

Interior Shutters



Making it Easy

Measuring – Ordering – Installation

Payless Decor

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Welcome

Thank you for choosing Payless Décor. We are proud to present to you the *Make It Easy* guide to help you measure and install your beautiful Custom Built Shutters.

We strive to offer the best quality shutters available in the market at the best prices. In doing so we form partnerships with great companies and more importantly, create relationships with customers like yourself. We hope that this guide will be useful in making your shutter selection. If you have any further questions please visit us at www.paylessdecor.com.

Whether you are a first time customer or a satisfied customer adding some beautiful touches to your home, we know that you will take pride in your Payless Décor Shutters. On behalf of all of our wonderful employees and myself, I extend a warm welcome to become a part of the Payless Décor family.

Most Sincerely,



Amir Ghavi
President
Payless Décor

Where do Shutters go on a Window?

- 1.) Understanding the basics: All of the Shutters that we supply come with a custom frame, which surround the doors of the shutter. The frame is what the shutter is hinged to, serving as the “middle” contact that is physically screwed in to the window. Depending on the window, there will be a 3-sided or 4-sided frame for the shutters.
- 2.) Understanding the shapes of your windows will play a significant role in accurately measuring your windows. Do not worry, as we have made a system that will help you take these measurements easily. Just continue reading the instructions completely before starting any measurements. Feel free to contact us if you have any questions on any areas of the measurement and installation process.

Please read all the way through the Making it Easy guide once and then start the installation and measurement process. This will help address all the little issues easier. Trust Us and Good Luck!

