BLINDS 4U
Custom NZ made blinds just 4 U

Installing your Thermalite shutters

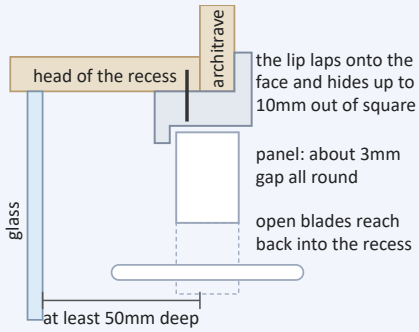
Thermalite shutters

Read all four pages before you start

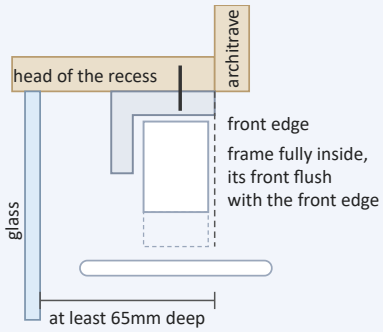
09 576 0736

Your shutters are made to the sizes you ordered. Fit them this way to keep our warranty (terms at blinds4u.co.nz/warranty). If anything stops you, ring us on **09 576 0736** before you drill.

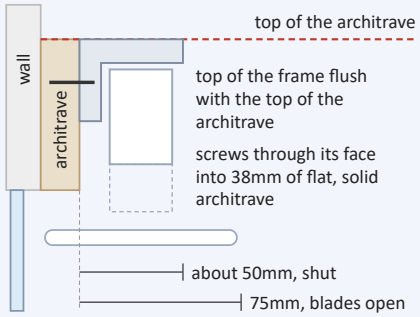
Prefer to watch?
blinds4u.co.nz/how-to-install has a shutter video from the parts maker. Where it differs from this sheet, follow this sheet.



Z frame, inside the recess



L frame, inside the recess

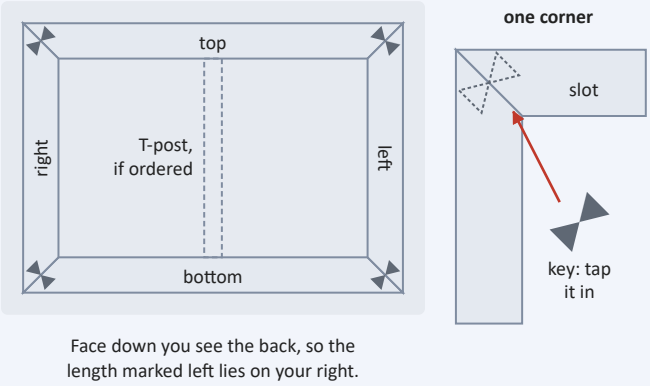


L frame, outside, on the architrave

1 Before you start

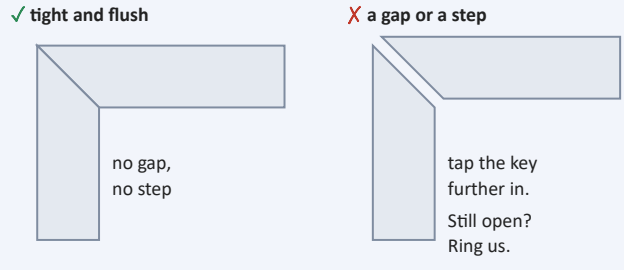
- ✓ Each shutter comes with its panels, already hinged, and the hinge pins; its frame in four loose lengths with mitred ends (cut at an angle to make the corners), marked top, bottom, left and right as seen from inside the room, with a key for every corner; a T-post (an upright post between panels), if you ordered one; and a bag of frame screws, small hinge-locking screws and screw cover stickers.
- ✓ Each shutter is labelled to match your packing slip: Item 1 is the first on it. Its panels are lettered A, B, C, D from left to right, as seen from inside the room.
- ✓ Check every shutter when it arrives. Tell us about damage, a wrong item or anything missing within **7 days**, with photos, so we can claim it from the courier.
- ✓ Keep the panels flat and padded until you hang them. Never stand one on a blade edge, or carry it by its blades.
- ✓ Before you drill into a wall, check for hidden wires and pipes (a stud finder helps). Use a steady stepladder and never stand on its top step.
- ✓ You need a drill and bits, a screwdriver, a pencil, a steel tape, a spirit level, a stepladder, a small hammer, packers (thin plastic or timber shims from the hardware store), paintable caulk and a caulking gun, and a second person: every frame takes two to lift.

