

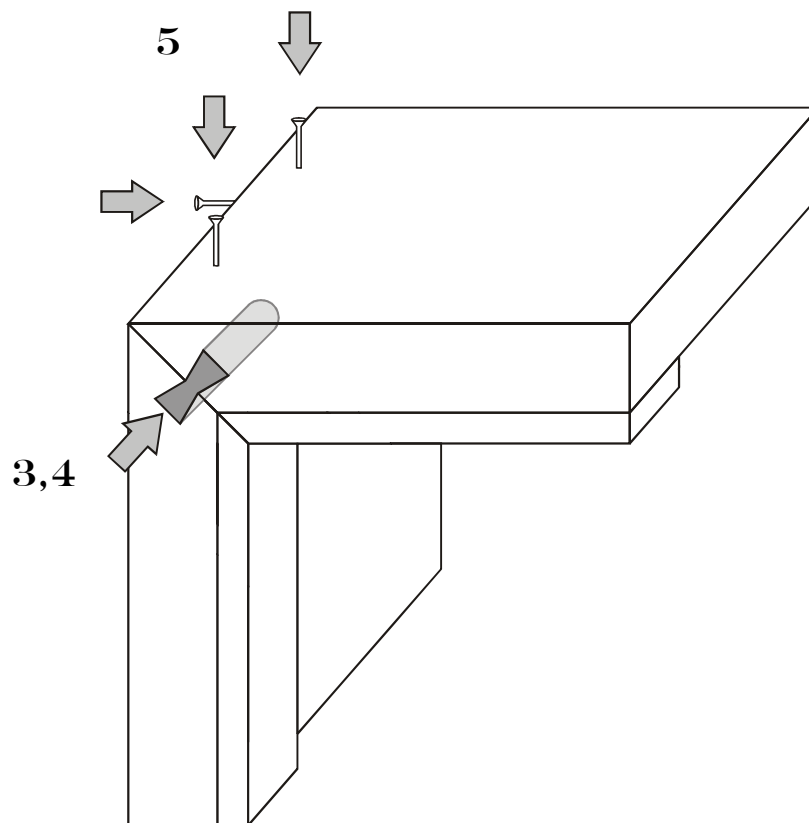
FRAME ASSEMBLY

FOR PRE-HUNG SHUTTERS



Note: For safe shipping most pre-hung shutters will be knocked down

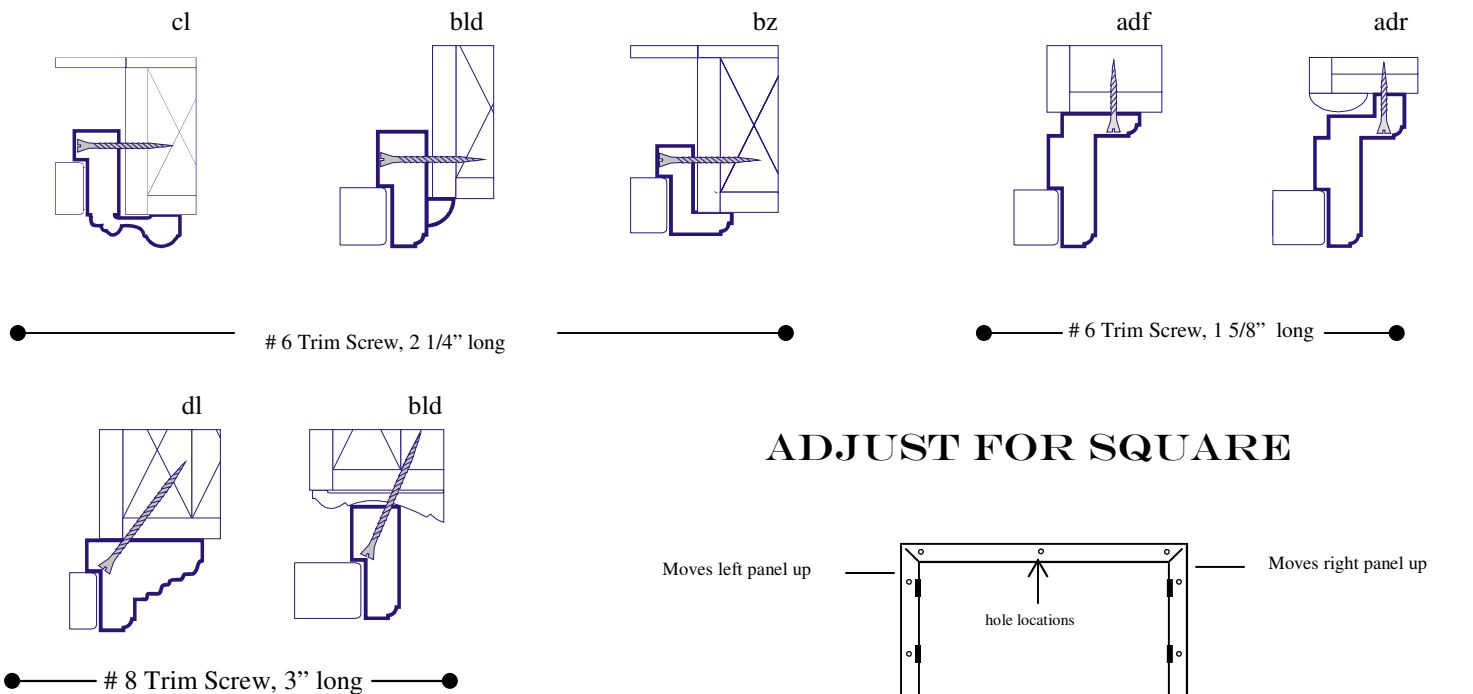
- 1 Identify and layout frame pieces, face side down, on a non marring work surface
2. Place a small amount of carpenters wood glue on each frame joint.
3. Place Hoffman Key round side down in each joint
4. Drive Hoffman Key in with a hammer or rubber mallet.
5. For maximum strength, use a pneumatic nail gun to further secure corners.



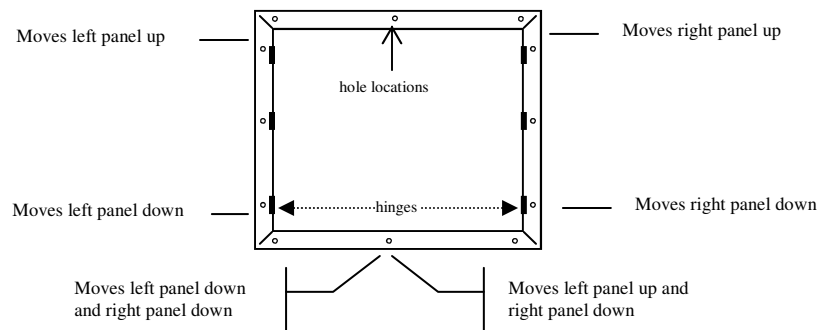
INSTALLATION OF PRE-HUNG SHUTTERS

1. Assemble the frame
2. Pre-drill holes 1/8" in diameter at each hinge location (in the light stop) on the vertical frame pieces and as needed on the horizontal pieces.
3. If size allows, place panels in the assembled frames
4. Set the frame in the window, after leveling the sill or header secure hinge side, starting with the top hinge of the opening with a square drive trim screw ***see drawings below for penetration point and screw size***
5. Place panels in the frames (if not done at step 3)
6. Close panels to check fit and see if any shimming and adjusting is necessary
7. Complete fastening unit in opening, hinge side first, then magnet side—taking care to keep frame legs straight
8. Adjust frame for square —note the diagram below
9. Cover screw holes with putty or screw caps. Use touch up paint to blend when needed.

