

Turn your phone or tablet

Our guides are best viewed in landscape if you're viewing on your phone or tablet.

Designed for *DIY*

Our Click2Go Shutters feature our clever Click2Go system, designed to be installed by you, without specialist fitters, even if you don't have much DIY experience.

Please read each page of this guide carefully during installation, following along one step at a time.



Tools required for this install:

Not applicable for no-drill installation

- ✓ Handheld drill
- ✓ 4mm masonry drill bit
- ✓ Phillips screwdriver / driver bit
- ✓ Mallet / hammer
- ✓ Pen / pencil
- ✓ Spirit level

Larger parts in your order:

- 1 Side frame (left)
- 2 Side frame (right)
- 3 Top frame
- 4 Bottom frame
- 5 Panels
- 6 Centre 'T' bar (wider shutters only)



Smaller parts in your order:

Not applicable for no-drill installation

6 75mm screws
(x8 per shutter) *

8 20mm screws
(x8 per shutter)

7 Wall plugs
(x8 per shutter)

* x4 Always provided
if shutter has a T-bar

9 Hinge pins
(x1 per shutter hinge)

11 Hinge shims
(x4 per shutter)

13 2mm packing shim
(x1 per shutter)

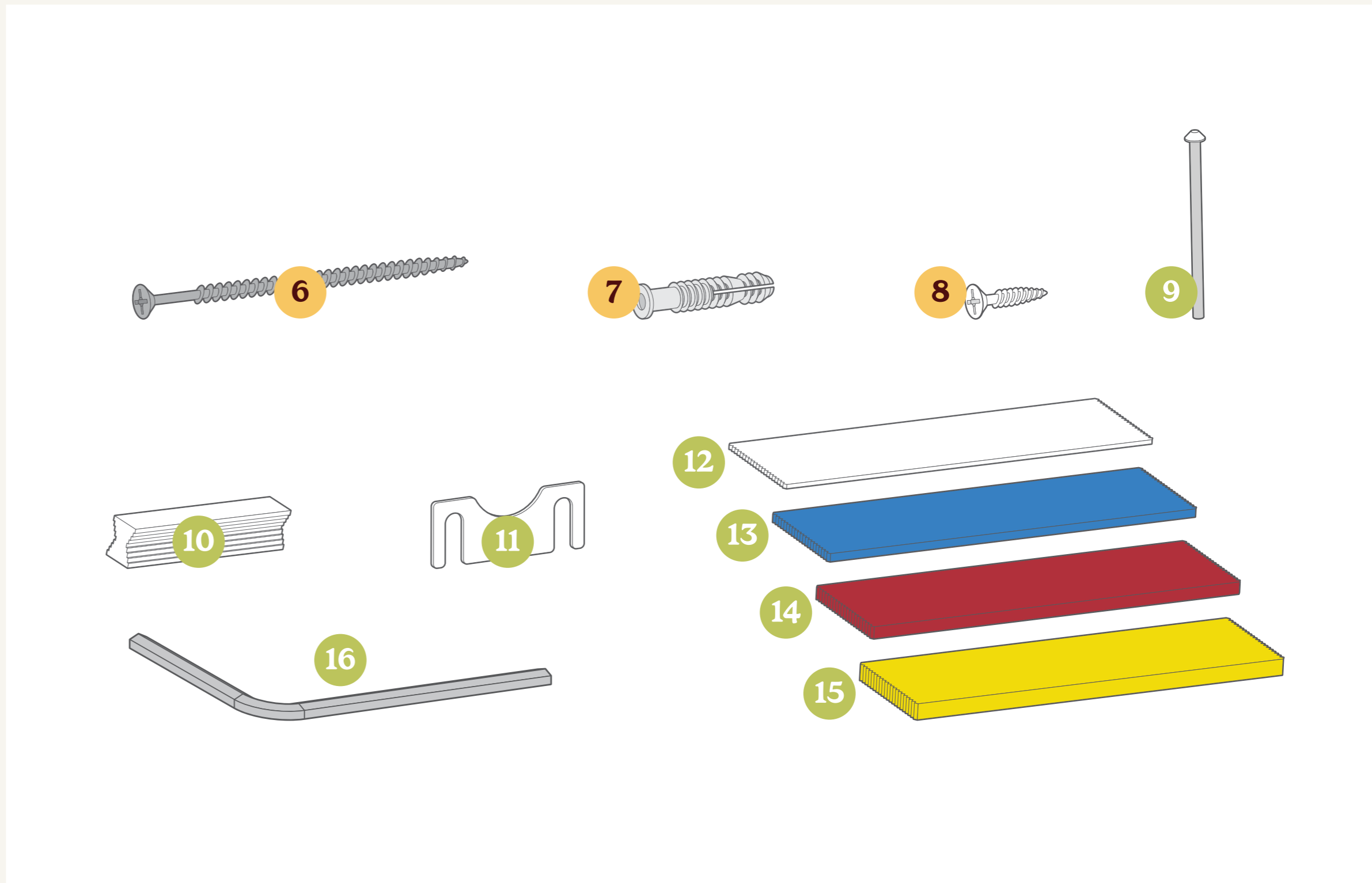
15 4mm packing shim
(x1 per shutter)

10 Hoffman keys
(x4 per shutter)

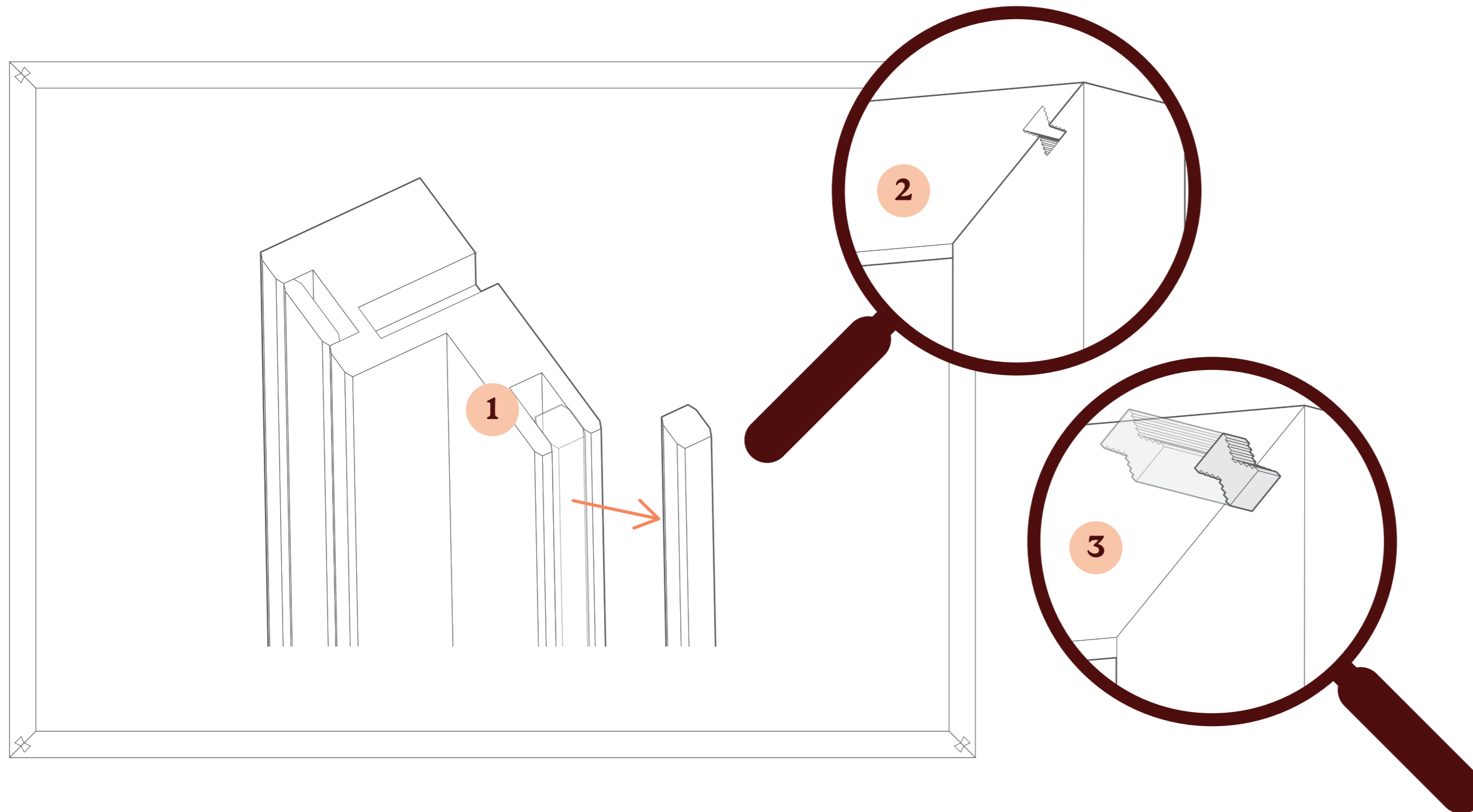
12 1mm packing shim
(x1 per shutter)

14 3mm packing shim
(x1 per shutter)

16 Allen key
(No drill fitting only)



Section 2 Assembling the Shutter Frame



Unpack all of the frame pieces and lay them face down.

