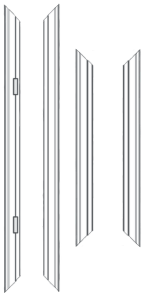
SelectBlinds

Installation Guide: *Designer Wood Shutter*

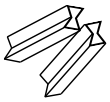
Standard Shutter

PARTS INCLUDED


Panels

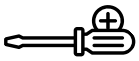

Frame Pieces


Hinge Pins


Hoffmann Key

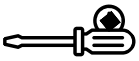

Screws

TOOLS NEEDED


PHILLIPS SCREWDRIVER


MALLET


POWER DRILL


ROBERTSON SCREWDRIVER

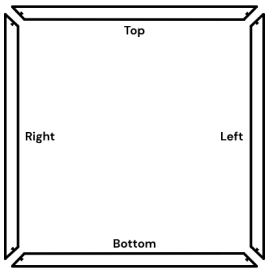

PENCIL


LEVEL

Assembling the Frame

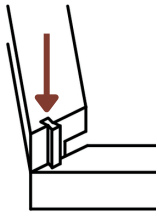
1 Lay down the frames face down with them arranged like they are on the right.

Make sure to double-check the labeling on the frames to ensure they are arranged correctly.



2 Slide the Hoffmann key into both of the frame pieces.

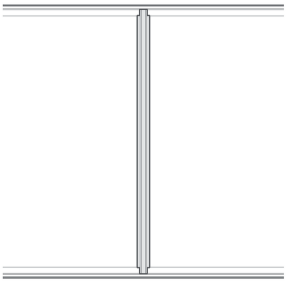
If you are having trouble fitting them together, use a soft piece of material such as a piece of cardboard to cover the Hoffmann key and then tap the Hoffmann key into place with a mallet so the frames will be flush with each other.

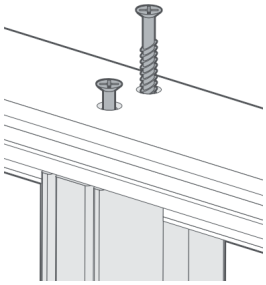


Quick pointers

If your shutter comes with a T-Post, fit it vertically in the frame to provide extra support for the shutter.

Use the predrilled holes to attach the T-Post to the top and bottom frame pieces.





To ensure there's no issue with placement, try placing a panel into the frame without installing it to test out fitting.

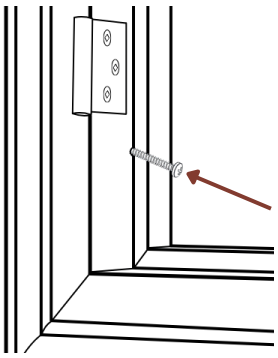
Before installing the frame, predrill your holes to ensure the frame doesn't crack when installing.

Installing the Frame

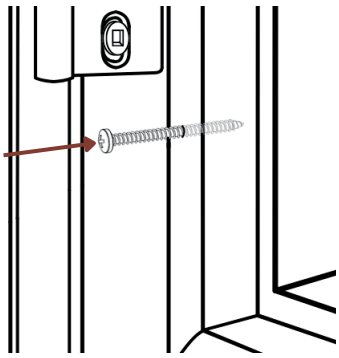
For Inside Mount, insert the frame into the window opening so it is flush with the wall. While holding it in place, drill a screw through the back corner of the frame.

For Outside Mount, hold the frame up against the wall. You may need another set of hands to help. While holding it in place, drill a screw through the back flange of the frame.

Inside Mount



Outside Mount

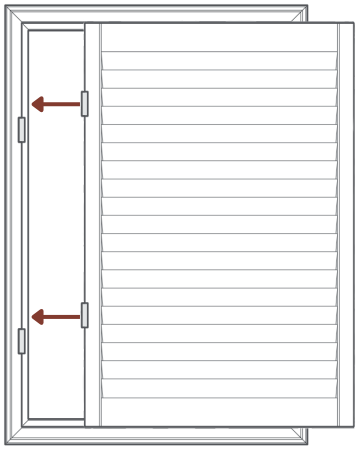


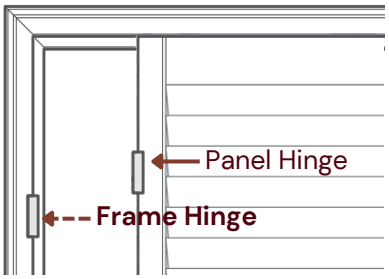
Make sure to drill the screws at least 3" from the bottom corners of the frame and then evenly space the remaining screws, preferably near each hinge.

