

PARKE SHUTTERS

Installation Instruction Overhead Track

Thank You

Thank you for choosing your Parke Shutter Overhead Track
With proper installation and care, your new shades will provide many years of beauty and performance.

Before Installing

Remove shade from the package. Keep all packaging until shade operates to your satisfaction. Contents of your hardware package may vary depending on options chosen. Additional fasteners may be needed on your specific mounting surface.

Tools Needed



Pencil



Screw
Driver



Level



Measuring
tape



Drill



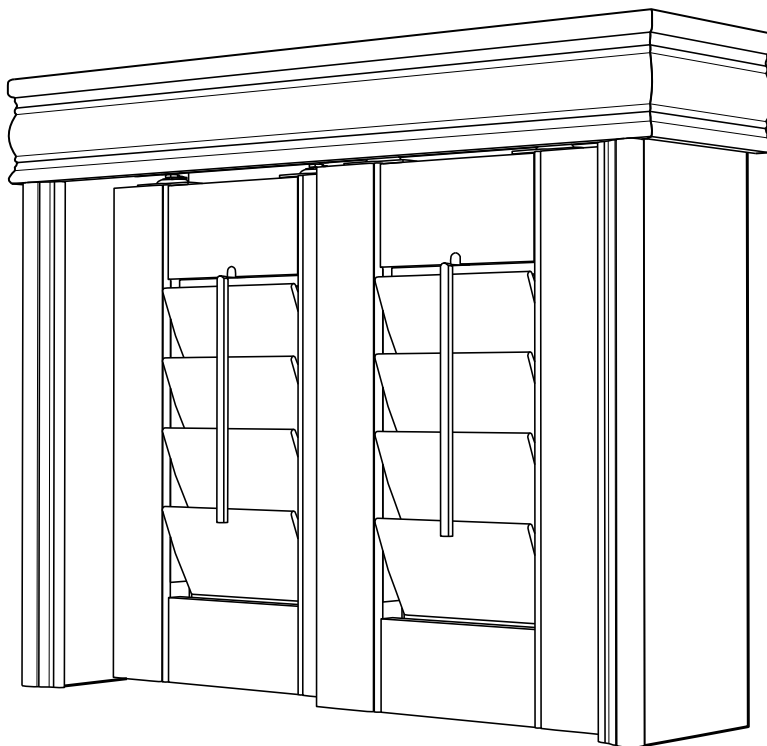
Nail Gun



Saw

Your Product

Overhead Track

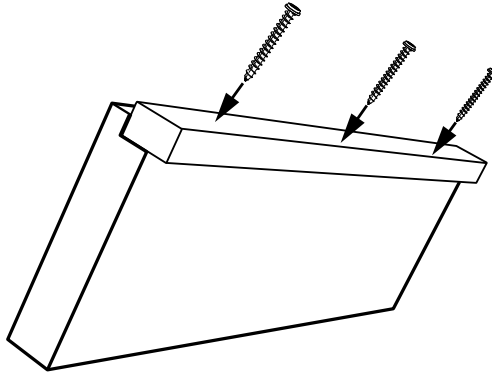


OUTSIDE MOUNT

OSM Step 1 Attach Nailer Strips



Attach Nailer Strips with screws every 12 - 16" along Header and Leg Pieces

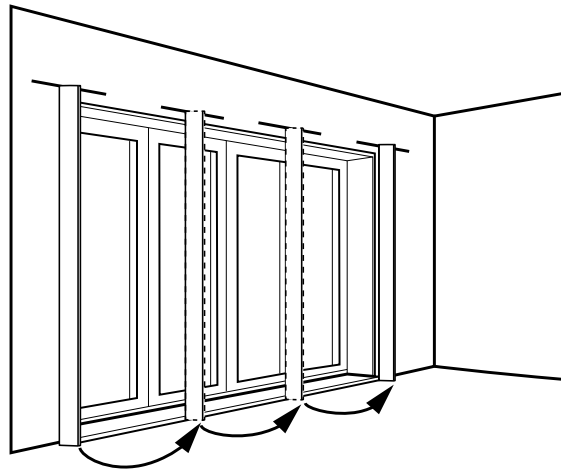


OSM Step 2 Find opening height



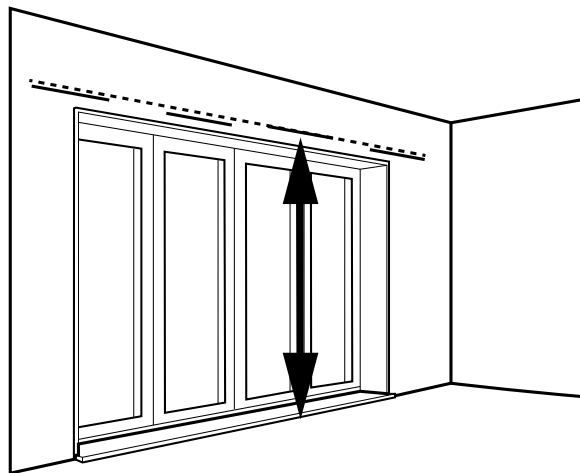
Use one of the Side Legs to measure from the floor and mark the top of the leg on the mounting surface