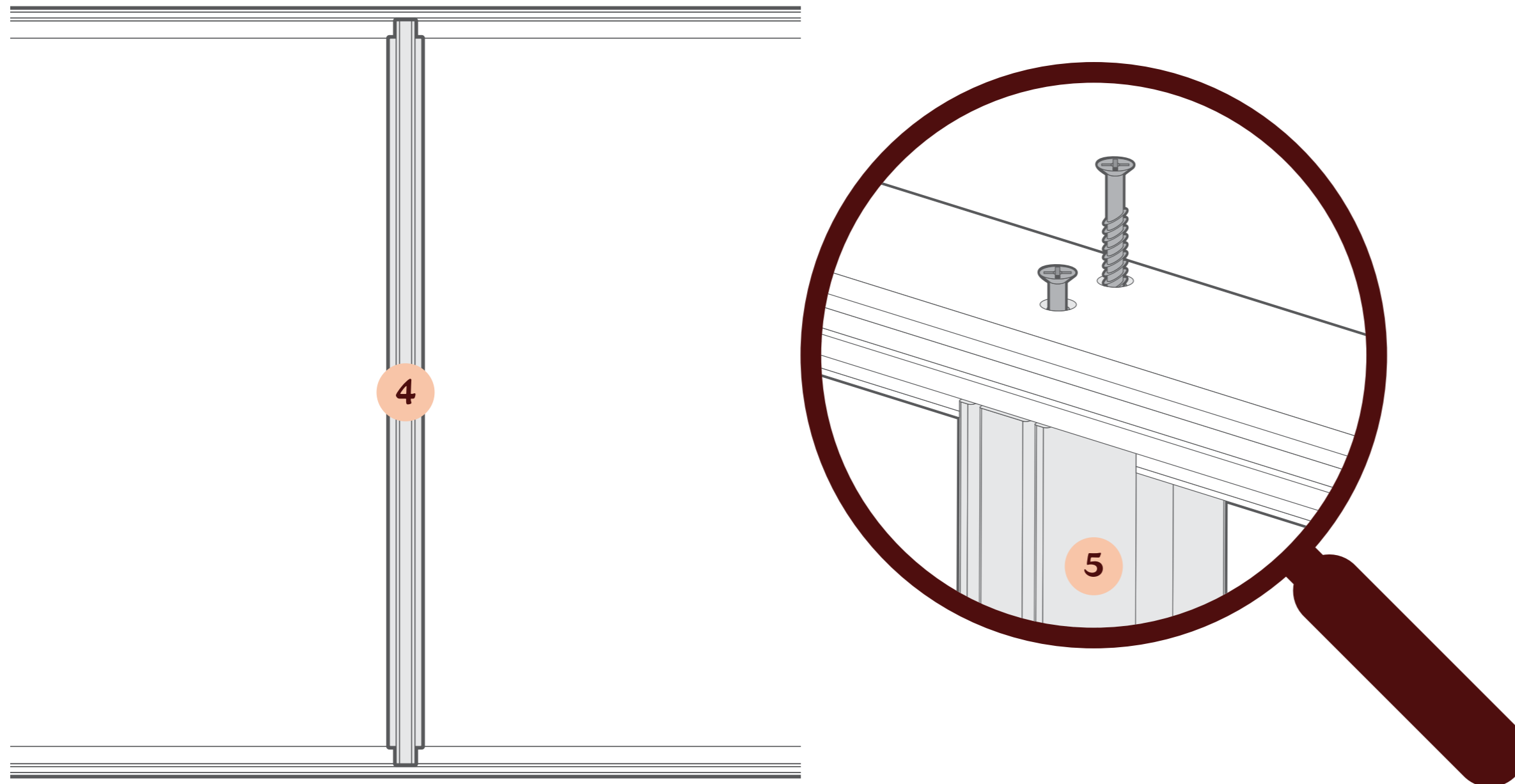
For 'Inside Recess' frames, remove the decorative strips from the inside face of the frames (1). You'll put these strips back in place later once the frame is installed.

Line up the corners of the frame (2).

Insert a hoffman key into each corner (3). These are an intentionally tight fit, so your hammer/mallet may come in handy here. You can tear off pieces from the box to lay over the key as you hammer it in, to protect the frame from accidental damage.

Section 2 Assembling the Shutter Frame

If your shutter is under 1800mm wide and you have not been provided with a T-bar, you can skip this page.



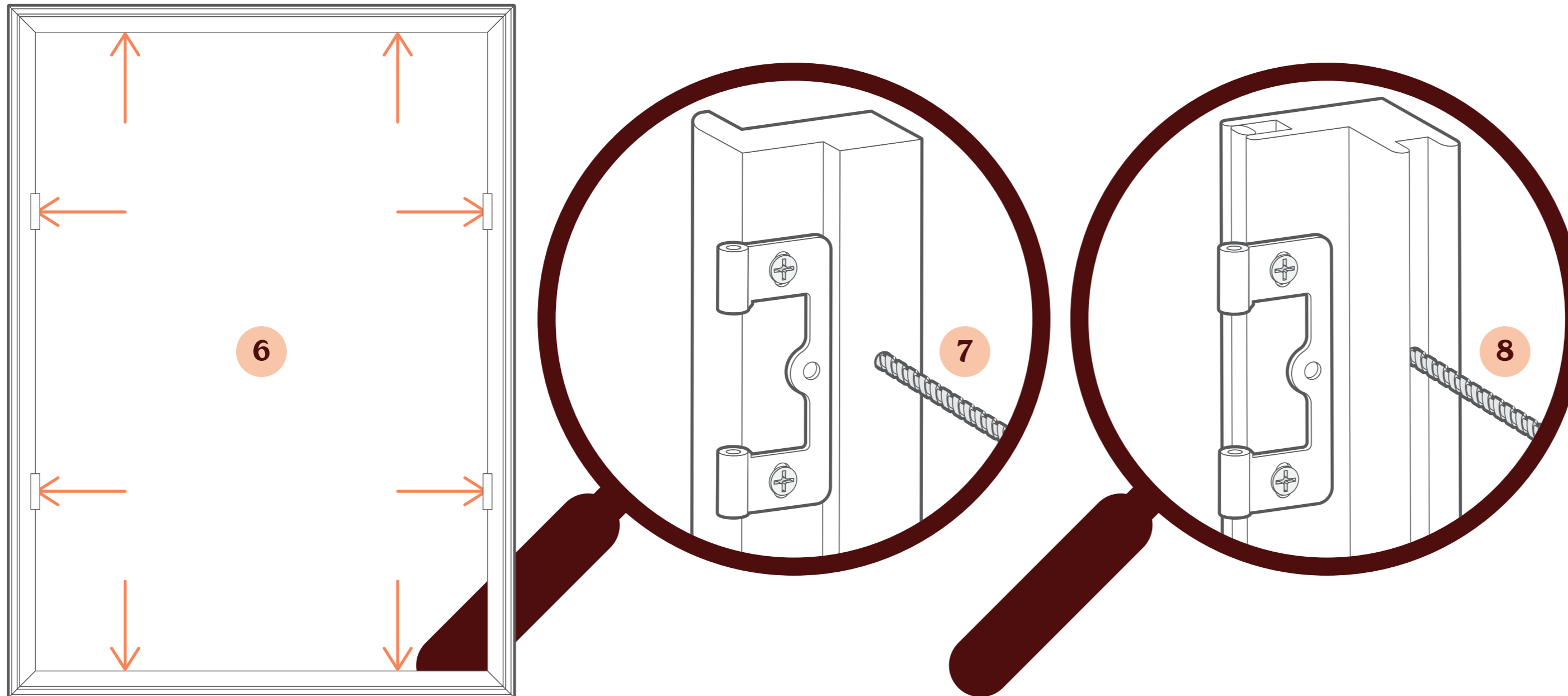
The T-Bar is fitted vertically in the centre of the frame, providing extra support for the shutter (4).

To fit the T-Bar, simply slot it into place in the centre of the shutter and use 4 of the 75mm screws provided – 2 at the top of the frame and 2 at the bottom – to secure it in place (5).

The screw holes will be pre-drilled in your shutter frame so that the T-Bar can be located correctly and easily.

Section 3 Pre Drill the Frame Fixing Holes

If you've opted for no drill fitting, please skip to section 6.



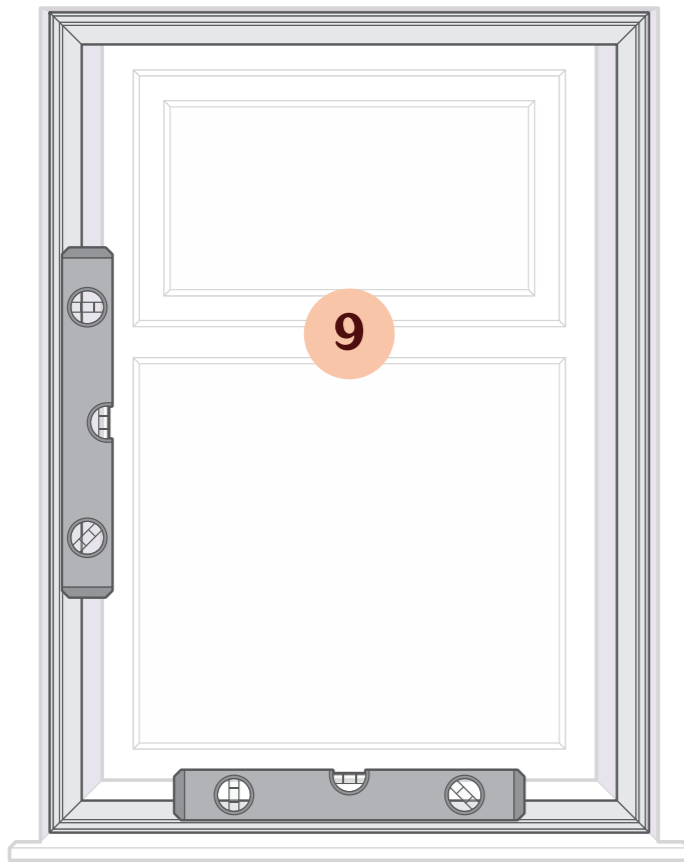
Assemble the frame, then drill the holes you'll be putting screws through to fit the shutter. For the sides, make your holes roughly in line with the centre of each hinge. For the top and bottom, make the holes roughly 100–150mm in from the sides (6).

