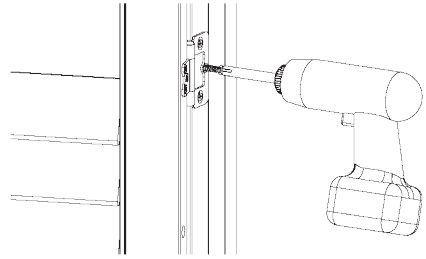
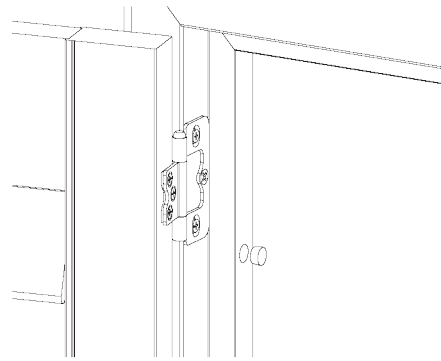


7. Fasten the deadlock screw for all hinges.



### Step 5: Install the Plugs

Install the plugs into the frames' pre-drilled plug holes to complete the look of your shutters.

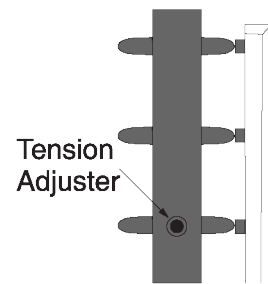


### Maintain Your Shutter

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](mailto:Blinds.comSupport@NormanUSA.com)

# ACADIA

LIVING™

## Shutter Installation Instructions Z Frame Inside Mount 4 Sides or 3 Sides with Bottom Sill Plate

**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: Assemble Frame
- Step 2: Level the Frame
- Step 3: Secure the Frame
- Step 4: Attach the Panels
- Step 5: Install the Plugs



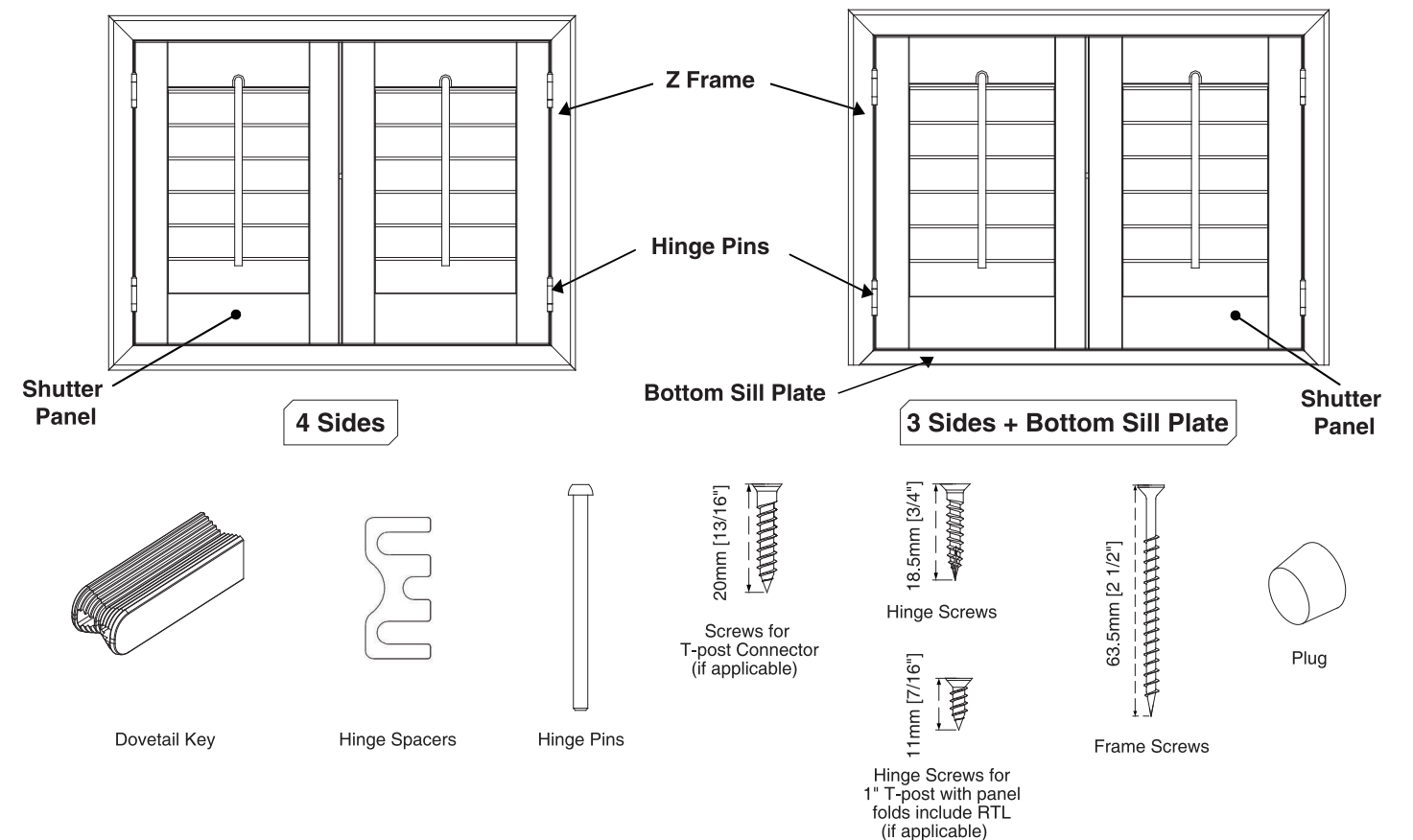
**IMPORTANT:** Do not mix panels or frames from other windows. Install one shutter at a time.

