



Tools required:

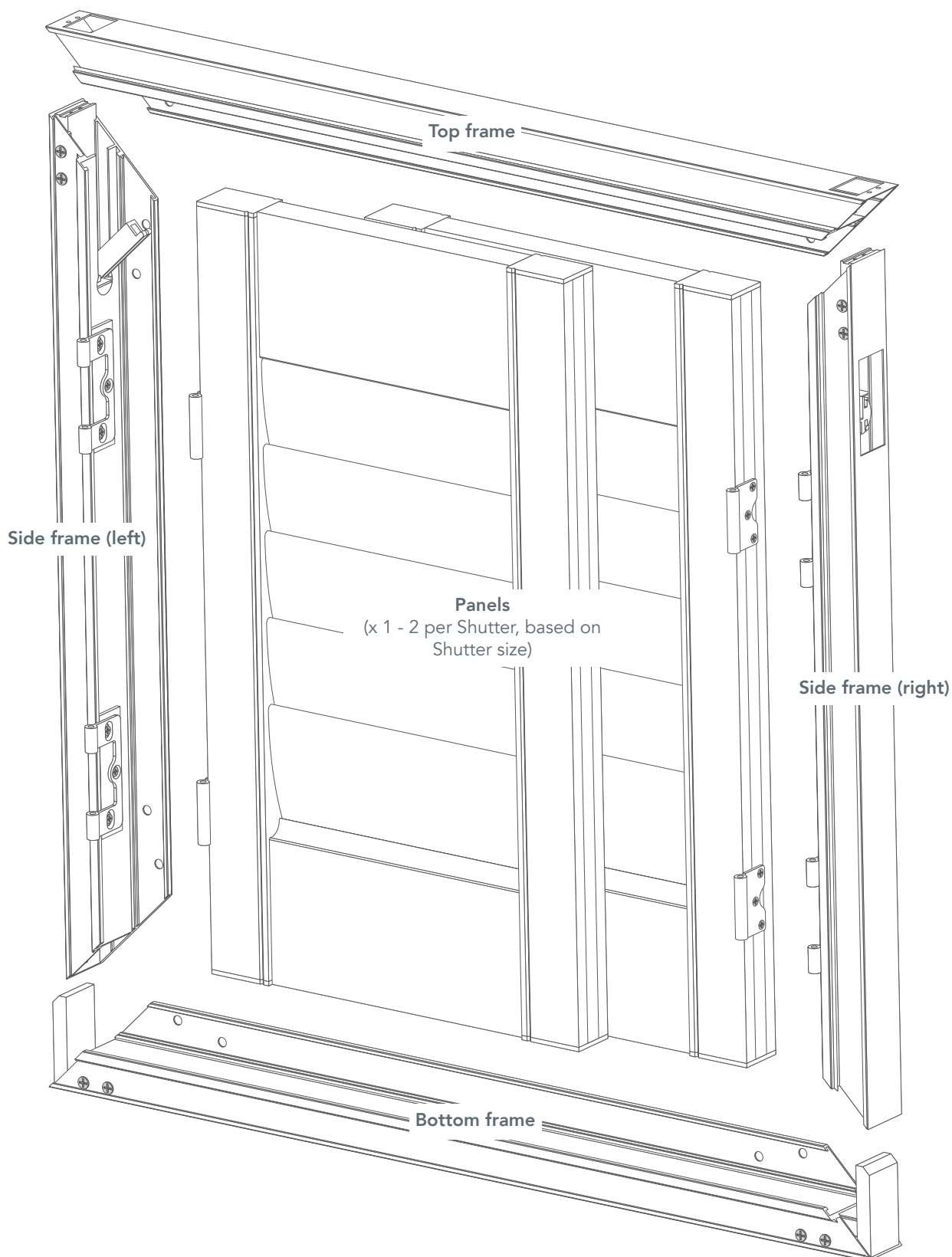
- 1 x flat head screwdriver
- 1 x cross head screwdriver
- Spirit level

No specialist knowledge or DIY experience is required to fit our Click2Go Shutters, but note that certain parts of this process are much easier if you have another person with you to help you install.

The Shutter and its parts

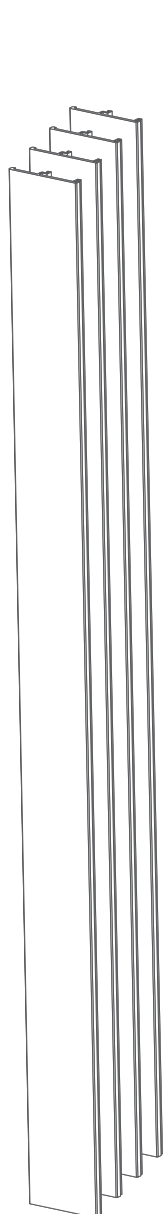
1

When you first receive your new Shutters, you'll find that its various parts and components are carefully flat-packed. Identify and lay out the main parts of the Shutter using the below:

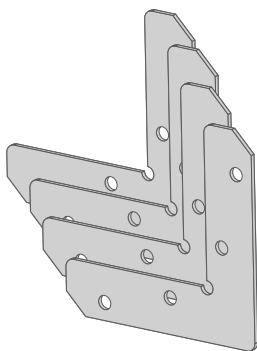


The Shutter and its parts

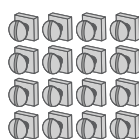
You'll also receive some components packed separately to the frames and panels for each Shutter:



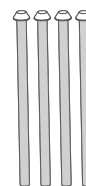
Frame covers
(x 4 per Shutter)



L-brackets
(x 4 per Shutter)



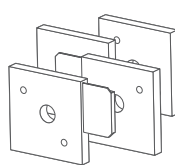
L-bracket fixing bolts
(x 16 per Shutter)



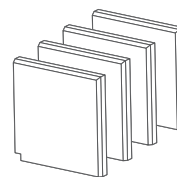
Hinge pins
(x 2 - 6 per Shutter, based on
Shutter size & number of panels)



Corner screws
(x 4 per Shutter)



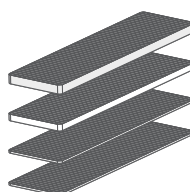
Corner cover base plates
(x 4 per Shutter)



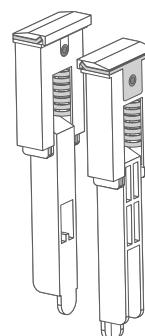
Corner covers
(x 4 per Shutter)



Cutout cover plates
(x 2 per Shutter)



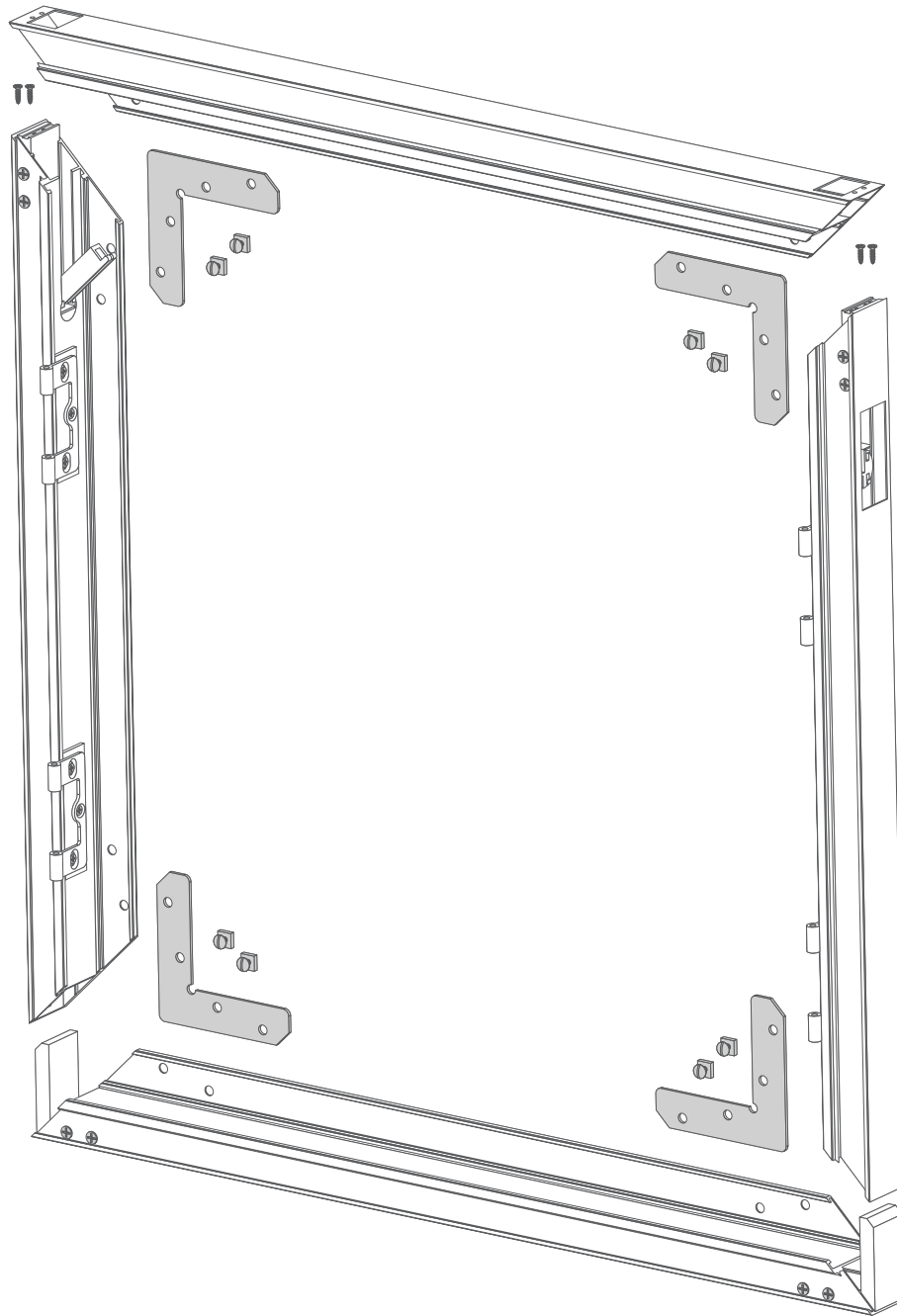
Frame packers
(multiple sizes)



