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b Overview

The accuracy of the survey preceding the sale is instrumental to a quick and straightforward installation. If the shutters have been measured incorrectly there will be additional work required at the point of installation.

c Preparation

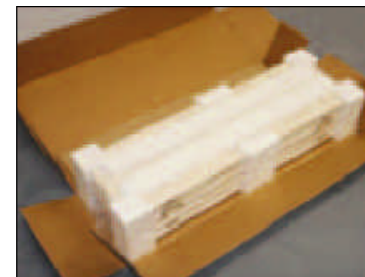
ShutterShop recommends the following tools be taken on all shutter installations:

- a** A selection of flat head and cross head screwdrivers
- b** Spirit level tapemeasure
- c** 8 gauge screws (length to suit installation)
- d** Electric chop saw or fine bladed hack saw and mitre block
- e** Filler and builders' chalk
- f** Nylon headed hammer
- g** A selection of wood and masonry drill bits
- h** Counter sinking drill bit
- i** Pliers

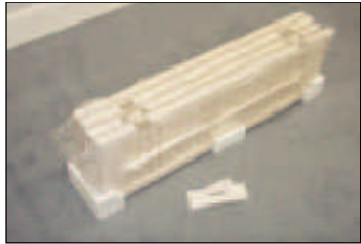
d Unpacking



For each shutter set there will usually be one box containing the frame profiles or battens and another box containing the panels (larger shutter sets will have multipleboxes). Each box will have a label on its end giving information of the shutter set dimensions and the location details entered onto the order card.



Carefully open the boxes by cutting the tape (despite the comprehensive packaging, ShutterShop recommends this be done with scissors rather than a knife to avoid damage to the contents). The panels will have been packed with a sheet of board on the top and bottom to protect them. This board is approximately 3mm thick, is easily cut to shape and therefore makes excellent packing blocks, if needed.



The panels should be removed by fully opening up the box and taking them out one-by-one, rather than opening the end of the box and pulling them out. Battens can be removed from the end of the box.

In the panel box, there will be a small 'hardware' box containing components for each shutter set. Each box will consist of hinge pins, hinge securing screws, Hoffman keys (when using a frame), touch-up paint (for real wood shutters), hinge packers and screws. If using a top-track system, the box will also contain the track and pivot components. If there is more than one panel box, the one containing the hardware box will be labelled accordingly. For 'OP' batten orders, the batten hinges will also be in the hardware box.

When removed from the box, panels should be carefully positioned against a surface which will not damage them. Do not lean panels against each other as the hinge of one may scratch the surface of another. If the floor is not carpeted, open up the panel box and stand the panels on it to prevent damage being caused to their bases.

Before you start!

It is vitally important that when fitted the louvres are not prevented from opening by obstructions such as window furniture. Therefore, before you begin fitting, ShutterShop recommends that one of the panels is positioned, with its louvres in the open position, into the window. Then the ideal position -where the tilting operation will not be hindered - should be marked onto the wall.

e Fitting Shutters with Frames (inside or outside recess)

- a Layout the shutter frame, which will usually consist of three or four sides (each profile will be labelled 'left', 'right', 'top', etc) and remove any insert strips..

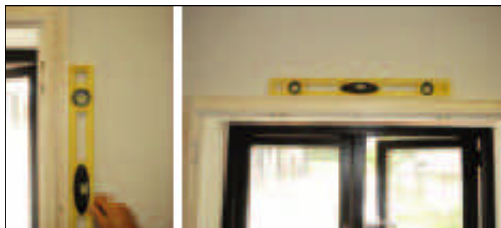


- b** Assemble the shutter frame by inserting a nylon 'Hoffman Key' (packed in the hardware box) into each corner joint. Remember that if the shutter set is Café Style, the horizontal frame profile will be at the bottom rather than at the top. If using a Deco frame, each frame corner is also secured by a diagonal screw for added strength.



- c** If fitting a frame without factory drilled fixing holes, mark the hole positions on the profiles and drill. If face fixing using a profile with insert strips, there is no need to countersink the screws. If side fixing, the holes will need to be countersunk so that the screw heads are not proud of the frame profile surface which will hinder closure and may damage the sides of the end panels.

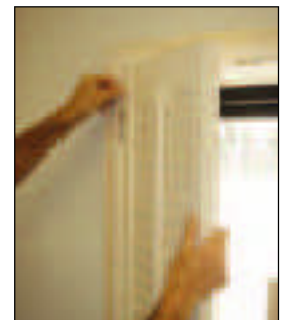
- d** Lift the assembled frame into position and mark the fixing hole positions onto the fixing surface. Ensure the frame is level, both horizontally and vertically, by placing a spirit level against the profiles when positioning.



