



Shutter  
CLASSIC

*When you're serious about Shutters*

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## POLYCORE 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](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

When properly installed, your shutters should hang level, with a uniform vertical gap between the two pairs of panels. During installation, you might need to adjust the various parts of each shutter in order to achieve this effect when you're done. We provide you with multiple adjustment techniques in order to achieve this effect.

In addition, on our website we've referenced many videos that shutter manufacturer Sunland has made available and which are excellent resources for you as you prepare to perform your own installation. Although the videos are specific to our Polycore shutters, many of the techniques that they illustrate apply to shutter installation in general. We strongly recommend that you [watch the videos](#) 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.

#### • Nails versus Screws

You can mount your shutters with either nails or screws. To use screws, simply drill holes first in the window opening (jamb). Use a small enough drill bit to allow the screw threads to bite into the mounting surface. If you choose to nail, instead, you may want to do what the pros do: use a nail gun to avoid damaging the shutter frame or window frame.

## • 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. PolyCore ships shutter frames, shutter panels, and other materials as follows:

- Frames as ordered (in pieces)
- Shutter panels (with hinges pre-attached)
- Screws to fit each of the screw-holes in the panel hinges (to attach panels to frames)
- Stop-strips
- Magnetic catches, 1 per shutter panel

Note: PolyCore does not ship fasteners to attach the frames to your house. You will need to go to a hardware store and buy the fasteners of the correct length needed to securely fasten the shutters to your type of home material. Either finishing nails or screws can be used. We recommend the following:

- 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

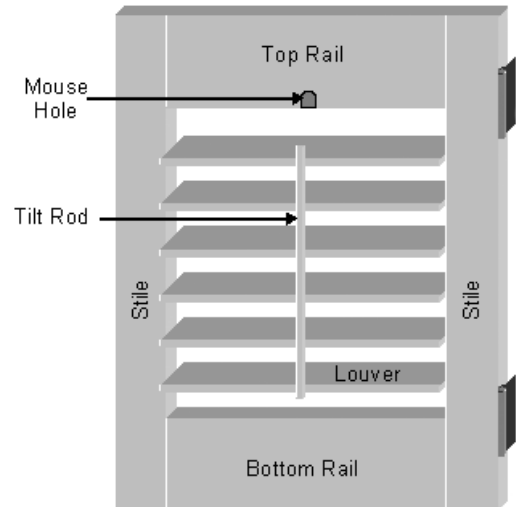
(### represents a job number used only by the factory)

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 PolyCore Regular Shutters

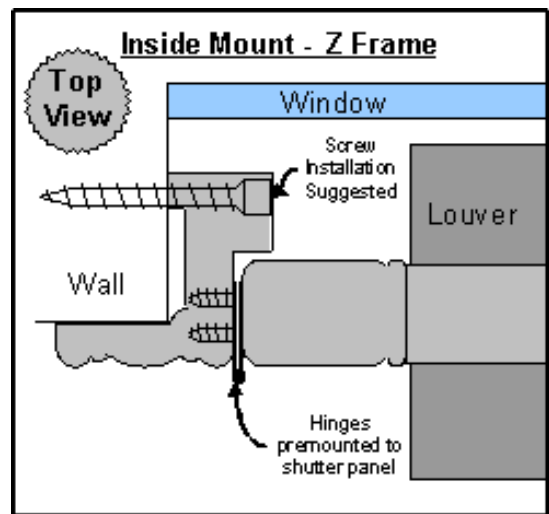
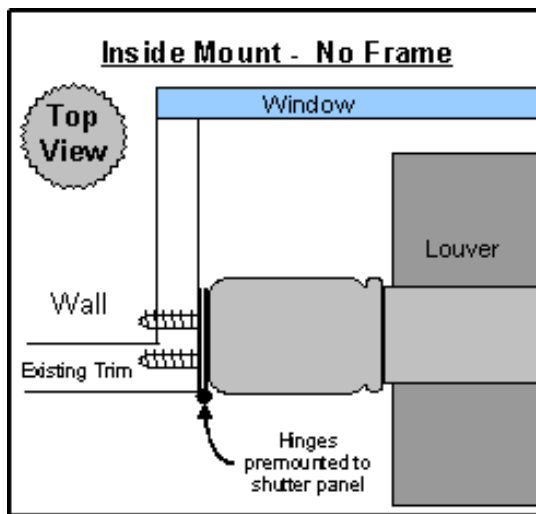
Please see the video for [Standard Shutter Installation](#) first before performing the following steps.