2 Put the frame together



Face down: a key across every corner

- ✓ Lay a blanket on a clean floor, and the four lengths on it **face down**, each in its place.
- ✓ Line up each corner and tap its key into the slot across the joint with a small hammer, until the corner closes **tight and flush**.
- ✓ Ordered a T-post? Fit it now, between the top and bottom lengths, through its pre-drilled holes.

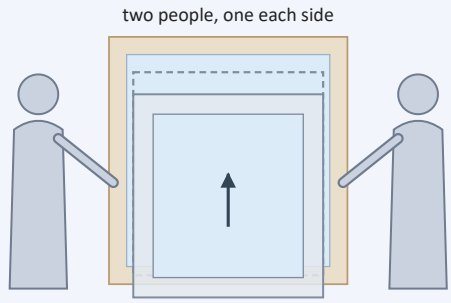


Turn each corner over and check its face

- ✗ A corner that will not close: stop and ring us. Never glue, pack or force it.

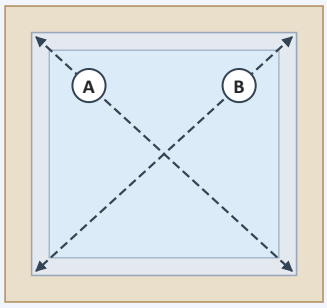
3 Lift it in

Every frame takes **two people** to lift, whatever its width. Lift it in **exactly where you measured**: windows are seldom square, and it was made for that spot.



Lift it in square, exactly where it was measured

- ✓ **Z frame:** into the recess, its lip hard against the wall or architrave all round.
- ✓ **L frame, inside:** only in a recess 65mm deep or more, and only if its diagonals are within 5mm (below). It sits fully inside, its front flush with the front edge.
- ✓ **L frame, outside:** flat on the architrave, flush with its top and outer edges. Never onto bare wall.



L frame inside?

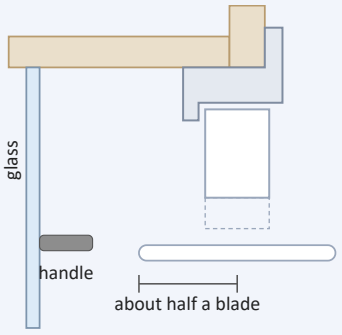
Measure the recess corner to corner, A and B.

5mm apart or less: fit it.

More than 5mm apart: **ring us before you fit it.**

Square enough for an L frame inside?

Before any screw, check the blades will clear (below). Outside fit: the shutter also stands about 50mm off the architrave shut and 75mm open, so check doors and furniture clear it.



Before any screw:

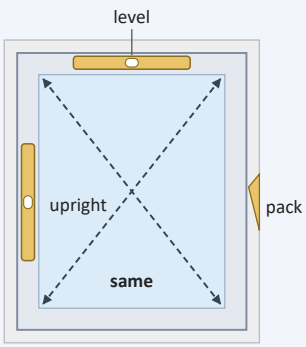
an open blade reaches back about half its width behind the frame.

It must clear handles and stays. If not, ring us.

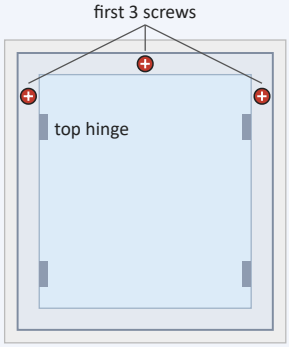
Will the blades clear? Check before any screw

- ✗ Never over-tighten a frame screw: it bends the frame, and the panels will not line up.

