



CUSTOM BUILT SHUTTERS

Installation Instructions

STEP 2 - LAYOUT OF MOUNTING STRIP / FRAME

Find ample working space to assemble your frame (preferably in front of the window). Lay out frames/strips on a blanket on the floor according to the labels on the back of the mounting strips/frames. Match the appropriate corners to ensure proper fit.

STEP 3 - ASSEMBLE FRAMEWORK

Assemble the frame by gently tapping the Hoffmann key with a rubber hammer into pre-routed slots on the back of each frame.

STEP 4 - INSTALL THE FRAME

Hold the assembled frame up to the window opening. Once the frame is centered and leveled, screw the frame into the wall in only 3 places (through the pre-drilled holes): top left and right corners and once in the top middle to ensure squareness and level.

Note: The screws go in diagonally (Inside Mount - screws go into wall flush). Make sure the frame is level and square. DO NOT attach the remaining screws.

STEP 5 - ATTACH THE PANELS TO THE PROPER FRAME

Match the panels to the opening. The panels are numbered on the top starting from left to right. Attach the panels to the frame by inserting the hinge pins.

STEP 6 - ADJUSTING AND SECURING THE FRAME

Once the panels are in the opening, make sure there are no gaps.

Open and close the panels, checking for clearance between the panels and for proper alignment. If adjustment is necessary, adjust the frame by moving the side frames back and forth.

When the shutters look even with no gaps, secure the frame using additional screws inserted through the pre-drilled holes.

STEP 7 - ATTACHING THE BUTTON CATCH

Place the catch on the lip of the frame/strip, 1/2" from the inner edge of the stile. Screw the catch into the frame. Place the strike plate onto the catch and close the panel to determine where the proper location for strike plate is located on the shutter panel.

Mark with pencil where the button should be located on the panel. The button should be installed 1/2" from the inner edge of the stile. Remove from the catch and screw it into the panel.

The catch may need to be adjusted for proper closure of the panels.

