

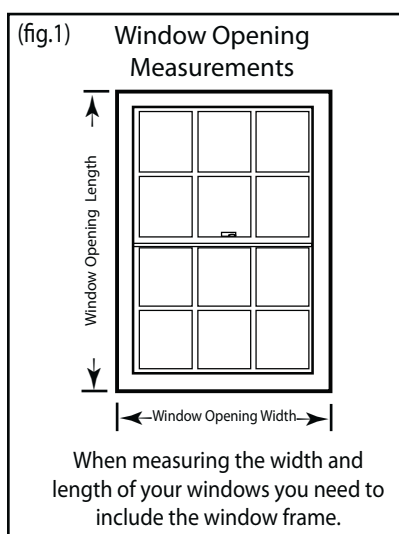
Measuring Windows

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)

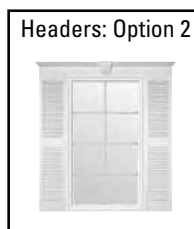
Determine the header width (2 options)

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.

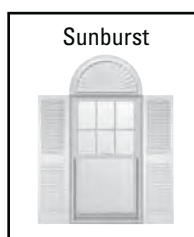
Determine Sunburst Size

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.



Louver/Panel Installation with Screws or Shutter-Loks®

FOR USE ON A VARIETY OF SURFACES INCLUDING:

Wood, aluminum, vinyl, stucco, hardboard, brick or masonry.

REQUIRED FOR INSTALLATION:

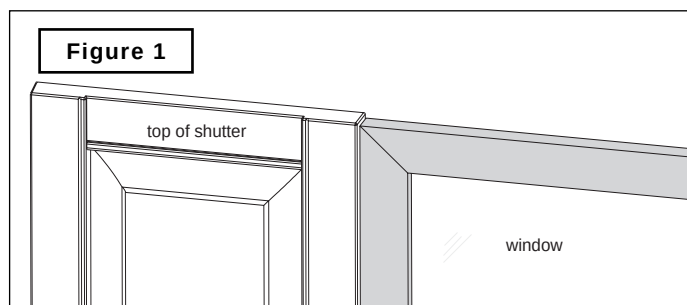
Electric drill, 1/4" drill bit (Shutter-Loks), 11/64" drill bit (screws), hammer, Shutter-Loks and/or screws.

NOTE *Shutters need room to expand/contract, be sure not to over tighten fasteners. To prevent shutters from warping, proper installation must be followed. Wall anchors will be required for shutters installed on any type of masonry.*

STEP 1

Place the shutter next to the window and mark desired location against the wall or window. See Figure 1.

Note: Up to 43", use four Shutter-Loks or screws. 44" and greater, use six Shutter-Loks/screws per shutter.



STEP 2

To help ensure proper alignment, mark and pre-drill holes into the shutter before attaching it to the wall. Shutter-Loks require 1/4" hole. Screws require 11/64" hole and 1/4" hole if over 44". See Figures 2A and 2B.

When installing shutters shorter than 44", drill four (4) 1/4" holes in the locations shown in Figure 2A. If the shutter is 44" or greater, drill six (6) 1/4" holes for Lok application or four (4) 1/4" holes and two (2) 11/64" holes for screws. See Figure 2B.

STEP 3

Position the shutter in location against the wall, and drill through the shutter into the wall surface to a depth of 3-1/4".

STEP 4

Tap the Shutter-Lok gently with a hammer or drive in the screw so as not to over drive or over tighten.

NOTE:

To remove shutters, do not attempt to pull out the Shutter-Loks. Instead, simply slide a pair of snips behind the shutter to cut the Shutter-Lok off at the shank.

