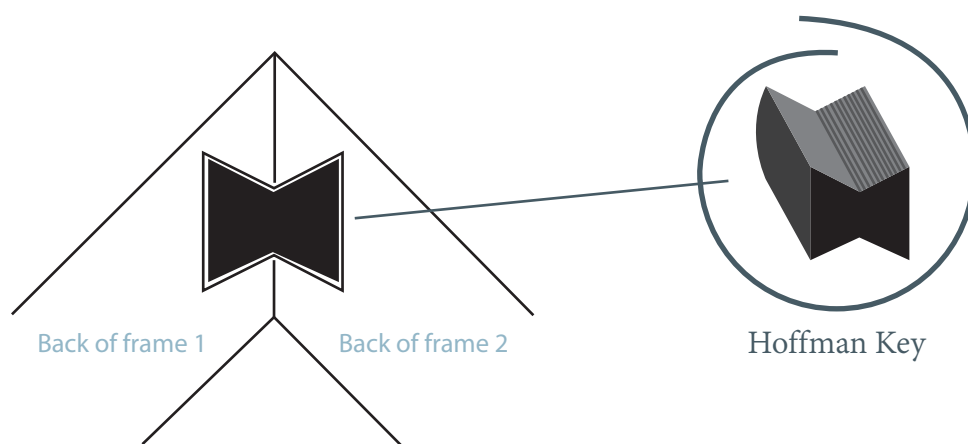




## Inside Recess Fitting

1. Make sure you have all the boxes for your order. Start by opening the long thin box that contains the frame. Open with a knife being careful not to penetrate the box too much and damage the shutters.
2. Inside you will find the hardware box and the frame. Open the hardware box and slide the Hoffman Keys into each corner of the frame:



3. Then slide all corners of the frame together. Each part of the frame will be labelled: **Top, Bottom, Left, & Right**  
(You may need to tap the Hoffman key with a hammer for tight fitting holes)

**Note:** Shutters for Cafe Style will usually only have 3 frames labelled:

**Bottom, Left, & Right**

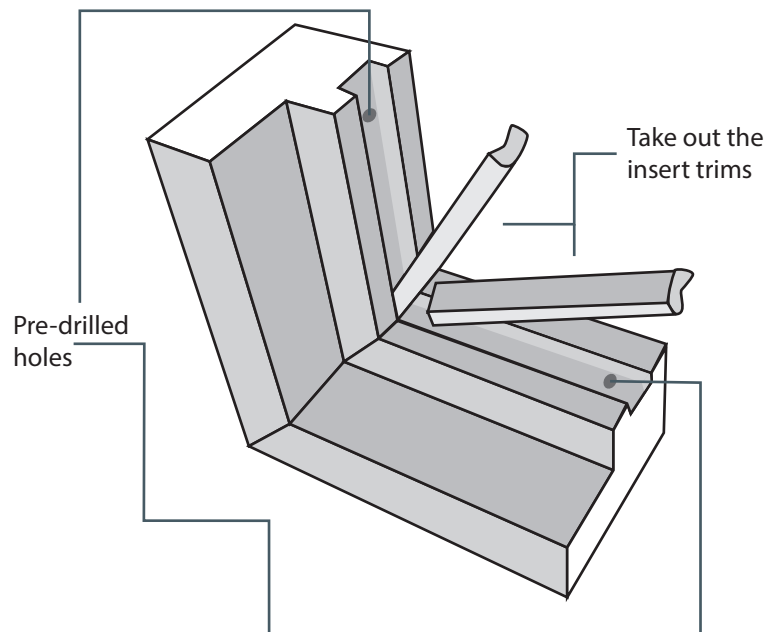
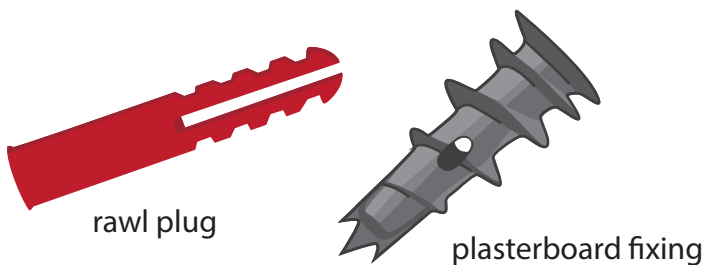




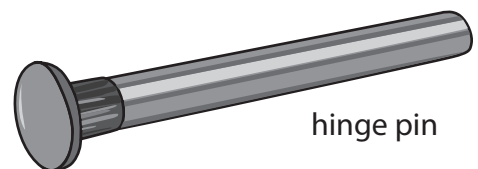
## Inside Recess Fitting

- Put your frame into your recess and make level using packers to hold in place. Take out the insert trims and put to one side.

