

## Your Shutters

Your shutters will arrive in separate parcels.

The longer and slimmer parcel will contain the sections of the frame and the flatter rectangular parcel will contain the panels.

A maximum of two panels will be packed together so for wider sets of shutters there will be additional parcels containing the additional panels.

The fixing set will be packed in the frame parcel.

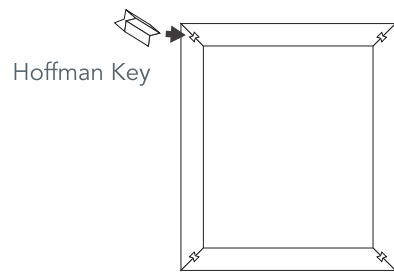
## Fixing Set Contents

-  x 4 Hoffman Keys
-  x 8 90mm Gold Screws (for face-fixing)
-  x 8 75mm Gold Screws (for side-fixing)
-  x 4 20mm White Screws (for the hinges)
-  x 2 1mm Frame Packing Shim
-  x 2 2mm Frame Packing Shim
-  x 2 3mm Frame Packing Shim
-  x 4 Hinge Packing Shim

## Shutters Fitting Guide

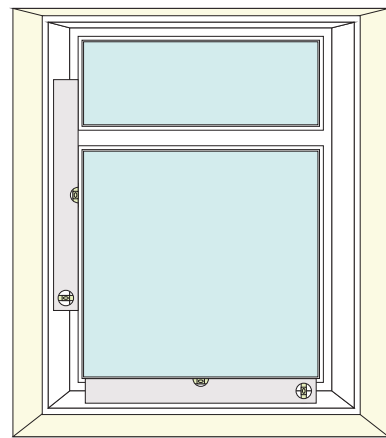
### Assemble the Frame

Open the long thin box and unpack the frame. Join the frame together using the Hoffman keys (you may need to give the keys a small tap so they fully insert into the slots on the frame)



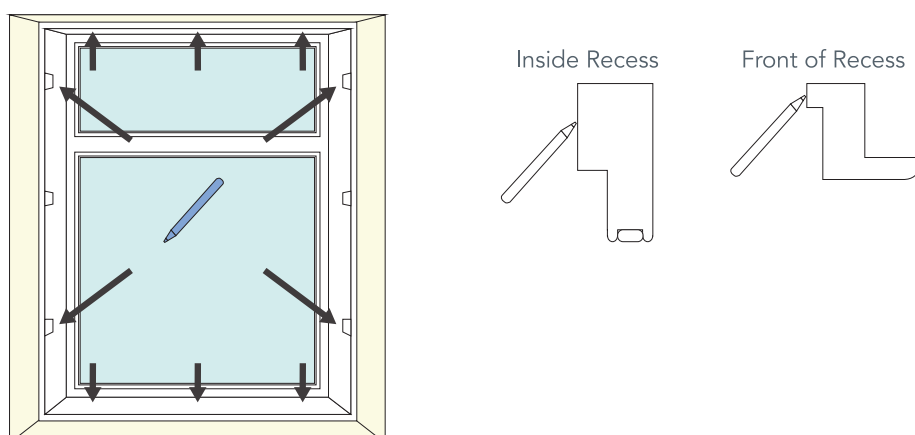
### Ensure the Frame Sits Level

Place the frame in the recess and use a spirit level to make sure that it is sitting perfectly straight. Use the packing shims to level it out if needed.



### Mark and Drill the Fixing Points

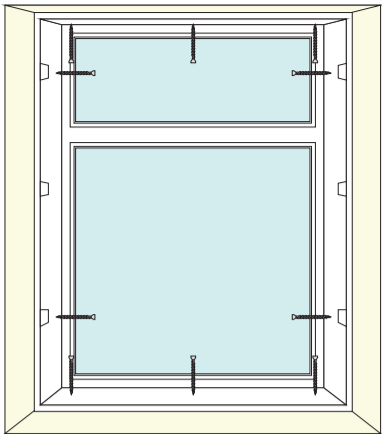
Mark where the screws need to go. For each of the sides use two screws, the screws should sit level with the top and bottom hinges. Three screws will be used for the top and the bottom of the frame, mark the centre first and then set the outer two at equal distances. When you are ready, use a size 5 drill bit to make the holes.



### Top Tip

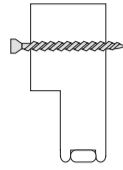
Before drilling the holes in the frame, centre a screw where you made the marks and give it a slight tap. Rest the drill bit on the indentation and it will not slip when you begin drilling the holes.

## Fit the Frame

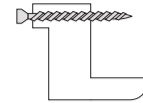


Using the screws provided, fix the frame to the recess. Do not fully tighten the screws yet .though.

