

FITTING GUIDE: 11.1 FITTING TRACK SHUTTERS

SUPPLIED IN THE BOX

(end of the frame boxes)

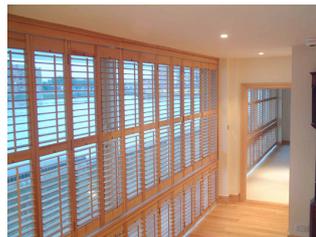
- **Bracket screws** - For fixing the bottom brackets
- **L Bottom brackets** - For final fixing of the hinges
- **Spanners** - Adjusting track brackets
- **Hinge pins** - To connect the shutters together
- **Wheel carrier bolts** - For hanging the shutters
- **Bottom track pivots** - For guiding the shutters
- **Touch up paint** - Just in case! *(Not supplied with MDF)*

TOOLS REQUIRED

(Not supplied)

- **Knife** – For unpacking
- **Hammer** - For marking screw holes
- **Pencil** - Marking the frame position
- **Tape** - Measuring the batten length
- **Saw** - cutting the battens to length
- **Square** - A guide to aid straight cutting
- **Level** - Levelling the header and side battens
- **Packers** - Packing the header and battens level
- **Suitable drill** – Screwing & drilling
- **PZ2 screw bit** - Fits most standard screws
- **PH2 screw bit** - Fits the screws supplied
- **5mm pilot drill** – Making pilot holes for screws
- **Counter sink** - To ensure screw heads are flush
- **Filler** - Flexible decorators caulk in a tube
- **Cloth** - Wiping excess filler
- **6mm masonry bit** - If side fixing into walls
- **3.5 - 4mm Metal drill bit** - For drilling into lintels
- **6mm raw plugs** - If side fixing into walls
- **Plaster board fixings** - If side fixing into plaster board
- **Cover caps** - For screw heads if side fixing

Guide: To fitting track mounted shutters



Here are 6 steps to help you fit track mounted shutters to your window or door opening.

The most important step, which can take the most time is fitting the top header batten level. Spend the time getting this right and the rest of the fitting will be easy and ensure the shutters open and close smoothly.

Step 1: Fixing the top track



Refer to the measuring you did to see how level the top recess is. It is important that the top header batten is fitted level so its worth spending some time getting this correct.

Position - you should have decided where to position the track in the recess when you measured. Double check any handles that protrude and refer to the measuring guide to ensure you fit the track so that the louvre blades or shutters miss the handles. As long as the back of the track frame is in front of any handles you will be fine. Mark the position where the header batten is going to fit at the front and back. The metal track should be positioned nearest the front. The small wooden return should be at the back of the track.

Test holes - drill some test holes in the top recess (within the area you are fitting the header batten) to find out what you are drilling into, plaster board, concrete, metal lintel or wood (if you are lucky), try screwing a screw directly into the recess if it's soft and see if the screw grips. Remember, the track sides will support the header batten at each end, this will support the weight of the shutters when they are stacked back to the sides.

Lift the batten up into position, check if for length and how it fits, you may need to chamfer the ends of the header batten to ensure it fits flat up to the recess as the corners of the recess might be rounded with filler and paint.

Drill 5mm pilot holes in the centre of the header batten, just behind the pre-fitted track. Hold the track in place and mark through the holes using a screw and hammer. Then fix into place using one of the options below:

Plasterboard - Use more screws when fitting into plaster board to spread the weight, alternate the holes from front to back rather than just the centre. You may find you can pick up some wooden stud work right in the corners of the recess. Drill 6mm pilot holes in the plaster, and screw in your plaster board fixings. In addition to the screws, use some panel adhesive like grip fill or no more nails. Be careful not to over tighten the screws when using plaster board fixings. Make sure the header batten fits well in the corners, so you don't over strain the fixings trying to pull the batten straight. (Remember, just chamfer the corners a little).

Concrete lintel - You will need a good hammer drill for this, use a 6mm masonry drill bit to drill your marked holes, insert 6mm red raw plugs ready for fixing.

Metal lintel - Pilot through the plaster with an old drill bit or masonry drill bit, then use a 3.5mm - 4mm metal drill bit to pilot the lintel. This may be thin or thick and drilling can be quick or it may take a long time. If you are struggling trying drilling in a new position. Use a quality screw when self tapping into metal lintels, tighten the screws slowly, use a combination or reverse and forward to cut the screw into the lintel. Drill slightly larger holes if your screws are snapping or tight.

Tips:

- Use protective glasses when drilling and fixing upwards.
- Use a hoover to catch the dust or metal when drilling upwards.
- Ensure all wheels and buffers are fitted within the track before you fix it in the recess.