You should now see pre drilled holes. Once you have the frame in position, secure the frame with the screws supplied. (You may need to pre drill and use rawl plugs or plasterboard fixings - not included)



- Now open the box with the doors in, and put the doors into the frame. Once the hinges are aligned place the hinge pin into position. (Hinge Pin should be provided in the Hardware Box)



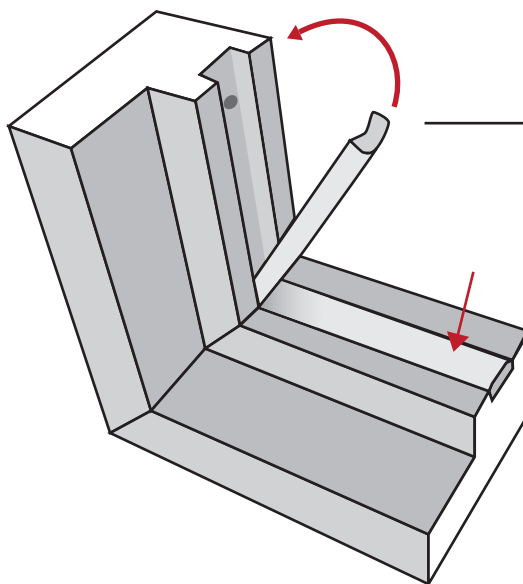
- You may now need to adjust the doors up or down. You can do this by loosening the screws on the hinges. Once your doors are where they should be, secure them with the locking screw provided in the hardware box.



## Inside Recess Fitting

### Now For The Finishing Touches...

7. You can now replace the trim into the frame to hide the screws and finish with a bead of decorators chalk to hide any small gaps between the frame and the recess.



Insert all trims back into the frame to hide the screws

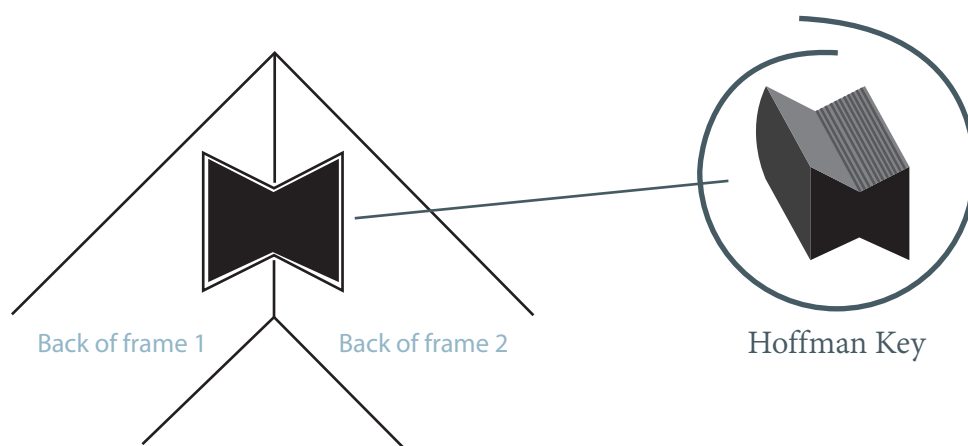
- Decorators caulk can also be good for hiding any screw holes and screw heads

8. Make sure that the shutters your are installing are placed where the initial measurements were taken. Not all windows are square and the measurements could be different from when you first measured.
9. If you happen to be fitting your shutter in front of handles, make sure that sufficient distance is given to allow for louvers/slats to open and close fully.



## Outside & Sash Recess Fitting

1. Make sure you have all the boxes for your order. Start by opening the long thin box that contains the frame. Open with a knife being careful not to penetrate the box too much and damage the shutters.
2. Inside you will find the hardware box and the frame. Open the hardware box and slide the Hoffman Keys into each corner of the frame:



3. Then slide all corners of the frame together. Each part of the frame will be labelled: **Top, Bottom, Left, & Right**  
(You may need to tap the Hoffman key with a hammer for tight fitting holes)

