



Shutter  
CLASSIC

*When you're serious about Shutters*

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## **BASSWOOD TRACKED SHUTTER INSTALLATION**

### **Get Ready to Install**

Please take the time to read the installation procedures completely before you begin installation. 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](http://www.shutterclassic.com)!

#### **• 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 the contents of your packages when you receive them, and to be sure that all listed materials are in the package.

Tracking systems may contain one, two, or three tracks, depending on the width and/or type of shutter. Each set of Basswood tracked shutters ship with materials as follows:

- A track header
- Two side legs (optional)
- The tracks (one, two or three, preattached to the header)
- A fascia piece with returns (on outside mounts)
- Screws to put the system together and attach the header/frame to your opening (if not installing into wood, you will need to buy the appropriate fasteners for your window/wall material, instead)
- Wheel hangers and/or top pivot bracket(s)
- Shutters

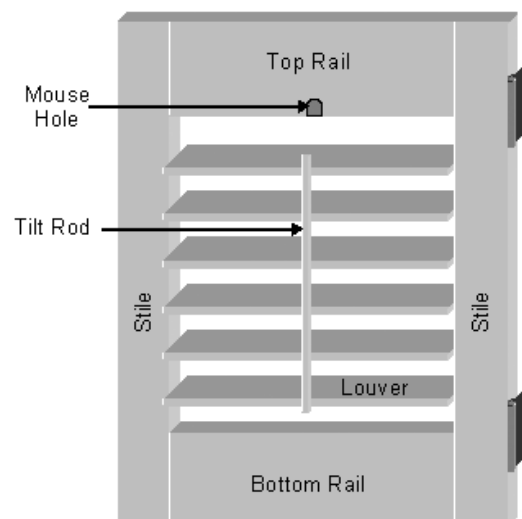
The manufacturer has stamped each shutter by job number and window number. These markings (Line ID's) appear on either the top or bottom of each shutter panel. In a large order and if ordered for specific rooms, room information may appear as well:

Original Order (example):	Panels and 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)

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 Tracked Shutters

We strongly recommend watching the video on performing a [Bifold and Bypass Installation](#) before you start.

A track system can be mounted inside or outside if mounted on a window, but the more usual method is to mount it on the outside. If mounted on a door, mounting on the outside is preferable, as it allows hardware (such as the door handle) to work independently of the shutter operation.

At Right: Tracked Shutters, Outside Mount Over Doors



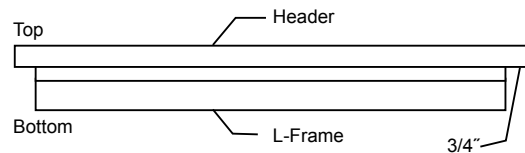
### Outside Mount

If there is a baseboard on the wall, you may need to first notch out either out this baseboard or the side legs of the track system so that the side legs fit flush against the wall.

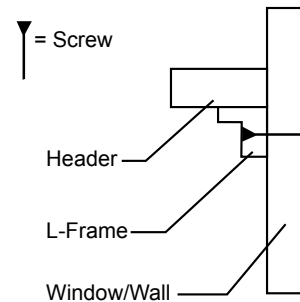
#### A. INSTALL HEADER

1. Lay out the header and side legs flat on a blanket on the floor in front of the window/door.
2. With Basswood tracked systems, the header comes with an L-frame mounting piece already attached to the header (see right). In addition, the appropriate tracks are preattached to the underside of the header.

Basswood Header—Front View



Basswood Header—Side View

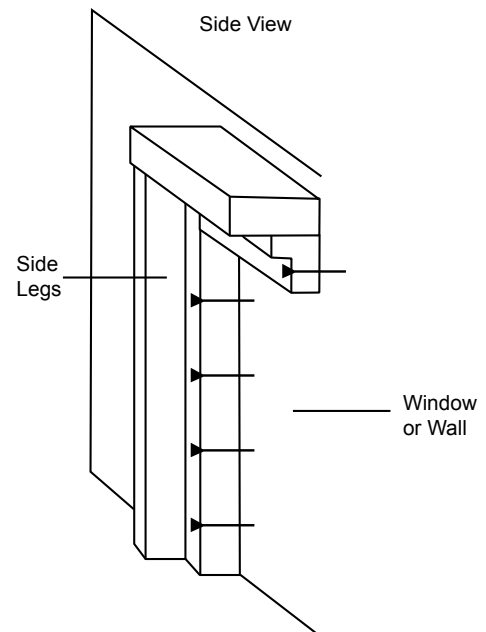
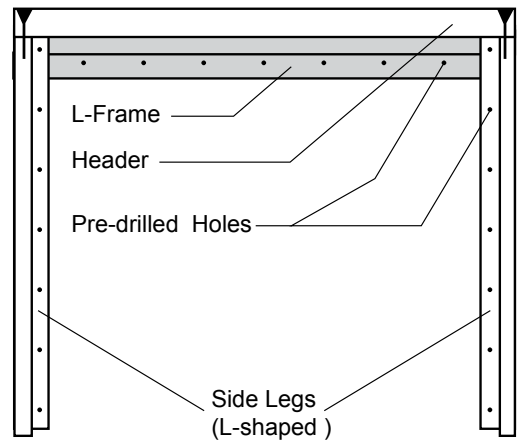


3. Insert the wheel hangers and/or top pivot bracket(s) into the track(s). Be sure to do this BEFORE installing the side legs, or you won't be able to insert them at all! Install them facing the correct way (outward into the room) so that they will hold the panels correctly.

- Secure the two side legs to the header by screwing down into them (from the top) with the 3" screws.

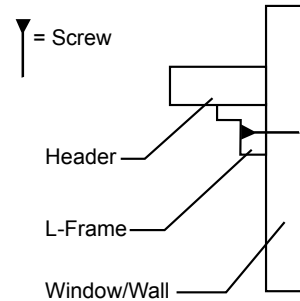


When done, the header should be mounted on the top of each leg and be supported by the legs.



5. Stand the frame up and align it to the opening. Be sure that the frame is level—shim it at the bottoms of the side legs, if necessary.
6. Screw through the predrilled holes in the header to attach it to the wall. Countersink the screws.

Basswood Header—Side View



7. Hang the shutter panels on the wheel hangers or top pivot brackets by attaching the brackets (already on the shutters) to the rollers, then locking each bracket into place. If panels are hinged, slide the hinge-pins into the preattached hinges to tie the panels together.
8. Once the panels are hanging, check to be sure they are level.
9. If they need adjusting, use the wrench that is supplied with the rollers.
10. Close the panels, and adjust the side legs inward or outward as necessary, so that they're level vertically. Screw in at an angle through the predrilled holes in the lip of the side frames to attach the sides to the wall.
11. If installing a bifold track system, there will be an anchor-point at the bottom of the side leg; anchor the outer portion of the appropriate panel to this pivot-piece.
12. Attach the top fascia (decorative trim) to the front and sides of the header using the supplied screws.
13. Caulk as necessary.

16. Touch up, as necessary.

**Professional Tip:**

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

**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!

## Inside Mount

If your track system comes with side legs, follow the steps for the outside mount, except mount the frame inside your opening.

If there are no side legs, and only a header exists, do the following:

1. Place the rollers on the track. Make sure that they face in the correct direction (out towards the room).
  2. Attach the header to the inside of the opening by screwing straight up through the header.
  4. Hang the shutters on the rollers.
  5. Attach the pivot point bracket to the lower outside opening, if installing bifold shutters.
  6. Attach the header fascie.
  7. Caulk as necessary.
8. Touch up, as necessary.

### Professional Tip:

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

### 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.