



Shutter
CLASSIC

When you're serious about Shutters

BASSWOOD REGULAR SHUTTER INSTALLATION

Get Ready to Install

Please read the installation procedures completely for your type of shutters before you begin installing them. We've written them to help you minimize problems and to maximize the beauty of your shutters after they're installed.

We also strongly encourage you to watch the [videos](#) to which we provide links on our website: www.shutterclassic.com! Even though these videos were developed in order to install our PolyCore shutters, they include many general installation steps that apply to the installation of your Basswood shutters.

• Professional Tips

The installation procedures provide standard instructions for the homeowner to use. If there are variations based on what installation professionals might do, instead, these are provided in sidebars called "Professional Tip," so you can easily see the differences. You can then decide which method to use for your installation.

• Additional Resources Available to You

Call us here at Shutter Classic if you have questions about your installation or are experiencing any problems. We are open from Monday to Friday, 10:00 AM to 6:00 PM Eastern Time, and can be reached at 866-369-8395. We are happy to answer any questions you might have.

Also, we strongly recommend that you [watch the videos](#) through our website before you get started! For each type of installation, we will direct you to a specific video if it illustrates the steps you'll need to take in your own installation.

• Identify Package Contents

Take a moment to identify your shutters when you unpackage them, and to be sure that all listed materials are in the package. Basswood shutters ship with shutter frames, shutter panels, and other materials as follows:

- Frames as ordered (in pieces)
- Shutter panels (with hinges pre-attached)
- Hinge pins
- Hoffman keys
- Stop-strips, 1 per shutter
- Magnetic catches, 1 per shutter panel
- Buttonhole plugs (to cover the holes made by mounting with screws – optional)
- Wood screws to fasten your shutters to your window/wall. If not installing into wood, you will need to go to a hardware store and buy the fasteners of the correct length and type needed to securely fasten the shutters to your type of home material.

Either finishing nails or screws can be used to install Basswood shutters. In general, we recommend the following if you use screws other than those shipped:

- a. If attaching to drywall/stud, use 2 1/2" screws/nails
- b. If attaching into wood (i.e., window wooden frame), 1 1/2" fasteners (either screws or nails) should be long enough.
- c. If attaching to a different material than above, purchase the appropriate fastener.

- Shutters

The manufacturer has stamped each shutter by job number and window number. These markings (Line ID's) appear on either the top or bottom of each shutter panel.

Original Order (example):	Panels & Frames Marked With:
Line Item 1	### - 1
Line Item 2	### - 2
Line Item 3	### - 3
Line Item 4	### - 4
Line Item 5	### - 5
Line Item 6	### - 6

(### represents a job number used only by the factory)

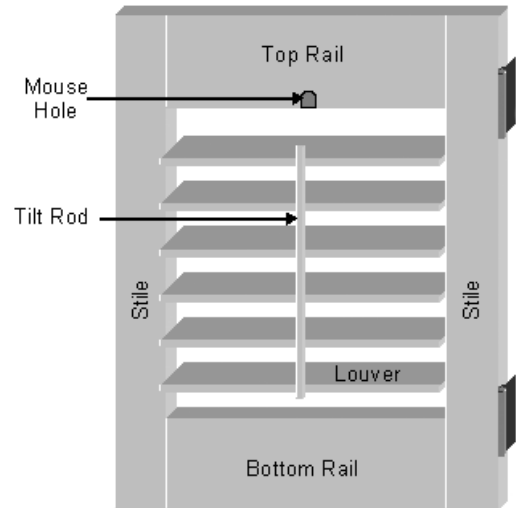
If you ordered double-hung shutters—shutters for tall windows, where the top panel operates independently of the bottom one—these are further identified in the line # so that you can tell which shutters belong together in vertical pairs.

When correctly installed, the “rabbeted” edges of both shutter panels will meet in the center and fit to one another:



Also be aware of which end of the shutter panel should be at the top after installation. Every shutter panel has a tilt rod that’s used to adjust the louvers. When the louvers are closed, the tip of the tilt rod fits flush into a “mouse hole,” which is a countersunk cutout in the panel’s top rail.

