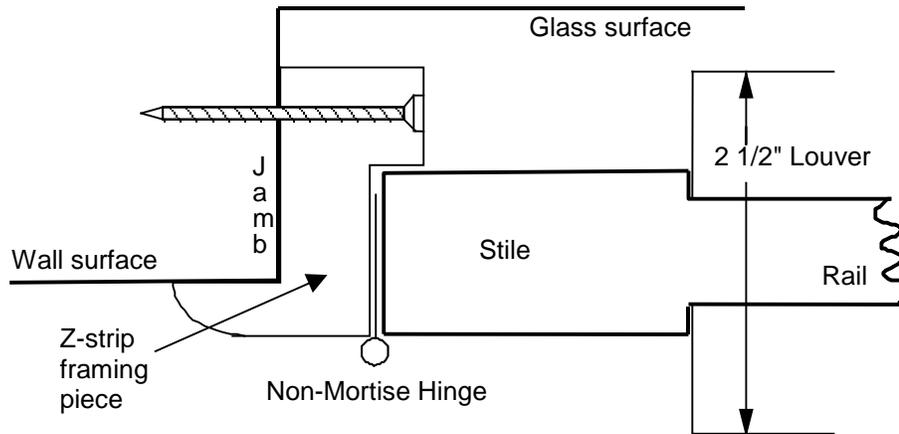


Custom Shutter *Installation Instructions* for Custom Inside Z-Framed Mount

Using Z-strip to create a café, 3- or 4-sided frame mounted inside the window opening.
See figure below.



This set of installation instructions is general in nature and should not be expected to answer all questions that may arise during an inside mount installation of Plantation Shutters. This type of mount is detailed, and you should read and follow these instructions carefully, guided by good common sense in identifying steps in your project that do not match these general instructions.

Tools needed:

Phillips screwdriver (power screwdriver recommended)

General parts list:

Shutter panels in correct sizes and numbers to fill the opening
Z-Frames pre-cut/mitered and pre-hinged (pins pulled) to shutter panels
Drywall screws for Z-Frames (~2 1/4" long)
Hoffman Keys for miter cut corners
Inner-Panel Hinges mounted, pre-attached with pins pulled
Magnetic Catches, 1 per shutter panel
Touch-up paint (when appropriate)

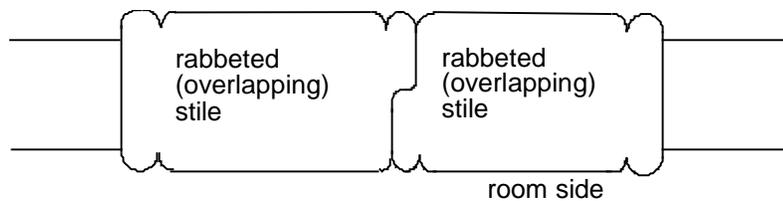
Toll-Free Customer Service: 1-800-944-1021

Before beginning, unpack the cartons and carefully check for shipping damage and to see that you have all the items needed for your installation. Based on the window opening involved, you should receive 1 or more individual shutter panels, 2 side Z-Frames, 1 top Z-Frame (if NOT café style), 1 bottom Z-Frame if 4 sided and 1 sill strip (3/4" x 3/4") for café or 3 sided, mounting screws (with holes pre-drilled in most cases), Hoffman Keys for miter-cut corners, pre-attached hinges with hinge pins pulled and magnetic catch sets. If the product is painted, a small bottle of touch-up paint may be included. If anything is missing, re-check the packaging. If it is still missing, or if the shipment sustained damage in transit, contact the above Customer Service number. NOTE: Normally the hardware (Hinge pins, Mounting Screws, Magnets & Instructions) will be in a Ziploc bag and in 1 of the boxes with a sticker stating **HARDWARE ENCLOSED**.

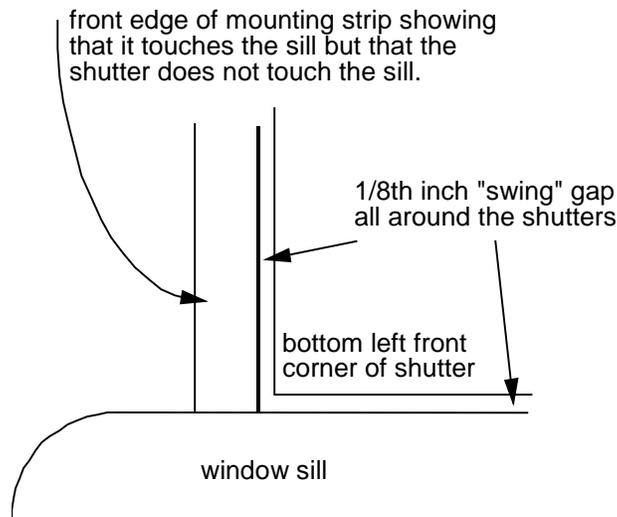
Steps:

1. These shutters are “custom” built, meaning that just as identical window openings vary slightly in width and height, the custom shutters built for those windows also vary to the same degree. Sort through the shutter panels in your order so that you know which panels combine to fit in each window opening. On top of each panel, unless Café Length which will then be on the bottom, will be marked with your acknowledgement number, and with the number of the item on the acknowledgement (item #1 = window opening #1) to help you pair the panels up.

