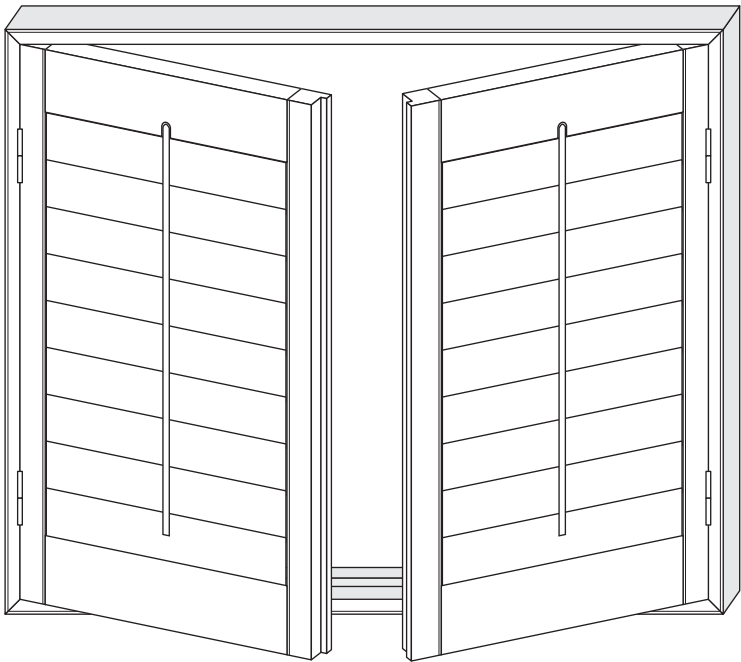


HunterDouglas

CUSTOM SHUTTERS

Installation Instructions



Standard Panel Systems

Heritage[®] Hardwood Shutters
NewStyle[™] Hybrid Shutters

INTRODUCTION

Hunter Douglas custom shutters are built using the highest quality materials. When properly installed, these shutters will provide a lifetime of beauty and performance.

Installation Overview

Standard panel shutters come in many configurations — individually hinged and bi-fold, with and without T-posts, comprised of from one to ten panels, and with a variety of frames for inside or outside mounting.

Whatever the configuration, installation procedures are basically the same. The frame is assembled and fastened to the window at two points.

Then the shutter panels are individually installed and

racked, during which time frame attachment is completed. Magnet mounting, caulking and other finish work complete the installation.



For Assistance

If you have any questions about installation, application, operation, or care and cleaning, call the Hunter Douglas custom shutter specialists toll-free at 1-888-727-5230. Shutter specialists are available from 6:00 AM to 5:00 PM Mountain Standard Time, Monday through Friday.

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GETTING STARTED

Carefully unpack the shutters. The package will include:

- Shutter panels
- Disassembled frames
- Hoffman keys
- Miscellaneous hardware

Tools and Fasteners Needed for Installation

These are the tools needed to install standard panel shutters:

- Variable speed drill with assorted drill bits
- Screw bits (Robertson #1 and Phillips)
- White rubber mallet or hammer and wood block
- Level
- Measuring tape
- Miscellaneous tools (razor knife, screwdriver, etc.)



You will also need wood screws in varying lengths. Other types of fasteners may also be needed depending upon the specific mounting surface (concrete, plaster, etc.) and mounting method.

Additional Materials

Additional materials required for any shutter installation include:

- Canvas drop cloth large enough for unpacking and pre-drilling
- Clean fabric cloth and a mild cleaning spray solution
- Shim materials
- Finishing supplies (caulk, fil-sticks, etc.)

Important!

It is recommended with wood and especially hybrid shutters to pre-drill to avoid splitting the material.

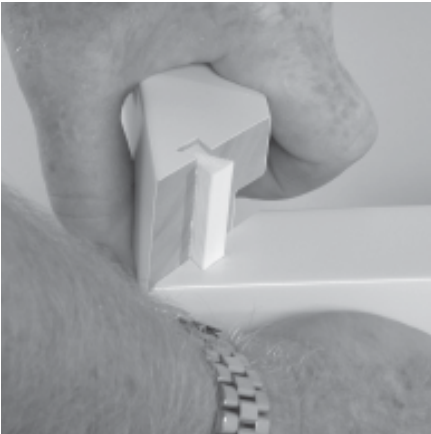
FRAME ASSEMBLY

STEP 1: Lay out the frame sections on a soft surface with the front side of the frame down. The frame sections will be labeled left, right, top and bottom. Match up the corners.