Repeat in several spots



Find the mark that is the Highest on the mounting surface

Use this mark to make a level line across the width of the shutter opening to use as your mounting line

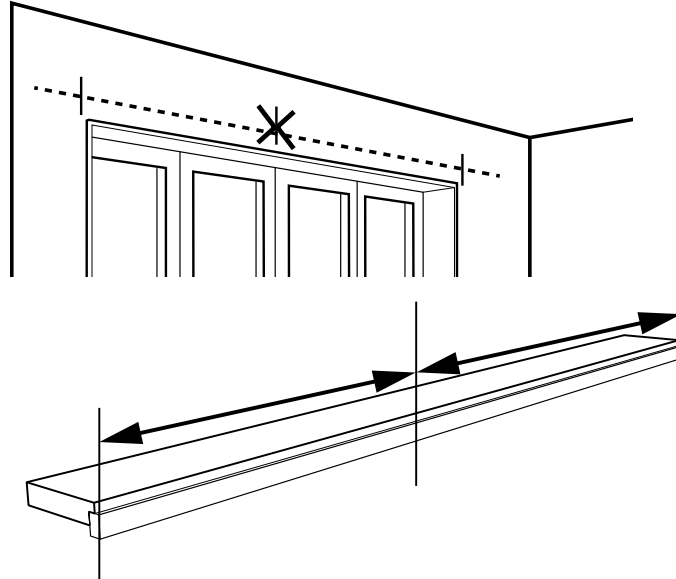


OSM Step 3 Install Header

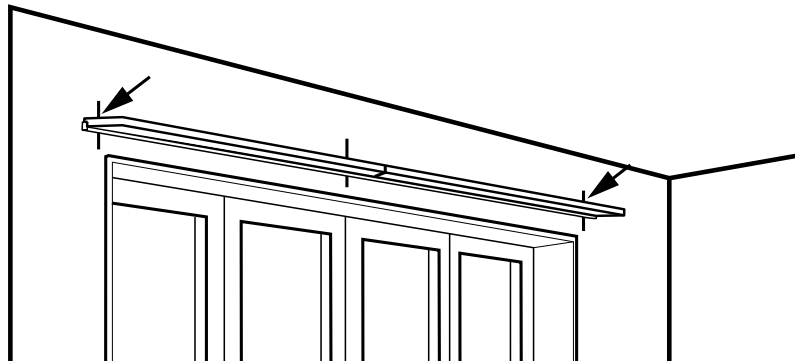


Find and mark the center of the Shutter Opening and the stud locations

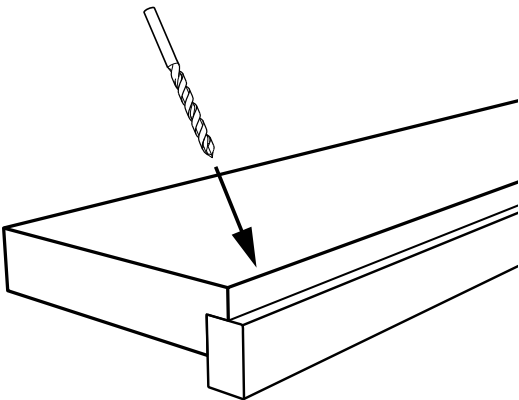
Find and mark the center of the Header



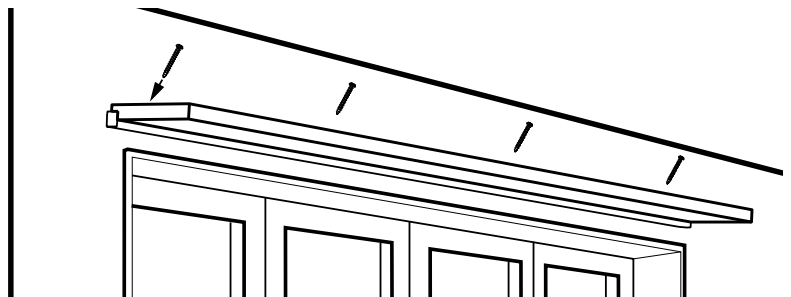
Hold the Header up to the Center Line on the shutter opening and mark the locations of the studs