Figure 1

Figure 2A

Four Shutter-Lok Application

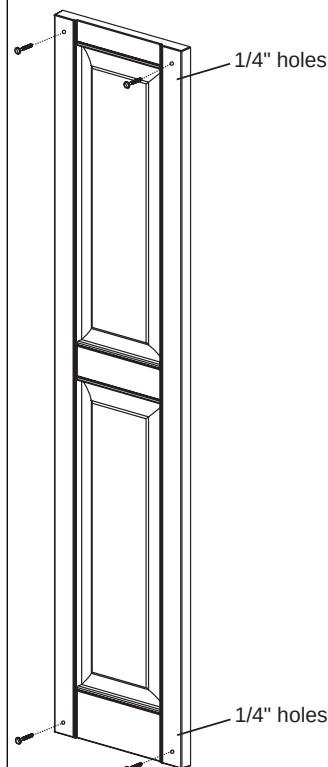
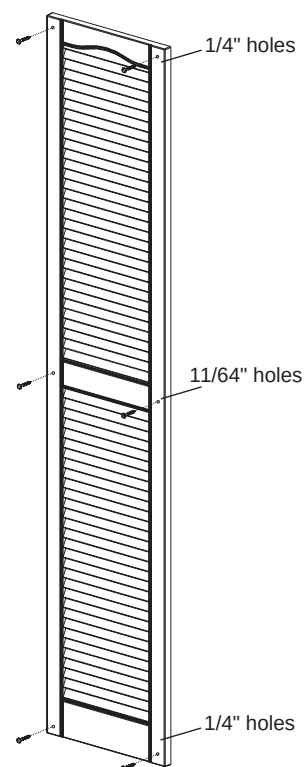


Figure 2B

Six Screws Application



Board-N-Batten™

FOR USE ON A VARIETY OF SURFACES INCLUDING:

Wood, aluminum, vinyl, stucco, hardboard, brick or masonry.

REQUIRED FOR INSTALLATION:

Electric drill, 1/4" drill bit, 11/64" drill bit, screwdriver and screws.

NOTE *Shutters need room to expand/contract, be sure not to over tighten fasteners. To prevent shutters from warping, proper installation must be followed. Wall anchors will be required for shutters installed on any type of masonry.*

STEP 1

Place the shutter next to the window and mark desired location against the wall or window as shown in Figure 1.

Note: Up to 43", use four screws. 44" and greater, use six screws per shutter.

STEP 2

To help ensure proper alignment, mark or pre-drill holes into the shutter before attaching it to the wall. When installing shutters shorter than 43" drill (4) 1/4" holes in the locations shown in "Four Screw Application" as shown in Figure 2A. If shutters are 44" or greater, drill (6) 1/4" holes and (2) 11/64" holes in the locations shown in "Six Screw Application" as shown in Figure 2B.

STEP 3

Use enclosed screws to secure the shutter to the wall surface. Do not over tighten. Shutters must have room to expand and contract with changing weather. Position the shutter in location against the wall, and drill through the shutter into the wall surface to a depth of 3-1/4". These instructions use three-board shutters as the example. The same techniques are used for shutters with four and five boards.

Figure 1

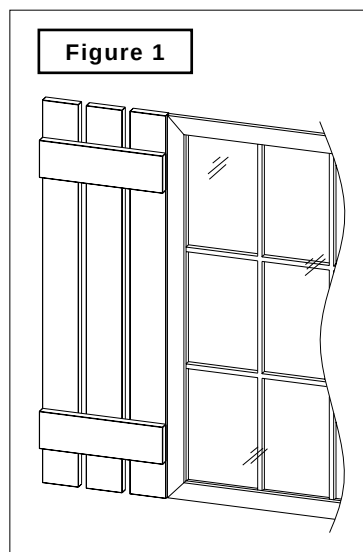
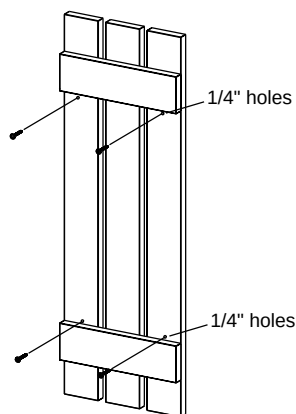
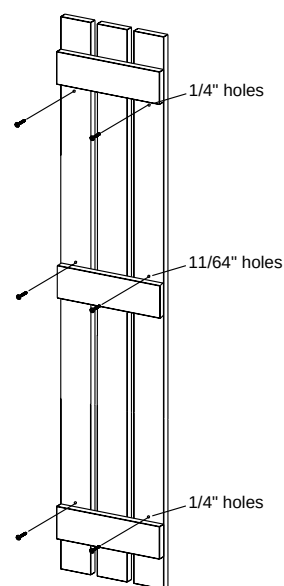


Figure 2A



Four Screw
Application
For less than 55"

Figure 2B



Six Screw
Application
For 55" or greater

Shutter Top

REQUIRED FOR INSTALLATION:

Electric drill, 1/4" drill bit (Shutter-Loks®), 11/64" drill bit (screws), screwdriver, screws or Shutter-Loks.

