

SHUTTER FITTING INSTRUCTIONS

Your new Shutter has been custom built for you from the highest quality materials please follow the installation instructions provided.

HARDWARE

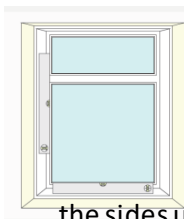
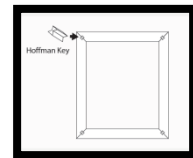
Your shutters will be in separate parcels.

The long slim parcels will contain the sections of the frame and the flatter rectangular parcel will contain the panels.

A maximum of two panels will be packed together so for wider sets of shutters there will be additional parcels.

ASSEMBLE THE FRAME:

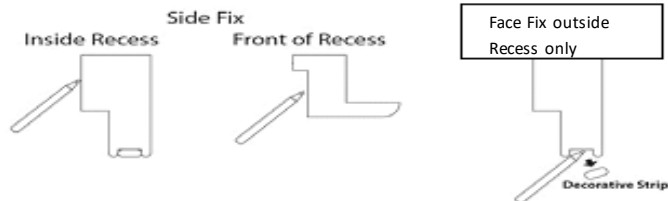
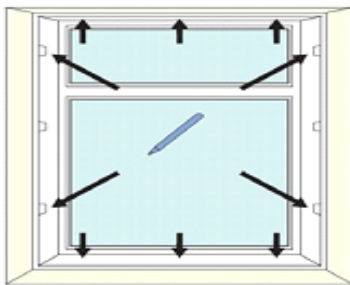
Open the long parcel and unpack the frame. Join the frame together using the Hoffman keys (you may need to give the keys a small tap so they fully insert into the slots on the frame.



Ensure the frame sits level

Place the frame in the recess and use a spirit level to make sure that it is sitting perfectly straight.

Mark where the screws need to go (If you are face fixing outside the recess then remove the decorative strip first and mark inside the channel) For each of the sides use two screws, the screws should sit level with the top and bottom hinges. Three screws will be used for the top and bottom of the frame, mark the centre first then set the outer two at equal distances. When you are ready use a 5 drill bit to make the holes.



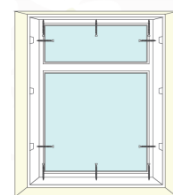
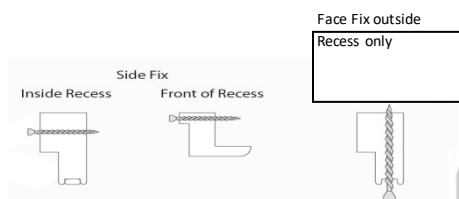
Top Tip

Before drilling the holes in the frame, centre a screw where you made the marks and give it a slight tap. Rest the drill bit on the indentation and it will not slip when you begin drilling the holes.

FITTING THE FRAME:

Use screws to fix the frame to the recess.

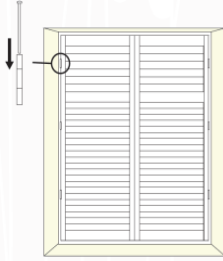
Do not fully tighten the screws yet



Top-Tip

Fix the centre top screw first, that way you will have both hands free for the rest of the screws.

HANG THE SHUTTER PANELS:



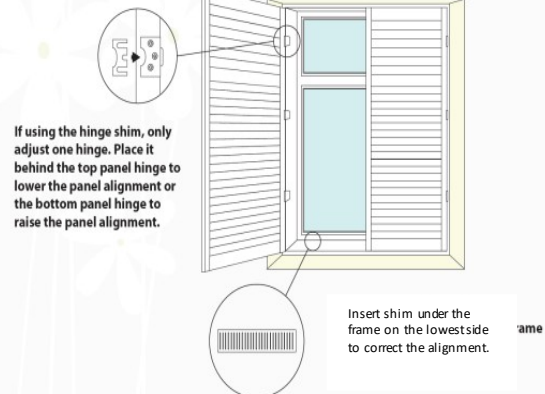
Starting with the top hinge, fix the panels to the frame by aligning the two parts of the hinge and dropping the pin through the centre. If your shutter has folding panels join them together following the same process

FINE TUNING:

If you need to align the panels (ie one side sits slightly higher than the other) this can be done by either inserting another shim below the frame on the lower side or by using one of the clear plastic hinge shims, just loosen the screws holding the panel hinge in place enough to slide the shim between the hinge and the panel, then tighten the screws.

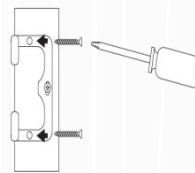
Note: Shim is not supplied with shutter

It is normal for the shutter to rest on the bottom frame, please do not try to adjust them further.

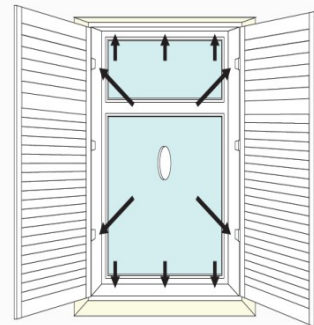


FINISHING:

Use the supplied screws to lock the frame hinges in place, then tighten the screws holding the frame in place and fit the caps to the screw heads (or refit the decorative strip if you have face fixed)



Lock the frame hinges



Tighten the frame screws and fit the caps

Use decorators caulk to fill any gaps around the outside of the frame for a professional finish

Your Shutters are now installed and ready. We hope it brings you and your home many years of great functionality and beauty. We thank you for your purchase.