

# HOW TO INSTALL YOUR SHUTTERS



## A simple installation guide

# HARDWARE

## What you have received:

- Rectangular boxes containing the shutter panels.
- Long boxes containing the frames.
- A small hardware package with all necessary hardware for installing your shutters.

## Before you start you will need:

- Small hammer or rubber mallet
- A cross head screwdriver
- A drill - Robertson bits #1 and #2 recommended atleast 3" long
- Spirit level
- Decorator's caulk/ Caulking Gun



# FRAMES

## Step 1 – Assemble your shutter frame

**Tip!** Be careful of sharp edges.



1.

Place the frame sides front face down on the floor.  
Each frame side is marked on the end with a letter to indicate the frame side.

This can all be done on top of the flattened cardboard box to protect the paint finish.



2.

The corner frame joint blocks will be used to connect the frame sides, forming one complete frame. Metal corner brackets to be attached only on casing frame with screws provided.

# MOUNTING FRAME

## Step 2 – Fix your shutter frame into position

1.

Lift your assembled frame to the window and position it where you took the measurements.

If your window is not level, use a spirit level and pack the underneath of the frame where required with a shim, wedge, or small piece of card. This can be done so that the packing implement is hidden, and gaps filled in with decorator's caulk at the end of installation.

2.

To start, screw the frame using minimal screws. This allows for slight frame movement.

This wiggle room helps you adjust the position and achieve the perfect installation.

Initially, we recommend either 1 screw in the top and bottom frame or 1 screw in the left and right frame.

### Tip!

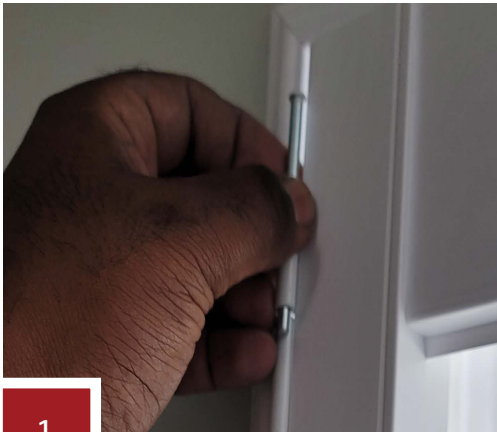
If drilling through brick or concrete, a special drill bit and anchor will be required. Be sure to check out your local hardware store for proper tools and advice on drilling.



# HANGING PANELS

## Step 3 – Hanging your panels

**Important:** If shutters are inside mounted and are not framed, magnets are provided.



1.

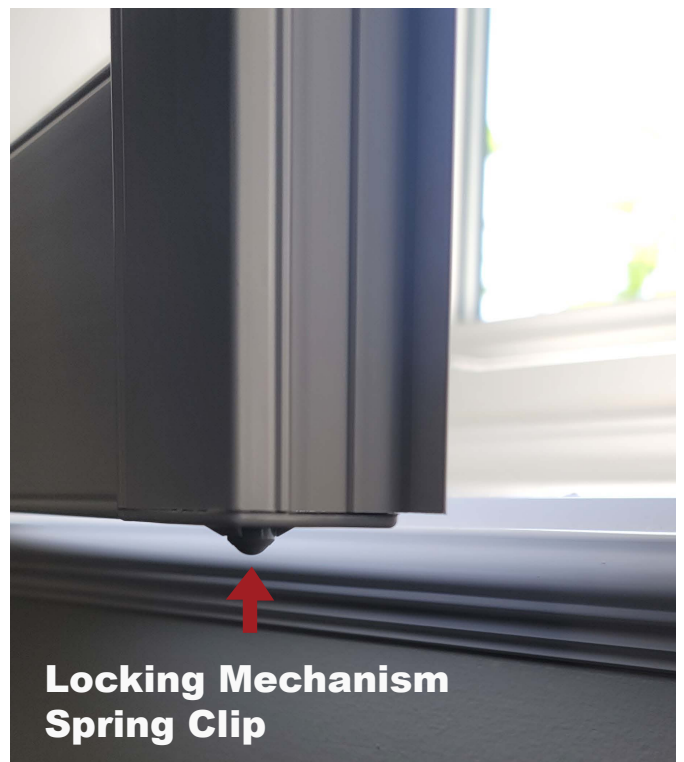
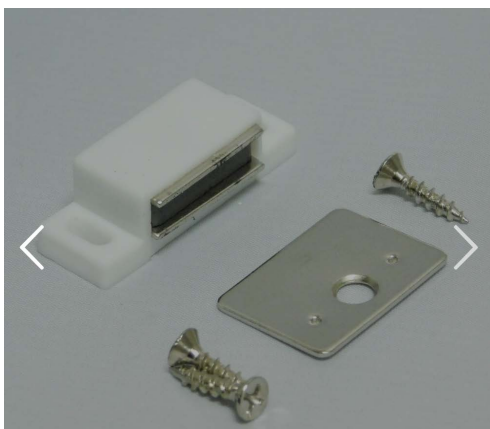
To attach panels, marry the hinges in the frame and panels together. Then drop in the hinge pin to connect. Repeat until all panels are attached.

2.

Secure the frame into place using all the screws provided.

3.

Install magnets on window if shutters are not framed or plug holes in frame with caps provided.



## Step 4 – Finishing off tips

1.

Any slight gap between the shutters frame and wall can be filled with decorator's caulk.

2.

You may find your slats lose tension over time. Not to worry, this can be adjusted via the slat tension screws. These are located on the sides of the panels. A quarter turn of the screws on each side is enough to tighten the mechanism. These holes are not meant to be covered.

3.

Use a duster or gentle cleaning products to clean your shutters. Keep your shutters dry and well ventilated by regularly opening and wiping with a soft cloth should any condensation occur.

**That's it! You're done!**

Shutters that look so good,  
they'll all be amazed you  
did it yourself!

