

Fitting Guide **Bay:Box**



Fitting Instructions (**Bay & Box Windows**)

How to Fit Your *Shutters*

SIMPLE STEPS

Fitting instructions for bay & box windows

Fitting Time: Approx. 1.5 – 2 hours (depending on bay size).

WARNING: Please read these instructions before starting installation.

Safety

- Keep children and pets clear while handling panels, frames, and tools.
- Installation should be carried out by someone competent in DIY and fixed to a solid substrate.

Before you start

- Ensure each window recess has sufficient depth for your chosen louvre size (see table).
- If handles or vents project into the recess, plan to use build-out blocks (20 mm or 30 mm).

What you'll need

Screwdriver



Drill



Spirit level



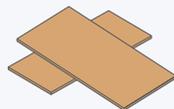
Rubber mallet (for Hoffman keys)



Screws and wall plugs



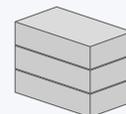
Packing shims/wedges



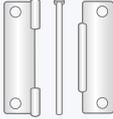
Decorators' caulk



Build-out blocks if specified

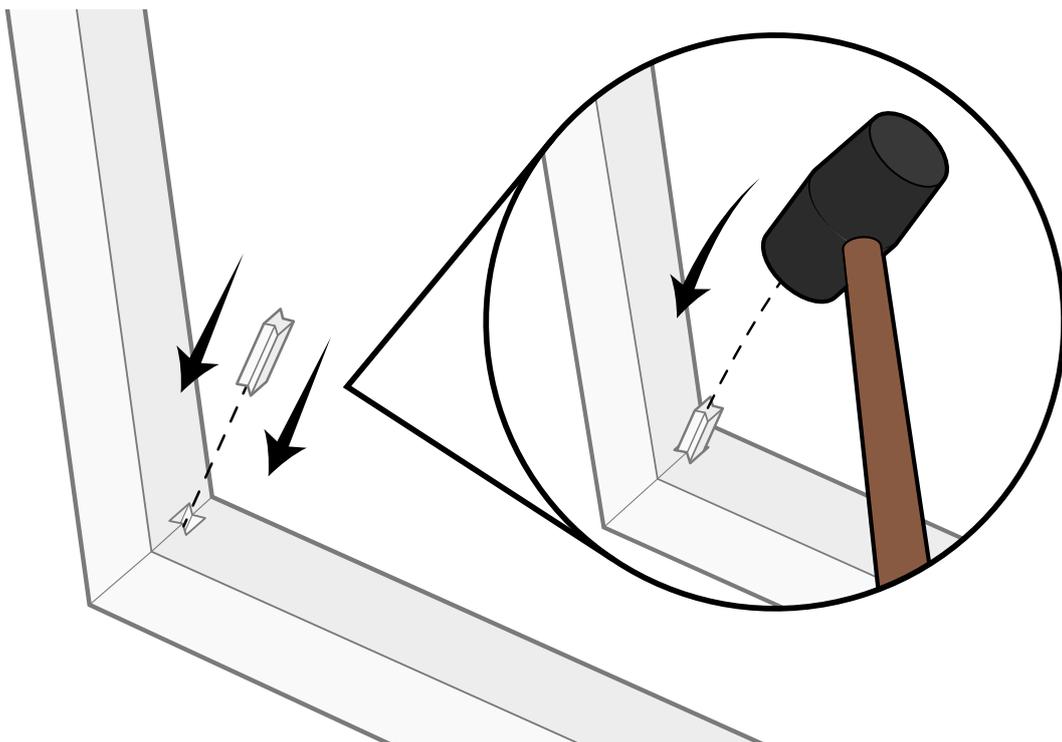


What's in the box

Shutter panels 	One L50 frame per bay section 	Hinges and hinge pins 	Hinge packers 
Screws 	Plastic Hoffman keys 	Corner post (if applicable) 	Drill-hole caps 