Make sure that you install your shutters so that the mouse hole ends up at the top, not the bottom:

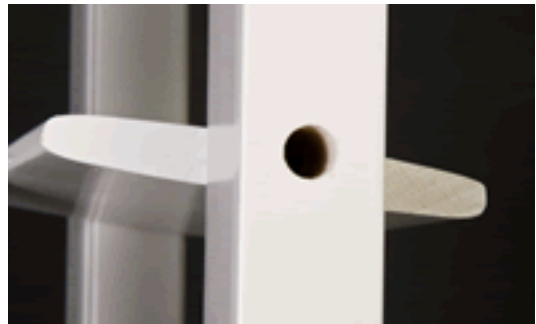


Installing Basswood Regular Shutters

Please see the video for [Standard Shutter Installation](#) first before performing the following steps.

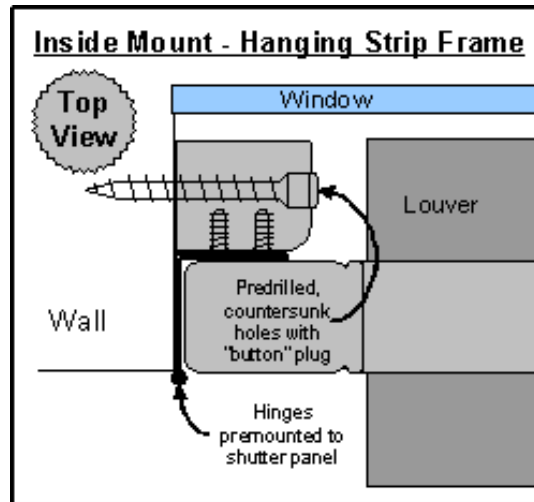
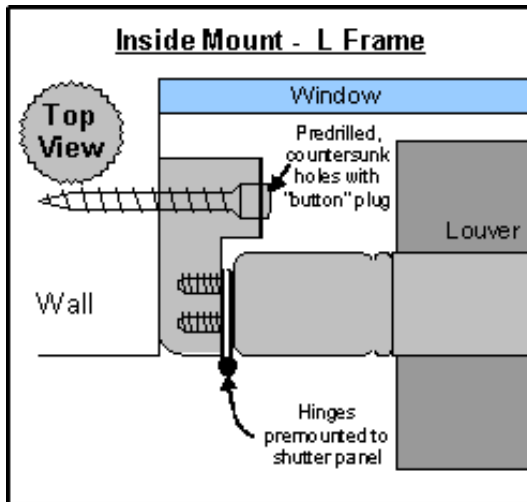
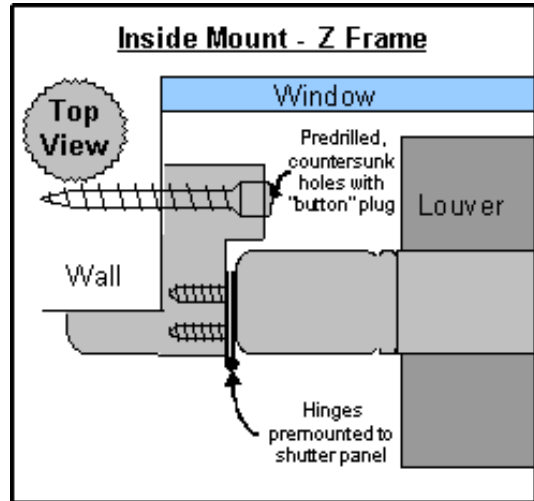
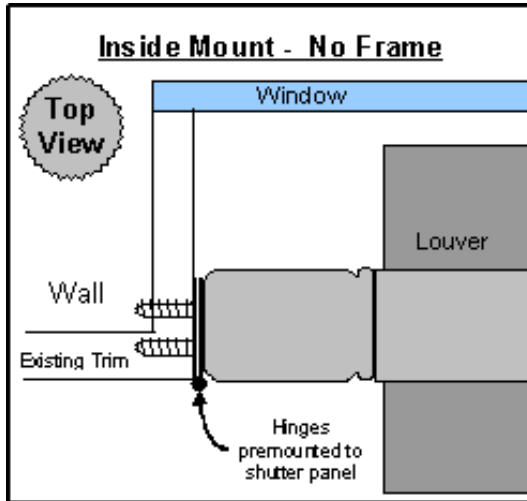
Basswood shutters come with tension-screws already inserted into the panels. (Make sure that you don’t cover up the holes for these during installation.)

