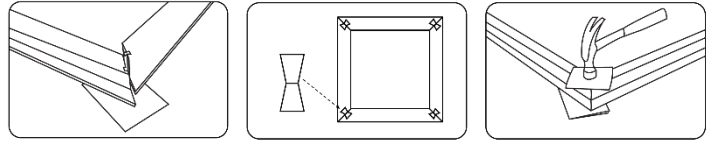


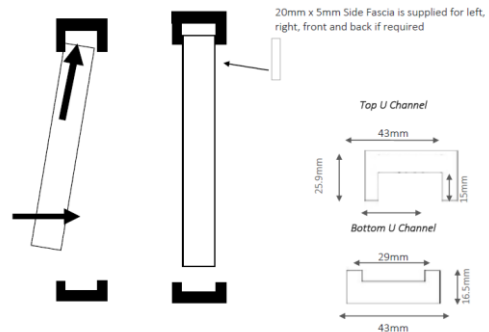
## 1. Assemble the Frame

Position the frame pieces face down on a soft clean surface such as a large table cloth, so that it will not scratch. Take a scrap piece of cardboard and place under each corner of the frame. Insert the Hoffman keys (bow ties) as shown in the images. If needed grab another piece of cardboard over the top and very gently tap the keys into position so the frame is even. The next step is to attach any T posts through the pre-drilled holes in the frame (If your frame came with T Posts).



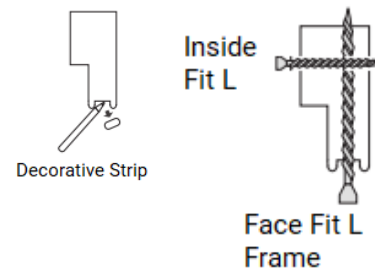
## 2. Mounting your Shutter into position

**U Channel** – U Channel fits inside the recess of a wall opening as a room divider (walls that separate two rooms and have an opening in them to see through), simply secure the top and bottom U Channels into the opening with screws, then lift and drop the panels into place. The larger U channel will go on the top. Use packing shims if there are major variations in height.



### Face Mount L Frame

1. Carefully lift the assembled frame to the window - ensure the frame stays square
2. Face Mount, if mounting to the architrave, line up the frame with the outside edges of the architraves. With the frame in the correct position, secure the top left side of the frame just above the top hinge, using a screw. With a spirit level on top of the frame, ensure that it's nice and even, and then secure the right side of the frame.



When satisfied with the position, insert a screwdriver through the frame holes to mark the where you will need to drill.

If you are fixing into concrete or plaster, remove the frame, drill your holes and use the appropriate fixing for your installation (green spaghetti or hollow wall anchor).

If fixing directly into wood or uPVC, there is no need to pre-drill.

Screw the frame firmly into position. If mounting into uPVC, stop drilling once you feel the screw start to bite.

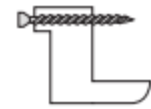
## Recess Mount Z or L Frame

If mounting inside the window frame, place the frame inside the opening with the bull-nose lip flush on the wall or architrave for Z-Frame, or flush with the front of the opening for inside L-Frame.

With the frame in the correct position, secure the left side of the frame just above the top hinge, using a screw.

Then secure the right side of the frame, being sure to center the frame from side to side using a spirit level. Use the packing shims provided to help level the frame out if needed.

Your shutter has been made with an 'allowance' for the frame to fit into your window recess. To keep it square and true, you may need to use the Hinge Packers supplied. Simply take a packer, hook it onto the screw between the shutter frame and window recess, and rotate it so it sits neatly behind the frame.



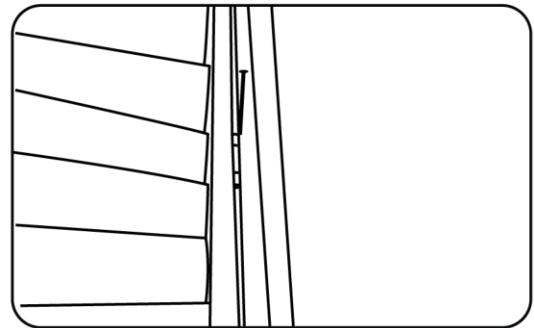
Inside Fit Z-Frame

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## 3. Hanging your Shutter Panels

Position the panels so they are in the correct position. It is important that you identify the correct layout of your panels (as you ordered them), before hanging them. Look for the number at the top of each panel. Place number 1 to the left hand side, then in numerical order work across to the right hand side. 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 the panels are in the correct position the pin should drop in easily with a small hammer or rubber mallet.

Once the panels are inserted, gently close the panels and move the bottom of the frame left or right to align the panels. Once the panels are aligned, and all the margins are even, open one panel and secure the side of the frame just above the lowest hinge. Continue attaching the frame with the screws just above every hinge. On wider shutters, it will be necessary to secure the top & bottom frames as well.



**Tip:** The pin is intentionally a tight fit. Place a piece of cloth or folded kitchen towel on the top of the pin to prevent it getting marked. Loosening the frame hinges will make aligning the two parts easier. If you have opted for an inside recess frame then loosening the top frame hinge, or undoing it fully, will give you the space needed to slot the pin into place. Re-tighten the frame hinges when finished. Loosen the centre screw holding the hinge to the frame if needed.

If you have ordered your shutter with folding panels, follow the steps above to attach the first panel to the frame. Have the first panel open so you can see the open hinge on the inside edge. Start with the top hinge, fix the two panels together aligning the two parts of the hinge and dropping the pin through the centre. Check all the screws and tighten them for finishing, and remove the protective film – then apply the decorative strips if face fixed. Use decorators caulk (otherwise known as gapping) around the outside of the frame for a professional finish, this also stops any light gaps around the frame (mainly used on inside fit L frames.) **Easy!**