SHUTTERSMART | INSTALLATION GUIDE

Wood Shutter Installation Guide

Windows & Doors



Simple, step-by-step instructions for a clean, professional installation of your wood shutters.

www.shuttersmart.com

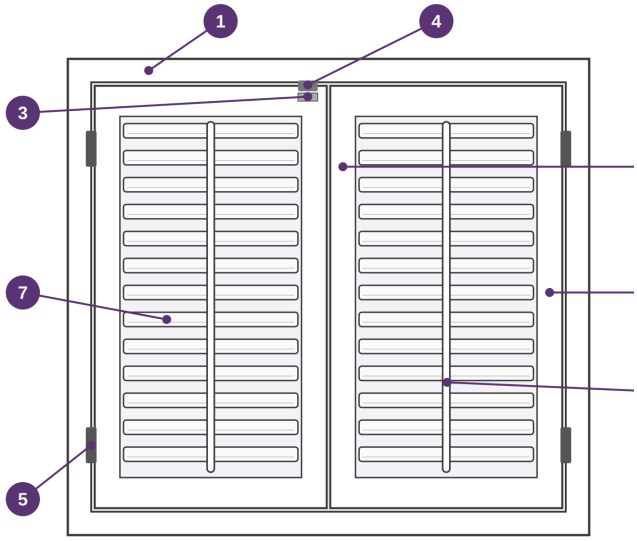
Shutter smart

BEFORE YOU BEGIN

How to Install Your Wood Shutters

Thank you for choosing ShutterSMART wood shutters. Real wood brings natural warmth and character to any room. Take your time with these steps and your shutters will open, close and look beautiful for years.

Get to Know Your Shutter



1. **Frame** Top, bottom, left, right
2. **Panel**
3. **Attach Plate** Top & bottom
4. **Magnet** Top & bottom
5. **Hinges** Top & bottom
6. **Tilt Rod**
7. **Louver**
8. **Stile**

Gather Your Tools

- Power drill
- Drill bit for pre-drilling the frame
- Level
- Rubber mallet
- Tape measure and pencil
- White paintable caulk (inside mount, if needed)



What's in Your Package

- Wood shutter panels
- Wood frame pieces with mitered corners
- Hoffmann keys for the frame corners
- Mounting hardware (hinge pins, screws, magnets and attach plates)

Screw	Used for
Small pan head	Magnets
Small flat head	Attach plates
Large	Frame to wall



Installation Steps

01 Unwrap

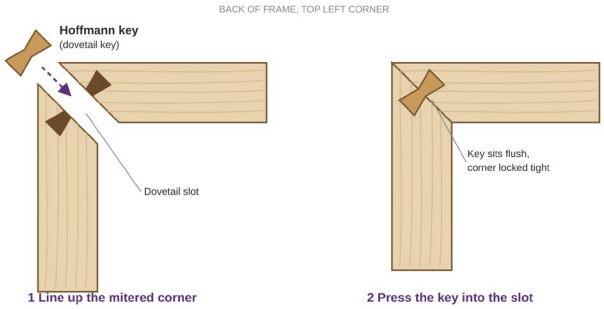
Remove the shutters from the packaging and lay the panels on a clean, soft surface to protect the finish. Locate the hardware bag on the outside of the carton before discarding any packaging.



02 Assemble the Frame

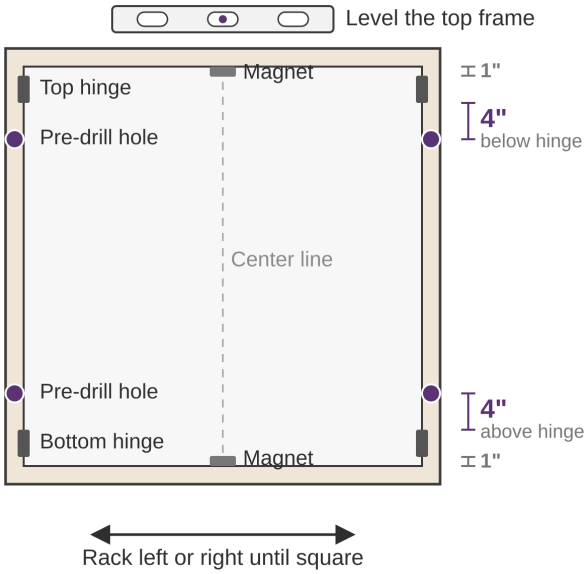
Your wood frame corners are joined with Hoffmann keys, small, bow-tie-shaped dovetail keys that lock each mitered corner together.

Lay the frame pieces face down on a clean, flat surface so the dovetail slots on the back face up. Bring each mitered corner together so the two halves of the slot line up. Press a Hoffmann key into the slot until it sits flush with the back of the frame, tapping it gently with a rubber mallet if needed. Check that each corner is tight and square before moving on.



03 Pre-Drill the Frame

On both the left and right sides of the frame, pre-drill one mounting hole 4" below the top hinge and one 4" above the bottom hinge. Pre-drilling keeps the wood from splitting.



04 Set, Level and Mount the Frame

Set the frame in the window opening and place a level on the top frame. Once the top is level, secure the frame to the wall through the upper holes on both sides.

Do not over-tighten; wood frames can bow or twist if the screws are driven too hard. Set the lower screws after you rack the shutter in Step 6.



INSIDE MOUNT Use white paintable caulk if needed to fill any gaps between the frame, wall and window seal.

05 Hang the Panels

Place each panel in the frame, lining up its hinges with the hinges on the frame. Drop in the hinge pins to secure each hinge.



06 Rack the Shutter

Close the panels and slide the frame right or left until the panels meet evenly along the center line and sit square with the frame.

Once square, hold the bottom frame in place and set the remaining screws. Do not over-tighten.



07 Attach Magnets and Attach Plates

Attach a magnet to the top and bottom of the frame at the center line, where the panels meet, using the small pan head screws.

Place an attach plate on each magnet with a small flat head screw in its hole, point facing out. Close the panel and press it in to mark the screw location. Set each attach plate on the panel with the small flat head screw.





Shutter Care & Warranty

Wood is a natural material. A little regular care keeps the finish looking its best.

CARING FOR YOUR SHUTTERS

Dust regularly with a feather duster or a soft, dry cloth. For deeper cleaning, wipe with a lightly dampened cloth and dry right away. Avoid soaking the wood and avoid harsh chemicals or abrasive cleaners.

WARRANTY

Your ShutterSMART wood shutters are covered by our limited warranty on manufacturing defects and workmanship. Contact us or visit www.shuttersmart.com to request a complete copy of the warranty.

Questions? Visit www.shuttersmart.com or contact your ShutterSMART dealer.