

HeadHouse Square

CUSTOM SHUTTERS

NEW YORK L STYLE HINGES

Note: New York L Hinges are top and bottom specific. Your Kit includes two top hinges and two bottom hinges. Each kit installs one pair of shutters.

Part #'s

To install...

We will install the left hand shutter first.

1. Lay the shutter down on a stable surface with the back facing up.
2. Place a top hinge on the top of the shutter with the offset facing up. The bean (round bulb on the end of the hinge) of the hinge should extend toward the middle of the top rail. The hinge should be placed 1/2" down from the top and 1/4" inch in from the side of the shutter. Make sure the hinge is square to the top and side of the shutter.
3. Using a pencil mark the holes of the hinge on the shutter. Remove the hinge and drill pilot holes where marked. Place the hinge back on the shutter and install the hinge using the screws provided.
4. Repeat steps 2 and 3 for the bottom hinge.
5. Temporarily place the plate pintels on the installed hinges (since you will not be able to hold the pintels on the hinge using your hands, use a small piece of tape to hold them in place)
6. Place the shutter inside the window casement in its closed position. The shutter should be flush with the face of the casement. Remember to allow a 1/4 inch gap on the side, top and bottom. It is a good idea to use shims to hold the shutter in place while allowing for the gap.
7. Turn the pintels so that they lay flat on the casement and mark the holes.
8. Remove the shutter from the window and set aside. Drill pilot holes in the casement where marked. Remove the pintels from the hinges and fasten them to the casement.
9. Once pintels are fastened, hang shutters placing the hinges on the pintels

Steps 1 thru 9 can be repeated for the right hand shutter.

NOTE: When using Lag pintels with New York L style hinges, follow same procedures to fasten hinge to the shutter. Once you place the pintels on the attached hinges you should follow the steps for lag mounted strap hinges outlined in the next section.

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STRAP HINGES – MALE PINTELS PLATE, PHILADELPHIA PLATE, LAG, AND JAMB PINTELS

Plate Pintels

Part #'s

1. Place the shutter inside the window casement with the backside facing out in its closed position. Remember to allow apx. 1/4" inch of space between the shutter and the casement on the top, bottom and side. Use the shims provided to maintain the space.
2. Temporarily place the strap hinge on the pintel (use a small piece of tape to hold them together temporarily) and place the strap hinge across the top rail of the shutter making sure that it is centered on the rail. The initial bend in the strap hinge should line up with the outer edge of the shutter. This will determine the pintels location on the casement.
3. Mark the holes for the pintel on the casement.
4. Remove the shutter install the pintel on the casement.
5. Place the shutter back inside the window casement in its closed position. (Remember to allow 1/4" space, use shims)
6. Place the strap hinge back on the installed pintel and swing it onto the shutter. The strap hinge should be centered on the top rail. Mark the holes for the strap hinge
7. Remove the shutter from the window and hinge from the pintel. Mount the strap hinge on the shutter.
8. Hang the shutter in its closed position and use shims on the sides to maintain 1/4" space down the side. This will align the shutter in the proper location to install the bottom hinge and pintel.
9. Repeat the above procedure for the bottom strap hinge. Once bottom pintel and strap hinge are mounted, hang shutter to finish.

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STRAP HINGES – MALE PINTELS PLATE, PHILADELPHIA PLATE, LAG, AND JAMB PINTELS

