

Preparing to install your new DeVenco Shutters

Before you begin installation, you must first gather the necessary tools for installation. You will need the following:

- Steel Tape Measure
- Pencil
- Cup of coffee ☺ ..or two
- Phillips Screwdriver
- Drill
- Drill bit sizes:
 - 3/32 Dia. or 1/8 Dia.
 - #1 square drive bit
 - #1 Phillips bit



Your new DeVenco shutters will be delivered with the following:



1 magnetic catch per pair of shutters



#6 square drive screws and #6 Phillips hinge screws



2 breadboard screws, and 2 knobs

DeVenco also includes a **hanging stop** (pictured on p.2) and a **shim** to aid in the installation for your convenience.

Shim

A few things to know:

***What is a hanging stop?**

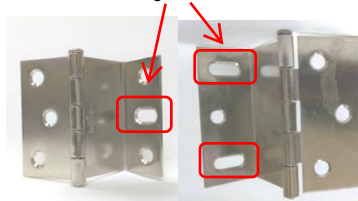
A *hanging stop* is a rectangular rail utilized to install your shutter onto the inside of your *window stop*. It allows adjustment of the shutter horizontally and vertically for perfectly aligned shutters. It also spaces the shutter panel out from the window to allow perfect louver clearance within the window.

***What is a shim?**

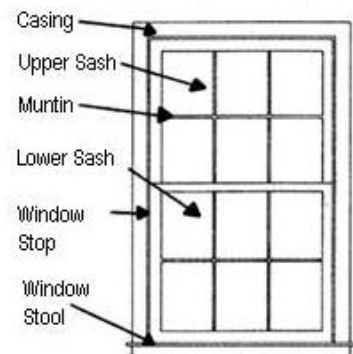
The *shim* is a 1/8" piece of wood useful for spacing the shutters the proper distance off the window stool during shutter installation.

***Shutter Hinges:**

Depending on which type of shutters you purchase, you will have one of two hinges. Notice where the *oval-shaped holes* are, as you will need to use these holes first during installation.



Common parts of your window:



IBM Installation of your DeVenco Shutters

This set of instructions will walk you through the most common type of shutter installation, where the shutter is installed inside the window casing using a hanging stop.

1. Install Hanging Stops:

First, you must install the hanging stop in place. We use 2 or 3 screws per stop depending on height (The pilot holes are pre-drilled).

Do this for the left and right side of the window. We started with the right shutter.

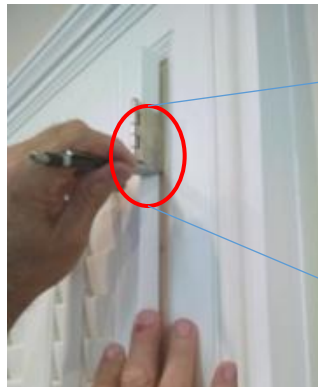


2. Prepare to Install the Top Hinge

First, put the shim on the window stool.
The hinges are already installed on your shutter.

Place the right-hand shutter in position resting on the shim. Mark the location of the top hinge on the hanging stop.

Take the shutter down and carefully remove the hinge from the shutter by pulling the pin out from the top.

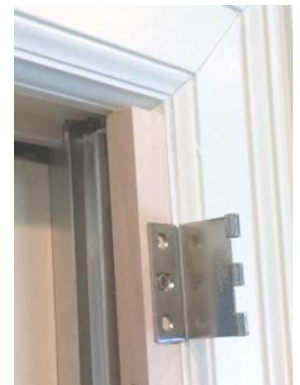


3. Install the top hinge

Place the hinge against the hanging stop (where marked) and pre-drill a pilot hole for one screw in the oval-shaped screw hole of the hinge, using your 3/32" size bit.

Install the hinge with a single screw in the oval-shaped hole of the hinge.

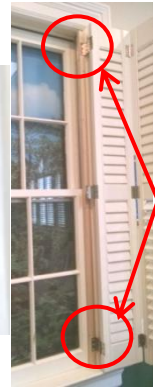
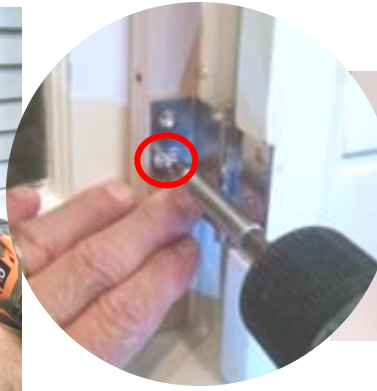
Carefully put the shutter in place, lining up the hinge, and tap the hinge pin back through the top hinge.



4. Install the bottom hinge

After installing the top hinge, carefully hold the shutter in place, as you install a single screw in the slotted hole of the bottom hinge.

Repeat steps 1-4, for left shutter, leaving the center hinge for step 5.



***NOTE:** In step 4, the top and bottom hinges are installed first (with a single screw in the oval holes ONLY)

5. Align the Shutters

Using a screwdriver, make adjustments as necessary to align the shutters with one another.

After the shutters are aligned, install a single screw in the center hinge of each shutter.

Double-check alignment before continuing!

6. Finish hinges

Now go back and install remaining screws in each of the hinges.

Before Alignment:



Before Alignment (Close-up):



After Alignment:

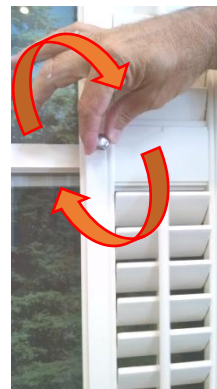


7. Drill pilot holes for knobs



8. Install the knobs into place

Use the breadboard screws to twist the knobs into place.



9. Install magnetic catches to the window jamb.

Locate the center of the window, and install the magnetic catch to the window jamb underneath the casing.

**Alternatively, the magnet may be installed on the window stool.*



10. Install magnetic striker to the back of the shutter.

**Be careful to make sure that it aligns with the magnetic catch!*

That's all! You're done!



Other Helpful Tips:

- #1: Drill pilot holes for screws
- #2: Tilt your louvers in a slightly upward position directing the sunlight towards the ceiling in order to protect your furnishings and fine flooring from the damaging ultra-violet sunrays.
- #3: Install your shutters with the *mouse hole* at the top.
- #4: Your shutters are numbered on the bottom of each panel for accurate placement during installation.
- #5: Sit back, enjoy your coffee, listen to your favorite classical music, and admire your new DeVenco Shutters 😊

