



by



HOW TO INSTALL YOUR SHUTTERS



A simple measure guide from OnlineDIY Shutters

HOW TO INSTALL YOUR SHUTTERS

Before you start you will need:

- Spirit level
- Electric Drill
- Small hammer
- Phillips Screwdriver (star)
- The appropriate fixings for your type of window – rawl plugs, and so on.
- Decorators caulk
- Packing materials – cardboard, wedges, or shims.

Hints!

If you have ordered shutters for two or more windows, sort them out and place the correct shutters beside each window. All of the boxes are correctly marked so that you can see which items are which.

Boxes that you've got:

- Long boxes contain the frames. Single panel shutters may be in one pack.
- Rectangular boxes contain the shutter panels.
- The small box contains all the hardware that you need.

The hardware box includes the following:

- The plastic Hoffman keys are shaped like bow ties and join the mitred ends of the frame together.
- The long silver screws are for fixing the frame to the wall or window.
- The small screws are for you to lock the hinges into position after installation has been completed. The hinges each have four holes and the locking screw goes into the middle hole after you have made any minor adjustments.
- The small plastic hinge packers are to help to level any panels if needed.
- A pair of slat pins. These are in case any slats become loose, so keep them safe.
- Some shutters have a small bottle of touch-up paint.
- NOTE: We can supply most frames with pre-drilled holes. In these cases, we supply a cover strip in the frame which will hide the screws.

The waterproof Aqua Green shutters have large stainless-steel hinges and come with a full lifetime guarantee.

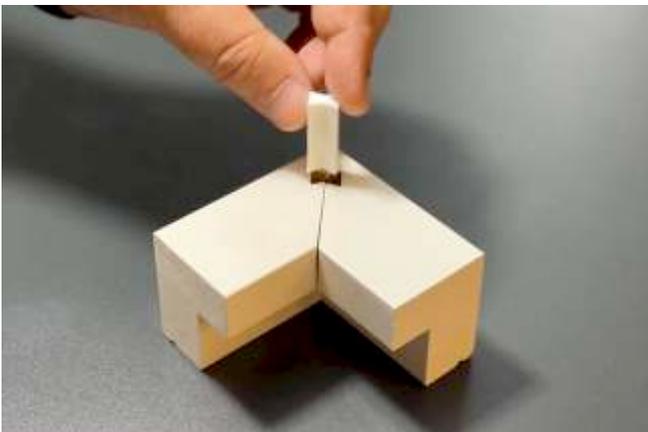
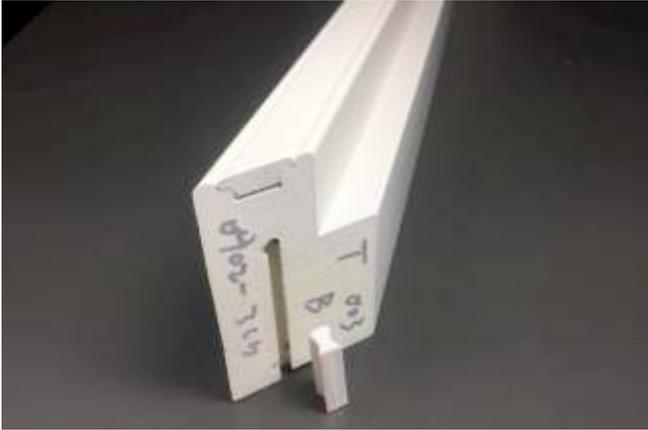


Important:

Remove cover strip from frame pieces before assembly.

HOW TO MEASURE A RECESS WINDOW - INSIDE MOUNT FIXING

STEP 1: ASSEMBLING YOUR SHUTTER FRAME



- The four parts of the frame are labelled “top”, “bottom”, “left”, and “right”. The end of the frame is mitred so that it connects to the next part (with the exception of three-sided frames).
- If your frame has a cover strip – **REMOVE** from the frame before assembly.
- At the rear of the frame a hole will form in each corner in the shape of a bow tie. The plastic Hoffman keys supplied should be tapped gently into the holes to connect the parts. Use a rubber mallet, or if you do not have one place a cloth over the frame to avoid damaging the wood.
- If you are using a T post, insert it into the frame using the holes that are pre-drilled.

HOW TO MEASURE A RECESS WINDOW - INSIDE MOUNT FIXING

STEP 2: HOW TO FIX THE SHUTTER FRAME INTO POSITION



- Lift the frame up to the window and place it wherever you took the measurements.
- The holes in outside mount frames work for sash windows and anywhere that the shutter is being mounted on to whatever is behind it.
- The holes in inside mount frames are used where the windows are recessed or anywhere else where the shutter is going to sit within a sub-frame or reveal.
- If you have frames with no predrilled holes you can fix them as you require. If you are not certain, please contact our team. Do not use all the screws. Do not finally fix the frame into position until all the panels have been hung.
- The shutter frame must be fitted level so if the window is out of true use a spirit-level and pack the frame out where needed. Any gaps can be filled at the end.
- When you start, fix the frame using the minimum number of screws because this gives you a little movement of the frame as you hang the panels. To start with, we recommend one screw in the left and right of the frame or one in the top and bottom. This enables you to adjust the position for perfection.

Tip 1

If you are fixing to UPVC, when the screw begins to bite, stop drilling. If fixing to masonry, drill the hole and use the correct type of wall plug.