Lag Pintels

Part #'s

1. Place the shutter inside the window casement with the backside facing out in its closed position. Remember to allow apx. 1/4" inch of space between the shutter and the casement on the top, bottom and side. Use the shims provided to maintain the space.
2. Temporarily place the strap hinge on the pintel (use a small piece of tape to hold them together temporarily) and place the strap hinge across the top rail of the shutter making sure that it is centered on the rail. The initial bend in the strap hinge should line up with the outer edge of the shutter. This will determine the pintels location on the casement.
3. Mark the holes for the strap hinge on the shutter
4. Remove the shutter from the window and mount the strap hinge to the shutter.
5. Place the shutter back inside the window casement in its closed position. (Remember to allow 1/4" space, use shims)
6. Use a carpenters square (or a similar straight edge) to project a line over to the wall 1/2" below the bottom of the sleeve on the strap hinge. This is where the lag portion of the pintel will be inserted into the wall
7. The construction of the wall will determine what type of tool to be used to drill the hole. If the wall is masonry (brick or stucco) a masonry drill (sometimes called a "hammer drill") and masonry bit must be used. If the wall is wood (siding) a regular drill and wood bit can be used. It is best that the hole be located at least one inch from the edge of the wall.
8. Once you determine the tools to use, drill the holes large enough to accommodate the lag portion of the pintel. Remember if you are drilling into masonry you should be drilling a hole large enough to accommodate your expansion shield.
9. Once hole is drilled, screw the pintel into the hole to the depth that will line up with the strap hinge's offset. If the wall is masonry, hammer expansion shield into the hole and than screw the pintel into the expansion shield.
10. Hang the shutter in its closed position and use shims on the sides to maintain 1/4" space down the side. This will align the shutter in the proper location to install the bottom hinge and pintel.
11. Repeat the above procedure for the bottom strap hinge. Once bottom pintel and strap hinge are mounted, hang shutter to finish.

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STRAP HINGES – MALE PINTELS PLATE, PHILADELPHIA PLATE, LAG, AND JAMB PINTELS

Jamb Pintels

Part #'s

Note: Jamb Pintels require that a mortise be cut into the window jamb. Unless you are a highly skilled carpenter, we recommend that you have this process completed by a qualified professional.

1. Lay the shutter down on a stable surface with the back facing up. Temporarily place the strap hinge on the pintel (use a small piece of tape to hold them together temporarily) and place the strap hinge across the top rail of the shutter making sure that it is centered on the rail.
2. Swing the Jamb Pintel around so it lays flush on the side of the shutter. Note that the bend in the strap hinge might not line up with the edge of the shutter. This is OK.
3. Mark the top and the bottom of the pintel's plate where it lays on the side of the shutter. Remove the pintel and transfer a small mark even with these lines onto the back of the shutter.
4. Place the shutter inside the window casement with the backside facing out in its closed position. Remember to allow apx. 1/4" inch of space between the shutter and the casement on the top, bottom and side. Use the shims provided to maintain the space.
5. Place marks on the window jamb that match up with the marks on the back of the shutter. This represents where the pintel will sit in the mortise must be cut into the window jamb.
6. Remove the pintel from the hinge and using the marks as a reference, place the hinge on the jamb and trace it to locate the mortise area. Note that the pintel should sit as far out as possible. (The outer edge of the pintel should be flush with the outer edge of the jamb)
7. Cut the mortise into the window jamb and install the pintel.
8. Place the shutter back inside the window casement in its closed position. (Remember to allow 1/4" space, use shims)
9. Place the strap hinge back on the installed pintel and swing it onto the shutter. The strap hinge should be centered on the top rail. Mark the holes for the strap hinge
10. Remove the shutter from the window and hinge from the pintel. Mount the strap hinge on the shutter.
11. Hang the shutter in its closed position and use shims on the sides to maintain 1/4" space down the side. This will align the shutter in the proper location to install the bottom hinge and pintel.
12. Repeat the above procedure for the bottom strap hinge. Once bottom pintel and strap hinge are mounted, hang shutter to finish.

