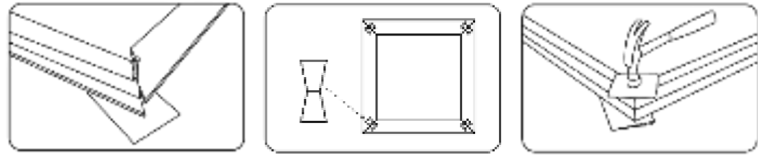


1. Assemble the Frame

Open your boxes and unpack the frame on a cloth surface to prevent any scuffing. Join the frame together with the Hoffman keys by gently using a piece of cardboard and rubber mallet. If your frame is a face fix, remove the decorative strips before assembling.



If your shutter configuration came with T-Posts, the next step is to attach any T posts through the pre-drilled holes in the frame.

What you will need to source before starting

75mm Screws (for fixing the shutter frames)

5mm Drill Bit 150mm long (for drilling holes in the frame if needed, our shutters should come pre drilled)

If fixing into Masonry or Plaster you will need the appropriate drill bits, anchors or plugs.

Macsim brand packing shims from Bunnings (to level out inside mount shutters and support the frames within the opening)

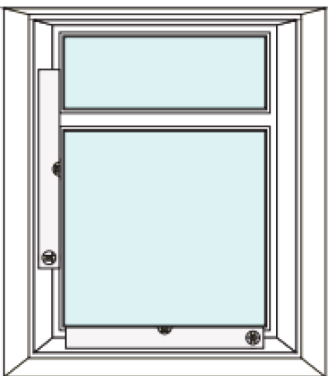
What is supplied

20mm White Screws are supplied (for the hinges)

Hoffman Keys (to slot into the corners of your frame in step one)

Panel Hinge Packers (can optionally be used to bring out the panels by inserting them behind the hinge)

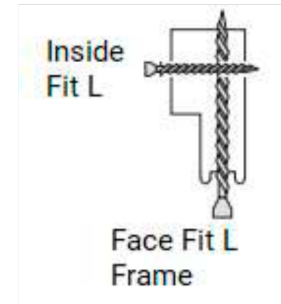
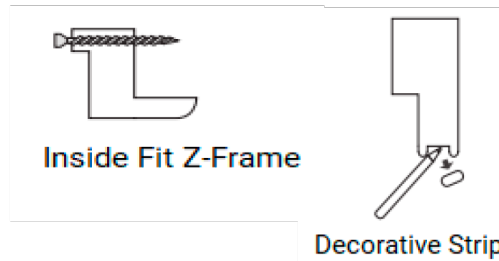
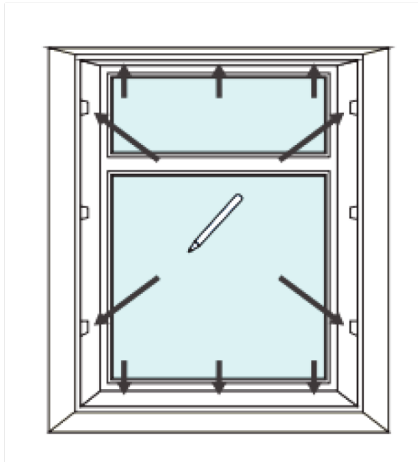
2. Ensure the Frame Will Sit Level



Place the frame at your window and use a spirit level to make sure that it is sitting perfectly straight. For an inside fit frame, you will need to insert packing shims in between the frame and the window so that the frame will stay level and have support. For an inside fit frame we also recommend placing some packers in the corners for extra security against the frame moving and to prevent miters opening up.

3. Mark and Drill the Fixing Points

Your shutters will likely have the holes pre drilled for you. If they do not arrive pre drilled, you will need to mark and drill the fixing points as in the diagrams. First, mark where your screws need to go (if you are face fixing then remove the decorative strip first and mark inside of the channel). For each side use two screws. The screws should sit level with the top and bottom hinges. Three screws will be used for the top and bottom of the frame, mark the center first then set the outer two at equal distances. Then drill to make the holes.



4. Fit the Frame

Using your 75mm screws (and wall plugs or anchors if you are fixing into plaster or masonry), fix the frame to your inside recess or onto your architrave as per the holes you have drilled in the diagram above. Important: Do not fully tighten the screws yet.

Tip: You can fix the top centre screw first, to free up both of your hands for the rest of the screws.

5. Hang the Shutter Panels

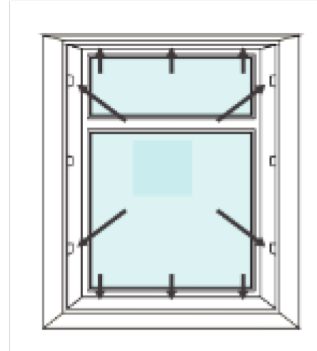
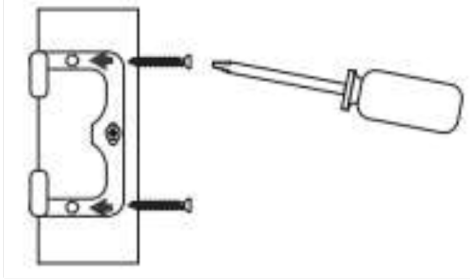
Ensure the panels are in the correct position, the hinges come already attached to your panels. Starting with the top hinge, fix the panels to your frame and align the two parts of the hinge then drop the pin through the centre.

Tip: Loosening the frame hinges will make the aligning the two sections easier. If your shutter is an inside recess frame then you can loosen the top frame hinge, or undo it completely. This will give you the space needed to slot the pin into place. Re-tighten the frame hinges when finished. The pin is intentionally a tight fit. You can place a piece of cloth on top of the pin to prevent it getting marked and use a small rubber mallet to gently tap the pin into place. If your shutter has double hinged panels, follow the instructions above, and with the first panel open proceed to attach the second panel onto the first.



6. Finishing

You can make adjustments to a panel's position by loosening the hinge screws and sliding in a hinge packer. You can also adjust the top and bottom hinge screws to slide the panel up or down. When you are happy screw in the locking screw in the middle of the hinge, this will ensure the panels will not move later.



Now tighten the screws holding the frame in place.

Tip: You can use "no gap" sealant otherwise known as decorators caulk to fill any gap around the edge of the frame for a professional finish.

That's it, you're done!

U-Channel Instructions

U Channel fits inside the recess of a wall opening as a room divider (walls that separate two rooms and have an opening in them to see through), simply secure the top and bottom U Channels into the opening with screws, then lift and drop the panels into place. The larger U channel will go on the top. Use packing shims if there are major variations in height. Alternatively you can fix the U Channels with double sided tape inside the opening instead of screws. You can also fit these into standard windows, however you will not be able to open your shutter panels such as that like a hinged shutter. The U Channels will be provided with light stopper strips that can be placed on the outer left and right edges of the panels, they can be applied again with double sided tape or screwed into the side of the opening.

