

HOW TO INSTALL YOUR SHUTTERS



A simple installation guide from British Shutters

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:

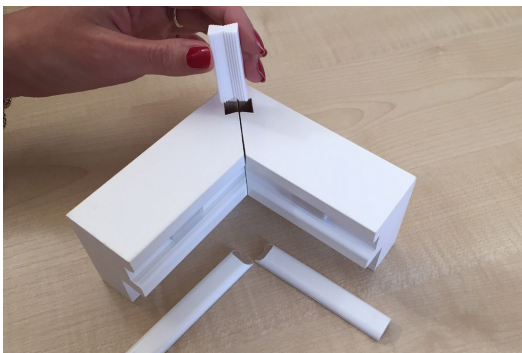
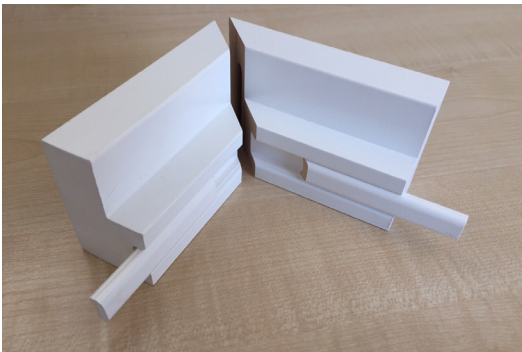
- Long screws to fix the frame into the wall or window.
- Small screws to lock the hinges on the **frame** in position. Each hinge has 3 holes. Locking screw goes into the middle hole after all panel adjustments have been made.
- Hinge pins to connect panels to frames are supplied in the hardware box.
- Small bottle of touch up paint is provided (excluding Fauxwood orders).
- Plastic hinge packers to help level panels/gaps after installation.
- Fauxwood orders will receive long plastic shims to hold frame in place during install.
- Round stickers are supplied with Classic frames. These can cover screw holes made by fitter.
- Waterproof PV can request predrilled frame holes, a white plastic cap is provided.
- Waterproof PV frames receive a waterproof magnet plate in the hardware box. It must be fitted to frame after installation (the holes are predrilled on the frame).
- Wood & Hybrawood frames have round magnet plates which match the finish of the hinges.
- Fauxwood frames have flat bottom magnet plates which are always stainless steel.
- Solid shutters receive 2 x chrome knobs per line and can be used if required.
- Wood, Hybra & PV Waterproof receive a spare slat with fixings per line (excluding Fauxwood orders).
- Velux orders receive 2 x white frame catches in the hardware box. These can be fitted to the frame for additional security. Velux hinge - drop pin, has a small screw on the bottom of pin to prevent the pin from coming out of the hinge. This must be unscrewed when you need to remove the hinge pin. Note: Velux orders are supplied fully in assembled frame.

Visit our Tech Specs for images and further information.

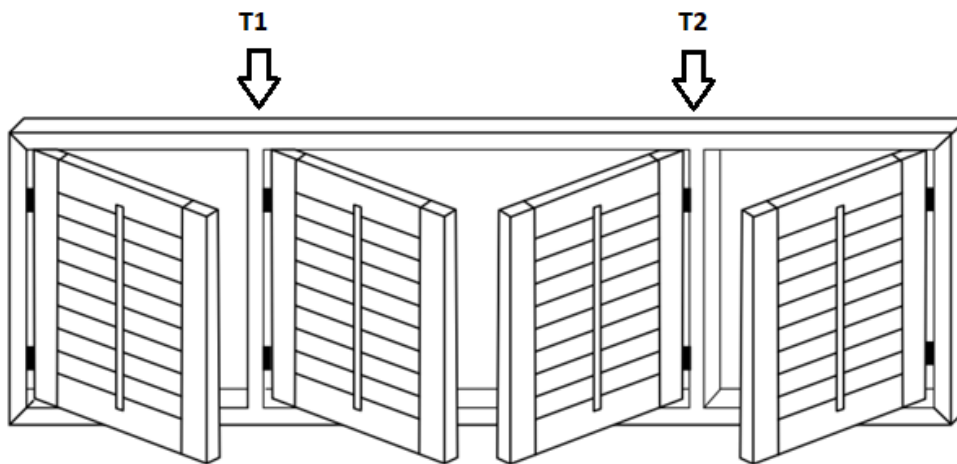
IMPORTANT - Remove cover strip from frame pieces before assembly.

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.*

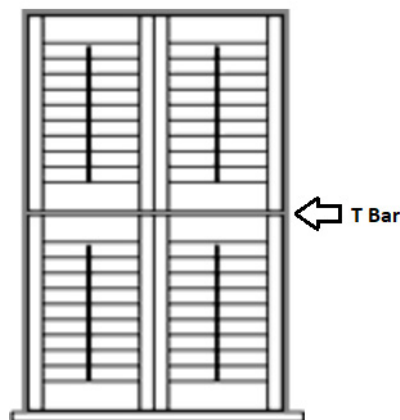
STEP 1 - Assembling Your Shutter Frame



- 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.
- NOTE: Small single panel orders can arrive within a fully assembled frame. You should remove the panel and any frame cover strips in order to access the pre-drilled fixing holes in the frame. Frame cover strips should be the last addition after you have installed your frame and panels.



- If you requested **T posts**, these should now be inserted within the frame using the pre drilled holes as a guide.
- T post locations are number from left to right as T1 T2 T3 etc.
- T posts must be fully assembled within the frame before you install the frame in your window.