Generally, you will need to pick your installation instructions by the type of mount being used. The type of mount and the shape of your windows determine the shape of the framing material used in the installation. There are a number of frame combinations that are possible, illustrations of which are shown below to help you identify which frames and mounting type you’re going to use.

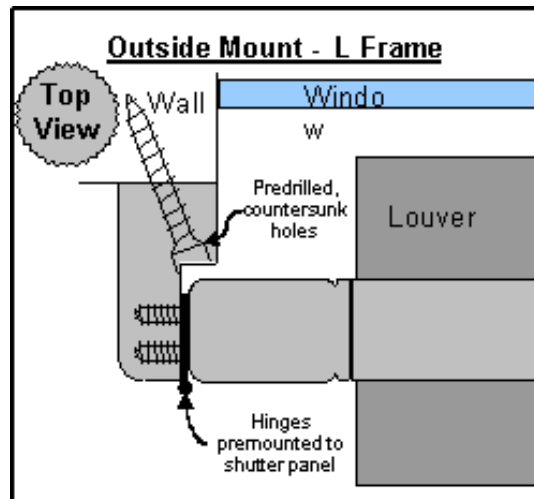
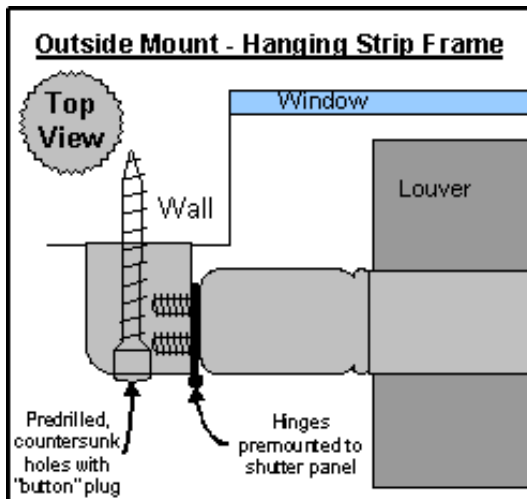


• **Types of Frames for Inside Mounts**

Please see the video for [L-Frame](#) and [T-Frame](#) Mounts.



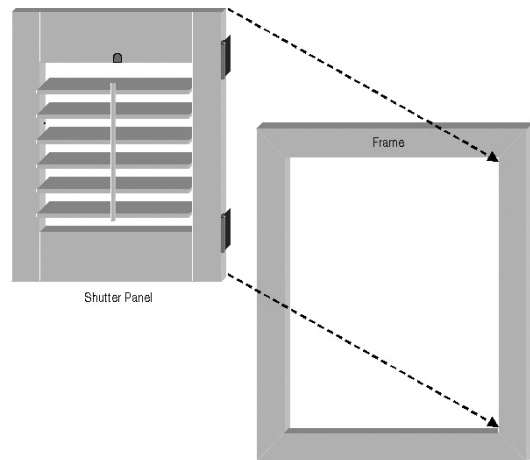
• **Types of Frames for Outside Mounts**



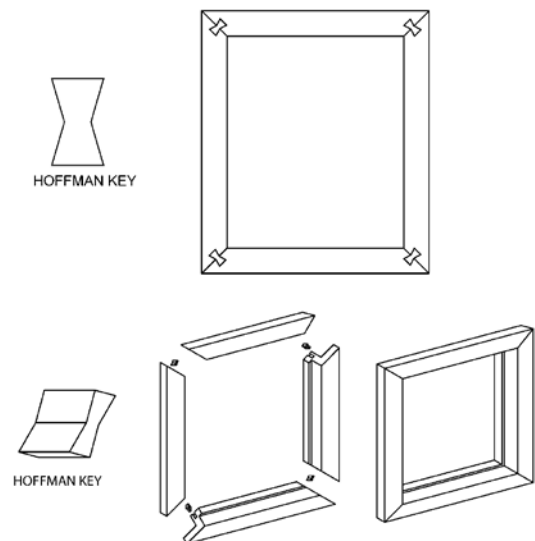
A. ASSEMBLE FRAME

Frequently, shutters are installed on frames, with the shutter panels sitting inside the frames.