Installing the Panel

Insert the panel into the frame with the Panel Hinge resting on top of the **Frame Hinge.**

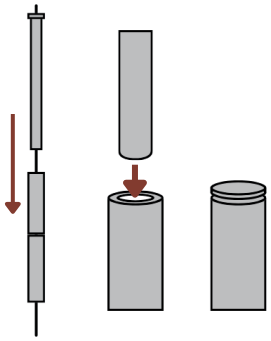
If the hinges are are flipped the opposite way where the Panel Hinge is lining up below the Frame Hinge, the frame has been installed upside down. Uninstall the frame and rotate it 180 degrees and reinstall.



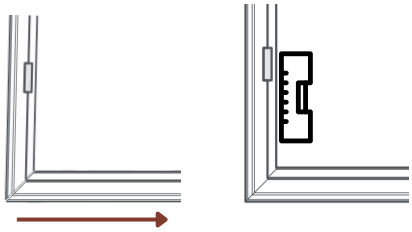


While the hinges are lined up, slide a pin through the top hinge hole (the Panel Hinge) and feed it through the bottom hinge (the Frame Hinge). This will “sandwich” the Panel Hinge between the top of the pin and the Frame Hinge.

Complete this step for all of the hinges and test out the shutter operation.



Racking the Shutter



Should the panels not hang evenly or close properly, open the panels and loosen the screws on the lower half of the frame. Shift the frame to the left or right, using a level to guide the frame so it is square and the panel is aligned properly. While holding the frame in place, resecure the screws without over tightening. Test the shutter out and repeat as needed.

CLEANING INSTRUCTIONS

For regular maintenance, use a duster or a vacuum with a brush attachment and run it over the front and back of the shutter.

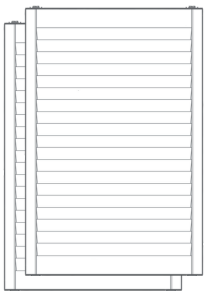
Child Friendly

SelectBlinds

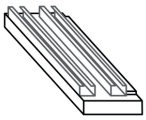
Installation Guide:
Designer Track Wood Shutters

Bypass Style Shutter

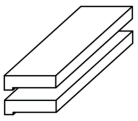
PARTS INCLUDED



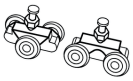
Panels



Top Frame



Side Frames

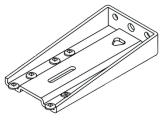


Track Carriers



Carrier Wrench

Outside Mount Only

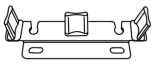


Top Frame Bracket



2" Support Bracket Screws

Optional



Panel Guide Bracket



Screws

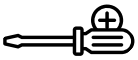
Robertson Screws

2 1/4" Frame Screws

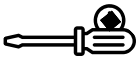
Phillips Screws

3/8" Valance Screws

TOOLS NEEDED



PHILLIPS SCREWDRIVER



ROBERTSON SCREWDRIVER



PENCIL



LEVEL



MALLET

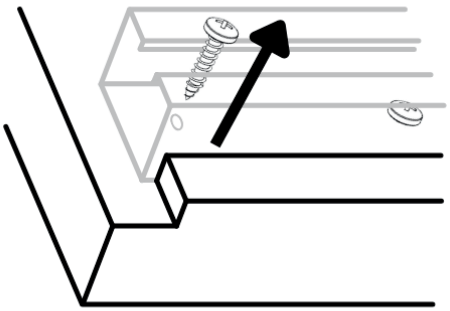


POWER DRILL

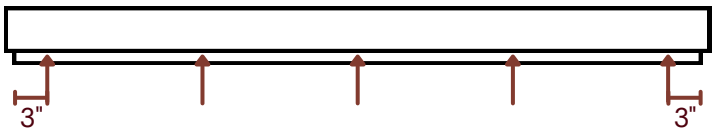
Preparing the Top Frame

1 Before we start predrilling holes for the frame, you'll need to remove the tracks.

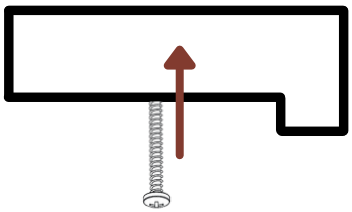
Unscrew all of the screws and take the tracks off of the top frame. Set these aside for now and we'll reattach them after we've installed the top frame.



