

# INSTALLATION GUIDE FOR PLANTATION SHUTTERS



LOUVRE BESPOKE



**YOUR SIMPLE INSTALLATION GUIDE FROM LOUVRE BESPOKE  
'YOUR PLANTATION SHUTTER SPECIALIST'**



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## TOOLS REQUIRED FOR INSTALLATION



Power Drill



Plastic Packing Shims



Phillips Drill Bit (Ideally over 100mm for outside mount frames)



Rawlplugs (Red) – Rawlplugs are not require when fixing to timber



6mm Straight Shank Multi Construction Drill Bit



Hammer



Phillips Screwdriver



Spirit Level



Chisel

## TOOLS ALSO IDEAL FOR INSTALLATION



3mm wood drill bit with counter sink (for securing mitres)



50x4mm screws (for securing mitres)



Decorators Caulk

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## CHECKING YOUR DELIVERY



**Item# 001/01** (Item number – Each Window will have its own number)

**PO# DIY1001** (Purchase Order Reference)

**D/N: Louvre Bespoke** (Dealer Name)

**Order# SS1234S123456** (Factory Order Reference)

**C/N: Your Name** (Customer Name)

**Colour: Pure White 001** (Shutter Colour)

**Box# 1/10**

**Size: 1000\* 1200** (Shutter Size)

(First number is box number, second number is amount of boxes for your order)

**Room: Living Room** (Your Room Reference)

Internal Use Information



When your shutters arrive, firstly you must check your order is all there. Each box will have a label on it as shown. Check to make sure all the boxes of your order are present. We would recommend placing each box in its desired room so not mix when installing

Your frame boxes will be in a long slim box and the panels in a rectangular box.

Hardware boxes for your each shutter will be in the frame box.

## HARDWARE BOX CONTENTS

Included in the hardware box:

**Hoffmann keys** - Use to fix mitres together

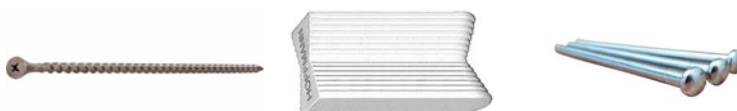
**Hinges pins** - (Hinges will already be attached to shutter panels and frame)

**Hinge packers** - Small clear plastic (to be used to level shutter panels where required)

**Long fixing screws** - For fixing the frame to the recess, wall or window frames (Pre-drilled holes provided on frame)

**Locking screws** - Small screws to fix hinges in place once level. Screw will go in centre hole on the hinge attached to the frame

**T-Post Screws** - Similar in size to the locking screw, however, slightly bigger in diameter. To be used to fix the T-post to the frame. (Only applicable if shutters are order with T-Posts)



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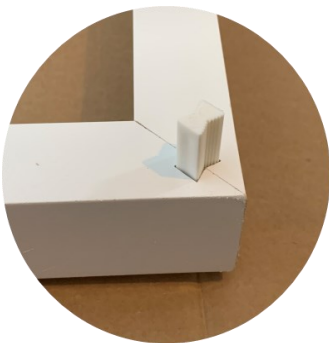
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## FIXING YOUR FRAME

Firstly, make sure you have enough space in the room to be able to lay your frame out. Cover your floor with either a dust sheet or protective layer. Remove your frame from the box (always look to recycle the packing around frame).

1. Check each section. They will have either L, R, T or B on the mitred corners to represent Left, Right, Top & Bottom frame sections. At this point we would recommend offering up the bottom section and right section to your window or recess to make sure you have a comfortable fit.
2. Removed the cover strips from each frame section and place to the side for use later.
3. Place each section of your frame on the floor creating a rectangle. Place the frame on it's reverse, taking care not to damage the face. Line up the mitres and place the HOFFMANN key in each mitre to secure.
4. We would then recommend at this point to use the counter and 50x4mm screws to fix each mitre together for added security.
5. If you have T-post these should now be placed into the shutter frame and fixed using the pre-drilled holes.
6. Place your shutter frame into the recess/or on your window. Keeping an even gap at the top, place one screw in the middle section at the top of the shutter to hold the frame in place.
7. Level out your shutter frame using your spirit level and plastic shims. You can also use your chisel to help lift the frame so you can place the shims underneath