Pre-Drill holes at an angle from the top down



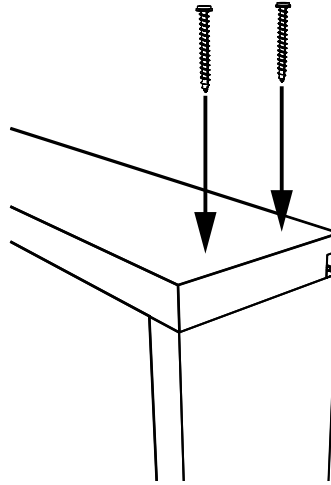
Attach Header with screws at an angle from the top down into the wall every 12-16"



OSM Step 4 Attach Leg One Piece



Pre-Drill and secure with two screws from the top down



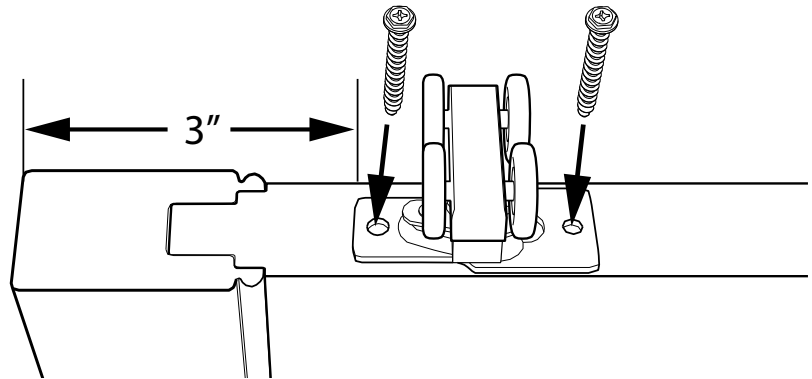
OSM Step 5 Attach Rollers to Panels



Measure in 3" from each side of panel and center the Carrier Plate on the panel

Rotate the Roller out of the way of the screw holes

Make sure the Retaining Clip rotates out towards the room side and attach with screws

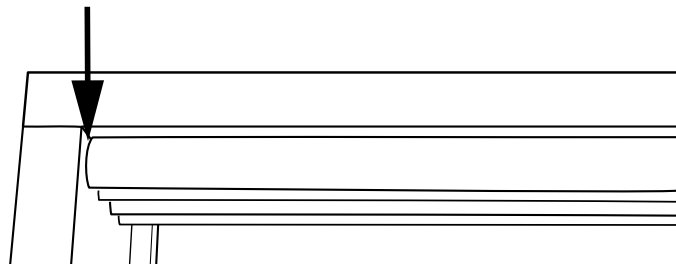


Repeat for each Panel

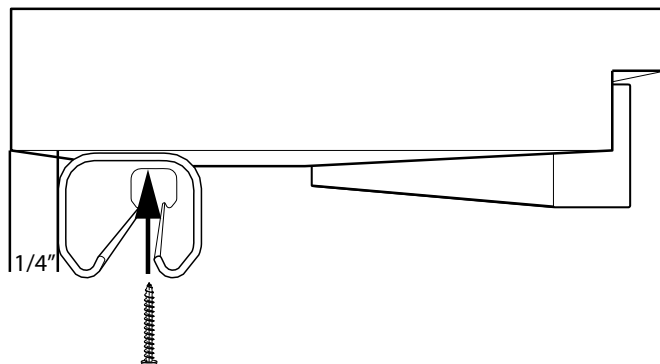
OSM Step 6 Install Tracks



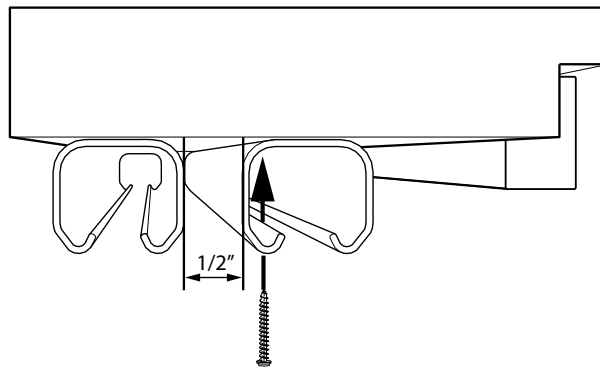
Begin by butting the Track up to the Attached Leg Piece



