

# VENETA™

## Shutters Installation Instructions 4 Sided Deco Frame

**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.

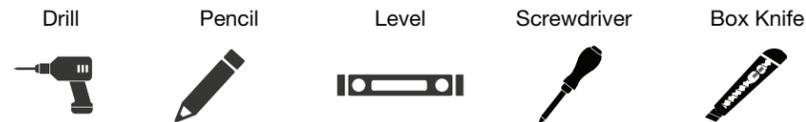
### Installation Overview

- Getting Started
- Step 1: Assemble the Frame
- Step 2: Level the Frame
- Step 3: Secure the Frame
- Step 4: Attach the Panels
- Step 5: Add the Finishing Touch



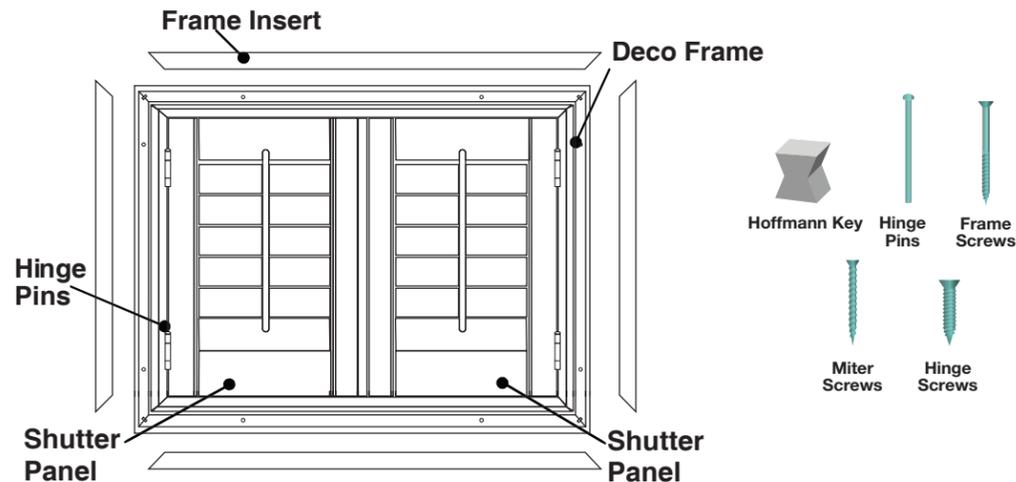
**IMPORTANT:** Do not mix panels or frames from other windows. Install one shutter at a time.

### Tools needed for installing your shutter:



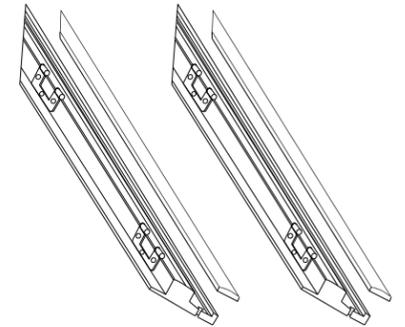
### Getting Started

Remove the 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.



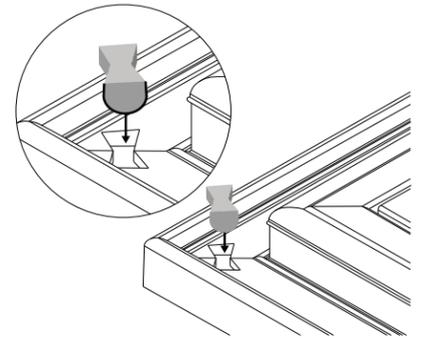
### Step 1 – Assemble the Frame

1. Carefully remove panels and frames from the packaging. All frame parts are labeled (top, bottom, left, and right).
2. Remove frame inserts and keep away from panels and frames until later steps.



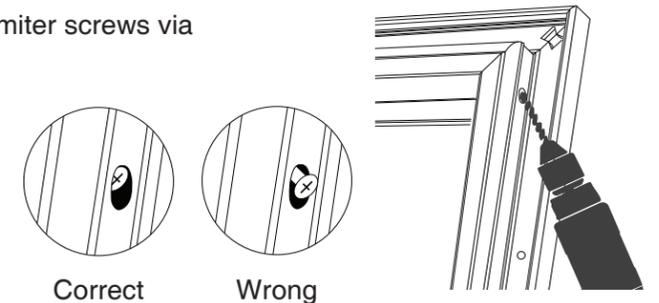
3. Set all frames on a flat surface. Line up frame corners so that a slot for a Hoffmann key is formed. Insert the Hoffmann key into the slot. Repeat this step for remaining corners to complete the frame assembly.

**!** The Hoffmann key has a rounded side and a flat side. The rounded side should be inserted into the slot first. The flat side should be flush with the frame.



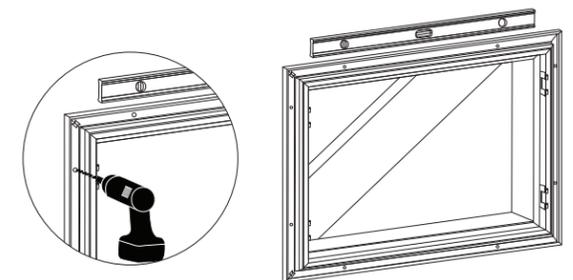
4. Finish by securing the corner with the included miter screws via the pre-drilled hole.