Click2Go push block
(x 2 per Shutter)

Assembling the Shutter frame

2



Shutter parts required:

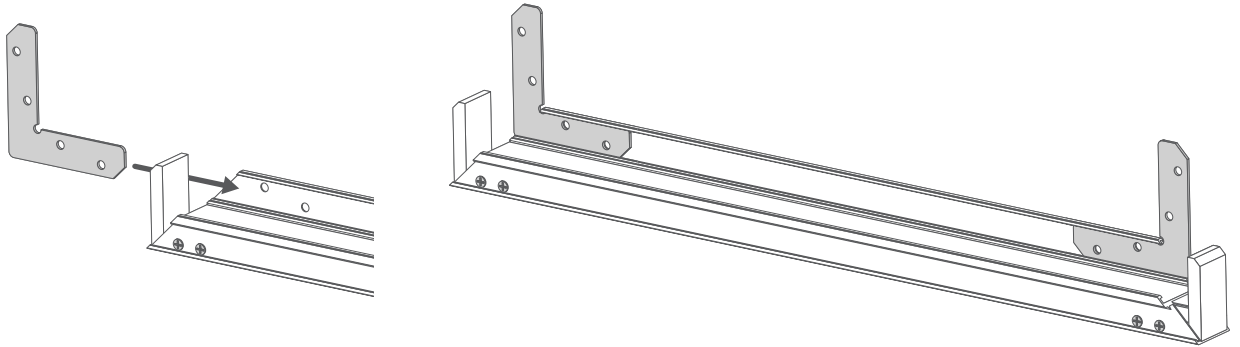
- Top frame
- Bottom frame
- Left frame
- Right frame
- 4 x L brackets
- 8 x L-bracket fixing bolts
- 4 x Corner screws

Tools required:

- 1 x flat head screwdriver
- 1 x cross head screwdriver

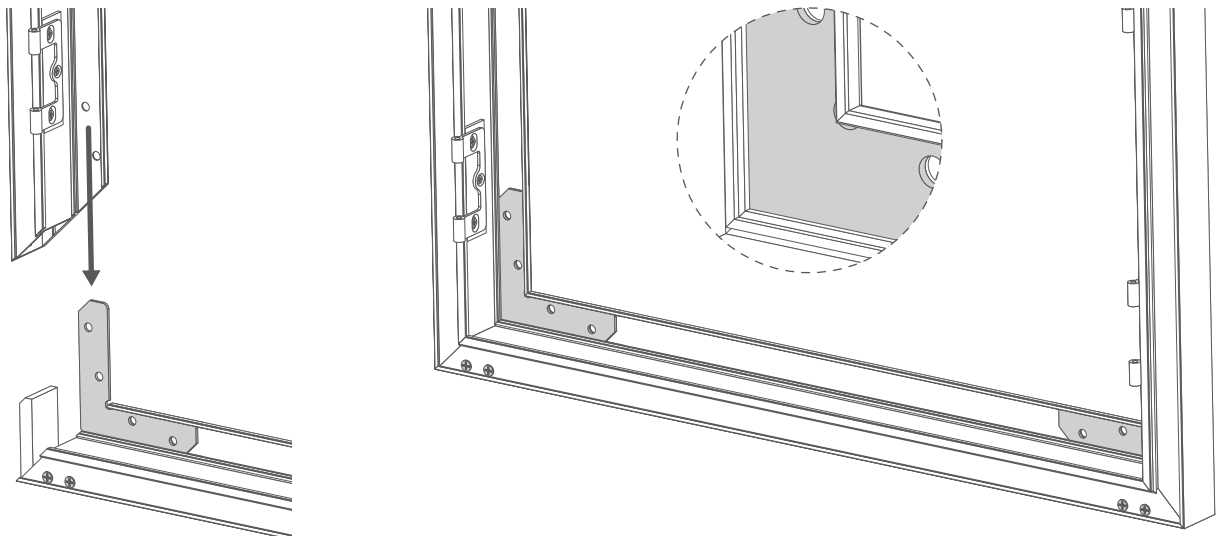
Assembling the Shutter frame

Step 1



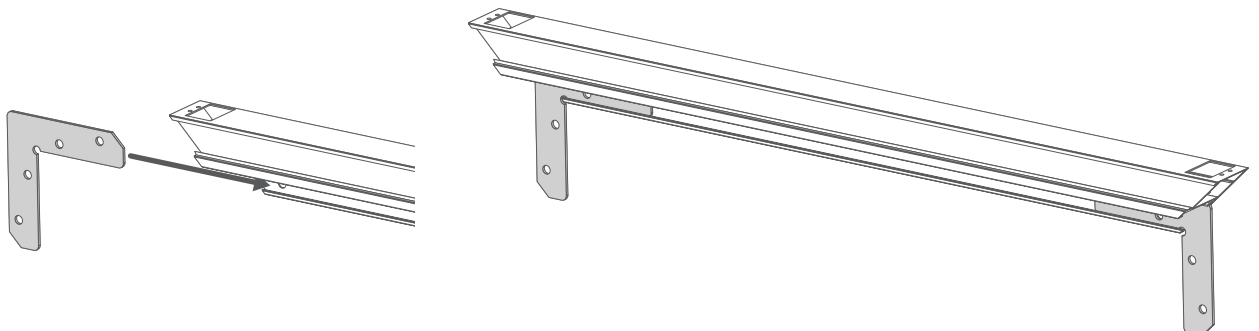
Start by slotting the L-brackets into the bottom bar. There is a tight channel at the back of the bottom bar into which the brackets will slide, simply slide them in at each side until the holes in the L-brackets line up with the holes in the back of the bottom frame.

Step 2



Now slot both of the side frames onto the L-brackets too; the side frames have the same channel on the back, push them into place until they're sitting flush in the corners with the bottom frame.

Step 3



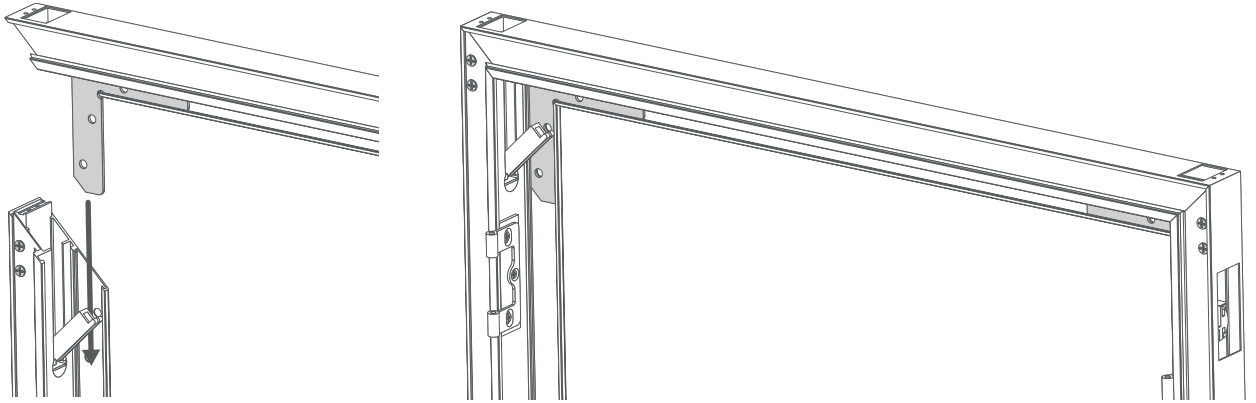
Next, take the Shutter's top frame and slot the other 2 L-brackets into the ends, just as you did with the bottom frame.

Assembling the Shutter frame

Top Tip

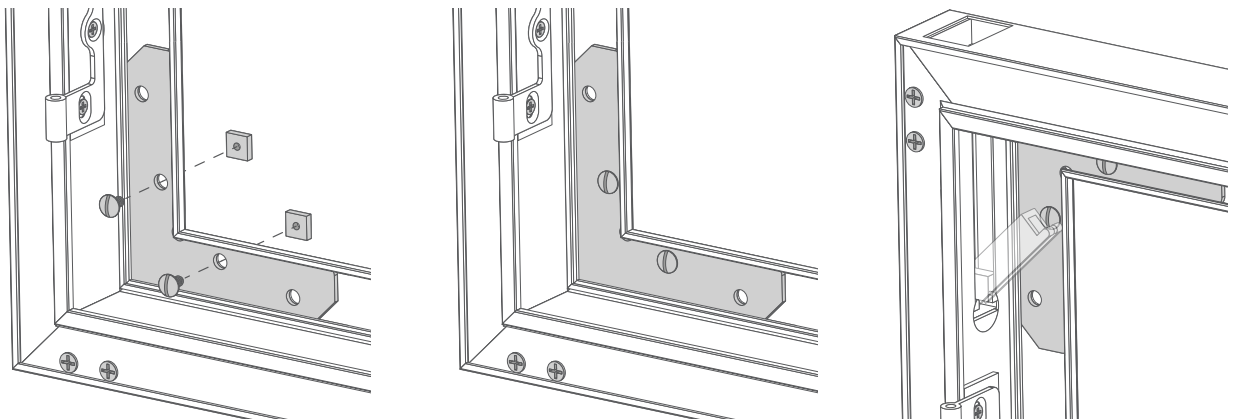
The steps on this page are easiest if you stand the Shutter up - you might need a second pair of hands to help with this.

