

Blinds *by* Post

Perfect Fit Shutters Installation Instructions

FITTING INSTRUCTIONS

You should have:

Blind parts

Shutter panels



Brackets (4-10 per panel)



THE INSTALLATION OF THIS PRODUCT SHOULD BE CONDUCTED BY SOMEONE COMPETENT IN DIY.

PLEASE NOTE:

- Keep the Shutter panels upright when unpacking. DO NOT put on their side as the slats can become dislodged.
- Your Shutter panels will be 46mm larger in width and drop than your glass measurements submitted.

HOW DO I KNOW THE ORDER OR ORIENTATION OF MY PANELS?

We will manufacture your shutters in the same sequence that you ordered them. Each Shutter panel has a label on the top to indicate the orientation & the panel/Shutter numbers. Each complete shutter will be made up of panels ranging from 1-5 panels, depending on your width.

FITTING THE BRACKETS:

You will only need a credit card or something similar to use as a guide for your top and bottom bracket holes.

Top Tip: If you have new windows or windows with a stiff seal, you might find it tough to push the brackets in. Try applying a tiny amount of lubricant (such as washing up liquid) to the edge of the bracket before inserting it.

You may also find it easier to insert the flat edge of the bracket at an angle, rather than fully straight.



FITTING INSTRUCTIONS

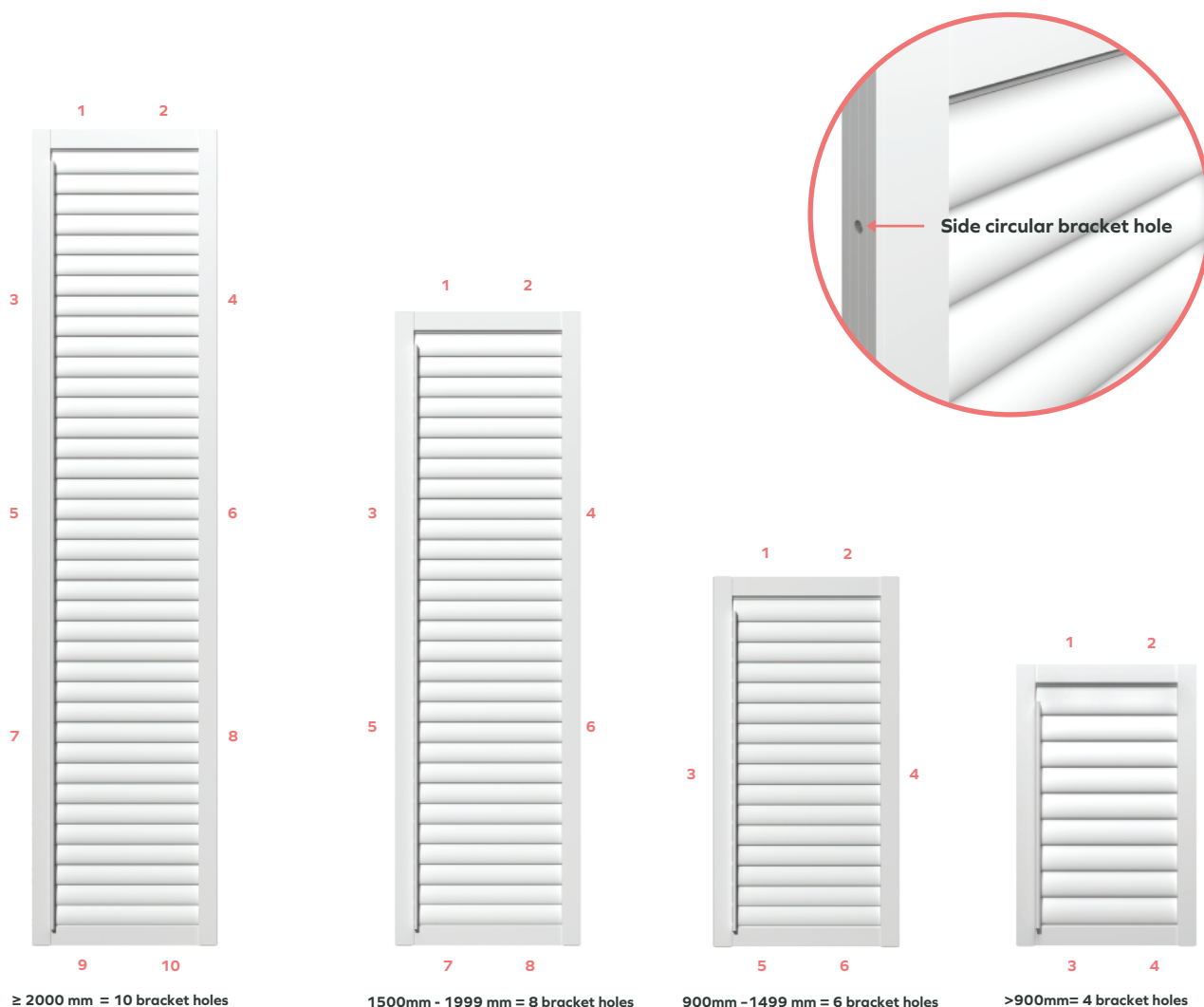
You will have 4,6,8 or 10 brackets per Shutter panel, depending on the drop of your Shutter.

