

Shutter Installation Instructions

1. Remove and keep all packaging until installation is completed.
2. Carefully inspect all panels prior to installation.
3. Assemble the frame on a soft surface with Hoffman keys provided.
4. Place the frame into the window opening.
5. Install screws towards the top of the left & right frames first. Do not over tighten.
6. Install panel onto hinges with the hinge pins provided.
7. Rack bottom of the framing to level the tops of the panels evenly or the panel even with top frame as much as possible.
8. Tighten the screws into the bottom frame and bottom of the right and left frame, and adjust tightness to get a secure fit.
9. If panels are still uneven, slightly loosen screws in the slots of the hinges and adjust the panel position as need to acquire the correct location, and tighten screw back once in place.
10. Install screws every 18" to 24" around the frame check the panel close after each screw install.
11. Once frame is secure and panels are in the correct position, install a screw into the hinge set screw hole to prevent the hinges from moving over time.
12. If the shutter is not flat to the wall, use adhesive caulking to fill the uneven gaps between the wall and framing make small adjustments.
13. Install panel onto hinges.