

Installing Shutters using Fasteners

Required for Installation:

Electric drill, 1/4" drill bit, 3/8" drill bit, hammer, and shutter fasteners.

(1/4" carbide drill bit is required for stucco, hardboard, fiber cement, brick or masonry.)

For shutters up to 55", use four shutter fasteners per shutter. For shutters 55" and over, use six shutter fasteners per shutter. See figures at right.

For use on any surface including: wood, aluminum, vinyl, stucco, hardboard, brick, fiber cement, or masonry.

How to remove old shutters:

To remove shutters, do not attempt to pull out the shutter fasteners. Simply use a pair of snips and slide them behind the shutter to cut the shutter fastener off at the shank.

Step 1

Place the shutter next to the window and mark desired location against the wall or window.

Step 2

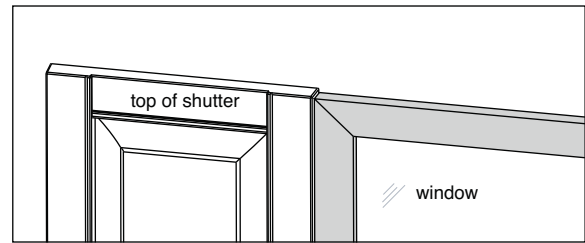
Keep shutter fasteners aligned uniformly by drilling 1/4" holes into the shutter and 2 1/2" into the wall. On brick, position holes over mortar joints. Do not attach shutters at this time.

Step 3

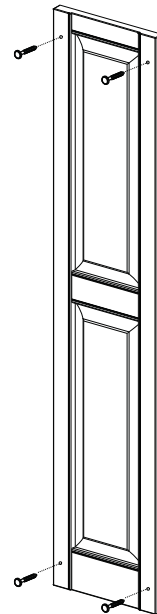
With the 1/4" holes drilled into the shutter and wall, remove the shutter from the wall. Enlarge the holes in the shutter by using a 3/8" drill bit.

Step 4

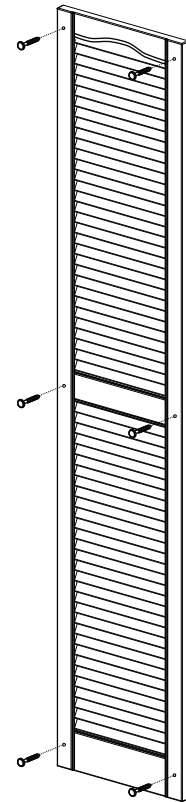
Reposition the shutter against the wall. Grasp the shutter fastener supporting shank and push it through the shutter hole and into the wall surface. Tap the shutter fastener gently with a hammer to snug the shutter against the siding. Do not over tighten, or this will cause the shutter to dimple. Repeat this step for all holes.



Four fastener application for shutters shorter than 55"



Six fastener application for shutters longer than 55"



Installing Shutters using Screws

Required for Installation:

Electric drill, $\frac{5}{16}$ " and $\frac{1}{4}$ " drill bit, hammer.

($\frac{1}{4}$ " carbide drill bit is required for stucco, hardboard, fiber cement, brick, or masonry.)

For shutters up to 55", use four screws per shutter. For shutters 55" and over, use six screws per shutter. See figures at right.

For use on any surface including: wood, aluminum, vinyl, stucco, hardboard, brick, fiber cement, or masonry.

Step 1

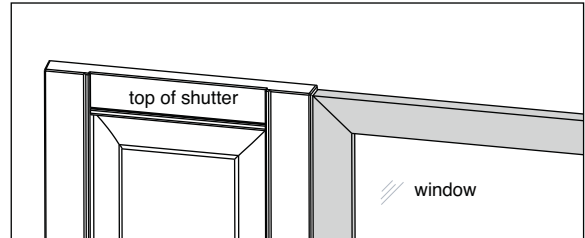
Place the shutter next to the window and mark desired location against the wall or window.

