

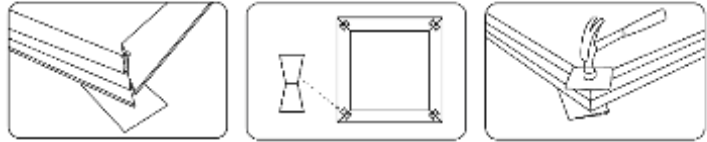
1. Assemble the Frame

Your outside shutter frame might come packaged already assembled around your shutter panel, or dis assembled in 4 straight pieces.

If your shutter panel came packaged inside your frame:

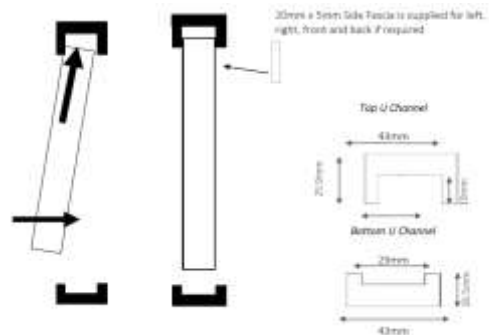
Take your shutter panels out of their frame by taking the hinge pins out first and then lifting your shutter panel out carefully. Place your shutter panel elsewhere while you work your frame. Make sure all the Herman (Bow-Tie) joints are properly in and flush. Your frame might come with 4 L-Brackets, place these in their grooves on the outside edge of each frame, and screw them in with the small white painted screws. **If your frame came dis assembled and separate to your panels:**

Position the frame pieces face down on a soft clean surface as in pictures above, a large table cloth will do, this is done 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, make sure to use longer 75mm bugle screws from your hardware store [not supplied]).



2. Mounting your Shutter into position

For 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.



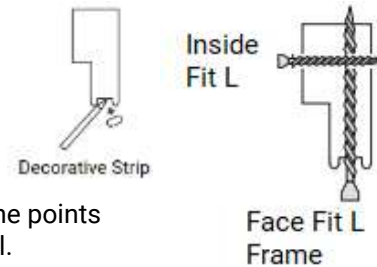
The supplied long screws are too short for frame fixing, and can only be used on inside L-Frames if screwing through the thinner part of the frame. We do not recommend this, please source 75mm Bugle screws or larger and your own white hole caps, and screw as in diagrams on the next page below. Do not use the screws supplied for screwing the shutter frame into your window opening for Z-Frames or face L-Frames as they are not long enough and will not reach through the parts as in diagrams below.

For Face Mount L Frame

It's much easier to have someone help you hold the frame in place for this.

1. Carefully lift the assembled frame to the window - ensure the frame stays square

If your frame is not pre drilled- you will need to pre drill the holes first in several places along the frame to accommodate for your screws. Generally this is done a little above the hinges and evenly spaced throughout the frame to structurally secure it. Once drilled these holes can be used while the frame is held in position to mark the points onto the wall or architrave with a marker for the drill points in the wall.



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 (You might want to pre drill these holes first to avoid any possible splitting of your architrave by the screw, to do this put a thin screwdriver through the shutter frame hole to mark the spot). 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. Try not to leave the frame hanging there by just the two screws you have fixed, support the weight at all times. You will need the help of another person.

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.

It's good practice to secure the top part of the frame into the roof of the opening as well, and mandatory for larger windows so the frame can support the weight of the panels.

The supplied long screws are too short for frame fixing, and can only be used on inside L-Frames if screwing through the thinner part of the frame. We do not recommend this, please source 75mm Bugle screws or larger and your own white hole caps, and screw as in diagrams on the next page below. Do not use the screws supplied for screwing the shutter frame into your window opening for Z-Frames or face L-Frames as they are not long enough and will not reach through the parts as in diagrams.

For 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.

If your frame is not pre drilled- you will need to pre drill the holes first in several places along the frame to accommodate for your screws. Generally this is done a little above the hinges and evenly spaced throughout the frame to structurally secure it.



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

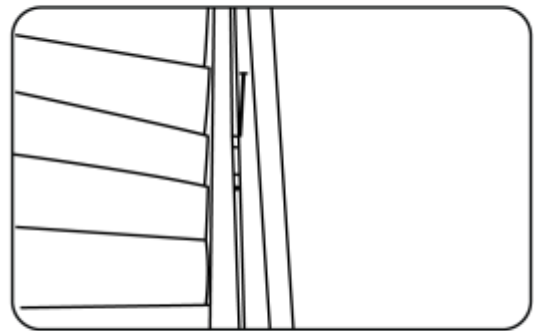
Then secure the right side of the frame, being sure to center the frame from side to side using a spirit level. Use the packing shims provided to help level the frame out if needed. Please note only a small number of packing shims are provided, you may need to source more from your hardware store.

It's good practice to secure the top part of the frame into the roof of the opening as well, and mandatory for larger windows so the frame can support the weight of the panels.

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 Hinge Packers. 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.

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.



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 center screw holding the hinge to the frame if needed.

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.

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– 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 (usually only used exclusively on inside fit L frames only.)

4. Adjusting the slat tension (Optional)

Often shutters come from the factory where the slats are tensioned too much, and may be too hard to open, or vice versa (too loose). You can easily adjust the tensioning.

Remove the screw cap on the side of the panel that is facing the hinges, rotate the screw counter clockwise a little to release tension on the slats to your liking. By loosening the tension this will also prevent any pins breaking via opening/shutting the slats if they are tensioned too much.