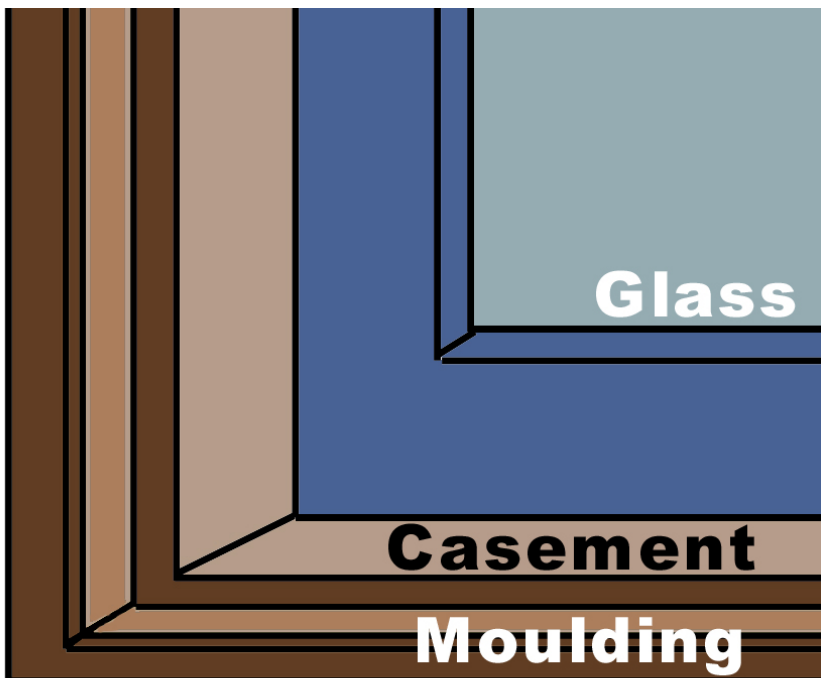


Diagram 1.0

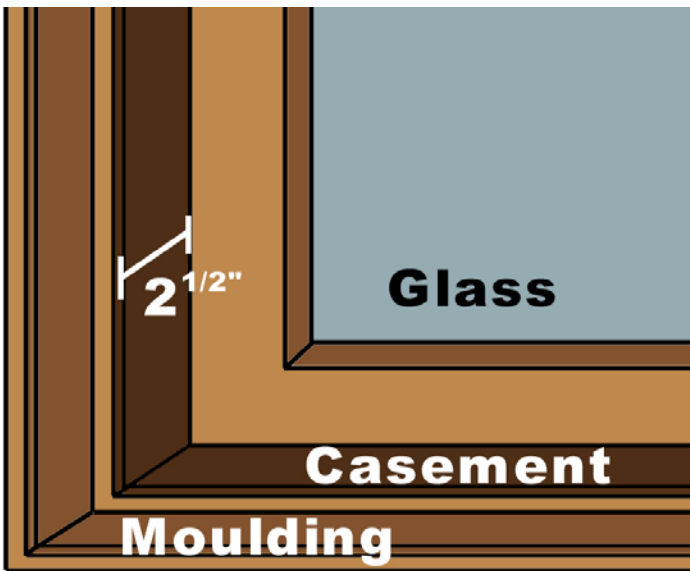
Window Basics:

-A window is composed of a moulding that runs on the exterior of the opening. This is often flush with the interior walls of your home. You will find trim work on some homes as an addition to the moulding

-The Casement is the flat space (fairly standard) in front of the “sash” which is the movable window itself that holds the glass.

Lets Get Started

Measure for the Window Depth: This will determine if we are going to use a Recessed mount (Inside Mount) BEST CHOICE or Exact mount (Outside Mount). You will need a minimum of 2.5” depth on the casement to allow the louvers to open and close properly when installed.



Carpenters Note

Mounting Shutters on your windows may prevent the use of the tilt option on your windows for cleaning the outside. Even though this is not a major issue for most home owners you should be aware of this.

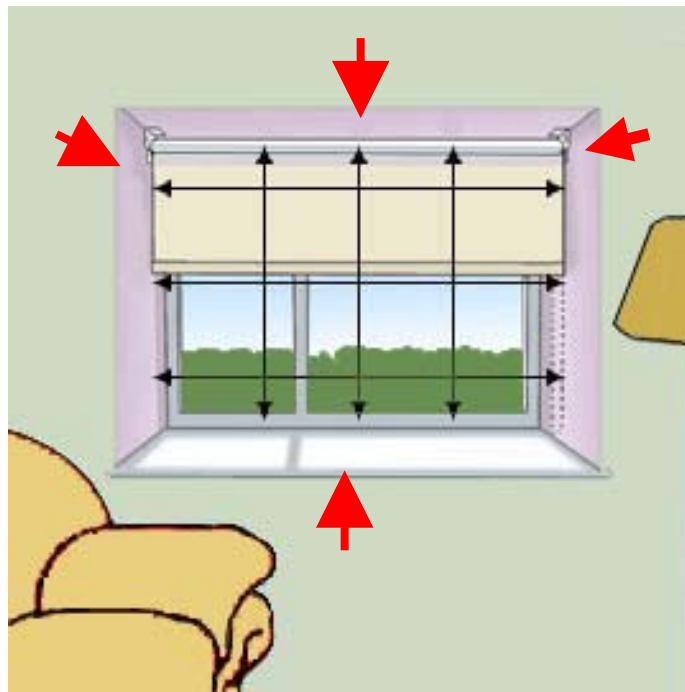
Is the window casement more then 2 1/2”?

No = Please contact us so we can talk about the window and advise you on different options.

Lesson 1: In the Recessed mount, the Shutter frame will rest on the Moulding of a window- giving you a very finished look. We build the shutter into the frame with a hinge, leaving the only installation to be screwing the frame into the moulding of your window.

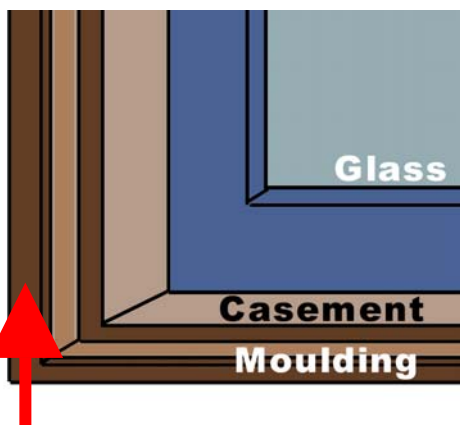
Getting Started:

Step 1: Measure the window size.



