



## INSTALLATION GUIDE - INSIDE MOUNT

Shutters so good, you won't believe you've done it yourself



**Never be stuck! We're here to help**

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## INSTALLING YOUR DIY SHUTTERS

Installation is simple but a little preparation goes a long way to making it a smooth process.

### What You'll Have

- Shutter panels - in big boxes
- Shutter frames - in the long, thin boxes (if you ordered with a frame)
- A small box containing all hardware - inside the frame box



If you've ordered shutters for different rooms or windows, read the labels and put the boxes next to the relevant window. A list will be provided with room names to location numbers if required. Being organised is a big help!

### What You'll Need

- A hammer
- A drill
- Fixings for your wall type (if required)
- A spirit level

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## INSTALLING YOUR DIY SHUTTERS

### Step 1 - Putting the frame together



- Carefully open the long box containing the frames.
- Remove the frames from their packaging.

- Look at the end of the frames. There will be a marking to show which side of the frame it is. See photo example for top and bottom frame piece.
- Match the sides up to form your frame. Lay the frames face down with the bow tie shape facing towards you and the front of the hinge towards the floor.



#### TOP TIP!

Make sure you lay the frames on a soft surface like a carpet or the cardboard packaging in which the shutters arrived.

- Take the bowtie shaped fitting from your hardware pack and tap into each corner like this (see left).

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## INSTALLING YOUR DIY SHUTTERS

### Step 1 - Putting the frame together

- Carefully lift the assembled frame up to your window and position it where you took your measurements.
- Outside mount frames will mount directly onto whatever it is positioned in front of - typically a sash window.
- Inside mount frames will mount directly into the recess or indeed any reveal or subframe that can accommodate the frame.
- Use a spirit level to ensure the frame sections are level on all sides.

#### TOP TIP!

If your frame is not sitting level, use a wedge or small piece of card, hidden underneath the frame to get it perfectly level. It'll make the installation much easier.

- We recommend fixing one screw in each side of frame\*. This gives you scope to get your frame perfectly in position when you hang your panels.

*\*If attaching your frame to a brick or block wall, please make sure you've prepared suitable wall fixings into which the frame screws will attach.*

### Pre Drill frame if necessary

- Sometimes to save time to get your order on a container to cut shipping time down we do not pre drill the frames.
- It is easy enough here are some tips to pre drilling.
- Using a 3/8 drill bit or 10mm pre drill holes at 10mm deep .Tip: Use a hinge rubber to set depth of drill bit. Pre drill holes near hinges see example



- These rubbers can be thrown out as only used during painting and shipping :)



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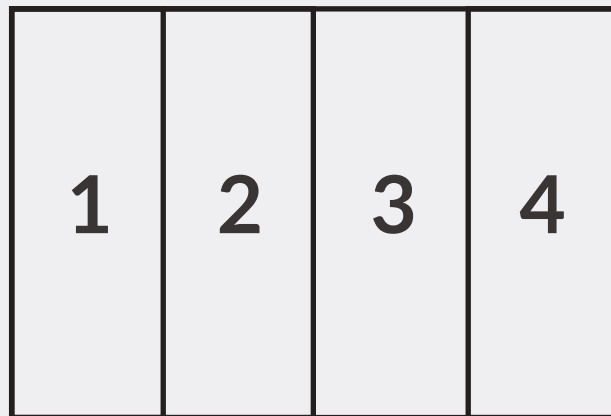
## Step 2 - Hanging your panels

First, get your panels in order

- Identification labels on panels contain the following information
- Order No / Line No / Panel No (For example - C12345/ 3 / 1)

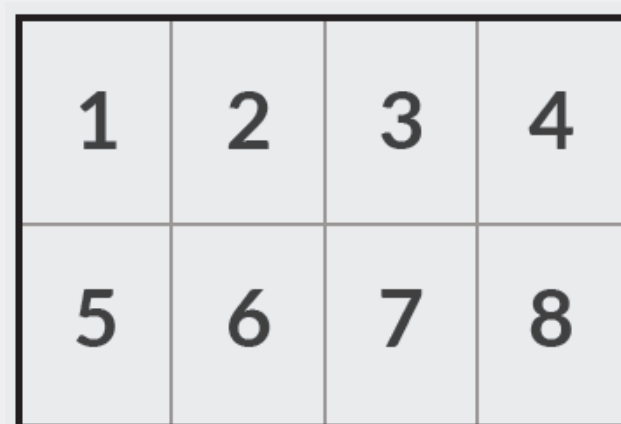
### For Full Height and Cafe style shutters

*Panels are numbered as shown*



### For Tier on Tier shutters

*Panels are numbered as shown*



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## Step 2 - Hanging your panels

Now you're ready to hang the panels

- For Full Height and Cafe style shutters the label will be on the **bottom** of the panel
- For Tier on Tier style shutters the label will be on the **top of the top tier** panel and the **bottom of the bottom tier** panel. It is important you install the shutters in their correct location.
- Remove the hinge pins from the hardware pack or hinge
- Lift the panel up to the frame to marry the frame and panels together
- Drop the pin into the hinge to lock them together
- Continue in the same way to hang the remaining panels



### TOP TIP

Adjust the panels position by moving the hinge up / down. You can move the hinge by removing the middle screw. This middle screw fixes the hinge in desired position.

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### Step 3 - Finishing touches

- When you are happy with your panel alignment, insert the small hinge screw into the round hole on the hinge to lock them in position.
- Fix your frame in place, with the remaining screws.
- If applicable, insert any wood caps or cover strips as provided, to cover the frame holes.\*
- You can also dab caulk or filler into any small frame holes, depending upon the installation method chosen.
- Loosening your hinge screws as needed, a small fraction, will ensure that the panels have enough movement to engage with the magnet plates.
- If desired, run a line of caulk\*\* between the frame and your wall or window for the ultimate professional finish!

That's it!



*Final DIY tip - leave the small holes on the side of the panel unplugged. This will allow you to access the screws that control the slats tension.*

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