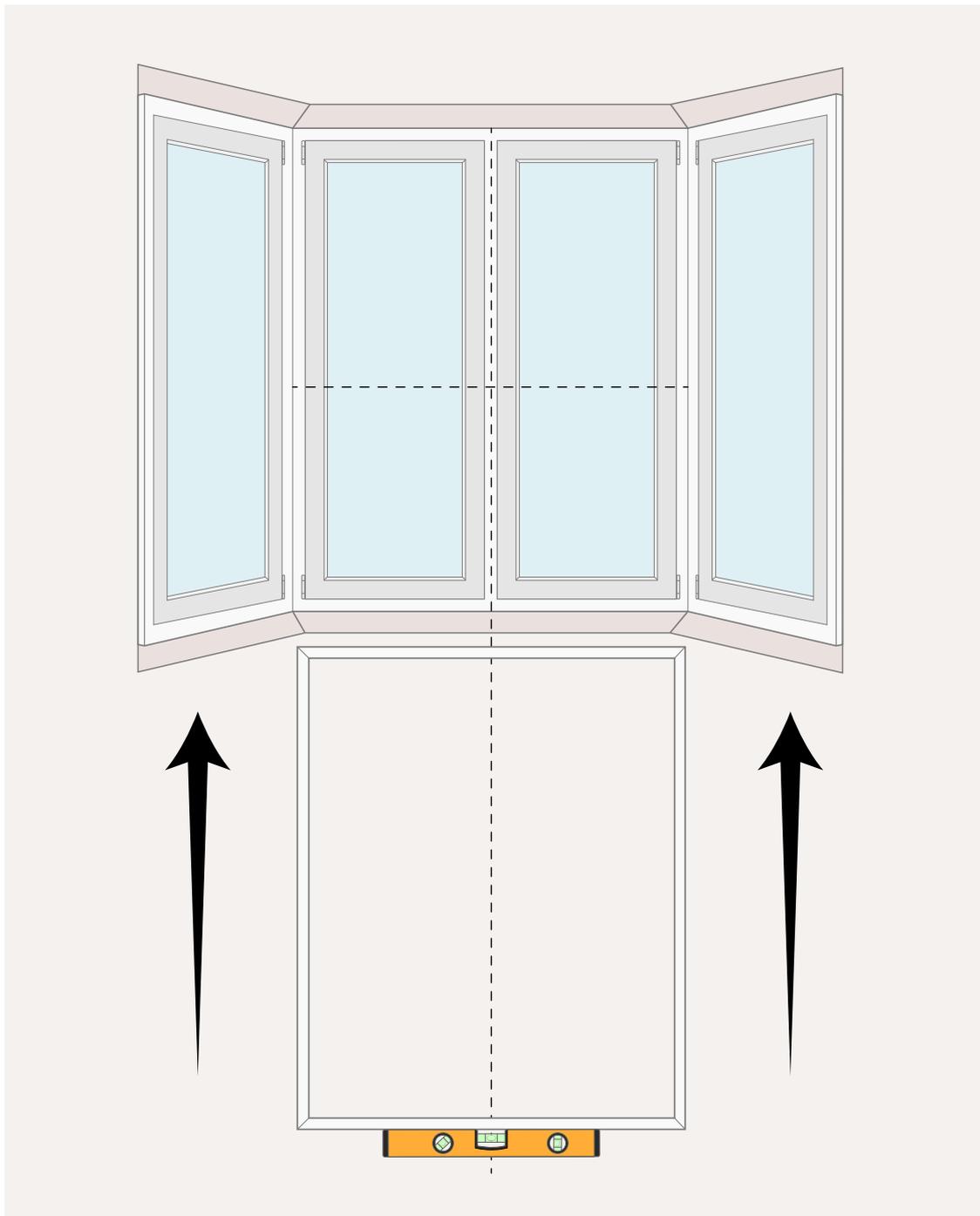
Step 1 – Assemble each frame

- 1.1. Lay out its mitred frame pieces.
- 1.2. Insert Hoffman keys into each corner recess.
- 1.3. Tap gently with mallet until flush.



Step 2 – Fit the frame

- 2.1. Position the assembled frame (or frame+blocks) into the recess.
- 2.2. Level and plumb using shims.
- 2.3. Mark positions with screws, remove frame, drill, and plug holes.
- 2.4. Reposition and secure with screws.

