

## Inside Mount Shutters

Your shutters are designed to be easy to install and maintain. You should have received two boxes per shutter. One box includes the frames. The other box includes the panel doors.

If your shutters are smaller, you may have received only one box with the frame pre-assembled.

### Required Tools



## Installing Inside Mount Shutters

1. Before you start, clear adequate space to lay all the parts and frames near each window

**Note:** If you ordered shutters for multiple windows, look at the label on the box and make sure to put the correct box next to the corresponding window.

2. Remove the shutters from the packages.
3. In the package, attached to the frame, locate the installation hardware in a box labeled "Hardware Enclosed." You will receive the following parts:



4. Lay the frames face down with the hinges facing toward the floor.



5. Locate the frame pieces that have the bow tie joiners attached, then line up with the pre-cut holes on the back of the other frame pieces. Then gently push the bow tie joiners into the hole attaching the frame pieces together.

6. Using the pre-drilled holes as your guide, mount the frame inside the window opening by doing the following:
  - a. Use screws to set the frame in the window opening.
  - b. On the top of both sides of the frame, drill the top screws all the way in then drill the screw back out slightly. This will give you room to level the shutters.

**Caution** Do not over tighten or distort the frame.



7. Hang pre-hinged panels on the frame by aligning the hinges and dropping in the pin to secure each hinge.



8. To ensure the frames are square and the panels will close properly, level the shutters by doing the following:
  - a. Slide the bottom of the frame right to left until the panels are even and square within the frame.
  - b. Using a level, ensure the panels are square.
  - c. While holding the bottom frame in place, set the left and right frame with screws.
  - d. Attach all additional screws to secure shutter. Do not over tighten screws.
9. You have now completed your DIY project and installed your custom shutters in your home, and will be able to enjoy them for years to come.

## Contact Information

- Call us at (888) 257-1840.
- Visit [www.selectblinds.com](http://www.selectblinds.com) for more product and installation information including installation videos.

# SelectBlinds

## Outside Mount Shutters

Your shutters are designed to be easy to install and maintain. You should have received two boxes per shutter. One box includes the frames. The other box includes the panel doors.

If your shutters are smaller, you may have received only one box with the frame pre-assembled.

### Required Tools



RECHARGEABLE,  
VARIABLE SPEED 3/8" DRILL



3/8"  
DRILL BIT



FLAT HEAD  
SCREWDRIVER



LEVEL

### Installing Outside Mount Shutters

1. Before you start, clear adequate space to lay all the parts and frames near each window

**Note:** If you ordered shutters for multiple windows, look at the label on the box and make sure to put the correct box next to the corresponding window.

2. Remove the shutters from the packages.
3. In the package, locate the installation hardware in a box labeled "Hardware Enclosed." You will receive the following parts:



4. Lay the frames face down with the hinges facing toward the floor.



**Note:** If you ordered a Deco with Insert frame, you should remove the insert and set it out of the way for later.

5. Locate the frame pieces that have the bow tie joiners attached, then line up with the pre-cut holes on the back of

the other frame pieces. Then gently push the bow tie joiners into the hole attaching the frame pieces together

6. Using the pre-drilled holes as your guide, center the frame around your window.
7. Use the large screw to secure the left top corner.
8. Use a level to verify the frame is straight.
9. Use screw to secure the right top corner.
10. Hang pre-hinged panels on the frame by matching up the hinges, and by dropping in the pins to secure each hinge.



11. To ensure the frames are square and the panels will close properly, level the shutters by doing the following:
  - a. Slide the bottom of the frame right to left until the panels are even and square within the frame.
  - b. Using a level, ensure the panels are square.
  - c. While holding the bottom frame in place, set the left and right frame with screws.
  - d. Attach all additional screws to secure shutter. Do not over tighten screws.
12. If you are using Deco with Insert Frame, peel the tape off of the back of the insert then gently attach into the channel of the frame.

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