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STRAP HINGES WITH FEMALE PINTELS NO OFFSET NOTCHED PINTELS AND T-NOTCHED PINTELS

Part #'s

Notched Pintels

T- Notched Pintels

1. Place the shutter inside the window casement with the backside facing out in its closed position. Remember to allow apx. 1/4" inch of space between the shutter and the casement on the top, bottom and side. Use the shims provided to maintain the space.
2. Temporarily place the strap hinge on the pintel (use a small piece of tape to hold them together temporarily) and place the strap hinge across the top rail of the shutter making sure that it is centered on the rail.
3. Mark the holes for the pintel on the outer wall. The pintel should be positioned so that the barrel (sleeve) of the pintel lines up with the edge of the window casement.
4. Remove the shutter install the pintel on the outer wall. If the outer wall is masonry, use an expansion shield and lag screw.
5. Place the shutter back inside the window casement in its closed position. (Remember to allow 1/4" space, use shims)
6. Place the strap hinge back on the installed pintel and swing it onto the shutter. The strap hinge should be centered on the top rail. Mark the holes for the strap hinge
7. Remove the shutter from the window and hinge from the pintel. Mount the strap hinge on the shutter.
8. Hang the shutter in its closed position and use shims on the sides to maintain 1/4" space down the side. This will align the shutter in the proper location to install the bottom hinge and pintel.
9. Repeat the above procedure for the bottom strap hinge. Once bottom pintel and strap hinge are mounted, hang shutter to finish.

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CUSTOM SHUTTERS

HINGE KITS H LIFT OFF AND ACME LULL & PORTER HINGES

Part #'s

Note: H Lift Off and Acme Lull & Porter Hinges require that a mortise be cut into the window jamb and the shutter. Unless you are a highly skilled carpenter, we recommend that you have this process completed by a qualified professional.

Note: Acme Lull & Porter hinges are right and left specific. Each set comes with 2 left and 2 right hand hinges.

1. Mark the location of the casement (male) hinge by measuring 4" down from the top casement's top underside surface. Mark a level line at this point on the casement. This represents where the top of the male hinge will rest and where the mortise will be cut into the casement.
2. Place the shutter inside the window casement with the backside facing out in its closed position. Remember to allow apx. 1/4" inch of space between the shutter and the casement on the top, bottom and side. Use the shims provided to maintain the space.
3. Mark a line on the front of the shutter even with the line on the casement. Take the shutter off the window and transfer this line onto the side of the shutter making sure it is level. This represents where the top of the female hinge will rest and where the mortise will be cut into the shutter.
4. Place the top of the male hinge even with the line on the casement and trace the hinge's outline onto the casement. Remove the hinge and cut the mortise onto the casement.
5. Place the top of the female hinge even with the line on the side of the shutter and trace the hinge's outline onto the shutter. Remove the hinge and cut the mortise into the shutter.
6. Fasten the male hinge to the casement and the female hinge to the shutter.
7. Repeat the above procedure for the bottom hinges, initially measuring 4" up from the bottom surface of the casement (sill).
8. Hang shutter to finish.

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HINGE KITS CLARKS TIP BLIND HINGE

Part #'s

1. Place the shutter inside the window casement with the backside facing out in its closed position. Remember to allow apx. 1/4" inch of space between the shutter and the casement on the top, bottom and side. Use the shims provided to maintain the space.
2. Measure Apx. 4" down from the top of the casement. This represents where the top of the hinge will rest.
3. Place the assembled hinge on the casement and the shutter and mark the holes where the screws will fasten the hinge to the casement and shutter.
4. Fasten the male hinge to the casement and the female hinge to the shutter.
5. Hang the shutter in its closed position and use shims on the sides to maintain 1/4" space down the side. This will align the shutter in the proper location to install the bottom hinge.
6. Repeat the above procedure for the bottom hinges, initially measuring 4" up from the bottom surface of the casement (sill).
7. Hang shutter to finish.