In this kind of installation, you first mount the frame to the window, and then attach the shutter panels to the frame.



1. Your Basswood shutters are shipped with the frames “knocked down” (in separate pieces). Your first step, then, is to put the frames together.
2. Position the frames face down on the floor according to how they are marked (you may want to first lay down flat cardboard or a blanket to protect both the shutters and your floor).
3. For a 3- or 4-sided frame, you’ll attach the frames at the corners using Hoffman keys. Place each key into a routed-out place on the back of the frame, then gently tap it in with a small mallet or hammer until all of the keys are installed and the face of the frame is even.



B. MOUNT FRAME TO WINDOW

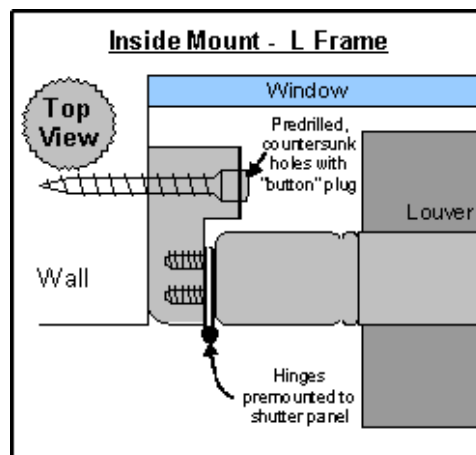
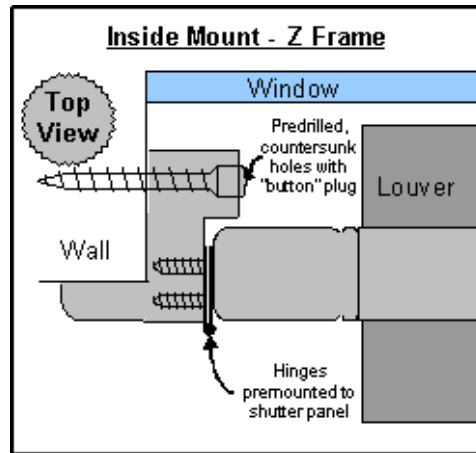
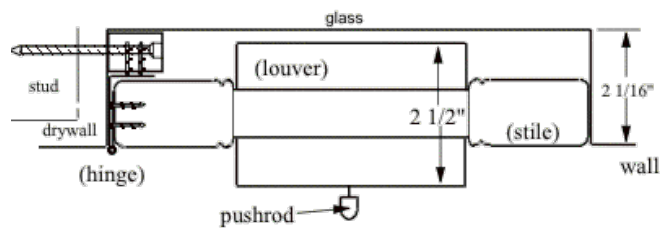
Frames can be mounted inside or outside the window. For an inside mount (where the frame sits inside the window opening), follow step 1 (on following page).

For an outside mount, where the frame is mounted around the window opening, follow step 2, instead.

If installing a Hanging Strip Frame, go to step 3 (inside mount) or step 4 (outside mount).

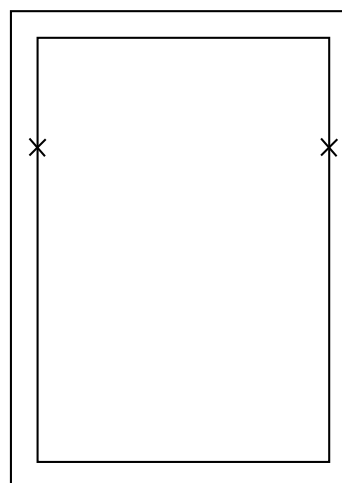
If installing directly onto the window opening material without using a frame (i.e., mounting directly onto the window jamb), go to step 5.

