TIMBERLANE

Installing Shutters On Wood Casing

Installation Guide
INSTALLING YOUR SHUTTERS IS EASY
This guide provides clear, step-by-step instructions for installing Timberlane Shutters and Shutter Hardware onto wood casing. Depending on the desired look, Steps 4 through 8 may not be necessary for your particular installation.

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NOTE: If you are planning to use a different type of hardware setup than the one outlined in this guide, we do have a library of additional installation guides available for different installation surfaces and shutter hardware: www.timberlane.com/resources
**GLOSSARY**

This glossary is intended to provide you with an understanding of the commonly used terms mentioned throughout this installation guide.

- **BULLET CATCH**: A concealed tieback that holds a shutter open.
- **EXPANSION SHIELD**: A device used to anchor items into masonry, also referred to as an “Anchor”.
- **PINTEL**: The pin on which another part pivots. Pintels are used in conjunction with a strap to make a hinge.
- **PULL RING**: A metal ring which provides aid to pull shutters closed from the inside.
- **RAIL**: The horizontal pieces of a shutter frame.
- **SHUTTER LOCKS**: Consist of a bolt and keeper, used to keep the shutter secured in the closed position which are also known as “Shutter Bolts”.
- **STILE**: The vertical pieces of a shutter frame.
- **TIEBACK**: A hardware assembly designed to retain a shutter in its open position which are also known as “Shutter Dogs”.
- **WINDOW CASING**: The frame or trim around a window, usually made of wood or PVC.
- **WINDOW JAMB**: The main vertical parts forming the sides of a window.
- **WINDOW SILL**: The horizontal ledge at the base of a window casement.

**BEFORE YOU BEGIN**

- Ensure both shutters and your window frame are free of any debris, dirt or anything that may cause friction during the installation process.
- Each pair of Timberlane Shutters are custom made to fit each window perfectly so it is important to double check that you have the correct pair of shutters for each window prior to starting your installation.
- The installation described here requires a ¼” gap between the shutter and the window casing. To accommodate this while maintaining a balanced, centered appearance, your shutters must be sized properly when originally ordered.
- Designate an area to safely lay your shutters down flat in your work area. We suggest laying down a cloth on top of your surface as to not scratch or damage the front face of the shutter.
- We recommend using Tapcon® screws and expansion shields when working in masonry (brick, stone, stucco, etc.). When drilling into masonry, always drill the hole for the expansion shield using a masonry bit in a hammer drill.
- Along with the necessary tools required, make sure all hardware is accounted for and grouped together.
- When installing your shutters, it is ideal to start by installing the bottom hardware first because the bottom hinge will provide the primary source of stability for when your shutters are fully installed.

**NOTE**: We advise drilling pilot holes into wood before screwing additional parts into the surface. The pilot hole must be slightly smaller than the diameter of the screw to be used.
SUGGESTED HARDWARE FOR INSTALLATION

Depending on the desired look, not all of the hardware suggested below may be necessary for your particular installation. Speak with one of our shutter experts by calling 800-250-2221 to decide which hardware options are right for you.

- Strap Hinges
- Plate Pintels
- Bullet Catches
- Tiebacks
- Installation Screws
- Fastener Anchors
- Shutter Locks
- Pull Rings
- Capping

RECOMMENDED TOOL LIST

- Power Drill & Screw Gun
- Crescent & Socket Wrenches
- Pencil
- Tape Measure
- Level
- Ladder or Step Stool

NOTE: Always be certain to heed all safety instructions provided for any hand and power tools you use to install our shutters and shutter hardware! Be sure to wear all appropriate safety equipment, including eye protection. Be aware that any material, particularly glass and masonry, can easily chip or break even when all safety precautions are followed. Lastly, while it is not required, we recommend having more than one person to install.
STEP 1: INSTALLING BOTTOM STRAP & PINTEL
After confirming that you have matched the correct pair of shutters to the correct window, begin by installing the bottom strap & pintel for the right-hand sided shutter.

1.1 LOCATE FRONT AND BACK OF SHUTTER
• Start by examining both sides of the shutter to identify the front and back. The front is the more decorative side of the two.
• Place the shutter into the window opening with the back side facing towards you (away from the house). This is the side of the shutter to which the hardware is to be installed.
• Tuck the shutter into the bottom right-hand corner of the window to start installing the hardware.

1.2 POSITION SHUTTER
• With the shutter tucked into the bottom right-hand corner, use a spacer block or shim at the bottom to give ¼” clearance.
• Additionally, give ¼” clearance between the window jamb and the side of the shutter.