PENETRATION POINTS FOR KIRTZ FRAMES



ADJUST FOR SQUARE



REPAIRS AND ADJUSTMENTS



Tension screw adjustment

- 1) Located the tension screw hole in the side of the stile
- 2) Using a Phillips screwdriver adjust the tension by tightening or loosening both screws.

Replacing a louver

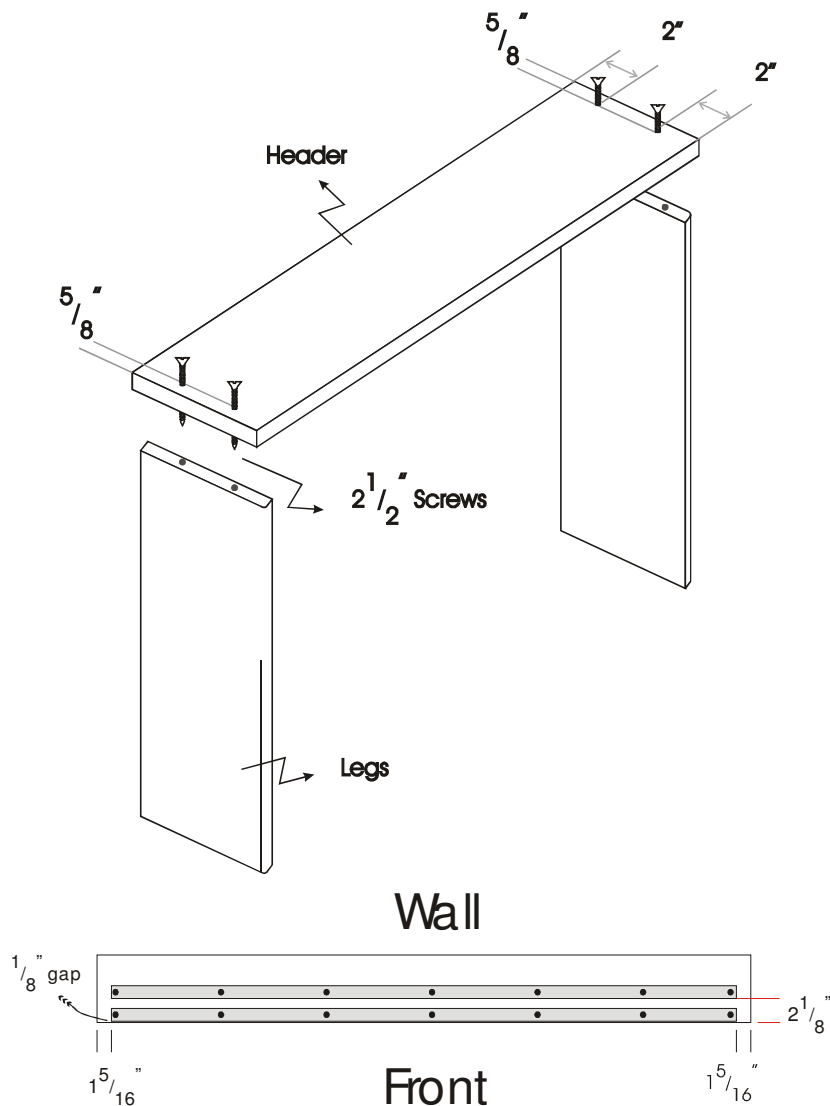
- 1) Cut staple on the tilt rod, spread open with pliers
- 2) Cut louver pin with a sharp thin knife between the louver and the shoulder of the pin
- 3) Remove damaged louver and nylon pin from stile
- 4) Remove staple legs from the tilt rod with pliers
- 5) Insert side of new louver with traditional louver pin into stile hole
- 6) Insert spring pin into stile, contain inside stile with putty knife
- 7) Align louver holes with holes in stile
- 8) Remove putty knife and pin will snap into place
- 9) With needle nose pliers, install new staples through louver into holes on the back of the tilt rod.
- 10) Seat staple into tilt rod with slip joint pliers. Take care not to damage face of tilt rod.
- 11) Adjust staple as needed for closure