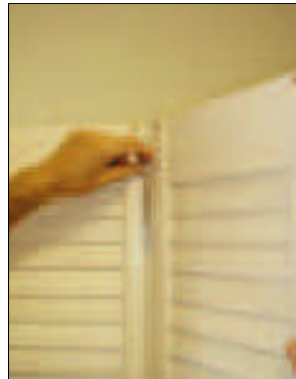
- e** Remove the frame, drill the fixing holes and plug if fixing to masonry.
- f** Reposition the frame and secure with screws. When fitting inside a recess with a sloping sill, packers can be inserted beneath the frame at the lowest end, to level the frame whilst fitting. These packers can then be removed when the frame is secured or left in place if they are hidden after finishing.
- g** If fitting a two or three sided frame (except Café Style), fit the light block batten between the inside, bottom edges of the side frames by screwing it to the sill. If the customer prefers not to have anything fitted to the sill, this profile can be left off.



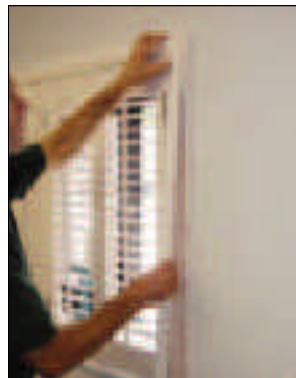
- h** Fit the first panel (the far left hand panel) to the left hand frame side by inserting the hinge pins. If you find a pin difficult to locate, loosen the hinge screws, insert the pin then re-tighten the screws.



- i** Hinge the second panel to the first and so on until all the panels are fitted. If fitting a Tier-on-tier shutter set, the upper and lower panels can be identified by looking at their backs. The upper panels will have the magnets fitted at the top of the panels, whilst the lower panels will have them at the bottom. The lower panels will also be fitted with panel feet, whilst the upper panels will not.



- j** Fold back the panels and close them across the window again to ensure they are correctly aligned. If the panels are not aligned correctly where the leading panels meet, the height of the end panels can be adjusted by moving the frame hinges up or down. To do this, slacken the screws in the elongated holes, raise or lower the panels to the required height and retighten the screws.



- k** Fit the securing screws to the centre hole on each frame hinge to lock them into position.

- l** If using a frame with insert strips, refit the strips to hide the screw heads.

- m** When fitting inside a recess, the gaps between the frame and the reveal sides can be filled with a suitable filler such as builders' chalk, which can then be painted by the customer. For larger gaps, cover strips can be cut to shape and fitted to the frame face to disguise any unevenness.

N.B. All four sided shutter sets are intended to have the panel feet (fitted to the undersides of panels) resting on the bottom frame when closed across the window. This is in order to take the strain off the hinges and will naturally create a friction fit when the panels are moved. If the customer prefers a non-friction fit, the panel feet can be removed by carefully prising them off with a small flat-headed screwdriver. This will create a working gap of approximately 2.5mm between the bottom frame and the underside of the panels.

f Fitting Shutters with Battens (inside or outside recess)

- a** If fitting outside the recess, ascertain the overall shutter set dimensions and mark them onto the fixing surface.
- b** Fit hinges (using the elongated holes only) to the battens by aligning the battens with the end panels and marking the corresponding hinge positions. Ensure that the batten is the correct way round before marking - the hinge holes should be on the inside edge.

- c** Mark and drill the fixing holes on the battens, through the batten face for face fixing or the batten side if side fixing.
- d** Position the battens and mark the fixing holes onto the fixing surface, ensuring they are vertically and horizontally aligned.
- e** Drill, plug (if necessary) and fit the battens.
- f** Fit the first panel (the far left hand panel) to the left hand batten by inserting the hinge pins. If the distributor finds a pin difficult to locate, loosen the hinge screws, insert the pin and retighten the screws.
- g** Hinge the second panel to the first and so on until all the panels are fitted.
- h** If required, fit the plastic magnets and magnet plates to the backs of the panels.
- i** Fold back the panels and close them across the window again to ensure they are correctly aligned. If the panels are not aligned correctly where the leading panels meet, the height of the end panels can be adjusted by moving the frame hinges up or down. To do this, slacken the screws in the elongated holes, raise or lower the panels to the required height and retighten the screws.
- j** Fit the securing screws to the centre hole on each batten hinge to lock into position.