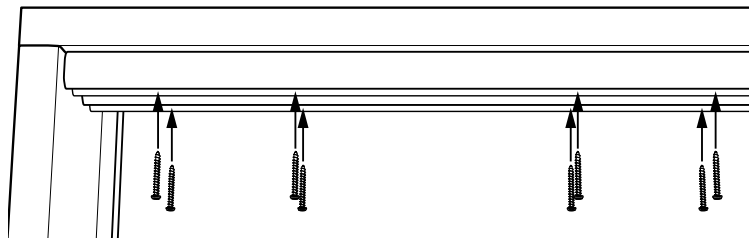
Measure in 1/4" from the front of the Header and attach track with one screw in the middle



Measure in 1/2" from the front track and attach second track with one screw in the center

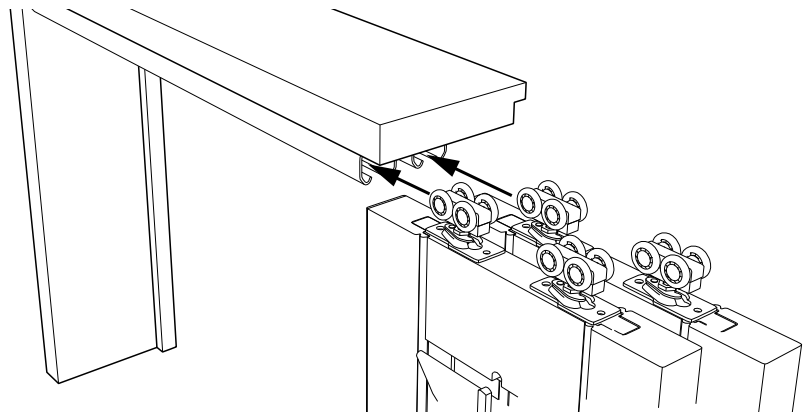


Finish attaching with screws every 8 - 12"



OSM Step 7 Install Panels

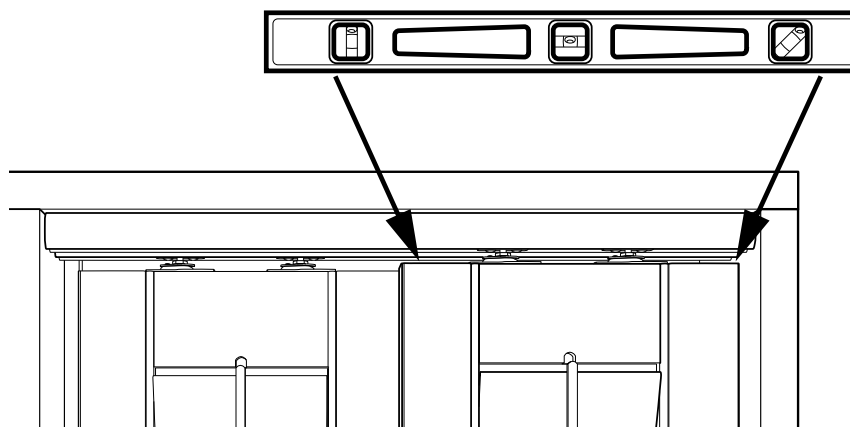
Load all Carriers and Panels evenly into the tracks



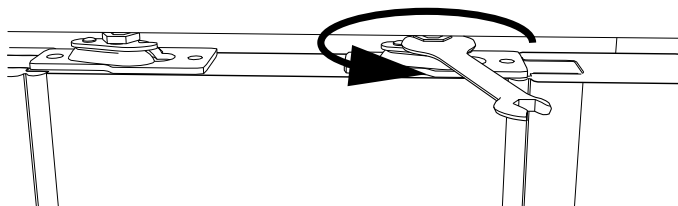
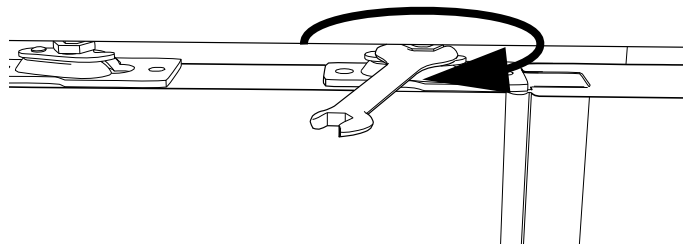
OSM Step 8 Level Panels



Start with the middle panel and use the adjustment nut on the Carrier Roller to level the panel



