SUGGESTED INSTALLATION INSTRUCTIONS COLONIAL SHUTTERS

1. Identify the panels with the openings.
   a. For example: You will have four panels for a Bi-fold (2 Left & 2 Right).

2. Lay the panels on a smooth surface with the back (jack nuts side is the backside) facing up.   Note: For Bi-fold, position the two corresponding panels together.

3. Line in hinge pins to secure Bi-folds together if installing a Bi-fold shutter.

4. Install the Z bars at top and bottom of all jams where panels meet using 1" screws.
   a. For a 2 panel shutter there will be 2 - Z bars to install.
   b. For a Bi-fold shutter (4 panels) there will be 6 - Z bars to install.

5. Install the 2 Flutter bars where the left and right panels of opening meet using 1" screws.

6. If shutter overall height is greater than 72 inches install lock bar (2" x 5" tube) at middle of shutter height. The mounting angles mount to top and bottom of lock bar on each end using 3 - 2 ½" bolts with nuts. The lock bar is mounted to the shutters using 6" bolts.

7. For single panel shutters (1 left & 1 right) attach B-hinges (1 ½") to the panels, to allow you to attach the shutters to the wall

8. For Bi-fold shutters (2 left & 2right) attach C-hinges (2") to the panels, to allow you to attach the shutters to the wall

9. Go to the window opening, find the center and mark

10. Pick up the unit and place on the window. Ensure it is centered.

11. Note: If window sill is present place a ¼ "shim on the window sill

12. Make sure it is plumb, level and square.

13. Anchor the upper most left hinge to the wall

14. Check the plumb and level again

15. Attach the rest of the Hinges

16. Mark and drill the holes for the locking bar's fasteners

17. Remove the Z bar, flutter and locking bars,

18. Attach bullet clip to shutters and fold back shutters to the wall with   bullet in clip.

19. Mark walls and drill hole for bullets.

20. Wipe down the panels with clean wet cloth and mild liquid soap.