

## HOW TO INSTALL YOUR SHUTTERS



A simple installation guide from The Shutter Store

We're here to help

✉ [hello@theshutterstore.co.uk](mailto:hello@theshutterstore.co.uk)

☎ 0800 0747 321

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## Before you start you will need:

- Small hammer
- Phillips Screwdriver (star)
- Electric Drill
- Spirit level
- Appropriate fixings for your window type (rawl plug etc.)
- Decorators caulk
- Packing material (cardboard, shims, or wedges)

## What we've sent you:

- Rectangular boxes containing the shutter panels.
- Long boxes containing the frames. Single panel shutters may be packaged together.
- A small hardware box with all necessary hardware for installing your shutters.

## The hardware provided will include:

- 60mm screws to fix the frame into the wall or window.
- Small screws to "lock" the hinges in position after installation. Each hinge has 4 holes, the locking screw goes into the middle hole once any finer adjustments have been made.
- A small bottle of touch up paint with certain orders.
- Small plastic hinge packers. These are used to help level any panels where required.
- FYI - Pre-drilled holes can be supplied in most frame. When holes are supplied, a cover strip in the frame wall will hide the fixings after your installation.
- Waterproof Beaded L Frame and Classic Z frames can request fixing holes and white plastic caps will be provided in the hardware box.
- Waterproof frames receive a waterproof L magnet plate in the hardware box. This protects the frame from damage in transit. The holes for fixing the magnet plate are pre-drilled on the frame.
- Magnet plates will match the finish of the hinge ordered.
- Solid shutter orders will automatically receive 2 x chrome knobs per line in the hardware box.
- Coloured caps for tension holes will not be supplied, except for White Waterproof shutters when a white plastic cap is provided.



## IMPORTANT – Remove cover strip from frame pieces before assembly.

**Tip!** If you have ordered shutters for more than one window, separate your items and position them beside the relevant window. All boxes are clearly marked to say which items are inside.

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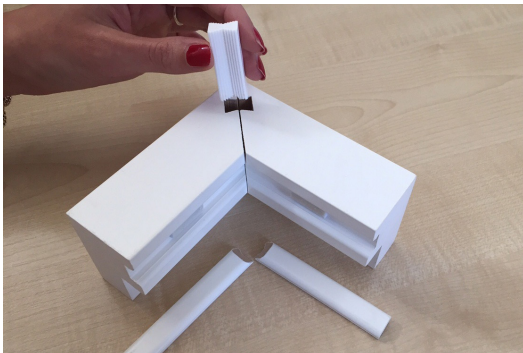
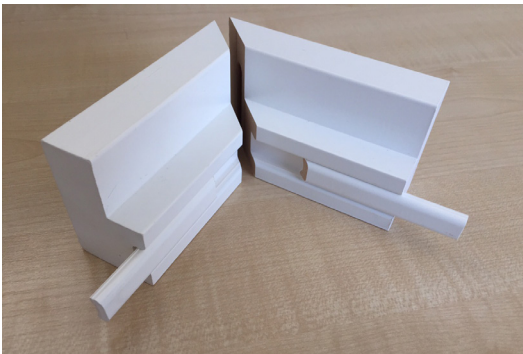
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## STEP 1 - Assembling Your Shutter Frame



- Each Section of frame is marked with “top”, “bottom”, “left” or “right” side. The end of the frame is mitred and is designed to connect to the adjoining piece (except 3 sided frames).
- If your frame has a cover strip – REMOVE from the frame before assembly.
- Look at the back of the frame. A BOWTIE shaped hole forms in each corner. Plastic HOFFMAN keys should be tapped into the holes to connect the frame sides. Tap gently with a rubber mallet or cover frame with a cloth to avoid damage to the wood.
- If you have requested a T post, this should now be inserted in the frame using the pre drilled holes.

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## STEP 2 - Fixing Your Shutter Frame Into Position



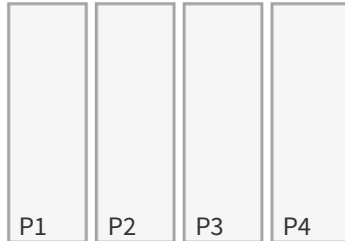
- Lift your assembled frame to the window and position it wherever you took the measurements.
- **Outside Mount** frame holes generally work for sash windows or indeed any installation where the shutter frame will be mounting directly onto whatever it is positioned in front of.
- **Inside Mount** frame holes generally apply to recessed windows or indeed any installation where the shutter frame will sit within a reveal or a sub frame.
- Frames supplied with no pre-drilled holes allow you to fix frame as per your requirement. Please contact our team if you are unsure. **Tip - Do not use all the screws, do not fully fix frame into position until all panels have been hung.**
- It is important that the shutter frame is fitted level. If your window is uneven, use a spirit level and pack the frame out where required to ensure a good installation. You can fill any gaps at the end.
- To start, fix the frame using minimal screws as this allows some movement of the frame position as you hang the panels. This slight 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 1. If fixing to masonry, drill the hole and use the appropriate wall plug fixing for the installation. If fixing into UPVC, once you feel the screw start to bite ... stop drilling.**
- **Tip 2. If your frame is not sitting level, use a wedge or small piece of card, hidden underneath the frame to get it perfectly level.**

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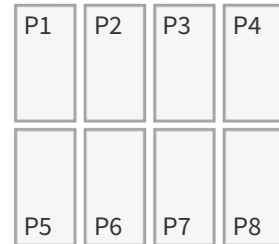
## STEP 3 - Hanging your panels

- Orders are supplied pre-hinged. The frame hinges are two part hinges, one part on frame piece and one part on the edge of the shutter panel. Drop a hinge pin in to connect the hinge parts together.
- The most important thing is to ensure you hang the **correct panels** in the **correct location**.