**Note:** Shutters for Cafe Style will usually only have 3 frames labelled:

**Bottom, Left, & Right**



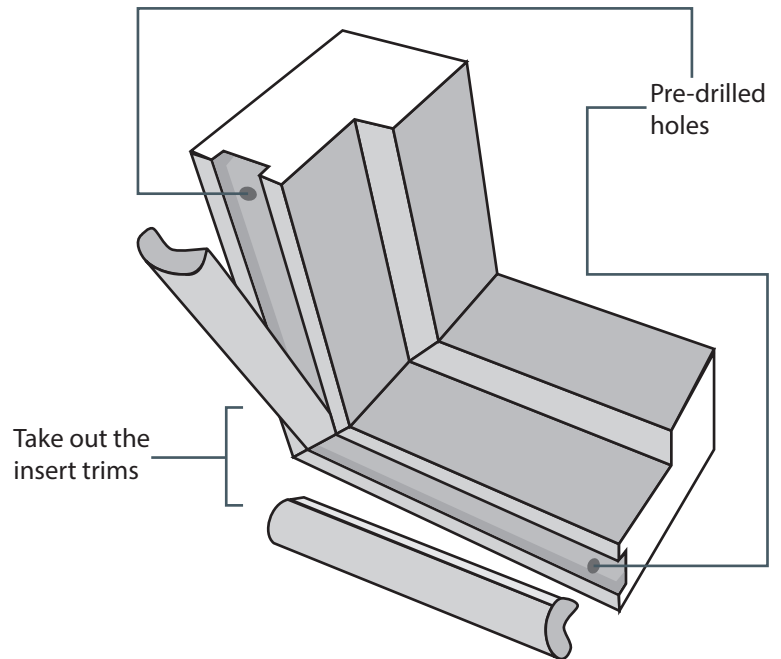
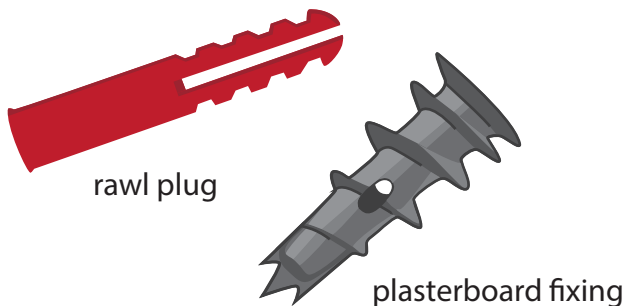


## Outside & Sash Recess Fitting

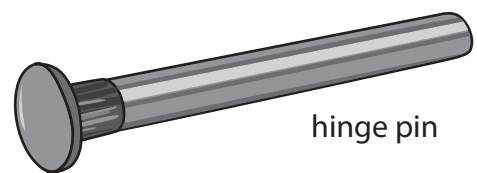
4. Hold frame in place and check it is level. Once the frame is where it needs to be, drill through the pre-drilled holes to mark the Sash window frame. Use a drill bit smaller than your screw as this will help to prevent splitting the timber of the sash window.  
(You may need the help of another person when fitting outside of the recess)

Now screw the shutter frame to the sash window making sure you check the levels after every screw.

(You may need to pre drill and use rawl plugs or plasterboard fixings - not included)



5. Now open the box with the doors in, and put the doors into the frame. Once the hinges are aligned place the hinge pin into position.  
(Hinge Pin should be provided in the Hardware Box)



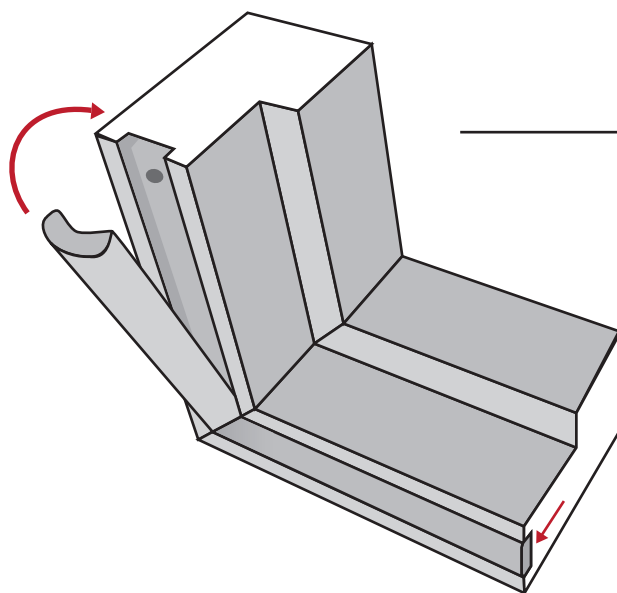
6. You may now need to adjust the doors up or down. You can do this by loosening the screws on the hinges. Once your doors are where they should be, secure them with the locking screw provided in the hardware box.



## Outside & Sash Recess Fitting

### Now For The Finishing Touches...

7. You can now replace the trim into the frame to hide the screws and finish with a bead of decorators chalk to hide any small gaps between the frame and the recess.



Insert all trims back into the frame to hide the screws

- Decorators caulk can also be good for hiding any screw holes and screw heads

8. Make sure that the shutters your are installing are placed where the initial measurements were taken. Not all windows are square and the measurements could be different from when you first measured.
9. If you happen to be fitting your shutter in front of handles, make sure that sufficient distance is given to allow for louvers/slats to open and close fully.