

SelectBlinds®

INSTALLATION INSTRUCTIONS

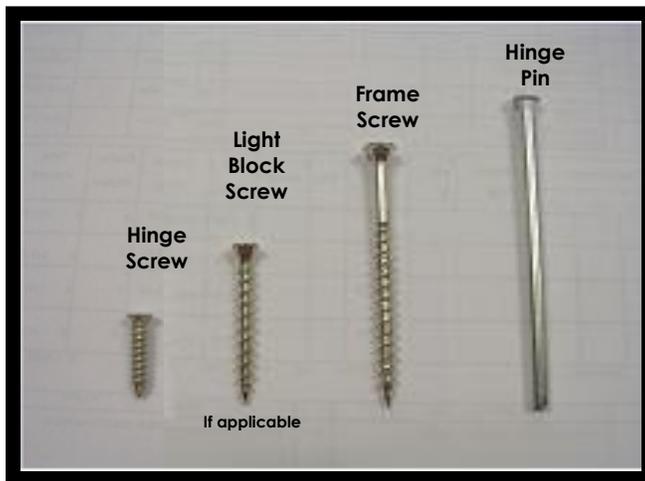
4 sided Deco Frame **(Outside Mount - 2 Panel)**

Getting Started

Recommended Tools: Nail Gun or Drill, Tape Measure, Torpedo Level, Box Knife, 6" Phillips 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.



Hoffman Key



Hinge Spacer

Installation Steps

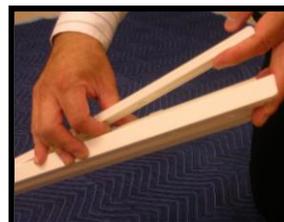
1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows.
2. After unpacking panels, remove filler strips from the frame. *(Repeat for all sides)*



Insert screwdriver into slot under filler strip.



CAREFULLY lift up on the screwdriver to separate frame from filler strip.



Slide finger along frame to safely release the filler strip.



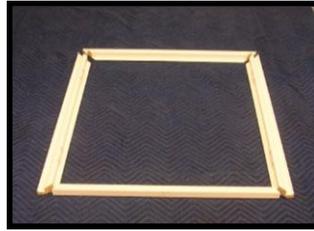
Completely remove the filler strip.

Tip: Place the filler strips away from the work area but in the vicinity of the matching frame.

Both frame and inserts will be labeled: Top, Bottom, Left, Right.

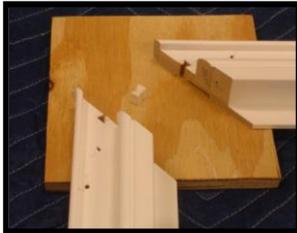


3. In area near the window, use a moving blanket or drop cloth and set all frames on floor face up.

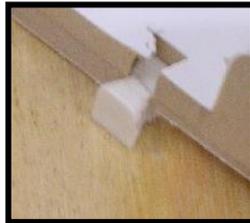


4. Position the left frame and the top frame onto a flat surface and line up the Hoffman key.

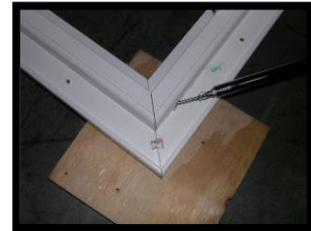
NOTE: A small wood block is recommended to prevent damage to floor and to ensure a flush fit by the Hoffman Key



Set Hoffman Key round side up

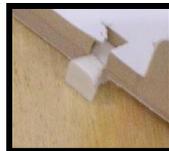


Push top frame down onto the Hoffman Key.



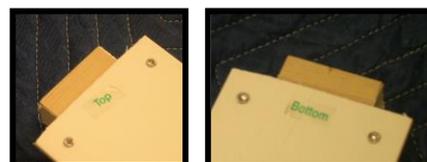
Install the miter screw provided in hardware

Tip: Hoffman Keys have a flat & rounded side. The rounded side goes in facing up.



If not installing a T-POST skip to Step 8.