1. Inside Mount – Z-frame or L-Frame.
 - a. Place the frame inside the opening.
 - b. With the frame in position, and centered side to side, secure the left side by nailing or screwing one nail/ screw into the frame just above the top hinge. Secure the right side, again nailing or screwing into the frame above the top hinge.
 - c. Make sure the frame is still centered horizontally in the window.



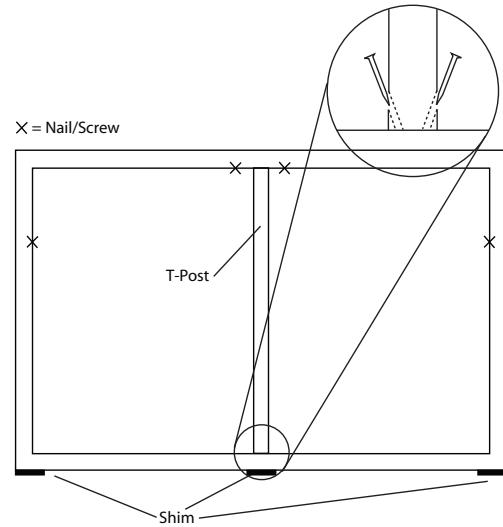
- d. Only use one nail or screw per side at this time, so that you can adjust the fit of the frame after installing the panels! The frame will be fastened more securely after the panels have been installed.

× = Nail/Screw

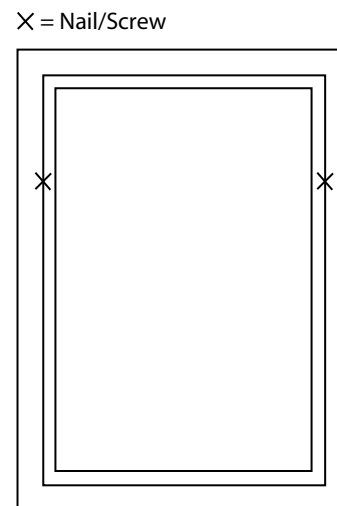


Inside Mount

- e. If the frame includes a T-post (which it may for a wider window), install it now. You may need to shim under each T-post and under each side of the frame so there is room for adjusting the T-post up or down before it is secured. To secure the T-post, insert two “toe nails” or screws at a sharp angle into the frame at top and bottom of the T-post.
- f. Go to step C, “Install Panels.”



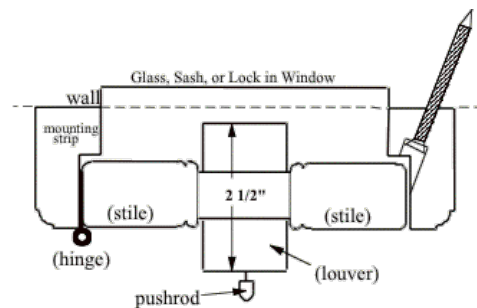
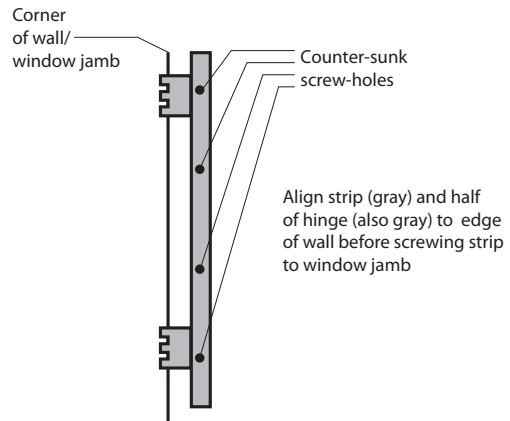
- 2. Outside Mount – T-Frame or L-Frame.
 - a. Determine where the outside edges of the frame are to be located around the window opening. (Note: there may be only 3 or 2 frame pieces for this kind of frame/mount.)
 - b. With the frame in position, secure the left side of the frame just above the top hinge using one nail or screw.
 - c. Place a level on top of the frame, and adjust the frame until it is level.
 - d. Secure the right side of the frame using one nail or screw above the top hinge.
 - e. Only use one nail or screw per side at this time, so that you can adjust the fit of the frame after installing the panels!
The frame will be fastened more permanently after the panels have been installed.



