



- Inside Mount -

Standard Shutters

# Installation Guide

# Installation: Windows & Doors

## Tools required

- Hand Drill Counter Sink Drill Bit Set #8
- Philips Screw Driver
- Measuring Tape
- Level

## What's Included

- Panels with hinges pre attached
  - Frames with hinges and corner joints in place for easy installation
  - All mounting hardware
- (Larger size panels and frames are packed separately to avoid damage in shipping.)

## Polyclad Hardwood vs. Wood Shutter Installations

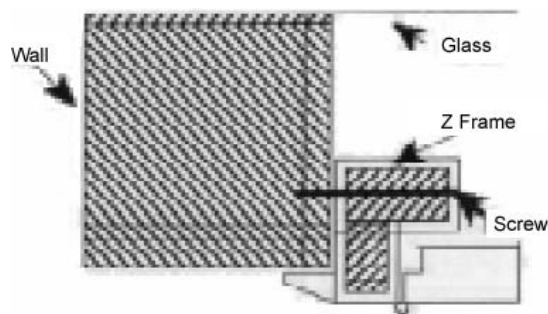
Whether installing polyclad or wood, the principals of installing all shutters are the same. There are, however, three installation differences between the polyclad and the wood shutter. These are:

- 1) frame corners are either frame joints or hoffman keys
- 2) installation is done either using screws or nails
- 3) finishing may require silicon vs. touch paint and spackle.

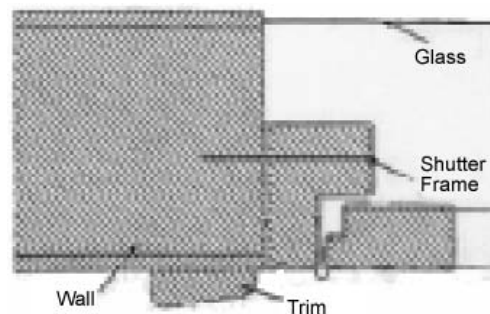
## Inside Mount Installations

### 2 Mounting Options

Two possible inside mount options are shown below.



Z Frame Installation

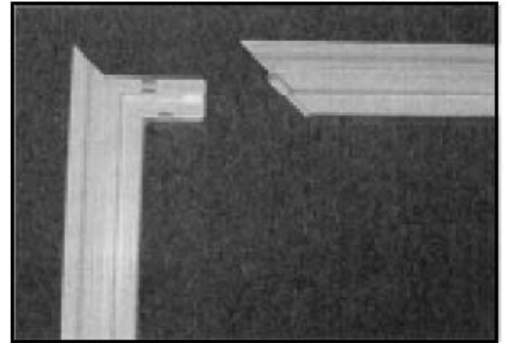


Standard Frame Installation

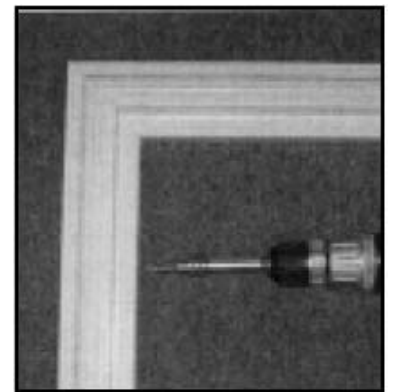
## Inside Mount Installation Instructions

1. **Frame Assembly** - Assemble the frame by securing the horizontal frame rails onto the corner joints which are already fastened to the vertical frame legs. Set the #6 x 3/4" painted head screws through the pre-drilled holes and tighten.

**Note:** If shutter is already pre-assembled, skip this step and just remove the panel(s) from the frame.



2. **Frame Hole Pre-Drilling** - Pre-drill three holes on the right and left vertical frames using the counter sink drill bit set #8. Locate the top and bottom holes 4" below the inside corner of the frame. For multiple panels pre-drill additional holes at the center of the top and bottom frames.



3. **Frame Installation** - Locate the top of the frame. The top hinge is 2" below the top inside corner. Place the assembled frame into the opening and center it. If window is excessively out of square, use shims between the frames and jambs.

