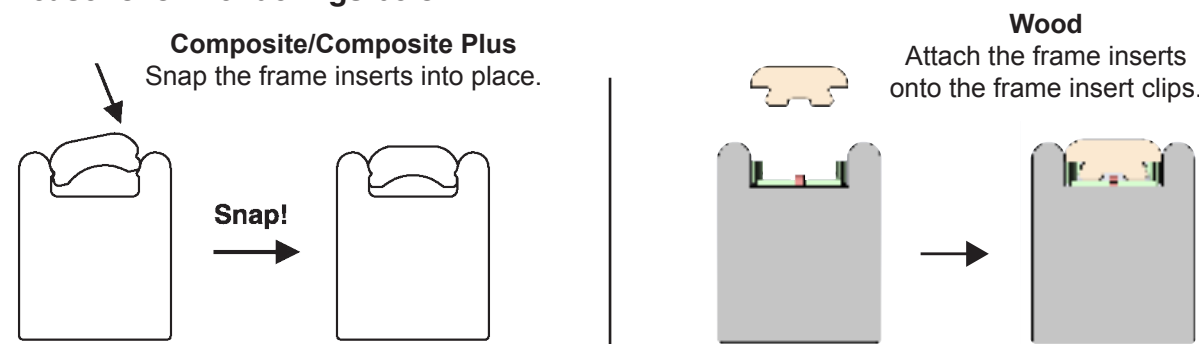


## Step 5: Add the Finishing Touch

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

1. Match each frame insert with the corresponding side of the shutter frame: Left to Left and Right to Right. This step will vary depending on the material of your frame.

**Please follow renderings below.**



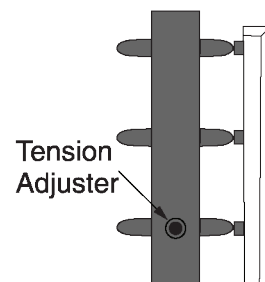
**Tip:** A rubber mallet can be used to help install frame inserts.

## Maintain Your Shutter

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

# ACADIA

LIVING™

## Shutter Installation Instructions

### Hang Strip Inside Mount (Behind the Panel) 2 Sides

**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: Attach Hang Strip/Frame
- Step 2: Attach the Panels
- Step 3: Make Adjustments
- Step 4: Secure the Light Block
- Step 5: Add the Finishing Touch



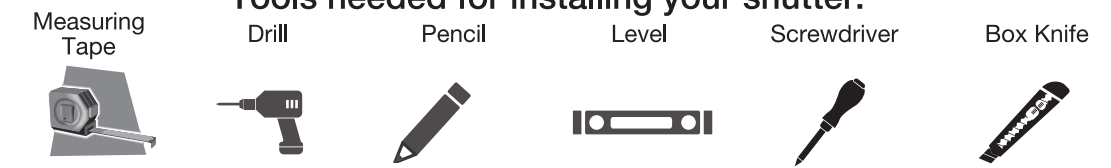
#### Installation Video

Scan the QR code with your smartphone to follow along with video instructions.