Take a look around your shutter and you will see 2 small rectangular holes on the top, 2 small rectangular holes on the bottom and up to 3 small circular holes on each side. This is where the brackets will attach to the Shutter.

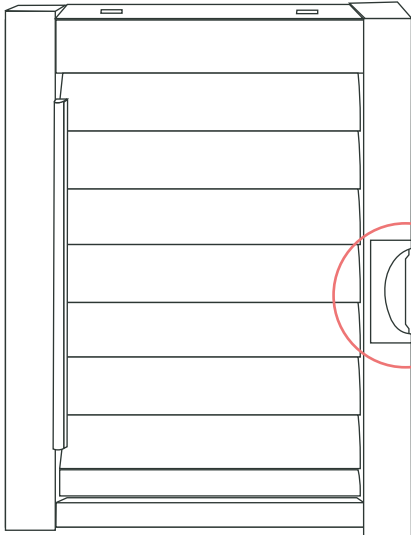
Refer to the guide below for the number of holes required. For a full Shutter drop (46mm bigger than the glass drop ordered) of :

- < 900 mm = 4 bracket holes (2 top & 2 bottom)
- 900–1499 mm = 6 bracket holes (1 each side, 2 top & 2 bottom)
- 1500–1999 mm = 8 bracket holes (2 each side, 2 top & 2 bottom)
- ≥ 2000 mm = 10 bracket holes (3 each side, 2 top & 2 bottom)

Ensure all brackets are correctly and securely installed.



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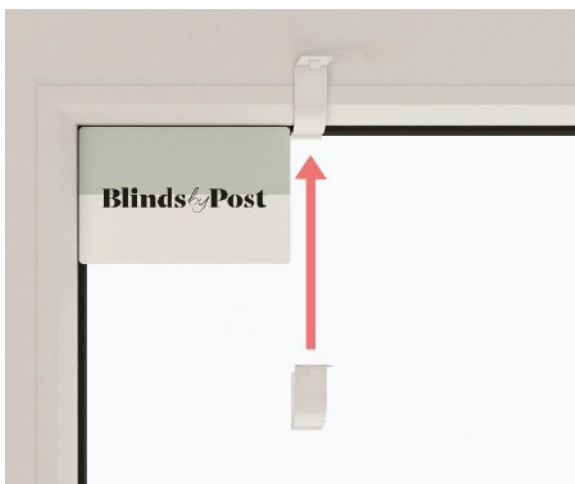


Handle Rebate:

If you have a panel with a cut-out handle rebate, then make sure it's correctly orientated with your window handle.

If you have multiple panels and a handle rebate, use the following rule:

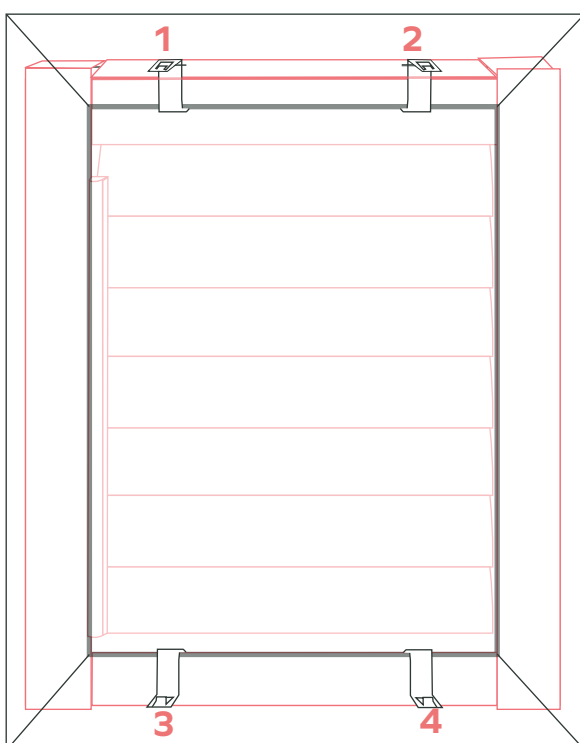
- If a left handle, fit this panel first.
- If a right handle, fit this panel last.
- If a bottom handle, then this will normally be the central panel (if multiple panels).