For 'Front of Recess' fitting, drill through the thicker section toward the back of the frame (7).

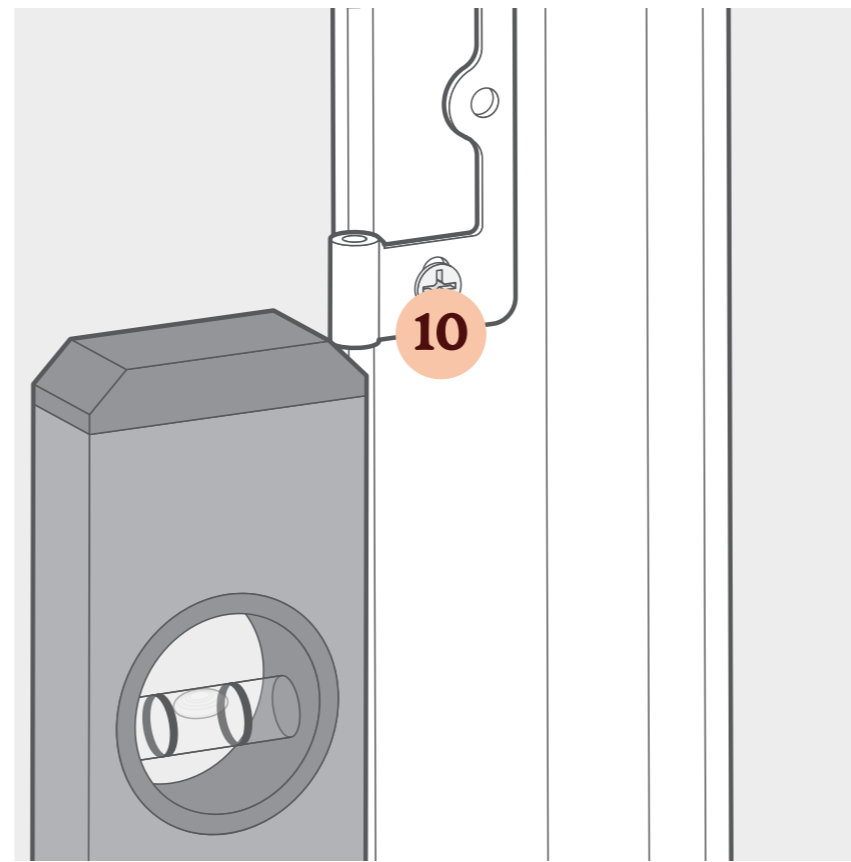
For 'Inside Recess' fitting, drill the holes in the empty channel where you removed the decorative strips in section 2 (8).

Section 4 *Ensure the Frame is Level*

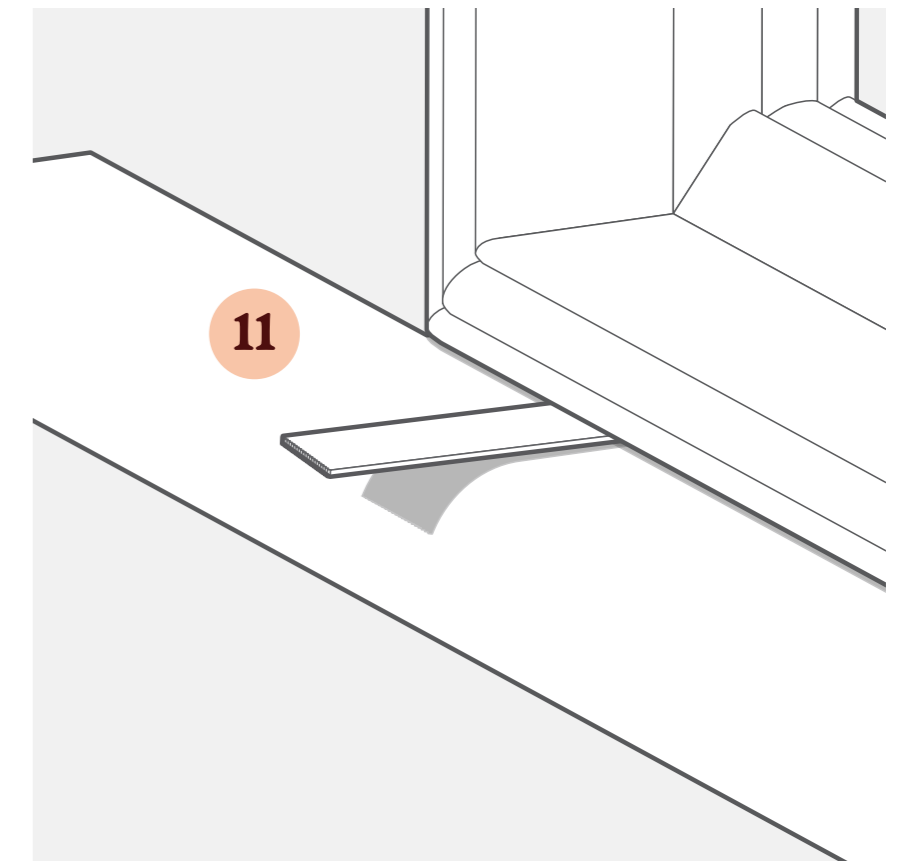
If you've opted for no drill fitting, please skip to section 6.



Place the assembled frame in the recess and use a spirit level to make sure that it is sitting perfectly straight on all sides (9).



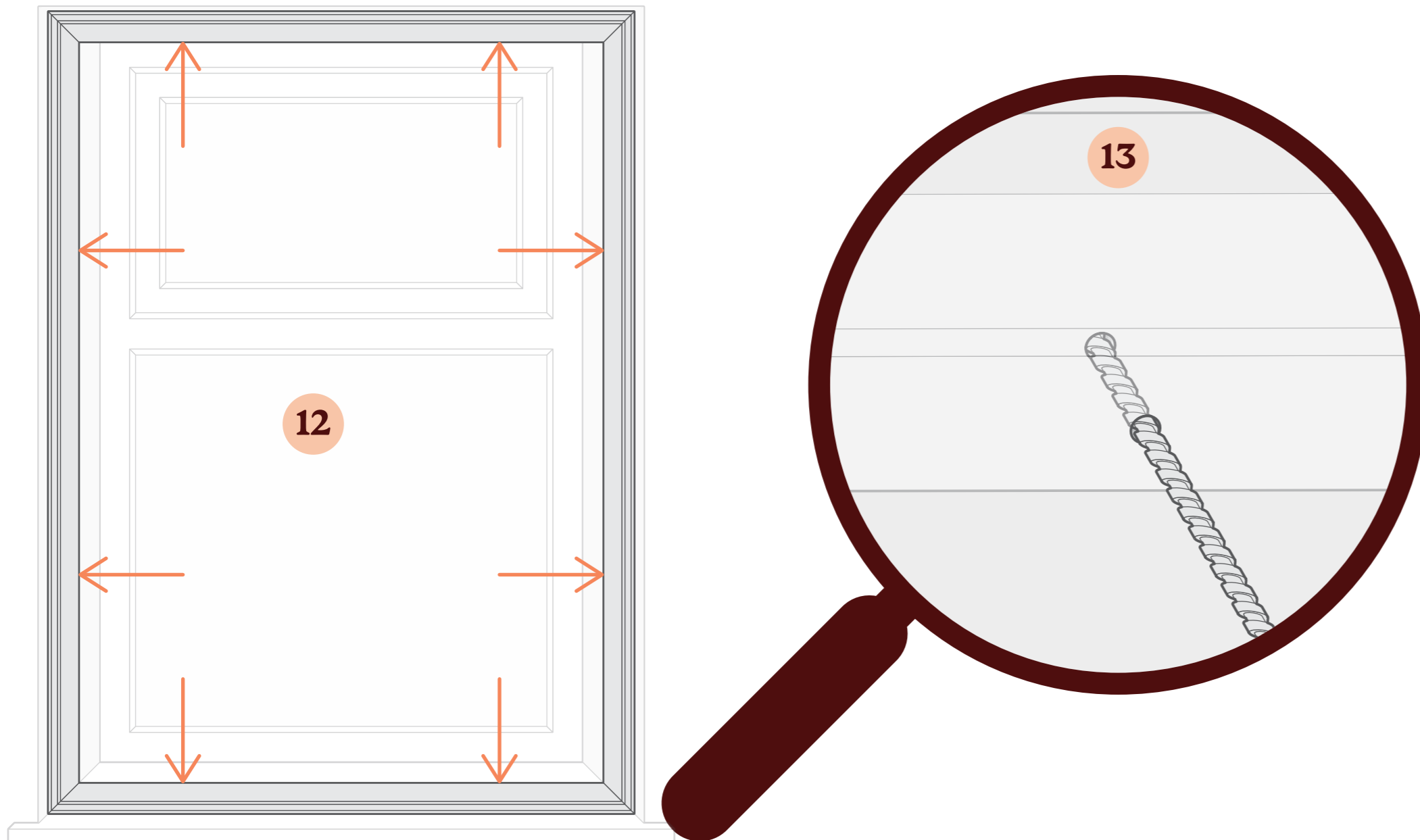
Make sure you also use the spirit level on the front of the frame, on all sides, to ensure there's no 'twist' to the frame (10).



