

## Plantation Shutters PVC

### DIY Installation Made Easy

Follow the instructions below as a guide to help you assemble and install your PVC Plantation Shutters.

iSeekBlinds Plantation Shutters come complete with the following items for assembly and installation, depending on the layout and frame type you selected:

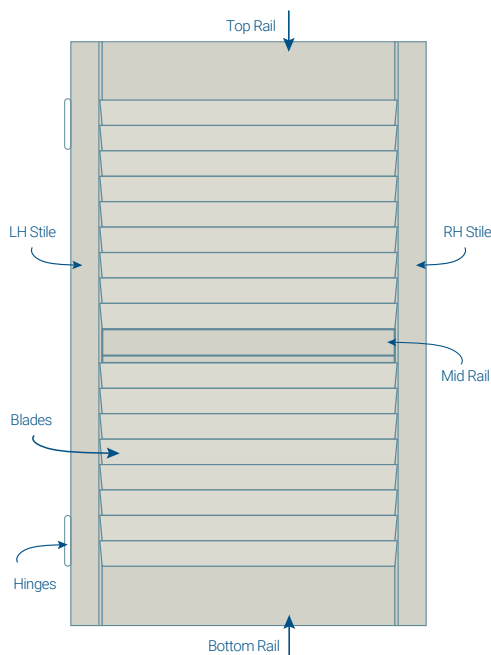
#### Shutter panel components

**Stiles** (these are the sides of your shutter panel)

**Top & Bottom Rails**

**Mid Rail** (if applicable)

**Blades**



#### Shutter panel parts

**Dowels:** These attach the stiles to the top, bottom and mid rails

**Rail screws:** long length, for the top, bottom and mid rails

**Tension screws & washers:** medium size, to attach the tension blades in place

**Hinges & white head screws:** to attach panels to the frame

**Tilt Rod & screws:** to operate the blades

**Screw caps:** to cover the rail screws and give a nice finish

**Blade pins:** to secure the blades into the stiles

#### Shutter frame & frame parts (as per your order)

Depending upon the layout and frame type you selected, you will receive the frame pieces and some or all of these parts:

**Hoffman keys:** Hoffman keys secure the frame pieces together for a 3 or 4 sided frame.

**Light Block strip:** These are for 3-sided frames and direct mount shutters, and prevent light from creeping underneath the shutter panel.

**Panel hinge pins:** Panel hinge pins are how you attach the plantation Shutter panels to the frame. Simply line up your panels with the corresponding hinges fitted on the frame and drop the pin in.

**Striker plates:** These striker plates are attached to the bottom of the frame or light block strip, in line with where the panel meets the frame in the closed position. Make sure they are aligned with the magnet on the panel for a secure closed position. Use the screws provided.

**T-Posts:** T-posts support your shutter and are included in layouts D - L. They are screwed into the frame using the screws provided.

**Screws - gold with white tops\*:** These screws are provided to use with 3 sided frame striker plates and hinges.

*\*Important: These screws are not to be used for installing your frames. Ensure you purchase the appropriate installation screws depending on the window frame material you will be installing your shutters into - timber, masonry or aluminium.*

**Screws caps & stickers - white:** Supplied to cover your screws once you have finished installing your shutter.

#### Installation tool kit

##### What you will need to assemble & install your shutters

- A grey lead pencil
- Blue painters tape or masking tape
- A small cordless drill with 150mm drill bit (pre-drilling your bracket holes will avoid splitting your timber, particularly if you have an older style house. It is also recommended for outside mounts.)
- 5mm drill bit 150mm long
- Countersink drill bit
- Spirit level
- A small rubber mallet
- Window packers - Macsim brand
- A step ladder if necessary
- Caulking gun
- No More Gaps
- Clean cloth

*\*Depending on the window frame material you will be installing your shutters into, make sure you purchase appropriate the installation Screws - timber, masonry or aluminium.*

#### Organising your shutters

- Each of your shutters will have a sticker on the box stating the room name.
- Layout each of your shutters in front of the correct window.
- Starting with the first one, remove the packaging carefully and lay them down on a clean surface. It is handy to wear white cotton gloves whilst installing to avoid getting any marks on the shutter.

If you are unsure about any step of the installation process, please remember we have online videos to walk you through each step. You can view these on our website or on our YouTube channel.

Let Michael show you just how easy DIY can be!

Remember - You are not alone. We are here to help.

If you have any challenges during installation, please give us a call on 1300 664 257 or email us at [sales@iseekblinds.com.au](mailto:sales@iseekblinds.com.au). One of our expert team members will work with you to achieve the stunning results you deserve.