**Full Height & Cafe -  
Panels are numbered  
as shown**



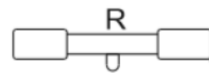
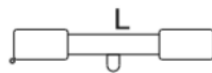
**Tier on Tier -  
Panels are numbered  
as shown**



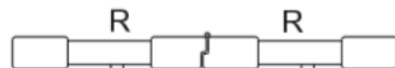
- The hole where a front pushrod closes into is **ALWAYS** on the **TOP** of your panel. You know your panels are installed correctly if panels with pushrod design have the hole at the **TOP**.
- With a concealed rod design (no front pushrod) there will **ALWAYS** be a rebate in the top rail to accommodate the closed slat.
- To confirm, all shutter slats must close **UPWARDS**.

**Default Stile Type Selection:** When ordering the website will default to a Style Type selection based on the panel configuration of the shutter. The default rules are:

Panel configurations consisting of one panel only (e.g. 'L' or 'R') can only have a Stile Type of **Butt**:



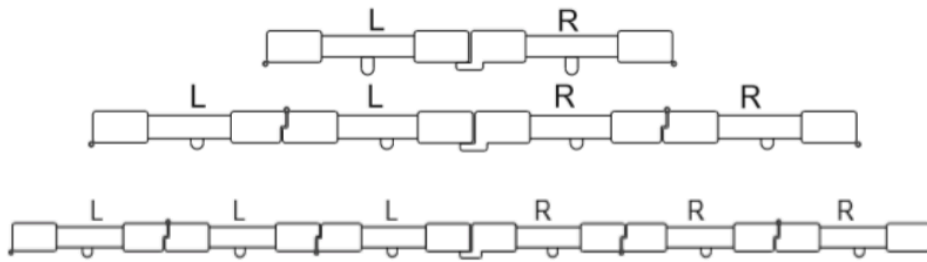
Panel configurations consisting of two or more panels hinged from one side (e.g. 'LL' or 'RR') will default to a Stile Type of **Rebated**:



*Stiles will be rebated between any hinged panels*

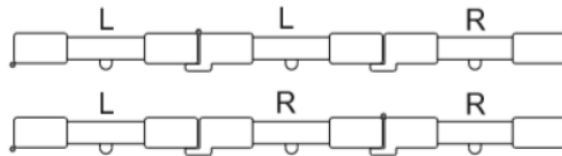
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Panel configurations with an even total number of panels, and panels hinged from both sides (e.g. 'LR' or 'LLRR' or 'LLLRRR'), will default to Stile Type of **Astragal**:



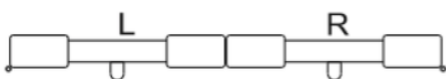
*Stiles will be rebated between any hinged panels with one Astragal between the two meeting panels. Images above show astragal stiles on a Right Lead Panel. You can choose Left when ordering online.*


Panel configurations with **three panels** total, and hinged from both sides (e.g. 'LLR' or 'LRR') Stile Type of Astragal – Note that two **Astragals** are supplied for symmetry:



*Astragals between the meeting and hinged panels. Images above show astragal stiles on a Right Lead Panel. You can choose Left when ordering online.*

**Alternative Stile Type Selections:** When ordering online some panel configurations will allow alternative selections such as all **Butt** or all **Rebated**. You should check your invoice before you commence installation to ensure the panels are hung as ordered. Some examples:

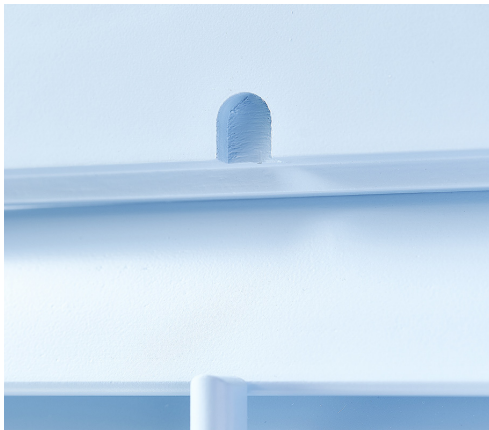
  
 'LR' with Butt Stile Type Selection. Note the meeting panels have butt stiles instead of an astragal.

  
 'LLRR' with Rebated Stile Type Selection. Note the meeting panels have a rebate instead of an astragal.

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## STEP 3 - Hanging your panels

- To attach panels, line up hinge parts and drop pin in to connect. Repeat until all panels are attached.
- If necessary you can adjust the hinges on the frames until you are happy with how the shutter operates. Then add the final hinge screw to lock panels in position.
- You may need to make some adjustment to the frame to get the panels aligned nicely. Tier on Tier shutters can take a bit more tweaking – be patient!
- Then secure frame into place, use all the screws provided and where provided with cover strips, PUSH these back into position within the frame.



The hole for the Push rod is at the top of the panel.



Concealed rod design - slats must close upwards.



2 parts of hinge coming together with drop pin going in



Final fix of screw in shutter hinge

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## STEP 4 - Finishing off Tips

- Any slight gap between shutter frame and wall can be filled with decorators caulk. Available from all DIY stores.
- You may find that over time your slats loose tension. Not to worry, this can be adjusted via the slat tension screws. These are located on the inside edge of the panels. A quarter turn of the screw is enough to tighten the mechanism.



### Caring for your shutters

- 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. Congratulations on a job well done.**

**If you are unsure of any part of the installation process or how your shutter fits please do not hesitate to contact our team on 0800 0747 321. A photo of your shutters installed can allow us to offer you full advice.**

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