Step 2

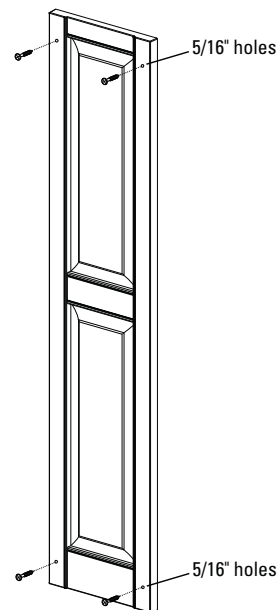
When installing shutters smaller than 55", drill (4) $\frac{5}{16}$ " holes in the locations shown at right. If the shutter is 55" and over, drill (4) $\frac{5}{16}$ " holes and (2) $\frac{1}{4}$ " holes in the locations shown in the diagram to the right.

Step 3

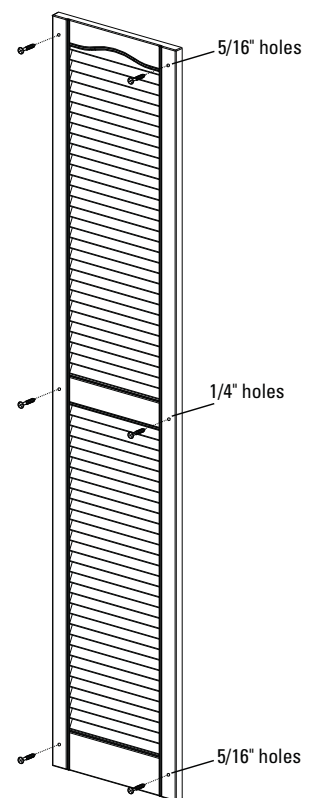
Reposition the shutter against the wall and screw it into place using the screws provided. Do not over tighten the screws. When installing a shutter 55" and over, screw the two center screws in first (the screws using the $\frac{1}{4}$ " holes).



Four screw application for shutters shorter than 55"

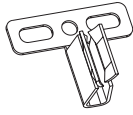


Six screw application for shutters longer than 55"



Shutter Clip

Installation Instructions



For Installation of One-Piece Shutters

Required for Installation:

- Six Shutter-Clips per shutter
- Nine #10 or equivalent (M5 metric) screws per shutter. Length of screws is dependent on mounting surface.
- Other fasteners may be required for specific surfaces.
- Screw driver, electric drill, level, and pencil

Installation Notes:

Each shutter has ribs in the back of the top, center, and bottom panels. Two clips are used in each of these three areas. See the illustration at the right.

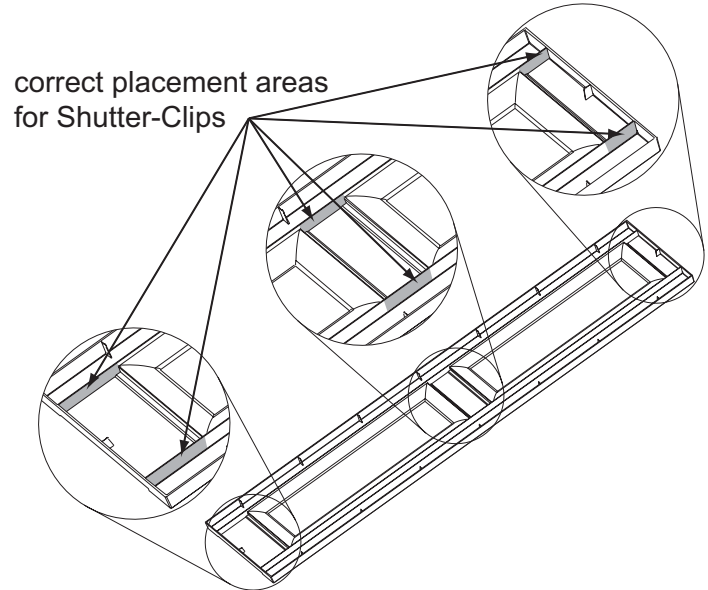
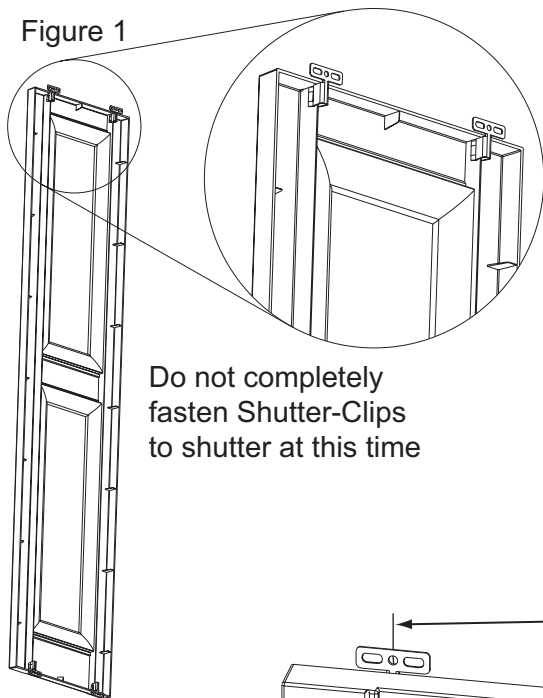