Step 4



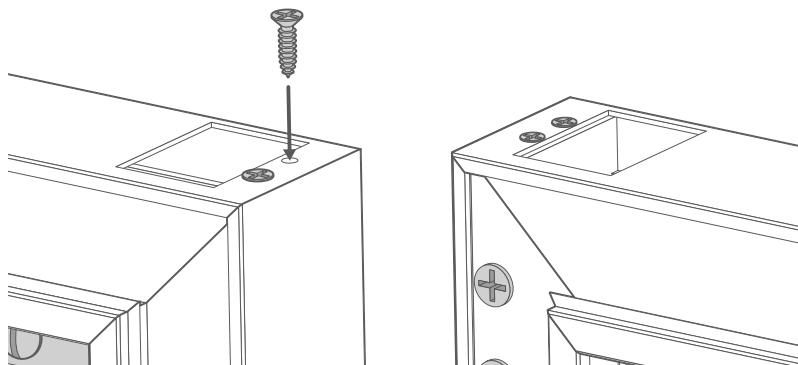
Take the top frame and slot its L-brackets into the side frames.

Step 5



Take the L-bracket fixing bolts and use them to fully secure the L-brackets into the shutter frames, using a flat head screwdriver to tighten them. Enough bolts are supplied for 4 per L-bracket, but 2 per bracket is enough. Secure all 4 corners of the frame.

Step 6



Finally, use the corner screws to fully secure the top corners of the frame, using 2 on each side.

Assembling the Click2Go mechanism

3

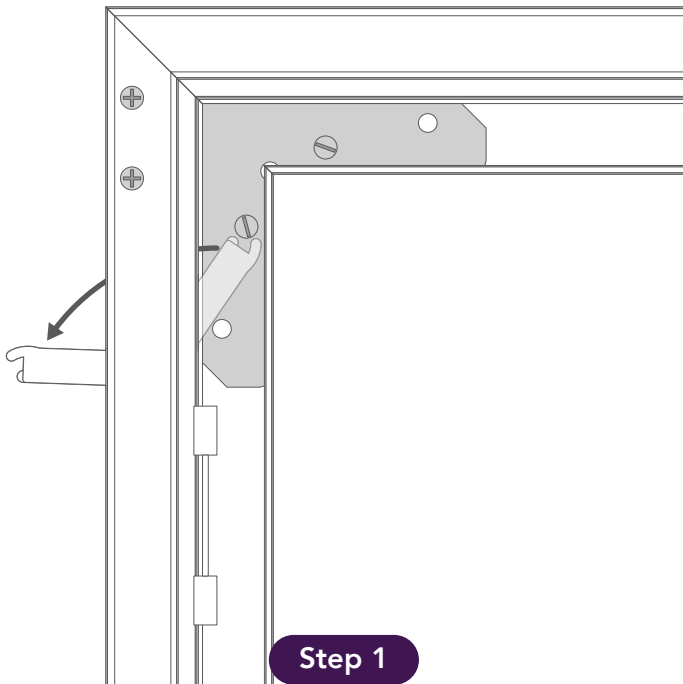
The Click2Go tension mechanism that holds the shutter frame in the window must be inserted and connected together - this is a straightforward process, but we've broken it down into multiple steps to make it as easy to follow as possible. Note that there is a mechanism on each side of the shutter, so you'll perform the following process twice.



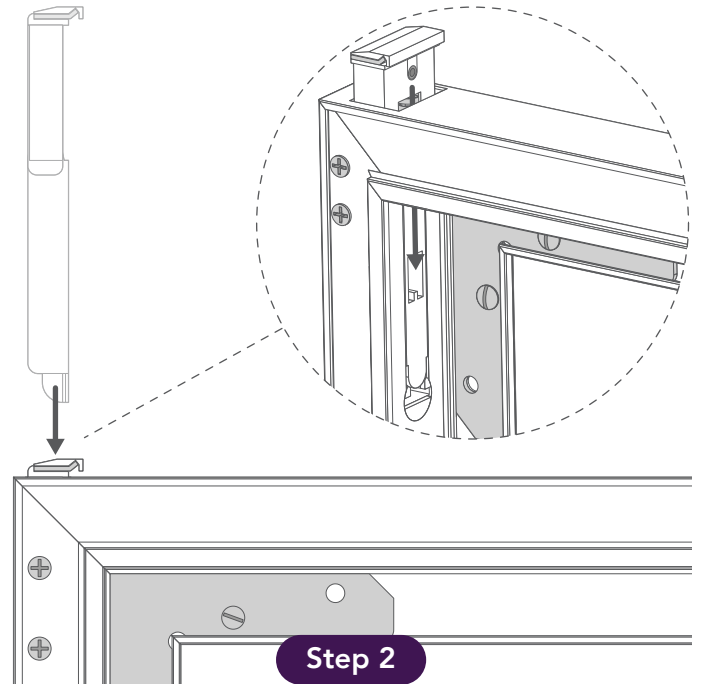
Shutter parts required:

- Fully assembled shutter frame
- 2 x Click2Go push block

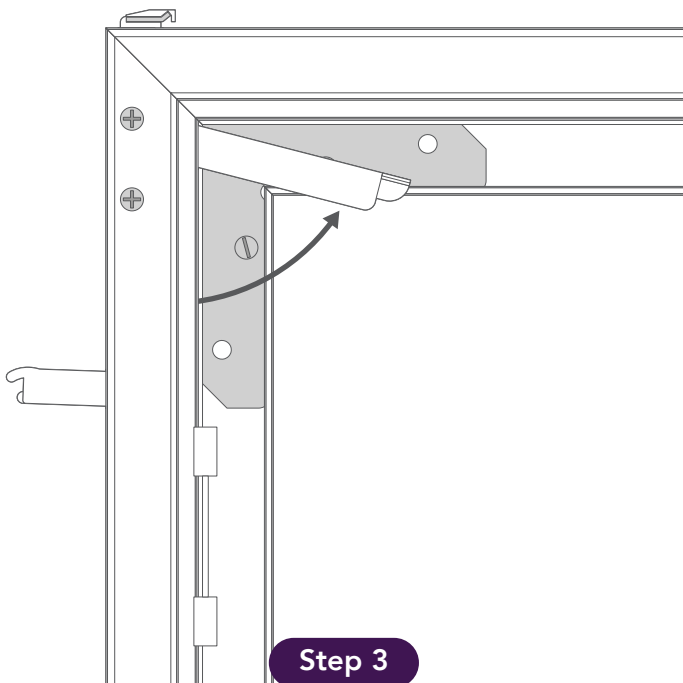
Assembling the Click2Go mechanism



Push the lower lever-arm out of the way, so that it's hanging out the back of the frame for now.



Insert the push block through the hole in the top frame and push it all the way down. The 'lip' at the top of the push pad should be facing toward the centre of the shutter.



Lift the upper lever-arm out of the way.



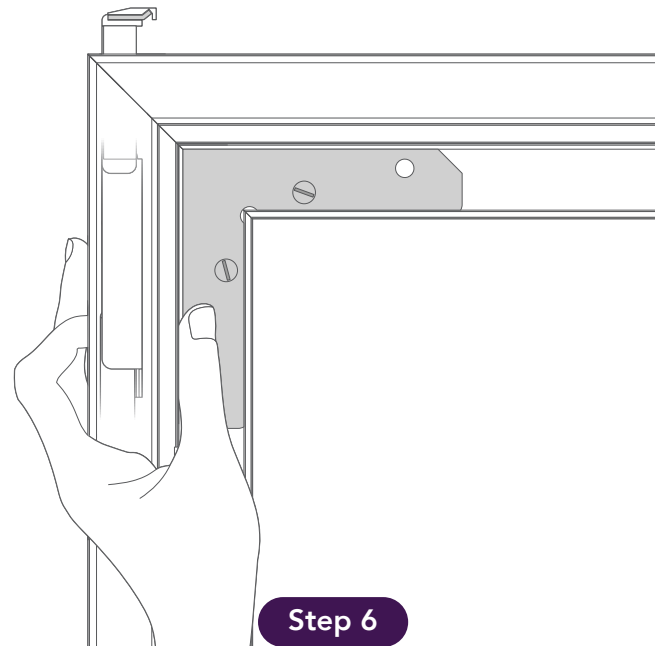
Push the lower lever-arm back toward the inside of the frame, as far as it will go.

Assembling the Click2Go mechanism



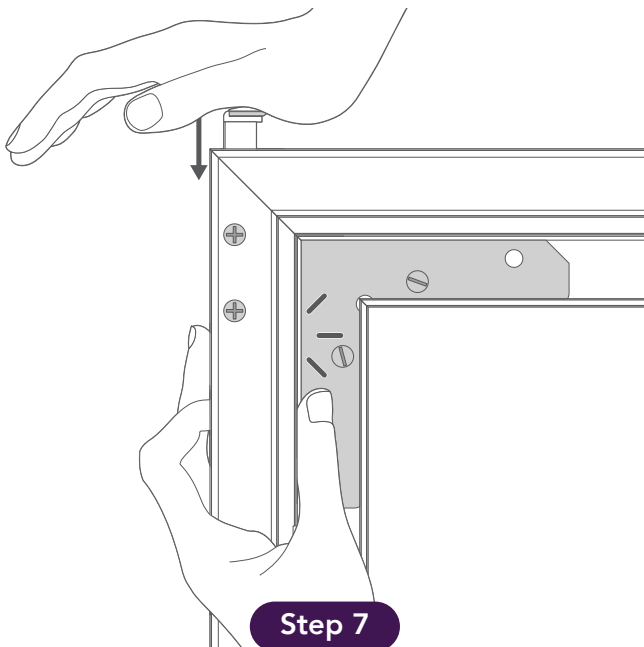
Step 5

Rotate the upper lever-arm back until it meets the lower lever-arm - don't push it any further just yet. You're aiming to line up the 'prongs' on the end of the lower arm with the slim 'runner' on the inside of the upper arm.