Turning the nut Clockwise with the Wrench raises the panel



Turning the nut Counter-Clockwise with the Wrench Lowers the panel

Move outward from the center panel and repeat the process so that each Panel is Level and lines up with the last

Ensure that all panels are aligned and level before proceeding

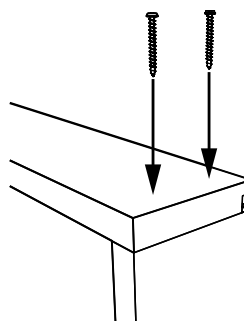
OSM Step 9

Affix Legs to Wall

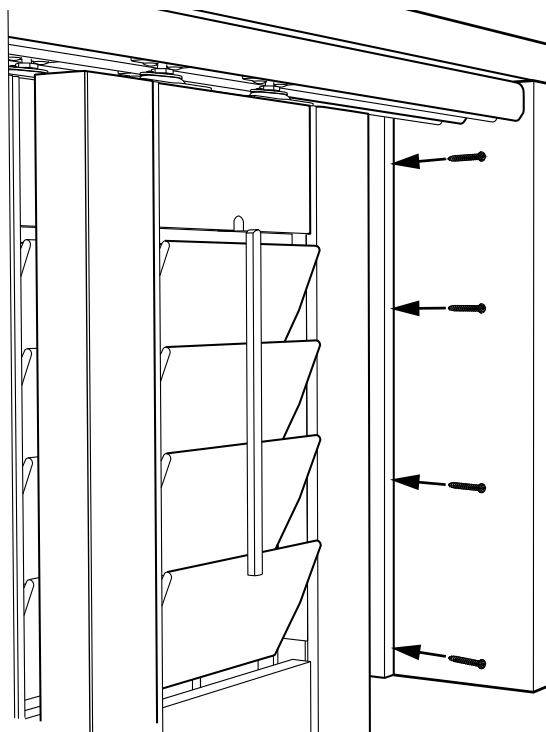
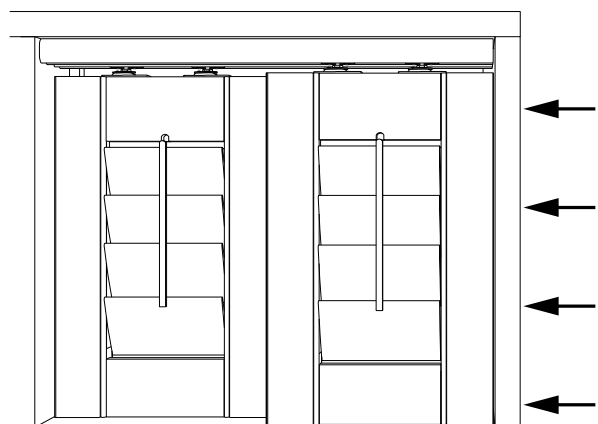
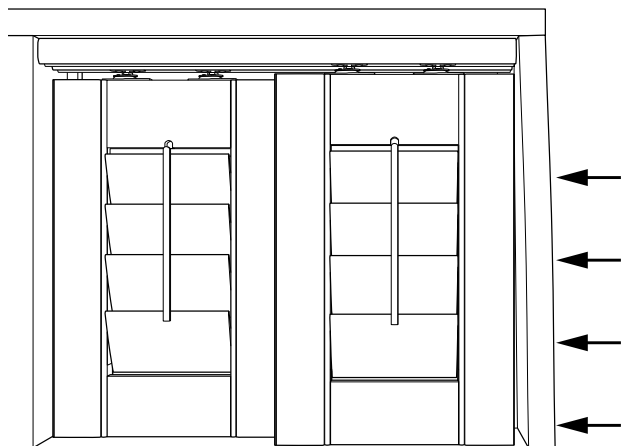


Attach the last Leg Piece

Pre-Drill and secure with two screws from the top down



Work from the top down to straighten out the leg pieces and align with panel to minimize the light gap



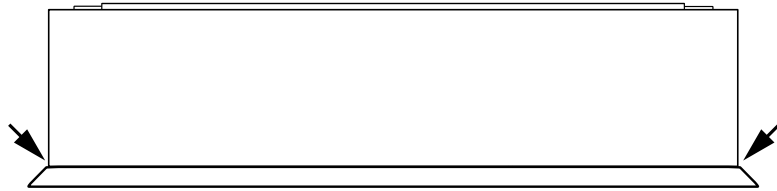
Make adjustments all the way down and screw through the nailer strip into the wall after making sure that the leg is even with the Shutter Panel