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CUSTOM SHUTTERS

TIE BACKS PLATE, LAG, AND SILL MOUNT

Part #'s

Plate and Lag Mount

1. With the shutter installed and in the open position, measure apx. 4" inches in from the bottom outermost corner of the shutter and place a small mark. This is the ideal position for the head of the tie back.
2. Assemble the head of the tie back to the mount (plate or lag) and hold the head in place so that it lines up with the mark that was place on the shutter. Remember that gravity dictates that the larger, heavier portion of the head will hang down. Ideally the upper portion of the head should overlap the shutter by 1 to 2 inches depending on the style of tieback. You can vary this location depending on what is aesthetically pleasing to you.
3. Once the tieback is positioned, mark the position on the wall of the house where the plate or lag screw will be mounted.
4. Remove the head from the mount and fasten the plate or lag to the house. Remember when dealing with masonry it is best to use masonry screws or expansion shields.
5. Fasten the head to the mount to finish. Remember that a the head should swing freely

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TIE BACKS PLATE, LAG, AND SILL MOUNT

Part #'s

Sill Mount

1. With the shutter installed and in the open position, measure apx. 4" inches in from the bottom outermost corner of the shutter and place a small mark. This is the ideal position for the head of the tie back.
2. Assemble the head of the tie back to the mount (plate or lag) and hold the head in place so that it lines up with the mark that was place on the shutter. Remember that gravity dictates that the larger, heavier portion of the head will hang down. Ideally the upper portion of the head should overlap the shutter by 1 to 2 inches depending on the style of tieback. You can vary this location depending on what is aesthetically pleasing to you.
3. Once the tieback is positioned, mark the position on the window sill where the sill arm will be mounted. Be sure that the arm is level and mark the holes where it will be fastened to the face of the window sill.
4. Remove the head from the mount and fasten the sill arm to the window sill.
5. Fasten the head to the mount to finish. Remember that the head should swing freely.

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ACCESSORIES SHUTTER LOCKS, PULL RINGS, HOOK AND STAPLE, AND BULLET CATCHES

Part #'s

Shutter Locks

1. With the shutters already hung and in the open position, place the slide portion (larger piece) of the lock on the left shutter (viewed from outside the house) centered on and level with a mid rail on the shutter. (If you have more than one mid rail place the lock on the lowest mid rail.) The edge of the plate should be flush with the edge of the shutter. (If your shutter is rabbeted, the edge of the plate should line up with the edge of the rabbet)
2. Mark the holes and fasten the plate portion of the lock to the shutter
3. Close the shutters. You will need to mount the catch portion (smaller piece) from inside the house
4. Hold a level or straight edge against the top edge of the installed plate portion of the lock so that it projects across to the right shutter. Mark a line to locate where the catch portion of the lock will be installed.
5. Place the catch portion of the lock on the shutter so that the edge is flush with the edge of the shutter and fasten it to the shutter.
6. Close the shutters and slide the lock open and closed to ensure that both sides are lined up and functioning properly.

Pull Rings

1. Install pull rings on the outermost stiles of the shutter (viewed from outside the house).
2. The proper location for a pull ring is typically a few inches below the lock. If you are not using a shutter lock, install the pull ring centered vertically on the shutter or in close proximity to a mid rail.
3. To fasten a plate mount pull ring, place the pull ring on the shutter and mark the holes. Fasten the plate with the screws provided.
4. For a lag screw pull ring, center the pull ring on the stile a drill a pilot hole in the stile. Once the pilot hole is drilled, screw the lag screw of the pull ring into the shutter.

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ACCESSORIES SHUTTER LOCKS, PULL RINGS, HOOK AND STAPLE, AND BULLET CATCHES

Part #'s

Bullet Catches

Note: A bullet catch is designed to hold a shutter in the open position. It usually acts in conjunction with a shutter tie back to essentially lock a shutter in a desired open position. They can be used to lock a shutter in the open position if you are not using tie backs as well.

1. Mount the catch portion (metal clip) of the bullet catch onto the back of the shutter. This is typically done in the bottom corner. It can be done in the center of the shutter on the bottom rail to further conceal the bullet catch. Note that if you have installed your shutters using strap hinges this may not be possible. Just move the clip so that it is above the strap hinge on the outer stile.
2. Once the catch portion is installed, place the bullet onto the catch.
3. Push the shutter back toward the house far and hard enough so that the screw of the bullet makes a small mark on the house.
4. Drill a pilot hole on this mark. Remember to use a masonry bit or expansion shields when dealing with masonry.
5. Remove the bullet from the catch and screw the bullet into the wall of the house.
6. Swing the shutter back so that the bullet clips into the catch to finish.

