

ShutterKits™

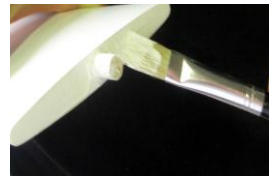
Kit Set Shutter Manufacturers

ASSEMBLY INSTRUCTIONS FOR CLEARVIEW HARDWOOD SHUTTERKITS.

It is recommended that the Shutter kits be assembled on a clean work table. The following basic tools are required for assembly:

Cordless Screwdriver and cross head bit
Small Phillips head screwdriver
White touch up paint
Small paint brush
Sand Paper
Rubber Mallet
PVA Glue

Step 1 – The blades supplied have raw ends. They require painting & sanding before assembly can begin. Apply the 1st coat before sanding. Allow to dry thoroughly.



Step 2 – Sand the painted blade ends. Pay special attention to the sanding of the blade posts as too much paint build up will cause the blades to stick after assembly. Apply the second coat of paint. Allow to dry thoroughly. **Follow paint manufacturers recommendations.**



Please ensure that only a thin layer of paint is applied to the timber post. Too much paint may interfere with the smooth operation of the shutter once assembled.



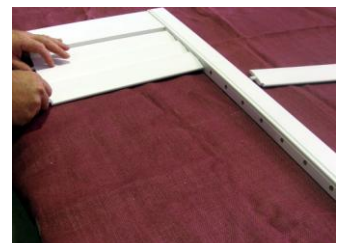
Step 3 – Place the bead/s into a stile - if a midrail is fitted, then fit two beads of the correct length.



Step 4 - Ensure the rails are fitted in the correct positions, top and bottom, and with the top rail scoop up and the bottom rail scoop down. Apply glue to the rail tenon and push each into the stile channel. Fit the midrail if the shutter has one. Check that rails are flush with the stile ends and then screw the pieces together.



Step 5 – **‘IMPORTANT’**: Working from the top down lay all blades with the cut out on the right hand side and closest to yourself. (With the 89mm Blade you have a choice whether you would prefer the bar to be on the back left or back right of the shutter. All the other blades default to the back left). The aluminium bar is hidden on the back of the shutter - ensure that all blades go in the same way.



Step 6 – Fit the opposite bead/s to the blade pins, start at the top and work down fitting each pin into the matching hole.



Step 7 – Fit the other stile; apply a bead of glue to the stile channel corners and bottom at each end of the stile. Start by partly fitting a rail tenon into the channel and then align the bead / blade assembly with the channel working toward fitting the other rail tenon. Press all joints home by hand and adjust rails and stile ends to be flush using a rubber mallet.



Step 8 – Make sure stile ends are flush with rails then screw the screws through the stiles into the rails ends.



Step 9 – Peel off white melamine screw hole covers and fit onto screw holes.



Step 10 – The aluminium bar has one face that has a slightly rounded edge. Place this side onto the timber blade. Place screws through the bar into the pre-drilled holes. Screw down until the screw is firm & tight (**DO NOT OVER TIGHTEN.**) Back off the screws a ¼ turn, ensuring that the screws are in far enough so as not to scrape against the inside of the stile.



Step 11 – **‘IMPORTANT’ Move the blades back and forth by the aluminium strip to loosen the rotation until they move freely & able to slap closed.** We have allowed 3 nylon washers per operating section. The washers go between the head of the screw and the aluminium bar. Adjust the tension of the rotation of the blades by tightening or loosening the screws with the nylon washers before you operate the blades from the front. An example of where possibly to place the washers would be 2 blades in from the ends and one in the centre.



Step 12 - The shutter is now fully assembled and ready for last paint touch up. Paint both Top & Bottom of the shutter. **It is important to properly seal the tops and bottom of the shutters from absorbing any moisture.**



NOTE: Do not apply too much glue – if excess glue is on the shutter, wipe off with a clean damp cloth. If excess glue is allowed to dry on the timber it can be seen through the surface finish.

After assembling a few ShutterKits shutters, even large shutters can be assembled in about 15 - 20 minutes. Please contact ShutterKits if you require any further advice on assembly.

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