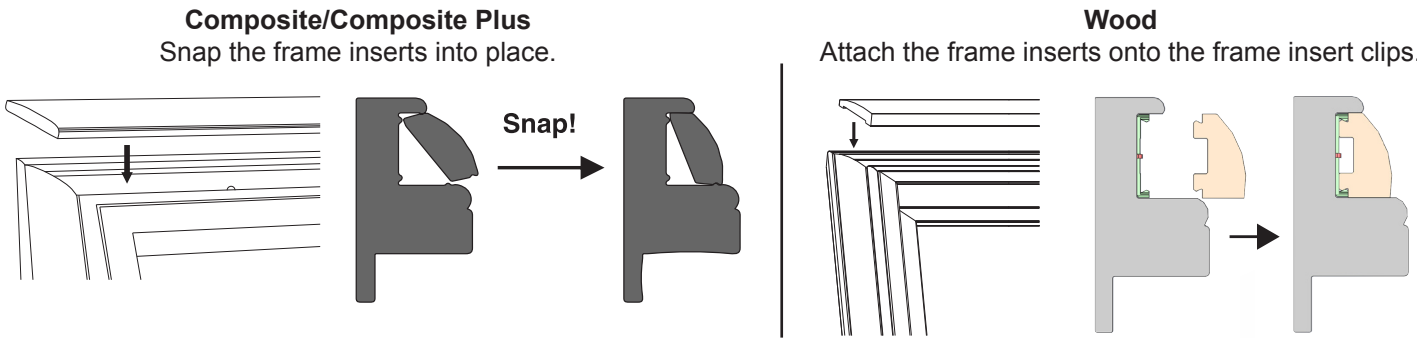


Step 5: Add the Finishing Touch

**IMPORTANT:** Check shutter operation and alignment before installing frame inserts, as frame inserts can NOT be removed once they are snapped into place.

Match each frame insert with the corresponding side of the frame: Left to Left, Top to Top, Right to Right, Bottom to Bottom (if the bottom frame has an insert). Next, install your frame inserts to cover screws and provide a finished look. This step will vary depending on the material of your frame. Please follow renderings below.

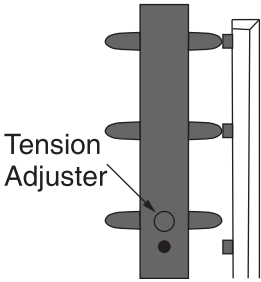


Maintain Your Shutters

Use a clean dry cloth, feather duster or vacuum with brush attachment to gently remove dust and debris. To ensure thorough cleaning, wipe the louvers in the open and closed positions. Do not immerse the product in water and do not use harsh chemicals to clean. This may cause discoloration and the wood to warp. Ultrasonic cleaning is not recommended. For best results on Composite Shutters, use a cotton cloth dampened with water. Polyester cloths tend to create static, which can attract dust.

Adjust the Tension System

If over a period of time the louvers on your shutters should loosen or not function properly, a built-in tension system can be adjusted. Simply open the panels fully and find the tension adjuster screw hole on the side of each panel. Use a screwdriver to gently turn the screw on each side of the panel to your desired resistance level. Repeat process for other panel(s) if necessary.



Lifetime Limited Warranty

All Acadia Living shutters have a lifetime limited warranty and will be free from defects in materials or workmanship for as long as the original retail purchaser owns the shutters, provided that such products were properly installed in residential dwelling; and such products were made or assembled exclusively from original materials and components. Any resale or other transfer of the product and/or materials voids this warranty. For a complete copy of this warranty, please contact customer service by phone or email.

Customer Service

Phone: 855.667.6261  
Email: Blinds.comSupport@NormanUSA.com

Shutter Installation Instructions  
Deco Frame Outside Mount 4 Sides or 3 Sides  
with Bottom Sill Plate

**CONGRATULATIONS** on purchasing the finest shutters in the market. You can take pride that your purchase will enhance the function and beauty of your home.

