

# thermalite™

*Made from world class quality material*

## HOW TO INSTALL YOUR CUSTOM MADE SHUTTERS



## A SIMPLE INSTALLATION GUIDE FROM THERMALITE SHUTTERS



### Before you start you will need:

- Small hammer
- Phillips Screwdriver (star)
- Drill
- Spirit level
- Appropriate fixings for your window type (rawl plug etc.)

### 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.

### What we've sent you:

- Rectangular boxes containing the shutter panels.
- Long boxes containing the frames.
- A small hardware box with all necessary hardware for installing your shutters. This box will be inside a long frame box with stamped information " HARDWARE PACK LOCATED THIS END".

### The hardware provided will include:

- Plastic bowtie shaped HOFFMAN keys, these join the mitred frame ends together.
- Long silver screws to fix the frame into the wall or window.
- Small screws to "lock" the hinges in position after installation. Each hinge has 3 holes, the locking screw goes into the middle hole.
- When holes are supplied a cover strip in the frame will hide the fixings after your installation.

**IMPORTANT – Remove cover strip from frame pieces before assembly.**



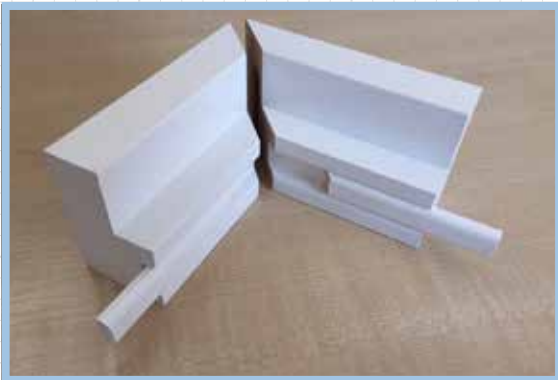
**We recommend you read this guide in full before you begin installing your shutters. If you are unsure of any part of the Installation process please call our team 3716 7766**

## STEP 1 - Assembling your shutter frame

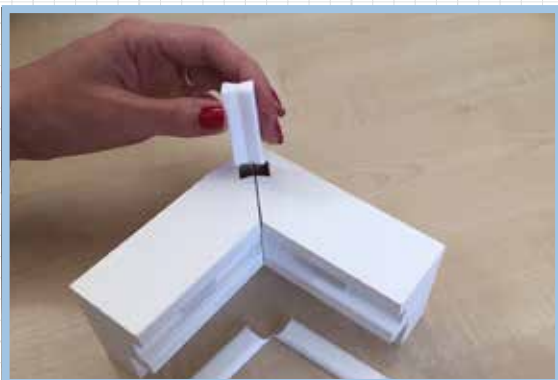
- Your frame box will be labelled to clearly identify which window it is for.
- Each Section of frame is marked with “top” “bottom“ “ left“ or “right” side. The end of the frame is mitred and is designed to connect to the adjoining piece.



- If your frame has a cover strip – REMOVE from the frame before assembly.



- Assemble frame using Hoffman keys supplied.



- If you have requested a T post, this should now be inserted in the frame using the pre drilled holes.

## 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.
- To begin, use 1 screw left and right side (above the hinge) Use a spirit level to ensure it is sitting straight. Then insert 1 screw into the top frame to secure.
- When happy with the position you could use a bradawl or small screwdriver via any predrilled holes to mark where you will need to drill your holes in the wall/ window. **Tip - If fixing to masonry, drill the hole and use the appropriate wall plug fixing for the installation.**