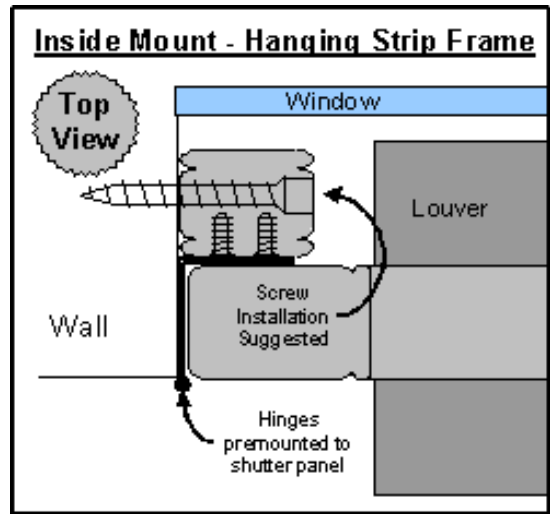
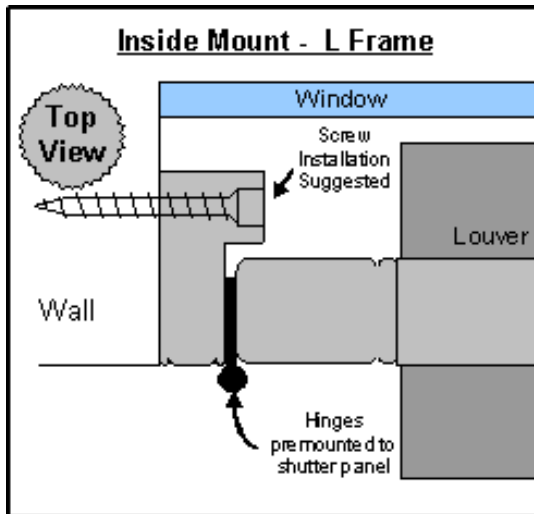
All frames for our interior plantation shutters come ready to assemble, with hinges premounted to the shutter panels. No mitering is needed.

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.

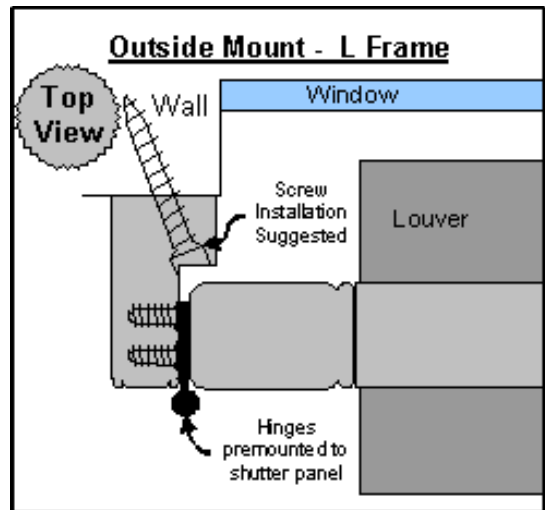
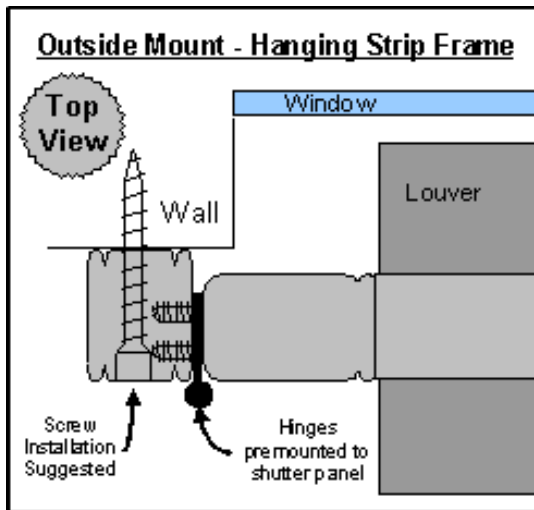
### • Types of Frames for Inside Mounts

