Review full manual instructions prior to use for important safety information. Always check Rockler.com to confirm that you are using the most recent manual version for your product.
GENERAL SAFETY WARNINGS

This product is designed for specific applications as defined in the instructions and should not be modified and/or used for any other applications. Before using the 3½“ Louver Template Set, read, understand and follow all instructions and safety information provided. KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.

> Always confirm that you are using the most recent version of the Instructions and safety warnings for your product. To find the most recent version, find the product page on Rockler.com and click on the link to the Instructions.

> For any tool used in conjunction with this product, always read, understand and follow the instructions and safety warnings in the owner's manual for that tool. If you do not have the owner's manual, obtain one from the tool's manufacturer before using it with this product.

> Before using this product, review and verify that all tools to be used with it have safety equipment installed and are in proper working order as defined by the tools’ owner's manuals.

> Do not use this product until you have read and are confident you understand:
  • Parts List (p. 3);
  • Mounting and Measuring (pp. 4-5);
  • Movable Louvers with Front Control Arm (pp. 6-7);
  • Movable Louvers with Hidden Control Arm (pp. 8-9);
  • Fixed Louvers (pp. 10-11).

> Remain alert and use good judgment when using this tool. Do not use this tool if you are in any way impaired by medications, alcohol, drugs or fatigue.

> Dress appropriately and remove all jewelry, secure loose clothing and tie up long hair before using this tool.

> It is the sole responsibility of the purchaser of this product to ensure that any third party whom you allow to use this product reads and complies with all the instructions and safety precautions outlined in this manual prior to use.

> Maintain these instructions and warnings as long as you own the product. Keep this booklet in a place where it will be readily available for reference.

> The user assumes all risk and responsibility for the proper use of this product and for ensuring product suitability for intended application.

> Always wear safety glasses in compliance with ANSI safety standards and hearing protection and follow all standard shop safety practices, including:
  • Keep your work area well lit and clean;
  • Unplug all power tools before making any adjustments or changing accessories;
  • Use dust collection tools and dust face masks to reduce exposure to dust;
  • Use accessory safety equipment such as featherboards, push sticks and push blocks whenever appropriate;
  • Do not use power tools in explosive environments (e.g., in the presence of flammable liquids, fumes or dust);
  • Keep children and bystanders away from the tool operating area;
  • Maintain proper footing at all times and do not overreach;
  • Do not force the tool.

> These warnings and instructions do not represent the total of all information available regarding tool safety, use and technique. Please read the full manual before using this product and always seek out opportunities to learn more and improve your skills and knowledge.

⚠️ WARNING: Drilling, sawing, sanding or machining wood products can expose you to wood dust, a substance known of the State of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection. For more information go to www.P65Warnings.ca.gov/wood.
## PARTS LIST - 3½" LOUVER TEMPLATE SET

<table>
<thead>
<tr>
<th>Part Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Stile Jig</td>
<td>1</td>
</tr>
<tr>
<td>2 Louver Jig</td>
<td>1</td>
</tr>
<tr>
<td>3 Side Stop</td>
<td>2</td>
</tr>
<tr>
<td>4 Side Stop Knobs</td>
<td>2</td>
</tr>
<tr>
<td>5 1/4&quot; Shutter Drill Bit</td>
<td>1</td>
</tr>
<tr>
<td>6 3/32&quot; Shutter Drill Bit</td>
<td>1</td>
</tr>
<tr>
<td>7 9/64&quot; Shutter Drill Bit</td>
<td>1</td>
</tr>
<tr>
<td>8 Indexing Pins</td>
<td>2</td>
</tr>
</tbody>
</table>
Mounting and Measuring

Inside mount no frame
- Window opening should be nearly square
- Solid wood jamb needed
- Butt hinge application

<table>
<thead>
<tr>
<th>Louver Style</th>
<th>Min. Depth Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movable</td>
<td>2 7/8&quot;</td>
</tr>
<tr>
<td>Fixed</td>
<td>1 1/2&quot;</td>
</tr>
</tbody>
</table>

Wall with or without trim

Fig. 1

Inside mount hang strip
- Mounting for window openings that are not square
- Hang strip may need to be mounted towards the room
- Wrap around hinge application

<table>
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</tbody>
</table>

Wall with or without trim

Fig. 2

Outside mount hang strip
- Recommended for drywall openings
- Mounted flush with hang strip
- Butt hinge application

<table>
<thead>
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</tr>
</thead>
<tbody>
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<td>1 1/2&quot;</td>
</tr>
<tr>
<td>Fixed</td>
<td>0&quot;</td>
</tr>
</tbody>
</table>

Fig. 3
Use caution when clamping softwoods

**Shutter Mounting and Measuring**

1. Determine mounting applications and prepare windows. **Fig 1, 2 and 3.**

2. Once window prep has been completed, determine the number of shutter panels desired per window.

3. Measure for panel height. For inside mount panel height measure the total window opening and subtract 1/4". For outside window mount, measure the total window opening and add the desired top and bottom overlap.

