Required Tools

measuring tape	drill with 2mm bit	phillips bit or screwdriver	pencil	knife

Included Hardware

The hardware can be found in the small hardware box included with your blind.

Dovetail Key

Hinge Pins

Long Screws (For Frame Installation)

Medium Screws (For T-post Installation)

Short Screws (For Hinge Installation)

Plug

Hinge Spacer
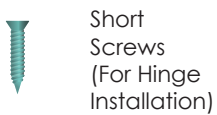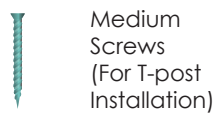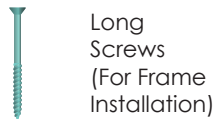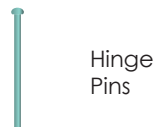
1 Getting Started

Make sure ITEM# (Highlighted in the circle) matches on both panel boxes.
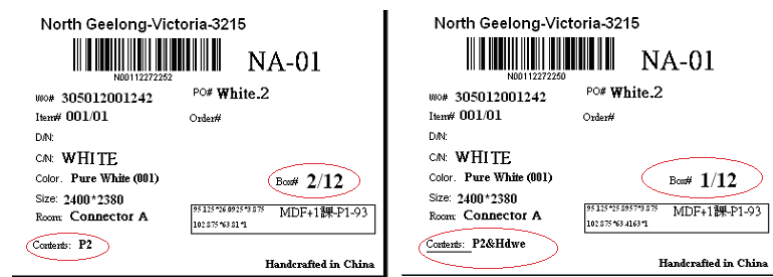
- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended.
- Find ample working space to assemble your frame (preferably in front of the window).
- Check the diagram to make sure you have all the parts indicated for an appropriate installation.

2 Assemble the Frame

① Carefully remove panels and frames from the packaging.
Do not mix panels or frames from other windows. All frame pieces are labeled (top, bottom, right, left).
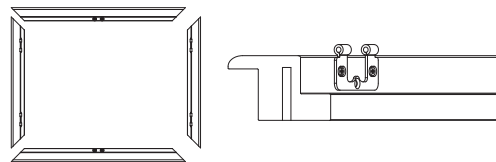
② Set all frames on a soft, level surface (moving blankets or some type of pad works best). Position each side of the frame and line up the Dovetail Key slot.

※ **If not installing with T-POST, skip to #4.**

③ The top and bottom of the T-post are labeled. Locate and identify. Line up the pre-drilled holes with the top and bottom frame and secure with screws provided. Fasten the T-post with additional nails if necessary.

⚠ The T-post connector provides some wiggle room, make sure the T-post is at the center position at each end and secure with two screws. The T-post can also be adjusted when gaps between panels are not even.
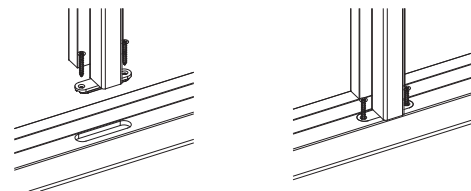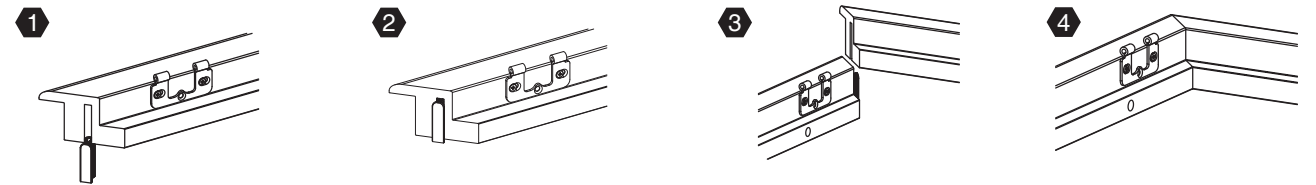

④ Insert the Dovetail Key into each slot at the back of the frame. Use a rubber mallet if necessary.

⚠ The Dovetail Key has a rounded side and a flat side. The rounded side should be inserted in slot first.

With the rounded side of the Dovetail Key facing up, push the top frame down onto the Dovetail Key.

⑤ The frame is pre-drilled well in the top left and right frame, bottom left and right frame, and in the middle of the top and bottom frame. Double check that all the holes are pre-drilled before placing the frame on the window.
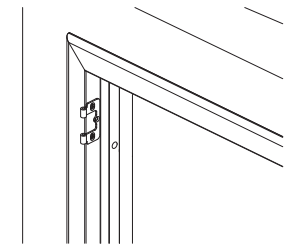