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## How to install - Assembling the panel

### Step 1- Layout your panel components

- The stiles will be marked L (left) and R (right), and the top, mid and bottom rails will also be marked as T, M and B. Lay these out on a flat, clean surface in the right position.

### Step 2 - Prepare your blades

- Identify how many tension blades are needed for your shutter panel (there will be a hole on the inside of the stile between the rail positions to indicate where these tension blades will sit. Refer to video if you are unsure). If you have one tension blade, set one blade aside for later; if you have two tension blades, set two aside for later, etc.
- For the rest of your blades, insert a blade pin into the round hole on each end of every blade. Set aside once done.

### Step 3 - Attach the top, mid and bottom rails to the LH stile

- Insert the dowel into the appropriate holes on the left hand (LG) stile. Then attach the top, mid (if you have one) and bottom rails to the stile. A small mallet will help you get them in place.

### Step 4 - Attach the tension blade to the LH stile

- Insert a tensioning screw through the outside of the tensioning screw hole on your LH stile. Pop the tension washer on the inside of the screw. Using a blade you set aside for tensioning, position it on the inside of the stile and carefully screw into position using your drill. The screw should insert into the centre round hole of the blade, with the washer as protection. Don't do this up too tight yet.  
*Note: ensure the notch on the blade is facing the stile where your hinges will be attached, and the notch is also facing down toward to bottom of the shutter panel.*

### Step 5 - Attach the other blades to the LH stile

- Insert each of the other blades into the LH stile. Ensure the notch on the blade is facing the stile where your hinges will be attached, and the notch is also facing down toward to bottom of the shutter panel. The blades should overlap each other at the top, and underlap at the bottom.

### Step 6 - Attach the RH stile to your panel

- Bring the RH stile towards the edge of your shutter panel, and slowly start aligning the top, mid and bottom rails. Carefully and gently tap them in place using your mallet.
- Next, identify the tension blade on the RH stile, and insert the tension screw and washer as above. Gently screw into place.
- Start aligning the blades and pop them in place on both stiles. Once this is done, you can gently tap the RH stile into place more securely.

### Step 7 - Secure the stiles to the rails with screws

- Using the long rail screws, securely attach the stiles to the top, mid and bottom rails.

### Step 8 - Gently tighten the tension screw

- Using your drill, gently tighten the tension screw on each side of the panel.

### Step 9 - Attach the hinges

- Using the white-head screws, attach the hinges in the place indicated. For now, just use two screws in the oval-shaped holes.

### Step 10 - Insert screw caps over the rail screws

- Using the screw caps provided, insert one into each hole over the top of the rail screws. This covers the holes and gives a nice finish to the stiles.

### Step 11 - Attach the tilt rod

- Your panel should now be fully assembled. Lift onto it's vertical edge so you can easily attach the tilt rod.
- Sit the tilt rod in place on the edge of the blades, and gently insert the tilt rod screws into place.
- You can start this process with your drill, then finish off by hand with your screwdriver.
- Once you've attached the tilt rod, check the tension of your blades by moving them back and forth.
- If they feel a bit stiff or too easy to move, adjust the tensioning screw with your screwdriver to achieve the right tension.

Congratulations! Your panel is now assembled and ready for installation.

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## How to install - Assembling the frame

### Step 1 - L Frames & Z Frames

- The process for assembling your frame is the same for an Inside Mount L & Z Frame as well as an Outside Mount L Frame.
- Each part of the frame will be marked T (Top), B (Bottom), L (Left) or R (Right).
- Working on a flat surface, lay the frame out in the correct position.
- Once you have identified the top of the frame, get some masking tape and stick it to the top of the frame - this will ensure a correct installation.

### Step 2

- Working on a flat surface, use the Hoffman keys to attach the corners.
- Then gently push the sides of the frames together using the palm of your hand.

### Step 3

#### T- Posts

- If you have a T-post, it will sit inside the frame. Pop a piece of blue painters tape on the top and bottom of your frame, and mark with pencil where the middle of the T-Post should be located. Remember to always start from the LH edge of the frame.
- Work with your Plantation Shutter Panel Layout Charts to ensure your hinges are facing the correct way and make sure the T-post is not inserted upside down.
- Using the right screws, secure the T-Post to the frame using the oval shaped holes only.

Your frame is now assembled.

## How to Install - Inside mount L Frame & Z Frame

### Step 1 - Getting started

- This installation requires 8G x 40mm Screws
- Take your time
- Preparation is key
- Stay level - Use your spirit level. If you start level and true then the shutters are going to be installed perfectly, and panels will open and close well
- Follow the steps in order
- If you have more than one panel in your layout, you will receive a panel with a D-mould. The D-mould strip covers the gap between the first and second panel when they are in the closed position. The D-mould will always be on the right-hand panel unless you specified otherwise
- Shutters 'dress up' - make sure you attach your plantation shutter panels the right way up
- It's a good idea to have someone to assist you - one to hold the panel and one to then insert the screws.