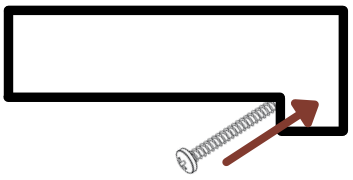
2 For the top frame, it's recommended to predrill the holes 3" from each end and then evenly space them out from there. Be sure to not use the same holes as the tracks.



Quick pointers



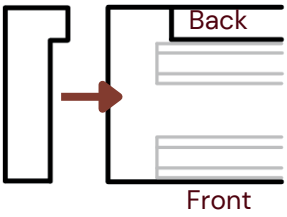
On inside mount frames, you should predrill holes perpendicular to the frame.

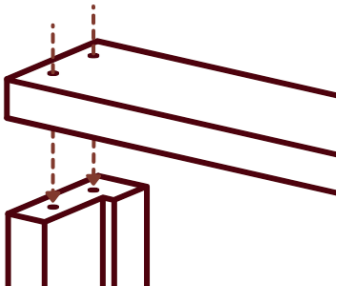


On outside mount frames, you should predrill holes diagonally into the back ridge of the frame.

Attaching the Side Frames

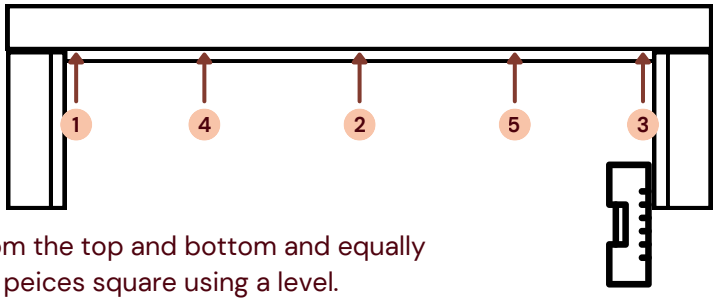
The side frames are butt joined pieces. Preinstall these directly onto the top frame drilling a set of screws through the top down into each side frame.





Installing the Frame Assembly

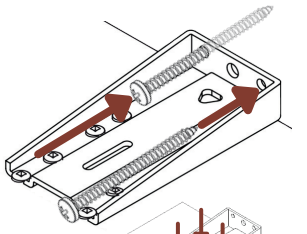
When screwing in, start with a screw on the right or left ensuring it's drilled into a wall stud, then install the screw closest to the middle, and then on the opposite side. Make sure to attach all other screws, directly into a wall stud.



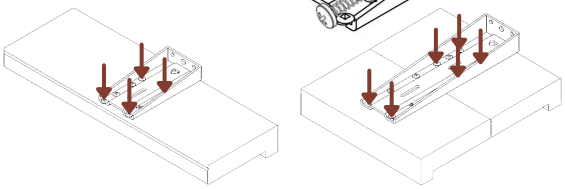
Attach the screws for the side frames 3" from the top and bottom and equally spacing the rest. Be sure to keep the frame peices square using a level.

Outside Mount Only

Attach a support bracket either flush with the back of the top of the frame or 1/8" from the edge. Make sure to place the bracket in line with each wall stud on the top of the frame and install them directly into wall first. Make sure not to place screws where the track screws will be installed.

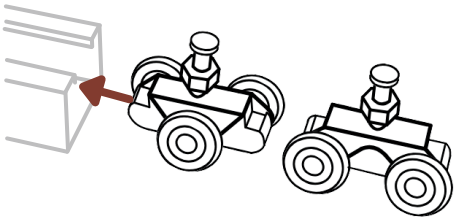


Attach the screws through the support bracket into the top. This will ensure the frame will not sag from the weight of the shutter panels. Slide on the included covers for a clean look.



