NORMAN SHUTTERS
INSTALLATION INSTRUCTIONS

By-Pass Track

Getting Started

Recommended Tools: Nail Gun, Drill, Tape Measure, Torpedo level, Box knife, 6" Philips head driver

Make sure line number box label matches with panels box and frame box. Each window will have 1 box for shutter panels and 1 box for frames.
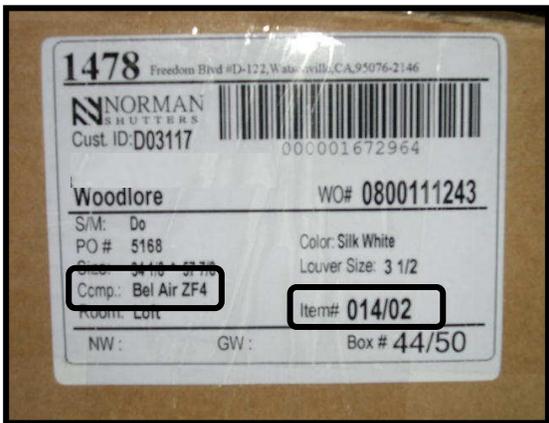

- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended.
- Find ample working space to assemble your frame, (preferably in front of the window).

Installation Steps

1. Carefully remove panels and boxout frames from the packaging. Do not mix panels or boxout frames of other windows.

2. Set all frames on floor face up.

Left U-Side Frame

L Shape Header

NOTE: Track & Support Wheels are pre-installed at factory if ordered with in specification. Check program binder

Right U-shape Frame

Large notch-out on side boxout faces up.
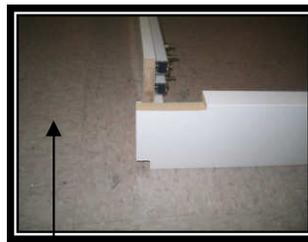
3. Bring side boxout together with header and (screw/nail) from the top of the header into the side boxout.

Using Screws

Pre-drill from the top of the header into the side boxout and then drive the screws into place.
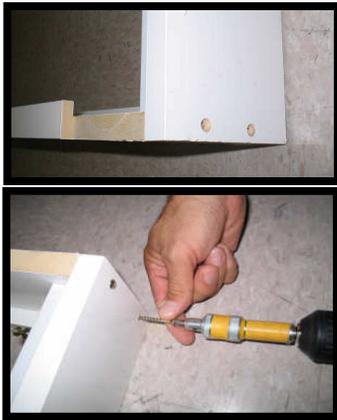
Using Nail Gun

Position the frames and nail from the top of the header into the side boxout.

WARNING
Wrong angle positioning of nail gun may cause the nail to shoot out the side of the frame.

4. Place and position the assembled frame evenly around the window opening. Nail/screw **ONLY** the upper left and right corners of the side boxout frame to the wall.


Using Screws
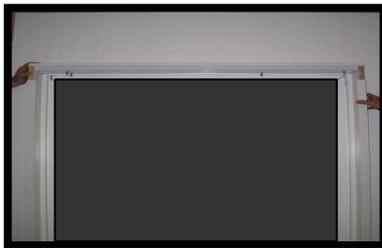
Using Nail Gun

NOTE: Lower areas of side boxout frame will be secured in later steps.

5. After securing the upper left and right corners of the side boxout, secure **ALL** support brackets onto the header frame ONLY.
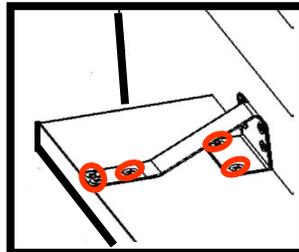

6. After all support brackets are secured to the header frame, ensure that the header frame is straight, and then secure support brackets to the wall.
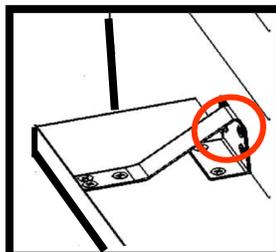
7. Install panels onto track by removing cap on the panel hanger on the stile end at the top of the panel. Loosen the button screw of the cap. Lift the cap up and pull outward. Identify the back and front panels. Install the back panel first and then install the front panel second. Make sure to interlock bottom guides. Seat the wheel carrier into the panel hanger. Insert the cap and slide it downwards. Secure by turning the dial of the cap to "lock"

