

diyshutters



Installing your DIY Shutters

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Installation is simple but a little preparation goes a long way to making it a smooth process.

What You'll Have

- Shutter panels - in big boxes
- Shutter frames - in the long, thin boxes (if you ordered with a frame)
- A small box containing all hardware - inside the frame box



If you've ordered shutters for different rooms or windows, read the labels and put the boxes next to the relevant window. Being organised is a big help!

What You'll Need

- A hammer
- A drill
- Fixings for your wall type (if required)
- A spirit level

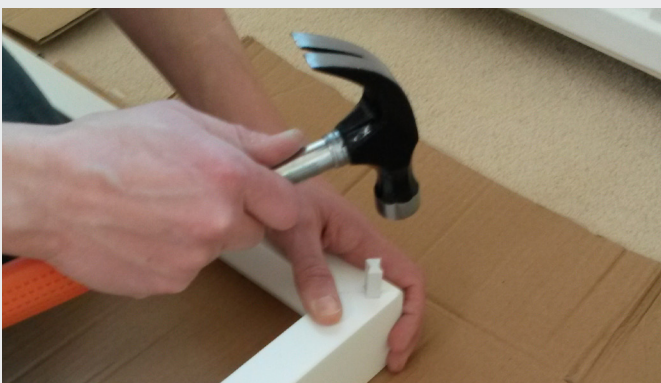
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Step 1 - Putting the frame together



- Carefully open the long box containing the frames.
- Remove the frames from their packaging.

- Look at the end of the frames. There will be a marking to show which side of the frame it is. See photo example for top and bottom frame piece.
- Match the sides up to form your frame. Lay the frames face down with the bow tie shape facing towards you and the front of the hinge towards the floor.



TOP TIP!

Make sure you lay the frames on a soft surface like a carpet or the cardboard packaging in which the shutters arrived.

- Take the bowtie shaped fitting from your hardware pack and tap into each corner like this (see left).

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Step 1 - Putting the frame together

- Carefully lift the assembled frame up to your window and position it where you took your measurements.
- Outside mount frames will mount directly onto whatever it is positioned in front of - typically a sash window.
- Inside mount frames will mount directly into the recess or indeed any reveal or subframe that can accommodate the frame.
- Use a spirit level to ensure the frame sections are level on all sides.

TOP TIP!

If your frame is not sitting level, use a wedge or small piece of card, hidden underneath the frame to get it perfectly level. It'll make the installation much easier.

- We recommend fixing one screw in each side of frame*. This gives you scope to get your frame perfectly in position when you hang your panels.

**If attaching your frame to a brick or block wall, please make sure you've prepared suitable wall fixings into which the frame screws will attach.*

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Step 2 - Hanging your panels

First, get your panels in order

- Identification labels on panels contain the following information
- Order No / Line No / Panel No (For example - C12345/ 3 / 1)

For Full Height and Cafe style shutters

Panels are numbered as shown

1	2	3	4
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For Tier on Tier shutters

Panels are numbered as shown

1	2	3	4
5	6	7	8

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Step 2 - Hanging your panels

Now you're ready to hang the panels

- For Full Height and Cafe style shutters the label will be on the **bottom** of the panel
- For Tier on Tier style shutters the label will be on the **top of the top tier** panel and the **bottom of the bottom tier** panel. It is important you install the shutters in their correct location.
- Remove the hinge pins from the hardware pack or hinge
- Lift the panel up to the frame to marry the frame and panels together
- Drop the pin into the hinge to lock them together
- Continue in the same way to hang the remaining panels



TOP TIP

Adjust the pannels position by moving the hinge up / down. You can move the hinge by removing the middle screw. This middle screw fixes the hinge in desired position.

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Step 3 - Finishing touches

- When you are happy with your panel alignment, insert the small hinge screw into the round hole on the hinge to lock them in position.
- Fix your frame in place, with the remaining screws.
- If applicable, insert any wood caps or cover strips as provided, to cover the frame holes.*
- You can also dab caulk or filler into any small frame holes, depending upon the installation method chosen.
- Loosening your hinge screws as needed, a small fraction, will ensure that the panels have enough movement to engage with the magnet plates.
- If desired, run a line of caulk** between the frame and your wall or window for the ultimate professional finish!

That's it!



Final DIY tip - leave the small holes on the side of the panel unplugged. This will allow you to access the screws that control the slats tension.

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