

Hinged Plantation Shutter Installation Guide

Professional Step-by-Step Instructions

Step 1: Assemble the Shutter Frame

- **Unpackage Frame Bundle**

Carefully unpack the shutter frame components.

Avoid using sharp blades like Stanley knives directly on the frame, as this can damage or scratch the surface.

- **Identify Each Frame Piece**

Lay all four frame sections on a flat, clean surface.

Each piece is labelled to indicate its correct position: **Top**, **Bottom**, **Left**, or **Right**.

Arrange the pieces accordingly to form a complete rectangular frame.

- **Join the Frame Together**

Connect the frame sections using the **swallow tail joints** — these are the pre-cut interlocking corners on each frame piece.

Gently press the joints together by hand until they click securely into place and the frame is fully assembled.

Step 2: Install the T-Post (if included)

Some shutter installations include one or more **T-posts**, which act as vertical dividers within the frame to support multiple panels.

- **Positioning**

If your window has a vertical divider (known as a mullion), the T-post should align with it. Check the alignment carefully before securing.

- **Orientation Check**

To ensure the T-post is the correct way up, hold it alongside either the left or right vertical frame piece.

The hinges on the T-post should line up exactly with the hinges on the side frame.

If they do not align, the T-post is likely upside down — rotate it and recheck.

- **Attaching the T-post**

Line up the **pre-drilled hole** in the frame with the corresponding **pre-drilled hole** in the T-post.

Secure the T-post in place using the provided screws. Ensure the T-post is straight and firmly fixed before continuing.

Optional: Reinforce the Frame with Screws

Although optional, reinforcing the frame at the corners adds stability and helps prevent separation during installation.

- Use **32mm screws**. These can be requested upon collection/through the ordering process
- Insert **two screws into each corner** — one from each direction, through the top and bottom of the swallow tail joints.
- Make sure all screw heads are flush with the frame surface, as protruding screws may interfere with how the frame fits into the reveal.

💡 **Tip:** Reinforcing the frame is especially useful if the window reveal is slightly larger than the shutter frame, or if you're installing alone.

⚠️ **Important:** If you are installing into a **bay window**, you must screw the frame corners together to maintain the structural integrity of the frame.

Step 3: Install the Assembled Frame into the Window Reveal

• Position the Frame

Lift the fully assembled frame and place it carefully into the window reveal (the recessed area surrounding your window).

Ensure the frame is centred, upright, and fits flush against the reveal surface.

• Check for Movement ("Wiggle Room")

Before tightening any screws, check if the frame moves or shifts when lightly pushed.

If the frame feels loose, gently push it **upwards** to ensure it fits snugly against the top of the reveal.

This helps to ensure correct alignment of the shutter panels.

• Secure the Frame with Screws

Use the provided **65mm screws** to fix the frame in place.

- Start with the **left and right vertical frame sections** — insert one screw at the top and one at the bottom of each side.
- Then, move on to the **top and bottom horizontal sections**.

This sequence helps ensure the frame remains square throughout the installation.

*If the frame has **not been pre-drilled**, use a **4mm drill bit** to drill pilot holes in the light block section of the frame, aligned with the hinge positions.*

⚠ **Note:** You do **not** need to insert screws into every hole at this stage.

Two screws per side are sufficient to hold the frame in position for a **test fit** in the next step.

Panel Fit Check (recommended): Before fully securing all screws, temporarily install one shutter panel to test the alignment and squareness of the frame.

If the panel sags or catches at the bottom, try adjusting the frame by tightening the **top screws** to pull the panel upwards.

Important Note for Larger Window Reveals:

If the reveal is wider than the assembled frame:

- Do **not** overtighten screws, as this can pull the frame corners apart or cause cracking (if the frame has not been screwed together)
 - If you notice any separation or warping at the corners, slightly **loosen the screws** until the joints are properly aligned and seated.
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Step 4: Begin Inserting the Panels into Place

With the frame now secured, you can begin installing the shutter panels.

• **Unpackage Panel Boxes**

Open panel boxes carefully, taking care **not to drop** or apply pressure to the corners, as they can dent or crack.

• **Locate Hinge Pins**

Find the hinge pins — these are usually located in the screw box or inside the frame bundle for custom orders.

• **Lift the Panel Correctly**

Lift the shutter panel by the **midrail** (if present) or by the **side stiles**.

⚠ **Do not lift using individual slats**, as this may break the tilt rod mechanism or dislodge internal pins due to the panel's weight.

• **Align Hinges**

Position the panel so that the panel hinges align with the hinges on the frame.

• **Insert Hinge Pins**

Insert the hinge pins to secure each panel in place.

If your hinges are slightly unaligned, carefully loosen the hinge screws so it can move up and down. Place the hinge pin in before re-tightening the hinge screw.

Note: you will need to have put at least ONE hinge pin in prior to adjusting the hinge screws – otherwise it will cause the entire panel to be in the incorrect position.

Start from the **left to right when inserting the panels**, and make any necessary adjustments to the frame screws if the panel does not sit correctly (see Step 5).

Note: Shutter blades should close **upwards**.

If they close downward, the panel has been installed upside down and needs to be reversed.

Step 5: Square the Frame Inside the Window Reveal

Even if the window opening is not perfectly square (which is common), it's important that your shutter frame is.

• Check for Squareness

Use a **spirit level** to check the frame both:

- **Horizontally** across the top and bottom sections
- **Vertically** along both the left and right sides

This will confirm whether the frame is level and plumb in all directions.

• Adjust as Needed

If the bubble in the level is not centered:

- **Loosen screws** slightly on the higher or tighter side to allow the frame to shift.
- **Tighten screws** on the lower or looser side to pull the frame into correct alignment.

No Level? No Problem:

If you don't have a level on hand:

- Use the **shutter panels** as a guide.
- If they do not open, close, or sit correctly, the frame likely needs adjusting.
- Follow the same screw adjustment process: loosen tight areas, tighten looser ones, and recheck panel alignment.

 **It's essential to square the frame as accurately as possible.**

If the frame is not square, shutter panels may hang unevenly, drag against the frame, or fail to latch properly.

✂ Pro Tip:

Before you install the frame, use your level inside the window reveal to check for uneven surfaces.

Knowing where the reveal is out of square ahead of time will help you position the frame more accurately and save time during panel adjustment.

Step 6: Finishing Touches

With the frame fully installed, squared, and the shutter panels correctly positioned, it's time to complete the final steps to ensure a polished, secure finish.

• Cover Visible Screw Holes

- Use the 'sticky dots' (adhesive screw caps) provided in your installation kit.
- These are designed to neatly conceal all visible screw heads, particularly on the inner face of the frame.
- Press each dot firmly over the exposed screw to ensure it adheres properly and blends into the frame.

• Secure Hinges with Painted Screws

- Locate the white-painted hinge screws included in the hardware pack.
- Insert one screw into the centre hole of each hinge (where it attaches to the frame).
- Tighten the screws to lock the hinges in place.

 **Purpose:** This final step prevents the hinges from shifting or loosening over time, helping to maintain the alignment of each panel and prevent sagging during everyday use.