If you need to adjust the level of the frame then you can use the frame shims from your fitting kit. Fully insert the shim so that it is hidden by the frame (11).

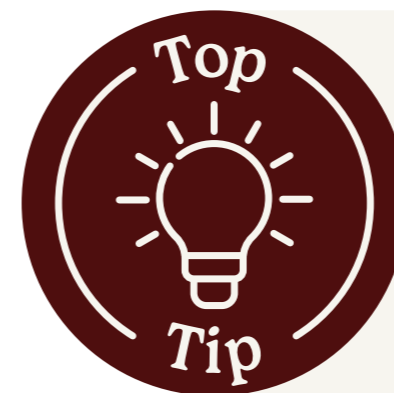
Section 5 *Install the Frame - Standard Fitting*

If you've opted for no drill fitting, please skip to section 6.



Making sure that the frame stays still and level, push the drill through each of the fixing holes you made in the frame and drill a small pilot hole in all sides of the recess (12 / 13) .

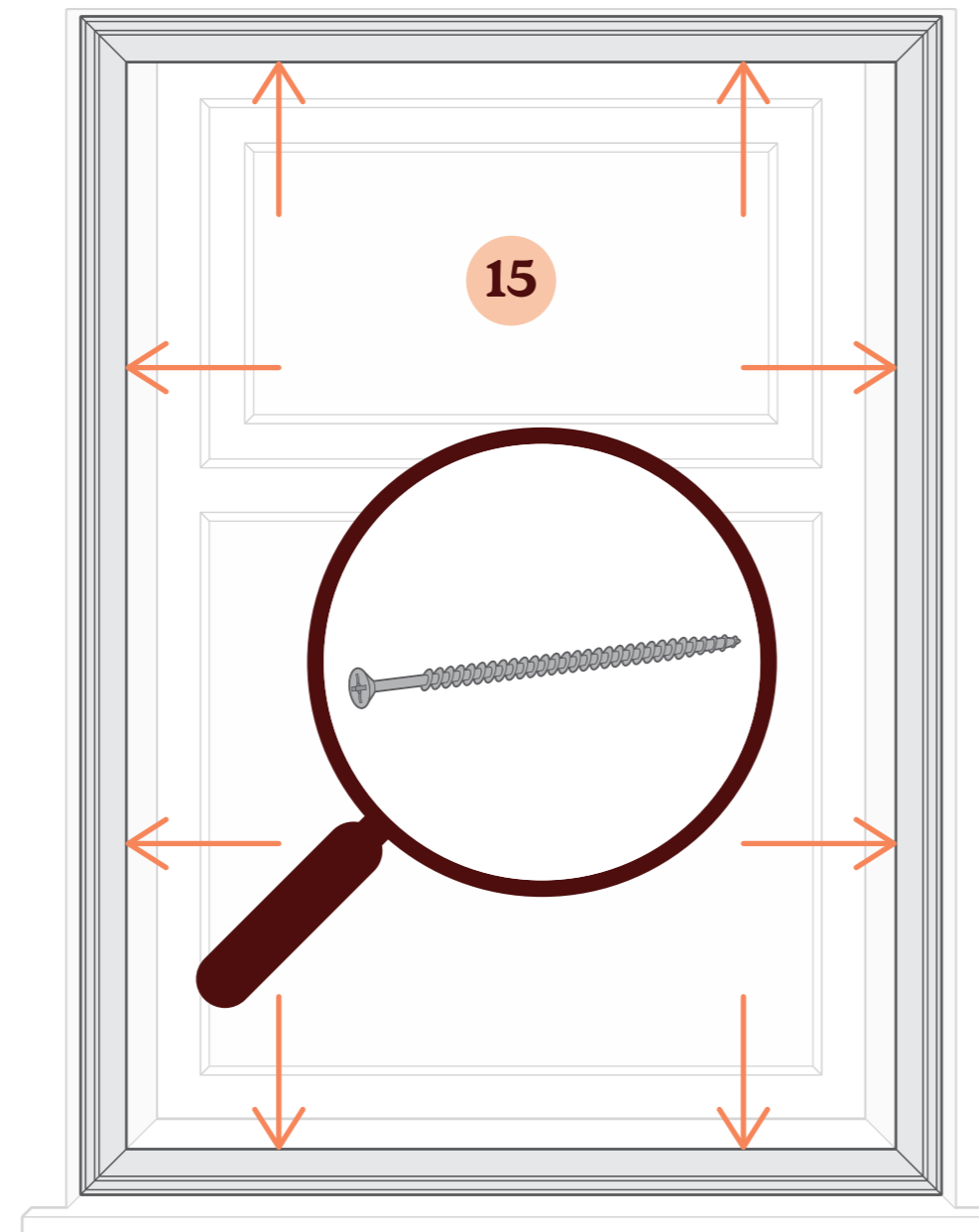
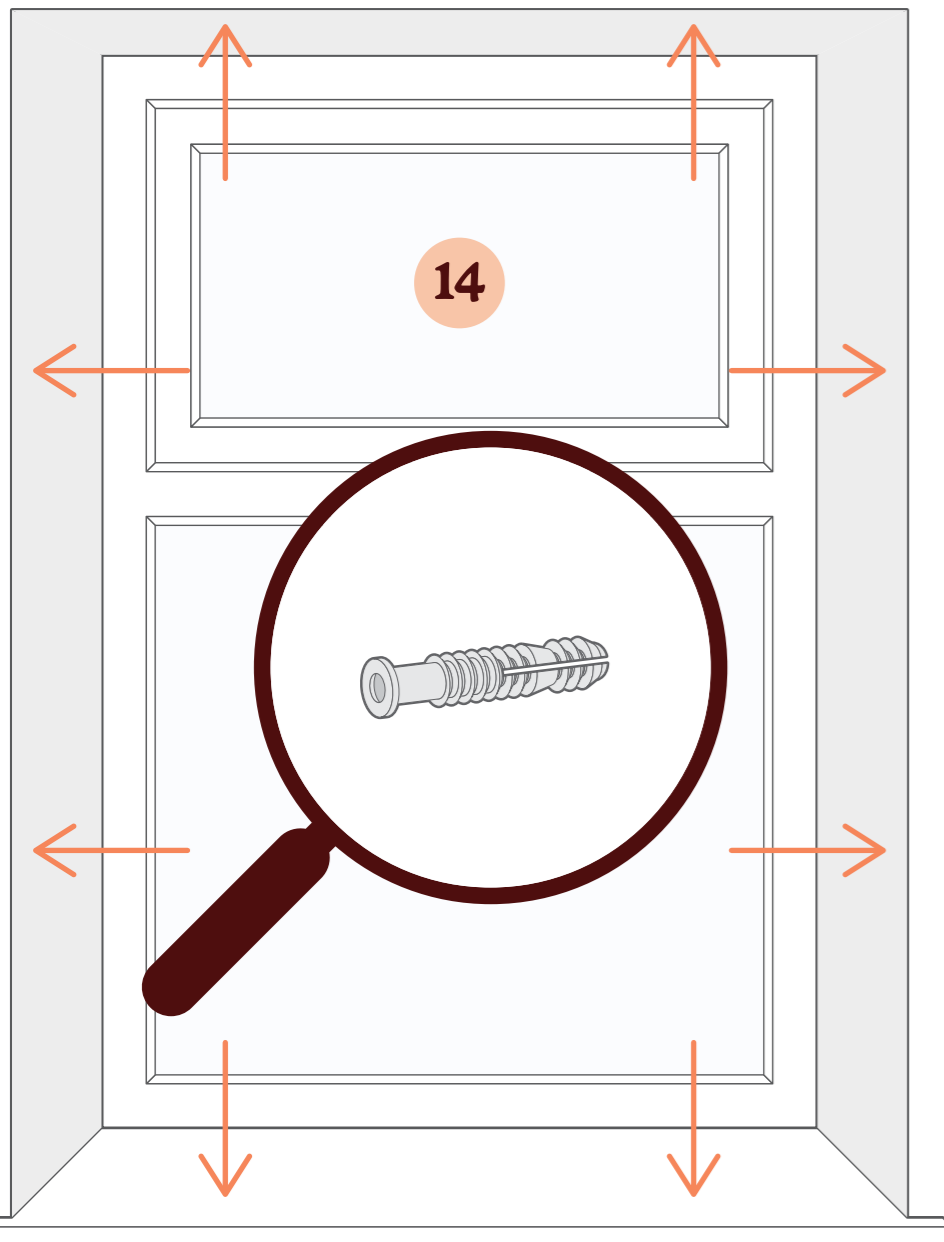
Now take your frame out of the window, you should be left with shallow pilot holes all around the recess – two for each side, the top and the sill.



While drilling your pilot holes, be sure to keep checking your frame is straight, using your spirit level. Check the level again before drilling each pilot hole.