### Tools needed for installing your shutter:



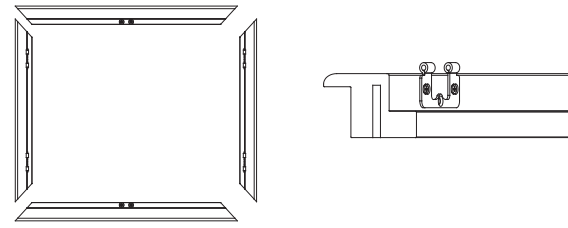
### Getting Started

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



## Step 1: Assemble the Frame

- Carefully remove panels and frames from the packaging. All frame parts are labeled (top, bottom, left, and right).

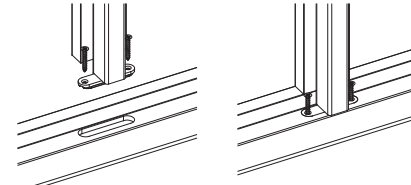


- Set all frames on a soft, level surface (moving blankets or some type of pad works best). Position each side of the frame and line up the Dovetail Key slot.

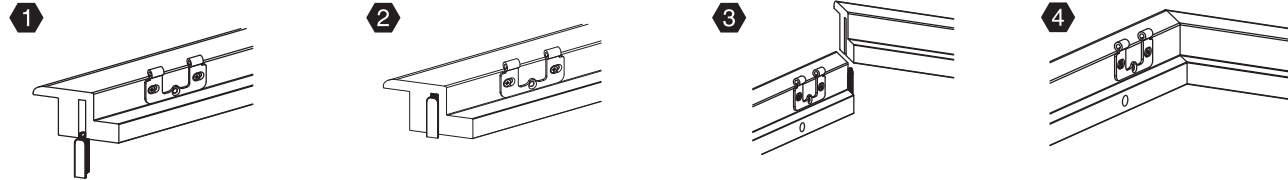
※ If not installing with T-POST, skip to #4.

- The top and bottom of the T-post are labeled. Locate and identify. Line up the pre-drilled holes with the top and bottom frame and secure with screws provided. Fasten the T-post with additional nails if necessary.

⚠ The T-post connector provides some wiggle room: make sure the T-post is at the center position at each end and secure with two screws. The T-post can also be adjusted when gaps between panels are not even.



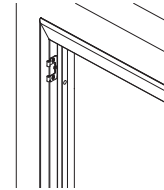
- Insert the Dovetail Key into each slot at the back of the frame. Use a rubber mallet if necessary.



⚠ The Dovetail Key has a rounded side and a flat side. The rounded side should be inserted in slot first.

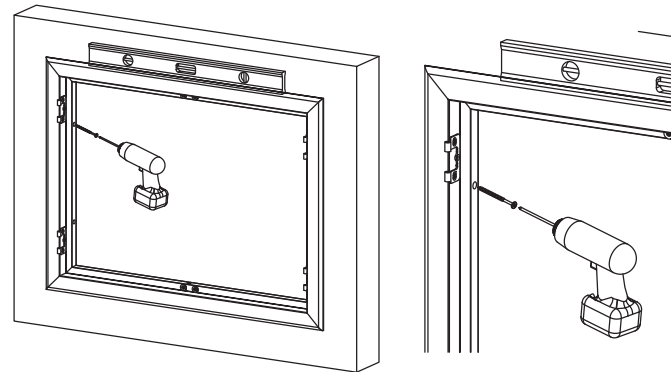
With the rounded side of the Dovetail Key facing up, push the top frame down onto the Dovetail Key.

- The frames are pre-drilled in the top left and right frame, bottom left and right frame, and/or in the middle of each frame. Double check that all the holes are pre-drilled before placing the frame on the window.