**!** Once secured properly, screw heads should not stick out from the frame.



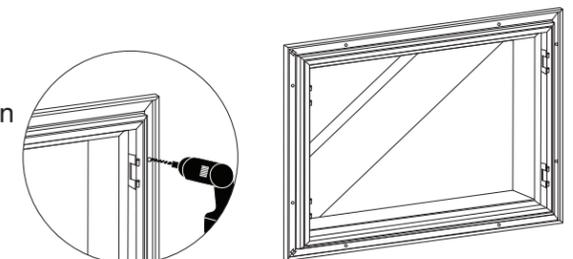
### Step 2 – Level the Frame

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



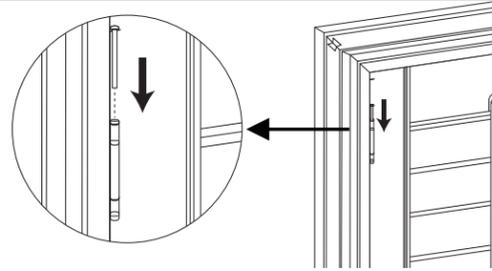
### Step 3 – Secure the Frame

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

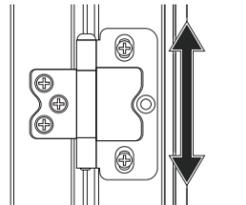


## Step 4 – Attach the Panels

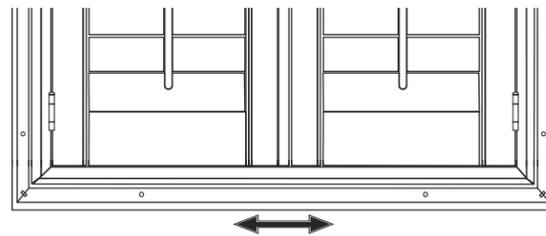
1. Place the left shutter panel into the frame, align the hinges, and insert the hinge pin. Repeat for the right shutter panel.



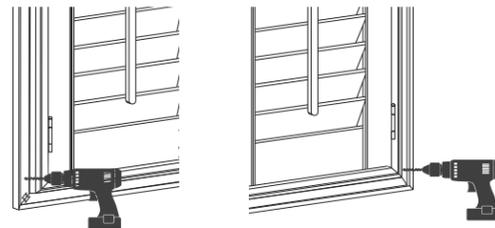
2. If panel hinges are not aligned with frame hinges properly, then frame hinges can be adjusted.



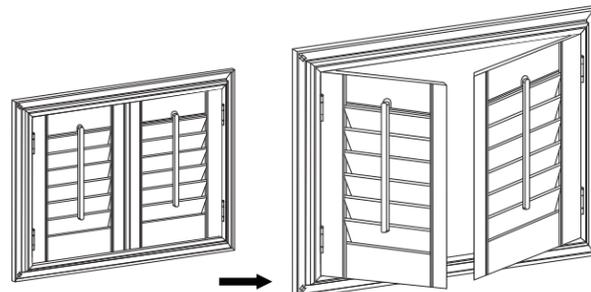
3. Please check the gap between panel and frame at the top and bottom. The gap should be even; if not, then shift frame left to right until the gap is even.



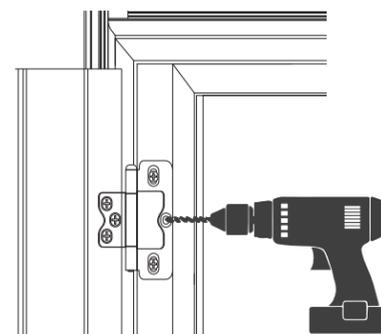
4. Once even, secure a screw at the bottom of the left frame and right frame.



5. Open and close the panels to make sure they operate properly. Then secure the frame by tightening the rest of the screws into the frame.



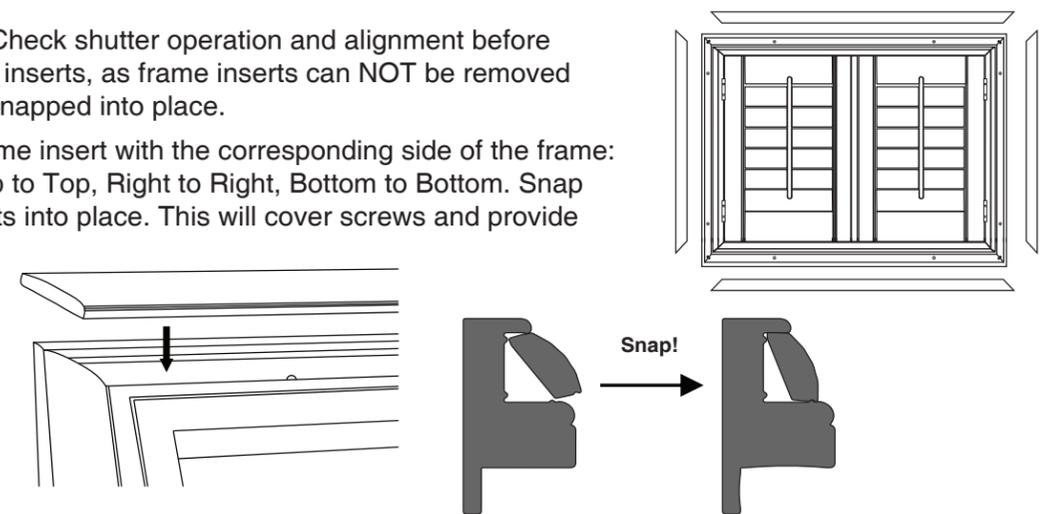
6. Fasten all the hinges by tightening the deadlock screw for each.



## 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 frame: Left to Left, Top to Top, Right to Right, Bottom to Bottom. Snap the frame inserts into place. This will cover screws and provide a finished look.

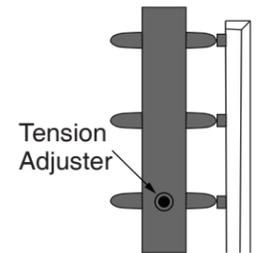


### Maintain Your Shutters

Veneta™ shutters are made to resist most staining substances and can 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.

### 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 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

1-855-558-1222

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

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