

NORMAN SHUTTERS  
INSTALLATION INSTRUCTIONS

## Direct Mount

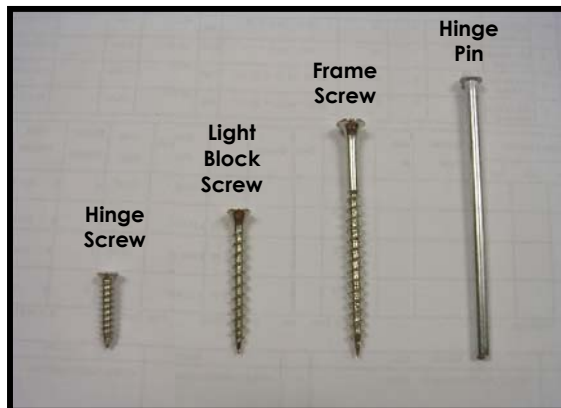
### Getting Started

*Recommended Tools: Drill (Cordless), Tape Measure, Box knife, #2 Phillips drill tip, #6 Countersink drill bit (for light block) if nails will not be used.*

Make sure "Item #" box label matches if multiple panels will be used. This application WILL NOT have frame boxes to match with the "Item #" however, in a multiple panel situation, you may have multiple boxes.



- 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.



Loose-leaf Hinge

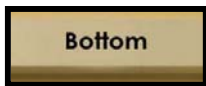
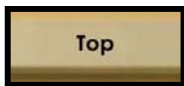


Hinge Spacer

### Installation Steps

1. Carefully remove panels and frames from the packaging. Do not mix panels for other windows.

2. All light blocks will be labeled: Top, Bottom, Left, and Right.



3. Before placing the left panel into the window opening, locate ALL loose-leaf hinges and attach each to its panel hinge with hinge pins provided.



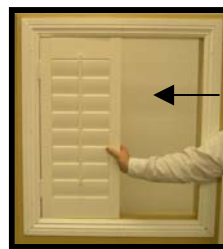
Completely install the hinge pin.

**Note: The hinge is a 2-part hinge held together by the hinge pin.**

4. Once the loose-leaf hinge is secured onto the panel hinge, place the left panel in the opening and slide to the left window jam. Once aligned with the left window jam, space the height gap evenly in the window opening.



Panel in the window opening.



Slide panel to left window jam.

*Tip: To distribute the height gap evenly on the top and bottom, a shim is recommended.*

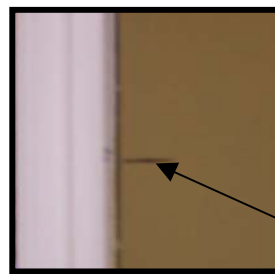


*Tip: The shim that is marked with a pencil, can be used as a guide for the right panel height spacing.*

5. After you have evened the height gap, make a small mark where the top hinge will be installed on the window jam at the bottom of the hinge.



Mark should be made on the wall/jam at the bottom of the hinge.

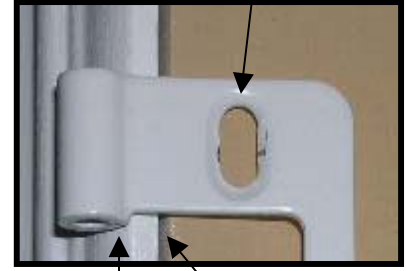


Note mark on wall/jam.

- Remove the hinge pin to separate the hinge and place onto jam in reference to the mark made (as instructed on step 5).

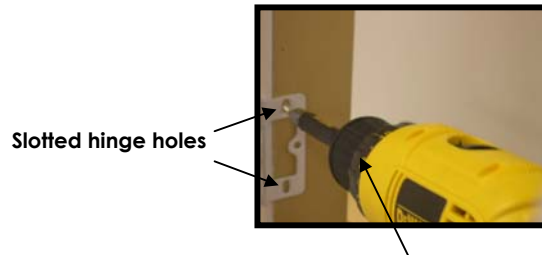


**Note counter sink portion of hinge.**



*Tip: For flush mount panel: line the back of the hinge barrel with the moulding/wall surface.*

- Once your top hinge is properly positioned, install screws into the center of the top and bottom slotted hinge holes and secure top hinge.



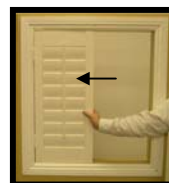
**Note: Center set screw will be installed in later steps.**

*Tip: Pre-drilling is recommended for proper setting of screws. #6 countersink drill bit works best.*

- Once top hinge is secured, place the left shutter panel into the opening and slide into the top loose-leaf hinge that is now attached to the jam and insert hinge pin into the hinge.