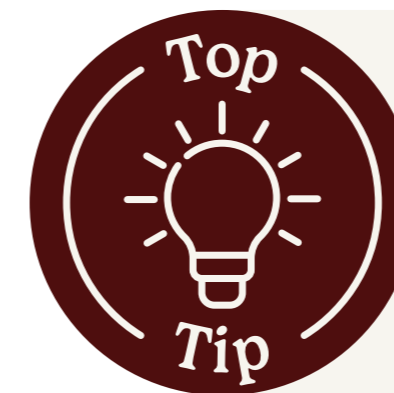
Section 5 *Install the Frame - Standard Fitting*

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With your frame put to one side, drill the holes fully into the window recess and insert a Rawl plug into each hole (14).

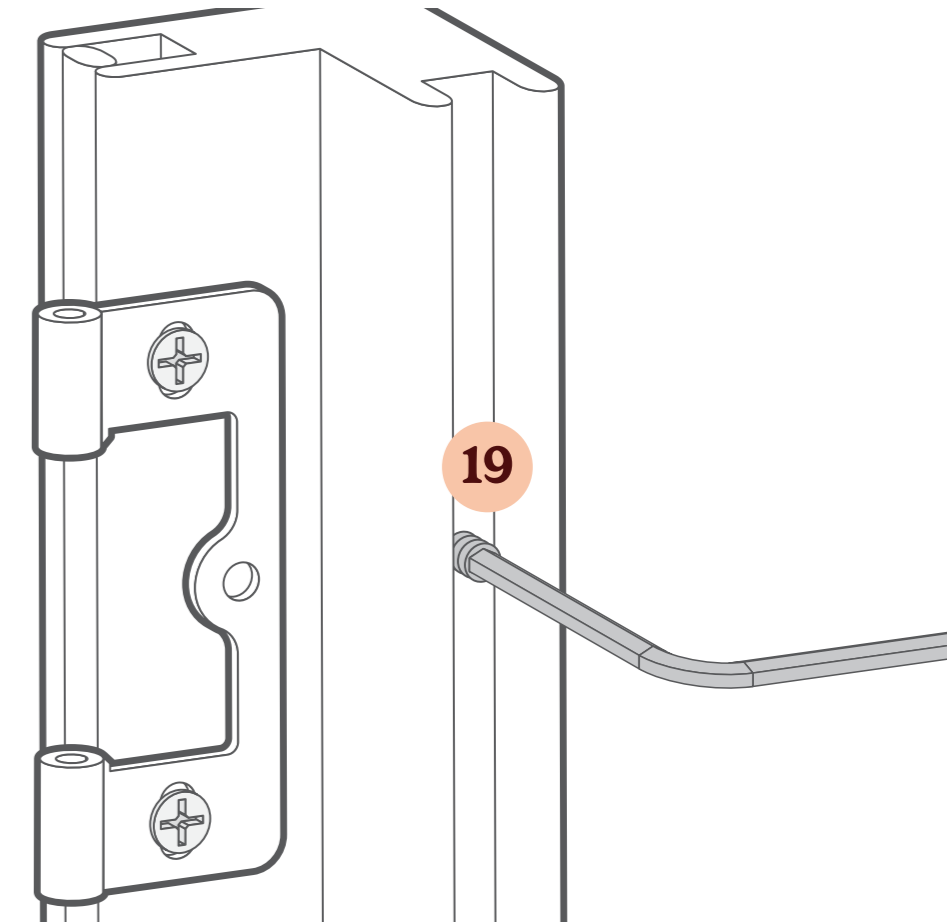
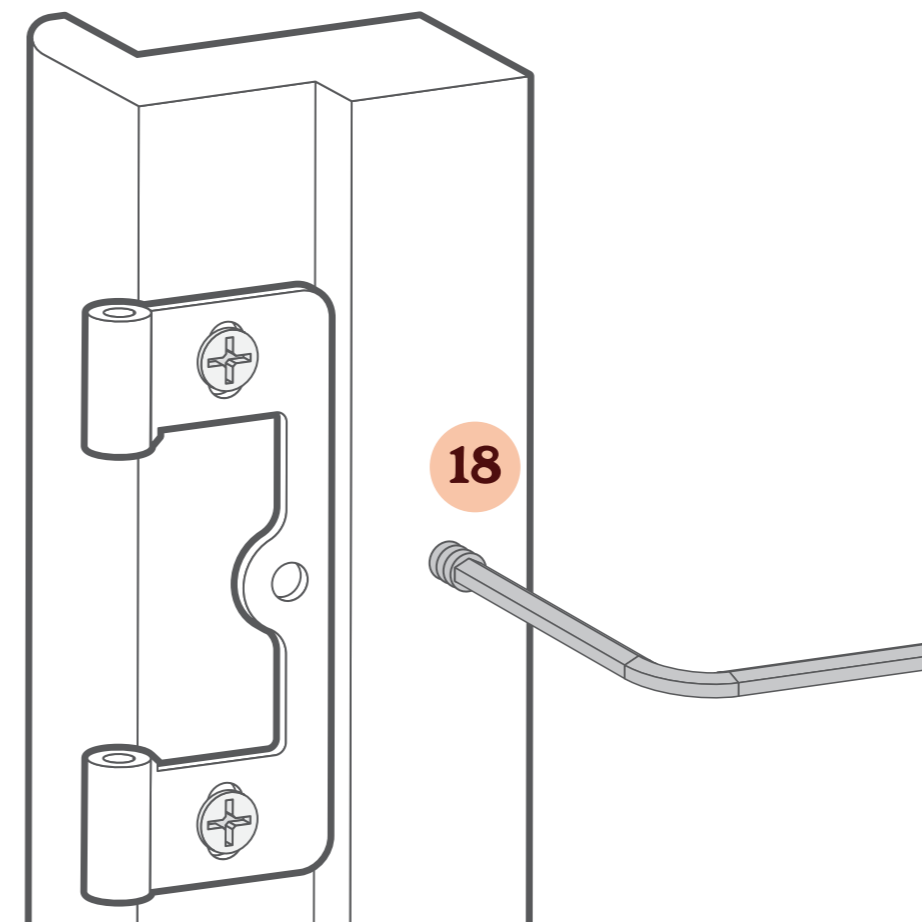
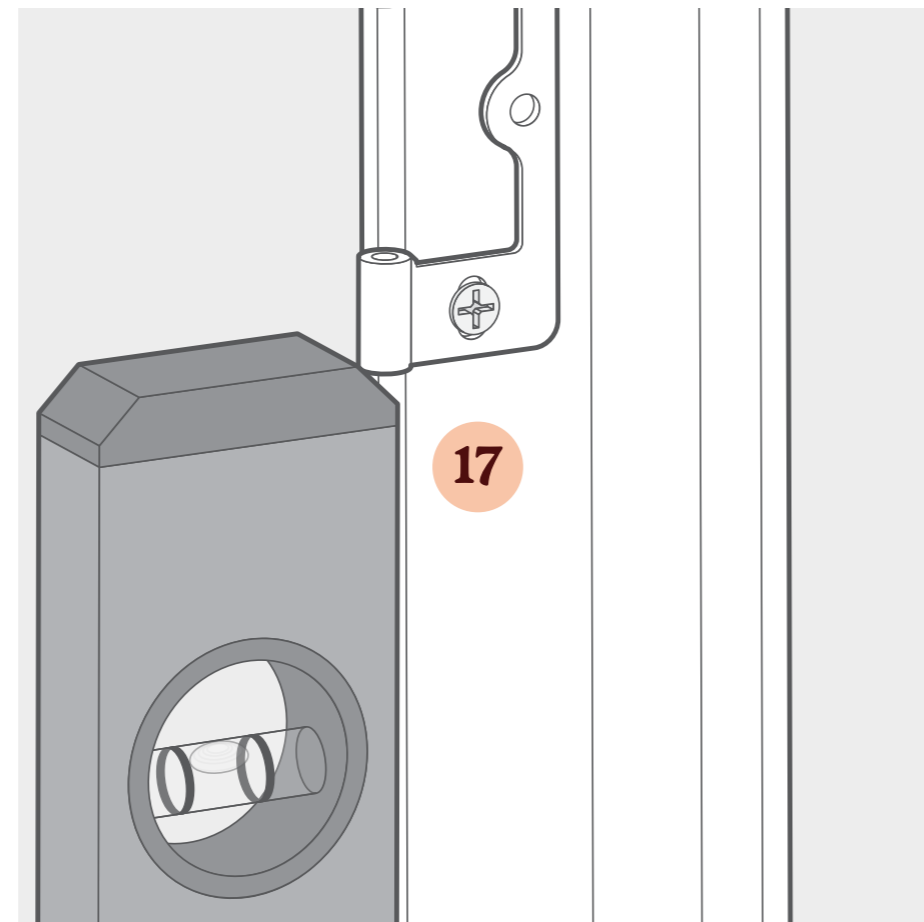
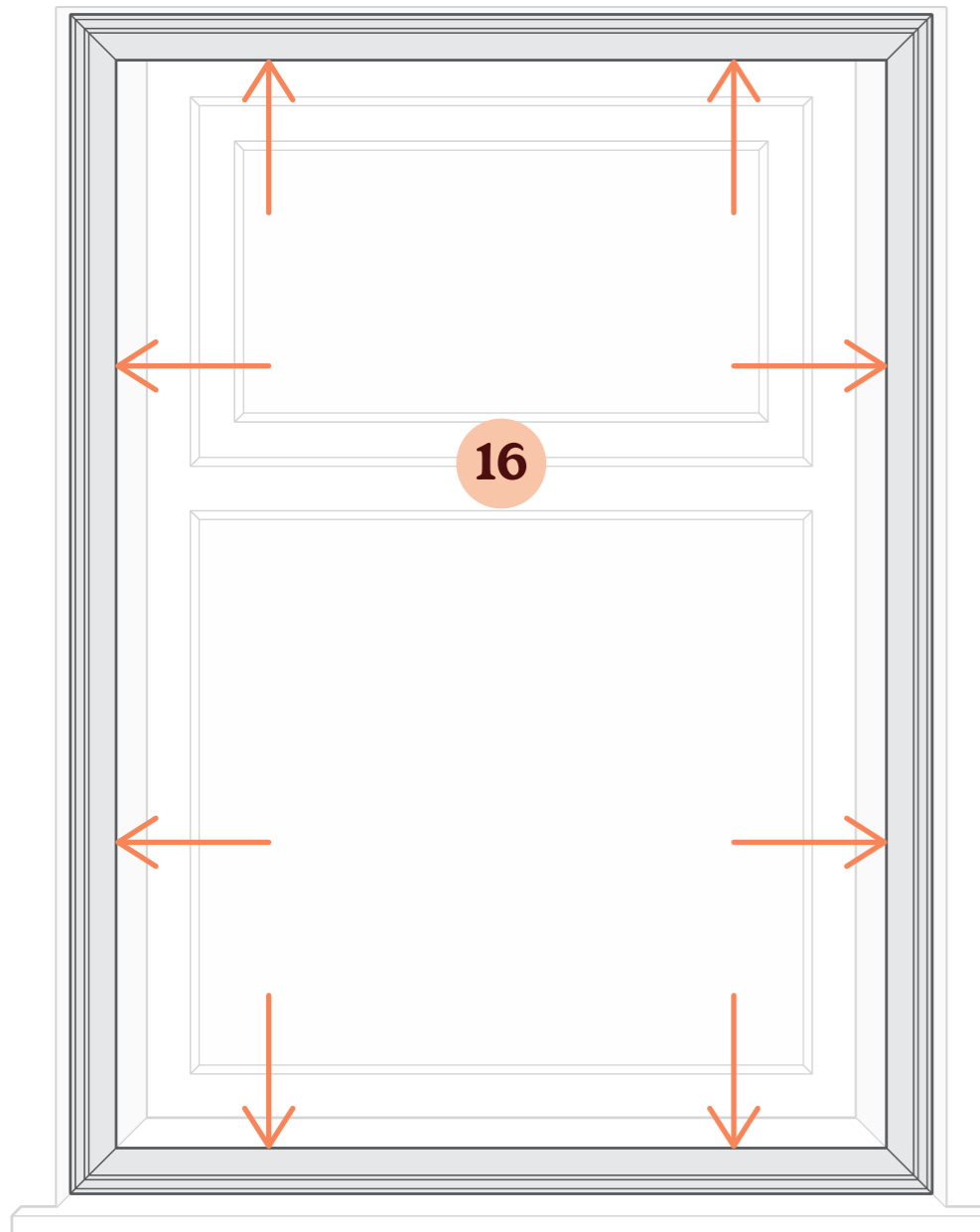
Reinsert the frame into the recess, give it another level check, then use the 75mm screws from your fixing kit to secure the frame in place (15).