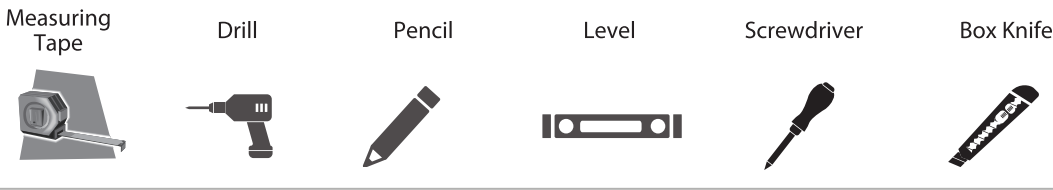
Installation Overview

- Getting Started
- Step 1: Assemble the Frame
- Step 2: Level the Frame
- Step 3: Secure the Frame
- Step 4: Attach the Panels
- Step 5: Add the Finishing Touch



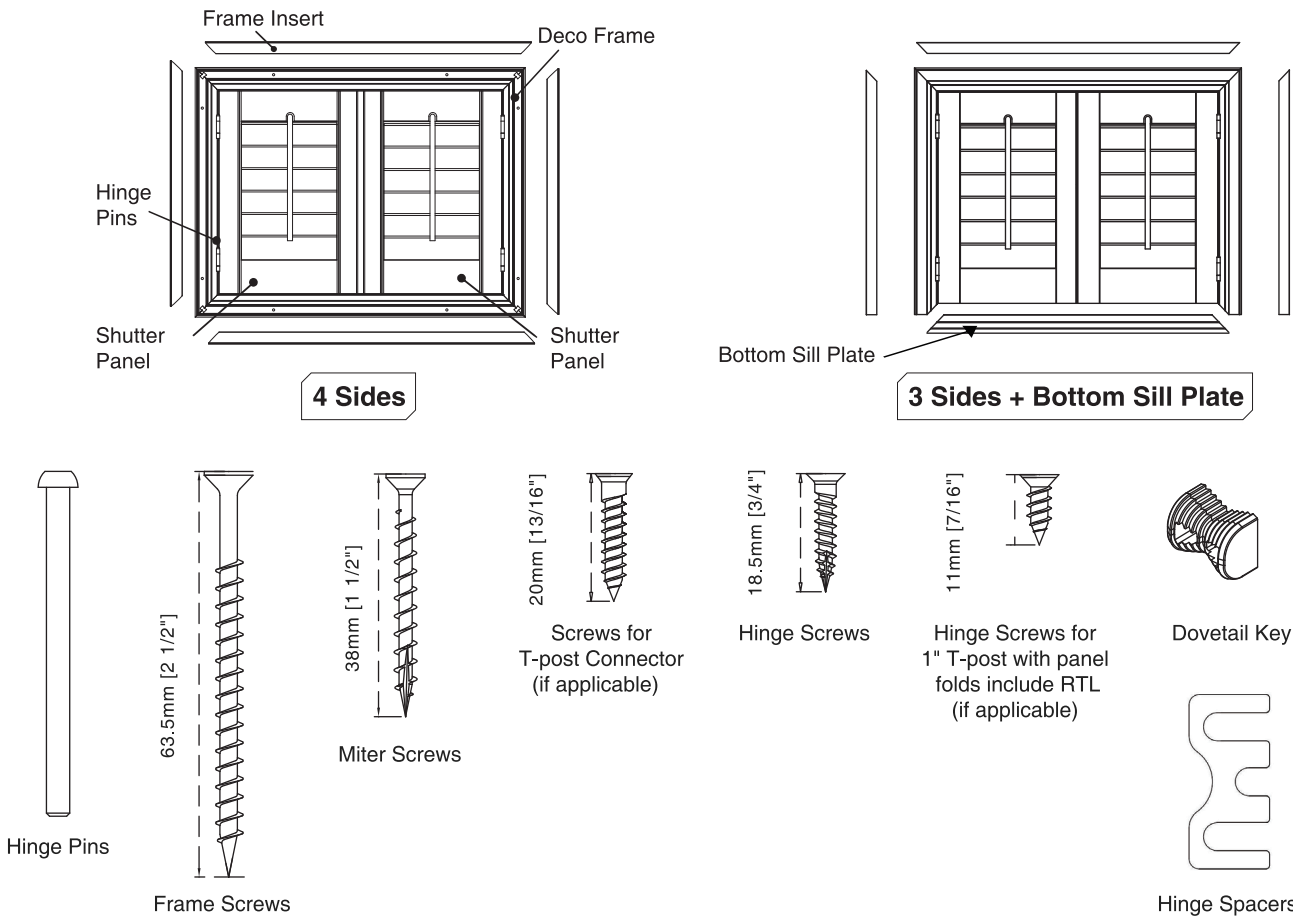
**IMPORTANT:** Do not mix panels or frames from other windows. Install one shutter at a time.

