

## Installation Guide

Thank you for purchasing your shutters from The Shutter Shop. We hope you enjoy the finished look.

Now as you have come to the point of confirmation and signed off your order you will have an order card attached to your delivery which gives you a full break down of the items needed to install the shutters. It is very easy to install your new shutters so here is a step-by-step guide to installing your shutters.

The accuracy of the survey preceding the confirmation is instrumental to a quick and straightforward installation. If the shutter has been measured incorrectly there may be additional work required at the point of installation.

If at any point during your installation you require assistance from our qualified and experienced team just call us on 0207 751 0937 or [sales@shuttershop.co.uk](mailto:sales@shuttershop.co.uk)

## Preparation

Recommended tools:

- A selection of flat head and Philips screw drivers
- A spirit level tape measure
- Gauge screws
- Electronic chop saw or fine bladed hack saw and mitre block
- Filler and builders chalk
- Nylon headed hammer
- A selection of wood and masonry drill bits
- Counter sinking drill bit
- Pliers

## Shutter identification and unpacking

For each shutter there will usually be one box containing the frame profiles or battens and another box containing the panels (larger shutter sets will have multiple boxes). Each box will have a label on its end giving information of the shutter set dimensions and the location details entered on the order card.

Remove the contents and order them accordingly, you will also find a box containing 'hardware' this box contains the essential items for fixing your shutters together.

Before you start make sure that when fitted, the louvres are not prevented from opening by obstructions.



## Fitting shutters with frames (inside or outside recess)

1. Lay out the shutter frame which will usually consist of three or four sides (each profile will be labelled 'left', 'right', 'top', etc) and remove any insert strips.



2. Assemble the shutter frame by inserting a nylon 'Hoffman key' (found in the hardware box) into each corner joint. Remember that if the shutter set is CAFÉ STYLE, the horizontal frame profile will be at the bottom rather than the top. If using a deco frame, each corner is also secured by a diagonal screw for added strength.



Set Hoffman Key round side up and push top frame down onto the Hoffman Key.



Position the left frame on the Hoffman Key and push down until the frames mitered edges are flush.



3. If fitting a frame without factory drilling fixing holes, mark the hole positions on the profiles and drill. If face fixing using a profile with insert strips, there is no need to countersink the screw heads are not proud of the frame profile surface which will hinder closure and may damage the sides of the end panels.
4. Lift the assembled frame into position and mark the fixing hole positions onto the fixing surface. Ensure the frame is level, both horizontally and vertically, by placing a spirit level against the profiles when positioning.



5. Remove the frame, drill the fixing holes and plug if fixing to masonry.

6. Reposition the frame and secure with screws, when fitting inside the recess with long slopping sill, packers can be inserted beneath the frame at the lowest end, to level the frame whilst fitting. These packers can then be removed when the frame is secured or left in place if they are hidden after finishing.



7. If fitting a two or three sided frame (except café style), fit the light block batten between the inside, bottom edges of the side of the frames by screwing it to the sill. If the customer preferred not to have anything fitted to the sill this profile can be left off.

8. Fit the last panel (the far left hand panel) to the left hand frame side by inserting the hinge pins. If you find a pin difficult to locate, loosen the hinge screws. Insert the pin then retighten the screws.



9. Hinge the second panel to the first and so on until all the panels are fitted. If fitting a tier on tier shutter set, the upper and lower panels can be identified by looking at their backs. The upper panels will have the magnets fitted at the top of the panels, whilst the lower panels will have them at the bottom. The lower panels will also be fitted with panel feet, whilst the upper panels will not.



10. Fold back the panels and close them across the window again to ensure they are correctly aligned. If the panels are not aligned correctly where the leading panels meet, the height of the end panels can be adjusted by moving the frame hinges up and down. To do this, slacken the screws in the elongated holes, raise or lower the panels to the required height and retighten the screws.

11. Fit the securing screws to the centre hole on each frame hinge to lock them into position.



12. If using the frame with insert strips, refit the strips to hide the screw heads.

13. When fitting inside a recess, the gaps between the frame and the reveal sides can be filled with a suitable filler such as builders' chalk, which can then be painted. For larger gaps, cover strips can be cut to shape and fitted to the frame face to disguise any unevenness.



## Fitting shutters with battens (inside or outside recess)

1. If fitting outside the recess, ascertain the overall shutter set dimensions and mark them onto the fixing surface.
2. Fit hinges (using the elongated holes only) to the battens by aligning the battens with the end panels and marking the corresponding hinge positions. Ensure that the batten is the correct way round before marking- the hinge holes should be on the inside edge.
3. Mark and drill the fixing holes on the battens, through the batten face for face fixing or the batten side if side fixing.
4. Position the battens and mark the fixing holes onto the fixing surface, ensuring they are vertically and horizontally aligned.
5. Drill, plug (if necessary) and fit the battens.
6. Fit the first panel (the far left hand panel) to the left hand batten by inserting the hinge pins. If the distributor finds a pin difficult to locate, loosen the hinge screws, insert the pin and retighten the screws.
7. Hinge the second panel to the first and so on until all the panels are fitted.
8. If required fit the plastic magnets and magnets plates to the back of the panels.
9. Fold back the panels and close them across the window again to ensure they are correctly aligned. If the panels are not aligned correctly where the leading panels meet, the height of the end panels can be adjusted by moving the frame hinges up and down. To do this, slacken the screws in the elongated holes, raise or lower the panels to the required height and retighten the screws.
10. Fit the securing screws to the centre hole on each batten hinge to lock into position.
11. When fitting inside a recess, the gaps between the frame and the reveal sides can be filled with a suitable filler such as builders' chalk, which can then be painted. For larger gaps, cover strips can be cut to shape and fitted to the frame face to disguise any unevenness.

## **Fitting shutters sets with T-posts**

The shutter frame is constructed as described in the 'fitting with frames' section but when the frame is built up, the vertical T-posts or posts should be inserted at the positions stated on the order card.

Each top and bottom frame will have 2 predrilled fixing holes. Each T-post should be secured by fixing down through the top frame and up through the bottom frame into its ends.

## **And Finally..**

From manufacture through to delivery The Shutter Shop takes precaution to ensure that all orders arrive in perfect condition. However, there may be occasions where goods arrive damaged, are accidentally damaged during installation or are incorrect in some way - usually because they have been ordered or manufactured incorrectly.

In this event, the error or damage should be reported to The Shutter Shop. If at any point during your installation you require assistance from our qualified and experienced team just call us 0207 751 0937 or [sales@shuttershop.co.uk](mailto:sales@shuttershop.co.uk)