5. The top and bottom of the t-post are labeled, locate and identify.



6. Line up the pre-drilled holes with the top frame and secure with screws provided.
(Repeat for bottom frame)



Tip: It is recommended to use a 6" extension to avoid damaging the face of the Deco frame.

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



A tape measure can help space your shutter evenly around window.

Using Screws



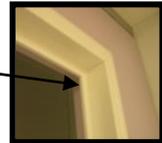
Only secure one screw into the top left frame.

Using Nail Gun



Only secure one nail into the top left frame.

Tip: The 5/8" light block of the frame is designed to sit inside the window opening.



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

Using Screws



Only secure one screw into the top right frame.

Using Nail Gun



Only secure one nail into the top right frame.

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

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



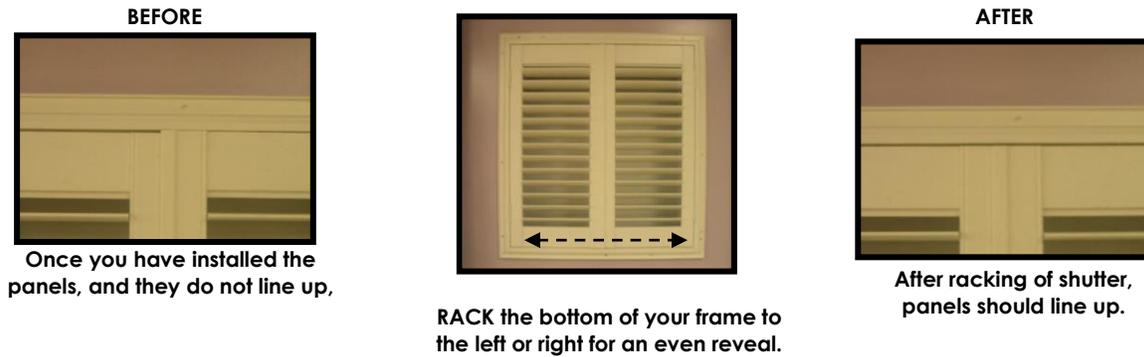
Slide panel into position.

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



11. 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 even panels are achieved.

Remember, bottom frame should not be secured at this point.



12. Once panels line up, secure nail/screw at the bottom of the left frame.



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

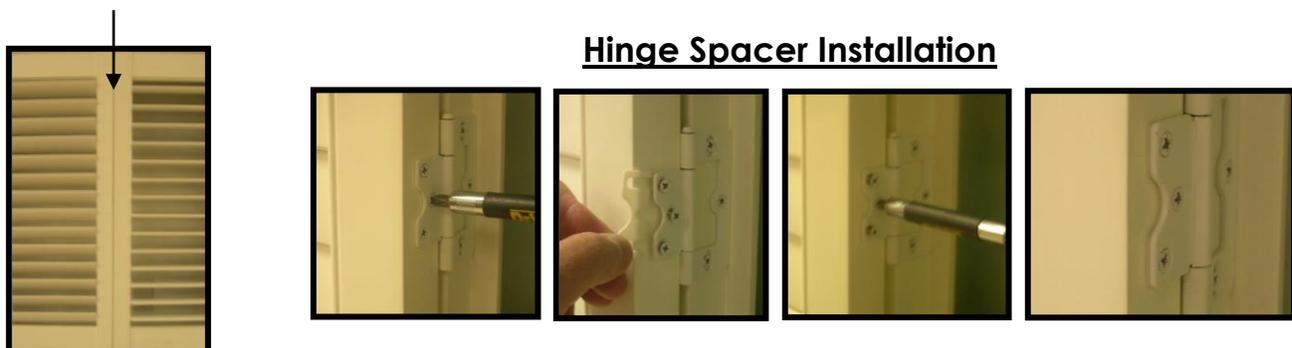
13. After securing the bottom left, secure with nail/screw at the bottom right.



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.

14. Check gap between panels and adjust accordingly with hinge spacers provided if needed.





Loosen screws on panel hinge. Do not remove completely.