4. Measure for panel width by dividing the total window opening by the number of shutter panels and then subtract the appropriate gaps. **Note:** Leave 1/16" gaps where hinges are mounted and 1/8" gaps between panels.

5. Take these measurements and plug them into the **Shutter Design Wizard** at rockler.com to create your Bill of Materials and Dimensioned Plans specific to your shutters.

**Shutter Design Options**

1. A Middle Rail is recommended for shutters over 48" in height. Remove one Louver from the shutter and replace with a 3" wide rail with 5/16" rabbets on both sides.

2. Consider rabbeted stiles between panels to block light transmission. Add 3/8" width to one stile to create the overlap. **Fig. 4.**
Drilling Stiles
1. Place shutter frame rails and stiles face side down on work surface.
2. Label back side of stiles and rails.
3. Measure the width of the top rail and transfer that measurement to the top end of each stile. Measure the width of the bottom rail and transfer that measurement to the bottom end of each stile. The first hole dimension is also provided in the plan.
4. Clamp stiles to Stile Jig (1), aligning the top rail mark with the etched line that says “Align with Top Rail” on jig template. 
   Note: Be sure that the stile faces are toward the Jig fence. See Stile Jig Drilling Hole Reference.
5. Using the 1/4” Shutter Drill Bit (5), drill the single hole pattern along stiles. Fig. 5.
6. Move stiles along jig to complete desired series of holes. Use index pins to keep stock from shifting.

Drilling Front Control Arms
1. Measuring 1” from the top of the control arm, mark your first hole on the control arm. Fig. 6.
2. Clamp the control arm to the Stile Jig (1) aligning the mark for the first hole with the first control arm hole found on the Stile Jig (1). See Jig Drilling Hole Reference.
3. Drill control arm holes using the 3/32” Shutter Drill Bit (6). Bit is pre-set to 3/8” depth. Fig. 6.

Drilling Louvers
1. Center your louver stock under hole “A” on the Louver Jig (2). Adjust the side stops (3) on the Louver Jig (2) for a tight fit. Add additional clamps if needed. See Louver Jig Drilling Hole Reference.
2. Using the 9/64" Shutter Drill Bit (7) drill a single hole pattern in the end of the louver. **Fig. 7.**

4. Flip the louver end for end and repeat drilling process, again using hole “A”.

5. Repeat for all louvers.

**Drilling Louvers for Control Arm**

1. Find and mark the center from end to end of each louver and transfer to the front edge.

2. Align and clamp your louver stock to the Louver Jig (2) so your center mark lines up with hole “D”. See **Louver Jig Drilling Hole Reference**.

3. Drill control arm holes using the 3/32" Shutter Drill Bit (6). Bit is pre-set to 3/8" depth. **Fig. 8.**

4. Repeat for all louvers.

**Shutter and Control Arm Assembly**

1. Depending on selected finish (paint, stain and/or clearcoat), prefinish components before assembly.

2. Attach pins to louvers. Use standard shutter pins (46388, sold separately).

3. Insert all louver pins into holes on the first stile. Make sure control arm holes are facing the front of the shutter.

4. Glue and install the top rail to the right stile and lightly hold them together at the end with a clamp. Do not get glue on the pins and louvers.

5. Working from one end toward the other, align the louvers and second rail with the left stile.

6. When all the parts are together, clamp the frame tight and check for square.

7. Using a needle nose pliers, attach shutter control arm fasteners (47678, sold separately) to the control arm by inserting the open ends into the control arm hole. **Note alignment in Fig. 9.**

8. Rotate louvers so the control arm holes on each louver edge are facing up. It may be necessary to add temporary support for the shutter frame.