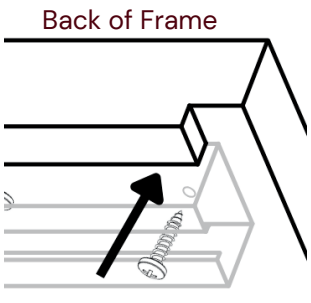
Reattaching the Track

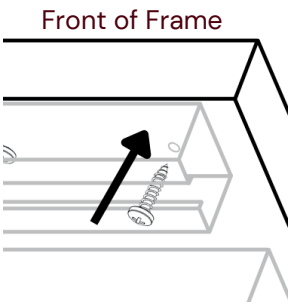
1. Before reattaching the track to the top frame, slide in a set of carriers for each panel. There should be 2 per panel. While it is not required, we recommend alternating the sides the wheels are on for even operation.



2. Attach the track right up against the back of the top frame. Reattach it using the screws removed earlier.

3. Line the front track up with the front of the frame and reinstall it with the screws removed earlier. Make sure no carriers slide out while this is being installed.



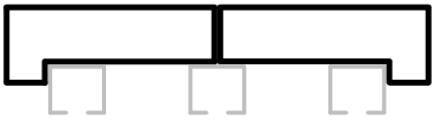


Quick pointers

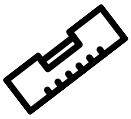
Bypass Track Placement for 2 Panels should look like the image below when installed correctly.



Bypass Track Placement for 3 Panels should have the track lined up with the back, front and placed directly in between them.

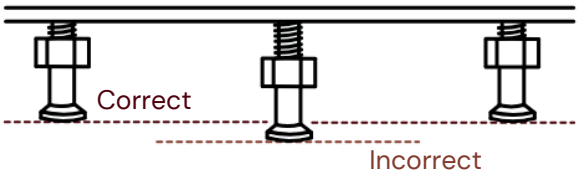


This would also be a great time to double-check that the frames are level. If the frame peices are unlevel, the panels may shift on their own or not close properly.



Attaching the Panels

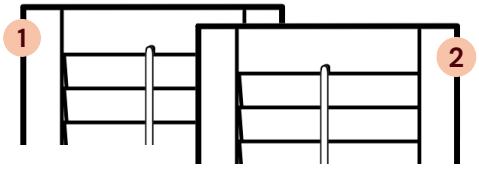
1. Before attaching the panels, make sure to align each carrier with the others to the same height. This will make sure the panels are installed at an even level. Use the carrier adjustment wrench to raise them with a right turn, and lower with a left turn.



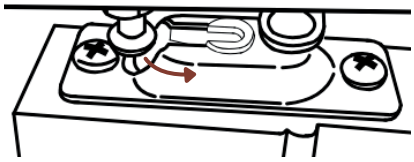
2. Open each carrier receiver on the top of the panels.



The panel will be correctly positioned if the tilt rod is facing towards you and should be installed from the back most panel, then each panel moving forward, numbered on the right.



3. Slide the carrier into the groove on the left side of the receiver and let the panel hang down to seat it in place.

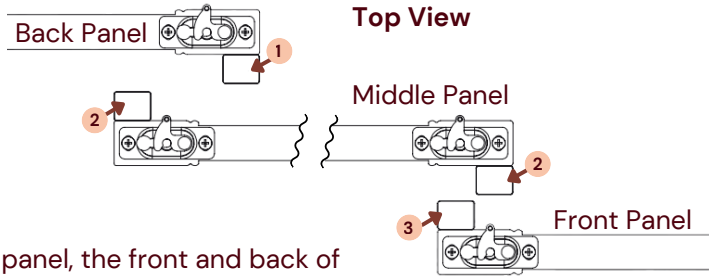


4. Lock the latch on the top of the receiver to secure it to the carrier.

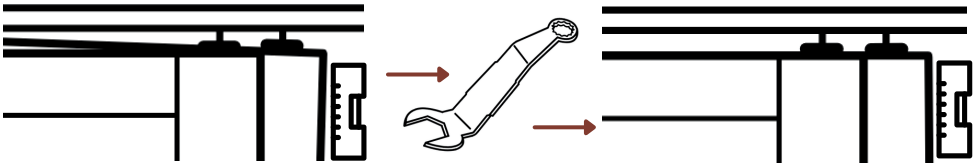


Quick pointers

For three panel bypass shutters, there will be light blocking strips included. To attach these, peel the back cover off the adhesive strip and attach it to the shutter in the order shown on the right.