NOTE Note that Louver and Elliptical tops, do not require transom clips.

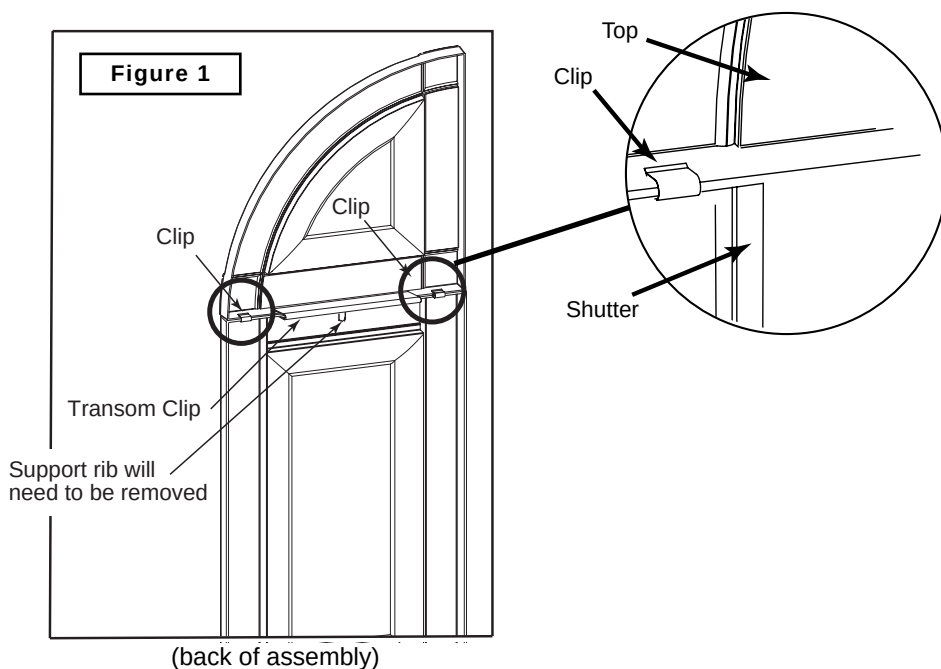
STEP 1

Attach the top to the shutter using the clips provided. Align shutter and top on a flat surface. Join pieces together by pushing each clip on as far as it will go. Use two clips per top. See Figure 1.

Proceed to Step 1A for Raised Panel, Solid and Transom top installation with transom clips.

STEP 1A

A transom clip will also need to be installed in addition to the two (2) clips. Start by pushing one end of the transom clip onto the shutter, clamping the shutter to the top. Work the transom clip down until the entire clip is fastened to the shutter. Be sure the transom clip is pushed on as far as it will go. See Figure 1.

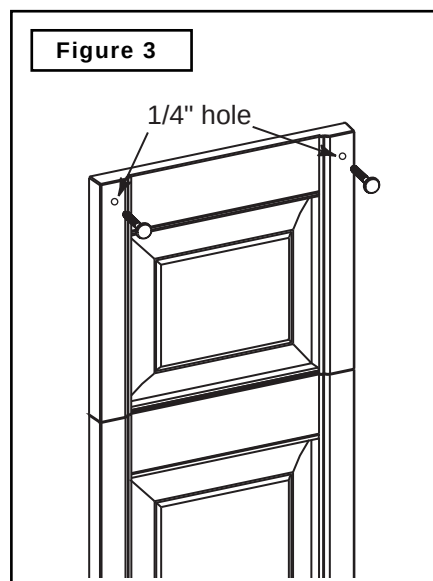
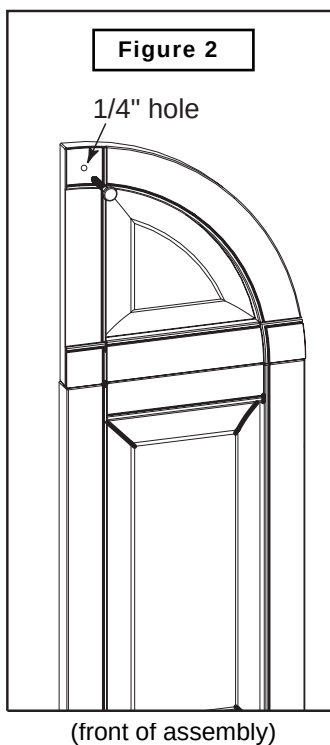


STEP 2

Drill one (1) 1/4" hole as shown in Figure 2. For Transom tops, drill two (2) holes as shown in Figure 3.