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





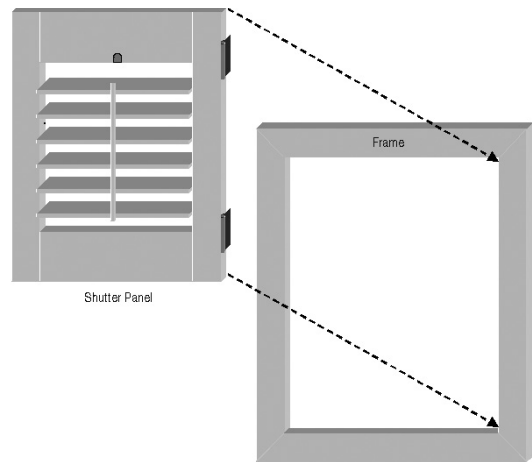
• **Types of Frames for Outside Mounts**



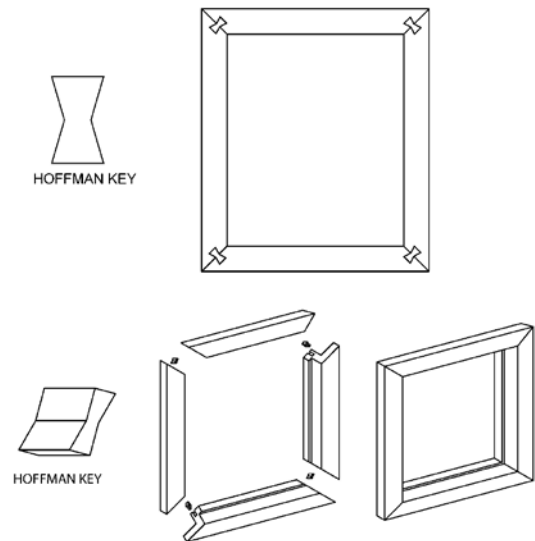
## A. ASSEMBLE FRAME

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 PolyCore 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

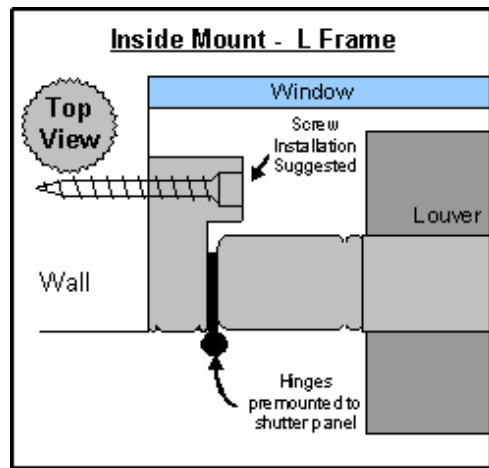
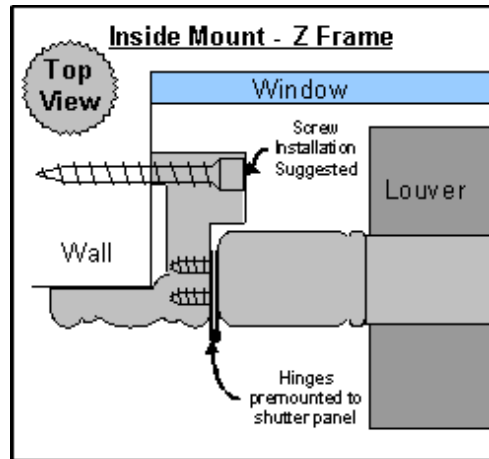
Frames can be mounted inside or outside the window. For an inside mount (where the frame sits inside the window opening), follow step 1.