Insert the screws for the top part of the frame first, to help hold it steady while you insert the rest of the screws.

Section 6 *Install the Frame - No Drill Fitting*

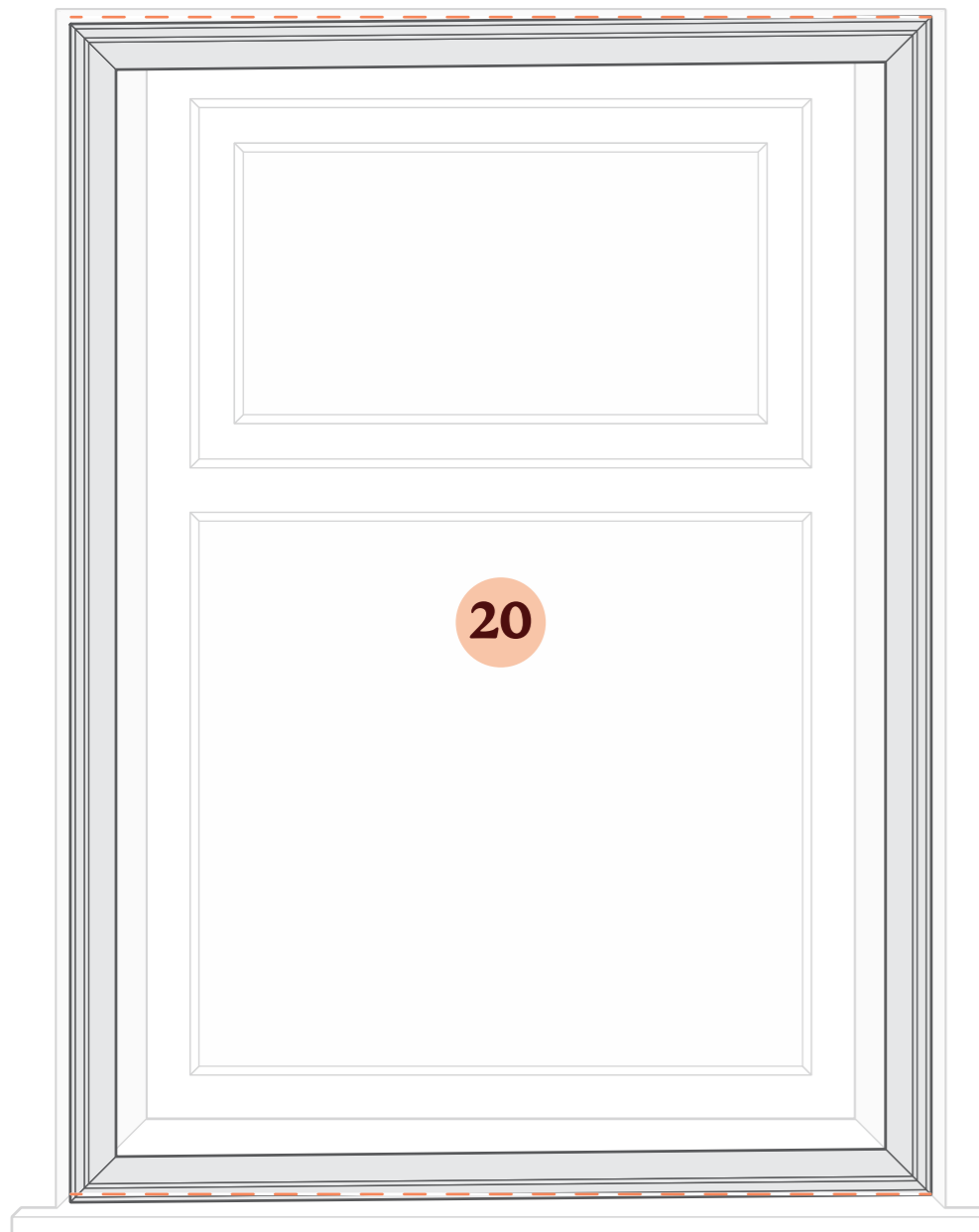
If you've opted for standard fitting, please skip to section 7.



Lift the assembled frame into the recess and check that it's level (16 / 17). Then, use the supplied Allen key to tighten the tensioning screws pre-fitted to the frame (18 / 19). Note that the tensioning screws are located slightly differently for the different types of shutter frame, but work the same way.

Section 6 *Install the Frame - No Drill Fitting*

If you've opted for standard fitting, please skip to section 7.



If you find that the frame isn't straight, then you can take advantage of the no drill components' design to straighten it.

In the example to the left (20 / 21), the frame sits lower on the left side of the window. To straighten this, you would place your spirit level on the bottom frame, then hold the frame in position and tighten the bottom left screw – keep tightening until the frame has been lifted level. You would then be able to move on to tighten the other screws around the frame.

Section 7 Install the Panels

The rest of this guide, from this point forward, applies to both standard and no drill fitting

