

NORMAN SHUTTERS
INSTALLATION INSTRUCTIONS

BAY Window **L-Frame on a Bay Window with inset at top**

Getting Started

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

Make sure ITEM# (In Red) matches on both panel box and frame box. Each window will have 1 box for shutter panels and 1 box for frames.

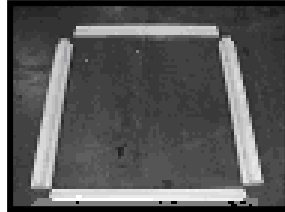


- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended.
- Find ample working space to assemble your frame (preferably in front of the window).
- Check the diagram to make sure you have all the parts indicated for an appropriate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

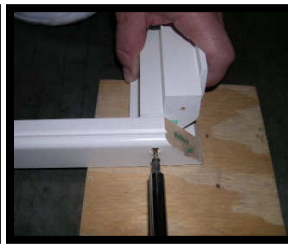
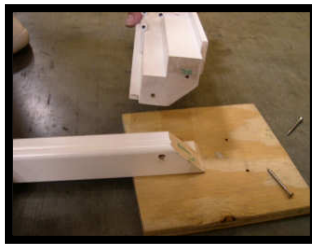


Installation Steps

1. Locate the middle section of the bay window unit. (LEFT and RIGHT bay posts and TOP and BOTTOM frames).

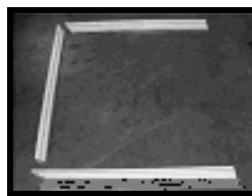


2. Install Bay post to top and bottom L-Frame of the middle section of the Bay unit. This will be pre-drilled for ease of installation.



Note: Bay Post-to Frame Installation is the same procedure as shown for the Corner Post-to Frame installation

3. Locate the 3 LEFT side (top, bottom, & left side) frames of the Bay unit and assemble.



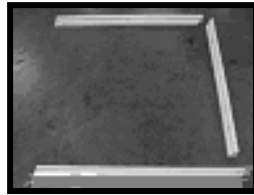
Position the left frame and the top frame onto a flat surface (small wood block is recommended to prevent damage to floor and to ensure a flush fit by the Hoffman Key) and line up the Hoffman key.



Set Hoffman Key round side up and push top frame down onto the Hoffman Key

**Hoffman
Key**

4. Locate the 3 right side (top, bottom, & right side) frames of the Bay unit and assemble.



Position the left frame and the top frame onto a flat surface (small wood block is recommended to prevent damage to floor and to ensure a flush fit by the Hoffman Key) and line up the Hoffman key.



Set Hoffman Key round side up and push top frame down onto the Hoffman Key

Hoffman Key

5. Carefully secure the left and right Frames to the left and right Bay post.
*Carefully lift and flip frame over and assemble the bottom part of the corner unit to complete assembly of the corner frame.

(*Note: this procedure is suggested. Size of shutter and work space may dictate for a an adapted procedure to secure the Frames to the Bay post)



6. Position the assembled frame onto the wall, evenly around the window opening, and into the bay corners. Starting with the middle window, secure the TOP of the frame to the wall on both top left and right sides.



For the inset window: check for level to pre-determine the positioning of the frame into the window.

7. Once top right & left frame are secured for the middle window of the Bay, the panels can be installed.



8. Once panels have been positioned and secured with the hinge pins, make sure shutter panels are even across the top and bottom. If panels are not even, shift (rack) your frame left to right until your reveal is even.

BEFORE



Once you have installed the panels, and they do not line up,



RACK the bottom of your frame to the left or right for an even reveal.

AFTER



After racking of shutter, panels should line up.

9. Once panels line up, secure bottom of the frame of the middle window of the Bay with nails, or screws.



10. Proceed with the installation of the panels for the left and right windows of the Bay window unit



BEFORE



Once you have installed the panel, and it does not line up,



RACK the frame by shifting up, or down (due to the inset at top) for an even reveal.

AFTER



After racking of shutter, panel should line up.

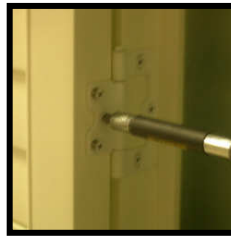
11. Check gaps between panels and frame and adjust accordingly with hinge spacers provided (if needed).



Loosen screws on panel hinge. Do not remove completely.



Insert hinge spacer.



Tighten screws.



Hinge spacer installed.

12. Once your panels have been shifted (racked) and the panel lines up, secure nails/screws (pre-drill) to the top and bottom of the frames, and above and below the hinges.



Using Nail Gun



Using Screws

13. Make sure panels operate properly. Add the Set screw to all hinges to prevent panels from shifting over time. Caulk/putty in the gaps of the miters if necessary.



Set screw