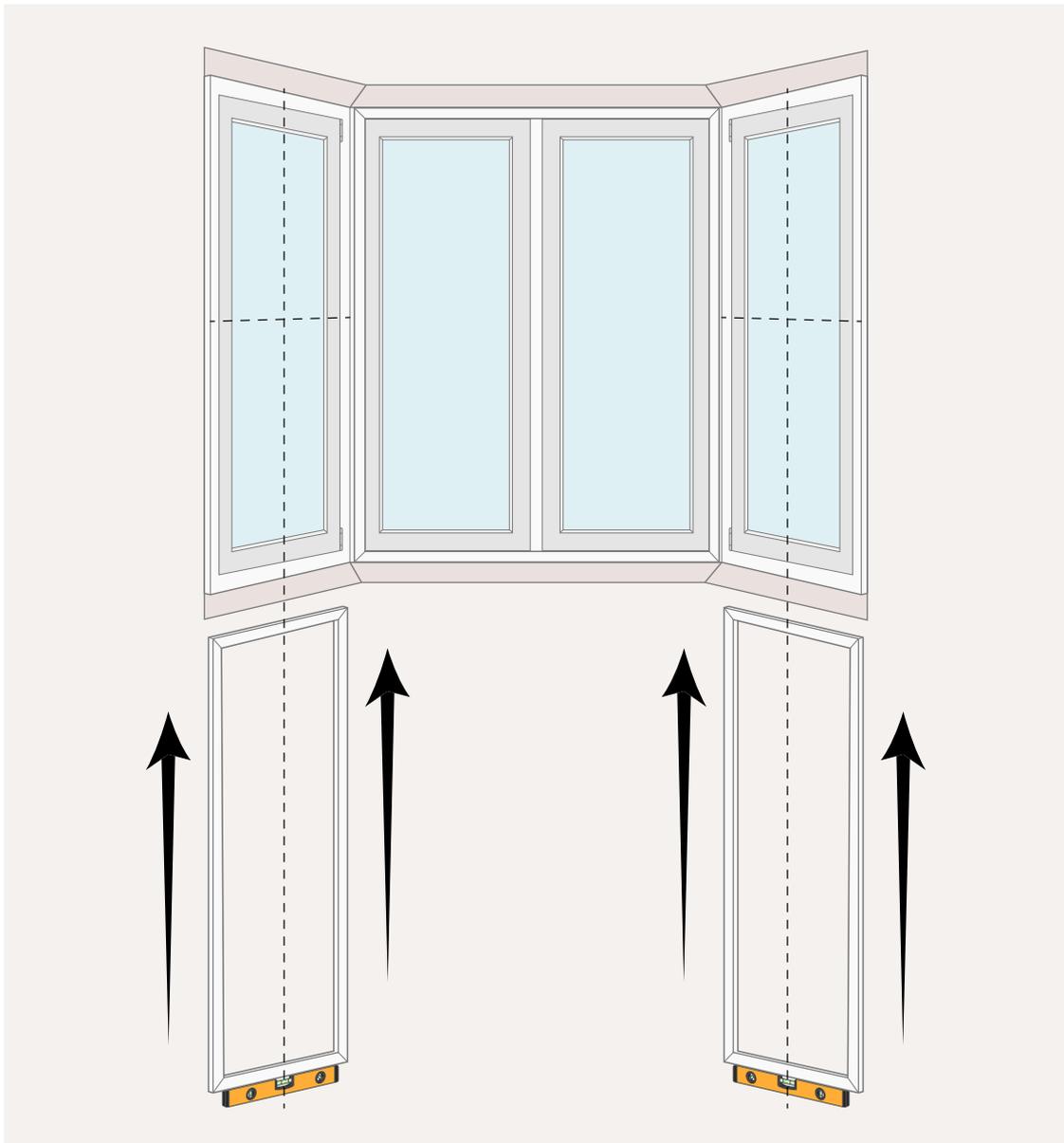


Step 3 – Fit the centre section

- 3.1. Fit the centre frame first.
- 3.2. Level, plumb, and shim as needed.
- 3.3. Fix lightly through pre-drilled holes.