⑥ Position the assembled frame evenly along the window opening against the window by using a tape measure and shims.
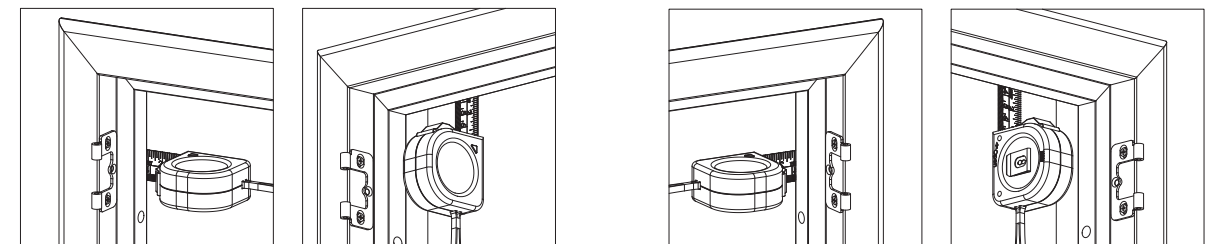

Measure left & top frame for spacing

Measure right & top frame for spacing

⑦ Once you have evenly spaced the frame into the window opening, secure with a screw (pre-drill) into the upper left frame ONLY. Shutter will be fully secured in later steps.
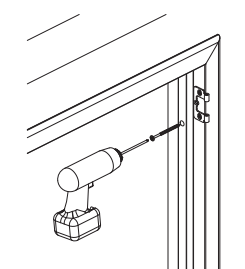Once done, level the frame on the window.
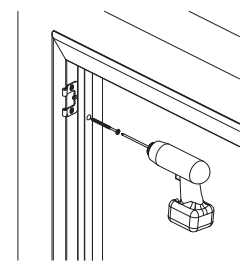
Only secure one screw into the top left frame.

⑧ Once the left side is secured, to keep the frame level and secure with a screw (pre-drill) into upper right frame. Shutter will be fully secured in later steps.
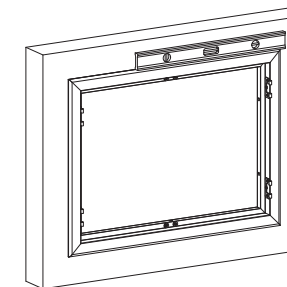
Level the top frame.

Only secure one screw into the top right frame.

3   Assemble Panels
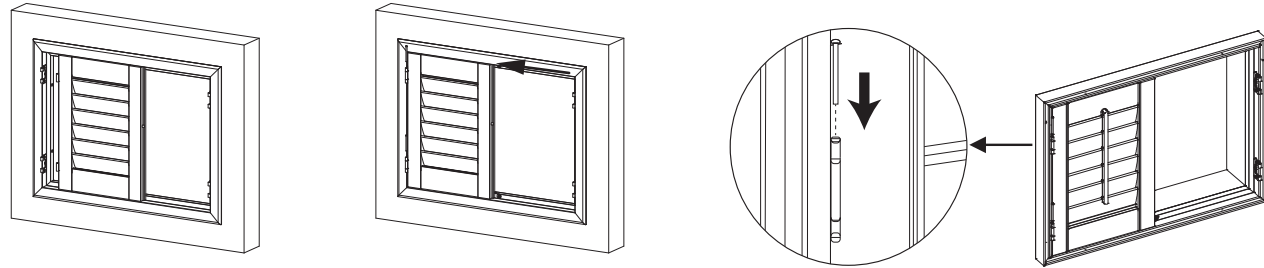
⑨ With the top right and left frame secured, place the left shutter panel in the frame and slide into position. Align the hinges, and insert the hinge pin.

Position left panel in the frame.

Slide panel into frame hinges.

⑩ Open the left panel and place the right shutter panel(s) in the frame, slide into position, insert hinge pins into hinges. Note: If you have bi-fold panels, after attaching the far left and/or far right panels to the frame, 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, P4.
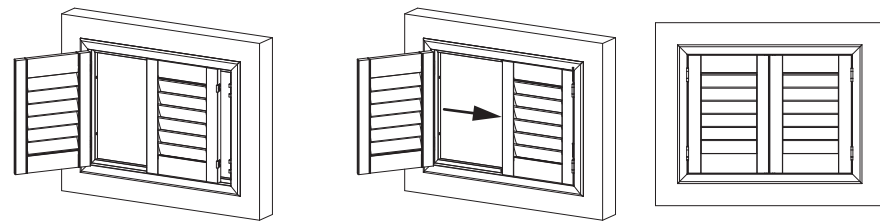
Position right panel in the frame.

Slide panel into frame hinges and close other panel to hold in place.

⑪ If panel hinges are not aligned with frame hinges properly, then frame hinges can be adjusted.
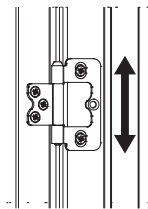
Loosen frame hinge screws, adjust frame hinges properly, tighten screws.