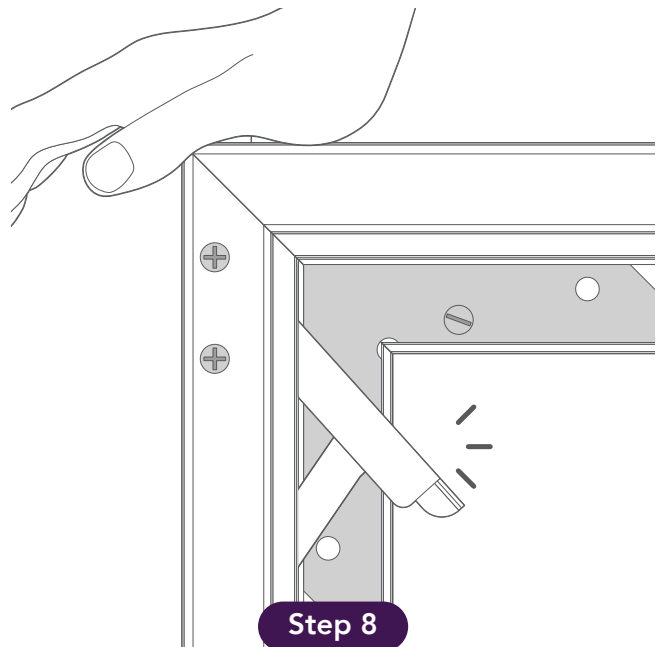
Step 6

Pinch the two levers together so that they're in line and standing vertically.



Step 7

Keeping the levers pinched together, rest your other hand on top of the push block and push down hard, until you feel it 'pop' into place - that's the two levers connecting together.



Step 8

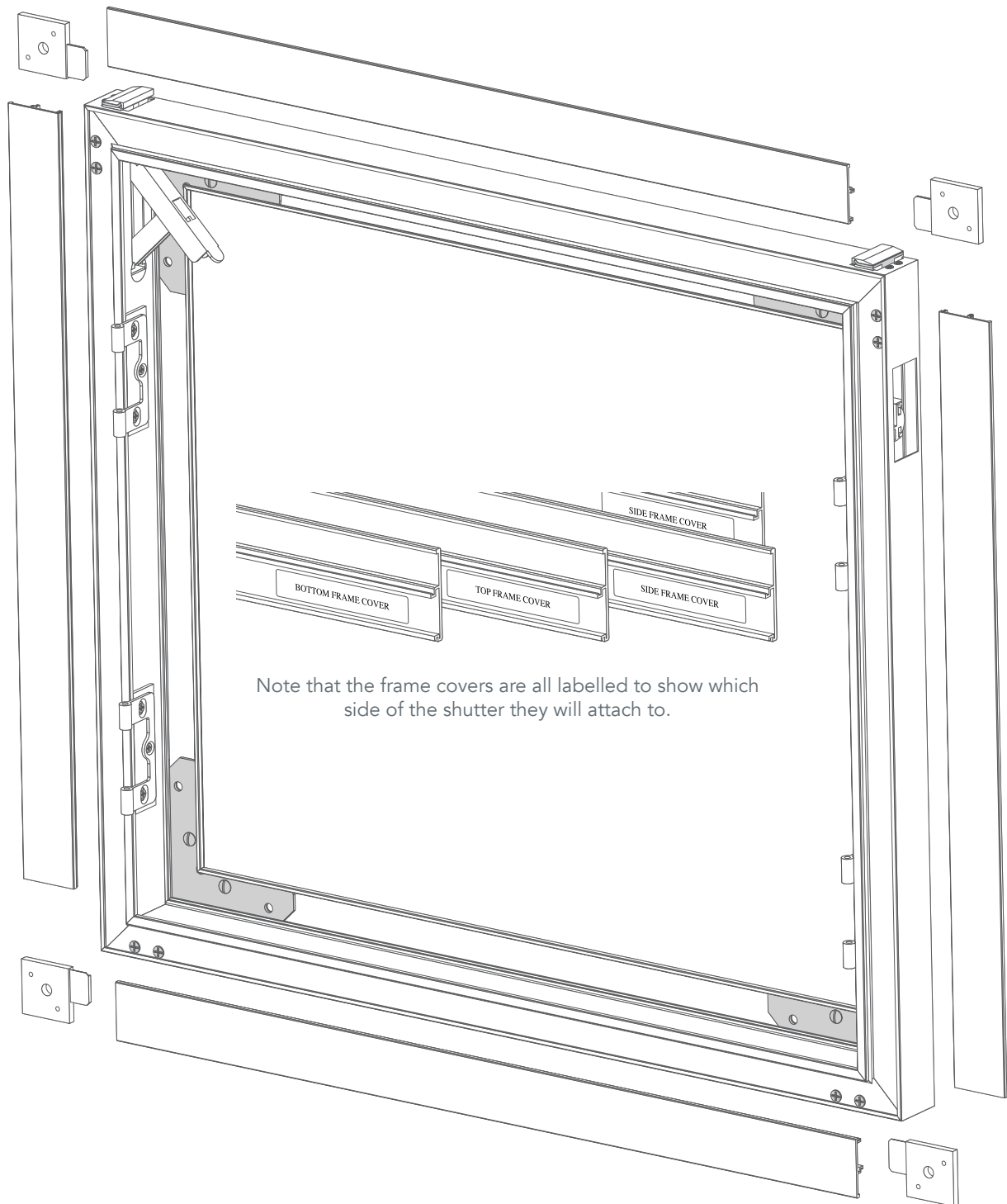
Continue pushing down on the push block and now release the levers - they should pop back out of the frame, now fully connected.

Top Tip

After step 8, pulling the top lever arm back and forth should move the push block up and down, and the lower lever arm should remain connected. Try pulling the levers apart - if they disconnect, try steps 7 & 8 again.

Attaching the frame covers and corner pieces

4



Shutter parts required:

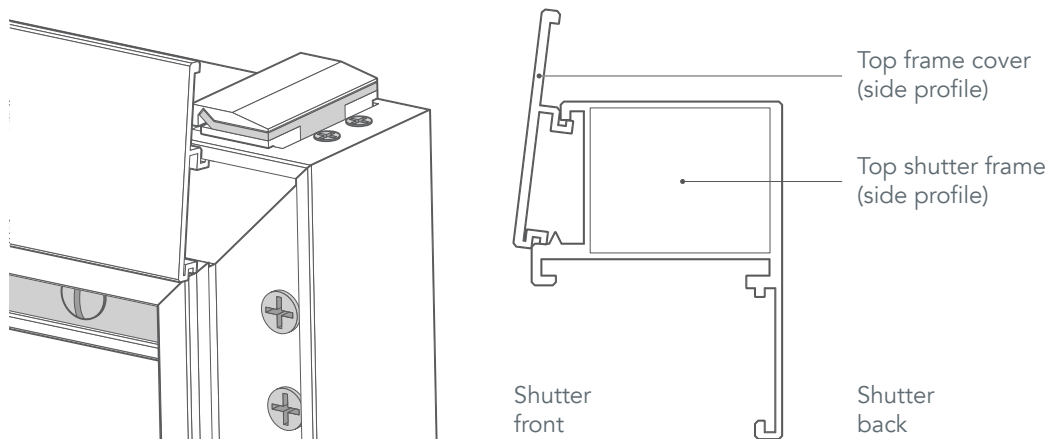
- Fully assembled shutter frame
- 4 x Corner cover base plates
- 4 x Frame covers
- Frame packers (optional)

Tools required:

- Spirit level

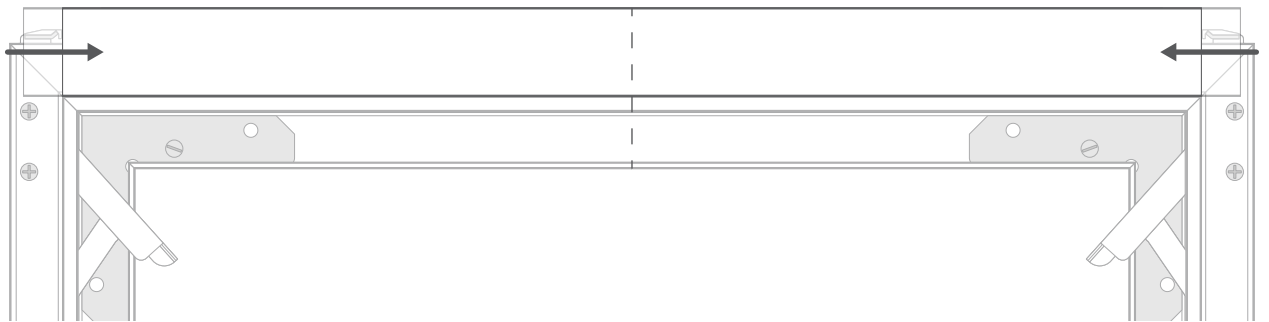
Attaching the frame covers and corner pieces

