

ShutterKits™

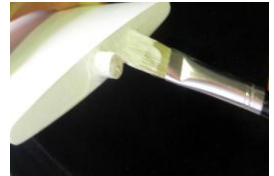
Kit Set Shutter Manufacturers

ASSEMBLY INSTRUCTIONS FOR TRADITIONAL WHITE HARDWOOD SHUTTER KITS

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

2 Support blocks of clean timber – approx 40mm x 40mm – 600mm long
Cordless Screwdriver and cross head bit
Small Slot 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 - Fit the aluminium tension plates to the beads using supplied Stainless Steel M3 x 12mm screws.

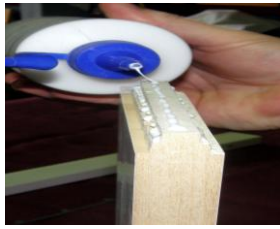
Ensure screws are fitted from countersunk hole side. Screw screws into the plate until the thread ends are flush with the outside of the plate.



Step 4 – Fit the bead/s into a stile - if a midrail is fitted, then fit two beads of the correct length.



Step 5 - 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 each 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.



Step 6 - Lay all blades with the staples pointing up and toward the top rail scoop. Fit the blade pins into the bead holes ensuring the tension blade is located in the holes where the tension plates are fitted. **“IMPORTANT” The face of the blade is the side that the rotation bar will attach to the staple. Note that the staple is almost flush with this side. This will allow the rotation bar to clear the blade to have maximum closure. All blades must be put in the same way!!!!**



Step 7 - Identify the tension blade/s – those with a stepped pivot pin – and ensure these are fitted into the bead holes with the ally tension plate. You should have plenty.

Step 8 – Fit the opposite bead/s to the blade pins, start at the top and work down fitting each pin into the matching hole. Ensure the tension blade is fitted into the alloy plate.



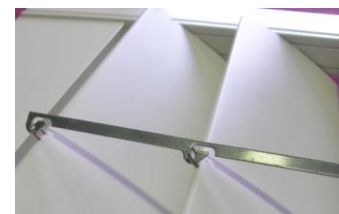
Step 9 – Fit the other stile; apply a bead of glue to the stile channel corners and bottom at each end of the stile. Start by partly fitting a rail tenon into the channel and then align the bead / blade assembly with the channel working toward fitting the other rail tenon. Press all joints home by hand and adjust rails and stile ends to be flush using a rubber mallet.



Step 10 – Make sure stile ends are flush with rails then fit the 4 screws through the stiles into the rails ends.



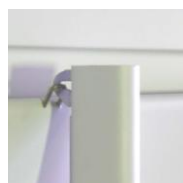
Step 11 – Support the shutter on blocks under each rail and open the blades to allow the aluminium link bar to be fitted to the blade staples.



Please note: link bar installation below. The rounded end of the supplied link bar is inserted in the 1st staple of the 1st blade in the top of the shutter. The link bar end with the ‘tail’ is inserted in the last staple of the last blade at the bottom of the shutter.

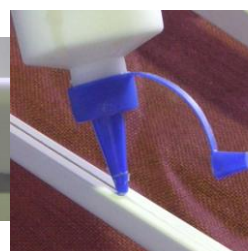
bottom

Step 10 - Apply a *small* bead of glue in the slot of the rotation



top

bead of glue bar by



squeezing the glue from the nozzle as the nozzle is pushed along the slot. Wipe off excess glue on the bar with a damp rag.

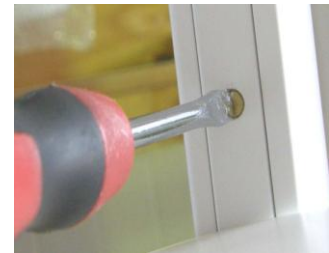
Step 11 - Beginning at the top, insert the rotation strip into the bar slot and work down the strip pressing it fully home.



Step 9 – After attaching the rotation bar, touch up the raw ends with white paint. Peel off white melamine screw hole covers and fit onto stile screw holes.



Step 13 – Adjust Blade Tensioners. To tighten blade rotation, screw brass screws clockwise evenly on each side of the tensioner blade until blade tension is firm. Final adjustment can be made at time of fitting shutter.



Step 14 - 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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