Figure 1



Step 1:

Push a shutter clip partially onto the ribs at each corner of the shutter with the mounting tab extending beyond the shutter (4 places). See Figure 1. **DO NOT** press the Shutter-Clips completely on to the shutter at this time because they will be removed later.

Step 2:

Hold the shutter against the mounting surface in the position where it will be attached. Mark the center hole of each shutter clip (4 places). Draw lines vertically between the top and bottom marks. After completing Step 2, remove the Shutter-Clips from the shutter.

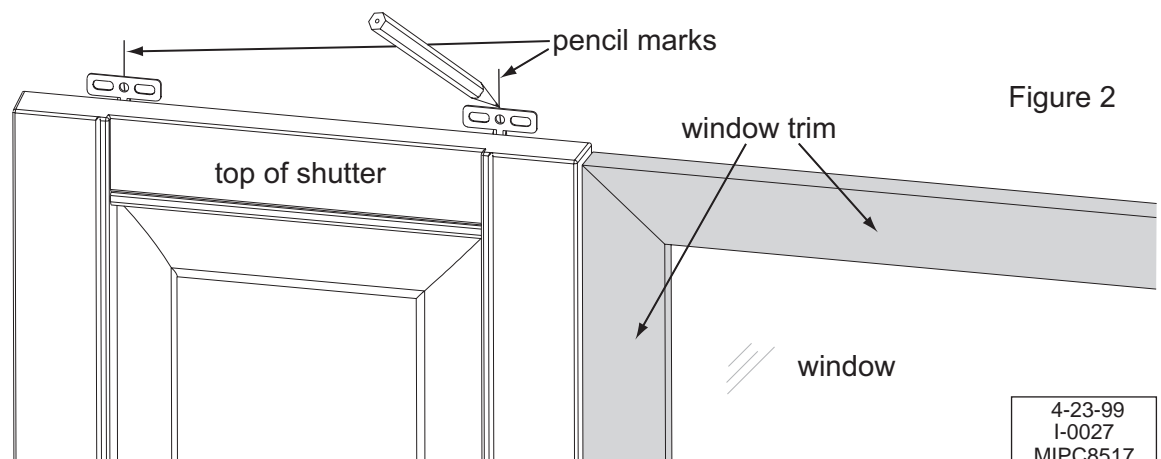
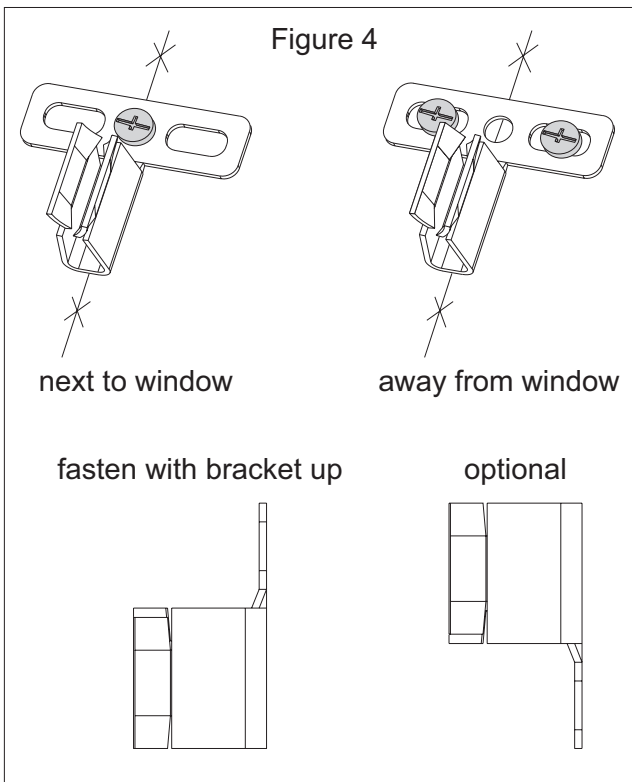
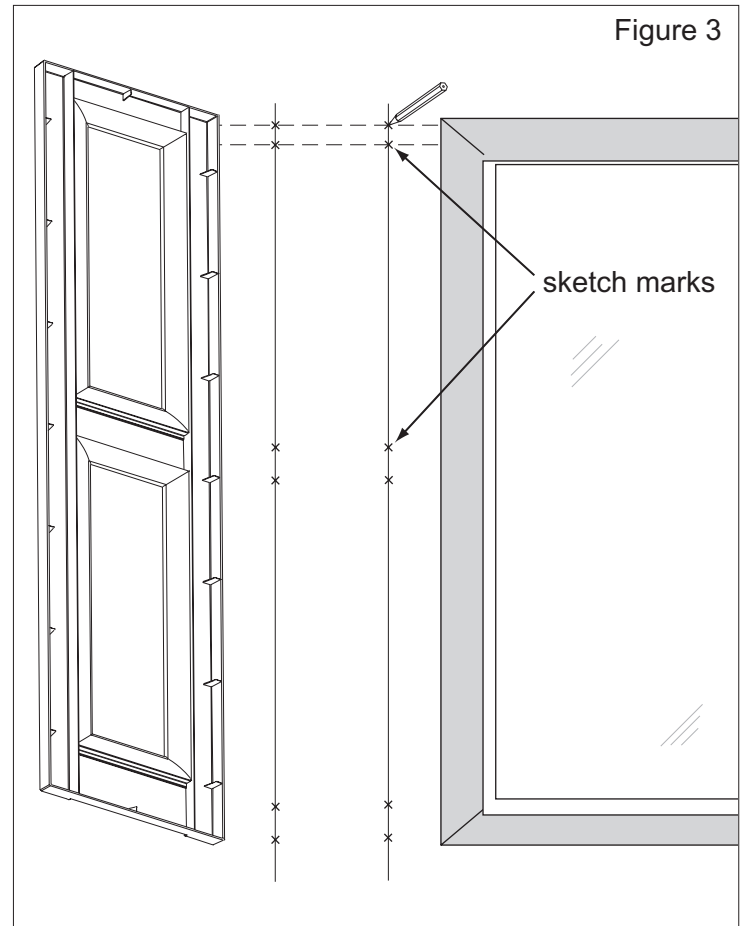
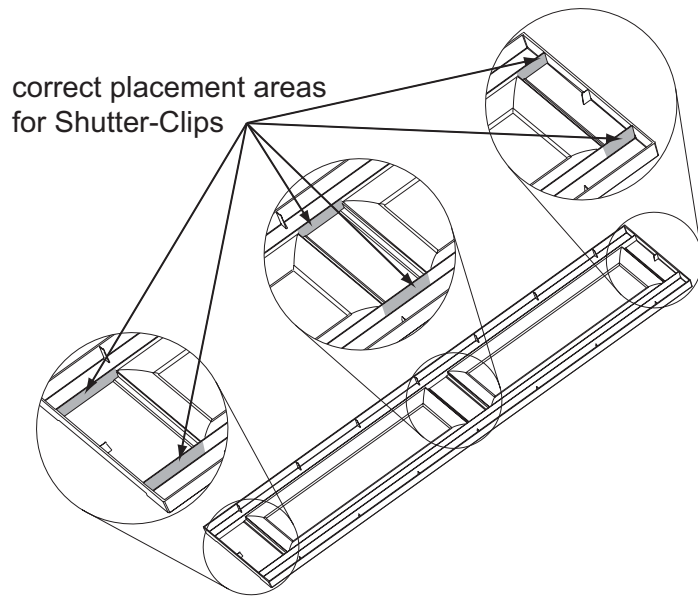