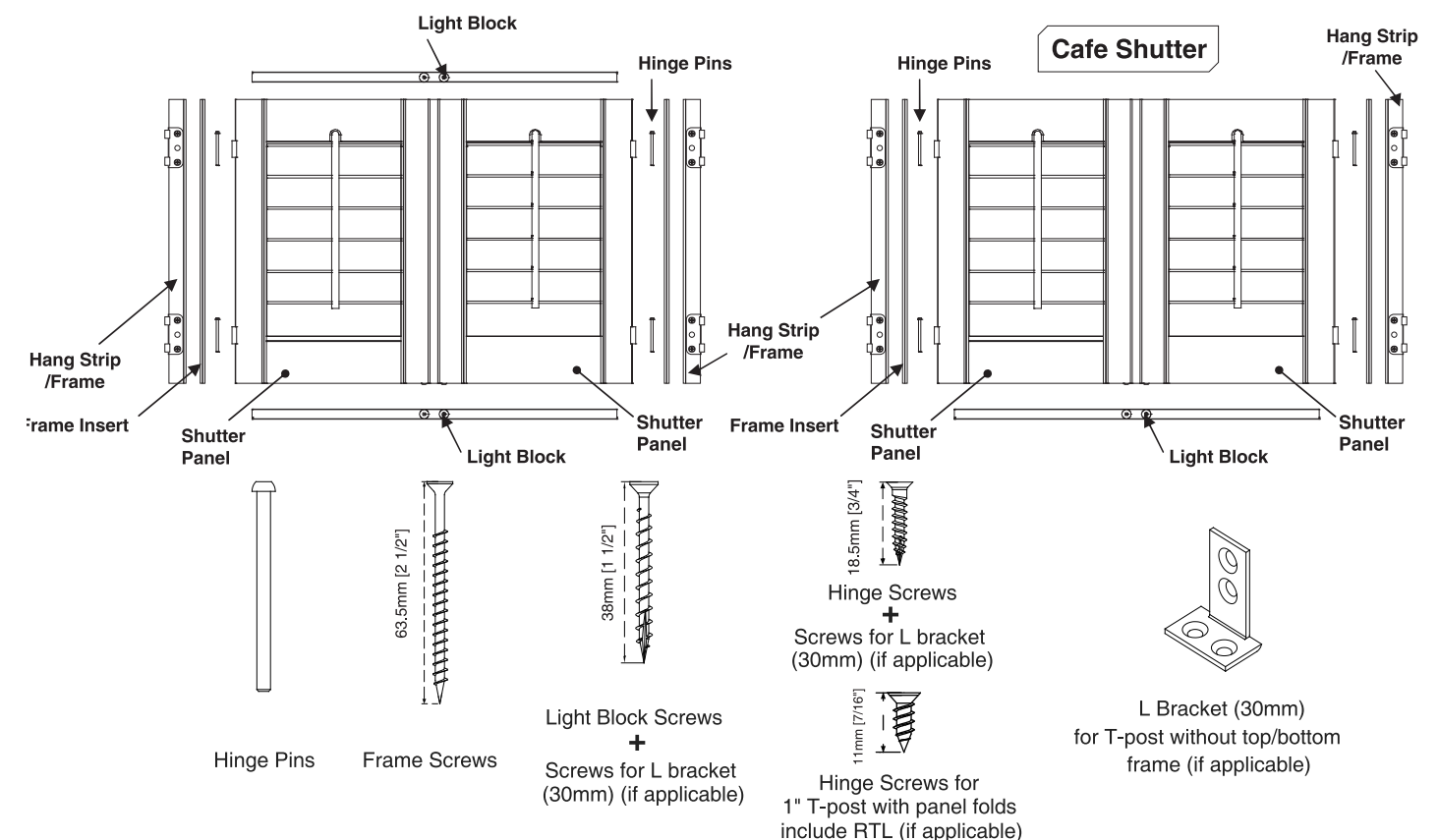
**IMPORTANT:** Do not mix panels or frames from other windows. Install one shutter at a time.