OSM Step 10

Attach Valance



Center the Valance and make sure the inside edges are flush with the Header



Line up the top of the Valance with the tops of the header

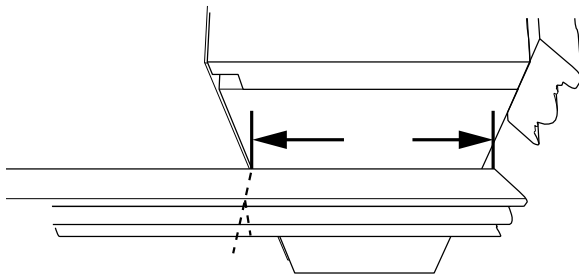
Use a nail gun or trim head screws to attach Valance to header

OSM Step 11

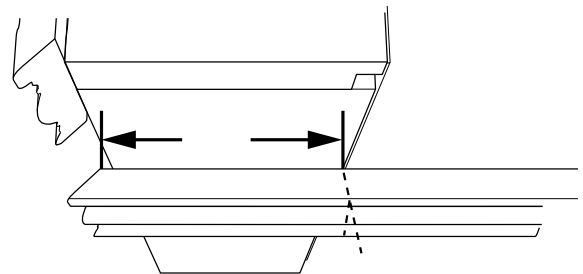
Attach Returns



Measure from the wall to the front of the Leg Piece and cut your return



Measure from the wall to the front of the Leg Piece and cut your return



Use a nail gun or trim head screws to attach Valance to header

Fill all holes with Fill Stick when finished

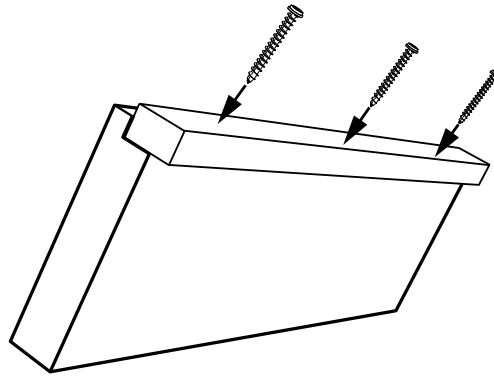
INSIDE MOUNT

ISM Step 1

Attach Nailer Strip



Attach Nailer Strips with screws every 12 - 16" along Header

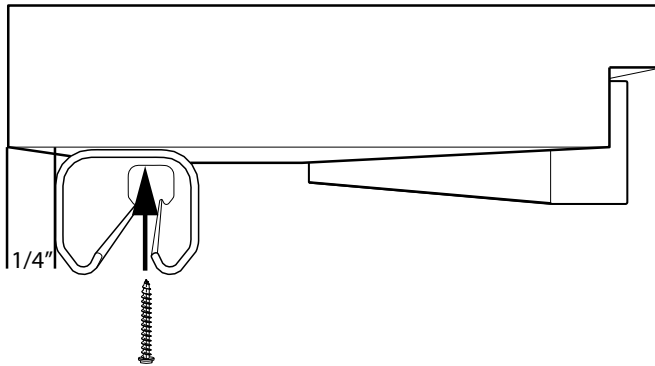


ISM Step 2

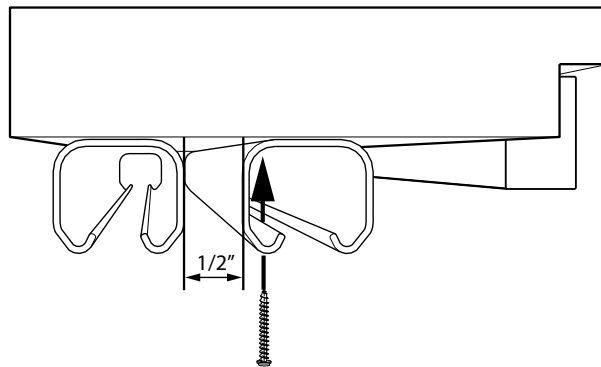
Attach Track to Header



Measure in 1/4" from the front of the Header and attach track with screws



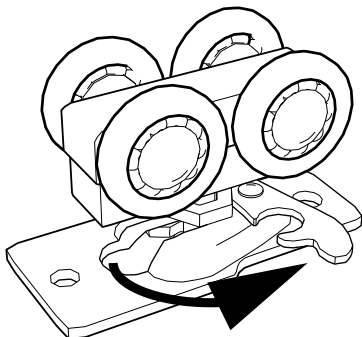
Measure in 1/2" from the front track and attach second track with screws