Figure 2

Step 3:

With its front facing the mounting surface, align the shutter next to where it will be mounted. On the lines drawn in the previous step, sketch marks corresponding to the mounting areas of the shutter. See figure 3.



Step 4:

Read all of Step 4 and view Figure 4 before installing Shutter-Clips to mounting surface. Fasten the shutter clips centered on the vertical line and between the sketch marks drawn in Step 3. Use one screw next to the window and two screws in the shutter clips away from the window. See Figure 4. These clips should be free to move with temperature changes. The mounting bracket on the Shutter-Clip should be placed in the upright position. Different mounting surfaces may require special mounting procedures or techniques.

Step 5:

After the Shutter-Clips are in position and fastened to the mounting surface, attach the shutter. Place the shutter over the Shutter-Clips and press the ribs of the shutter on to each Shutter-Clip. Press the shutter firmly against the mounting surface being sure all six clips engage.

Installation Instructions – Board and Batten Shutters

Required for Installation:

Electric drill, 1/4" drill bit, 1/8" drill bit, screwdriver, screws. (1/4" carbide drill bit is required for stucco, hardboard, fiber cement, brick, or masonry.) For shutters up to 55", use four screws per shutter. For shutters 55" and over, use six screws per shutter. See figures at right. For use on any surface including: wood, aluminum, vinyl, stucco, fiber cement, hardboard, brick, or masonry.

Note: To prevent shutters from warping, proper installation must be followed. If installing shutters on any type of masonry, wall anchors will be needed.

Step 1

Place the shutter next to the window and mark the desired location against the wall or window.

Step 2

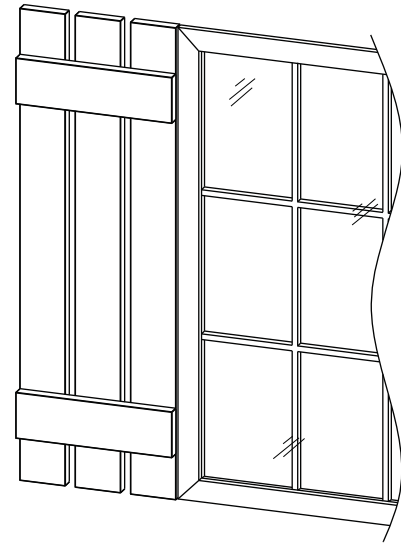
See figures at right for proper screw placement and hole size. The 1/8" holes may be drilled into the wall surface and used as pilot holes. The 1/4" holes are drilled only in the shutter.

Note: If installing on masonry, transfer the holes in the shutter onto the wall. Using a carbide drill bit, drill the holes into the wall. Install the wall anchors according to the instructions supplied with them and install shutters.

Step 3

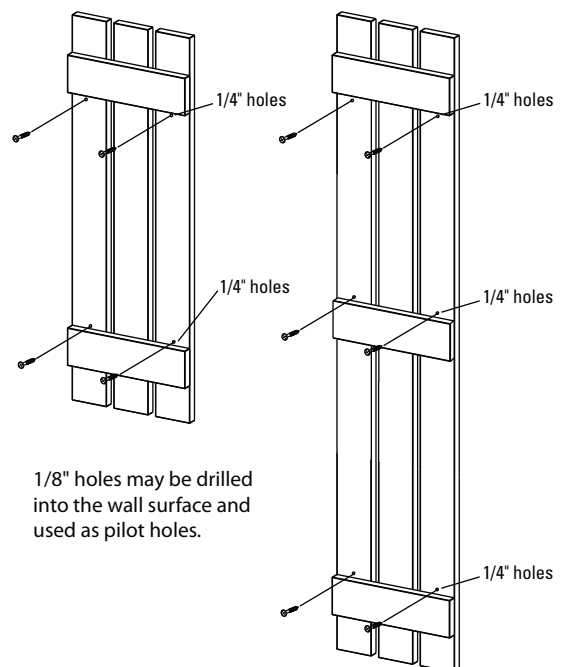
Use the enclosed screws to securely attach the shutter to the wall surface. Do not over tighten the screws. The shutters need freedom to expand and contract with changing weather conditions.