Tools needed for installing your shutter:



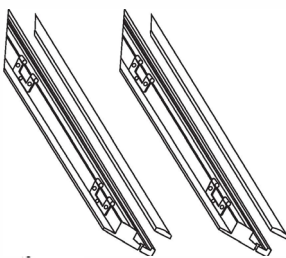
Getting Started

Remove the shutter from the package. Do not discard any of the packaging material until the shutter operates to your satisfaction. Check the diagram below to make sure you have the necessary parts.



## Step 1: Assemble the Frame

1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows. Frame pieces are labeled: top, left, right, and bottom. To separate the frame inserts from the frames, gently lift the frame insert from one side of the frame. Then carefully slide the insert out of the frame.

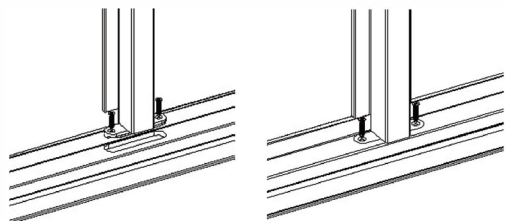


Scan the QR code to watch how to remove the frame inserts.

2. Set all frames on a soft, level surface (moving blankets or some type of pad works best). Line up frame corners so that a slot for a Dovetail Key is formed.

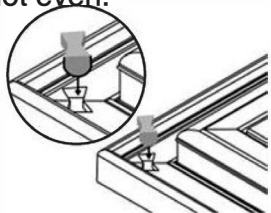
※ If not installing with T-POST, skip to #5

3. The top and bottom of the T-post are labeled. Locate and identify. Line up the pre-drilled holes with the top and bottom frame and secure with screws provided. Fasten the T-post with additional nails if necessary.



⚠ The T-post connector provides some wiggle room: make sure the T-post is at the center position at each end and secure with two screws. The T-post can also be adjusted when gaps between panels are not even.

4. Insert a Dovetail Key into the slot at the back of the frame. Repeat this step for remaining corners to complete the frame assembly. Use a rubber mallet if necessary.

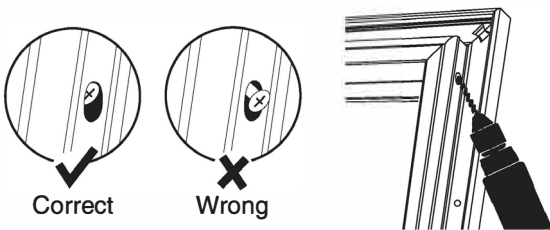


⚠ The Dovetail Key has a rounded side and a flat side.

The rounded side should be inserted into the slot first. The flat side should be flush with the frame.

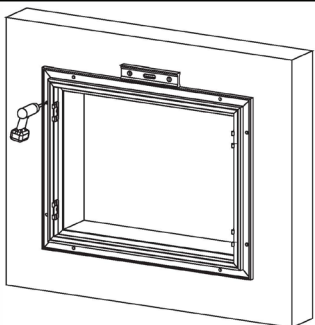
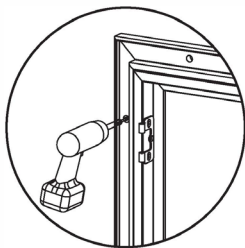
5. Finish by securing the corner with the included miter screws via the pre-drilled hole.

⚠ Once secured properly, screw heads should not stick out from the frame.



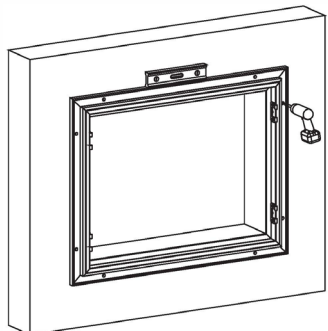
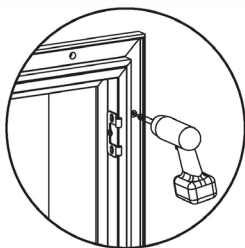
## Step 2: Level the Frame

Position the assembled frame evenly around the window opening against the window edges. Then secure one screw into the upper left frame ONLY. Once done, level the frame on the window.