- k** When fitting inside a recess, the gaps between the battens and the reveal sides can be filled with a suitable filler such as builders' chalk, which can then be painted by the customer. For larger gaps, cover strips can be cut to shape and fitted to the frame face to disguise any unevenness.

g Fitting Shutters sets with 'T' Posts

The shutter frame is constructed as described in the 'fitting with frames' section but, when the frame is built up, the vertical T-post or posts should be inserted at the positions stated on the order card. Each top and bottom frame will have 2 pre-drilled fixing holes. Each T-post should be secured by fixing down through the top frame and up through the bottom frame into its ends.

h Fitting shutters sets to bay windows using bay posts or corner posts

(This section assumes the bay window is being fitted with one continuous frame incorporating bay or corner posts and not as individual shutter sets butted together at the angles).

The shutter frame is constructed as described in the 'fitting with frames' section but, when the frame is built up, the bay or corner posts should be inserted at each angle. The top and bottom frame will have their profiles pre-mitred together at each angle and each post should be secured by fixing down through the top frame and up through the bottom frame (if fitted) into its ends. On three sided frames, an angle plate is provided to secure the post to the sill.

i Fitting shutters with the OP top track system (inside recess)

- a** Mark the batten positions onto the recess top and sides, ensuring that the chosen position will allow the louvres to be opened unhindered.
- b** Mark and drill the fixing holes in the battens along the centre line.
- c** Hold the top batten in place, mark the fixing hole positions then drill and plug the fixing holes.
- d** Fit the batten ensuring it is horizontally level and pack down if necessary.
- e** Position the side battens directly beneath the top batten, mark the fixing hole positions then drill and plug the fixing holes.

- f** Fit the battens ensuring they are both vertically level and packout if necessary.
- g** Slide the wheeled trucks into the top-track and fit one pivot bracket to each end of the track where the panels will stack back. If the shutter set is folding in both directions there will be a pivot bracket at each end. However, if it is only stacking in one direction there will be a pivot bracket at the stacking end of the track and rubber buffer bracket at the other.
- h** Top fix the track centrally to the underside of the top batten, using the pre-drilled fixing holes. If fitting a shutter set which folds in one direction only, the pivot bracket should be at the stacking end of the track.
- i** Fit a bottom pivot bracket centrally at the bottom of both side battens, if the set folds in two directions or at the bottom of the batten on the stacking side, if the set folds in one direction.
- j** Assemble the panels by inserting the hinge pins and stand them in a concertina fashion on the ground. If the distributor finds a pin difficult to locate, loosen the hinge screws, insert the pin and retighten the screws.
- k** Fit the spring loaded pivot bracket to the top of each pivoting end panel. The cylinder hole is already drilled out ready for the bracket to be inserted. Secure with the screws provided.

- i** Fit one pivot plate to the leading edge of every other panel (2, 4, 6, 8, etc). These are the plates which will attach the wheeled trucks to the panels.
- m** Close the panels flat and lie them on their side, on a soft surface, to gain access to the underside.
- n** Fit the height adjustable pivot bracket to the bottom of each pivoting end panel directly beneath the top pivoting bracket.
- o** With the first set of panels folded flat and at 90 degrees to the track, locate the top spring loaded pivot bracket into the pivot bracket at the end of the track, push up (compressing the spring) then locate the adjustable bottom pivot bracket into the bracket fitted at the base of the side batten.
- p** Repeat this process for the panels folding in the other direction, if the shutter set is folding in both directions.
- q** Connect the wheeled trucks to the pivot plates fitted to the tops of the panels and secure by locking the nylon arm.
- r** To align the panels horizontally, adjust the truck leg length with the spanner provided. The bottom pivot bracket - fitted to the underside of the pivoting panel - can also be raised or lowered with the spanner provided.
- s** To align the panels vertically slide the pivot bracket (fitted to the track) slightly to the left or right, as necessary, using the spanner provided. The bottom pivot (fitted to the bottom of the side batten) can also be adjusted in the same way, with the spanner provided.
- t** Fit the valance (butted to the underside of the reveal) by face fixing it to the top and side battens with Velcro or similar (not supplied).
- u** Gaps between the battens and the reveal sides can be filled with a suitable filler such as builders' chalk, which can then be painted by the customer. For larger gaps, cover strips can be cut to shape and fitted to the frame face to disguise any unevenness.

k Errors & Damage

From manufacturer through to delivery, Shutter Shop takes every possible precaution to ensure that your order arrives in perfect condition. However, there may be occasions where goods arrive damaged, are accidentally damaged during installation or are incorrect in some way.

In the event of damage, Shutter Shop will usually replace only the damaged frame profile, batten or panel rather than remake the whole shutter set. Damaged louvers can easily be replaced on site by cutting out the damaged one and inserting the replacement using a spring loaded in at one end.

Where possible, Shutter Shop requests that a digital photograph of the damage is sent to assist in understanding where and why the damage has occurred.