

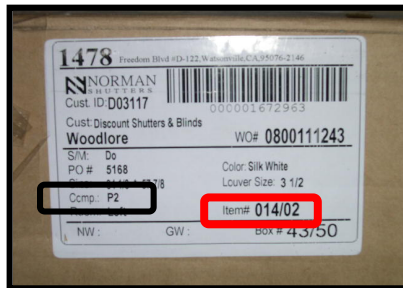
NORMAN SHUTTERS  
INSTALLATION INSTRUCTIONS

**Hang Strip**  
**(Inside Mount – 2 Panel)**

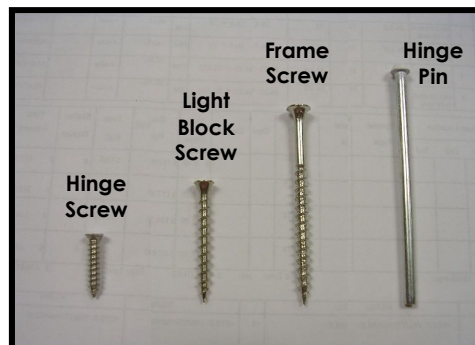
**Getting Started**

*Recommended Tools: Nail Gun or Drill, Tape Measure, Torpedo Level, Box Knife, 6" Philips head driver*

Make sure "Item #" box label matches with panels box. Each window will have 1 box of shutters. Hang strips and light blocks will be in the same box.



- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended to place in front of the window for floor protection.
- Find ample working space to assemble your frame (preferably in front of the window).
- Check the diagram to make sure you have all the parts indicated for the appropriate type of installation.



Screw Top Hinge Pin



Hinge Spacer

**Installation Steps**

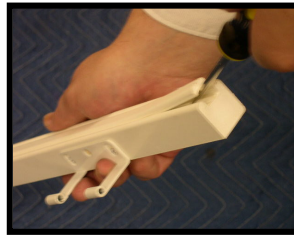
1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows.
2. All components of the frame will be labeled: Left and Right.



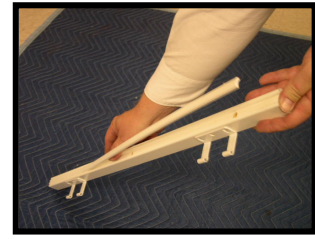
3. Remove filler strips from the frame. Place the filler strips away from the work area. **Make sure fillers stay with their frame and window.**



Insert screwdriver into slot under filler strip.



CAREFULLY lift up on the screwdriver to separate frame from filler strip.

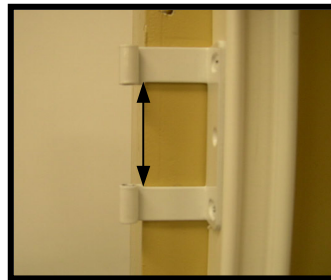


Slide finger along frame to safely release the insert strip.

4. Place left hanging strip along the inside left window jam of the window.

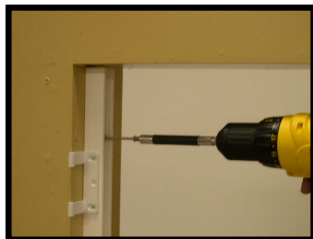


Position left Hang Strip

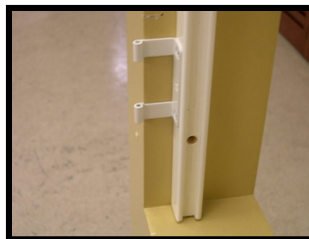


*Tip: For flush panel installation, line the backside of hinge barrel with the wall surface.*

5. With hang strip properly positioned in the opening, insert screw in top pre-drilled holes and secure left frame to the jam. Make sure the hinge barrel is position correctly before securing screw. REPEAT for bottom pre-drilled hole (**refer to tip above for flush panel installation**). Complete frame installation by securing the frame with screws into the remaining pre-drilled holes.



With hinge aligned, secure the top screw.



Once top screw is tightened, line up the bottom hinge in reference to top hinge position.

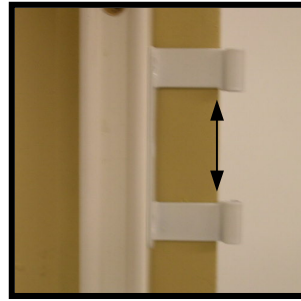


With hinge lined up, secure the bottom screw into the pre-drilled hole.

6. Place right hanging strip along the inside right jam of the window.



Position right Hang Strip.



*Tip: For flush panel installation, line the backside of hinge barrel with the wall surface.*

7. With hang strip properly positioned in the opening, insert screw in top pre-drilled holes and secure right frame to the jam. Make sure the hinge barrel is in position correctly before securing screw. REPEAT for bottom pre-drilled hole (**refer to tip above for flush panel installation**). Complete frame installation by securing the frame with screws into the remaining pre-drilled holes.



With hinge aligned, secure the top screw.

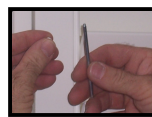
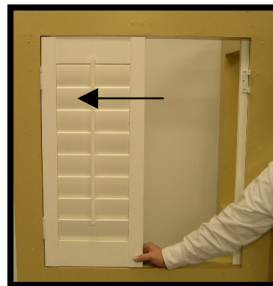


Once top screw is tightened, line up the bottom hinge in reference to top hinge position.