Inside Recess



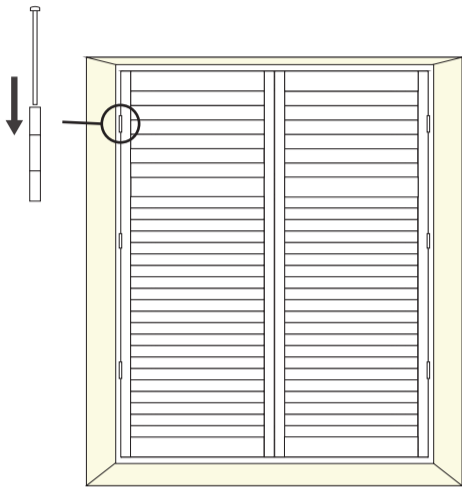
Front of Recess



### Top-Tip

Fix the centre top screw first, that way you will have both hands free for the rest of the screws.

## Hang the Shutter Panels

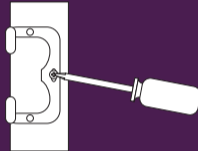


Your panels are numbered in order of their position in the shutter with panel number 1 being for the left hand side.

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 your shutter has folding panels, join these together following the same process.

### Top-Tips

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.



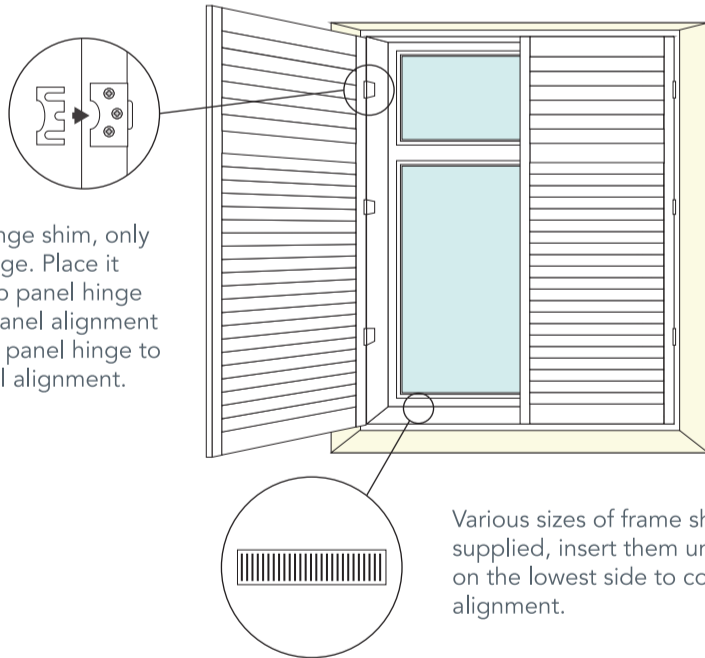
Loosen the centre screw holding the hinge to the frame.

The pin is intentionally a tight fit. Place a cloth (a piece of folded kitchen towel would be ideal) on the top of the pin to prevent it getting marked and use a small hammer to gently tap the pin into place.

## Fine Tuning

If you need to align the panels (i.e. one side sits slightly higher than the other), this can be done by either inserting another shim below the frame on the lower side or by using one of the clear plastic hinge shims, just loosen the screws holding the panel hinge in place enough to slide the shim between the hinge and the panel, then tighten the screws.

It is normal for the shutter to rest on the bottom frame, please do not try to adjust them further.

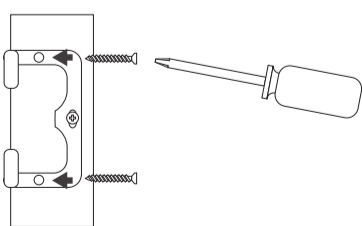


If using the hinge shim, only adjust one hinge. Place it behind the top panel hinge to lower the panel alignment or the bottom panel hinge to raise the panel alignment.

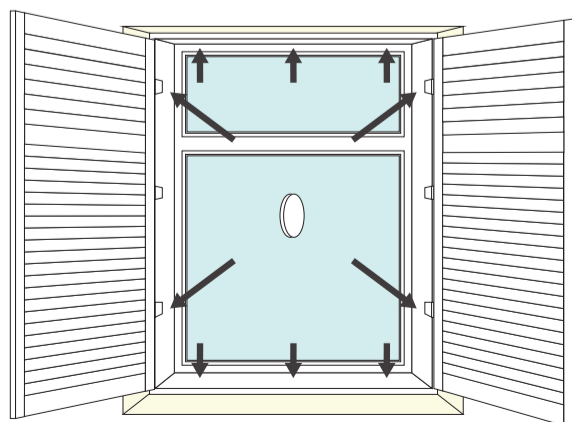
Various sizes of frame shims are supplied, insert them under the frame on the lowest side to correct the alignment.

## Finishing

Use the supplied screws to lock the frame hinges in place, then tighten the screws holding the frame in place and fit the caps to the screw heads (or refit the decorative strip if you have face-fixed inside the recess). Remove the protective film to finish.



Lock the frame hinges



Tighten the frame screws and fit the caps

### Top-Tip

Use decorators caulk to fill any gaps around the outside of the frame for a professional finish.