

Customer Service 800.780.8889 or visit us online at smithnoble.com

Wood Shutters

- Step by Step Installation
- Troubleshooting Tips
- Easy Care Instructions



STEP 1 Your New Shutter

THANK YOU for choosing Smith+Noble. Your new Wood Shutters have been custom-crafted to your exact specifications from the highest quality materials. Once in your windows, they will provide you with a lifetime of beauty and trouble-free use.

INSTALLING your new shutters is easy. Simply follow our step-by-step instructions. We recommend that you read through all the instructions before you start. If you have questions, our Customer Service representatives are available at 800.780.8889.

GETTING STARTED

REMOVE the shutters from the packaging. All panels are marked. Do not mix the panels when there are multiple sets of shutters. **Do not dispose of packaging until the shutter is operating to your satisfaction.**

Check the diagram to make sure you have all the parts needed for the appropriate type of installation.

HARDWARE:

- hinge pins
- plastic keys (1 per frame joint)
- button catches (1 per 2 panels)
- mounting screws
- button tacks
- strike strip

TOOLS you may need to install your shutters: pencil, screwdriver, ¼" nut driver, level, pliers, hammer or rubber mallet, tape measure and a drill with assorted drill bits.

WALLBOARD OR PLASTER:

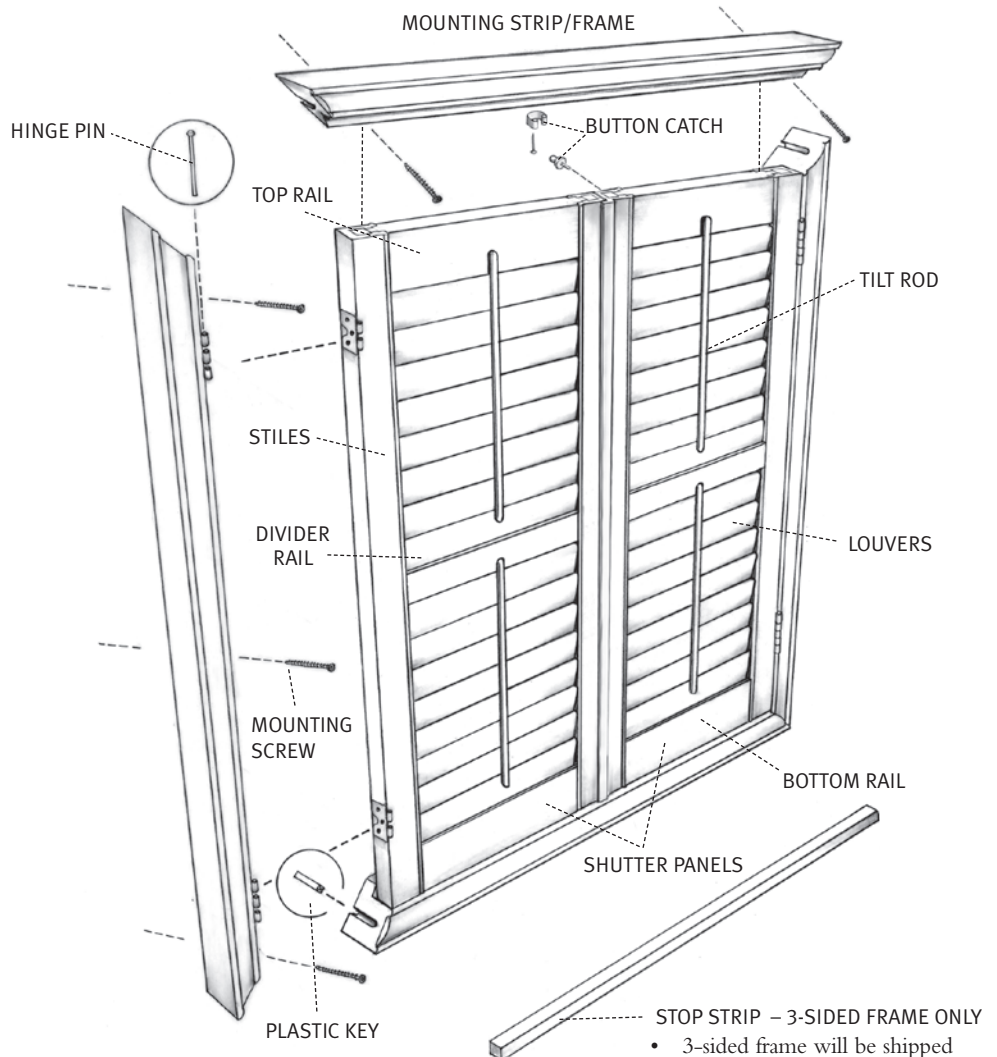
Use a secure fastener designed for hollow wall applications.