Take measurements at each of the points corresponding to the red arrows, going across the length of the window to the other red arrow directly across from it.

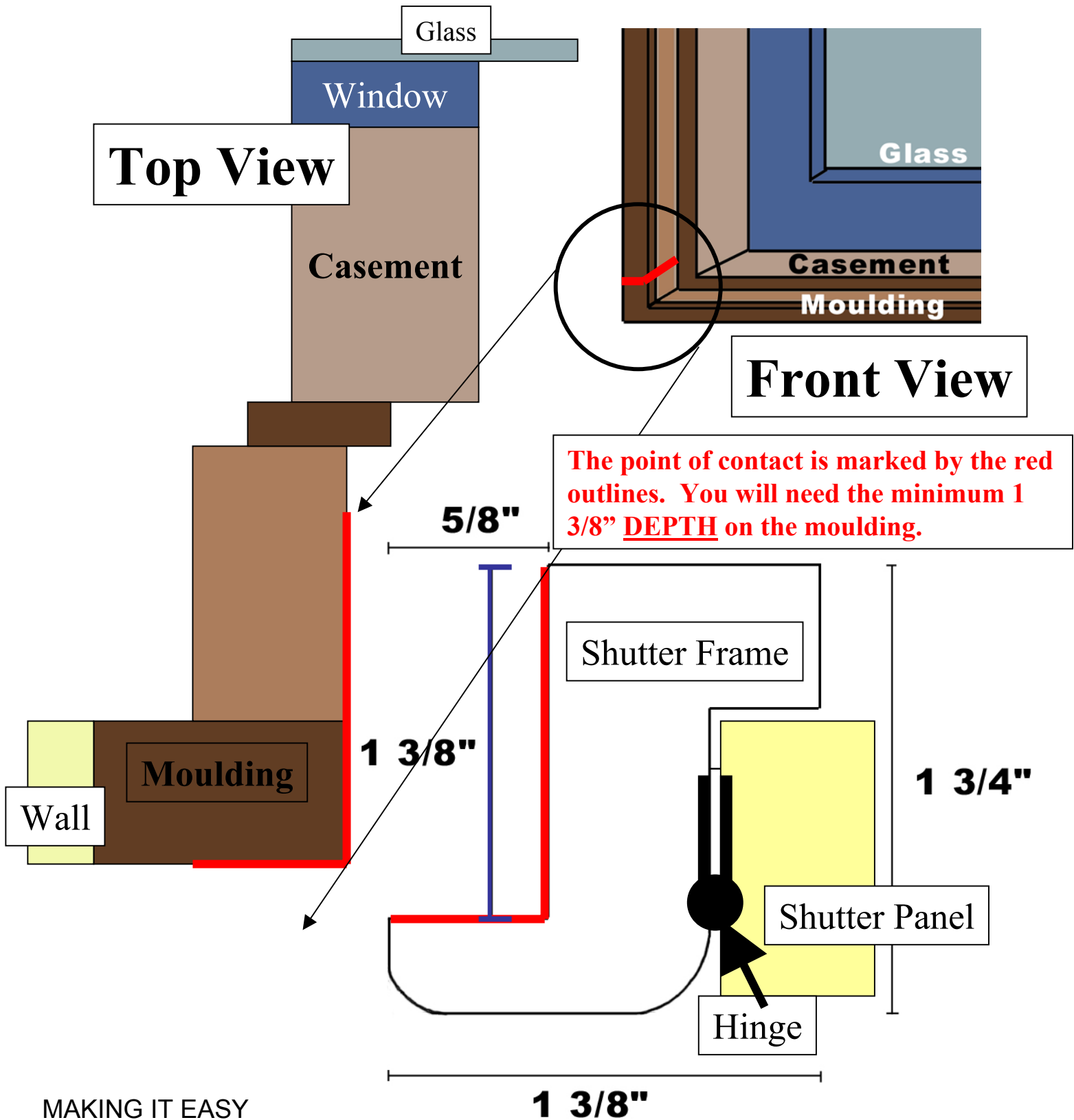
Make sure that you record the smallest width and height measurement on the worksheet. This will be important to ensure the shutters will have a perfect fit within the window.