2. Within each window grouping all shutter panels will be the same height. Arrange the panels so that the rabbeted edges (see figure below) overlap each other properly. When all panels, hinges and Z-Frames are placed together properly in this type of "framed" mount, and you have measured on the back side (what actually sets into your window opening) the total width and height of the set should be at least 1/4" less than the width and height measurements given in your order.

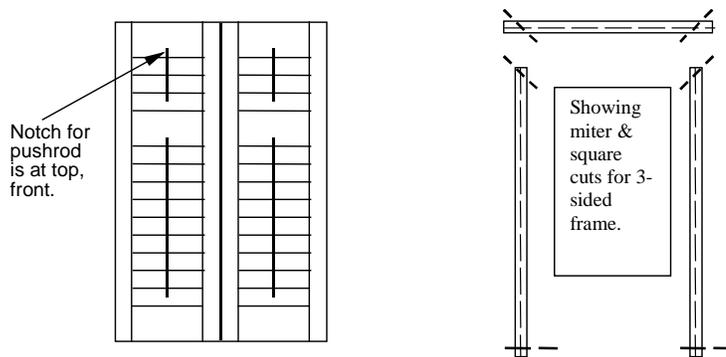


With a 3-sided frame, the Z-Frame sits on (or just above) the sill and the shutter panels start ~1/8 inch above the sill so they can swing freely, as in this drawing...



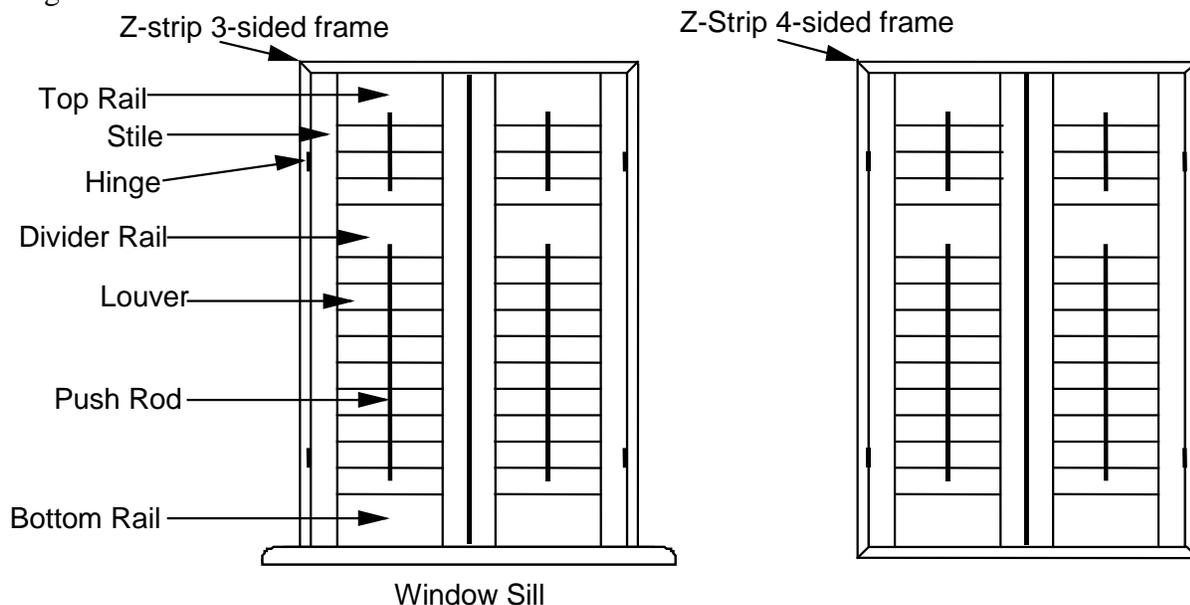
With a 4-sided frame, a bottom Z-strip is attached to the window seat and the shutter swings just above it. The effect is as if the shutter panels were completely surrounded by a “picture frame” made of Z-strip. In this case all the ends of all the Z-Frames will be miter cut (45 degrees).

3. Install shutter panels with the “notch” for the pushrod at the top. When installed, the pushrod faces the room. (See figure next page, left)



4. Each piece of the Z-Frame is precisely cut. For 3-sided Z-Frames see the figure above, right. The 2 side Z-Frames are square cut at the bottom and “miter” cut (45 degrees) at the top. The top Z-Frame is miter cut on both ends. (Note: Café style, covering the lower part of the window only, has NO TOP Z-Frame piece, and the side Z-Frames are square cut only, top and bottom.) If your original measurements on the order were accurate, these frames should not require adjustment or modification.