### Step 2 - Packing your frame

- You have already assembled your frame.
- Place the frame inside your recess and jiggle it about to see what sort of gaps you have.
- Then using your packers, insert them in around the frame. Make sure you use your spirit level to ensure everything is and remains square.
- Once your frame is packed and square, get some more packers and place them around each of the corners for extra security.
- This is to ensure the corners stay tight and the mitres won't open when you commence screwing the frame into the window recess.
- Once everything is square and straight, you can secure any T-Posts with additional screws in the round hole.

### Z Frame

- When packing a Z frame you will need to insert your packers in behind the lip of the Z frame. The lip will hide the packers from view.

### Step 3 - Pre-drill holes & secure the frame to the window recess

- Where the packers are positioned, use your 5mm drill bit to pre-drill the holes through the frame only - ie. don't drill through into the window recess.
- You don't need to use a lot of them - just space them evenly through each of the frame sides, top and bottom.
- Then get your screws and using your drill, screw them into the frame and through the sides of the window recess.
- Repeat this process around the frame until the frame is secure and level.

### Step 4 - Hanging the panels

- When we present the panels we can see the shutter panel has one half of the hinge and the frame has the other.
- Using the hinge pins included, simply present the panel to the frame, line up the hinges and drop the pin down so it connects the panel to the frame.
- The hinge on the frame is only attached by the 2 oval shaped holes.
- This means you have the flexibility to move your panel up or down as required to achieve the right fit.
- If you loosen the screws, this will allow for approx 3mm - 4 mm of movement.
- Once you have adjusted your panel height, make sure you then re-tighten the screws through the oval holes.

- Then lock your hinge into position by inserting a 3rd screw into the round hole in the middle of the hinge. An important step to ensure your panels won't drop.

### Step 5 - Insert light block strip (for 3-sided frames only)

- 3-sided frames don't have a bottom, instead we use a light block. Insert this into your window recess behind where the panels close. The panels will sit up against this light block, and you will attach striker plates to the light block also.

### Step 6 - Striker Plates

#### Striker Plates - 4 sided frame

- These striker plates are attached to the bottom of the frame, in line with where the panel meets the frame in the closed position.
- Make sure they are aligned with the magnet on the panel for a secure closed position. Use the screws provided.

#### Striker Plates - 3 sided frame

- A 3 sided frame has no bottom, but has a light block strip.
- These striker plates are attached to the light block strip in line with where the panel meets the window frame in the closed position.
- Make sure they are aligned with the magnet on the panel for a secure closed position.

Your Plantation Shutter is installed!

Now everything should open and close nicely. If not make any minor adjustments as necessary.

### Step 7 - No More Gaps

- As shutter frames are not a tolerance fit, it is inevitable that you will end up with some gaps between the window frame and the frame of the plantation shutter.
- These gaps can easily and quickly be filled using 'No More Gaps'.
- This process will eliminate light from coming in between the 2 frames and your shutters will 'pop'.
- No More Gaps is the finishing touch required to give you a professional end result.

## How to Install - Outside Mount L Frame

### Step 1 - Getting started

This installation requires:

- PVC shutters - 8G x 75mm screws
- Take your time
- Preparation is key
- Stay level - Use your spirit level. If you start level and true then the shutters are going to be installed perfectly, panels will open and close.
- Follow the steps in order.
- Watch the video on how to install first for more details.
- If you have more than one panel in your layout, you will receive a panel with a D-mould. The D-mould stip covers the gap between the first and second panel when they are in the closed position. The D-mould will always be on the right-hand panel unless you specified otherwise
- Shutters 'dress up' - make sure you attach your plantation shutter panels the right way up.
- It's a good idea to have someone to assist you - one to hold the panel and one to then insert the screws.

### Step 2

- Once you have assembled the frame, pre-drill your holes evenly around the frame.

**Please note:** Outside Mount L Frame - screws are inserted underneath the cover strip. You will need to remove this strip when installing and replace once done.

### Step 3

- Hold the frame up to the architraves and attach it along the top of the architrave and add 1 screw towards the top of each side (make sure you use the correct screws)
- This means you can adjust the frame to ensure you mount it level.
- Now present and attach the panels.
- It's a good idea to have someone help you here.

