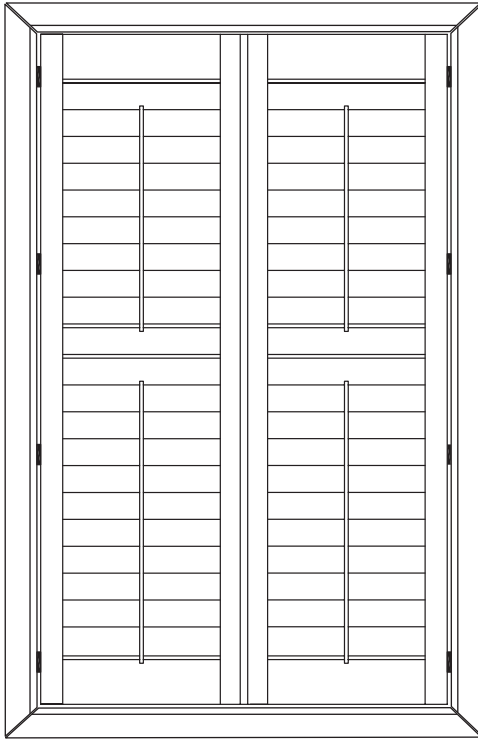


SMITH & NOBLE

STEP BY STEP INSTALLATION INSTRUCTIONS

Newport Shutters



Everything You Need

A Smooth Set-Up

We want you to love your new window coverings and that includes having a smooth installation experience. If you encounter any difficulties or questions, please reach out to us for help. It's why we're here. Call us at 800.248.8888 or visit www.smithandnoble.com/knowhow for more info on installation.

We recommend you hold on to all packaging until your window coverings are fully installed. Should something go wrong (we strongly doubt it), we want any potential returns to be a painless as possible.

Customer Service Hours

Monday – Friday: 6am – 7pm PT

Saturday – Sunday: 7am – 4pm PT

smithandnoble.com



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Getting Started

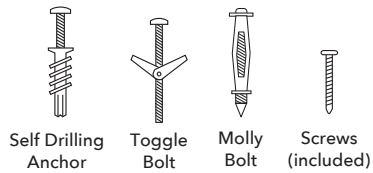
First, make sure you have all the parts and tools required to install your shutters.


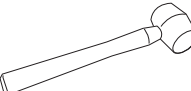


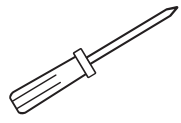
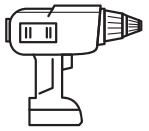
ALL THE HARDWARE YOU'LL NEED:

Pencil, screw-driver, 1/4" nut driver, level, and a drill with a 1/8" drill bit.