5. On a flat surface, assemble the 3- or 4-sided Z-Frame for your shutters using the included Hoffman Keys at each miter cut. Be careful not to put undue strain on the corners of the frame as you handle it. Turn the frame over and attach the panels with the hinge pins to make sure that everything looks good before mounting. NOTE: The hinges are installed at the factory and you will need to simply put the hinge pins back in the hinges after lining up the 2 parts of the hinge. If your window opening contains more than 2 shutter panels, the “inner-panel” hinges were also installed at the factory. In like manner, line up the 2 parts of the hinges that are still attached to the shutter and the Z-Frame and place the pins in the hinges.

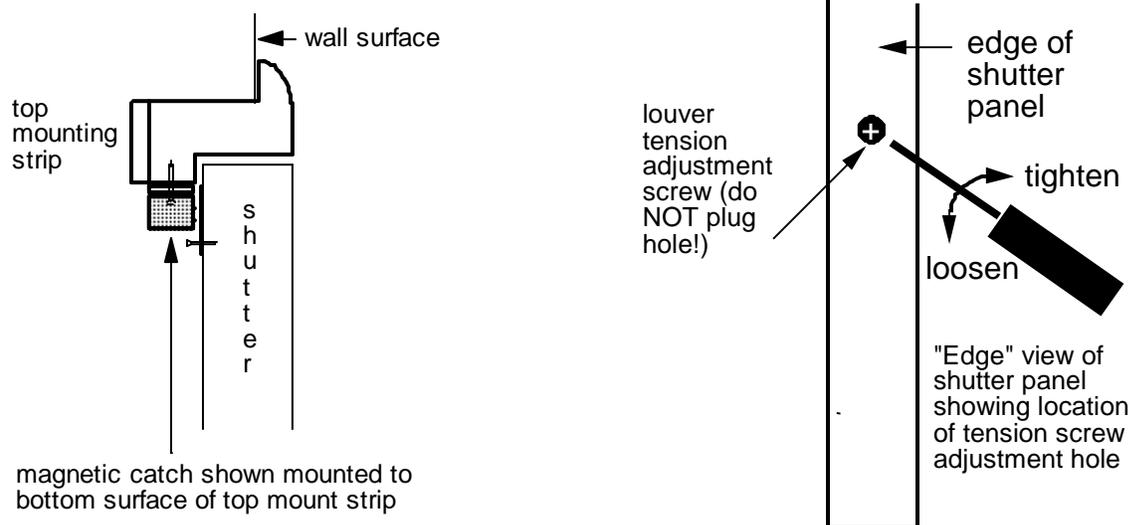


6. The provided drywall screws should be used to attach the framing pieces to your window jambs, if you have either wooden or drywall jambs. Jambs made of other types of material (brick, cement, metal, etc.) will require other types of screws or fasteners.

Please Note: Screws must be firmly set, and must anchor in wood or other structural material. **DRYWALL (SHEETROCK) AND PANELING WILL NOT SUPPLY ADEQUATE STRENGTH IN MOUNTING, AND PRESENT A DANGER OF INJURY AND/OR DAMAGE.** Your mounting strip must be attached to wood, through drywall into wood, or to other secure material.

7. Remove the hinge pins. Then take the café, 3- or 4-sided Z Frame and align it in your window opening making sure that it is straight up and down and attach it with the included 2 1/4" wood screws provided. The factory will have pre-drilled the countersink holes at an appropriate angle, see drawing at the top of the first page. Do not use excessive force in tightening the mounting screws because this could split the wood. Once firmly attached, replace the hinge pins. Carefully swing the shutters open to check for alignment problems in relation to the frame/sill. NOTE: It may be necessary (when opening is out-of-square or off level) to adjust the frames up or down, in or out to achieve even clearance at the bottom and that the shutters are in a flat plane. In this type of mount, it is sometimes necessary to "shim" between a framing piece and the jamb so the frame will be square and the shutter panels will fit properly within it. REMOVE HINGE PINS & PANELS. If spacer shims are needed, back the mounting screws out, insert the shims, and re-tighten the screws. Once firmly attached, replace the hinge pins you removed. Carefully swing the shutter open to check for alignment problems in relation to the frame/sill.

8. The magnets are usually mounted at the top immediately behind the shutter panels on the edge of the top Z frame that faces down. With the left shutter panel open on it's hinges, position a magnetic catch immediately behind the "stile" of the right panel. Using the 2 matching screws provided, attach the magnet to the trim. Magnetically stick the strike plate to the magnet with the 2 tiny "points" facing the room, then gently press the shutter panel against the strike plate to make marks in the wood of the shutter "stile". Using those marks as your placement guide, attach the strike plate to the back of the "stile" with the smallest screw provided (see figure below, left). Using the same procedure, attach any other magnetic catches that are appropriate to your installation. If you prefer, the magnets can be mounted to the sill, or to the bottom Z Frame of a 4-sided frame.



9. Use the touch-up paint (included if the shutters were painted at the factory) on any areas which were marred during the project.

10. All shutter panels come with "tension" screws deeply counter-sunk in each vertical edge. By simply turning the screw a little clockwise or counter-clockwise with your Phillips head screwdriver, you can gently tighten or loosen the louver/pushrod tension in each individual panel to suit your preferences. When adjusting the tension, always spread the amount of adjustment evenly between all screws in BOTH edges of the individual panel (see figure above, right).