9. Place the control arm across louvers so fasteners are close to edge holes.

10. Starting at the top louver, and using a needle nose pliers, hook the second fastener through the opposing fastener and insert into the louver edge hole. Fasteners should be parallel to the louver. **Fig. 9 Inset.**

11. Continue until your louvers are completely secured to the shutter control arm using the control arm fasteners.
Drilling Stiles

1. Place shutter frame rails and stiles face side down on work surface.
2. Label back side of stiles and rails.
3. Measure the width of the top rail and transfer that measurement to the top end of each stile. Measure the width of the bottom rail and transfer that measurement to the bottom end of each stile. The first hole dimension is also provided in the plan.
4. Clamp stiles to Stile Jig (1), aligning the top rail mark with the etched line that says “Align with Top Rail” on jig template.
   **Note:** Be sure that the stile faces are toward the Jig fence. See Stile Jig Drilling Hole Reference.
5. Using the 1/4" Shutter Drill Bit (5), drill the single hole pattern along stiles. **Fig. 10.**
6. Move stiles along jig to complete desired series of holes. Use index pins to keep stock from shifting.

Drilling Louvers

1. Center your louver stock under hole “A” on the Louver Jig (2). Adjust the side stops (3) on the Louver Jig (2) for a tight fit. Add additional clamps if needed. See Louver Jig Drilling Hole Reference.
2. Using the 9/64" Shutter Drill Bit (7) drill a single hole pattern in the end of the louver. **Fig. 11.**
3. Flip the louver end for end and repeat drilling process, again using hole “A”.
4. Repeat for all louvers.

Drilling Louvers for Control Arm
The following steps require the Hidden Control Arm Jig (45143, sold separately).
1. Align rabbet with jig template hole holding louver stock edge against stop pin.
2. Drill pilot hole with 1.2mm bit included with the Hidden Control Arm (45143, sold separately). **Fig. 12.**
3. Repeat for all louvers.

**Shutter and Control Arm Assembly**

1. Depending on selected finish (paint, stain and/or clearcoat), prefinish components before assembly.
2. Attach pins to louvers. Use standard shutter pins (46388, sold separately)
3. Insert all louver pins into holes on the first stile. Make sure all of the rabbets are aligned on the back side of the stile. **Note:** Hidden control arms are typically mounted on the hinge side of the shutter panel.
4. Glue and install the top rail to the right stile and lightly hold them together at the end with a clamp. Do not get glue on the pins and louvers.
5. Working from one end toward the other, align the louvers and second rail with the left stile.
6. When all the parts are together, clamp the frame tight and check for square.
7. Cut the control arm (44880, sold separately) to length using a hacksaw. File any rough edges.
8. Stabilize the shutter panel on its side and move louvers into position for attaching the hidden control arm.
9. Tack first and last nails (45400, sold separately) to louvers and then complete all louvers. **Fig. 13.**
Drilling Stiles
1. Place shutter frame rails and stiles face side down on work surface.
2. Label back side of stiles and rails.
3. Measure the width of the top rail and transfer that measurement to the top end of each stile. Measure the width of the bottom rail and transfer that measurement to the bottom end of each stile.
4. Clamp stiles to Stile Jig (1), aligning the top rail mark with the etched line that says “Align with Top Rail” on jig template.
   Note: Be sure that the stile faces are toward the Jig fence. See Stile Jig Drilling Hole Reference.
5. Using the 1/4" shutter drilling bit (5), drill the double hole pattern along stiles. Fig. 14.
6. Move stiles along jig to complete desired series of holes. Use index pins to keep stock from shifting.

Drilling Louvers
1. Center your louver stock on the “A” hole of Louver Jig (2). Adjust the slide stops (3) on the Louver Jig (2) for a tight fit. Add additional clamps if needed. See Louver Jig Drilling Hole Reference.
2. Using the 9/64" Shutter Drill Bit (7) drill a double hole pattern (“B” holes) in the end of the louver. Fig. 15.
4. Flip the louver end for end and repeat drilling process, again using the “B” holes.
5. Repeat for all louvers.

Shutter Assembly

1. Depending on selected finish (paint, stain and/or clearcoat), prefinish components before assembly.
2. Attach pins to louvers. Use “no shoulder” shutter pins (46943, sold separately)
3. Insert all louver pins into holes on the first stile.
4. Glue and install the top rail to the right stile and lightly hold them together at the end with a clamp. Do not get glue on the pins and louvers.
5. Working from one end toward the other, align the louvers and second rail with the left stile.
6. When all the parts are together, clamp the frame tight and check for square.

Check Rockler.com for updates to these instructions. If you have further questions, please contact our Technical Support Department at 1-800-260-9663 or support@rockler.com