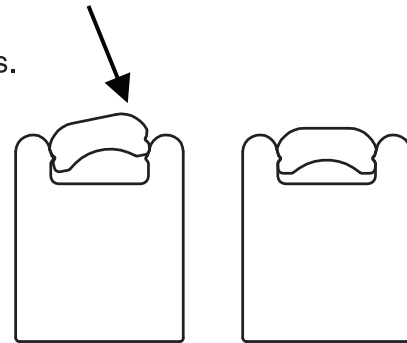


## Step 5 – Add the Finishing Touch

**IMPORTANT:** Check shutter operation and alignment before installing frame inserts, as frame inserts can NOT be removed once they are snapped into place.

Match each frame insert with the corresponding side of the shutter frame: Left to Left and Right to Right. Snap each frame insert into place. This will cover screws and provide a finished look.

Tip: A rubber mallet can be used to help install Frame Inserts.

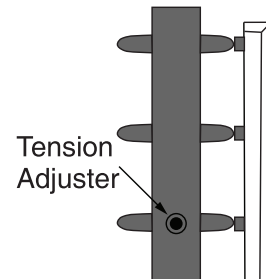


## Maintaining Your Shutter

Veneta™ shutters are made to resist most staining substances and may be easily cleaned by simply wiping down or dusting. For any stains or marks, a soapy water solution may be used along with a damp cloth. Open the louvers and panels, and wipe down the front and back of the shutters. You may also remove the panels from the frame and take down to clean.

## Adjusting 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 a 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 Veneta™ 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 visit [www.venetawindowfashions.com](http://www.venetawindowfashions.com), or contact customer service by email or phone.

## Customer Service

Phone: 1-855-558-1222

Email: [help@venetawindowfashions.com](mailto:help@venetawindowfashions.com)

Website: [www.venetawindowfashions.com](http://www.venetawindowfashions.com)

# VENETA™

## Shutters Installation Instructions

### Hang Strip Flush Mount

**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.

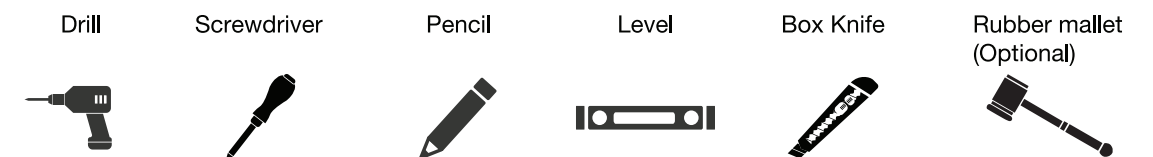
#### INSTALLATION OVERVIEW

- Getting Started
- Step 1: Attach Hang Strip
- Step 2: Attach the Panels
- Step 3: Make Adjustments
- Step 4: Secure the Light Block
- Step 5: Add the Finishing Touch



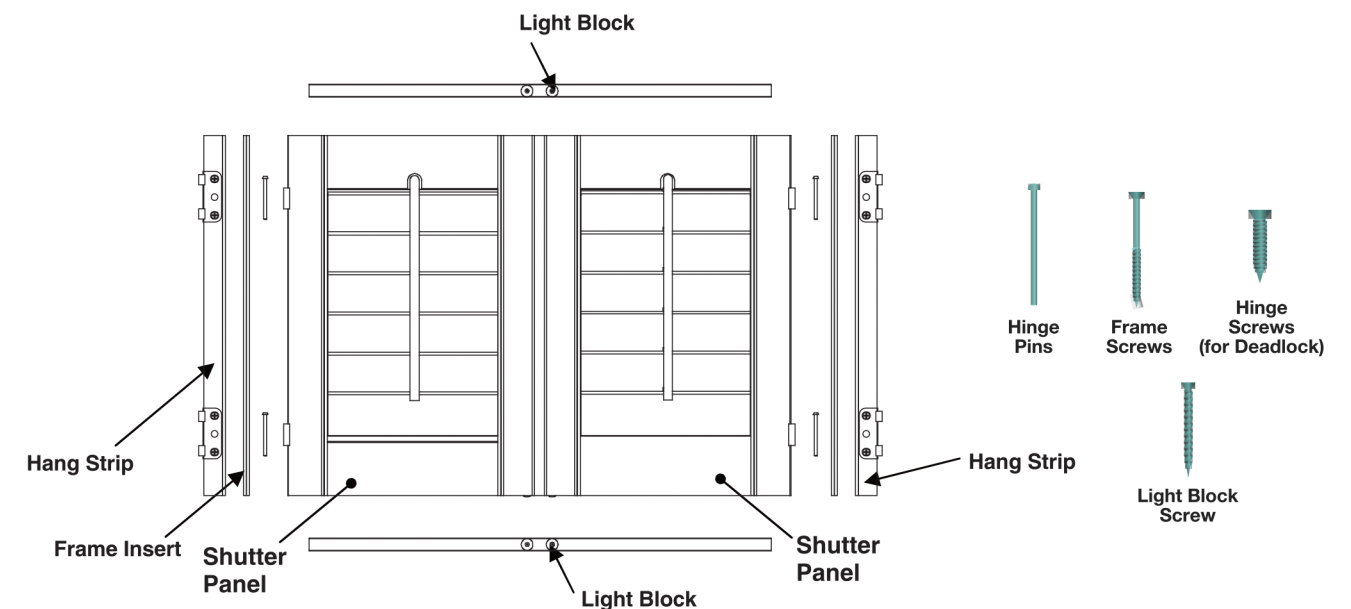
**IMPORTANT:** Do not mix panels or frames from other windows. Install one shutter at a time.