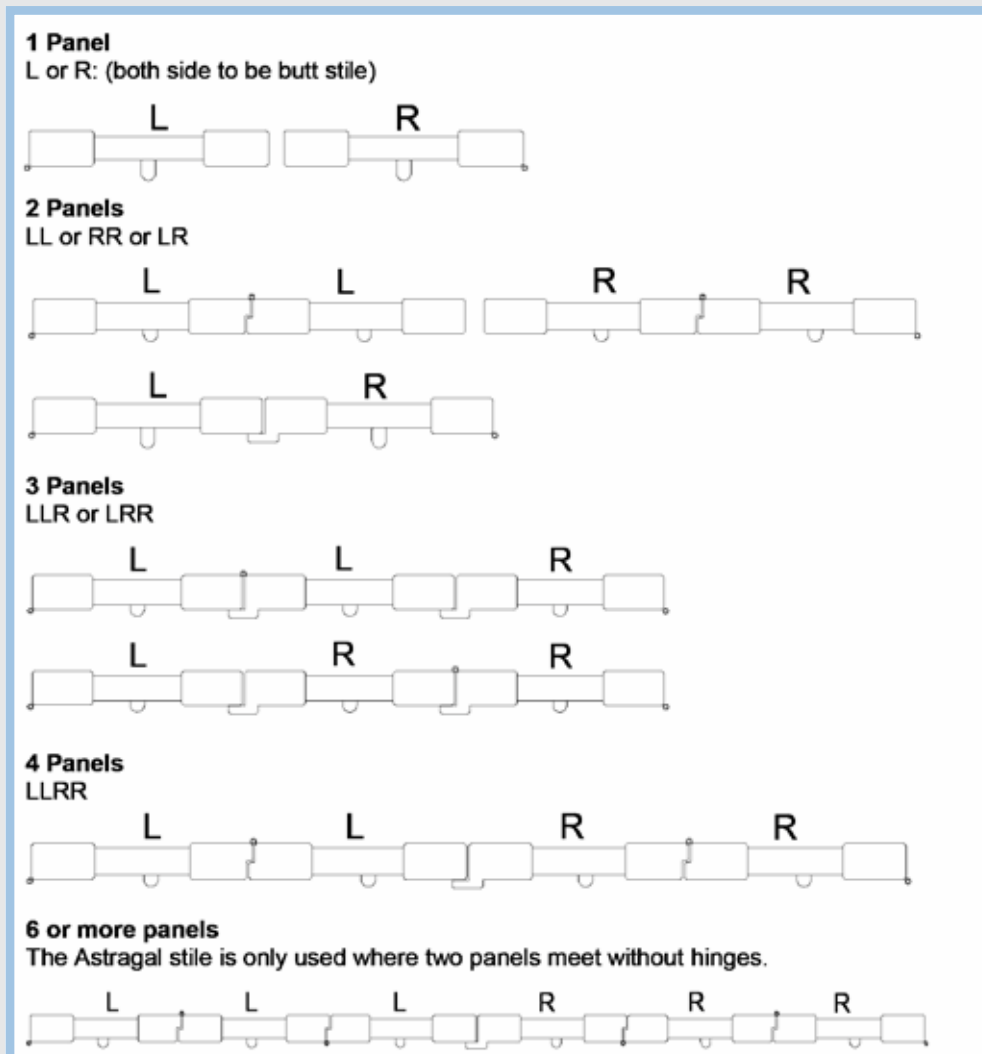


## STEP 3 - Hanging your panels

- Orders are supplied pre-hinged. The frame hinges are two part hinges, one part on frame piece and one part on the edge of shutter panel. Drop a pin in to connect the hinge parts together.
- The most important thing is to ensure you hang the correct panels in the correct location.

### FYI

- The hole for front pushrod is ALWAYS at the top.
- To confirm, all shutter slats close UPWARDS.
- There will be an Astragal stile between meeting panels as per below & this will always be on the right panel.



### 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 3rd hinge screw to lock panels in position.
- 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 3rd 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.
- Problems with panels not lining up? Unscrew part of frame and play with its position, this can affect how the panels hang.
- Ensure frames are fitted in the position where the measurements were taken. Not all windows are square so installing in a different place may affect the fitting.
- If you are unsure of any part of the installation process or how your shutter fits please do not hesitate to contact our team on 3716 7766. A photo of your shutters installed can allow them to offer you full advise.
- For further help on installing your shutters watch our video guides.

**That's it. Congratulations on a job well done.**