METAL: Pre-drill holes and use the included screws.

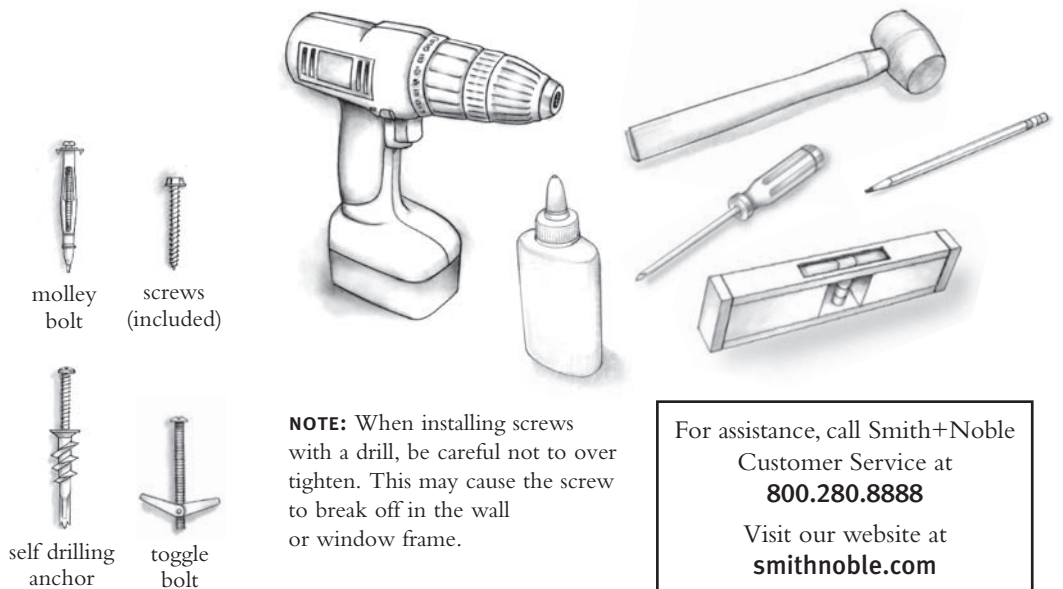
CONCRETE, STONE, BRICK OR TILE:

Use a masonry drill and appropriate plugs, anchors or screws.

*When selecting a fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions for proper installation of the fastener.



- STOP STRIP – 3-SIDED FRAME ONLY**
- 3-sided frame will be shipped with 3 mounting strips and 1 stop strip for the window sill.
 - 4-sided frame will be shipped with 4 mounting strips.

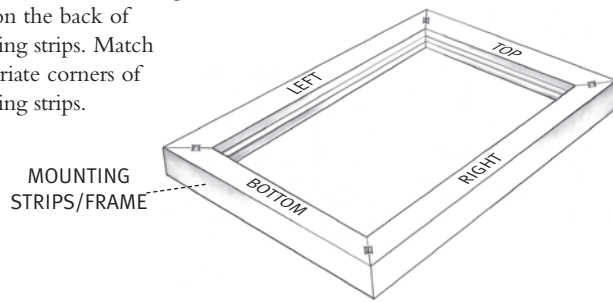


NOTE: When installing screws with a drill, be careful not to over tighten. This may cause the screw to break off in the wall or window frame.