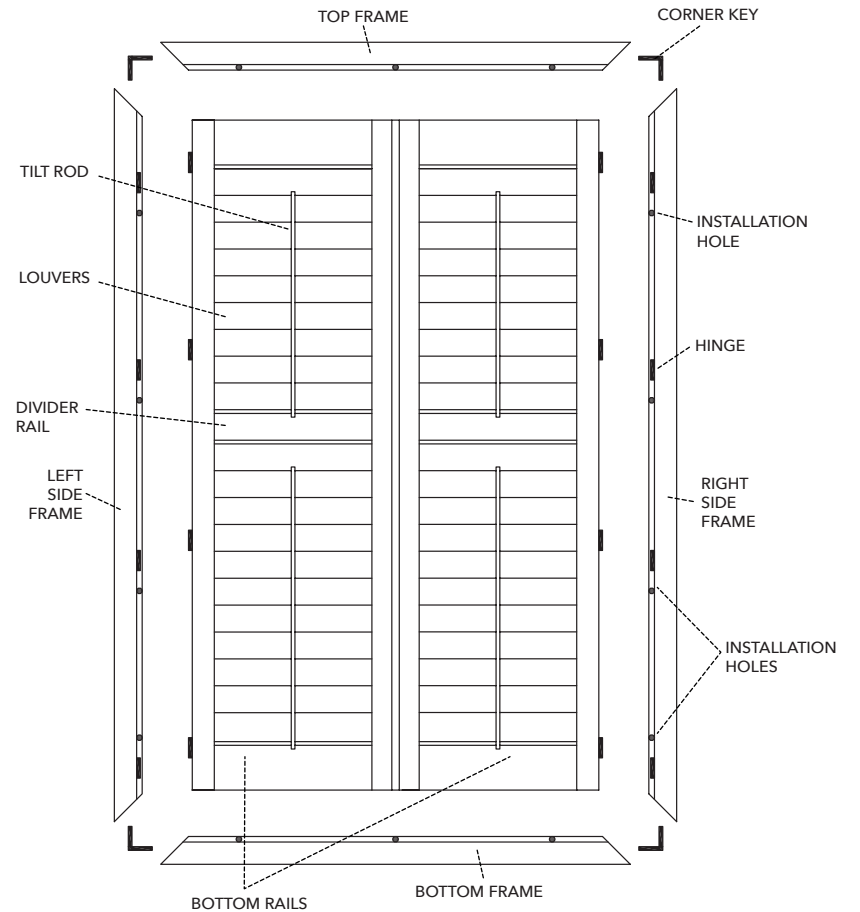
Then find wooden studs where you'll want to attach the frame; if you need to mount your shutters to wallboard or plaster, use a secure fastener designed for hollow wall applications. For metal surfaces, pre-drill holes and use the included screws. For concrete, stone, brick, or tile surfaces, use a masonry drill and appropriate plugs, anchors, or screws.

It's important when selecting a fastener to make sure it's designed to support the weight of the shade. Follow the fastener manufacturer's instruction from there on out.



 CAULK OR CONTACT CEMENT (NOT INCLUDED)	 RUBBER Mallet (NOT INCLUDED)
 PENCIL (NOT INCLUDED)	 LEVEL (NOT INCLUDED)
 SCREWDRIVER (NOT INCLUDED)	 POWER DRILL (NOT INCLUDED)

Newport Shutter



Step 2 – Assemble the Frames

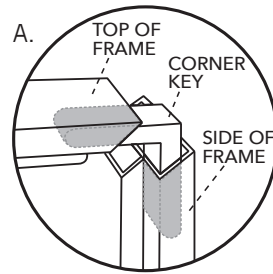
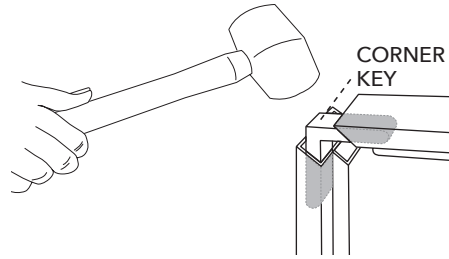
Z-Frame, Trim Frame & L-Frame 3 or 4-sided Frames

Lay side frames flat beside the panels so that the panel hinges are above the frame hinges.

Tap the corner keys with a rubber mallet.

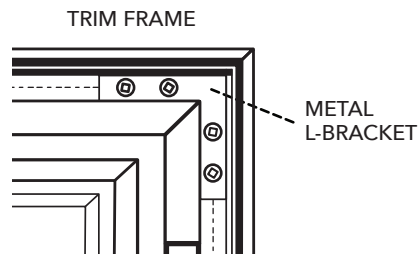
Insert the plastic corner keys on the top and bottom frames first.

Slide the top and bottom frames into the side frames (use a small amount of glue only after it is determined that the frames match. It will be impossible to detach the corners after they have set.) If minor gaps appear, use putty to seal the corners.