1.3 ALIGN STRAP & PINTEL
• Take the pintel and strap and put them together to make your hinge – place the combination across the shutter and window frame.
• Place the strap across the shutter and place the pintel on the window casing.
• Line up the strap so it lays centered across the bottom rail of the shutter.
• Make sure that the pintel is level.

1.4 MARK PLACEMENT
• Once everything is lined up, make a line on the shutter marking the center of the strap.
• Mark the location of the pintel so you can pre-drill the holes in a later step.

1.5 PLACE STRAP ON SHUTTER
• Place the shutter on your work area face down – Make sure your work area is covered to protect the front face of the shutter.
• Use a square to a draw a line through the holes you marked on the bottom rail.
• Lay the strap on the shutter and center the screw holes with the drawn line.
• Make sure the strap is square to the edge of the shutter. The offset bend should line up perfectly with the edge of the shutter.
**STEP 2: INSTALLING TOP STRAP & PINTEL**

Now that we have the bottom strap and pintel complete, we need to get the top hinge ready for installation. This process is identical to installing the bottom strap & pintel.

**INSTALL STRAP ON SHUTTER**
- While holding the strap steady, drill pilot holes into each of the strap holes.
- Starting by hand, place the screws into the predrilled holes. This will keep the strap in place.
- Finish tightening the screws into the holes with a screw gun to secure the strap to the shutter.

**INSTALL PINTEL ON WOOD CASING**
- Line up the pintel with the marks you made previously.
- Drill 1 pilot hole for the pintel and secure it with a screw.
- Drill the remaining pilot holes and fasten the screws into the holes.

**COMBINE STRAP & PINTEL**
- Take the shutter from your work area to the window.
- With the shutter in hand, align the strap and the pintel.
- Set the shutter in place with the pintel pin inserted into the strap.
- Do not let go of the shutter.

**POSITION SHUTTER**
- With the bottom hinge remaining intact from Step 1.8, use a spacer block or shim on the top right side of the shutter to provide a ¼” between the window jamb and shutter edge.
- This will ensure there is the same amount of space on the top side of the shutter as there was for the bottom side of the shutter.
- Check that the shutter is level by placing a level on the left-hand side of shutter when in its closed position.
2.2 ALIGN STRAP & PINTEL
- Take the next strap and pintel set and put them together to create the hinge.
- Once assembled, place the strap across the top of the shutter and place the pintel on the window casing.
- Position the strap to be centered on the top rail. This will resemble the same positioning as the bottom rail in the previous steps.
- Make sure that the pintel is level.

2.3 MARK PLACEMENT
- Make a mark with a pencil to note the top and bottom of the pintel.
- Make a mark with a pencil to note the centerline of the strap on the top rail, similar to what was done in Step 1.3.

2.4 PLACE STRAP ON SHUTTER
- Once the marks have been placed, remove the shutter and take it back to the work area.
- Use a square to draw a definitive line through the holes you marked on the top rail.
- Place the strap on the shutter and center the screw holes on the drawn line.
- Make sure the strap is square to the edge of the shutter. The offset bend should line up perfectly with the edge of the shutter, as covered in Step 1.5.

2.5 INSTALL STRAP ON SHUTTER
- While holding the strap steady, begin drilling pilot holes into each of the strap holes.
- Starting by hand, place the screws into the predrilled holes, then finish tightening the screws into the holes with a driver to secure the strap to the shutter.

2.6 INSTALL PINTEL ON WOOD CASING
- Line up the bottom of the pintel with the line marked from Step 2.3.
- Mark the holes with the pintel placed on the window casing.
- Drill 1 pilot hole for the pintel and secure it with a screw.
- Drill the remaining pilot holes and fasten the screws in all 4 holes.

2.7 COMBINE STRAP & PINTEL
- Place the shutter with the fully installed top and bottom straps into the corresponding installed pintels.
- Once the shutter has been attached to the pintels, open the shutter and double check that it is level by placing a level on the outer edge when fully extended open.
STEP 3: INSTALL ADDITIONAL SHUTTER
Now that the right-hand sided shutter has been successfully installed, simply repeat Step 1 & 2 to install the left shutter. Please be sure to follow all steps to ensure a proper installation.

STEP 4: INSTALLING BULLET CATCHES
Now that both shutters have been properly installed, the next step is to install the bullet catches. Since shutters are opened more often than being closed, bullet catches provide the primary source of stability, ensuring they will remain in the desired opened position. As a precaution, this next step may require drilling into masonry.