STEP 3

Fasten shutter to wall using instructions supplied with shutter. To prevent shutter from dimpling, do not over tighten.



Shutter Hardware

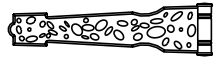
REQUIRED FOR INSTALLATION:

Electric drill, Phillips screwdriver, 1/8" drill bit

Kit contains (4) hinges, (2) S-hooks, (10) screws



S-Hook



Hinge

Figure 1

STEP 1

Determine where hinges and S hook will be installed. Hinges are typically installed near ends of shutters. S-hooks are installed on the bottom outer corner. See Figure 1. NOTE: that if placing hinges over fasteners, be sure pilot holes don't interfere with the fasteners.

STEP 2

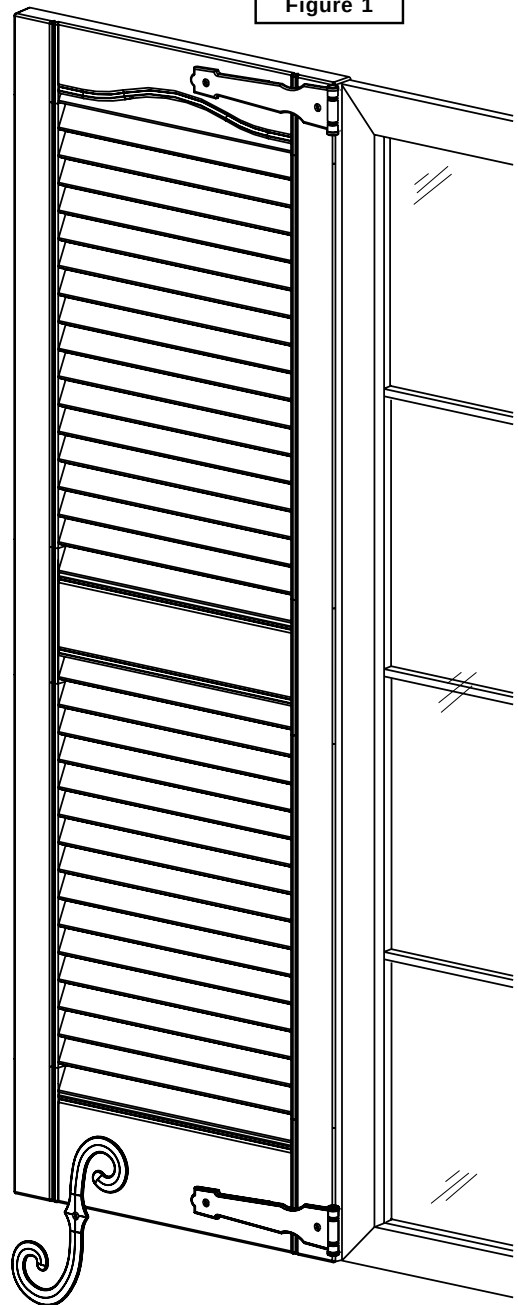
Using the marks on front of hinges as guides, drill pilot holes through the hinge and shutter, using a 1/8" drill bit. The back of the S-hook has a fin, the screw will be placed here. After the position of the S hook is determined, drill through the fin and into the bottom of the shutter using a 1/8" drill bit.

STEP 3

Securely attach hardware using screws provided.

NOTE:

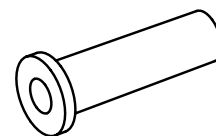
If screw head coating is scratched during installation, touch-up with satin black paint.



Ferrule

FOR USE ON ANY SURFACE INCLUDING:

Wood, aluminum, vinyl, hardboard, brick, masonry and stone.



REQUIRED FOR INSTALLATION:

Electric drill, 1/4" drill bit, 11/64" drill bit, hammer, Shutter-Loks® or screws and ferrule.

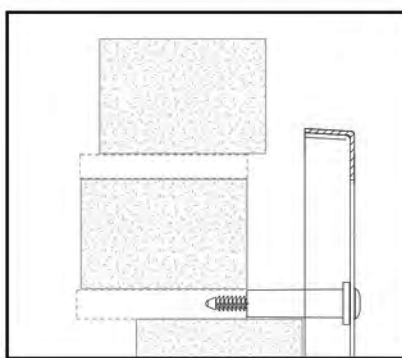
STEP 1

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

STEP 2

With shutter in location against the wall, drill through shutter into the wall to depth of 3-1/4". In brick, the hole diameter should be no greater than 1/4", and drilled into mortar joints. Do not attach shutter at this time. See Figure 1.

