



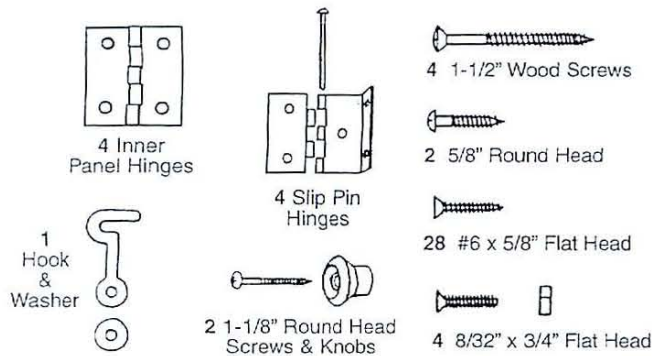
Stock-Size, Basswood Shutters Installation Instructions

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- Shutters may be adjusted horizontally or vertically after installation.
- Eliminates trimming • Contains all necessary hardware for 4 panels

This Stock-Size, Basswood Shutter Kit Includes:

- 2 Adjustable Wood Hanging Strips
- 4 1-1/2" Screws for Attaching Hanging Strips
- 1 Set of Hanging Hardware Including:



1. Installation Positioning

Decide if you want to install your shutters totally within the window frame (Fig. 1) or on the window frame (Fig. 2). Then measure the area to be covered by the shutters. Note: Outside installations are by far easier and usually require no trimming.

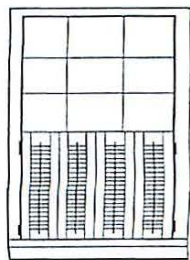


FIG. 1 Shutters mounted inside window frame

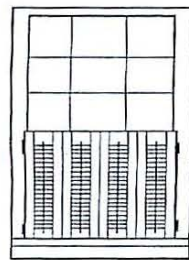
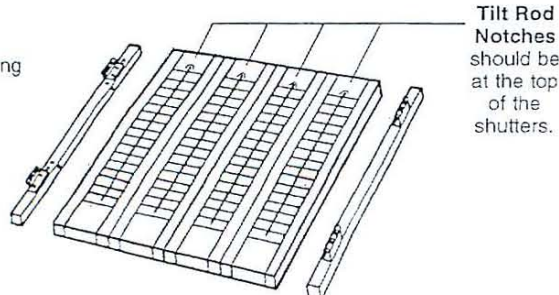


FIG. 2 Shutters mounted outside window frame

2. Select a smooth surface on the floor or table and lay out the shutters with the tilt rod notch at the top (Fig. 3).

FIG. 3 Proper Positioning



Tilt Rod Notches should be at the top of the shutters.

3. If Trimming is Required

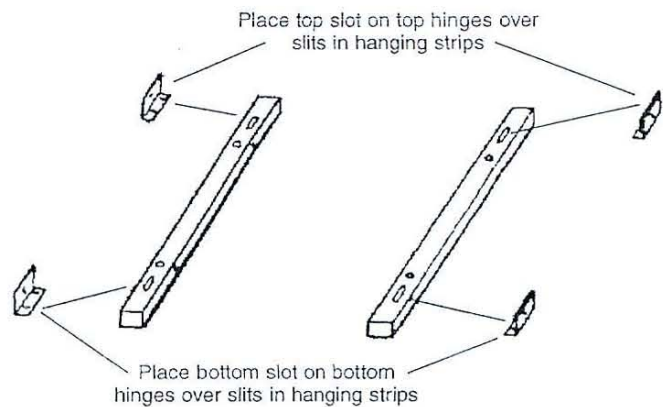
Trim height and width of shutter panels to fit area to be covered. Trim height of hanging strips to match shutter panels, making sure you trim the hanging strips the same amount that was trimmed off the panels. (For example, if you took 1/2 in. off the top and 1 in. off the bottom of each shutter, then take 1/2 in. off the top and 1 in. off the bottom of each hanging strip.)

Trimming Specifications

Panels may be trimmed 1" width (max. 1/2" per side). Panels may be trimmed 4" in height (Max. 2" top and 2" bottom).

4. Assembly of Hanging Hinges to Hanging Strips

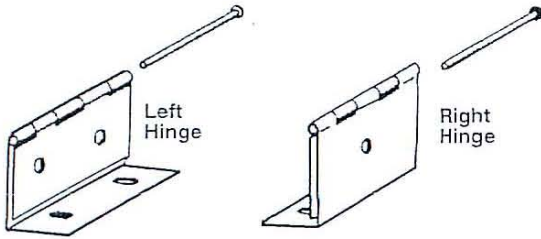
There are four (4) Slip Pin "I" shape hinges that must be mounted to the hanging strips with four (4) 8/32" x 3/4" machine screw and nut. The finished assembled hanging hinges and hanging strips are shown in Figure 9. The hanging strips are made with a slit in two spots on each strip. The back of the slits (which are on the back of the hanging strips) have a large recess to accommodate the nut for the machine screw.



Position hinges as shown.