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.

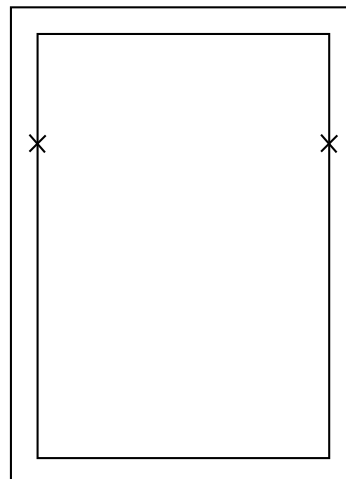
1. Inside Mount – Z-frame or L-Frame.

- 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.



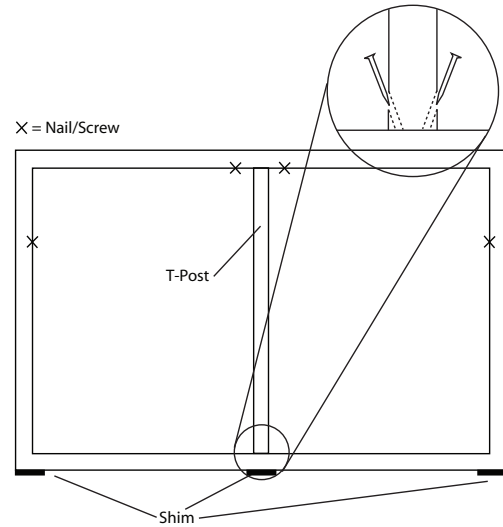
- d. Only use one nail or screw per side at this time, so that you can adjust the fit of the frame after installing the panels! The frame will be fastened more securely after the panels have been installed.

X = Nail/Screw

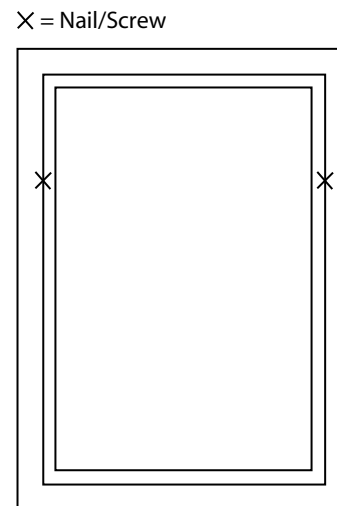


Inside Mount

- 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.



- 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 strips 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, first position your shutter panels on your window jamb.
  - b. Insure that clearance gaps are even at the top and bottom of the panel.
  - c. Install the shutter panels using the included hinge screws, by screwing or nailing through the hinges directly into the window/wall. Do not mortise the window/wall for the hinges.
  - d. When this type of mount is used, your package will contain four stop-strips which are used to block light around the shutters. Position the stop strips at the top, bottom, left and right of the windows, between the shutter panels and the windows, and secure by nailing or screwing. Leave enough room so that the windows can be opened and that the shutters can open and close properly.
  - e. If the jamb isn't plumb (square), it becomes difficult to adjust the shutters themselves so that they hang correctly. Instead, you may need to stretch the hinge (see step D, "Shutter Adjustment").

**Professional Tip:**

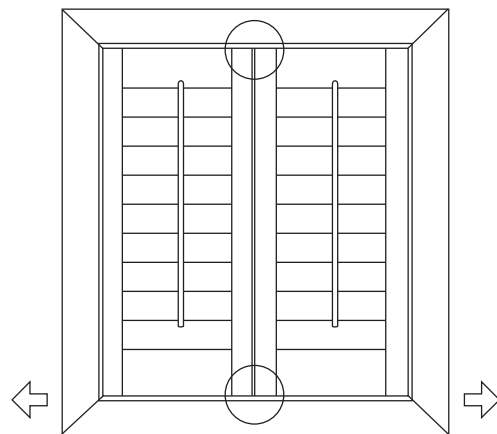
Install each panel as close to the top of the frame or opening as possible without letting the two surfaces touch. This blocks light from coming in through the horizontal gap at the top.

