

Quick Ship Shutter

Installation Instructions

1. Check all components for damage and report damage immediately
2. You will need the following tools to install your shutters:
Electric screw driver, small hammer, level, tape measure.



3. Place the frame components on carpeted surface, face down and insert the white plastic Hoffman key in the slot at each corner. Be sure the frame edges line up and gently hammer the Hoffman key until it is flush with the back of the frame pieces.



4. Hold the assembled frame to the wall surface around window. Attach frame to the wall with top screw first to hold the frame in place. Hold the level on the side of your frame to make sure the frame is vertical. When vertical, screw remainder of screws in the predrilled holes of the frame.



5. Attach the shutter panel to the frame using the hinge pin to hold them in place. The shutter panel with the “Lip” should be installed on the right side of the frame.



6. Shutters with more than 2 panels: The panels need to be joined together prior to attaching to the frame. Be sure the panel with the “Lip” is installed with the panel on the right side. The panel with “Lip” will be closest to the center of the shutter.



7. Any minor gaps at the corners & predrilled screw holes should be filled with caulk and color matching touch up paint. (included)