Note: The above instructions use the 3 board shutter as an example. The same techniques will be used for shutters with more boards.



Four screw application for shutters shorter than 55"

Six screw application for shutters longer than 55"



Measuring and Installation Instructions – Arch Tops and Transom Tops

Required for Installation:

Electric drill, 1/4" drill bit, hammer, clips, shutter fasteners. (1/4" carbide drill bit is required for stucco, hardboard, fiber cement, brick, or masonry.)

Step 1

Attach the Arch/Transom Top to the shutter by using the clips provided. Align the shutter and the Arch/Transom Top on a flat surface. Join them together by pushing each clip on as far as it will go. Use 2 clips per Arch/Transom Top as shown below.

Step 2

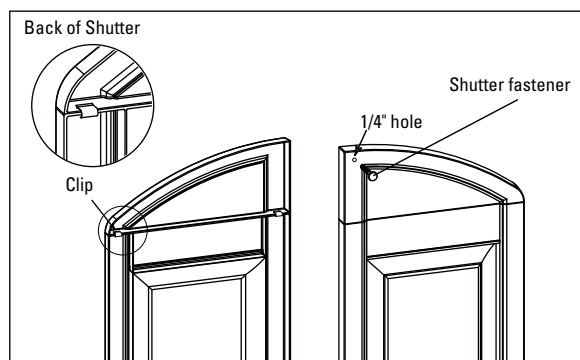
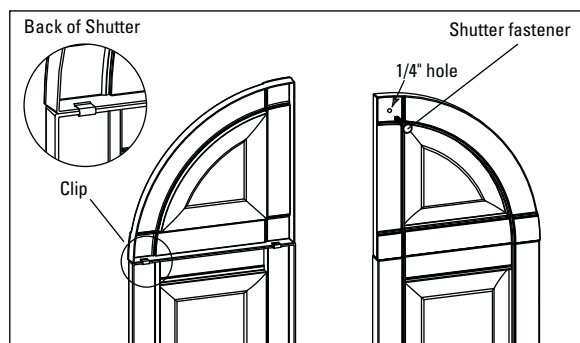
Drill holes in shutter and wall as shown in the instructions on pages 4-5.

Step 3

Also, drill 1/4" hole into the Arch/Transom Top and 2 1/2" into the wall as shown below.

Step 4

Grasp the shutter fastener by supporting the shank, and push it through the shutter hole and into the wall surface. Tap the shutter fastener gently with a hammer to snug the shutter and Arch/Transom Top against the siding. Do not over tighten, or this will cause the shutter to dimple.



Installation Instructions – Ferrules

Required for Installation:

Electric drill, ¼" drill bit, hammer, shutter fasteners, and Snips.

For use on any uneven surface including: wood, aluminum, vinyl, hardboard, brick, masonry, stone.

Step 1

Place the shutter next to the window and mark desired location against the wall or window.

Step 2

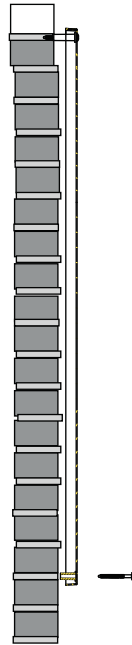
To help ensure proper alignment mark and predrill holes using a ¼" drill bit into the shutter before attaching it to the wall.