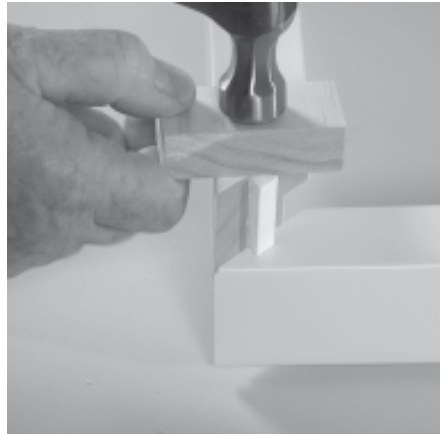
Arrange the frame pieces with the front side down.



STEP 2: Use Hoffman keys to connect the four corners of the frame. There is a slot cut into each end of the frame pieces for insertion of the Hoffman keys. If necessary, tap the keys securely in place using a white rubber mallet or a standard hammer and wood block. **Important:** Be careful when moving assembled frames; support weight evenly to avoid placing torque on the joined corners.



Connect the four corners of the frame using Hoffman keys.



Tap the keys in place using a hammer and a wood block or a white rubber mallet.

STEP 3: If one or more T-posts were supplied with the frame, attach the T-post(s). Use wood screws to fasten the T-post(s) to the frames through the pre-drilled holes. Before installing the assembled frame, check for proper T-post alignment by laying the shutter panels into the frame.

FRAME INSTALLATION

STEP 1: Center the frame over or into the opening. With *outside* mounts, there should be a 1/4" reveal on all four sides (or an equal reveal if a larger or smaller reveal was specified). With *inside* mounts, insert temporary shims between the shutter frame and the window to hold the frame centered.

STEP 2: Attach the sides of the frame with wood screws between the top hinge and the top corner of the frame.

Attach the sides of the frames before mounting the panels.



PANEL MOUNTING

STEP 1: Place the panels into the frame by fitting the pin end of the hinges into the hinge barrels. It may be necessary to tap up the hinge pins on one or more of the hinges in order to easily install the panels.

STEP 2: After the panels are installed, tap the pins down to secure them.

Important: Use a tapping block so there will be no damage to the panel or the hinge pin.

Always use a tapping block to tap down the hinge pins.



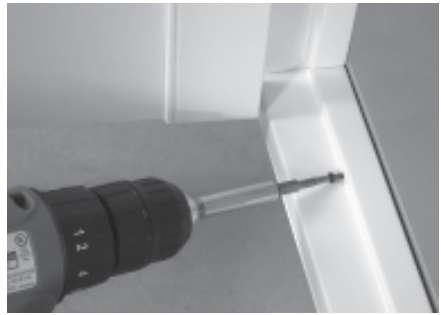
STEP 3: Close the panels and check for proper alignment. If racking is required to correct misalignment, grasp the frame at the bottom corners and move it from side to side until proper alignment is achieved. With larger shutters, mark this frame location.

Rack the frame to align the panels.



STEP 4: Hold the frame in the aligned position and use fasteners to secure the bottom of the frame within 3" of each corner. Add a fastener at the bottom center, if the two corner fasteners are more than 30" apart.

After each fastener is placed, close the panels and check the alignment. If the alignment is lost, remove the fastener, realign the panels and then reinstall the fastener.



Secure the bottom of the frame within 3" of each corner. If the fasteners are more than 30" apart, add a center fastener.

STEP 5: Repeat Step 4 for the *top* of the frame. Remember to check the alignment after attaching each fastener.

NO MEASURE MAGNET MOUNTING

Refer to the photos on the following page.

STEP 1: Mark the frame top and bottom where the rail and stile meet.

STEP 2: Using the flat head screw provided, mount the striker plate against the stile approximately $\frac{3}{8}$ " from the top of the top rail and bottom of the bottom rail.

Important: Always mount the striker plate with the screw closest to the center of the panel and the dimples against the rail.

STEP 3: Mount the magnets to the frame light stop. Position the base so that the edge of the magnet is aligned with your pencil mark, and the magnet is on the hinged side of the mark. Use the pan head screws provided, and place the screws in the center of the slots to allow the magnet to move if adjustment is required.



Striker plate attachment



Magnet attachment

CAULKING, TOUCH-UP AND FINISH WORK

- Using either caulk or the fil-sticks provided in the installer kit, fill all visible nail holes and/or countersunk screw holes. Clean up any excess wax.



Caulking

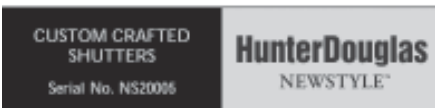


Using fil-stick

- Invite the home owner to inspect the installation. Give the home owner the Hunter Douglas warranty card. Demonstrate proper operation of the shutters and show the customer the location of the authenticity plate.



Heritance® authenticity plate



NewStyle™ authenticity plate

OPERATION

- Tilt the louvers by grasping one louver and moving it. Do *not* use the tilt bar to tilt the louvers.
- Open the shutter panel by grasping the stile through open louvers and pulling out. Do *not* use the tilt bar to open the shutter panel.



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