Step 1



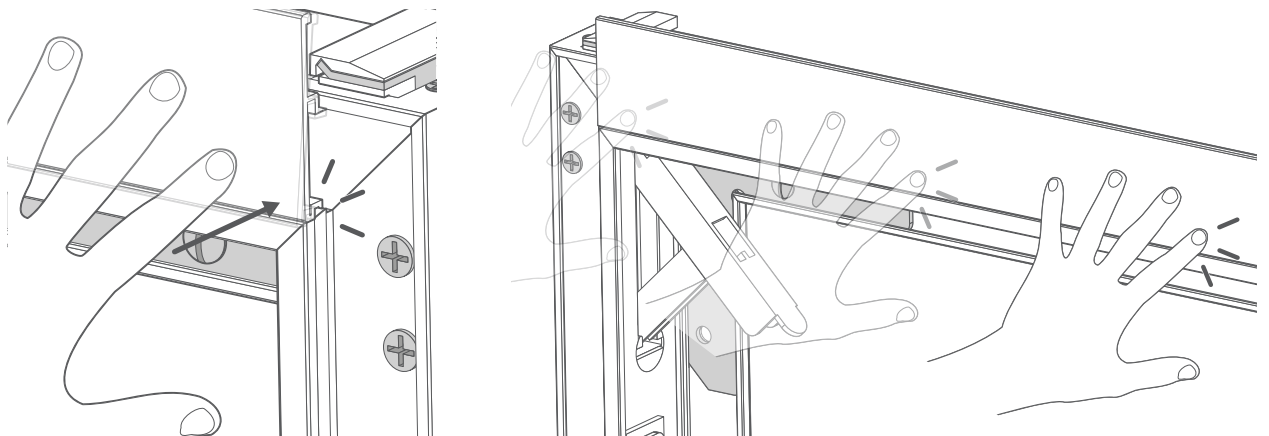
Take the top frame cover and place it against the front of the shutter's top frame section. Hook the upper 'lip' on the back of the frame cover under the matching lip at the top of the shutter frame. The diagram above shows the two parts in side profile.

Step 2



Carefully adjust the cover's position so that it's central to the shutter frame.

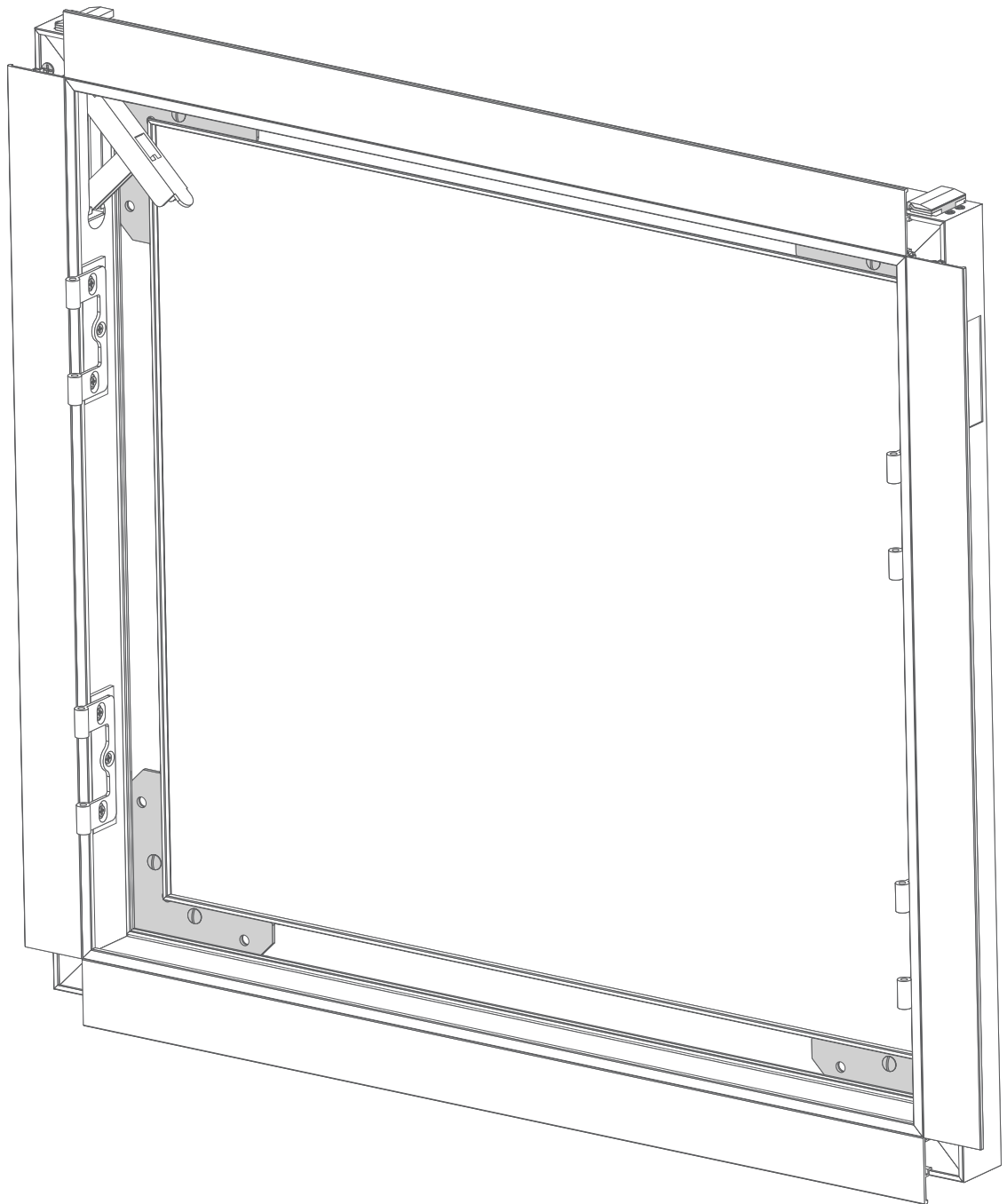
Step 3



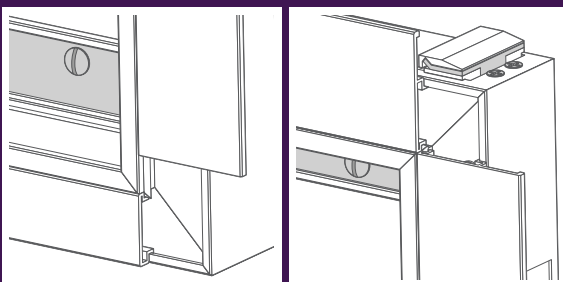
At one end, push the bottom edge of the frame cover back against the shutter until it snaps into place. Then, work your way along the rest of the cover until it's snapped in all the way along.

Attaching the frame covers and corner pieces

Step 4



Repeat steps 1 - 3 for the other frame pieces, until all 4 are clipped on.



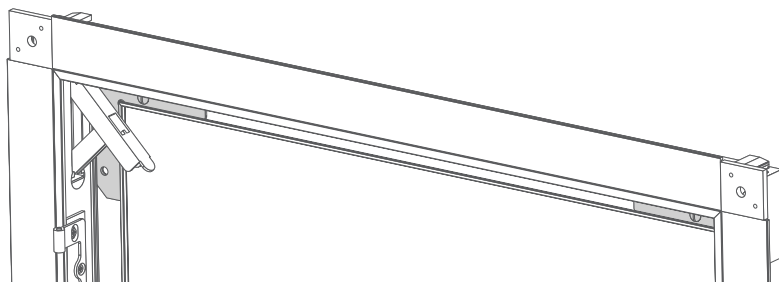
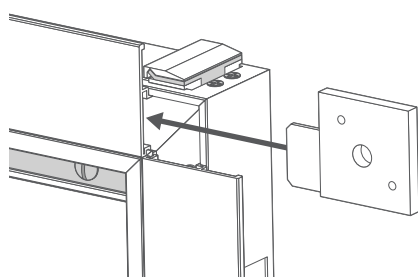
Top Tip - 'Recess with Sill' fitting

If you chose 'Recess with Sill' fitting when you ordered, then the bottom frame cover will be slimmer so that it rests on the sill.

The side frames will also be cut noticeably shorter - don't worry, this is by design. When attaching the side frame covers, simply align them with the top frame cover so they meet in the corner.

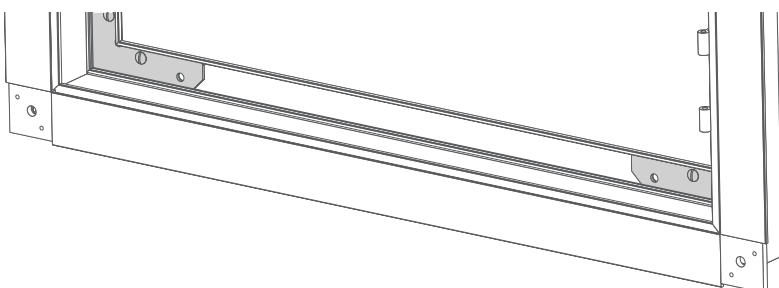
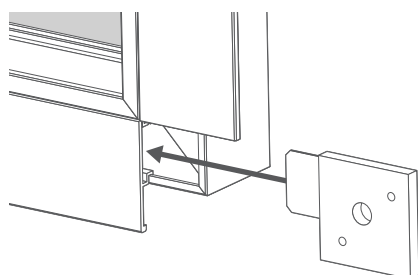
Attaching the frame covers and corner pieces

Step 5

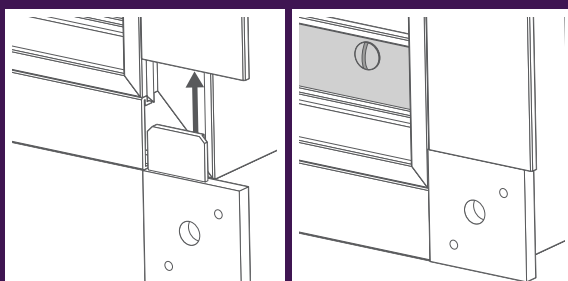


Starting with the top frame cover, fully insert a corner plate into each end.