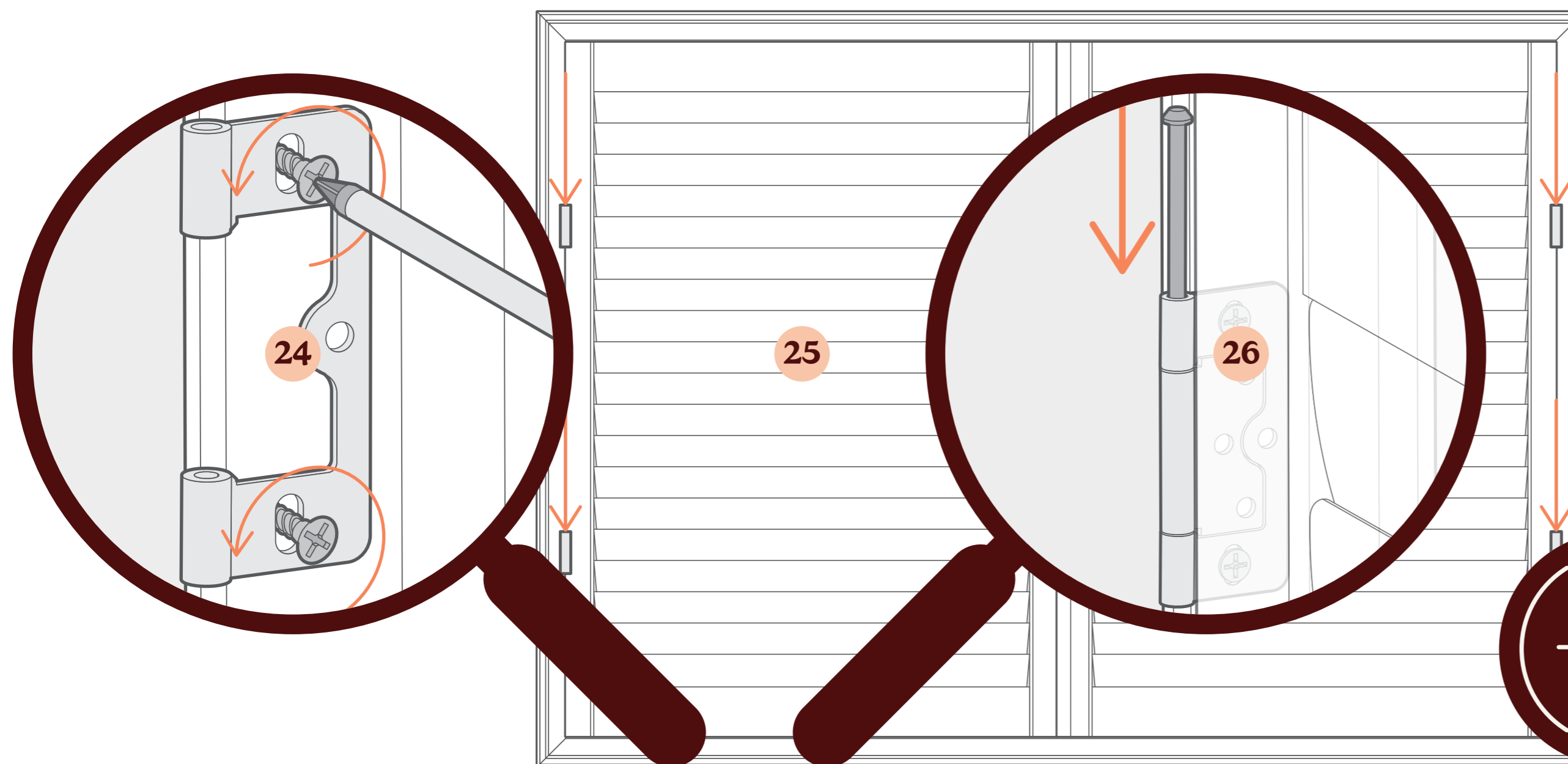


Your shutter panels are numbered in order of their position in the shutter, with panel 1 being the far left side (22).

Ensure that your panels are not fitted upside down – look for the cutout on the top bar of the panel, the cutout should be facing you (23).

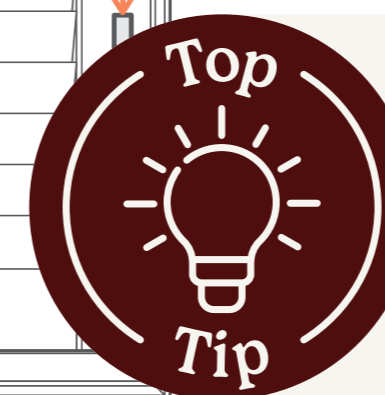
Section 7 Install the Panels

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Start by loosening the frame hinges (24), as this will make aligning the two parts of the hinge easier (one part is fixed to the frame, the other part is fixed to the panel).

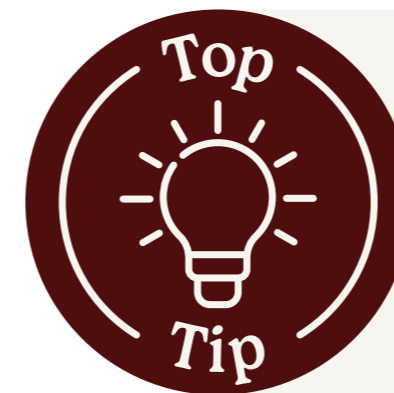
Now slot the hinge pins into place, starting with the top hinge on each panel (25 / 26). If your shutter has folding panels, join these together the same way.



The pins are intentionally a tight fit. Place a piece of cloth or cardboard over the top of the pin and use your hammer to tap it securely into place.

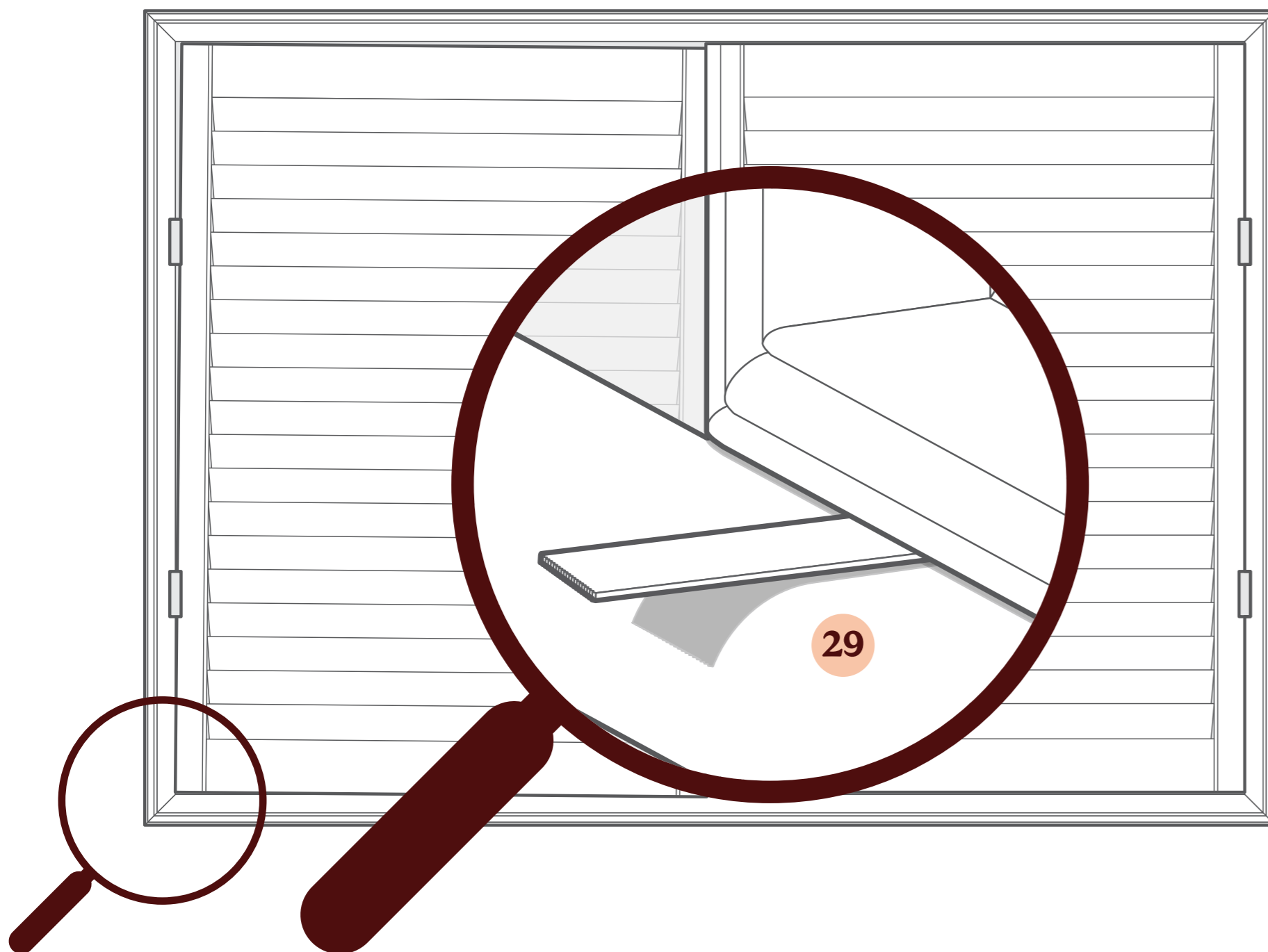


Because no recess is perfectly square, you'll likely find that some adjustments are required to align the panels (i.e. if one panel sits slightly higher than the other (27 / 28)), although thorough checks with your spirit level throughout the installation process should help to minimise the amount of fine tuning required.



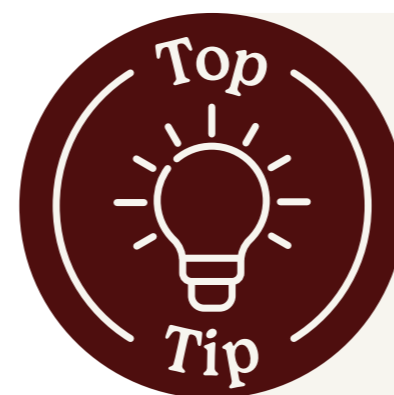
It's normal for the panels to rest on the bottom frame of the shutter when closed. As long as the panels are even, this doesn't require any adjustment.