Levelling:

As you fix the top header batten into position you will need to level it, start at the lowest point and fit packers between the recess and header batten next to each fixing. It's also useful to look along the length of the batten when its fixed, stand up on a ladder so you are eye level, this will help you check if the batten is straight.

Step 2: Fixing the track sides



The track sides are U shaped, the larger return should be fitted towards the back to match the header batten, you will find these can only be fitted one way (as long as the top header batten is fitted the correct way around).

Slide the battens into place underneath the header batten, if your recess was out of level you may need to cut these to length. Cut the bottom, not the shaped fitted section.

Put the two track sides next to each other and drill 4-5 pilot holes down the centre of each side so it can be screwed sideways into the wall, lift them into place and level the sides so they are upright and use an appropriate fixing method depending on what you are fixing into. (Wood/plasterboard/brick.)

As you fix the sides into place add packers next to any fixing points to pack out the sides so they are upright. The shutters will hang down level from the top, so the sides will look better if they are upright too.

Skirting - If you have skirting board running around the recess this will need to be cut or removed to allow the track side to be fitted. When levelling the track sides mark the section of skirting that needs to be cut.

By hand - It is possible to cut the skirting with a hand saw, if you can, use a floor board saw or similar. The last sections may need to be cut away using a chisel. Take care not to mark the wall.

Multi tool - This will make it easy to remove a section of skirting, just cut down your lines and hook out the skirting section not required.

Removing it - Where possible, remove the section of skirting then re-fit it once the track sides are in place. Using a knife, cut along the joint between the wall and skirting to break the seal. If you can see any holes that have been filled, hook out the filler and remove the screws. Using a mini flat crow bar or similar, in the area the track side is being fitted to pull off the skirting. Any marks on the wall will be covered by the track side.

See the specialist 14.4 skirting guide for further advice.

Step 3: Fitting the brackets



Male top pivot



Male bottom pivot



Wheel carrier bracket



Bottom track guide



Female top pivot



Female bottom L bracket



Wheel carrier bolt



Bottom track guide



Spanner set



Female bottom L bracket



Track wheels



Track buffer

Bottom pivot brackets - Fit the L shaped bottom pivot bracket at the bottom of the track side you would like the shutters to fold against. Position the bracket so it is inline/centred with the top track. Mark the holes and drill 3mm pilot holes, use the small screws provided to attach the bracket. If you have a suitable floor fixing, an additional larger downward fixing can be added. Undo the nut so it slides, move it away from the track side about 5mm and re-tighten slightly, not too much as you will need to make final adjustments when hanging the shutters.

Wheel carrier bolt - Screw the top wheel carrier bolts into the top wheel carrier brackets pre-fitted on the shutters. There is blue paint marked halfway down the bolt, screw the bolt in until the blue mark is just covered.

Bottom track - This can be screwed downwards or stuck depending on your floor type.

Screwing the bottom track - Use small 2.5 x 20mm screws or similar when screwing into wood flooring, these have a small enough head that can be counter sunk into the track. Any fixings in the track will need to finish flush as the bottom pivots slide over them. Drill 3mm holes in the track and use a small countersink bit to countersink the holes. The track is pre-cut and will fit centrally between the bottom pivots, screw this into position.

Gluing the bottom track - When gluing the track, hang the first and last shutter to be sure of the position, mark where the track should fit and remove the shutters. Glue your track and leave it to set over night. Weight the track down along the length with some heavy items, ensuring that it remains flat and does not tilt.

Bottom pivots - Insert the sprung loaded bottom pivots into the pre-drilled holes in the bottom of the shutters.

Track buffer - This tensions the shutters in the track once they are fitted, these are pre-fitted in the track.

Step 4: Wheels & Supports



Shutter layout - Arrange the shutters in their right positions, line them up along a wall next to each other. The shutters are numbered at the top so they are easy to arrange.

Spot key shutters - The left hand shutter will have the top and bottom brackets attached to it, and there will be no hinges down that side. The far right shutter will be the same. The two meeting shutters will have rebated edges and no hinges.

Wheels and supports - The top male pivot bracket will be fitted in the top track on the far left and right (only left or right if folding is to one side). Use the small spanner provided to adjust the main nut allowing it to slide in the track. This is how you tension and level the shutters.

Move the wheels so there is an equal number of wheels each side, 2 left and 2 right if you have 8 shutters. (If folding is to one side, slide them all to the side the shutters are folding). Space them away from the end of the track in 600mm intervals (just roughly) and make sure the white plastic switch (on the end of the wheel) is set to the 'unlock padlock' position.

If you haven't already, undo the sliding nut in the bottom bracket so it slides, move it away from the track side about 5mm and re-tighten slightly, not too much as you will need to make some final adjustments.