If you have a single panel with 4 brackets (2 on the top + 2 on the bottom)

Place a credit card or something similar in the corner of your window. Using the edge of the card as a guide, slide the bracket behind the seal of the glass. Repeat this for each corner, pushing the brackets into the seal as far as they will go.

Please also note that the top and bottom bracket holes may not always be a credit card width inwards for the brackets, for example, when the shutters have a narrow width. Spacing the bracket holes not at a credit card's width is a decision which our manufacturing and production department make.



Single Panel fitting- 4 brackets (see the next page for multiple panel fitting)

Once you've inserted all the required brackets into your window seal, it's time to connect the Shutter.

Each panel should have a sticker that tells you which side is the top of the panel.

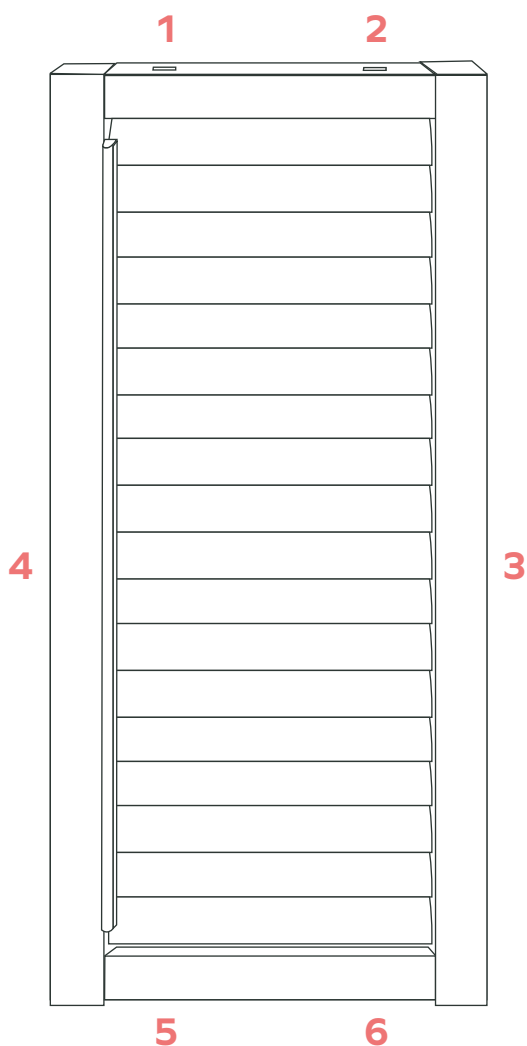
On panels that only have 4 brackets, locate the bottom of the shutter on to the lower brackets, then push the top of the shutter towards the window until you hear the brackets click into the upper holes.

Check that all the brackets are seated correctly, and your Shutter is ready to use.

FITTING INSTRUCTIONS

If you have a single panel with 6 brackets or more-

Use the same instructions as with 4 brackets above and insert the top and bottom brackets. To fit the side brackets, offer the Shutter panel up to the fitted brackets (no need to click into place). Mark your window frame with a pencil the same height as the side bracket holes either side of the panel. Remove the panel and insert the side brackets in to the pencilled locations.



Single Panel fitting- 6 or more brackets (see the next page for multiple panel fitting)

Each panel should have a sticker that tells you which side is the top of the panel.

On panels that have 6 or more brackets, locate the bottom of the shutter on to the 2 lower brackets, then push the centre of the Shutter towards the window until you hear the brackets click into the side and upper holes.

Check that all the brackets are seated correctly, and your Shutter is then ready to use.

Top Tip: If you find the Shutter panel moves slightly left or right during operation then try sliding the brackets to the outer edges of the holes. This should stop any sideways movement.

If your Shutter is not engaging with the brackets, please re-measure your bead depth of the glass to ensure the correct brackets were ordered.