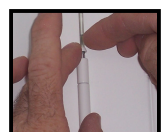


With hinge lined up, secure the bottom screw into the pre-drilled hole.

8. With both hang strips installed, place the left shutter panel into the window opening and slide into position. Once panel is aligned with frame hinge, insert hinge pins into all hinges to secure the panel.

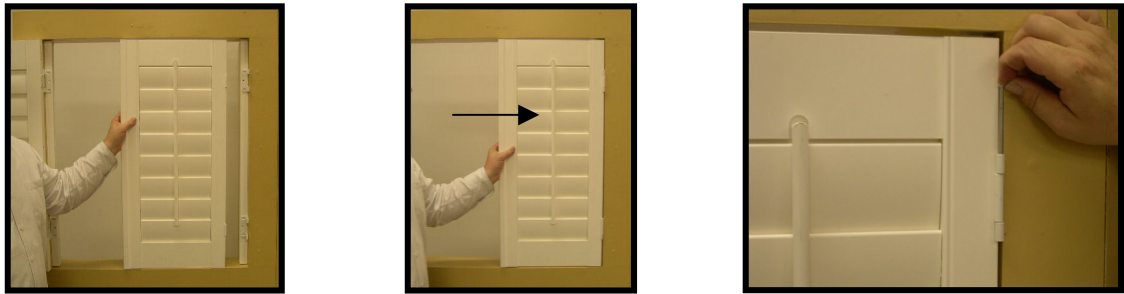


Insert Pin through bottom of hinge



Screw cap onto pin

9. With all hinge pins installed, open the left panel and place the right shutter panel into the window opening and slide into position. Once panel is aligned with frame hinge, insert hinge pins into all hinges to secure the panel.



10. Check gaps between panels and around the window opening; adjust accordingly. Ideally panels should rest lightly on the sill whenever possible.

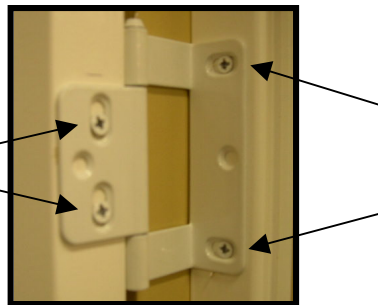


**Adjustments to the panels are made at the hinge.**

**Up & Down Adjustment**

To adjust panel up or down, loosen screws in the slotted holes and adjust accordingly.

**DO NOT REMOVE SCREWS**



**Side-to-Side Adjustment**

To adjust panel side to side, loosen screws in the slotted holes and adjust accordingly.

**DO NOT REMOVE SCREWS**

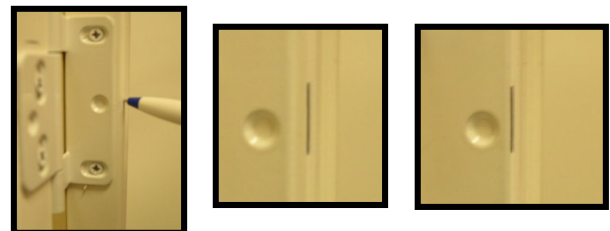
**Note: Set screws are to be installed once all adjustment have been made.**

*Tip: Mark your panel or hang strip before loosening the screws for a reference point.*



Prior to loosening screws, mark your starting point for reference.

**Note:** Mark the top of the hinge when adjusting up.  
Mark the bottom of the hinge when adjusting down.



Prior to loosening screws, mark you desired ending point for reference.

**Note:** Mark is made at the ending point of how much side movement you need. Hinge is then moved to mark.

11. After adjustments are made, close your panels and check the gaps between the panels and around the window opening. Once the panels are operating properly and gaps are evenly distributed, carefully/firmly press hanging strip inserts into right and left of the frames.



Repeat insert installation for right hang strip.

**NOTE: Inserts MUST be installed prior to installing the top and bottom light blocks.**

12. After securing your inserts, position the bottom light block flush with the front of your hang strip. Nail/screw (pre-drill) 1" away from the edge of hang strip and secure light block.

Using Nail Gun



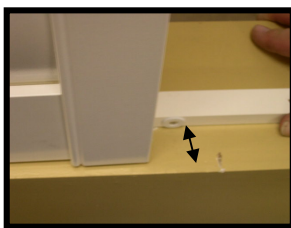
Using Screws



Pre-drilling is recommended to avoid splitting of the light block.

13. With the left and right end of the light block secured, close your left panel and adjust the CENTER of the light block as needed so that the panel lines up with wall plain. With panel aligned with wall plain, hold light block in position and nail/screw (pre-drill).

Before

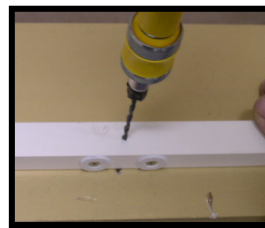


After



Adjust light block back or forward to bring panel flush with wall plain.

Using Screws



After adjustment, hold light block in place, open panel and secure the center of the light block between the magnet catch plates.

**NOTE: We will not provide a top light block for Café shutter.**

14. Repeat step 13 for the top light block.  
15. Fill nail/screw hole with putty stick if necessary.