For assistance, call Smith+Noble Customer Service at **800.280.8888**. Visit our website at **smithnoble.com**

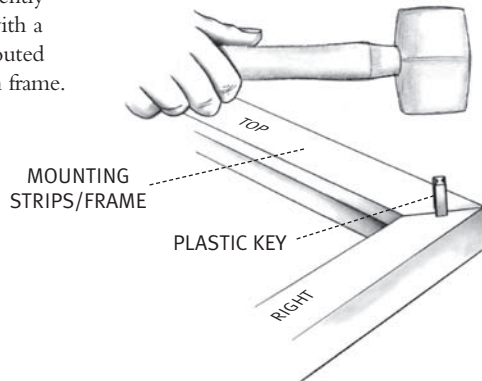
STEP 2 Layout of Mounting Strips/Frame

Lay out mounting strips on a blanket on the floor according to the labels on the back of the mounting strips. Match the appropriate corners of the mounting strips.



STEP 3 Assemble Framework

Assemble the frame by gently tapping the plastic key with a rubber mallet into pre-routed holes on the back of each frame.



STEP 4 Install the Frame

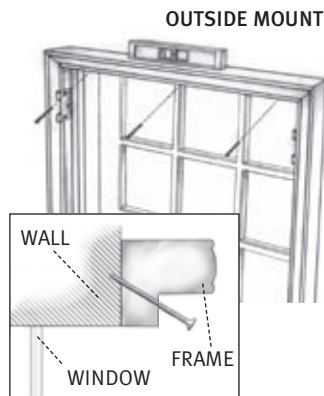
OUTSIDE MOUNT

Place the assembled frame up to the window opening. Ensure the frame is centered and level before completing installation.

Once the frame is centered and level, screw the frame to the wall in only 3 places (through the pre-drilled holes): left and right top corners and once in the middle.

The screw goes in diagonally.

Make sure the frame is level and square. DO NOT attach the remaining screws - proceed to panel attachment.



INSIDE MOUNT

Place the assembled frame into the window opening. Ensure the frame is center and level before completing installation.

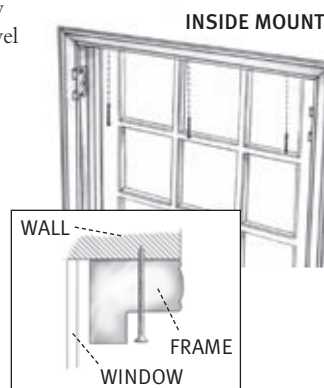
Screw the frame to the wall in 3 places (through the pre-drilled holes): left and right top corners and once in the middle.

The screw goes in straight.

Make sure the frame is level and square. DO NOT attach the remaining screws - proceed to panel attachment.

The minimum requirement for an inside mount is a flat surface with a depth of 2".

The brackets are mounted with 2 screws through the top of the bracket against the window.

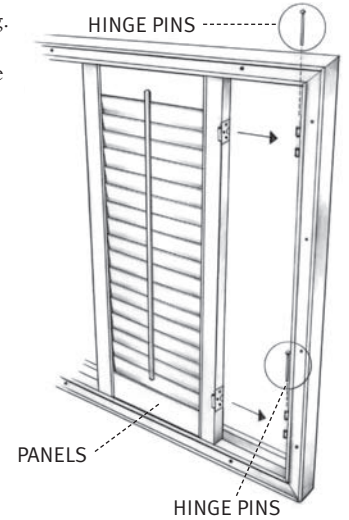


STEP 5 Attach the Panels to the Frame

Match the panels to the opening.

The panels are numbered on the top starting from left to right.

Attach the panels to the frame with the hinge pins.



STEP 6 Adjusting and Securing the Frame

Once the panels are in the opening, make sure there are no gaps.

Open and close the panels, checking for clearance between panels and for proper alignment.

If adjustment is necessary, adjust the frame by racking (moving back and forth) the side frames.

When the shutter looks even, with no gaps, secure the frame using additional nails or screws inserted through the pre-drilled holes.