Top Tip - Use your 3mm drill bit to give a pilot hole for T-posts. Make sure not to go through the frame



Insert HOFFMANN Key into mitre corner



Tap down with hammer, making sure for a smooth finish



Drill countersink hole



Insert 50x4mm screw to secure corners, making sure to a smooth finish

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## CHECKING YOUR PANELS OPEN CORRECTLY

Now your shutter frame is in and secure, we are going to check panels open and close correctly

1. Place each panel in position and secure with hinge pin (if you have more than one panel in your shutter, they will be number on the bottom on the panel leg) P1, P2, P3 etc.. P1 = Panel 1
2. If the panels are rubbing on the bottom frame, they will need to be adjusted up. This can either be done by loosening the hinges on the frame and lifting the door or by raising the frame using the plastic shims. Using your chisel to help raise the frame and give leverage. If your doors are too high and rubbing the top of the frame you need to either drop the door by loosening the hinges on the frame or by reducing the amount of plastic shims under the frame
3. Once your panels are in the correct position, opening and closing. Removed from the shutter frame and place to one



Panel Leg



Hinge Pin Drop in to Secure Panel

## SECURING YOUR SHUTTER FRAME

We now have our frame in the correct position and know our panels are opening correctly

1. Attach your multi construction drill bit to your drill and using the pre-drill holes, drill through the frame into your wall
2. Place a rawlplug into the hole you have now created
3. Using the screws provided, fix screw into the wall making sure not to go all the way through the frame
4. Repeat this process fixing your screws through all the pre-drilled holes

## HANGING YOUR PANELS

Our frame is now fully fixed into position

1. Hang each panel into position, using your hinge pin to secure hinges together
2. If you have chosen to have T-posts, make sure they are in the correct position, our T-post are adjustable so if they are not in the correct position, loosen the screws securing them and simply push to correct position and fix screw again
3. Check each panel is in its correct position once more and if necessary, adjust using the hinge on the frame
4. Using the fixing screws provided, place through the centre hole in the hinge on the frame. Repeat for all hinges

**Please note that rawlplugs are not necessary when fixing to timber or UPVC. Screws should be fixed directly to timber or UPVC**

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## FINISHING OFF YOUR SHUTTERS

We have now fixed our shutter in position and have all the panels hung and secured

1. Make sure all shutter and surrounding areas are hoovered and cleaned
2. Place your insert strips back into your shutter frame to cover over your screws (with MDF shutters you may need to tap in using your hammer)
3. Using decorators caulk, fix the void between your shutter frame and wall/window left from the tolerance gap. Make sure to smooth down and remove excess caulk. It is not necessary to use decorators caulk, however, this gives your shutters the professional looking finish.

Top Tip - Decorators caulk is used as it can be painted over. Paint over your caulk with the same colour as your recess or window to give a discreet look

**YOU HAVE NOW COMPLETED YOUR SHUTTER INSTALL**

**JOB WELL DONE, ENJOY YOUR NEW SHUTTERS!**

## AFTER CARE AND TIPS

### AFTER CARE

- ◇ We would recommend giving your shutters a light dusting with a feather duster on a semi-regular basis
- ◇ Wiping down with a damp cloth, making sure not to leave standing water on your shutters or a fan favourite is to use baby wipes.



### TOP TIPS

- ◇ Shutter panels are designed for the louvres to close upwards. To make sure your panel are in correctly. Check to see if the louvres close upwards.
- ◇ Another indicator is the shutters should have a leg at the bottom of the panel opposite the hinge side (Tier on Tier top panels do not have a leg)
- ◇ Hinge packer can be used to level your doors. Loosen the screws on the panel hinge and packer underneath (bottom hinge with lift panel, top hinge will bring the panel down)

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