⑫ Once panels have been positioned and secured with the hinge pins, make sure shutter panels are even across the top and bottom. If panels are not even, shift (rack) your frame left to right until the gap is even.
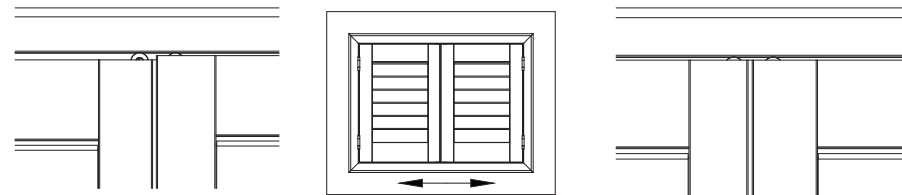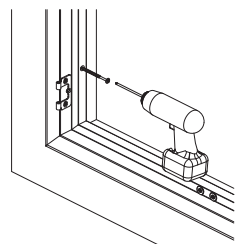
Once you have installed the panels, but they do not line up.

RACK the bottom of your frame to the left or right for an even reveal.

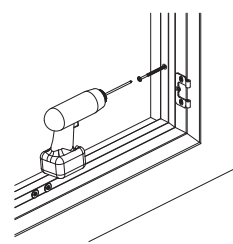After racking of shutter, panels should line up.

⑬ Once the panels are lined up, screw at the bottom of the left frame.

⑭ After securing the bottom left, secure with a screw at the bottom right.

Only secure one screw into the bottom left frame.

Only secure one screw into the bottom right frame.

DOUBLE CHECK AND MAKE SURE PANELS ARE STILL EVEN ACROSS THE TOP...

Tip: *Step away from the window and open louvers to make sure shutter is evenly positioned to window.*

⑮ Check gaps between panels and adjust accordingly with hinge spacers provided if needed.
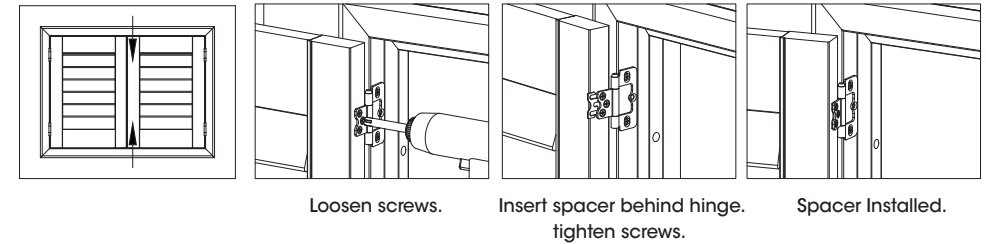
Loosen screws.

Insert spacer behind hinge. tighten screws.

Spacer Installed.

⑯ Open and close panels to make sure panels operate properly. Secure the frame with screws through the rest of the holes.

Tip: *Move top & bottom frame up and down to achieve proper tolerance between panel and frame.*

Tip: *Move side frames in and out to achieve proper tolerance between panel and frame.*
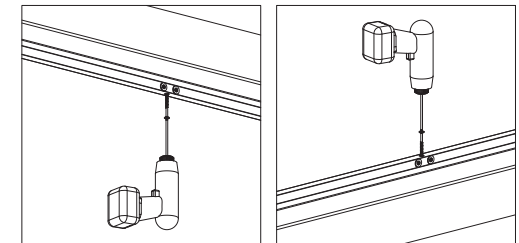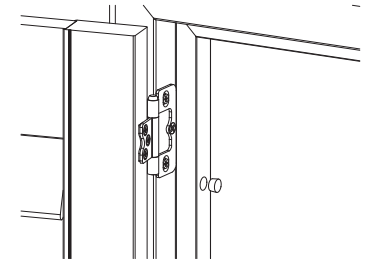
⑰ After the top and bottom frame are secured, check that the shutter operates properly. Fasten the deadlock screw for all hinges.

Tip: *It is recommended to apply 2 screws for every hinge, and 1 screw between hinges.*
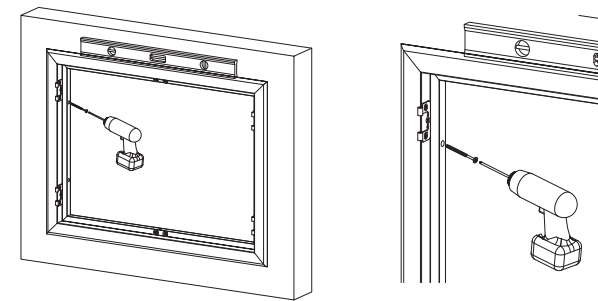
⑱ Install the plugs into the frames' pre-drilled plug holes to complete the look of your shutters.

Great Job… Enjoy your new Veneta Shutters!

Maintaining your Blind	1	Cleaning

- Use a clean, dry feather duster, cloth or vacuum with brush attachment to gently remove dust and debris. To ensure thorough cleaning, wipe the louvers or slats in the open and closed positions. Do not immerse the product in water or use abrasive chemical solvents. This may cause discoloration and the louvers to warp. Ultrasonic cleaning is not recommended. For best results on TecWood Shutters use a cotton cloth dampened with water. Polyester cloths tend to create static, which can attract dust.

Feedback?

We would love to know how you went with your installation…

Please write a review on our website at…
www.venetablinds.com.au

Need HELP?
Call our
Customer Service team
for assistance
1800 836 382