Step 6



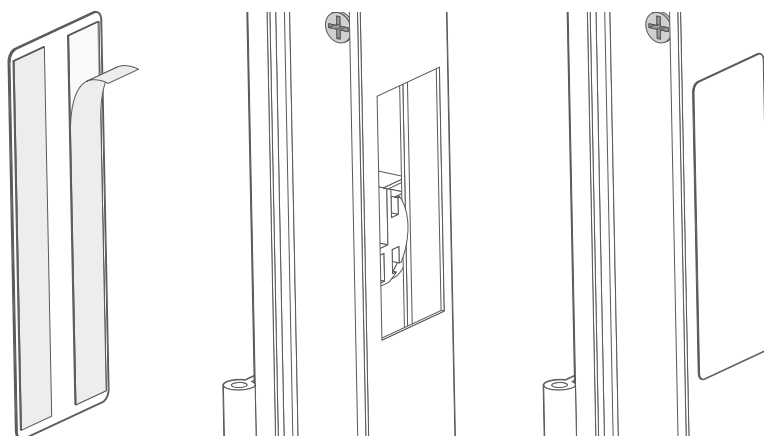
Do the same with the bottom corners.



Top Tip - 'Recess with Sill' fitting

If you chose 'Recess with Sill' fitting when you ordered, then the bottom corner blocks will slot upwards into the side frame covers instead.

Optional

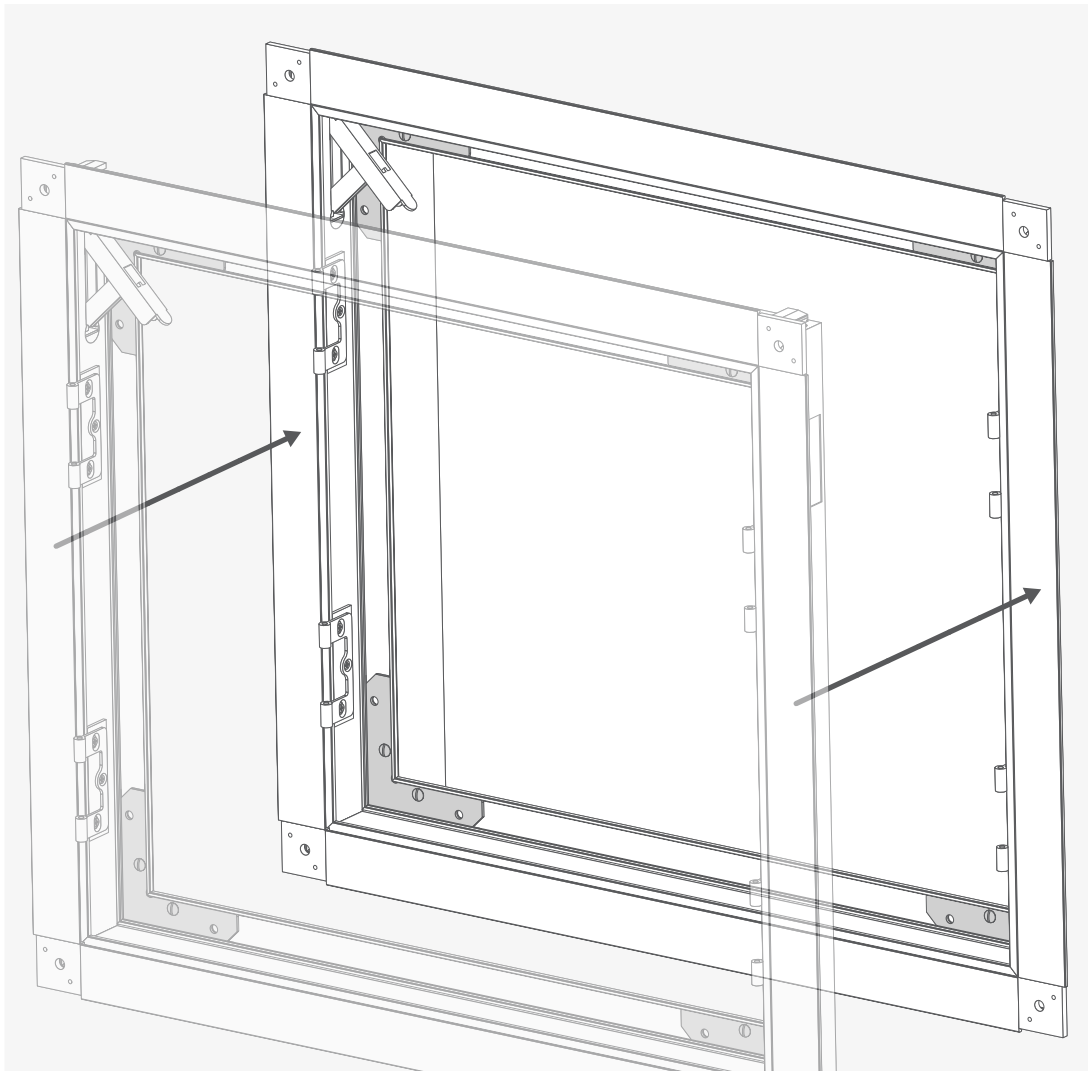


Slim self-adhesive plates are provided if you'd like to cover the large cutouts on the side frames where the Click2Go mechanism sits. This part of the shutter frame will be hidden against the wall of the recess once it's installed, so this step is entirely optional.

Fitting the Shutter frame into the recess

5

Step 1



Raise the frame into the recess and push back into place as far as it will go.

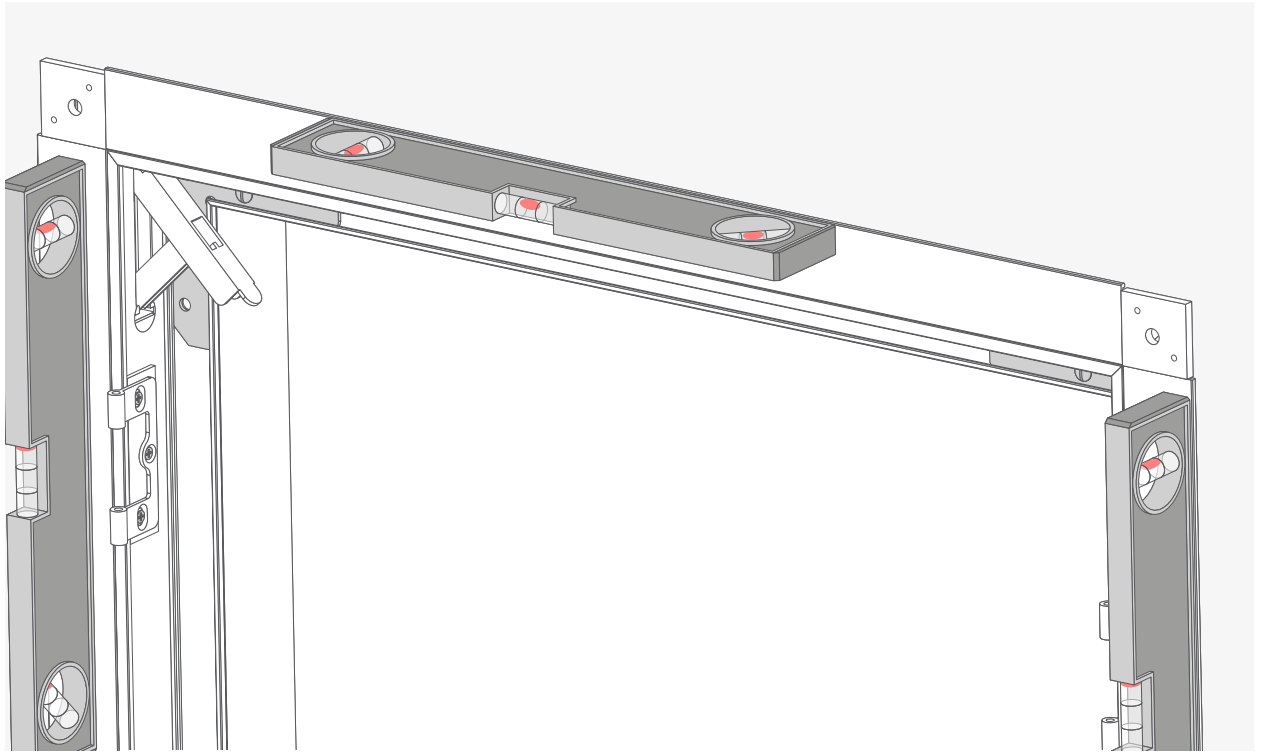


Top Tip

Make sure that the tension levers on both sides are loose, with their tips angled in towards the centre of the window, before trying to place the Shutter inside the recess.