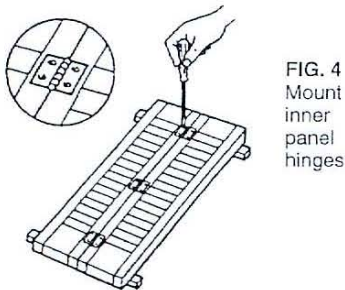
Top Left and Top Right Hinges have top slot in short leaf placed over slot in top of hanging strip. Bottom Left and Bottom Right hinges have bottom slot in short leaf placed over slot in bottom of hanging strip. Make sure recessed portion is on back. Place machine screw through hinge into slot and tighten into nut in recess. Repeat on all four (4) hinges.

Note: See Step 9 adjustments before installing second screw. To make sure all hinges are properly in position, proceed as follows: All pins are slip pin on the leaf hinges and may easily be removed if necessary.

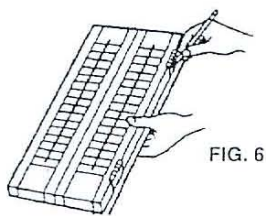
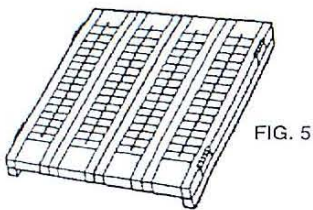


Position all hinges so that straight leaf faces toward center, that is, Left hand hinge has leaf on right side and Right hand hinge has leaf on left side. If necessary, to position leaf, remove slip pin, reposition leaf correctly, and put pin back in so head is to top of hanging strip. Proceed with General Instructions.

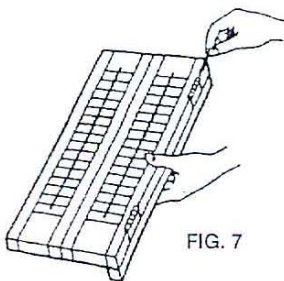
5. Now lay the shutter panels on the floor or table, with the tilt rods face down, and mount the small hinges on the panels at about the same relative position as the hinges on the hanging strip (fig. 4). We suggest putting hanging strips under panels as spacers so tilt rods do not hit floor or table.



6. Line up the hanging strips with the shutter panels as shown in Fig. 5, tilt rods facing up and hanging strips behind panels (Fig. 6). Line up from top. Hanging strips should extend slightly below shutter panels. Remove the hinge pins and mount the straight leaves.



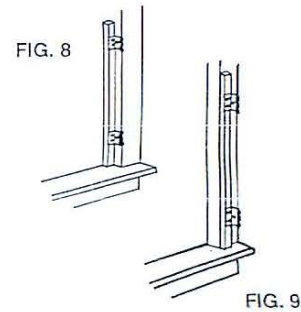
7. Put the hinge pins back in place (Fig. 7). At this point try the entire assembly in the area to be covered to assure proper fit. Mark position of hanging strips on the window frame. (Remove hinge pins and panels for easier installation of hanging strips).



8. A. Each hanging strip has 4 mounting screw holes.
B. Place right hanging strips against window in the proper position. Note that the hanging strips are **ALWAYS IN BACK** of the shutters — not on the side.

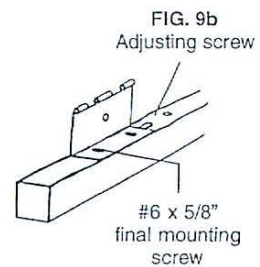
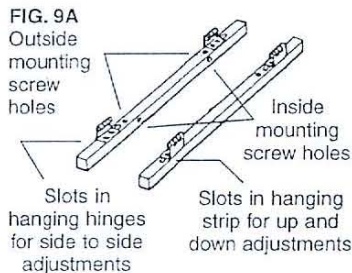
C. Mark and drill mounting screw holes and attach hanging strip with the 1 1/2 in. screws provided. For inside mounting, see fig. 8. For outside mounting, see fig. 9.

D. Install shutter panels on right side by replacing hinge pins. Repeat for the left side.

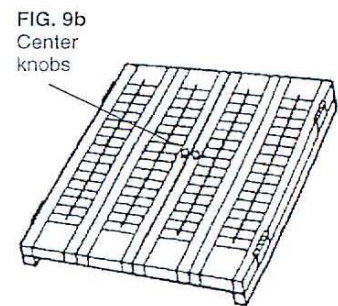


9. Adjustments

Now that the shutters are hung, if any adjustments are needed, just slightly loosen the screws in the slotted holes of the hanging hinges and move right and left sections until they meet in the center, or up and down so they are even. Tighten adjusting screws. The install the final mounting screw (#6 x 5/8" flat head screw) (see Fig. 9b).



10. Knob and Hook Installation Find the center point of each adjoining shutter stile (vertical wood member) top to bottom and side to side. Fasten a knob at this spot with a 1-1/8" round head screw. Measure down 1-1/2" from either knob. Fasten the hook and washer with a 5/8" round head screw. The washer should be placed between the hook and wood. Do not tighten too much, as the hook must swing freely. Mark a point where the open end of the hook rests on the adjoining panel. Fasten another 5/8" round head screw at this spot, leaving a small clearance so that the hook will fit behind the screw head.



Congratulations! You have just completed your project.