BY PASS INSTALLATION



ASSEMBLE THE FRAME

- 1) Attach track to header
 - a) Center track on header *length*, pre drill header according to holes in track with 1/8" bit
 - b) Insert cars onto track before securing track to header
 - c) Attach track to header with #8 1 1/4" provided screws
 - d) Mount face of front track 1/8" back from front edge of header
 - e) Additional tracks should mount a minimum of 1" apart
 - f) Mount receiver clip at the stile/rail union with one screws in the stile, one in the rail with # 8 3/4" provided screws
- 2) Drill 1/8" diameter holes on the top side of the header frame 2" in from the edge at each of the four corners 5/8" from the ends
- 3) Drill 1/8" diameter holes 1" deep on the top edge of the legs that line up with header holes.
- 4) Insert 2 1/2" drywall screw through the header into the legs. Fasten tightly.

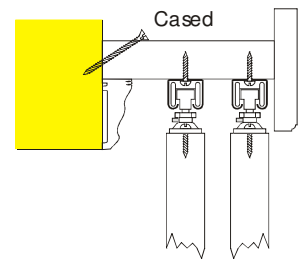
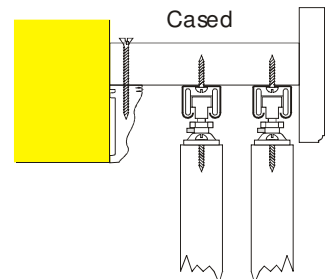
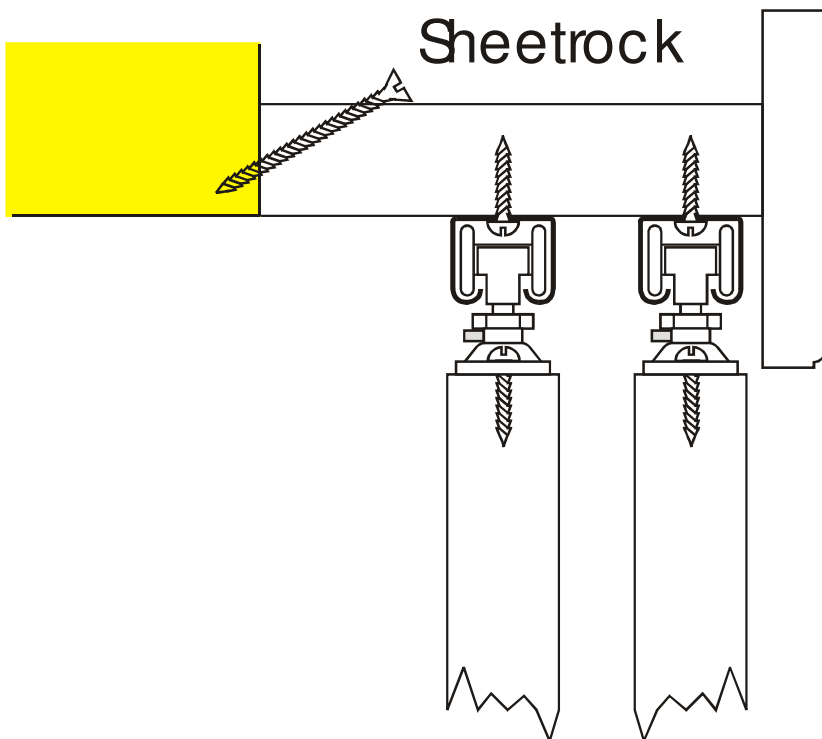