Outside Mount

- f. Go to step C, “Install Panels.”

3. Inside Mount for Hanging Strip Frame (see step 4 if you are installing the Hanging Strip Frame on the outside, instead.)
 - a. Drill mounting holes into the window frame or drywall. One mounting hole next to each hinge location is recommended. Countersink the holes if desired.
 - b. Position the hanging strips in the window so that the hinge knuckle of the shutter (when installed in front of the hanging strips) protrudes slightly into the room. This way, the shutter will be able to open fully and fold flat against the wall.
 - c. Install one screw through the hanging strip at each corner of the window. (Don't install any more screws or nails right now, the rest will be installed after the panels are mounted and adjusted.)
 - d. Go to step C, "Install Panels."
4. Outside Mount for Hanging Strip Frame (see step 3 if doing an Inside Mount for Hanging Strip Frame)
 - a. Drill mounting holes into the window frame or wall. One mounting hole next to each hinge location is recommended. Countersink the holes if desired.
 - b. Determine the proper width between the hanging strips. To do this, lay your shutter panels and hanging strips flat on the floor. Measure the total width. Divide this number by half.
 - c. Measure and mark the horizontal center of your opening. Measure out to one side the distance calculated in step b (i.e., half the total width), and mark on the wall. Mark the same distance from center on the wall at the other side. Position a hanging strip over the window at one side, with the outer side at your mark. Place each one at the same height, centered on the window. Use a level to make sure they are straight up and down.
 - d. Install one screw through the hanging strips at each corner of the window. (Don't install any more screws or nails right now, the rest will be installed after the panels are mounted and adjusted.)
 - e. Go to step C, "Install Panels."



5. Inside Mount Direct to Jamb

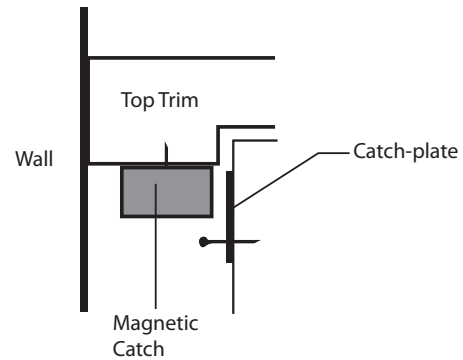
- a. To install the shutters directly onto the jamb, first position your shutter panels on your window jamb.
- b. Insure that clearance gaps exist at the top and bottom of the panel so it opens and closes freely.
- c. Install the shutter panels using the included hinge screws, by screwing through the hinges directly into the window/wall. Do not mortise the window/wall for the hinges.
- d. Install the stop-strip t the bottom of the window, between the panel and the window. Leave enough room so that the windows can be opened and that the shutters can open and close properly.
- e. Install the magnetic catch at the top of the window, so that when the shutter panel is closed, the catch pulls the panel tight against the stop-strip.
- f. If the jamb isn't plumb (square), it becomes difficult to adjust the shutters themselves so that they hang correctly. If a large adjustment is needed, you may need to insert a shim between a hinge and the jamb to straighten the panel. If only a small adjustment is needed, instead, "stretching" the hinge may work.
- g. Go to step D, "Shutter Adjustment."

Professional Tip:

Install each panel as close to the top of the opening as possible without letting the two surfaces touch. This blocks light from coming in through the horizontal gap at the top.

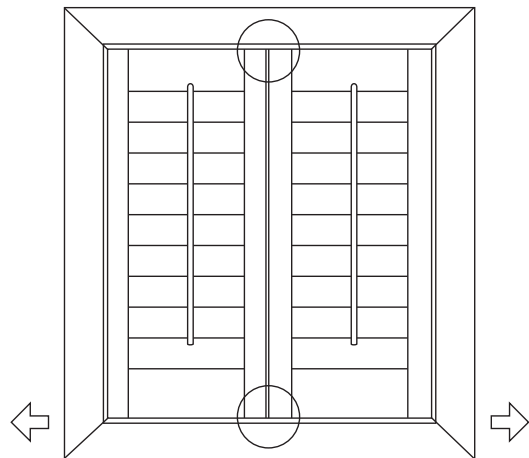
This may result in more distance between the bottom of the panel and the bottom of the opening than at the top. The stop-strip which will be installed at the bottom will block any light from showing through this gap.