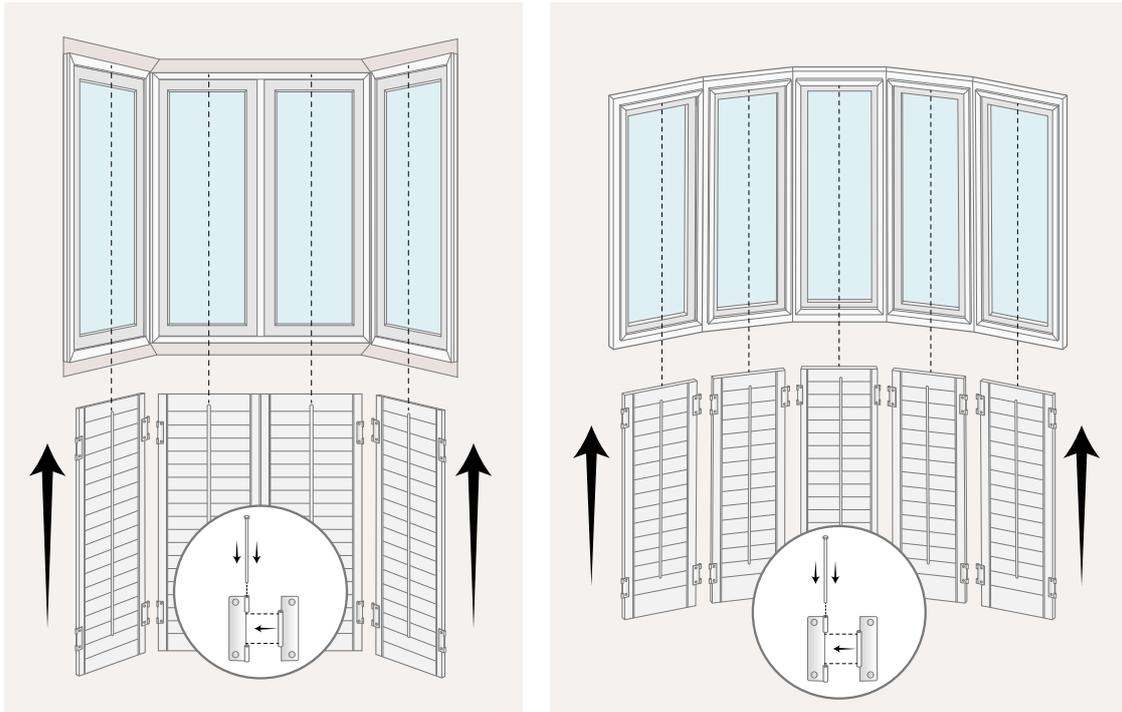
Step 4 – Fit the side sections

- 4.1. Seat each adjacent frame flush at its mitre.
- 4.2. Shim to match front faces.
- 4.3. Fix through pre-drilled holes.
- 4.4. If using a corner post, attach it first, then screw frames to it.



Step 5 – Check alignment

- 5.1. Ensure all frame faces are continuous and plumb.
- 5.2. Fill small mitre gaps with caulk.



Step 6 – Hang the panels

- 6.1. Attach panels with supplied hinges and pins.
- 6.2. Use hinge packers to adjust.
- 6.3. Tier-on-Tier only: Hang and adjust bottom panels first, then hang the top panels above the factory-set 2.5 mm gap.
- 6.5. Ensure panels close flush against the frame and each other.

Step 7 – Final fixing & finishing

- 7.1. Fully tighten all screws.
- 7.2. Insert drill-hole caps.
- 7.3. Caulk any remaining gaps.
- 7.4. Confirm panels and louvres operate smoothly.
- 7.5. Minimum Recess Depth for Louvres

Louvre Size	Minimum Recess Depth
64 mm	60 mm
76 mm	70 mm
89 mm	75 mm
114 mm	85 mm