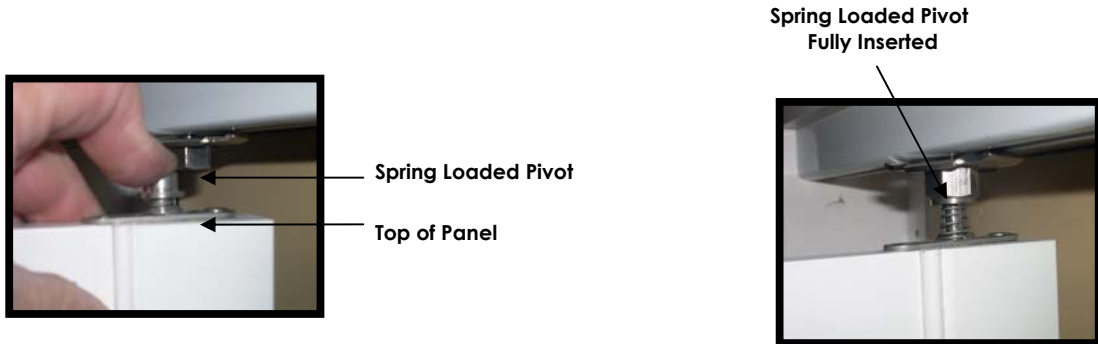


NOTE: IMPOTANT: Fill all nail or screw holes in the **pivot** leg.

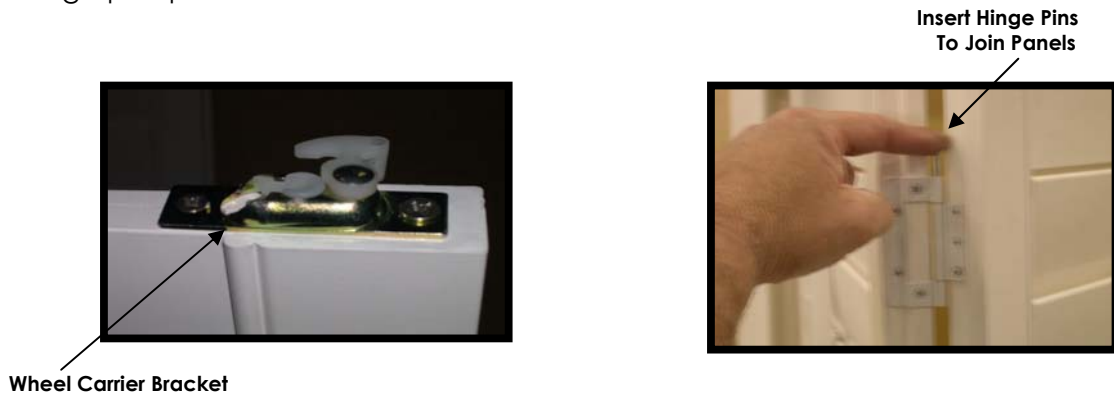
9. Install the pivot panel onto the bottom pivot bracket. (**Note: PIVOT PANEL** will be the only panel with a **pivot** at the bottom of the panel).



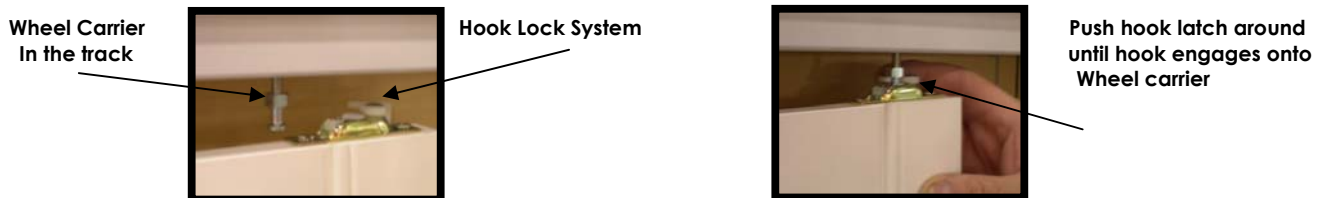
10. Spring-load the top pivot (attached to the panel) into Top Pivot Bracket located in the track.



11. Attach the panel/panels with Wheel Carrier Brackets (on top of the panel) to each other with the hinge pins provided.



12. Attach the panel/panels with the Wheel Carrier Brackets (on top of the panel) to the Wheel Carriers in the track. (Make sure to lock the Wheel Carrier Bracket onto the Wheel Carrier with the hook-lock system).



Note: If multiple panels will be used, attach the remaining panel to the Pivot Panel with the hinge pins provided. Then attach all of the panels together.

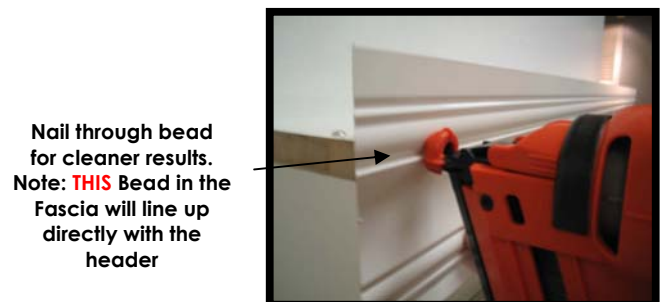
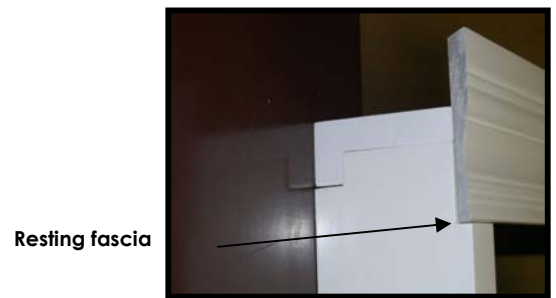
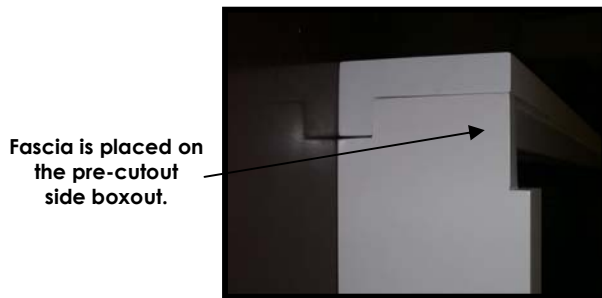
13. Adjust the panels with the track wrenches provided to make sure the Bi-Fold unit is operating properly. There are 3 different places the side to side, up and down adjustments can be made. They are as follows; the top pivot bracket, the bottom pivot bracket, and the wheel carriers. **Note: there are 3 different size track wrenches.**



14. Attach the remaining boxout leg parallel/straight to the panel.



15. Before securing the front fascia to the boxout, check to make sure the left and right mitered edges line up with the corner of the header. It is recommended that you secure the fascia with a nail gun or finishing nails for a clean finish.



16. Nail the left and right returns to the boxout using finishing nails provided.



17. Fill nail/screw holes and caulk sides if necessary.

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