Section 8 *Fine Tuning*



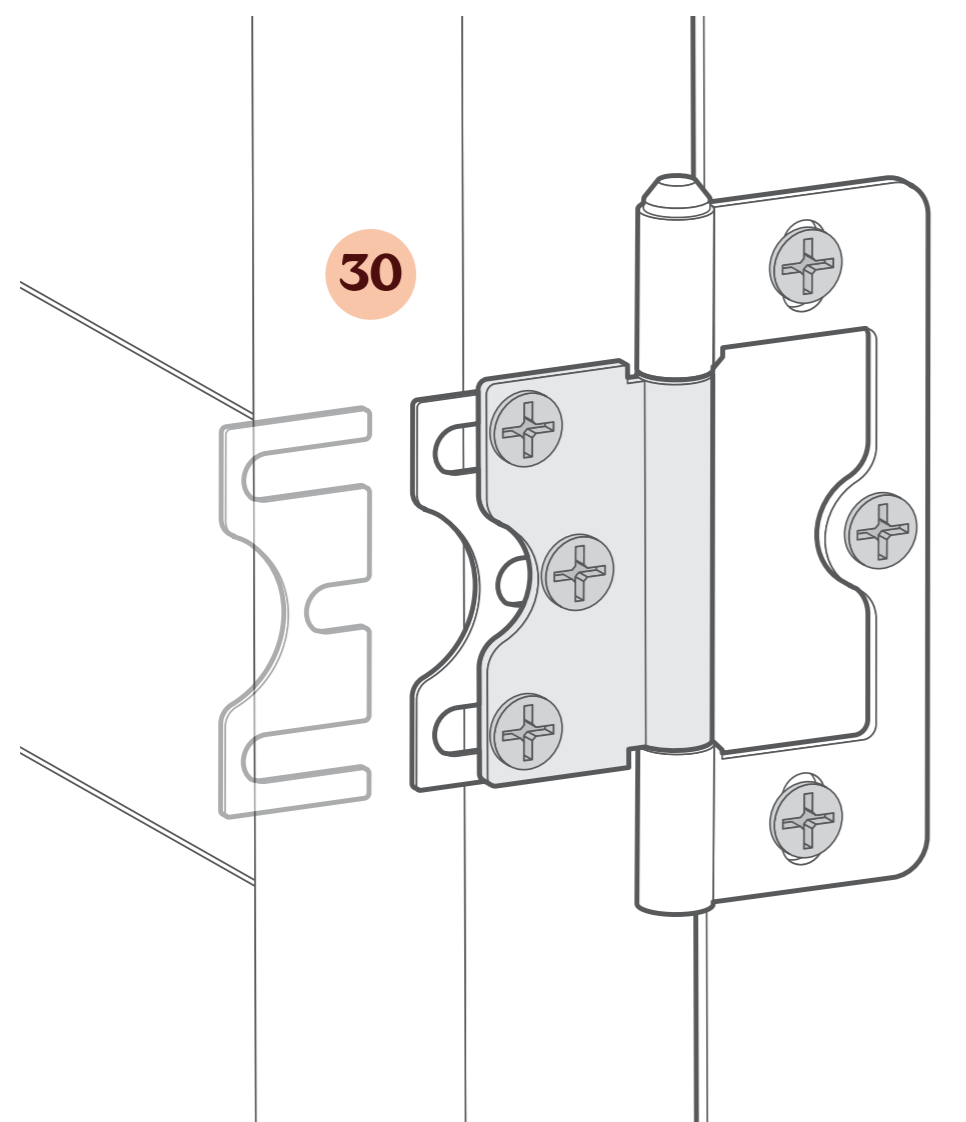
The best method for adjusting the level of the panels is actually to adjust the frame. If one panel sits higher than the other, go to the side which is sitting lowest and loosen the frame screws on that side, and along the bottom. Then insert one of the frame shims from your fixing kit to raise that side slightly (29). This should level out the panels.

Various sizes of frame shims are supplied to allow you to make very fine adjustments.



For no drill shutters, you may not even need to use the shims. Loosen the tension screws on that side, then the ones at the top, then try tightening the bottom screw on that side to see if you can level it that way.

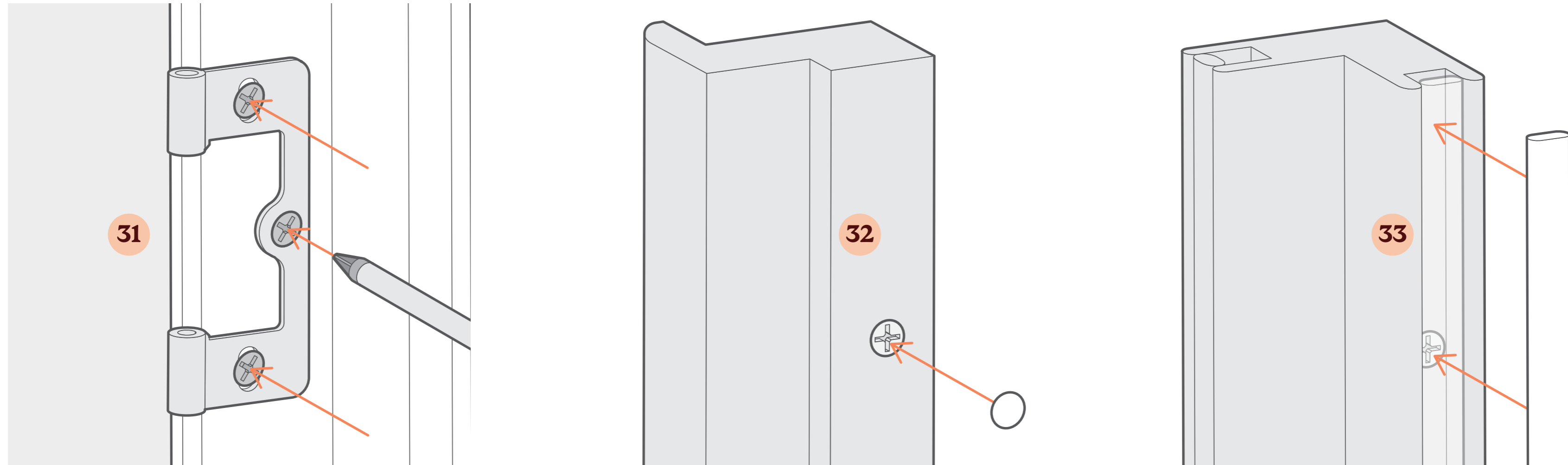
Section 8 *Fine Tuning*



If you've levelled the frame out as much as you can but the panels are still uneven, then you can use a hinge shim.

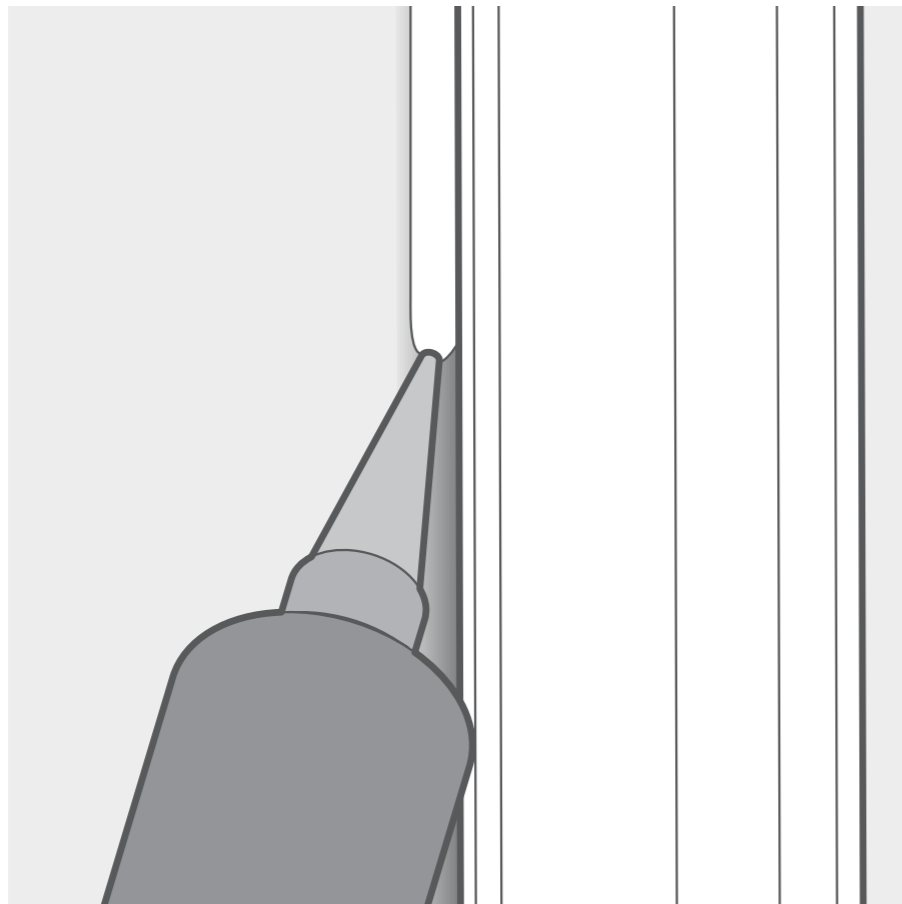
Only use one shim, either on the highest panel hinge or the lowest. Loosen the part of the hinge that's attached to the panel, then slide a hinge shim between the panel and the hinge (30) before tightening it back up.

Use a shim at the top of the panel to lower the panel alignment, or at the bottom to raise it.



Tighten the hinge screws and insert a final screw in the centre hole for each frame hinge, to lock the hinges in place (31).

Finally, cover the screws you used to fix the frame inside the recess; For Front of Recess frames, use the supplied screw covers to cover the screws (32). For Inside Recess frames, reinsert the decorative strips you removed in section 2 (33).



This is entirely optional, but as a final finishing touch, you can use decorator's caulk to fill in any gaps around the edges of the frame (usually only required for Inside Recess Frames).

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