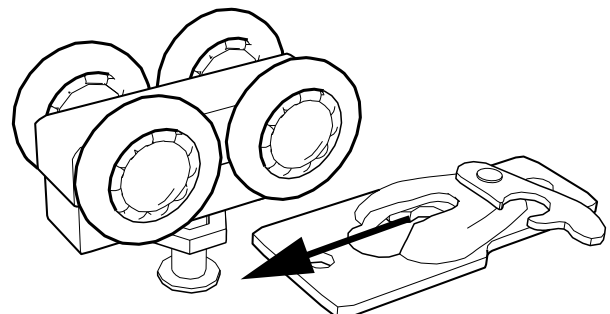
ISM Step 3

Attach Rollers to Panels

Rotate retaining clip to release Carrier Rollers



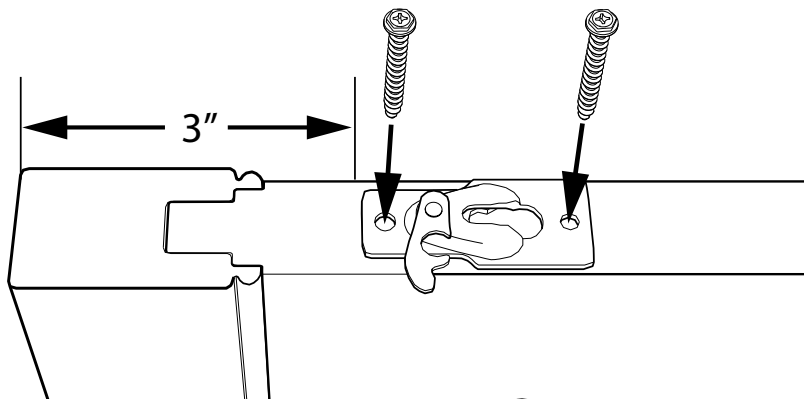
Slide Carrier Rollers away from Carrier plate to separate



Measure in 3" from each side of panel and center the Carrier Plate on the panel

Make sure the Retaining Clip rotates out towards the room side and attach with screws

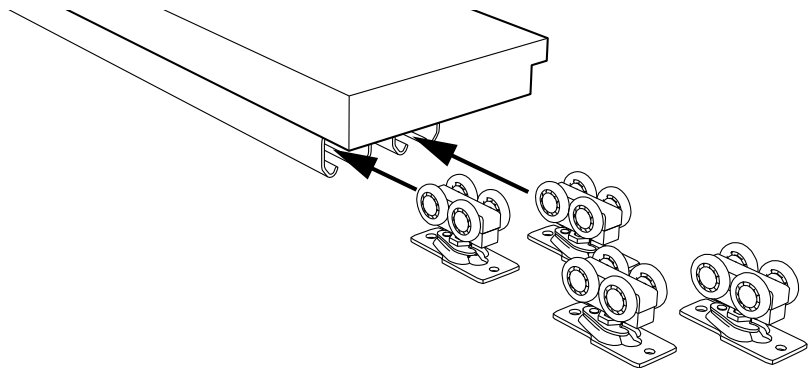
Repeat for each panel



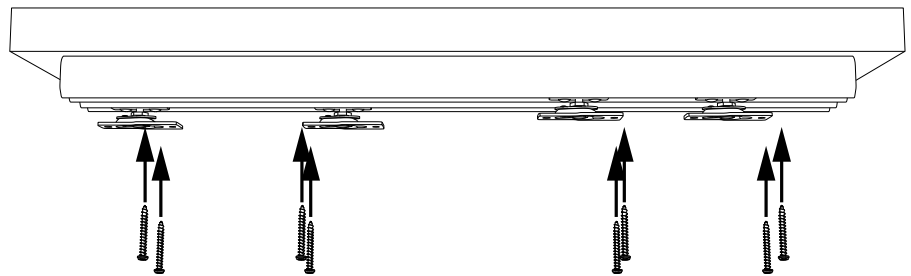
ISM Step 4 Install Header



Load all Carriers and Panels evenly into the tracks



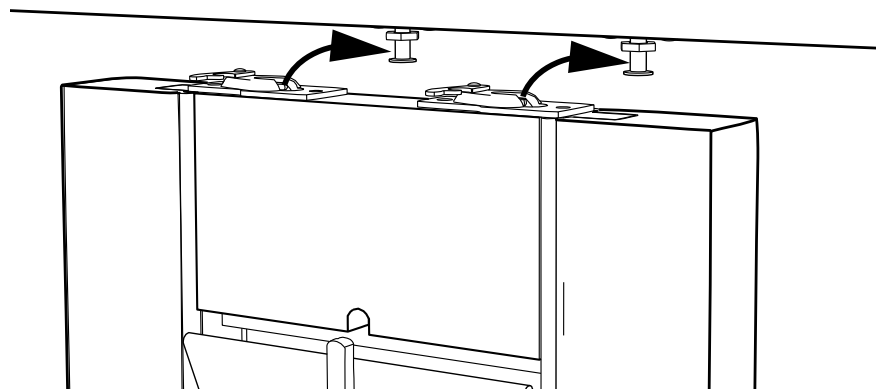
Using screws spaced evenly attach inside the window opening