#### Tools needed for installing your shutter:



#### Getting Started

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



## Step 1: Attach Hang Strip/Frame

1. Carefully remove panels and frames from the packaging. Do not mix panels or frames from other windows. Frame pieces are labeled: left and right. To separate the frame inserts from the frames, gently lift the frame insert from one side of the frame. Then carefully slide the insert out of the frame.



Scan the QR code to watch how to remove the frame inserts.

2. Place left hang strip along the inside left window jamb.

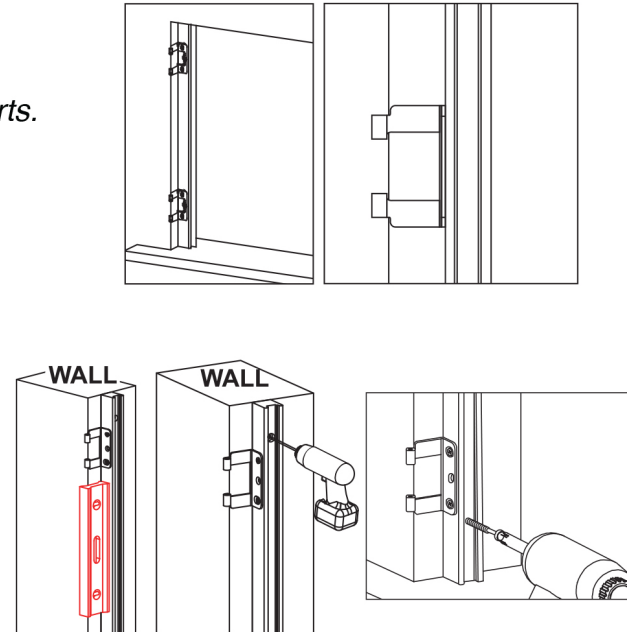
**Tip:** For flush panel installation, align the back side of the hinge barrel with the wall surface.

3. Using a level, ensure the frame is straight up and down.

With the hang strip properly positioned in the opening, insert screw in top pre-drilled hole to attach the left frame to the jamb. Make sure the hinge barrel is positioned correctly before securing screw.

REPEAT for bottom pre-drilled hole. (Refer to tip above for flush panel installation.) Secure the frame with screws into the remaining pre-drilled holes.

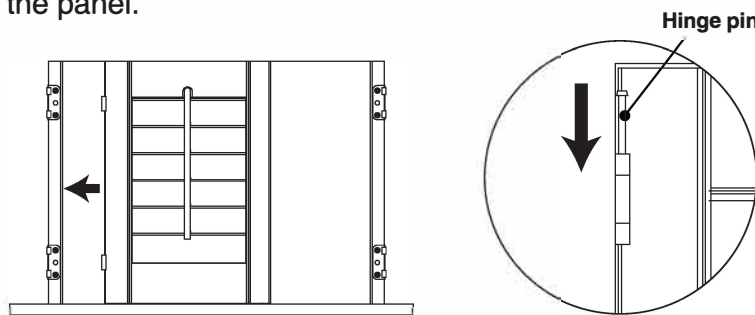
4. Repeat for the right frame.