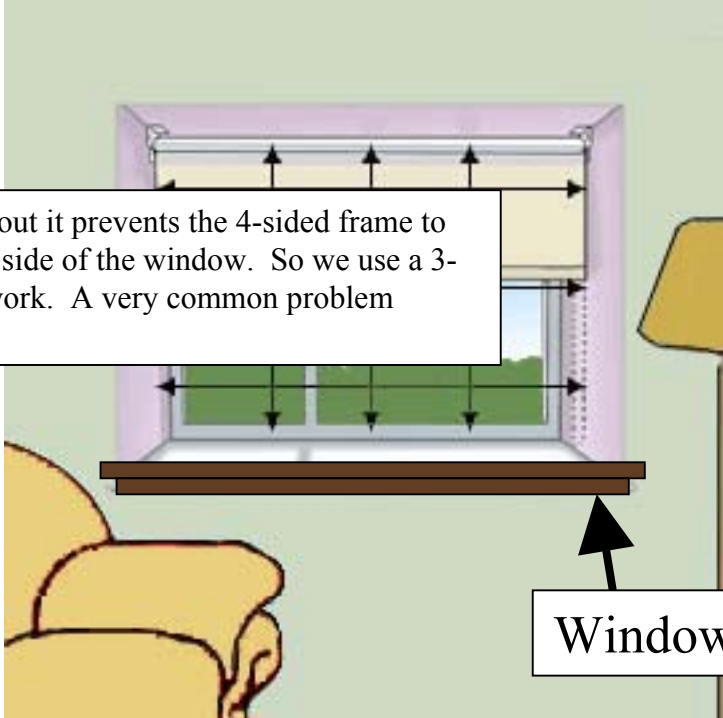
Please refer to the diagram to the left in identifying the Moulding of a window. As you can see it will be on the outer section of the window. Some windows do not have moulding at the bottom and instead have a seal. If so, no problem just measure to the seal.

Window Moulding measurement point

Step 2: Check for minimum 1 3/8" on the Moulding.



Step 3: When you are finished taking the measurements, please note the following: If you have a window sill at the bottom of your window, then you will need a 3 sided frame, with the frame surrounding each side and the top of the shutters. If you do not have a sill at the bottom of your window then you need a 4 sided frame, covering all four sides of the shutters. Make this note on the worksheet.



Note: Since the Sill sticks out it prevents the 4-sided frame to be mounted on the bottom side of the window. So we use a 3-sided frame to make this work. A very common problem solving tool.

The diagram shows a window with a white frame and a brown sill. A 3-sided frame (top, left, and right) is shown in purple, with arrows indicating its placement. A 4-sided frame (top, left, right, and bottom) is shown in green, with arrows indicating its placement. A callout box points to the sill with the text 'Window Sill'.

Window Sill

Conclusion:

- You have taken the measurements accurately noting the smallest width and height as the written final measurement.
- You have checked the moulding for a 1 3/8” space for the frame to mount.
- You have checked for a Window Sill- this determines 3 sided or 4 sided frames. Hint: the window seal prevent the bottom frame to mount thus allowing for a 3-sided shutter.
- **Do not worry about anything else. We will make any deductions or additions so your shutters to will fit exactly.**

Installation

Step 1



1. Open the Shutters from the packaging.
2. Take out the Hinge pin separating the frame and the shutter. Repeat this to the other side.