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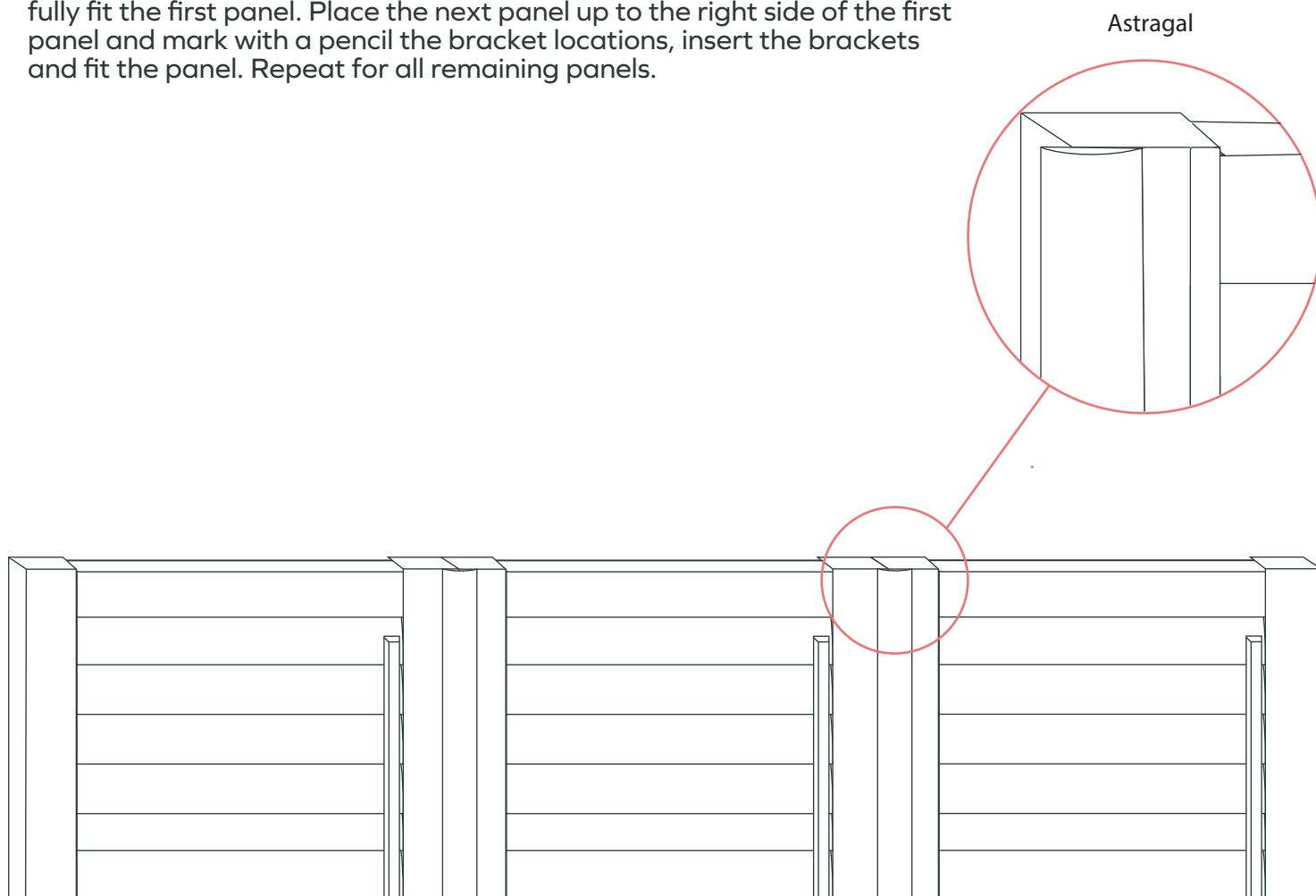
If you have multiple panels in the same window-

Use one of the instructions above to attach the brackets for your first left hand panel depending on if you have side brackets or not. Fit the first using the guidance below. Once the first panel is fitted, offer the 2nd panel up to the window, so that the left side of the 2nd panel is touching the right side of the 1st panel. Mark your window frame with a pencil at the bracket hole locations at the top and bottom of the 2nd panel. Remove the 2nd panel and insert the brackets at the locations you have marked. Clip the 2nd panel in place and repeat for any further panels.

Fitting Multiple Panels:

If you are fitting multiple panels on the same piece of glass, you will have an Astragal on some of the panels. An Astragal is an overlapping edge that helps eliminate light gaps between adjoining panels. The overlap will always be the right panel covering the previous left panel. The far left panel will not have an Astragal and this should be fitted first.

To insert the brackets on multiple panels, use the method on page 4 to fit the top left and bottom left brackets (credit card method). Then offer up the first panel, aligning the panel holes with fitted brackets. Using a pencil, mark the window frame with the location of the top right and bottom right brackets. Insert the brackets at the pencil marks and fully fit the first panel. Place the next panel up to the right side of the first panel and mark with a pencil the bracket locations, insert the brackets and fit the panel. Repeat for all remaining panels.