Insert hinge spacer

Tighten screws

Hinge spacer installed

15. Once reveal is aligned, secure the bottom frame. Repeat step 16 for the top frame.

Using Screws



Only secure one screw into the bottom frame.

Using Nail Gun



Only secure one nail into the bottom frame.

Tip: Move frame up or down to achieve an even reveal between panel and frame.

16. After the top & bottom frames are secured, check that the shutter operates properly. Secure the shutter by installing additional nails/screws to all sides of the frames of the shutter.

Tip when using a nail gun: It is recommended to apply 2 nails for every hinge, and 1 nail between hinges.

17. Carefully and firmly press frame inserts into corresponding sides of the frame.



Tip: A "WHITE" mallet is recommended.

SelectBlinds®

INSTALLATION INSTRUCTIONS

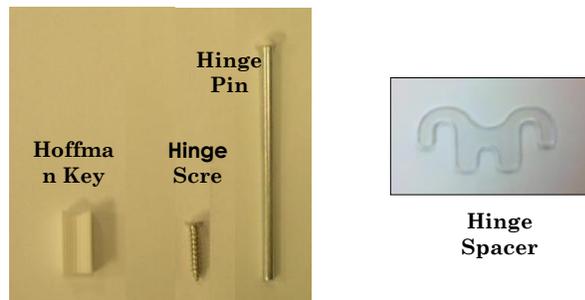
4 Sided Z Frame **(Inside Mount - 2 panel)**

Getting Started

Recommended Tools: Nail Gun or Drill, Tape Measure, Torpedo Level, Box Knife, 6" Philips head driver

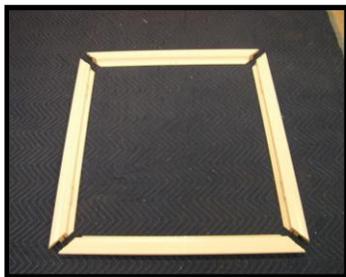
Make sure ITEM# (In Red) matches on both panel box and frame box. Each window will have 1 box for shutter panels and 1 box for frames.

- 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

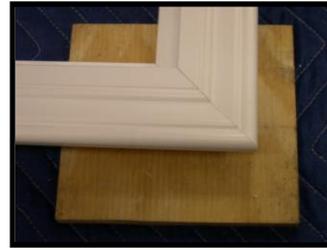
18. Carefully remove panels and frames from the packaging.
Do not mix panels or frames from other windows. All frame pieces are labeled (top, bottom, right, left).
19. Set all frames on floor face up.



20. 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.



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.

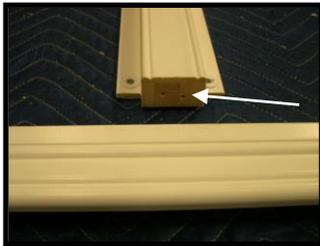
Repeat step 3 for remaining corners to complete the 4 sided assembly.

If not installing with T-POST, skip to Step 5.

21. The top and bottom of the t-post are labeled. Locate and identify.



Line up the pre-drilled holes with the top and bottom frame and secure with screws provided.



All Z-Frame T-Post installations are exactly alike.

22. If SCREWS will be used, **PRE-DRILL** in the top left and right frame, bottom left and right frame, and in the middle of the top and bottom frame before bringing the frame onto the window.



Pre-Drill top right & left frame.



Pre-Drill bottom right & left frame.



Pre-Drill middle of top and bottom frame.

Tip: Use a counter sink bit for best results.

23. Position the assembled frame **evenly** into the window opening by using a tape measure and shims.



Measure Right & Top frame for spacing.



Measure Left & Top frame for spacing.



24. Once you have evenly spaced the frame into the window opening, secure with a nail/screw (pre-drill) into the upper left frame **ONLY**. Shutter will be fully secured in later steps.



Frame EVENLY in the window.

Using Screws



Only secure one screw into the top left frame.

Using Nail Gun



Only secure one screw into the top left frame.