Front panel guide interlocks under back panel guide
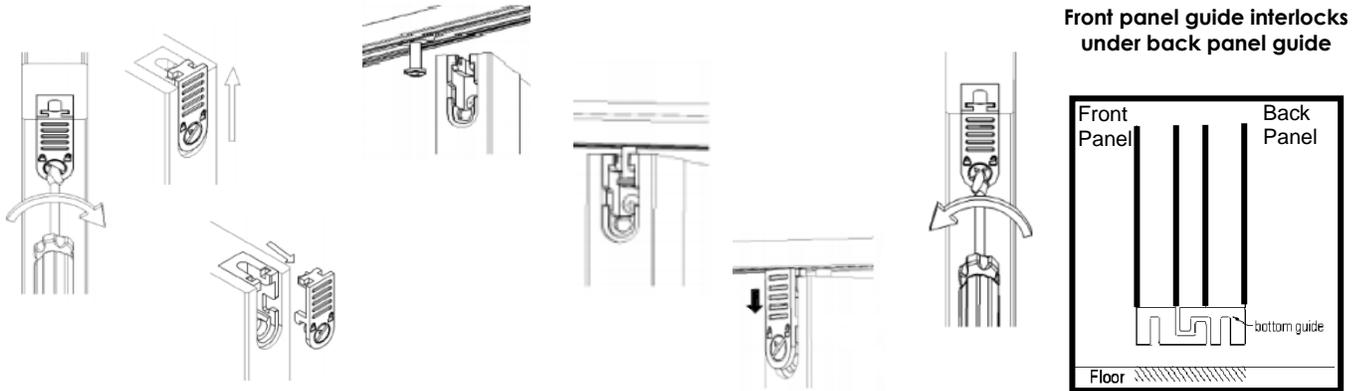
8. After installing panels, check the overlapping stiles for alignment. If center stiles are not aligned, use the adjustment wrench (provided in hardware box) and adjust the screws at the top of the panels. Adjust the screws accordingly until overlapping stiles line up.

Check center stiles for alignment.

Use adjustment wrench for alignment.

**Adjustments to panel alignment are made by turning the bolt**

9. Once overlapping stiles are aligned, adjust the right boxout (leg) evenly against the right panel and nail/screw (pre-drill) along the mounting strip of the boxout (leg). Repeat Step 9 for the left side boxout.


Note: After ensuring that your center stiles and side boxout are aligned, you can go back and add additional nails/screws to completely secure your boxout frame.

10. Once boxout frames are secured, you have an option of installing the bottom track guide.
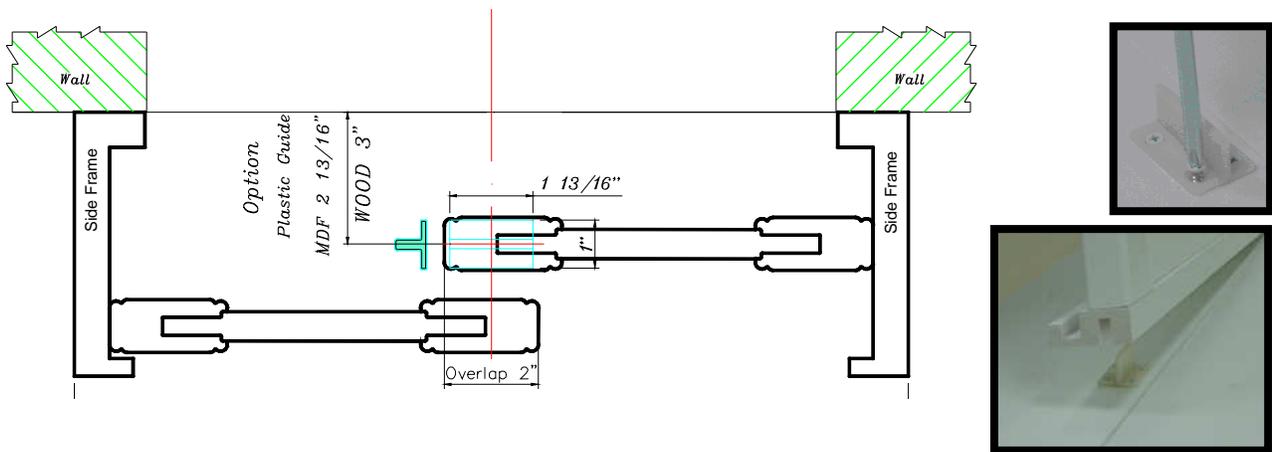
11. Before securing the front fascia to the boxout, check to make sure the left and right mitered edges line up with the corner of the header. It is recommended that you secure the fascia with a nail gun or finishing nails for a clean finish.