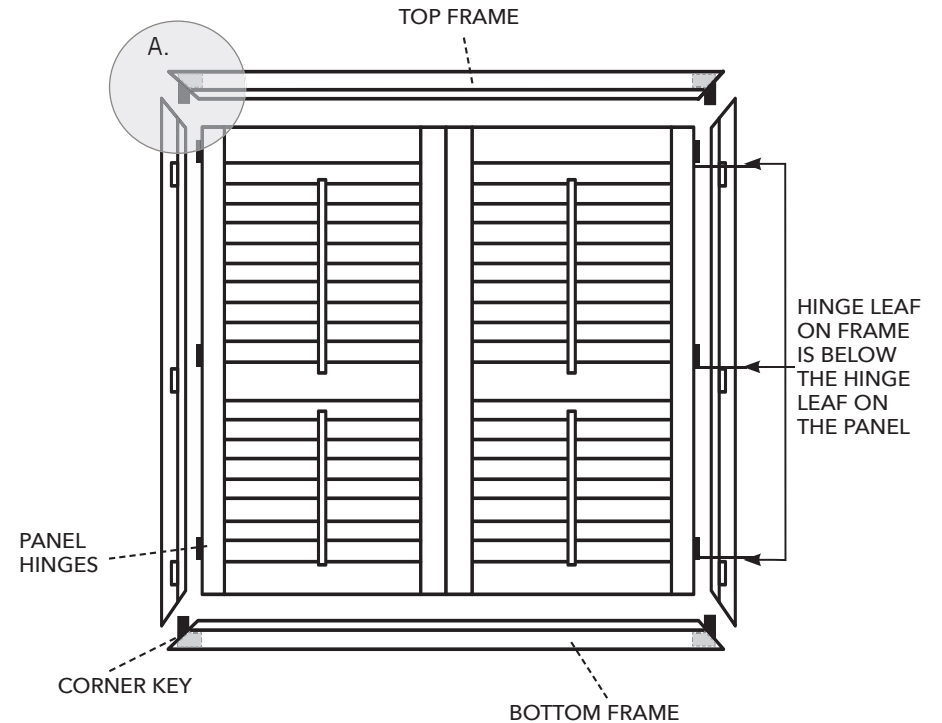
Trim Frames

Install a 90-degree metal bracket at the back of the frames for a tight, and secure assembly.



Step 2 – Assemble the Frames

Z-, Trim & L-Frames



Step 3 – Install the Frames

Place Frame into Opening

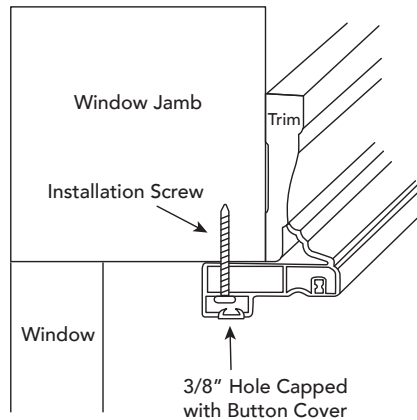
The top part of the frame is indicated by a greater amount of distance from the top of the top hinge to the edge of the frame. The label will indicate left and right side.

Fastening

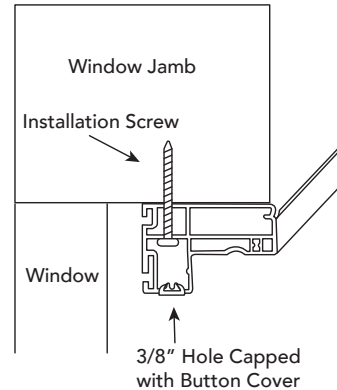
Most frames have pre-drilled holes placed for ease of installation.

Insert a screw in both the left and right top side frame holes. Center the frame in the opening, then drill the screws into the jambs. Do not drill other screws in yet.

Inside Mount Z Frame



Inside Mount L Frame

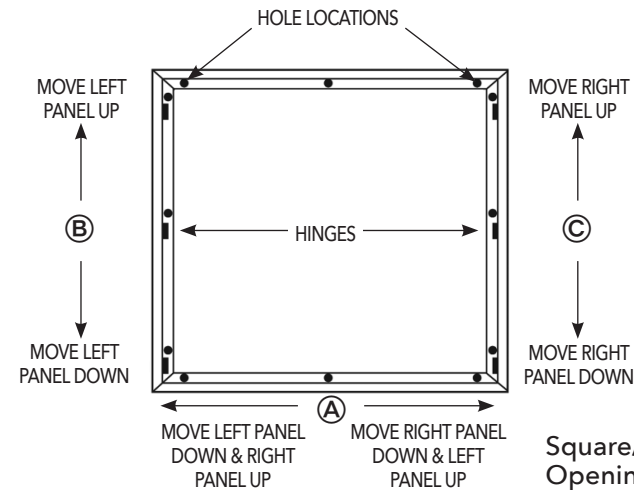


Step 4 – Hanging the Panels

Hang Panels

Hang the panels with the upper and lower hinge pins only. Then continue on to Squaring/Leveling the Panels below.