Step 5: Fitting the shutters



Take the first shutter on the left, unscrew the bottom bolt about 5mm. The top bracket is sprung loaded, so holding the shutter at a slight angle insert the male top sprung loaded pivot into the top female pivot bracket in the track. Lift the shutter to compress the spring and drop the male bottom pivot into the female bottom pivot bracket.

Adjust the top and bottom brackets using the spanners and slide them backwards and forwards slightly until the shutter is vertical and lines up with the track side. If it's to close, the shutter will hit the side when hinged open, so check this by opening/closing the shutter. Tighten the bolts slightly, not too much as you still might need to adjust them later. Wind the bottom pivot bracket up or down so the gap between the top of the shutter and bottom of the track is 25mm.

You can now start hanging the rest of the shutters, open the first shutter at an angle and lift the next shutter into place, connect the shutters together using the hinge pins, pivot this shutter towards the track, lift the shutter, compress the bottom sprung loaded pivot and position it over the bottom track and release it. Move the track wheel so you can fit the protruding top bolt into the wheel bracket, then move the white switch on the bracket into the 'locked padlock' position. (This will prevent the bolt coming out.)

There should be a 25mm gap between the top of the shutter and bottom of the track. Adjust the depth of this bolt using the small spanner, there is flat section on the thread where the spanner fits. Continue fitting in this way until all the shutters on that side are hung. Then repeat the process for the other side, ensuring the the first main pivoting shutter has the same clearance gap at the top and sides as the first shutter you hung.

Free floating - If you've chosen this design there are no fixed track pivots, only wheels and buffers, follow the guide above on connecting the wheels and bottom pivots.

Adjusting - With all the shutters hung, they need to be adjusted so they close properly. Close the left set of shutters by pulling the last centre shutter towards the middle of the track, pull the last right hand shutter in towards the middle so the two shutters meet. The shutters should hang vertically and meet equally in the centre.

If the shutters just touch in the centre with no tension between them, open them back up slightly and loosen and move the top and bottom pivots in a few mm each side, so that when they are closed again they are tight and under tension.

Closing the shutters - Now they are tighter you may have trouble closing them if you don't use the correct way to close them. The bi-folds might keep popping open, see below for how to do it:

Pull the left set of shutters so they are in line, pushing left so they are under tension will help keep them in line. Bring the end shutter from the right side towards the centre so it meets the left set, keep this shutter flat, work your way back towards the right hand side pushing each shutter flat in turn, maintaining pressure to the left all the time

When you get to the last two shutters they will be stuck out at a slight angle, about 50-100mm depending on the width of your shutters. Now push these two bi-folded shutters in, they should 'pop' shut keeping all the shutters under tension.

Checks:

- The gap between the top of the shutters and bottom of the track is 25mm at each end and at each pivot point.
- The gap between the side track and first shutter is the same each side.
- If the two last two bi-folding shutters are too tight, then loosen the pivots and widen the gap slightly.
- If the shutters spring open when you close them, loosen the pivots and decrease the gap to increase tension.
- If the floor runs out of level, you may need to move out the bottom pivot bolt a little further.

Step 6: Finishing



Finally, tighten all the pivot nuts so you can fit the top pelmet. This may need cutting to length, there is a rebate in the track sides that the pelmet fits in. The pelmet needs to be removable in case you need to remove the shutters or access the bolts to re-tension the shutters. The pelmet can be screwed or pinned into position, the holes can then be filled or covered with cover caps (not supplied).

Refit the skirting if you removed it, by cutting it to size and glueing it (preferred) or screwing it back into place, and use some decorators caulk to create a neat finish between the track and walls and skirting.

Operating the shutters

Opening - Opening the louvre blades is obvious, but when you want to concertina the shutters, remember to shut the louvre blades so they do not hit each other when bi-folding. Either close all the louvres before you start to open the shutters, but this does makes the room dark, or just close the louvres as you go.

To open the shutters, stand at the end you want to fold the shutters to, open the louvre blades so you can get your fingers around the first two stiles. Pull the shutters towards you, as the shutters start to fold keep the momentum going and pull each shutter towards it's neighbour until they are all in the open position.

Closing - Close the left set first by pulling on the inside left shutter and walking them to the centre. Pull the right set of shutters towards the centre until they meet, then work your way back across the right set of shutters pushing them flat until you reach the last pair of protruding shutters, push these closed to tension all the shutters. Remember to keep tension to the left all the time, especially if you do not have a bottom track.



The final and most important step!

'Take some photos of your finished shutters and email them to me along with a some comments about my service, website and shutters you received, I would love to hear from you'

Regards Sam

Please share

