

FITTING GUIDE: 9.3 FITTING SHUTTERS ON ROUND BAYS

SUPPLIED IN THE BOX

(end of the frame boxes)

- **Frame screws** - For fixing the frame to the window
- **Hinge screws** - For final fixing of the hinges
- **Hinge packers** - For final adjustment if required
- **Hinge pins** - To connect the shutters together
- **Interlocking keys** - To connect the frame together
- **Touch up paint** - Just in case! (Not supplied with Standard MDF shutters.)

TOOLS REQUIRED

(Not supplied)

- **Hammer** - Tapping the insert strips into place
- **Suitable drill** – Screwing the frame into position
- **PH2 screw bit** - The best size bit to use
- **3mm pilot drill** – For final hinge screws (optional)
- **4mm pilot drill** - For piloting the frame sizes
- **Screws** - Connecting the frames together
- **Cover caps** - Covering the screw heads at the angles
- **Level** - For leveling the frames

Step 1: Angled batten



If you have ordered triangular infills, work your way around each frame fitting them to one side of each of the centre frames that touch each other. Ensure that if the infills are made to different angles you fit them in the right place

Drill some 4-5mm pilot holes through the back light stop of the centre frames at a slight angle (all sides apart from the very front left and right sides), the triangular batten will be the same height as the shutter frame. Screw a batten to one side of each frame, the screw (not supplied) length you use will depend on the frame thickness and angle. When you lift the frames up on the window sill they will be ready to fix to each other.

Step 2: Fitting the frame



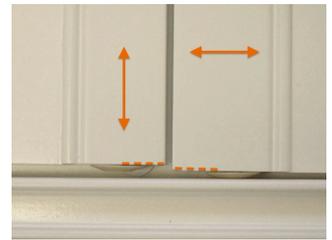
If you are not using triangular infills you will still need to drill some pilot holes. Drill the holes at the front edge of the frame, rather than the back light stop, in one side of each connecting frame so that you can screw the frames together around the bay. Start with 2nd frame from the left and drill pilot holes in the left hand side, 3-4 holes should be enough depending on the height. Repeat this on the left side of the remaining frames.

Start on the left, lift the first frame up onto the window sill. Fix the two frames at the angle ensuring they are in line with each other, screws are not provided for this 45-60mm are usually long enough depending on the angle of your hole. Continue fixing all the frames together around the bay.

Fit some wedges between the frame and sill so it's spaced up about 6mm. Start at the highest side and level the frames around the bay. Reference the level details you took when you measured the bay.

Secure the frames by adding some wedges between the top of the recess and ceiling if possible.

Step 3: Lift the shutters into place



Check the panel feet have been fitted, starting from the left, lift the shutters into the frames and connect up the hinges by dropping the hinge pins into place.

Check the shutters in each individual frame open and close correctly. The panel feet should just rub on the bottom of the frames. Make any adjustments by moving the wedges in or out to raise and lower the height or moving the frames sideways.

Stand back from the bay and check you have an even looking shadow gap all round the bay.

When you are happy with how the shutters fit, and the frames look evenly spaced within the recess you can start to fix the frames back to the window or battens.

Step 4: Fixing the shutters



Fix the centre frame first, working out towards the sides. It's advisable to check once a few screws have been screwed into place that the shutters still operate correctly as the frames can move as they get pulled back to the window frame or battens.

Fixing onto battens - no frame fixing is required at the bay angles, only along the bottom, top and far sides.

Fixing onto wooden windows - depending on the angle and frame width you may need re-drill the pilot holes in the frames at an angle to ensure the screws are being screwed into the wooden window.

Enough frame - check you have enough window frame to screw into, you may need to re-drill your own pilot holes at an angle or in line with a window mullion to ensure they have something to fix into.

Long bit - if possible use a long extension bit in the drill to ensure the chuck does not mark the wall or sill.

Hinge screw - check the shutters still operate correctly, before screwing the last small hinge screws into place. These are self tapping screws. Some materials can be harder than others so to avoid the drill slipping a 3mm pilot hole can be drilled first.

Step 5: Fitting infills



If you have ordered an infill for your bay, measure and cut them to length.

The angled side of the infill may need to be shaped a little to fit into the gap.

Infills can be glued or screwed through the side of the frame.

Step 6: Finishing touches



Replace the insert strips into the frame to cover the screw heads.

With Standard MDF shutters they snap into place, push hard or tap in with a hammer using some cardboard to protect the finish.

With wooden shutters they have sticky pads to keep them in place, remove the backing and push into place, tap with a hammer if tight using some cardboard as protection again.

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