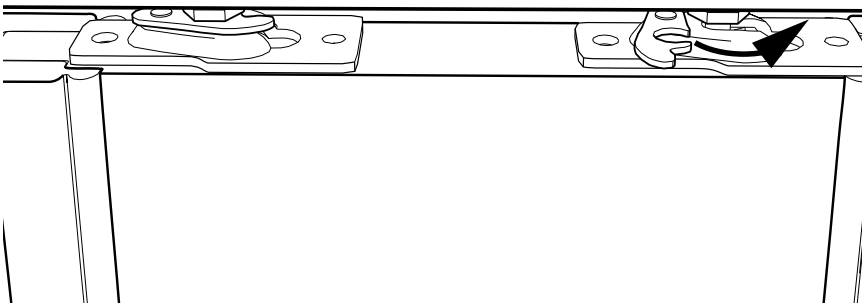
ISM Step 5 Install Panels



Carefully support panels while connecting Carrier Rollers into the Carrier Plates



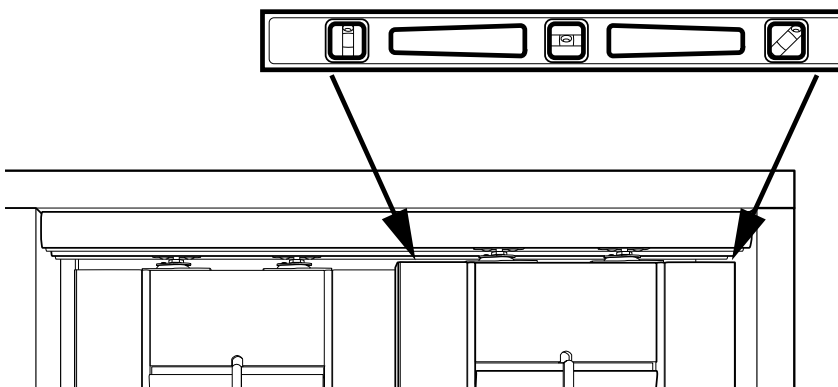
Make sure the Carrier Pin is fully seating into the Carrier Plate and rotate the Retaining Clip to lock them in place



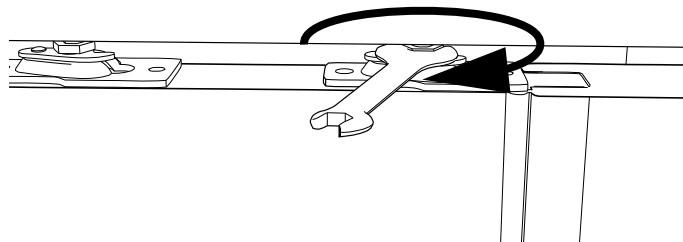
ISM Step 6 Level Panels



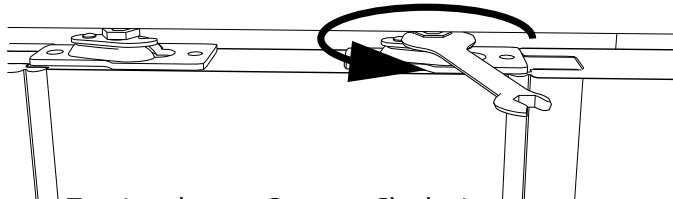
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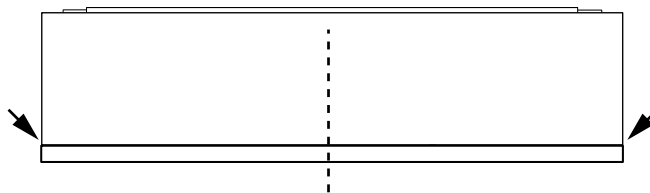


Move outward from the center panel and repeat the process so that each Panel is Level and lines up with the last

ISM Step 7 Attach Valance



Center the Valance and make sure the inside edges are flush with the Header



Line up the top of the Valance with the tops of the header

Use a nail gun or trim head screws to attach Valance to header