25. Once the left side is secured, level the frame on the window and secure with a nail/screw (pre-drill) into upper right frame. Shutter will be fully secured in later steps.

Using Screws



Level the top frame.



Only secure one screw into the top right frame.

Using Nail Gun

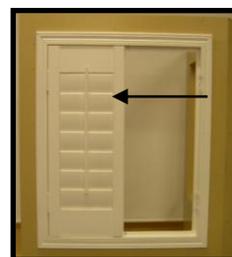


Only secure one screw into the top right frame.

26. With the top right and left frame secured, place the left shutter panel in the frame and slide into position. Insert the hinge pins into hinges.



Position panel in the frame.



Slide panel into frame hinges.

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



Position panel in the frame.



Slide panel into frame hinges and close other panel to hold in place.



Insert hinge pin.

28. 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.



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 racking of shutter, panels should line up.

29. Once the panels are lined up, nail/screw at the bottom of the left frame below the hinge.

Using Screws



Only secure one screw into the bottom right frame.

Using Nail Gun



Only secure one screw into the bottom right frame.

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

30. After securing the bottom left, secure with a nail or screw at the bottom right.

Using Screws



Only secure one screw into the bottom right frame.

Using Nail Gun

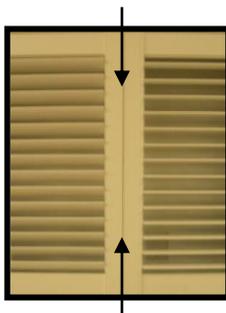


Only secure one screw into the bottom right frame.

TIP: Step away from the window and open louvers to make sure shutter is evenly positioned to window.

Things to look for: Window mullions, sectioned glass with shutter lines of stile or louvers.

31. Check gaps between panels and adjust accordingly with hinge spacers provided if needed.



Loosen screws.



Insert spacer



Tighten



Spacer

behind hinge.

Screws.

Installed.

32. Once reveal (gap between the panel and the frame) is aligned, secure the top and bottom frame.

Using Screws



Only secure one screw into the bottom frame.

Using Nail Gun



Only secure one screw into the bottom frame.

Using Screws



Only secure one screw into the top frame.

Using Nail Gun



Only secure one screw into the top frame.

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.

33. After the top and bottom frame are secured, check that the shutter operates properly. Secure the shutter by installing additional nails/screws (pre-drill) to all sides of the frame of the shutter.

Tip: It is recommended to apply 2 nails or screws for every hinge, and 1 nail or screw between hinges.

SelectBlinds®

INSTALLATION INSTRUCTIONS

4 Sided L Frame **(Outside Mount - Single 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.

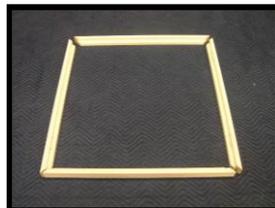


Installation Steps

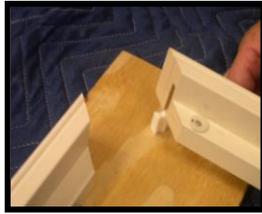
34. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows. Frame parts will be labeled either top, bottom, right, left.



35. Set all frames on floor face up.



36. 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

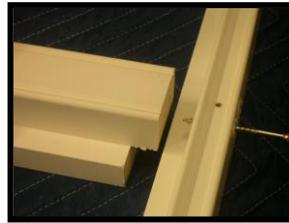
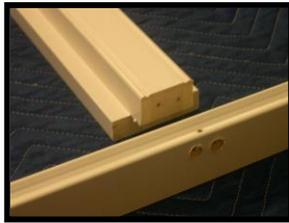
**Hoffman
Key**

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

Repeat step 3 for remaining corners to complete the 4 sided frame assembly.