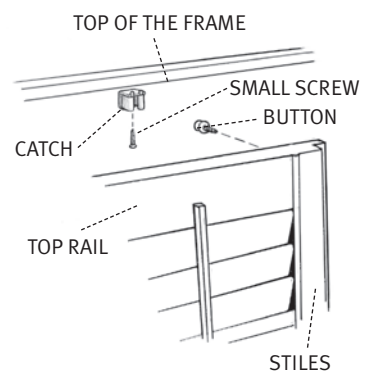
STEP 7 Attach Stop Strip

Windows with 3-sided frames require a stop strip mounted at the bottom of the opening, directly behind the shutter panel. The stop strip is used to eliminate any light gap and also provides a mounting surface for the button catch and strike strip (see Step 8).

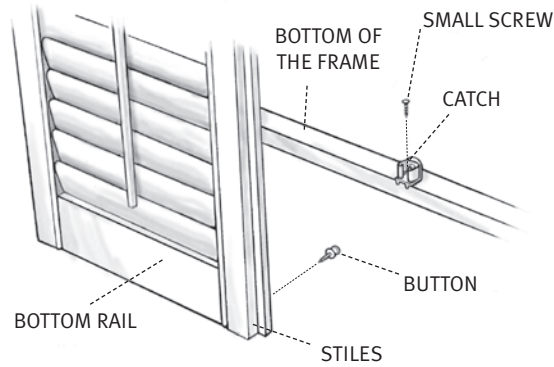
STEP 8 Attaching the Button Catch & Strike Strip

Mount the button portion of the button tack to the catch at the top or bottom of the rail toward the stile and rail joint. The frame should make full contact when the shutter is closed.

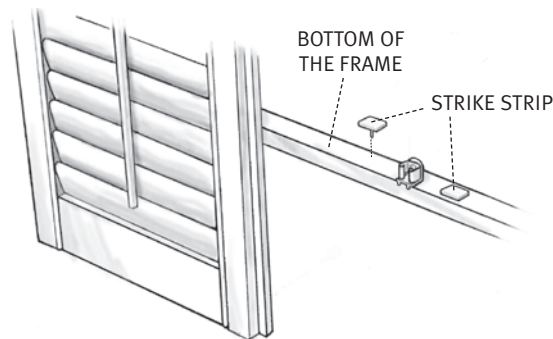
(continued on back)



The catch may need to be adjusted for proper closure. Attach the catch with the small screw to the inside of the frame.



Tack the strike strip into the bottom frame on either side of the catch to support the shutter and allow easier opening and closing.



Touch Up

Touch up paint is provided with all shutters. Any scratches may be removed by simply using a soft cloth. Caulking may be used to secure the frame to the wall.

Operation

Move the tilt rod to open and close the louvers. For the best light control, the louvers are designed to close in the up position. Open the panels by grasping the stile on the panel frame. Never open the panels by pulling on the tilt rod or louvers.

Troubleshooting

The Shutter panels will not stay closed.

Make sure the button on the back of the panel is engaging firmly with the button catch.

The Shutter panels rub against the top or bottom piece of framework.

Use a level to verify that the top, bottom and sides of the framework are mounted squarely. If the frame is not square you will have to make the necessary adjustments to the frame and reinstall the panels.

Cleaning and Care

Minimum care and cleaning is needed to maintain the beauty of your Shutters.

To Dust: use a soft clean cloth or vacuum with brush attachment.

To Clean: use soft cloth with mild soap and water.

Do Not Use ammonia-based cleaners, harsh chemicals or abrasives.

Warranty Service

Smith+Noble Wood Shutters are designed for a lifetime of trouble-free use and are covered by a limited lifetime warranty. Warranty applies to the original customer and installation with proof of purchase and covers any defects in materials or workmanship provided that the product is measured and installed according to product instructions. If warranty service is needed, call Customer Service and we will arrange for a repair or replacement as quickly as possible. Smith+Noble reserves the right to determine if your piece warrants a repair or partial replacement of any parts, or in the unlikely event the entire piece is defective, it will be handled accordingly.