SQUARENESS ADJUSTMENTS



Square/Level the Panels to the Opening

Move the bottom frame left or right until the panels are level (A). If this does not work, then move the left frame up or down until the panels are level (B). If this does not work, then move the right frame up or down until the panels are level (C).

Fasten Remaining Screws

When the panels are level within the frame, hold the bottom frame in position and place a screw in the middle bottom frame hole.

Insert the remaining screws into the remaining holes and check to make sure the panels are level after every screw has been drilled into position.

Install Panel Lock Ramps

3-SIDED FRAME, NO BOTTOM FRAME

The Panel Lock Cap Assembly will be installed during fabrication.

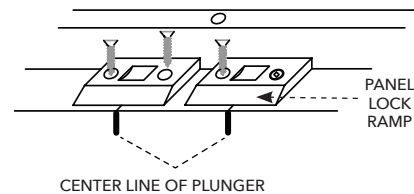
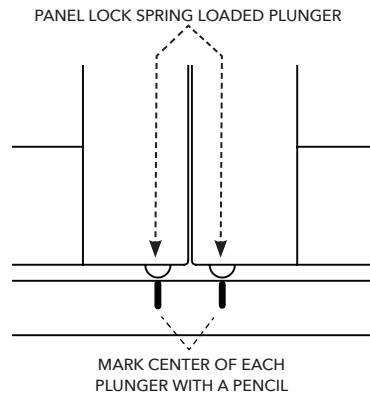
Once the shutter and panels have been installed, make a mark on the frame with a pencil to show where the center of the Panel Lock Plunger is located. Open the panel(s).

Place the Panel Lock Ramp on the sill with the back of the Ramp against the light block portion of the frame.

Center the ramp on the line marking the plunger location. Mark the center of each screw hole of each ramp. Remove the Ramps and drill a pilot hole for each screw using a 3/32" drill bit.

Place the Ramp back on the frame and attach the screws. (repeat as necessary) Operate the panel(s) to ensure proper function and closure.

The Panel Lock Plunger can be adjusted by using a flathead screwdriver. Push in on the plunger and rotate clockwise to thread the plunger into the panel or rotate the plunger counterclockwise to extend the plunger.



NOTE: Ramps will be necessary when less than 4 frame sides are ordered

Cap Holes Installation

Once all screws have been installed and panels checked for levelness, cap all holes with the provided button plugs.

Close Gaps

Close any gaps that may occur at frame corners or around frame, apply plaster wall patch as needed.

Care & Cleaning

Occasional light vacuuming with a soft bristle attachment or gentle feather dusting is all that is required to keep your shutters looking fresh and neat. For maximum results wipe with a damp cloth and do not use any harsh chemicals.

Safety First. Style Second To None™

Great style should never come at the cost of safety. Every Smith & Noble window treatment conforms strictly to today's safety standards, including permanent tie-down devices and built-in cord stops. To protect young children and pets, there's no better way to eliminate risk than to use one of our cordless products.



Child Safety

Warranty Service

The enjoyment of your window covering should be everlasting, which is why our products come with a limited lifetime warranty. The warranty applies to the original owner, requires a proof of purchase (hang on to your receipt!) and covers defects in material or craftsmanship. Hardware must have been properly installed. We reserve the right to determine if your hardware warrants a repair or a replacement. Visit smithandnoble.com/guarantee to see full details. In need of warranty service? Call us at **800.248.8888** and we'll arrange for a repair or replacement ASAP.