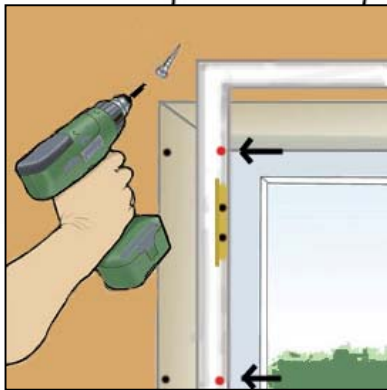
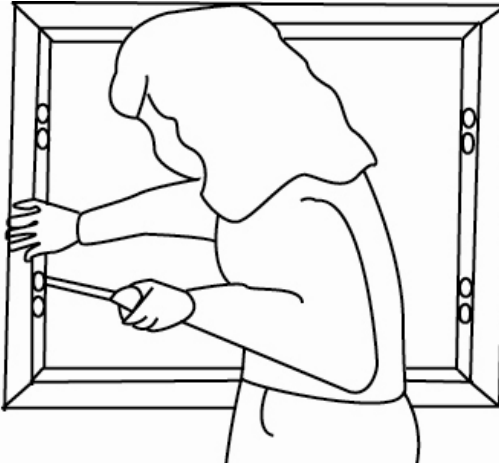
Step 2



1. It is time to assemble the frame either in a 3-sided configuration or a 4-side configuration as illustrated in the diagram. You will need to line the sides of the frame together and insert the Hoffman key. This will lock in the two corners together tightly
2. Now you are ready to place this on the Window Moulding for Installation
3. Make sure that the Frame is as square as possible with 90 degree corners. Note: your window may be out of square so be careful because the shutters are perfectly square.

Installation

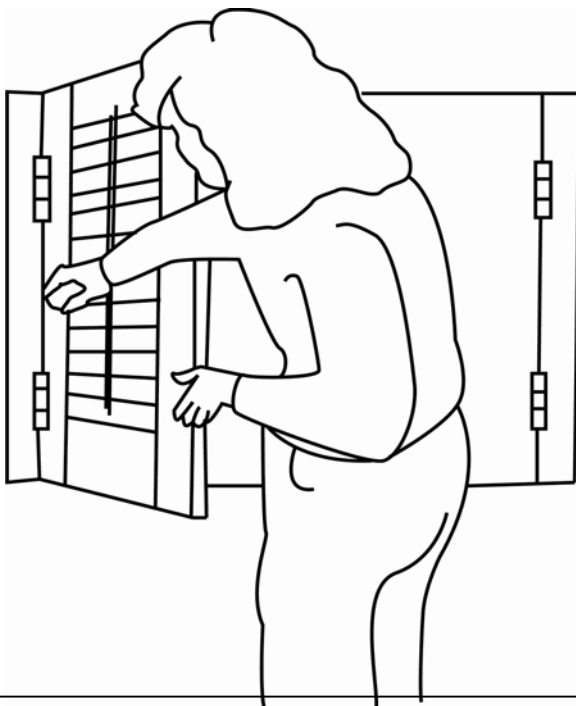
Step 3



We recommend using a power drill.