**Note:** The panel can only fit in with the top frame positioned up.

**Single Panels** - Screw a #8 x 3" painted head screw at the top of the frame leg that has the hinges. Make sure that the gap between the frame and the wall is equal on both sides of the shutter. This can be done by backing out the screws and resetting them as necessary. Now set the bottom screw on the same side.

**Multiple Panels** - Screw a #8 x 3" painted head screw at either of the top corners of the frame. Level the frame and set another screw at the opposite top of the other frame leg.

4. **Hanging Panels** - Hang the panel(s) onto the hinges and close the panels.



*Trade Tip: With multiple hinges sometimes it's easier to loosen or remove the middle hinges when inserting the panels. Retighten or reattach hinges after the panel is hung.*

5. Align Panels) and Set The Frame - Align the panels) and set the frame w/ screws.



**Single Panels** - Move the frame leg without the hinges up until the panel opens and closes freely in the frame. Hold the frame in this position and set the #8 x 3" painted head screw at the top of the frame without hinges. Set the final screw at the bottom of the leg without the hinges. Set the remaining screws in the frame as necessary.



**Multiple Panels** - Move the bottom frame side to side (swaying Left & Right) until the panels align. Mark the frame and the wall with a light pencil on the under side. Make sure that the gap between the panel and the bottom frame is close to but not touching the panels. Open the panels, line up the bottom frame with the pencil marks and set the #8 x 3" painted head screw. Close the panels and mark the top frame and wall with a light pencil making sure the frame is

close to but not touching the panels. Open the panels, line up the top frame with the pencil mark and set the screw.

6. Secure Remaining Screws - Before setting the remaining screws in the legs make sure that the gap between the panels is close but not touching at the center. It is best to do this with a light pencil mark on the wall next to the frame legs and lining up the frame with the mark before setting the screws.

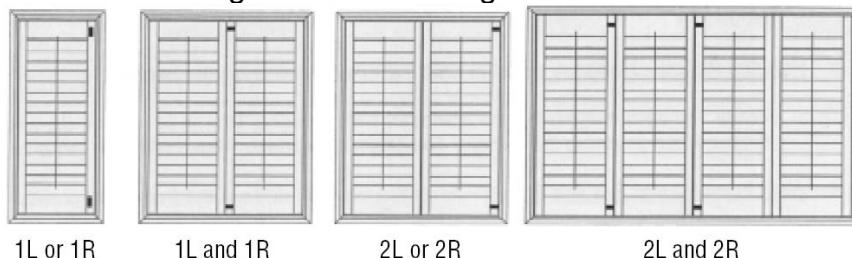
*Trade Tip: For small adjustments only, you can "stretch" the hinges by opening the shutter panels and inserting the head of a screw or hinge pin between the hinge flaps then shut the panels carefully until the hinge is stretched slightly. Make this adjustment a little at a time until the panels have the appropriate gap you are looking for. If the hinges are butterfly hinges it will be necessary to insert a putty knife next to the inside of the stile before closing the panel to avoid damaging the stile with the pin or screw head. Only adjust the hinge where you need to close the gap between the panels. This adjustment is only useful in closing the gap between the panels.*

7. Attach the Magnets

**Single Panels** - Position the magnets at the top and bottom of the frames close to the frame leg without the hinges and fasten with the 3/4" screws supplied. If panels are less than 2' tall, you may use one magnet at the center of the frame leg.

**Multiple Panels** - Position the magnets on the top and bottom frames as shown in the schematic below and fasten with the 3/4" screws supplied.

Panel Configurations with Magnet Positions in Black



Using a pencil lightly mark on the panel where the center of the magnet is located. Measure the distance between the edge of the inside of the frame and the center of the magnet. Using this measure and the mark on the panel, secure the Magnet Plate to the backside of the panel facing the frame and fasten with the 1/2" screw supplied.



8. Finishing Touches - If the walls are white or light in color use white paintable caulk and caulk the outside of both frame legs where the frame meets the wall . If the shutter sits on a sill, caulk between the frame and the sill. Use a damp cloth to clean up excess caulk. Wipe down shutters for marks and dust. Open and close louvers with tilt rod to check smooth operation.