- If your Tier on Tier order was supplied with a Horizontal T Bar, insert within the frame using the pre drilled holes as a guide.

Fauxwood Shutters

If you requested a frame build out, this will be supplied loose for you to attach to the back of your frame before installation.

Wood Shutters

If you requested a frame build out this will be supplied pre- screwed onto the back of your frame pieces.

STEP 2 - Fixing Your Shutter Frame Into Position



- Lift your assembled frame to the window and position it where ever 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.

Optional Step: T-Posts

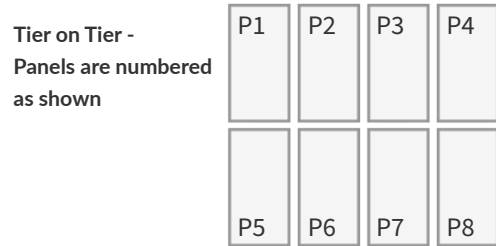
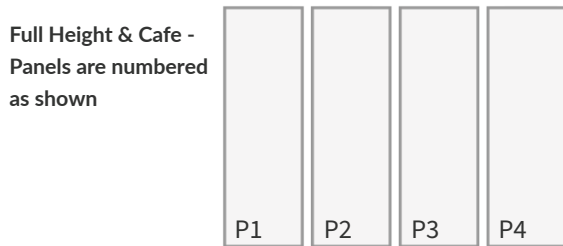
- If you have requested T-Posts within your frame, you should fix these within the frame using the predrilled holes provided.
- T-posts are supplied at 50mm (Wood & Hybrawood) and 47mm (PV & Fauxwood) as standard.
- T-posts are requested at the time of ordering. Further information can be found within the measuring guides.



The picture illustrates the use of 2 vertical T-Posts within the frame.

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**.



- 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**:

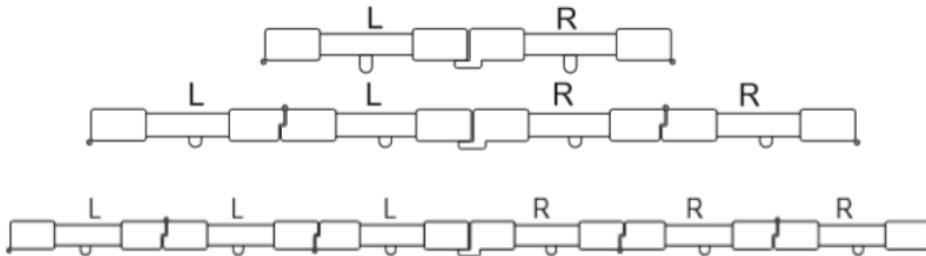


Panel configurations consisting of two or more panels hinged from one side (e.g. 'LL' or 'RR') will default to a Stile Type of **Rebated**:



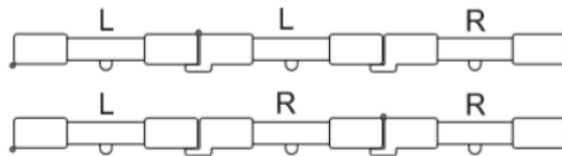
Stiles will be rebated between any hinged panels

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**:



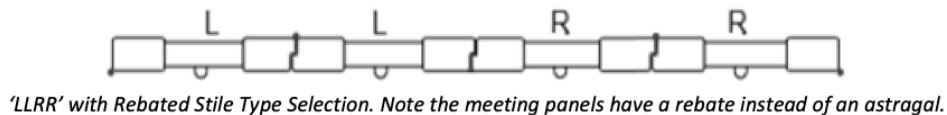
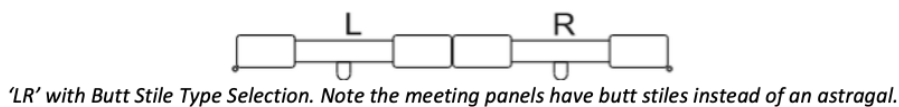
Stiles will be rebated between any hinged panels with one Astragal between the two meeting panels. Images above show astragals stiles on a Right Lead Panel. You can choose Left when ordering online.

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 astragals 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:



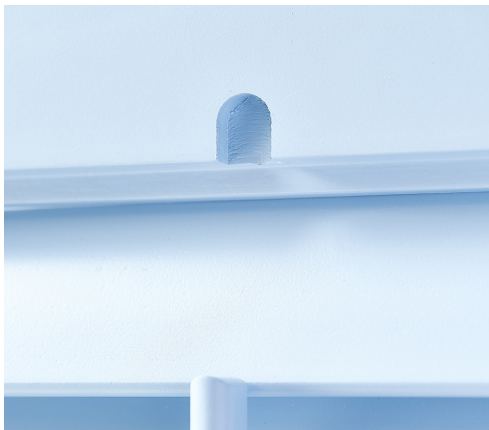
Note: Fauxwood Shutters

Rebated stiles are not available.

Single panels receive Butt stiles. Astragal Stiles are supplied between all hinged or meeting panels. There is no option to request left side to open first.

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

STEP 4 - Finishing off Tips

- Any slight gap between shutter frame and wall can be filled with decorators caulk. Available from all DIY stores.
- Some shutter orders will be supplied with colour matching small round stickers. These can be positioned over screw fixing holes made in frames that have no cover strips. They can also be positioned over the small holes in the sides of Fauxwood panels (where rails and stiles are joined).
- 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 shutters fit please do not hesitate to contact our team on [0113 873 0525](tel:01138730525).

A photo of your shutter installation can allow us to offer you full advice.