This installation method also prevents the shutter panel from touching at the bottom.



C. INSTALL PANELS

1. The next step is to insert the panels in the appropriate locations. Each half of a hinge has been preattached, one-half to the panel and the other half to the frame. So the only process necessary is to align the hinge halves and insert the hinge pins. If necessary, gently tap in the hinge pins with a mallet or hammer.
2. The hinge pins should go in without much problem if the panels are in the right positions.
3. Once the panels are inserted, close them and move the bottom of the frame left or right to align the panels. The vertical gap between panels should be even from top to bottom.
4. Once the panels are aligned and all the margins are even, open one panel and secure that side of the frame by nailing or screwing the frame to the window/wall just above the lowest hinge. After you do this, check to be sure the frames/panels are still in the correct alignment.
5. Continue to attach the frame by nailing/screwing above each hinge on that side, then do the same on the other side. Check to be sure panels are correctly aligned after each screw/nail is placed. If the panels get out of alignment, you may need to loosen the nails/screws and put the frame back into alignment, and then retighten.
6. On wider shutters, secure the top and bottom frames, as well.



D. SHUTTER ADJUSTMENT

Please see the video for [Fixing a Bowed Frame](#) first before performing the following steps.

Your shutter panels should hang somewhat evenly after installation, but there may be need for adjustment. Plantation shutters look best when the gaps around all panels are even and when the panels line up with one another at the center.

Depending on the type of shutter panel installation you have performed, you can adjust your shutter frame or panels as follows.

1. For adjustments of panels on larger windows, such as ones that use a Z-Frame or an L-Frame, or for a Hanging Strip installation, you may need to loosen the appropriate screws slightly and then move the frame as needed.
2. If installing with a butt hinge, you may adjust gaps as necessary by “stretching” the hinge (see Pro Tip, right). Stretch each hinge a little at a time. Don’t over-stretch! You must do this evenly if you have multiple panels. You can also stretch the top hinge while leaving the bottom one untouched, and vice versa, as needed to cause the panel to hang straight. This essentially “twists” the shutter panel within the frame or window.

Professional Tip:

To stretch a hinge, open the shutter panel, insert an Allen wrench or similar spacing material between the hinge flaps, and then close the panel gently until you feel resistance. Close a little more.

Open the panel and remove the spacer. Close the panel and see if it hangs straight.

E. FINISH THE INSTALLATION

1. Install all of the remaining screws/nails in the frame.
2. Install the magnetic catches and plates. Catches are usually installed at the top of the shutter panel, between the panel and the window.
3. Install the stop-strip at bottom of window. When closed, the shutter should be pulled tightly against this stop-strip by the magnetic catch.
4. Adjust louver tension, if necessary. Use a Phillips screwdriver to tighten or loosen the screw. Open and close the shutter louvers to make sure that the tension is correct.
5. Insert buttonhole plugs, if applicable, to cover the mounting screw holes. Don’t cover the hole for the tension screw.



6. Caulk, as necessary. (See Pro Tip, right).

Professional Tip:

If any gaps exist between the frame and the wall or window, caulk for a professional look.

7. Touch up paint, as needed. (See Pro Tip, right).

Professional Tip:

If the shutter panel or frame have gotten scratched during installation, you can touch up using paint that's recommended by Shutter Classic. Contact us for more information!

Maintenance & Cleaning

Basswood shutters are painted using standard interior paints. To remove stains, dirt and marks, use a soft cloth or sponge with water or a general-purpose household cleaner. Penetrating stains and marks may be removed either by carefully using an abrasive cleaner and water or by applying a solution of household bleach diluted with water, and then rinsing with clean water.