




HOW TO INSTALL YOUR DIY SHUTTERS



A simple installation guide from The Shutter Store

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What you have received:

- Rectangular boxes containing the shutter panels.
- Long boxes containing the frames.
- A small hardware box with all necessary hardware for installing your shutters (this will be sent inside the frame box).

Before you start you will need:

- Small hammer or rubber mallet
- A cross head screwdriver
- A drill
- Spirit level
- Appropriate fixings for your window type
- Decorator's caulk
- Packing material (cardboard, shims, or wedges)

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Step 1 – Assemble your shutter frame

Tip! Before starting, ensure cover strips have been removed if applicable to your chosen frame.



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.

Depending on the range you have chosen for your shutter, the frame sides will be fixed together in one of the following ways:

If you have ordered a **Natural Hardwood, Aluminum Core Faux Wood**, or **Premium Hardwood** shutter, on the back of the frame a bow tie shaped hole forms in each corner. Insert the Plastic Hoffman Keys 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 frame.

If you have ordered a **Vinyl Faux Wood Shutter**, the corner frame joint blocks will be used to connect the frame sides, forming one complete frame.

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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.

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Step 3 – Hanging your panels

Important: *Slats will always close upwards.*



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.

If your shutters are **Natural Hardwood, Aluminum Core Faux Wood**, or **Premium Hardwood**, if necessary, you can adjust the hinges on the frames until you are happy with how the shutter operates. When you're happy with the hinge placement, add the final hinge screw to lock the panels in position.

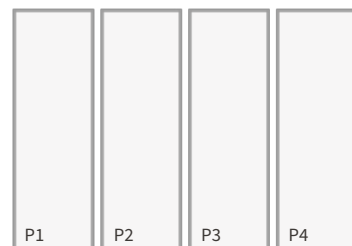
3.

Secure the frame into place using all the screws provided.

4.

If applicable, depending on the frame and range purchased, fit the cover strips or caps back into the frame to cover the screws. American-made products do not come with caps to cover predrilled holes.

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



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



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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!



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