**Panel in the window opening.**

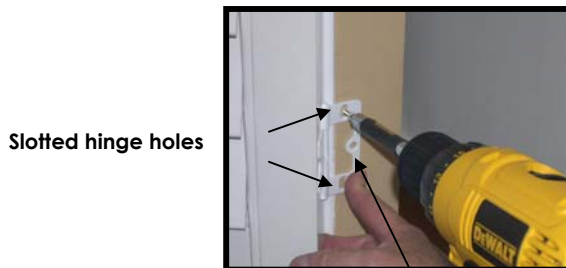


**Slide panel to left window jam.**



**Insert hinge pin**

- With the top hinge pin secured, carefully open the panel and line-up the hinge in reference to top hinge. Once aligned, install screws into the center of the top and bottom slotted hinge holes.



**Note: Center set screw will be installed in later steps.**

**Note:** If the panel has more than 2 hinges, go ahead and install the screws to the rest of the hinges.

*Tip: Pre-drilling is recommended for proper setting of screws. #6 countersink drill bit works best.*

Now that your left panel is secured, we will begin installing your right panel.

10. With your left panel secured, open the panel and place the right panel in the window opening and slide to the right window jam. Once aligned with the right window jam, space the height gap evenly in the window opening.



Panel in the window opening.



Slide panel to left window jam.



Use shim marked in step #4.



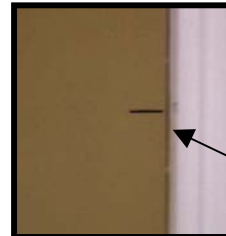
Push shim until stile is in line with shim mark.

*Tip: To distribute the height gap evenly in reference to the left panel, use the shim that was marked (refer to step #4).*

11. After you have evened the height gap, make a small mark where the top hinge will be installed on the window jam at the bottom of the hinge.

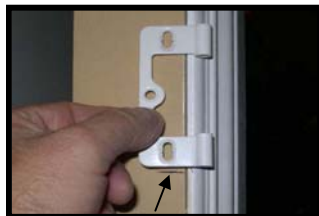


Mark should be made on the wall/jamb at the bottom of the hinge.

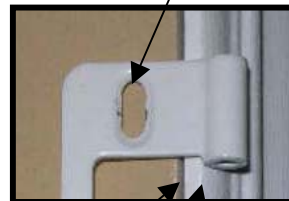


Note mark on wall/jamb

12. Remove the hinge pin to separate the hinge and place onto window jam in reference to the mark made on step 11.



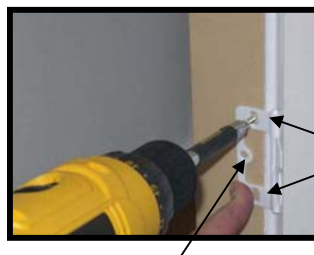
Note counter sink portion of hinge.



*Tip: For flush mount panels, line the back of the hinge barrel with the wall/moulding surface.*

13. Once your top hinge is properly positioned, install screws provided into the center of the top and bottom slotted hinge holes.

**Note: Center set screw will be installed in later steps.**



Slotted hinge holes

*Tip: Pre-drilling is recommended for proper setting of screws. #6 countersink drill bit works best.*

14. Place the right shutter panel into the opening and slide into the loose-leaf hinge that is now attached to the wall and insert hinge pin into the hinge.



**Panel in the window opening.**

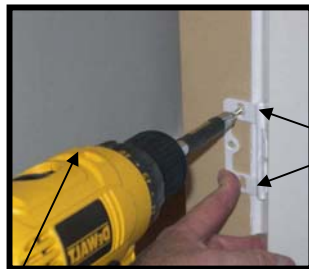


**Slide panel to left window jam.**



**Insert hinge pin.**

15. With the top hinge pin secured, carefully open the panel and line-up the hinge in reference to the top hinge. Once aligned, install screws into the center of the top and bottom slotted hinge holes.



**Slotted hinge holes**

**Note:** If the panel has more than 2 hinges, go ahead and install the screws to rest of the hinges.

**Note: Center set screw will be installed in later steps.**

*Tip: Pre-drilling is recommended for proper setting of screws. #6 countersink drill bit works best.*

16. Now that your panels and hinges are installed, close panels, check gaps between panels and around the window opening, and adjust accordingly.

**Use Hinge Spacer if side-to-side adjustment is needed.**



**Loosen screws on panel hinge. DO NOT REMOVE COMPLETELY.**



**Insert hinge spacer**

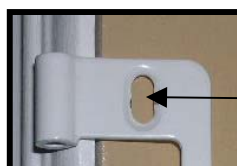


**Tighten screws**



**Hinge spacer installed**

**Use slotted hinge holes for up and down adjustment.**



**Loosen screws and adjust panel up or down as needed.**

17. You are now ready to install the light blocks. Nail or screw bottom, top, left, right light blocks (in this exact order) flush to the "back" of the panel(s).

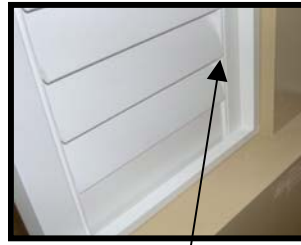
**NOTE: Pre-drilling is recommended if screws are being used.**



**First, install bottom light block.**



**Follow by installing top light block.**



**Next, install the right light block.**



**Finish by installing left light block.**

*Tip: For BEST results; a nail gun should be used.*

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