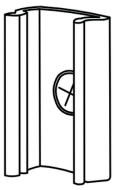
One will be on the front of the back panel, the front and back of the middle panel, and the back of the front panel. Make sure to attach them starting with the back panel (1), then the middle (2), then the front (3).



Quick pointers

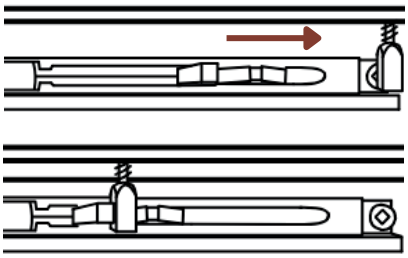
If your panel hangs uneven when next to the other panel or the floor, we recommend using the carrier wrench to raise/lower the panel. Use a level to ensure the frames are parallel with the edges of the panel. If they aren't they may need to be adjusted.

For bypass shutters with multiple panels per section, you may need to connect these together using inter-panel clips. These will be preinstalled on the left side of the right panel per pair of panels. These are clear to blend in with the panels. Start by clipping the panels together at the top and then work your way down from there.



SoftClose

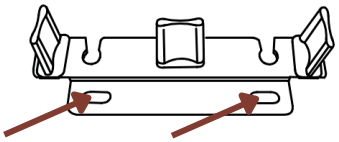
These shutters have a SoftClose mechanism installed onto the top of the panels. These will need to be positioned so they catch on the square peg hanging down when shifting close. This will keep them from damaging the side frames during operation. These can be raised or lowered with a screwdriver so they are in line with the panels.



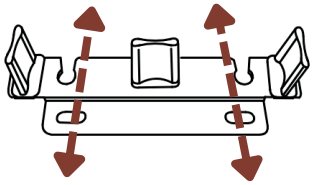
Optional Parts

Floor Guide

Screw the floor guide into the floor using the screw holes (shown on the right). Be sure to use a screw with a flat top for smooth operation. Turn the middle guide 90 degrees to the widest position for proper panel spacing.



The panels should pass through the two channels. This will keep it them from running into each other and reduce wear and tear.

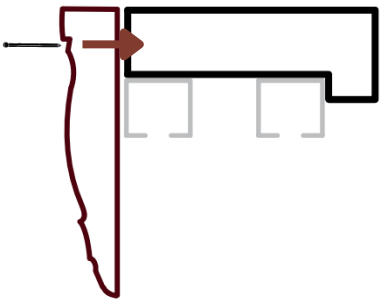


Valance

Inside Mount

Line the valance up with the top of the top frame. Use a nail gun to secure the valance in place.

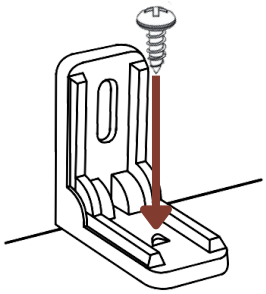
If you don't have a nail gun, we recommend using a tack hammer and finishing nails to secure it in place.



Valance

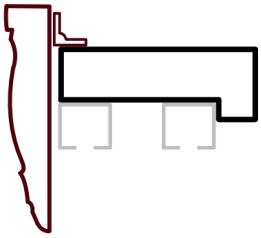
Outside Mount

1



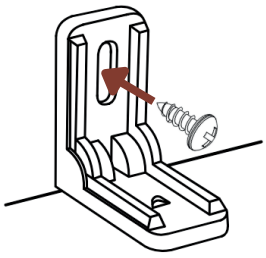
Attach the valance bracket to the top of the frame with a 3/8" Screw. Space these 3" from the edge and then evenly from there.

2



Line the valance up just a bit higher than the valance bracket. You may need another set of hands for these next steps.

3



Use another 3/8" screw to attach the valance to the valance bracket.

Child Friendly

CLEANING INSTRUCTIONS

For regular maintenance, use a duster or a vacuum with a brush attachment and run it over the front and back of the shutter.