### Step 4 - Hanging the panels

- When we present the panels we can see the shutter panel has one half of the hinge and the frame has the other.
- Using the hinge pins included, simply present the panel to the frame, line up the hinges and drop the pin down so it connects the panel to the frame.
- The hinge on the frame is only attached by the 2 oval shaped holes.
- This means you have the flexibility to move your panel up or down as required to achieve the right fit.
- If you loosen the screws, this will allow for approx 3mm - 4 mm of movement.
- Once you have adjusted your panel height, make sure you then re-tighten the screws through the oval holes.
- Then lock your hinge into position by inserting a 3rd screw into the round hole in the middle of the hinge. An important step to ensure your panels won't drop.
- Then attach your panels - note to ensure alignment.

### Step 4 - Ensure everything is level

- Holding the bottom of the frame, shuffle from left to right until everything squares up.
- Once the Plantation Shutter is in the perfect position, open the panel doors and finish attaching the frame all the way around onto the architraves.

### Step 5 - Striker plates

- These striker plates are attached to the bottom of the frame in line with where the panel meets the frame in the closed position.
- Make sure they are aligned with the magnet on the panel for a secure closed position. Use the screws provided.

Your Plantation Shutter is installed!

## How to Install - Direct Mount

### Step 1- Getting started

- One of the easiest plantation shutter installations.
- A direct mount plantation shutter doesn't have a frame and it consists of just 1 or 2 panels only.
- Take your time
- Preparation is key
- Stay level - Use your spirit level. If you start level and true then the shutters are going to be installed perfectly, panels will open and close.
- Follow the steps in order.
- If you have more than one panel in your layout, you will receive a panel with a D-mould. The D-mould stip covers the gap between the first and second panel when they are in the closed position. The D-mould will always be on the right-hand panel.
- Shutters 'dress up' - Make sure you attach your plantation shutter panels the right way up.
- It's a good idea to have someone to assist you - one to hold the panel and one to then insert the screws.

### Step 2 - Mounting the panel into the recess

- With your plantation shutter, you will receive several screws with a white head on them and a couple of striker plates.
- You should have already attached the hinges to the panel.
- Open and present your hinge to the recess.
- You will see that there are 2 oval shaped holes and a round hole on the hinge.
- Get someone to hold the panel in position.
- Screw the oval shaped top and bottom holes of the hinges into the recess first.
- Adjust the panel to the correct position and ensure it's level.
- Test the position by opening and closing the panel to see how it looks.
- Make any adjustments required by moving the panel up and down within the oval-shaped holes on the hinge.
- Then place a screw in the centre round hole to lock the panel into position.

### Step 3 - Light block strip & Striker plates

- Insert the light block strip into your window recess behind where the panels close. The panels will sit up against this light block, and you will attach striker plates to the light block also.
- Locate the magnet on the back of the shutter.
- With the panel in the closed position line up the striker plate to where the magnet will touch
- Install the striker plate into the recess at that exact position and secure with screws.

Your Plantation Shutter is installed!

## How to Install - U Channel

### Step 1- Getting started

- A quick and easy installation
- This installation requires 8G x 30mm screws OR Double sided tape
- Preparation is key
- Follow the steps in order
- Shutters 'dress up' - Make sure you install your plantation shutter panels the right way up.

### Step 2 - Installing the U Channels

- You will have 2 U channels. 1 big and 1 small.
- The big U channel goes at the top. The small U channel goes at the bottom.
- Screw the big U channel into the top of the recess or you can use double-sided tape
- Make sure the U channel is centred in the middle of the recess.
- Line up the small U channel on the bottom of the recess to match the top U channel
- Screw the small U channel down or again you can use double-sided tape.

### Step 3 - Inserting the Panels

- Take your panel and lift it into the lip of the big U channel at the top of the recess.
- Present the panel over the bottom U channel
- And simply drop the panel down into position.

Your Plantation Shutter is installed!

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## Trouble Shooting & FAQs

### How many screws should I be using to install my shutter?

To ensure your shutter is installed securely, we suggest installing screws at least every 600mm.

### My panel doors are not closing properly

- Check that your shutter frame is square and level and that you have used the appropriate packers during the installation.
- A frame that is out of square will result in panels that are out of square.
- Adjust the squareness and level of your shutter frame to fix this issue.

### My panel door is not holding on the magnets

- Sometimes you need to slightly move the striker plate to make it sit evenly across the magnet.
- During the squaring process, the magnets may have become slightly out of alignment and this adjustment will assist.
- If this fails then you could fit an additional magnet - 4 kg hold strength (available at Bunnings) to hold the panel closed.

### The pin that connects the blade to the tilt rod has broken

- Purchase a plantation shutter repair kit from the Spare Parts section on our website
- Use these kits to reattach the blade back onto the panel.

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### Remember - You are not alone. We are here to help.

If you have any challenges during installation, please give us a call on 1300 664 257 or email us at [sales@iseekblinds.com.au](mailto:sales@iseekblinds.com.au). One of our expert team members will work with you to achieve the stunning results you deserve.