4 Level, square, three screws



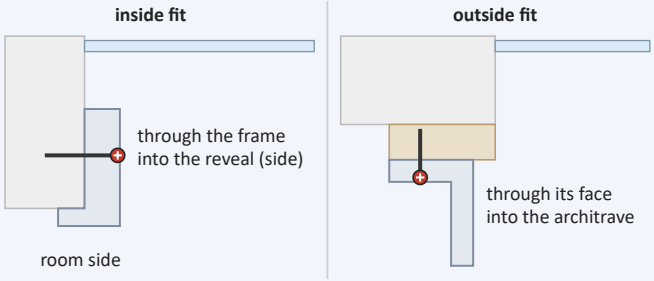
Level, upright, square



The first three screws

A spirit level on the top, the sides upright, and the two diagonals of the frame **the same**. Where the window is out, slip packers behind or under the frame. Never bend the frame to fit.

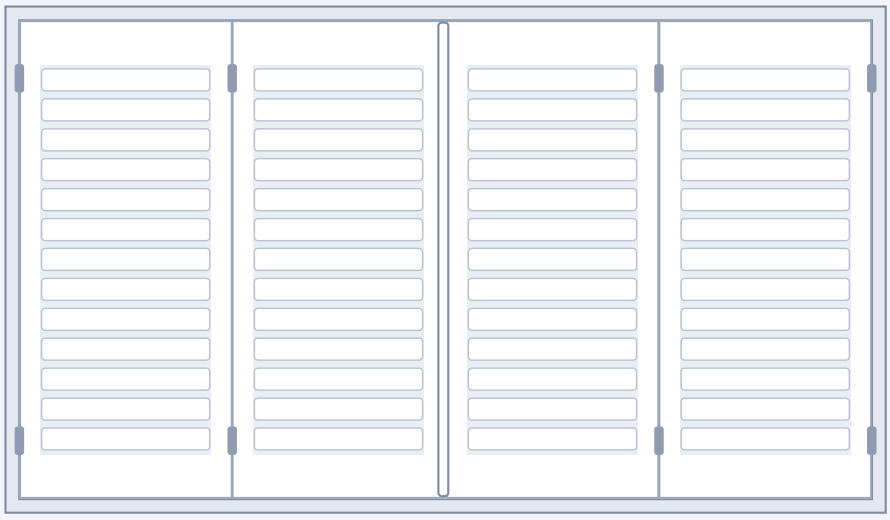
Three screws only, for now: one in the top, and one in each side just above the top hinge (a side with no hinge: at the same height). The rest go in at step 7.



Where the screws go, seen from above

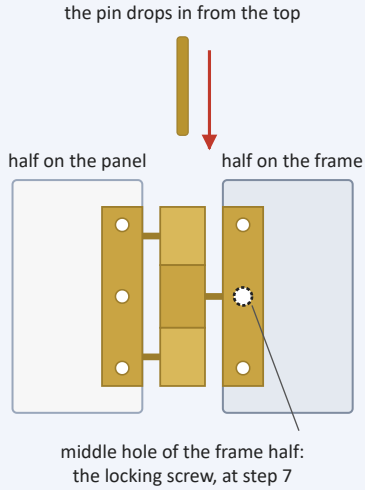
What you will fix into

Fixing into	How
Timber window frame, architrave, framing	The frame screws in the hardware bag, into solid timber: the window frame, the framing behind it, or the architrave. Drill a small pilot hole near the end of an architrave.
Plasterboard GIB and other wall linings	**Never into the plasterboard alone**: it will pull out. Find the timber stud or lintel behind it (a stud finder helps) and screw into that: 8g screws at least 40mm long, from the hardware store.
Concrete, brick, block	A masonry bit and wall plugs to suit the screw (a 7mm hole takes an 8g x 35mm screw). Drill into the masonry itself, at least 100mm from any crack.
Aluminium window frames	**Best avoided.** Drilling can void the window maker's warranty, let water in, crack the glass or fog a double-glazed unit. If there is no other way, use stainless self-tapping screws clear of the glass, the glazing bead and the drainage holes, with silicone over each head.



A and B fold to the left, C and D to the right.
The overlap strip is on C.