Figure 1

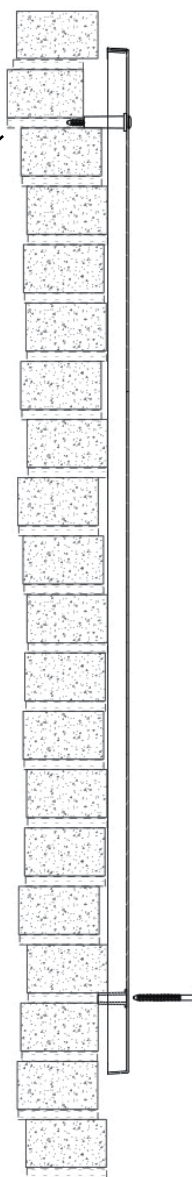


STEP 3

Place Ferrule behind shutter and line up with the holes drilled for the Shutter-Loks or screws. Trim ferrule to properly fit gap between back of shutter and wall to which it is being attached. Ferrules may not all be same length. Shutter-Loks used in masonry must penetrate into the wall to a depth of at least 7/8". Note that if using screws, drill a hole 11/64". Follow shutter installation instructions based on height.

STEP 4

Ensure ferrule is trimmed to desired length and shutter is parallel to wall. Insert Shutter-Lok or screw into the hole in the shutter and through ferrule into the wall. Tap Shutter-Lok gently with a hammer or drive in a screw to secure the shutter to the cladding. To prevent shutter from dimpling, do not over tighten.



Shutter Clip

REQUIRED FOR INSTALLATION:

Screwdriver, electric drill, level and pencil. (4) shutter clips for shutters up to 43" and (6) shutter clips for shutters 44" or greater. Also needed are (9) No. 10 or equivalent (M5 metric) screws. Other fasteners may be needed for specific surfaces (not included).

STEP 1

Push a shutter clip onto the ribs at each corner of the shutter. The mounting tab should extend beyond the shutter. See Figure 2. Shutter clips will be removed later, so **DO NOT** fasten shutter clips completely onto the shutter at this time.

Figure 1

**Correct
Placement for
Shutter Clips**

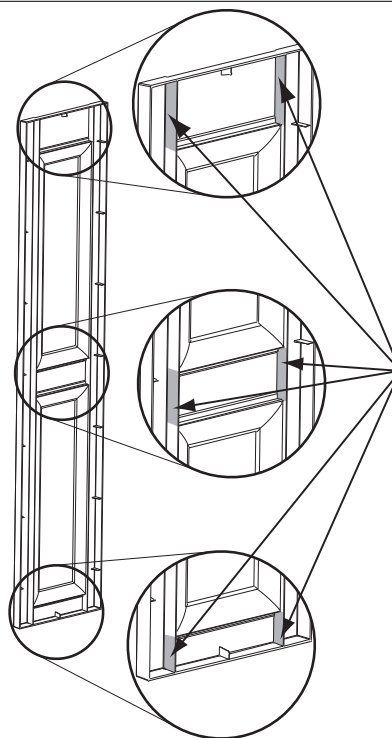
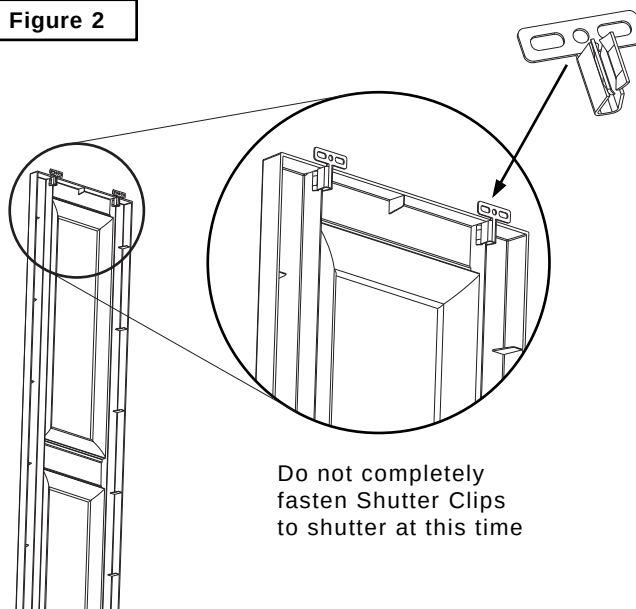