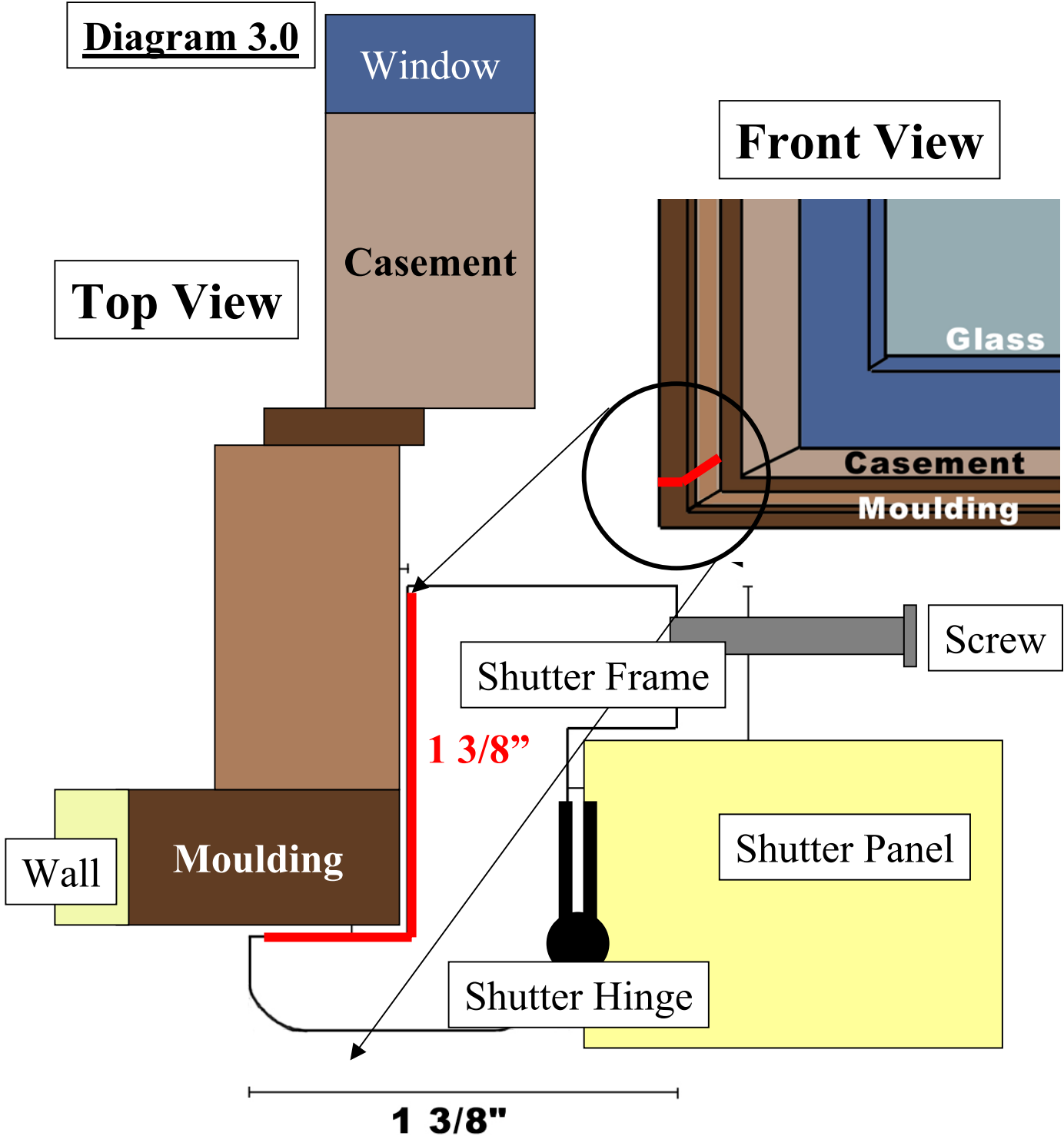
1. Place the Frame on the Moulding.
2. You will then want to secure the frame to the moulding with screws
3. These should be inserted straight into the moulding passing through the frame.
4. Make sure that you do not hinder the area where the shutter will sit. See diagram 3.0.
5. You will want to have a minimum of 3 mounting places on the right and left sides of the frame to the moulding. This will insure a secure fit.
6. The top and bottom (if applicable) frame will need only one screw to prevent bowing out of frame and losing square configuration.

Step 4



1. Take the shutters now and line them up with the hinges.
2. The hinge parts attached to the shutter and the ones attached to the frame will now interlock.
3. When there is an interlock place the hinge pin from the top down to secure the shutter.
4. You have now installed the shutters. Congratulations.

Diagram 3.0



This is an Top View of what the frame mounted to the Moulding would look like. As you can see the moulding fits like a "L" nice and tightly. The shutter panels are hinged and open and close with ease. You may need 2" screws that can bought at your local hardware store.

Work Sheet (print multiple copies of this)

• Room Location: _____

• Width _____

• Height _____

• Frame sides (check one)

• 3

• 4

• Louver Size (circle)

1 ½” 2 ½” 3 ½”

• Number of Panels you want in window
(circle)

1 2 4

• Room Location: _____

• Width _____

• Height _____

• Frame sides (check one)

• 3

• 4

• Louver Size (circle)

1 ½” 2 ½” 3 ½”

• Number of Panels you want in window
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