PLEASE NOTE: Some times bullet catches are used as the sole method of mounting shutters to a house. While this is possible in some applications with smaller and lighter shutters, **HeadHouse Square does recommend mounting shutters to a house using bullet catches only.** While bullet catches work great for holding a shutter in the open position, they are usually (depending on the size and weight of the shutter) not sturdy enough to fasten a shutter to a home. If you are thinking about mounting your shutters using bullet catches only, please call a HeadHouse Square professional to talk to us about your application so that we can suggest alternatives to ensure a more safe and secure installation.

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ACCESSORIES SHUTTER LOCKS, PULL RINGS, HOOK AND STAPLE, AND BULLET CATCHES

Part #'s

Hook and Staple

For reference, the hook end of the rod is attached to the shutter. The eye end of the rod is attached to the window sill. The staple should be mounted to the face of the windowsill as shown.

1. With the shutters installed and in the open position, hammer the staple into the bottom rail of the shutter. (It is a good idea to drill small pilot holes into the shutter before hammering the staple into the shutter. Location should be centered in the rail horizontally and slightly toward the outer edge of the shutter (Left of center vertically for a left hand shutter) Also note that the staple should be parallel to the bottom of the rail (bottom of shutter).
2. Hook the rod through the staple on the shutter and swing the shutter to the desired open position. This is usually slightly less than parallel to the window when using a hook and staple.
3. Place the staple through the sill end of the rod and swing it so that the staple can be hammered into the face of the window sill.
4. Once you are sure of the shutters open position, press the staple slightly into the sill to leave a mark. Remove the rod from the shutter and hammer the staple into the window sill.
5. Hook the rod back into the staple on the shutter to finish.

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BERMUDA SHUTTERS

Part #'s

Bermuda Shutters are hung differently than other shutters in that they are mounted using the top of the shutter and not the sides. This allows the shutters to swing open from the bottom. In most applications, Bermuda shutters are designed to fit outside the casement and therefore should be sized slightly larger than the inner casement dimensions. Bermuda shutters are installed using traditional Butt Hinges and a pair (or more) of hook and staple latches. We recommend that one Butt Hinge be used for every 12" of shutter width.

To mount a Bermuda shutter:

1. Determine location where hinges are to be mounted on the shutter. The hinges should be mounted apx. 3" in from the outsides of the shutter. (If using a 3rd hinge it should be centered in the shutter) Drill pilot holes in the top of the shutter and mount Butt Hinges to the top the shutter with the barrel of the hinge facing the back of the shutter. The large plate of the hinge is mounted to the shutter. The smaller piece will be mounted to the window casement.
2. Establish the shutters location by placing it in the window opening. Remember to center the shutter so that an equal amount on all four sides overlaps the casement. Use a level to make sure the shutter is both plumb and level.
3. Swing the small plate of the hinges up so they are lying on the face of the upper part of the casement. Mark the holes where hinges will mount to the casement.
4. Drill pilot holes in the casement and mount the shutter and hinges
5. Let the shutter close against the casement to finish

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BERMUDA SHUTTERS

To mount a hook and staple to a Bermuda shutter:

Remember: You can install more than one hook and staple to achieve more than one open position. Ask your HeadHouse Square professional to help you determine the appropriate number and lengths of hook and staple sets for your application.

1. Swing shutter to the desired open position. This will determine where both ends of the hook and staple rod will be mounted.
2. Establish the location of the mounting points by holding the hook and staple rod up to the side of the shutter stile and the face of the side of the window casement. Mark those locations with a pencil.
3. Drill small pilot holes and hammer the staples into the casement and the shutter. Remember that you are putting the staples in the side of the shutter. If you mount them in the back of the shutter, the hook will press into the shutter when supporting the weight of the shutter and damage it.
4. Attach the rod to both ends to finish.