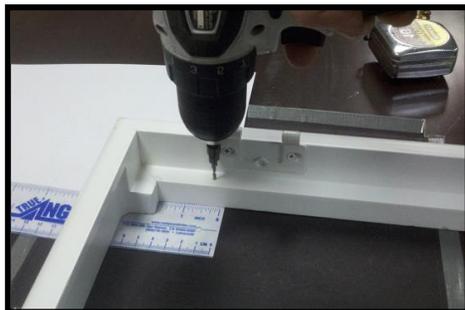
If not installing with T-POST skip to Step 5.

37. Locate and identify the top and bottom labeled t-post. Line up the pre-drilled holes with the top and bottom frame and secure with screws provided.



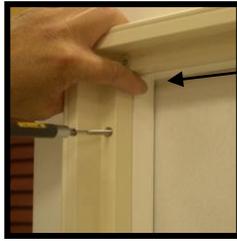
All L Frame T-Post installations are alike.

38. It is best to pre-drill the top left and right frame if you are mounting with screws. It is recommended to pre-drill right above, or below the hinge location (within a 1/4"), and as far away from any miter edges as possible.



39. Position the assembled frame evenly around the window opening & secure with nail/screw (pre-drill) 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.

Using Nail Gun



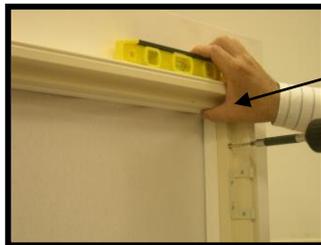
Only secure one nail into the top left frame.

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

Tip: It is best to angle the drill gun or nail gun to ensure contact with a stud around the window opening.

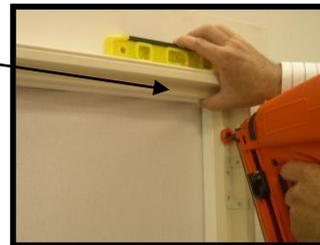
40. Once the left side is secured, level the frame on the window and secure with nail/screw (pre-drill) into the upper right frame. Shutter will be fully secured in later steps.

Using Screws



Only secure one screw into the top right frame.

Using Nail Gun



Only secure one nail into the top right frame.

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

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

41. Place the shutter panel in the frame, and insert hinge pins into hinges.

Note: If installing 2 panels, insert left panel first, then right panel.



Insert hinge side panel into position first.



Insert Hinge Pin

42. Once panel has been positioned and secured with the hinge pins, make sure shutter panel is even across the top and bottom. If panel is not even, shift (rack) your frame left to right until your reveal is even.

Remember, the bottom frame should not be secured at this point.

BEFORE



Once you have installed the panel, and it does not line up,



RACK the bottom of your frame to the left or right for an even reveal.

AFTER



After racking of shutter, panel should line up.

43. Once your panel has been shifted (racked) and with the panel in its closed position, mark the bottom left side of the wall along the side of your frame. Open the panel and position your frame in reference with your mark and secure a nail/screw (pre-drill) to the bottom of the left frame below the hinge and tighten.



Ensuring the reveal is even.



Make a small mark along your frame for reference.

Using Nail Gun



Only secure one nail into the bottom left frame.

Using Screws



Only secure one screw into the bottom left frame.

TIP: With the bottom right secured, step away from the window and open louvers to make sure shutter is evenly positioned to window.

Things to look for: Align window mullions and/or sectioned glass with shutter lines (louver, stiles).

44. After securing the bottom left, secure nail/screw (pre-drill) at the bottom right below the hinge and tighten.

Using Nail Gun



Only secure one screw into the bottom right frame.

Using Screws



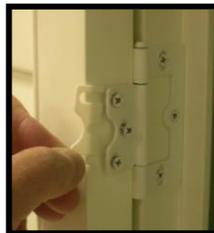
Only secure one screw into the bottom right frame.

45. Check gaps between panels and frame 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.

46. Now that you have secured the top and bottom corners and your panel operates properly, secure with nail/screw (pre-drill) the middle of the bottom, top and side frames.

Make sure the gap between the panel and the frame are even.

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

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

47. Make sure shutters operate properly. Add additional nail/screws (pre-drill) (if needed).