FITTING INSTRUCTIONS

FAQ HELP SECTION

I've scratched or scuffed the panels, what can I do?

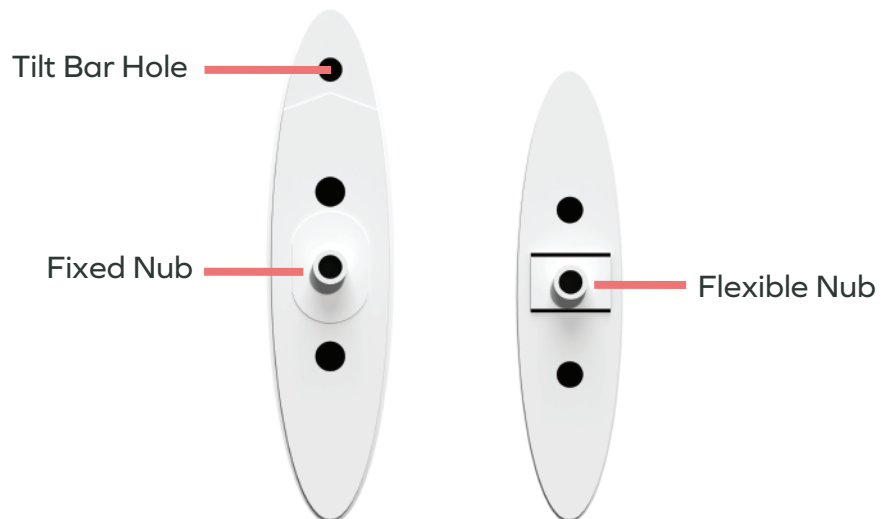
This is entirely dependant on the depth of the scratch, if you have a light scratch then we do have super fine buffer pads available to purchase. These generally get most light scratches out. If you would like to purchase one, contact sales@blindsbypost.co.uk

My shutter panel has arrived and some of the louvres are dislodged?

Whilst we try to pack the Shutter panels as well as possible, sometimes heavy-handed couriers can dislodge some of the louvres. Not to fear these can easily be clipped back in. Each louvre will have two different sides; one side has a fixed central nub and a small top hole, the other side has a flexible central nub.

How to:

- Orientate the louvre with the small hole/fixed nub end facing the tilt bar (tilt bar is the operating stick).
- Slot the fixed nub into the frame on the tilt bar side.
- Depress the flexible nub on the opposite side and locate this into the frame hole, it will click in place.
- Clip the tilt bar into the small hole.



My panel doesn't fit into the brackets, it's too tight?

You may have a thick rubber seal/gasket and the bracket has not been pushed towards the PVC bead enough. Try removing the panel and pushing the brackets further into the rubber seal/gasket. The brackets should be touching the PVC bead frame.

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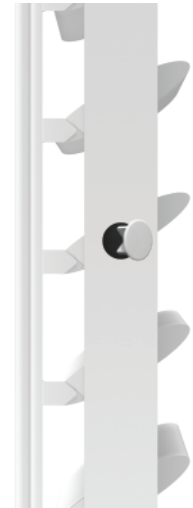
TENSIONING OF THE TILT ROD CONTROL:

We have pre-tensioned all the shutter panels for you, but if you feel that this is too loose or tight, or if it needs altering over time, please see the instructions below.

On each side of your Shutter you will have at least 5 cover caps sometimes more if your drop is bigger. The two pairs of cover caps at the very top and very bottom of your side stiles ARE NOT to be removed- the tensioning screws you need to find are located towards the centre of the stiles.

HOW TO CHANGE THE TENSION:

- Using a small flat head screwdriver, carefully remove the cover cap on the long stile side of the Shutter. Either side is suitable- only one side requires tensioning.
- Then use a Phillips cross head screwdriver and insert into the tension hole, until you locate the screwhead.
- Hold the shutter louvre closest to the screw firmly with one hand whilst tensioning.
- Turn the screwdriver a small amount to alter the tension (clockwise = tighter, anti-clockwise = looser).
- If you have a larger drop and have two tension holes, proceed to tension both screws as above.
- Repeat until you are happy with the tension.
- Once complete, refit the cover cap in the hole.



MAINTENANCE

We recommend that regular visual checks are completed to ensure that no components have been damaged, which could result in operating difficulties and/or cause a safety risk. If any maintenance is required we recommend that the work is carried out immediately, by a reputable blind company.