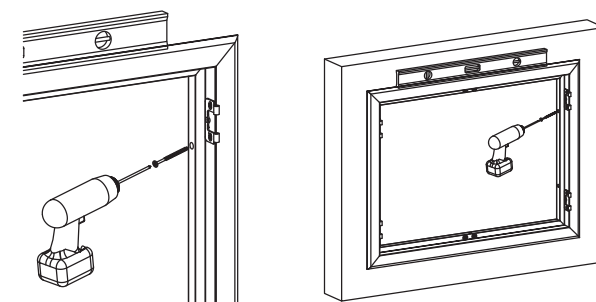
## Step 2: Level the Frame

Position the assembled frame evenly along the window opening against the window. Then secure one screw into the upper left frame ONLY. Once done, level the frame on the window.



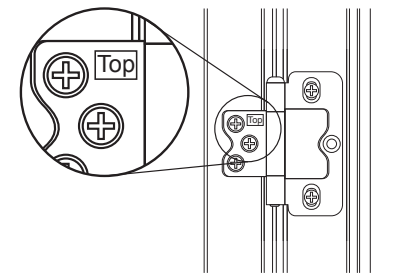
## Step 3: Secure the Frame

To keep the frame level, tighten one screw into the upper right frame. The shutters will be fully secured in later steps.



Only secure one screw into the top right frame

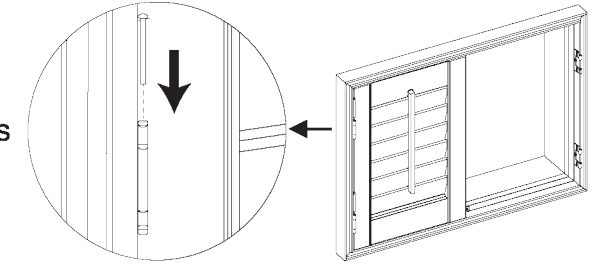
## Step 4: Attach the Panels



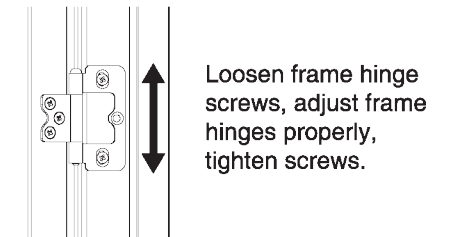
⚠ To ensure panels are installed correctly: Identify the top and bottom of the panel by locating the top label on the top hinge.

- Place the left shutter panel in the frame, align the hinges, and insert the hinge pin. Repeat for the right shutter panel.

If you have bi-fold panels, after attaching the far left and/or far right panels to the frame, 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, P4.

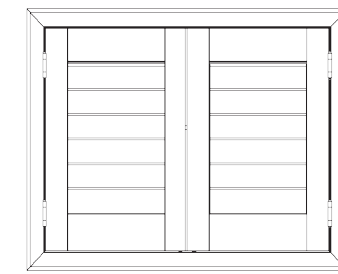


- If panel hinges are not aligned with frame hinges properly, then frame hinges can be adjusted.

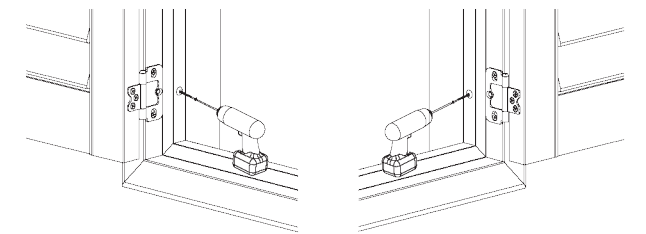


Loosen frame hinge screws, adjust frame hinges properly, tighten screws.

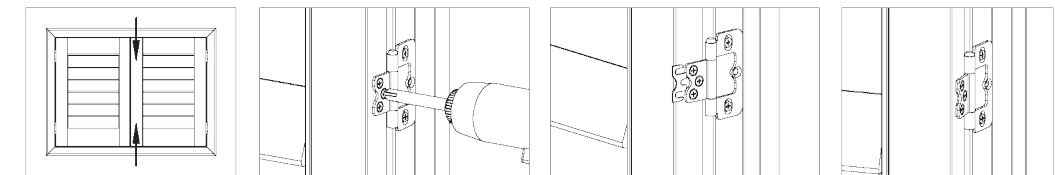
- Please check the gap between panel and frame at the top and bottom. The gap should be even; if not, then shift frame left to right until the gap is even.



- Once even, secure a screw at the bottom of the left frame and right frame.



- Check gap between panels and adjust accordingly with hinge spacers provided if needed.



Loosen hinge screws on the panel

Insert spacer behind hinge, tighten screws

Spacer installed

- Open and close panels to make sure panels operate properly. Secure the frame with screws through the rest of the pre-drilled holes.