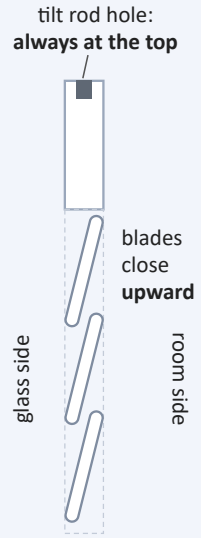
Panels A to D, seen from inside the room



A frame hinge, opened out

5 Hang the panels

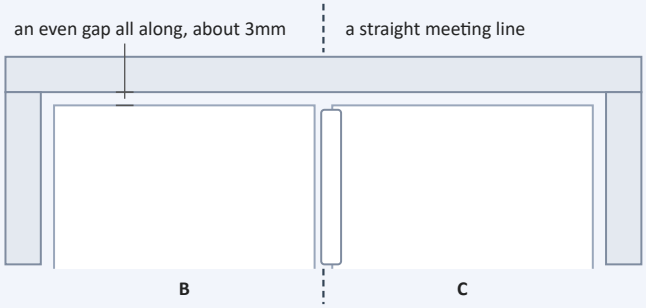
- ✓ Each panel goes in its labelled place, **A at the left**. Panels that fold together come hinged to each other: hang them as one.
- ✓ Check it is the right way up: the hole for the tilt rod is **always at the top**, and the blades close **upward**.
- ✓ Where two panels meet, the overlap strip (a thin strip down the edge of one panel that covers the gap) is on the **right-hand** panel.
- ✓ Line up the panel's hinge halves with the frame's, and drop each pin in from the top until it is fully down.



Right way up

- ✗ Never trim, plane or pack a panel to make it fit.

6 Check it



Check: even gaps, a straight meeting line

Close every panel and check:

- ✓ an even gap all round, about 3mm from panel to frame;
- ✓ the panels close flush and meet in a straight line, and the magnets catch;
- ✓ every blade turns freely, clear of the glass, handles and stays.

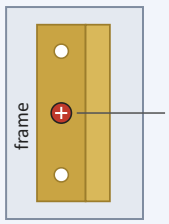
Panels not lining up? Move the frame, not the hinges.
Undo a frame screw, re-pack, and check again.



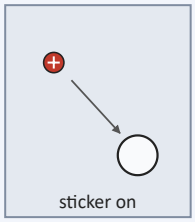
Done right: four panels, A to D, hanging true

7 Fix it for good

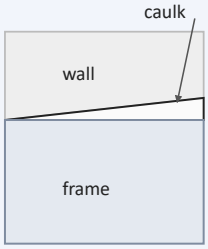
Only when every panel hangs right:



Lock every frame hinge:
put the small locking screw into the middle hole of the frame half of every frame hinge.



Then all the frame screws:
one in every pre-drilled hole, and a cover sticker over each screw head.



Last, caulk any gap
between the frame and the wall, with paintable decorator's caulk.

8 Look after them

- ✓ Open and close the blades with **two hands**, one a few blades above the other, moving them together (or by the tilt rod). Never one blade at a time, and never force them past where they stop.
- ✓ Where two panels meet, open the one with the overlap strip first and close it last, or they jam.
- ✓ A little sag in a big panel is normal. Lift it back into the frame as you close it; never push it shut.
- ✓ Dust with a damp cloth, or wash with mild soapy water. Never abrasives, bleach or solvent cleaners.
- ✓ **No cords, no chains.** Shutters have no cord loops, so there is nothing to make child-safe.

Something does not fit or line up? Stop, and ring us on 09 576 0736 before you cut, plane or change anything.



Done right: a pair hanging true, meeting in a straight line

Damage our warranty cannot cover

- ✗ Damage caused by a frame fixed out of level or out of square.
- ✗ Damage caused by hanging panels in the wrong place.
- ✗ Damage caused by fixing a frame into plasterboard alone.
- ✗ Damage caused by working the blades one at a time, or forcing them.
- ✗ Damage caused by cutting, planing or altering a panel or the frame.
- ✗ Damage caused by rough handling while fitting.
- ✗ Damage caused by the building moving after fitting.
- ✗ Damage from repairs or changes made by anyone but us.

This does not affect your rights under the Consumer Guarantees Act.