Tip 2

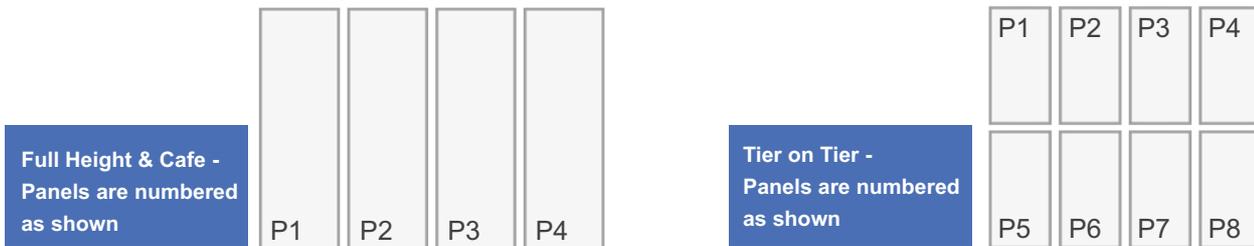
If the level of the frame is not spot on, use a wedge or small piece of card underneath the frame to level it up.

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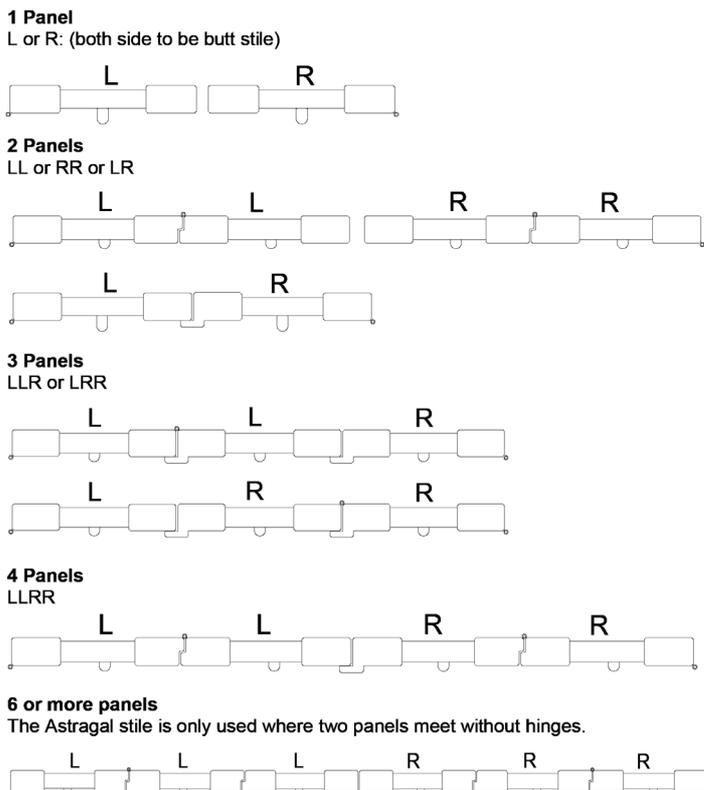
STEP 3: HANGING YOUR PANELS

Your shutters are supplied pre-hinged. The frame hinges are in two parts, one of which is on the frame itself and the other on the edge of the shutter panel. To connect the two parts together, simply drop a hinge pin in.

It is vitally important to hang the **right panels** in the **right position**.



- If your panels have a pushrod design, the hole where the front pushrod closes is **ALWAYS** on the **TOP** of the panel. This is how you will know that panels with pushrod design are fitted correctly.
- If you have a concealed rod design – i.e. there is no front pushrod – then there is **ALWAYS** a rebate in the top rail which will accommodate the closed slat.
- **IMPORTANT:** all shutter slats must close **UPWARDS**.
- As shown below there will be an Astragal stile between meeting panels, and it will always be on the right panel..



HOW TO MEASURE A RECESS WINDOW - INSIDE MOUNT FIXING

STEP 3: HANGING YOUR PANELS

- In order to attach the panels, line up the hinge parts and drop the hinge pin in to connect them together. Continue until all the panels are attached.
- If need be, you can adjust the hinges on the frames until the shutter is operating perfectly. When this has been achieved, add the final screw to lock the panels into position.
- Sometimes it is necessary to adjust the frame to get the panels perfectly aligned. Tier-on-tier shutters can be a little more tricky, but keep going until you are satisfied.
- Finally, secure the frame into position using all the screws supplied and where there are cover strips push them back into the frame.



The hole for the Push rod is at the top of the panel.



Concealed rod design - slats must close upwards.



2 parts of hinge coming together with drop pin going in



Final fix of screw in shutter hinge

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STEP 4: FINISHING OFF TIPS

If there is a slight gap between the wall and the shutter frame, simply fill with some decorators caulk available from any DIY shop.



Over time, it is possible that the slats can lose tension. This is nothing to worry about as you can adjust them using the slat tension screws which are to be found in the inside edge of the panels. A quarter turn of the screw is sufficient.

Caring for your shutters

- Use a duster or gentle cleaning products to clean your shutters.
- Keep your shutters dry and well ventilated by regularly opening and wiping with a soft cloth should any condensation occur.

**THAT'S IT.
CONGRATULATIONS ON A JOB WELL DONE.**

Important:

IF YOU ARE UNSURE OF ANY PART OF THE INSTALLATION PROCESS OR HOW YOUR SHUTTER FITS PLEASE DO NOT HESITATE TO CONTACT OUR TECHNICAL MANAGER ON 07724 403429. A PHOTO OF YOUR WINDOW / PROJECT CAN ALLOW US TO OFFER YOU FULL ADVICE.