Step 3

With the shutter in location against the wall, drill through the shutter into the wall 2½" deep. Make sure you drill holes deep enough so the shutter fastener doesn't bottom out.

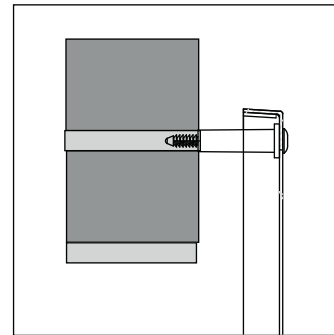
Step 4

The Ferrule will then be placed behind the shutter and lined up with the holes that have been drilled for the shutter fasteners. Trim the Ferrule to properly fit the gap between the back of the shutter and the wall it is being attached to.



Step 5

Once the Ferrule is trimmed to the desired length and the shutter is parallel to the wall, insert the shutter fastener into the drilled hole on the shutter and through the Ferrule going into the wall. Tap the shutter fastener gently with a hammer to snug the shutter to the siding. Do not over tighten, or this will cause the shutter to dimple.



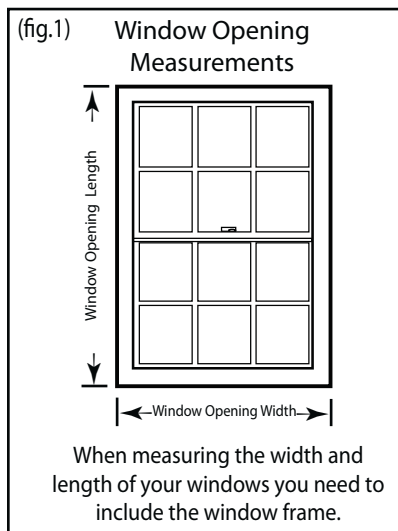
Measuring Windows

Steps to Measure and Select a Window Look

- Step 1 Measure the Width and Length of your Window Opening** to get the Exterior Window Opening dimensions (fig.1). Remember to include the window frame in your measurement.
- Step 2 Choose Shutter Style:** Louver, Raised Panel, Louver-Panel, or Board & Batten.
- Step 3 Choose Shutter Type:** Standard or Custom. **Note:** Not all shutter styles are available Standard and Custom. See Pricing Manual.
- Step 4 Determine Shutter Width.** **Note:** See charts in Pricing Manual for available widths of Standard or Custom shutters.
- Step 5 Determine Shutter Length.*** **Note:** This number should be the same number as the window length determined in Step 1.
- Step 6 Choose a "TOP":** Header, Sunburst Kit, Sunburst, Elliptical Sunburst, Quarter Round Arch Top or Elliptical Arch Top.

*A note about shutter length.

Shutters are decorative and do not open and close. Because they are decorative, they don't have to match the window length exactly. They can be up to an inch short or long and will still look fine on a window.



Header Options

(**Note:** Header width is measured along the base width of the header for windows and doors)

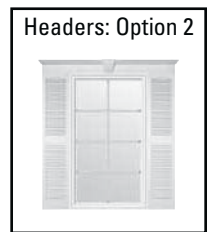
Determine the header width (2 options)

Option 1

Use window opening width measurement from step 1 on page 1.

Option 2

Use window opening width measurement from step 1 on page 1. Take shutter width from step 4 and double it. Add these two measurements together to get header width.



Sunburst Options

Note: Use of half round or elliptical sunburst in a look is limited by the width of window opening and shutter width.

Determine Sunburst Size

Use window opening width measurement determined in step 1 on page 1.

Note: Sunburst should be the same width as the window opening width.

Determine Elliptical Sunburst Size

The elliptical sunburst is available in 73 ⁵/₈" and 65 ⁵/₈" widths only. To see if this look will fit on your window, take the window width from step 1 on page 1 and subtract it from the sunburst widths. Take that number and divide by two. The final number would be your shutter width.

Determine Sunburst Kit Size

The Sunburst Kit is available in size ranges. The Header part can be cut to fit the desired width. Use the window width determined in Step 1 on page 1. Add the shutter width determined in step 4 on page 1 two times. Order the Sunburst Kit that fits that size.