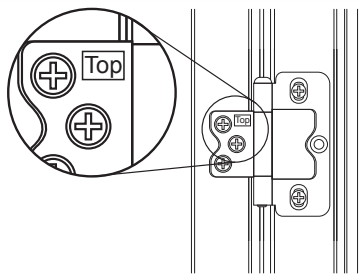
## Step 3: Secure the Frame

To keep the frame level, tighten one screw into the upper right frame. The shutters will be fully secured in later steps.



Version 37103-64900-B

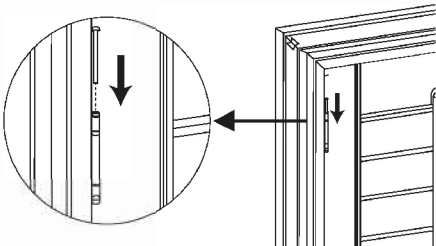
## Step 4: Attach the Panels



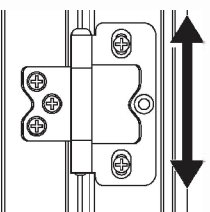
⚠ To ensure panels are installed correctly: Identify the top and bottom of the panel by locating the top label on the top hinge.

1. Place the left shutter panel in the frame, align the hinges, and insert the hinge pin. Repeat for the right shutter panel.

If you have bi-fold panels, after attaching the far left and/or far right panels to the frame, you will need to join the hinges of the panels labeled P1 and P2 and insert hinge pins. Repeat for panels labeled P3 and P4 if you have these. Proper order of panels from left to right is P1, P2, P3, P4.

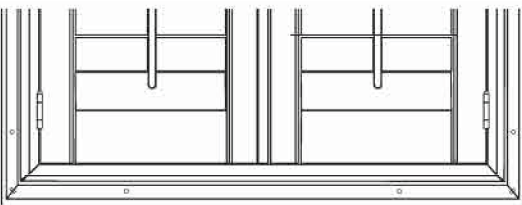


2. If panel hinges are not aligned with frame hinges properly, then frame hinges can be adjusted.

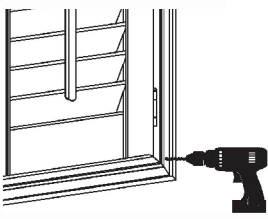
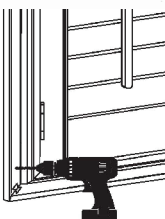


Loosen frame hinge screws, adjust frame hinges properly, tighten screws.

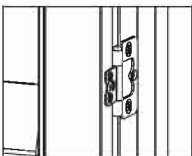
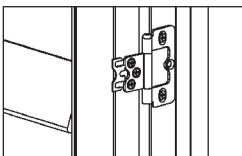
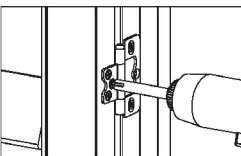
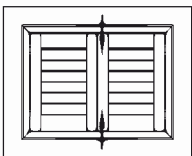
3. Please check the gap between panel and frame at the top and bottom. The gap should be even; if not, then shift frame left to right until the gap is even.



4. Once even, secure a screw at the bottom of the left frame and right frame.



5. Check gap between panels and adjust accordingly with hinge spacers provided if needed.

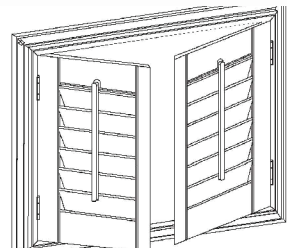
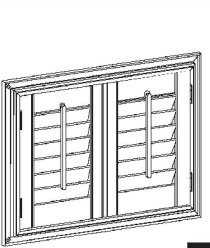


Loosen hinge screws on the panel

Insert spacer behind hinge, tighten screws

Spacer installed

6. Open and close the panels to make sure they operate properly. Then secure the frame by tightening the rest of the screws into the pre-drilled holes. If bottom frame is a sill plate, fasten the bottom sill plate with additional nails if necessary.



7. Fasten all the hinges by tightening the deadlock screw for each.