4.1 LOCATE HOLE ON HOUSE FOR BULLET
- Begin by opening the shutter and marking the drill location on the wall with a pencil - approximately 6” from bottom of shutter.
- The drill location should be parallel from the shutter stile along the lower-half of the shutter.

4.2 DRILL HOLE & INSTALL BULLET
- Swing the shutter closed and drill hole in the wall.
- Insert an anchor into the drilled hole. You may need to tap it into the hole with a hammer.
- Next, screw the bullet into the anchor.

4.3 INSTALL CLIP
- To position the clip, begin by opening the shutter and slightly pressing the shutter into the bullet, which will create a small crease on the back side of the stile.
- The crease will determine where to install the clip. From there, mark holes, pre drill pilot holes and fasten the clip to the shutter with screws.
- Once the clip is screwed in, test the bullet and clip alignment by opening the shutter so that the bullet catches the clip.
STEP 5: INSTALLING SHUTTER TIEBACKS
Tiebacks are traditionally used to hold shutters in the open position. Since bullet catches are often the primary source of securing the shutters when in an open position, our tiebacks can also be used as a decorative element.

5.1 LOCATE HOLE FOR TIEBACK
- When installing tiebacks, we suggest measuring about 4” in from the shutter’s edge.
- Measure 4” from the edge of the shutter and approximately 1-2” below the shutter. Mark the location with a pencil.
- Once the location of the tieback has been selected, ensure that the hole is low enough to allow for tieback rotation and clearance.

5.2 DRILL HOLE FOR TIEBACK
- Swing the shutter closed and drill the hole for your tieback in the wall.
- Once the hole is drilled, insert the expansion shield so it is flush with the siding. You may need to tap it into the hole with a hammer.

5.3 INSTALL TIEBACK
- To assemble the tieback, place the lag screw through the tieback, then add a bushing, the furrel tube and another bushing to complete the tieback assembly.
- Once the tieback is assembled, use a wrench to fasten the fully assembled tieback into the expansion shield.
- Test the fit by setting the tieback to a horizontal position and open the shutter.
- The shutter should clear the tieback to open and rest lightly against the front of the shutter when closed.

STEP 6: INSTALLING SHUTTER LOCK
The purpose of a shutter lock is to lock the shutters together when in the closed position, ensuring that they will remain closed when desired. These components will be installed on the front facing side of both shutters, which is the more decorative side.
IDENTIFY SHUTTER LOCK COMPONENT LOCATIONS

• The bolt will typically be installed on the left shutter when facing the house.
• The keeper will typically be installed on the right shutter when facing the house.
• Both components will be installed on one of the mid-rails, flush to the shutter’s outer edge. The shutter lock location will vary by style, but typically is installed near the middle of the shutter.

INSTALLATION OF SHUTTER LOCKS

• Once the locations of each component have been identified, begin to drill in the pilot holes and then finish by drilling in the screws.

STEP 7: INSTALLING PULL RINGS

Once the shutter lock has been successfully installed, the next step is to install the pull rings. These provide aid to pull shutters closed from the inside.

IDENTIFY PULL RING LOCATIONS

• Once the shutter lock has been installed, the ideal location for the pull rings are just a few inches below the bolt and keeper on the front of each shutter.
• Once the desired locations has been identified, begin to drill in the screws.

STEP 8: INSTALLING SHUTTER CAPPING

The final step to complete your shutter installation is topping off each shutter with shutter capping. Capping is like a roof for your shutters; it helps add a level of protection against nature. These will be pre-cut to fit the exact measurements of each shutter.

INSTALLATION OF SHUTTER CAPPING:

• Start by removing the protective film from the double-sided tape on the inside of the capping.
• Once capping is centered on the top of the shutter, press into place.
• Press and hold firmly to ensure a well-secured bond.
The instructions found in this Timberlane Shutter Installation Guide are meant to assist you as you mount your Timberlane Shutters using hardware supplied by Timberlane, and approximations are used throughout. These instructions assume your window casing depth is equal to or greater than the thickness of your shutter and that your shutters are sized appropriately for your window opening. Therefore, please understand that these instructions illustrate only basic guidelines and that specific measurements and mounting options vary from application to application.

Timberlane, Inc. and all parties represented are not liable for any injury, defect or damage sustained in the process of installing shutters and/or the accompanying hardware. For your safety, Timberlane recommends the use of protective apparatuses, including safety goggles and ear plugs, when necessary.

If you have any questions throughout the installation process, please call our Customer Service Department immediately at 800-250-2221.

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