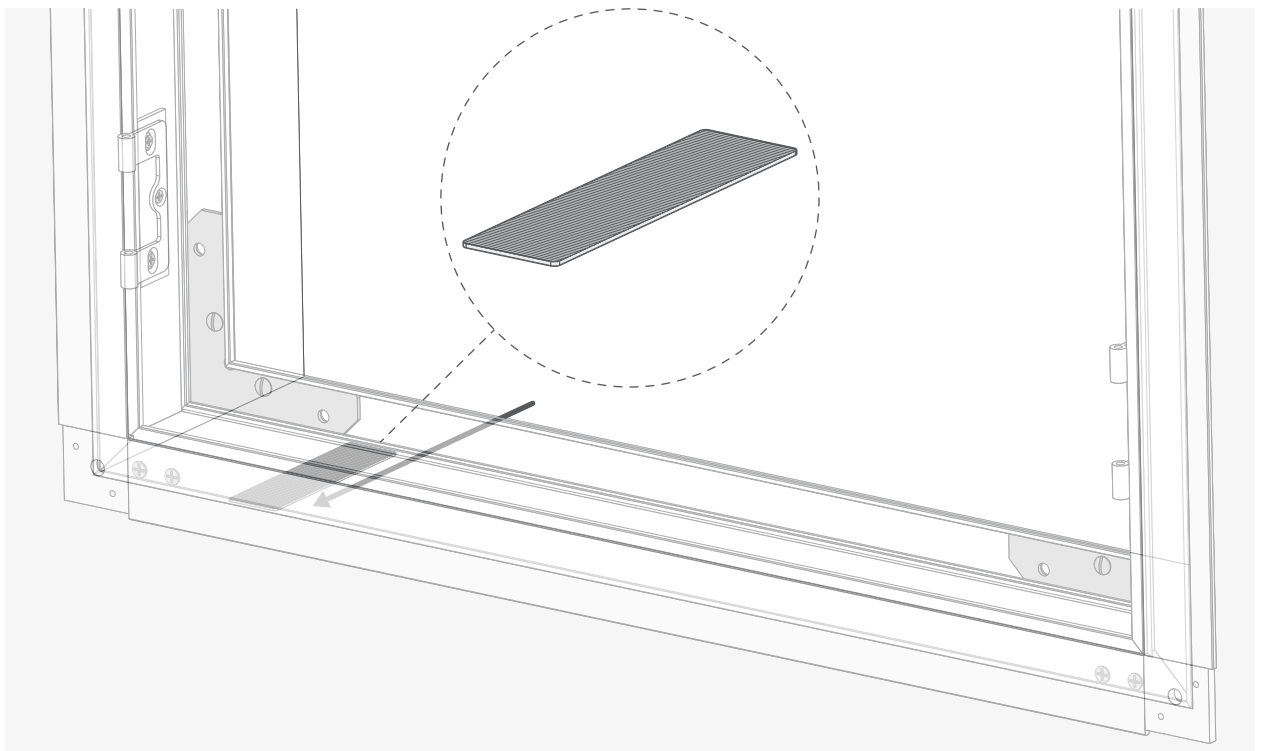
Fitting the Shutter frame into the recess

Step 2



Before locking the frame in position, use a spirit level to check that it's straight. Check across the top frame, and on each side.

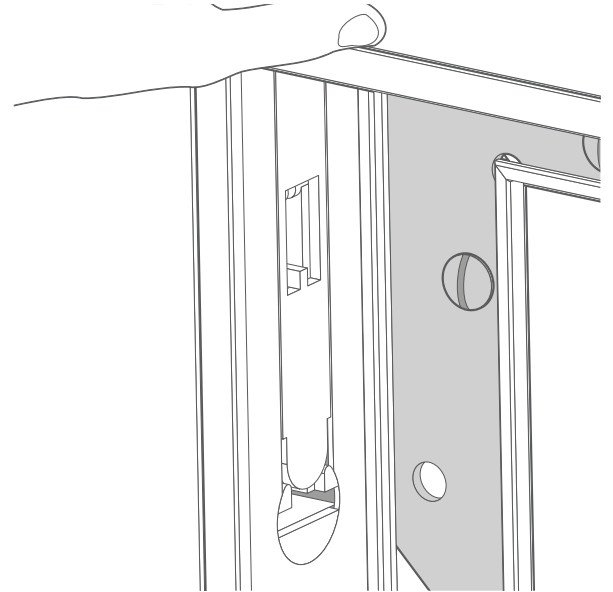
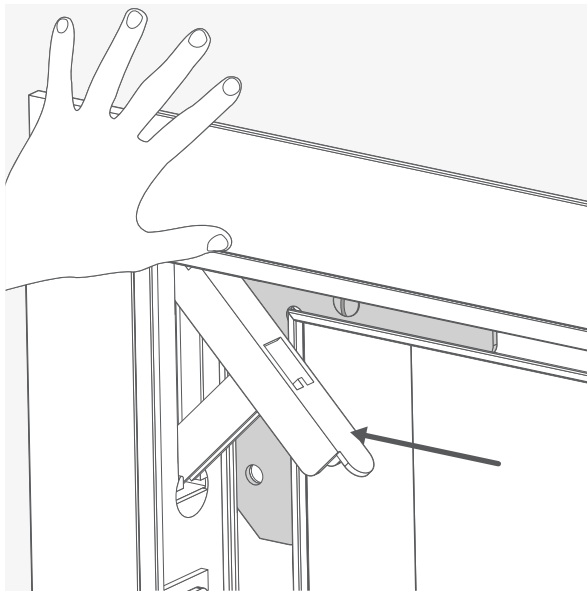
Optional



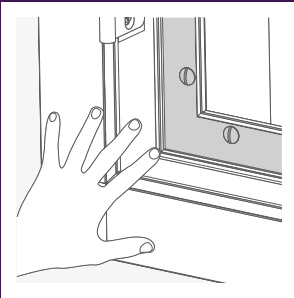
If you find that one side of the shutter is slightly higher than the other - which can be quite common, as recesses are rarely perfectly square - then you can correct this using the supplied frame packers. Slot packers under the frame on the side that sits lowest, to raise it up and level the frame. There are a variety of packers supplied, so try stacking a combination of sizes until the frame is level.

Fitting the Shutter frame into the recess

Step 3



Pressing the shutter frame back against the wall so that it doesn't shift, push the tension lever inwards until it snaps into place, flat inside the side frame. Do this on both sides to fully secure the shutter frame in place.



Top Tip

You might find this part of the process easier with someone else to help; It's best to push the Shutter frame back against the edge of the recess at both the top and the bottom, whilst pressing the lever into place, which can be tricky to do alone.

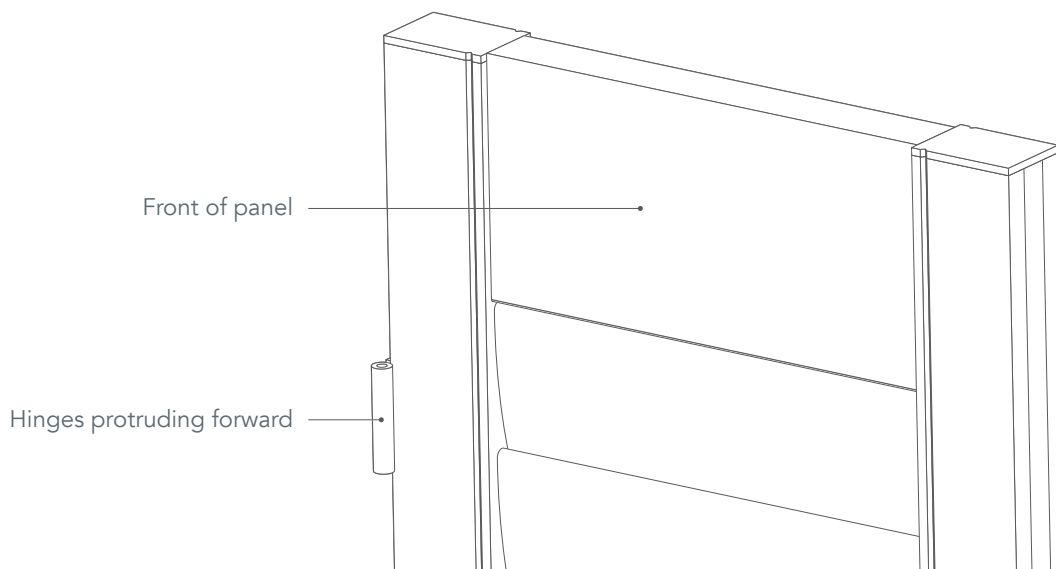
Fitting the Shutter panels

6

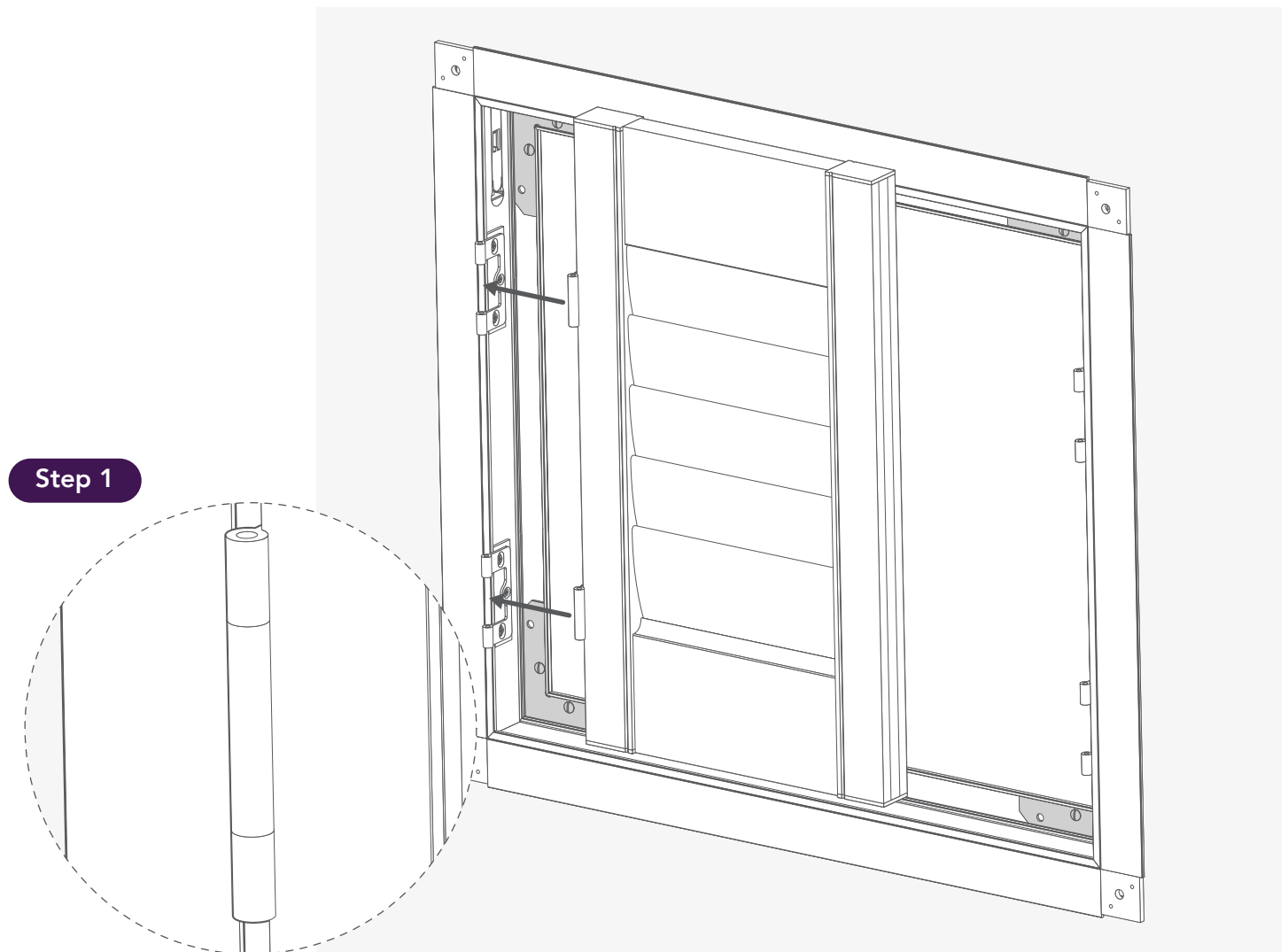


Shutter parts required:

- Panels (1 - 2 depending on Shutter width)
- Hinge pins (2 - 6, depending on panel quantity & Shutter height)



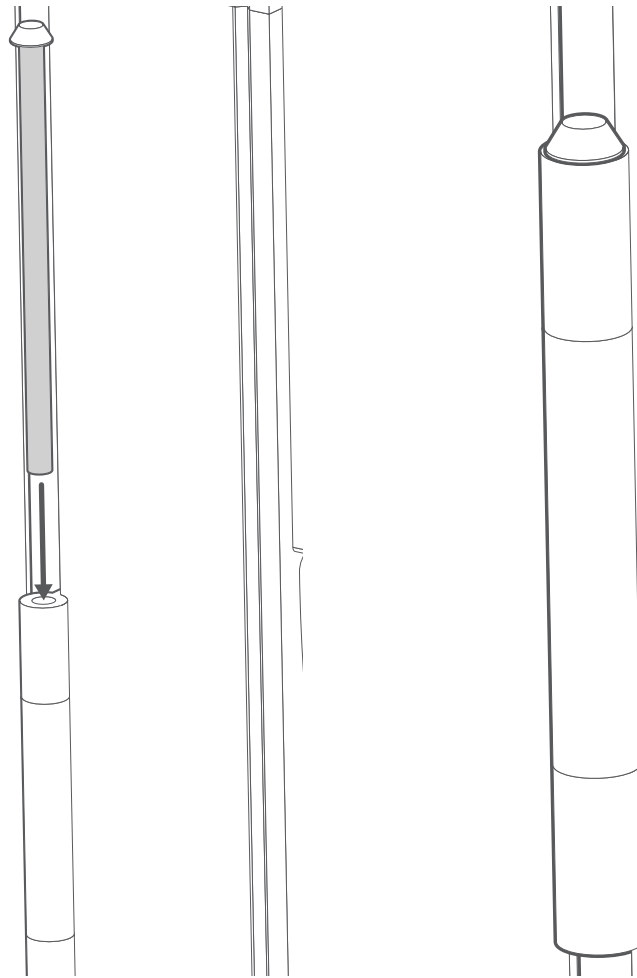
Fitting the Shutter panels



Lift each panel into place and line up the barrels of the hinges with those already attached to the Shutter's side frames.

Fitting the Shutter panels

Step 2

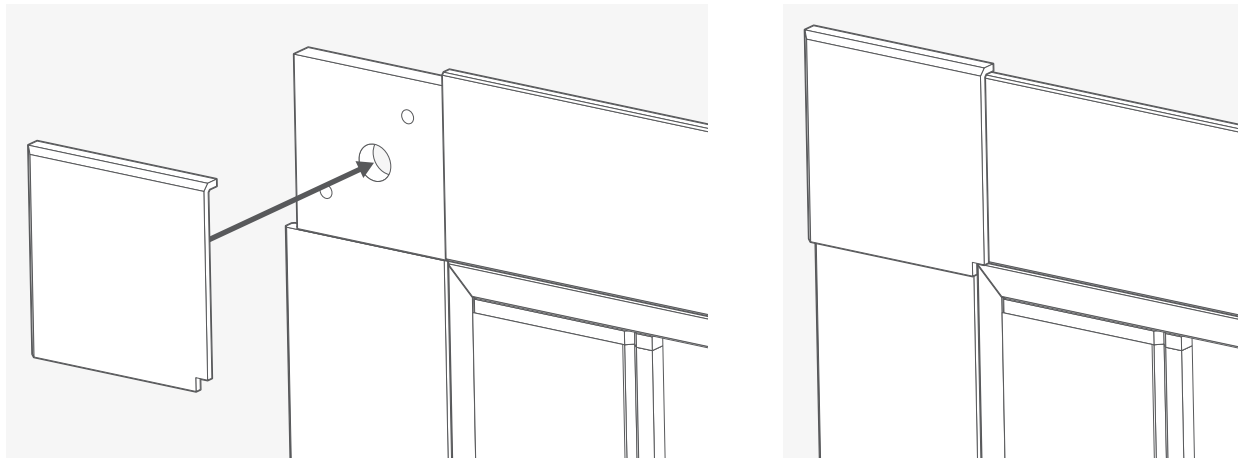


Insert a hinge pin into each of the lined up hinges, pushing down until the pin is fully inserted.

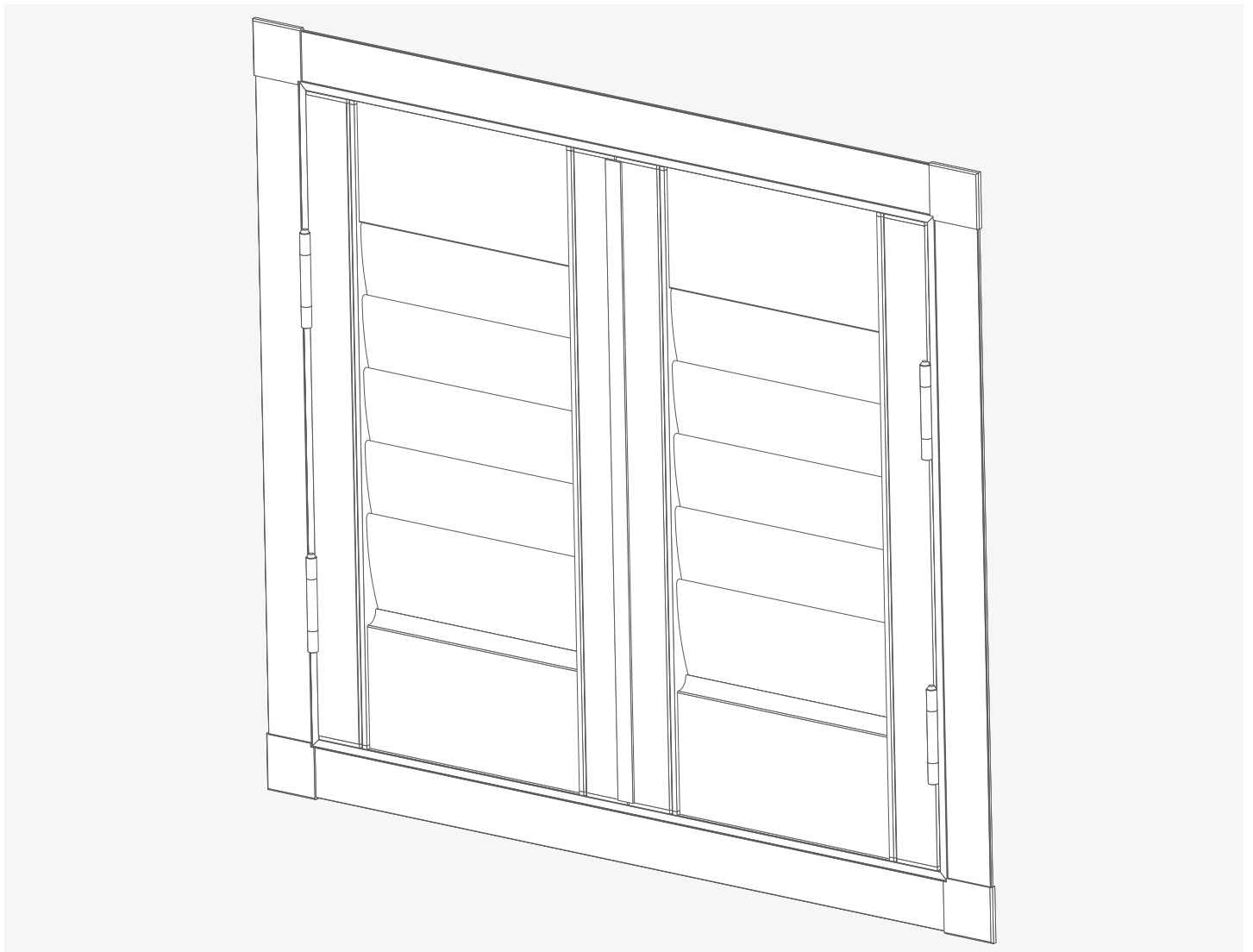
Repeat these steps for your other panel, if your Shutter has more than one.

Finishing touches

7



Take the corner covers from your fixings pack, peel the adhesive strip cover from the back of each, and simply push them into place over each corner of the frame.



And that's it! Your new Shutter is installed and ready to enjoy...