Figure 2



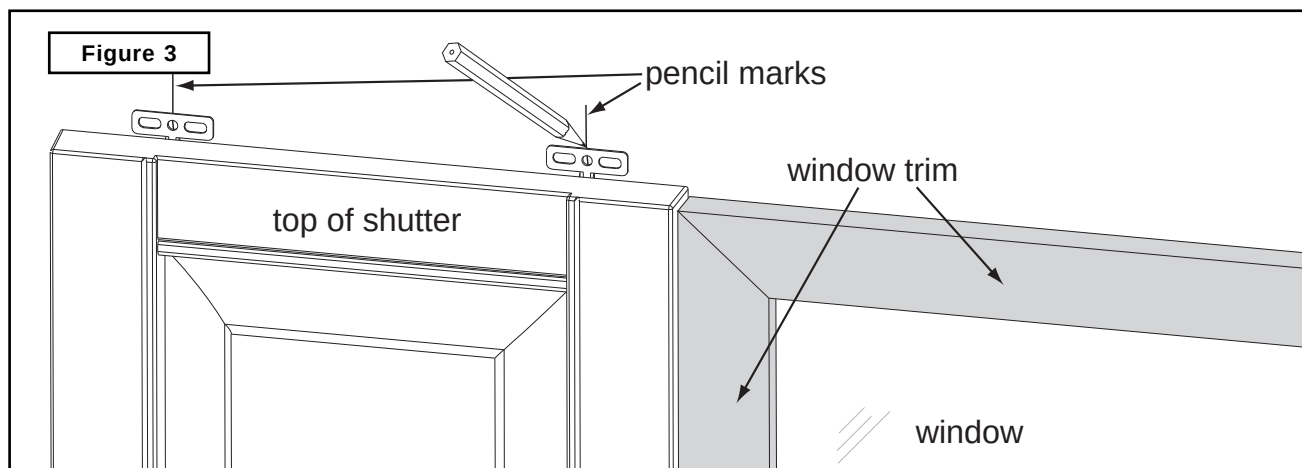
Shutter Clip, Continued

STEP 2

Hold the shutter where you want it to be attached on the mounting surface. Mark the center hole of each shutter clip in each clip. Draw lines vertically between top and bottom marks. After completing this step, remove shutter clips from shutter. See Figure 3.

STEP 3

Place the front of the shutter against the mounting surface and align it next to where it will be installed. On the vertical lines drawn in Step 2, sketch marks corresponding to the mounting areas of the shutter. See Figure 3.



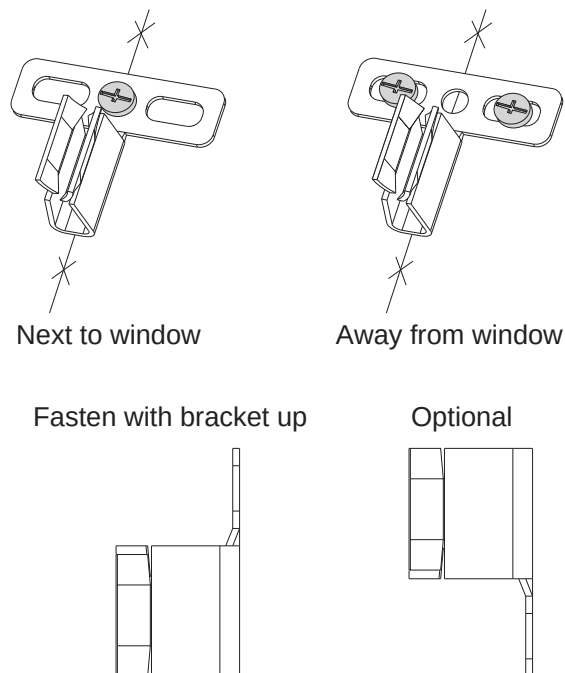
STEP 4

Read complete instructions for Step 4 and examine Figure 4 before installing shutter clips to mounting surface. Fasten 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 window. See Figure 4. shutter clips should be free to move with changes in temperature. Mounting bracket on shutter clip should be placed in upright position. Special mounting procedures or techniques may be required on different mounting surfaces.