BY PASS INSTALLATION



INSTALLATION INSTRUCTIONS

- 1) Assemble the Frame
- 2) Pre-drill mounting holes in header piece with 5/32" bit
 - Sheetrock: by drilling at an angle through top of header towards wall approximately with a 3" #8 trim head screw per 2 foot of length
 - Cased Openings: by drilling straight through header into casing or at an angle towards wall
- 1) Set frame against the wall and determine where it will mount
- 2) Using a level, determine header placement and temporarily secure header in one of the central pre-drilled holes
- 3) With a plumb bob or level adjust legs until plumb (this may require readjustment of header)
- 4) Secure header to wall or casing
- 5) Secure legs to wall or casing
- 6) Attach panels to track
- 7) Adjust cars to achieve desired fit with a 1/2" open end wrench, then lock clip
- 8) Attach valance by one of the following methods
 - a) screw magnet to top of header, attach magnet plate to valance
 - b) use # 3 5/8" trim head screws through the face with tap cop cover





WARRANTY

SMI Shutters warrants to the original retail purchaser that Kirtz Shutters, if properly installed, will be free from defects in workmanship, construction, and materials, other than those caused by normal wear and tear, for a lifetime. This warranty does not include any conditions or damages resulting from accidents, alterations, misuse, abuse, and exposure to the elements, fire, flood, improper maintenance or acts of God.

This warranty applies only to Kirtz shutters that were manufactured within the specification guidelines established by SMI Shutters and in effect at the time of manufacturing. Products manufactured outside of these specifications, or otherwise specifically excluded, are not warranted.

All finishes can change over time if exposed to ultraviolet rays (sunlight). Excessive or prolonged exposure to moisture may also cause a finish to fail. As such, this warranty does not apply in these situations.

Shutters that have been bought unfinished become the responsibility of the purchaser and must be painted or finished within fifteen days from the date of shipping. Unfinished shutters must be painted or finished on all exposed areas of the shutter. Failure to comply with the aforementioned condition would result in a void of the warranty by the purchaser.

Prior approval for warranty service is required. Upon return of the product to our manufacturing facility, at the expense of the purchaser, repairs will be made with like or similar components. No warranty is expressed, or implied, for transportation or freight costs, labor charges or other incidental costs. This warranty does not imply automatic replacement of any product. SMI Shutters reserves the right to repair or replace any product at its discretion. SMI Shutters reserves the right to refund the wholesale purchase price in lieu of repair or replacement.

SMI Shutters provides no warranties other than as expressly stated herein. SMI Shutters disclaims any and all warranties of any other kind, expressed or implied.

Greg Kirby

Chris Tiety



SMI SHIPPING POLICY

All shipments originating out of SMI Shutters will be shipped "Best Way". This generally will mean LTL or UPS.

PRE-PAID FREIGHT SHIPMENT TERMS

Once a shipment leaves SMI a bill of lading will be faxed or emailed to the receiving party. Shipments can be tracked with pro numbers at shipper's website, or by phone.

You must have a party present to receive, unload and sign for all shipments. Whenever possible courtesy calls will be given by ABF freight to notify you of impending delivery. All LTL shipments will come palletized. If a pallet has been broken, note this on paperwork and notify SMI immediately.

FREIGHT DAMAGE

It is critical that any exterior damage be noted on delivery receipt at time of delivery. DO NOT reject entire shipments because of one damaged box. Accept partial shipments of undamaged pieces. In most instances drivers will allow a thorough inspection of damaged boxes and let you choose to accept or reject damaged pieces.

Hidden damage must be reported within 48 hours. Therefore it is critical that each box in a shipment is inspected soon after delivery and notification of damage be given to SMI Shutters.

FREIGHT CLAIMS

If you have freight damage adhere to the following steps to ensure your claim is processed in a timely manner.

If you choose to accept damaged freight:

Note any damage on delivery receipts when applicable

Photograph damages and e-mail digital images. Send as e-mail or fax an RTF with information noting areas of damage, side mark and panels affected. Factory must be notified of damage within 48 hours.

If you reject freight please

E-mail or fax an RTF form with information noting date rejected, damage to package, side mark or PO, panels affected.

It is SMI Shutters goal to rework and reship all freight damaged merchandise within two weeks of return receipt of damaged product.