Fascia is placed on the pre-cutout side boxout.

Resting fascia

Make sure the mitered fascia lines up with left & right edge of header.

Nail through bead for cleaner results.
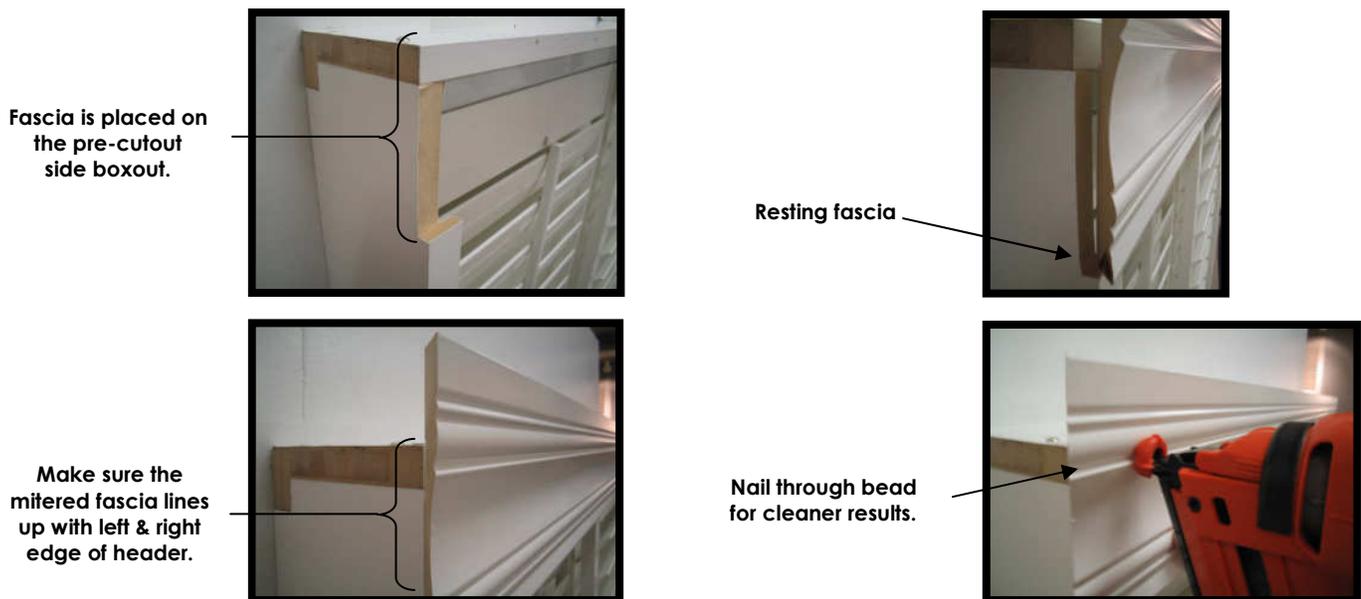
12. Nail the left and right returns to the boxout using finishing nails provided.

13. Fill nail/screw holes and caulk sides if necessary.