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 the frame/panels to be sure they 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 them.
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 the 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 stop-strips at left or right, as needed, or at top and bottom of window.
4. Caulk, as necessary. (See Pro Tip, right).
5. Touch up paint, as needed. (See Pro Tip, right).

### Professional Tip:

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

### Professional Tip:

If either 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**

Vinyl materials are closer to “maintenance free” than any other building material currently available. However, vinyl surfaces may become dirty. Normal maintenance requires washing with mild soap and water using a soft cloth.

For difficult-to-remove dirt and stains, readily-available citrus-based orange cleaners can be used. Chlorine-based cleaners or other cleaners containing organic solvents could affect the surface appearance and long-term durability of the product.

At no time should an abrasive substance be used to clean the shutters.

## Limited 25-year warranty on Sunland Polycore Shutters

Sunland's Polycore shutters are warranted against defects in materials that might result in the warping, cracking, or fading of the shutters for a period of 25-year from the date of initial installation. This Limited Warranty on the Polycore shutters shall remain in effect to the original end user, if and only if normal maintenance and cleaning practice are followed (see section of this Limited Warranty entitled "Maintenance Cleaning") and is prorated depending upon the length of ownership. This warranty is exclusive and in lieu of all other obligations, liabilities, or warranties. In no event shall Sunland Shutters be liable for incidental or consequential damages, or for any expense associated with such damages. Purchaser's sole remedy against under this warranty is the repair or remanufacture of the defective product by Sunland Shutters. Repairs will be made only with like or similar parts. This warranty does not include any payment for shipping charges nor for any labor costs, including but not limited to the cost of measuring and installation.

### General Conditions

This limited warranty automatically goes into effect 5 days after the initial completed installation of the Sunland Polycore Shutters and will entitle the end user to the benefits of this Limited Warranty. The limited warranty stipulated in this document is the only warranty applicable to Sunland Polycore shutters and is granted in lieu of any warranties, otherwise implied by law or equity and and no such warranties shall apply to Sunland Polycore shutters or to this limited warranty.

### 1. Product Use

This Limited Warranty applies only in respect to Sunland Polycore Shutters used strictly for the purpose for which they were intended. Warranty is not applicable to commercial application, i.e. hospitals, hotels, retirement homes, any other public arenas.

### 2. Limited Warranty Limitations

Sunland Shutters' liability is limited solely and exclusively to repair or replacement of the defective part at the sole option of Sunland and under no circumstances will Sunland be liable for any incidental or consequential damages such as, but no limited to, labor costs for any purposes, inconvenience, damage or injury to persons or to property, or any other expense or liability.

### 3. Replacement Parts or Repairs

Sunland reserve the right to discontinue or change any Sunland Polycore Shutters as currently manufactured. If Sunland determines to make a replacement under the terms of this Limited Warranty and an exact replacement part is not available, Sunland reserve the right to substitute a part or parts of equal quality at its sole option. Sunland's limited warranty does not cover damage to following hardware accessories / parts or minor issues generally associated with normal shutter wear and tear after a period of 12 months from the date of original installation: Tension loosening on louvers, loose or defective magnets, yellowing or cracking of plastic parts, Loose tilt rod staples, Discoloration or rusting of hardware accessories such as magnet plates and hinges

### Exclusions from Limited Warranty Coverage

The following are excluded from coverage under this Limited Warranty:

- A. Any damage caused by exposure to air pollutants and normal atmosphere conditions that may cause all PVC surfaces to gradually suffer an accumulation of surface dirt or stains. These are normal occurrences and are not covered under Sunland's Limited Warranty.
- B. Any defect, malfunction, or failure of the Sunland Polycore Shutters to perform in the manner in which they are designed resulting from unreasonable use, improper installation, or original end user's failure to follow normal maintenance and cleaning practices as set forth in the section entitled "Maintenance Cleaning" below.
- C. Any damage to the Sunland Polycore Shutters or components of the shutters caused settlement or structural defects of the building in which they are installed.
- D. Any damaged caused by wind, hail, lightning, or other acts of God, intentional acts, accidents, or exposure to harmful chemicals or pollutants.
- E. Any damage caused by improper handling or installation of Sunland Polycore Shutters.
- F. Any Sunland Polycore Shutter that has been repaired or modified by any person other than a duly authorized representative of Sunland Shutters.
- G. Sunland Shutter's shutters are manufactured to industry standards. Minor imperfections not noticeable from a distance of 3 ft. under ordinary lighting conditions in normal installations are not considered defects.
- H. Polycore Shutters are made from PVC material and may warp or shrink if the product is not handled properly during transport or storage (i.e. transported in a locked trunk or stored in tool sheds without temperature control). Warping and shrinkage (and any product damage) resulting from improper transportation or handling will void the product warranty.
- I. Warp and shrinkage may also occur if the product is installed in an application that will result in prolonged heat exposure over 150 degrees Fahrenheit (sunlight reflecting off swimming pools or glass will magnify the heat intensity and result in temperatures exceeding 150 F). Applications where the product will be subject to prolonged heat exposure over 150 F are considered as inappropriate / application error and will void Sunland's limited warranty.

### Effective Date of Limited Warranty

This Limited Warranty will take effect FIVE (5) DAYS from the date of receipt of delivery or Will Call as recorded by Sunland Shutters.

### Maintenance & Cleaning

Vinyl materials are closer to 'maintenance free' than any other building material currently available. However vinyl surfaces may become dirty. Normal maintenance requires washing with mild soap and water using a soft cloth. For difficult to remove dirt and stains readily available citrus based orange cleaners can be used. Chlorine-based cleaners or other cleaners containing organic solvents could affect the surface appearance and long-term durability of the product. At no time should an abrasive be used to clean the shutters.

### Procedure and Condition of Limited Warranty Remedy

In this event that Sunland's obligation under this Limited Warranty is sought, the original end user must notify the Dealer/Distributor in writing within THIRTY (30) DAYS after the defect is first detected. Such notification must contain the following:

- a. Name and address of the original end user
- b. Date of installation,
- c. A brief description of the defect.

Upon receipt of this information the dealer/ distributor will investigate the nature of the warranty claim and if the warranty claim is accepted, dealer/ distributor will notify the original end user of his share of prorated costs (where such is applicable), in accordance with the Proration Schedule below. No repair or replacement parts will be provided until Sunland's dealer/distributor has received the original end user's payment for their share of the prorated costs. The dealer/distributor will provide repair or replacement parts to the owner upon receipt of the original end user's payment. All repair work will be done at Sunland plant or facility. Shutters requiring repairs must be sent to the appropriate Sunland facility for repair. See dealer/distributor for the address of the nearest Sunland repair facility. Original end user shall be responsible for all transportation and delivery costs to and from the Sunland facility.

Lapsed Time From Date of Installation	Share of Material Replacement Cost		Lapsed Time From Date of Installation	Share of Material Replacement Cost	
	Sunland	Owner		Sunland	Owner
1 to 15 years	100 %	0 %	21 years	17 %	83 %
16 years	27 %	73 %	22 years	15 %	85 %
17 years	25 %	75 %	23 years	13 %	87 %
18 years	23 %	77 %	24 years	11 %	89 %
19 years	21 %	79 %	25 years	10 %	90 %
20 years	19 %	81 %			

### Proration Schedule

The percentage of warranty repair or replacement materials costs to be share by the original end user and Sunland as stipulated on the face of this Limited Warranty Certificate are as follows:

**Disclaimer: Sunland Shutters reserves all rights on updating or modification of any contents within this documentation without prior notification.**