STEP 5

Once the shutter clips are positioned and secured to the mounting surface, attach shutter by placing shutter over shutter clips and pressing the shutter ribs on to each shutter clip. Press shutter firmly against mounting surface, making sure all six (6) clips are engaged.

Figure 4



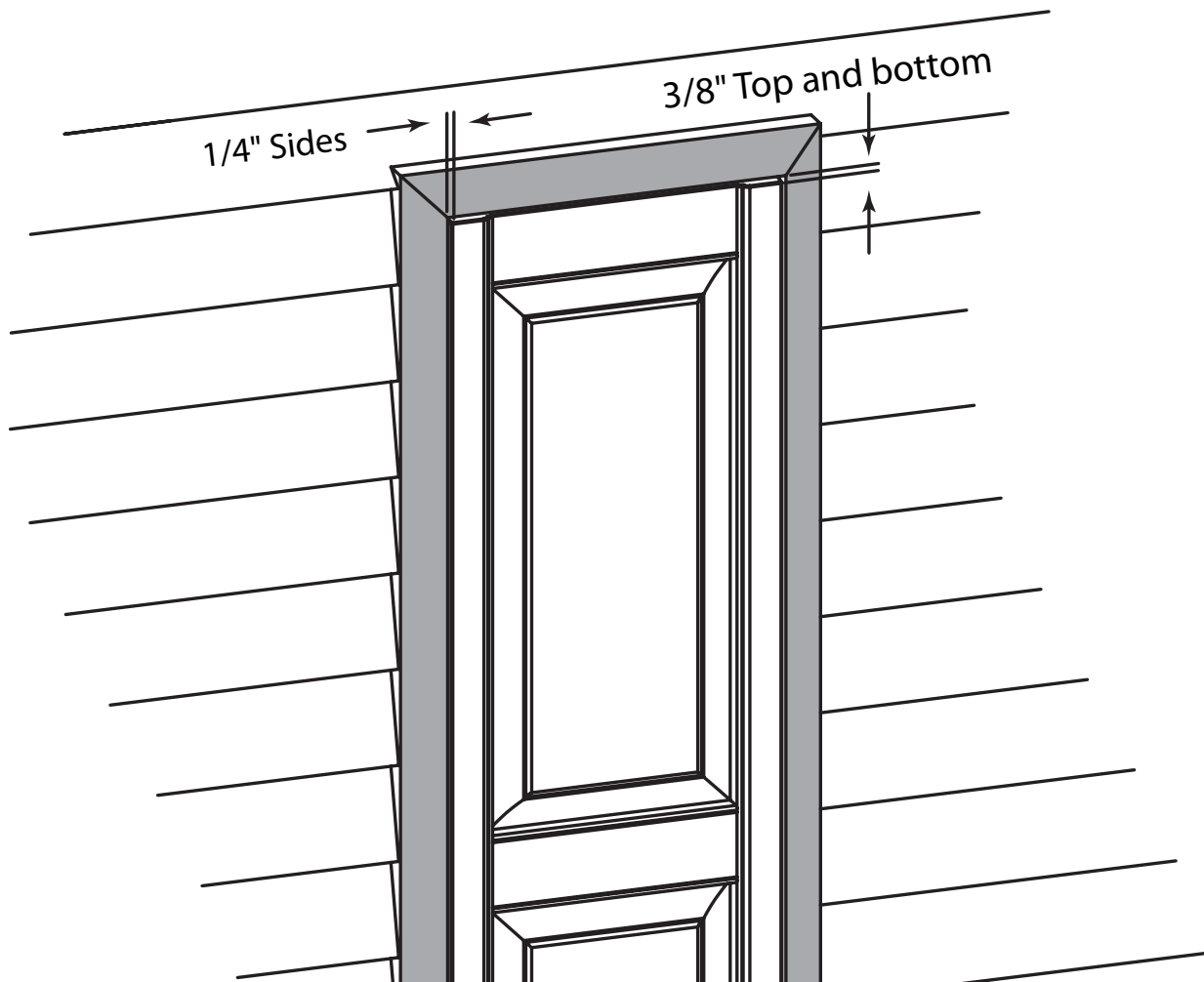


TECHNICAL BULLETIN

Framed Shutter Installation

Applies to Louver, Panel, Board-N-Batten™ Shutters.

Maintain a minimum clearance of 1/4" along both sides and 3/8" at the top and bottom of the shutter to allow for movement.



Notes:

[illegible]