#### Tools needed for installing your shutter:




## Getting Started

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

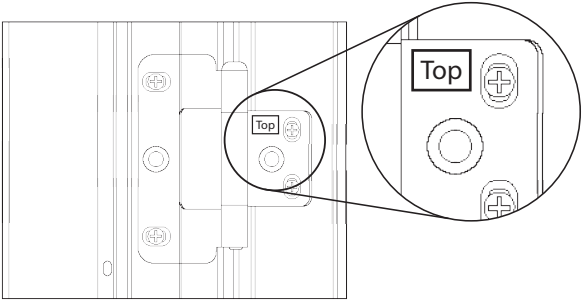


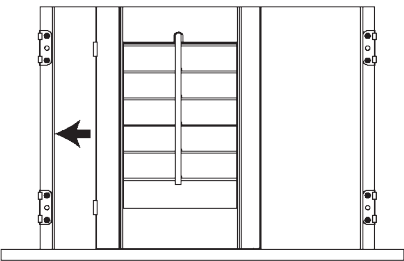
Step 1: Attach Hang Strip/Frame

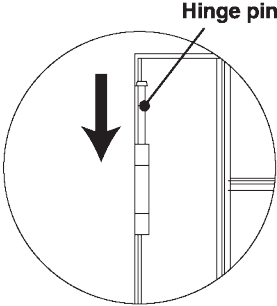
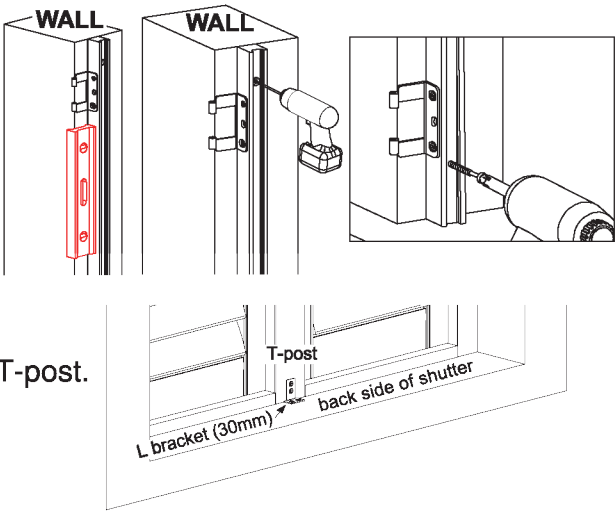
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Scan the QR code to watch how to remove the frame inserts.
- Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows. Frame pieces are labeled: left and right. To separate the frame inserts from the frames, gently lift the frame insert from one side of the frame. Then carefully slide the insert out of the frame.
  - Place left hang strip along the inside left window jamb.  
**Tip:** For flush panel installation, align the back side of the hinge barrel with the wall surface.
  - Using a level, ensure the frame is straight up and down. With the hang strip properly positioned in the opening, insert screw in top pre-drilled hole to attach the left frame to the jamb. Make sure the hinge barrel is positioned correctly before securing screw. REPEAT for bottom pre-drilled hole. (Refer to tip above for flush panel installation.) Secure the frame with screws into the remaining pre-drilled holes.
  - Repeat for the right frame.
  - If installing with T-post, use L bracket (30mm) to secure the T-post. Fasten the T-post with additional nails if necessary. If not installing with T-post, skip to next step.

Step 2: Attach the Panels

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⚠ To ensure panels are installed correctly: Identify the top and bottom of the panel by locating the top label on the top hinge.
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⚠ Before attaching the shutter panels, please make sure that the tilt bar notch is at the top of the window if the shutters operate with a tilt bar.
- With both hang strips installed, place the left shutter panel into the window opening and slide into position. Once the panel is aligned with frame hinges, insert hinge pins into hinges to secure the panel.
- With hinge pins installed, open the left panel. Place the right shutter panel into the window opening and slide into position. Once the panel is aligned with the frame hinges, insert hinge pins into hinges to secure the panel.
- 
- If you have bi-fold panels, after attaching the far left and/or far right panels to the frame in the previous steps (1 & 2), 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, and P4.  
**Tip:** If you should have any difficulty inserting the pin into the hinges, slightly loosen the hinge screws on the hang strip and move back or forth until the hinge pin slides into position. Then re-tighten the hinge screws on the hang strip.
- Step 3: Make Adjustments
- Check gaps between panels and around the window opening; move the hinges left or right to adjust gap between panel/panel & panel/window opening in left and right. Slightly loosen the hinge screws on the panel and move the panel up or down to adjust a gap at the top and bottom.  
**⚠** Re-tighten the screws after finishing the adjustment. Secure the deadlock screws (3/4") through the deadlock holes on hinges.
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- Step 4: Secure the Light Block
- Open shutter panels and position the light block evenly on the window sill. The front of the light block should be flush with the front of the left and right hang strips. Make sure magnets on panels will latch onto the magnet catches on the light block. Repeat for the top light block if there is a top light block.
  - Once properly aligned, secure the top and/or bottom light blocks with the light block screws provided through each pre-drilled hole.
- Version 37103-64800-B