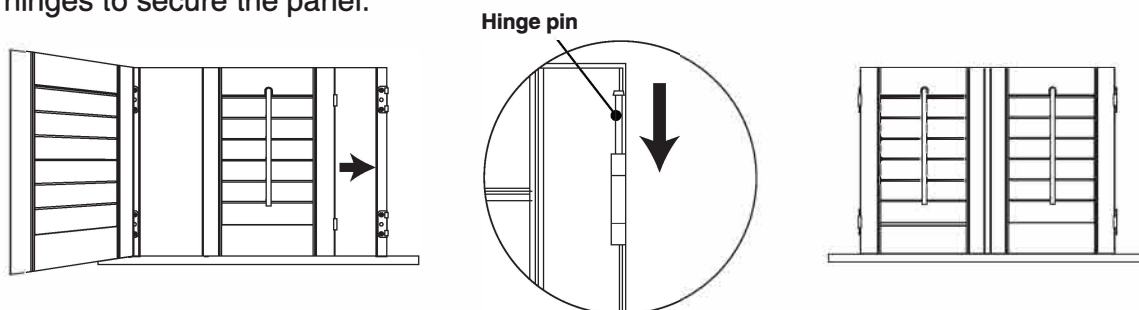
## Step 2 – Attach the Panels

**!** Before attaching the shutter panels, please make sure that the tilt bar notch is at the top of the window if the shutters operate with a tilt bar.

1. With both hang strips installed, place the left shutter panel into the window opening and slide into position. Once the panel is aligned with frame hinges, insert hinge pins into hinges to secure the panel.



2. With all hinge pins installed, open the left panel and place the right shutter panel into the window opening and slide into position. Once the panel is aligned with the frame hinges, insert hinge pins into hinges to secure the panel.



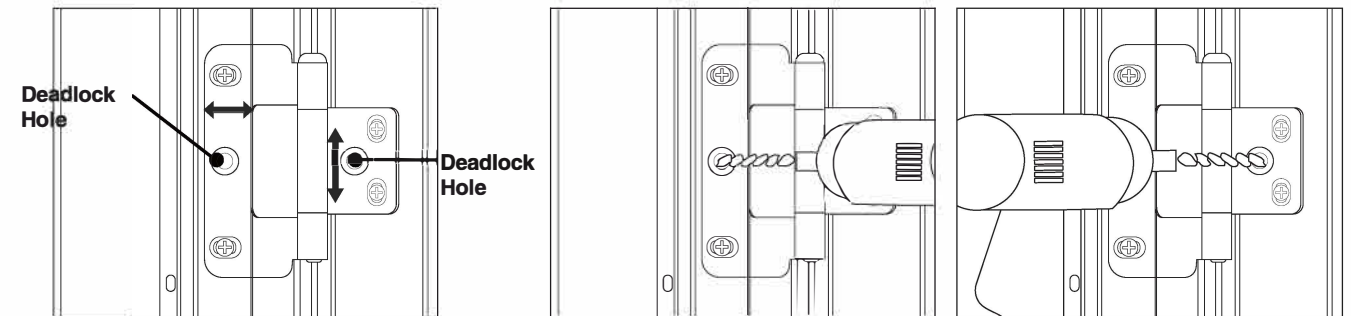
3. If you have bi-fold panels, after attaching the far left and/or far right panels to the frame in the previous steps (1 & 2), you will need to join the hinges of the panels labeled P1 and P2 and insert hinge pins. Repeat for panels labeled P3 and P4 if you have these. Proper order of panels from left to right is P1, P2, P3, and P4.

**Tip:** If you should have any difficulty inserting the pin into the hinges, slightly loosen the hinge screws on the hang strip and move back or forth until the hinge pin slides into position. Then re-tighten the hinge screws on the hang strip.

## Step 3 – Make Adjustments

1. Check gaps between panels and around the window opening; move the hinges left or right to adjust gap between panel/panel & panel/window opening in left and right. Slightly loosen the hinge screws on the panel and move the panel up or down to adjust a gap at the top and bottom.

**!** Re-tighten the screws after finishing the adjustment. Secure the deadlock screws (3/4") through the deadlock holes on hinges.



## Step 4 – Secure the Light Block

1. Open shutter panels and position the light block evenly on the window sill, positioning it flush with the front of the left and right hang strips. Make sure magnets on panels will latch onto the magnet catches on the light blocks. Repeat for the top light block.
2. When proper alignment is achieved, secure the top and bottom light blocks with the light block screws provided through each pre-drilled hole.

