

# Bi Fold Shutters Installation

**Recommended Tools:** Drill, Tape Measure, Level, Countersink Drill Bit, #2 Phillips Head Drill Tip.

- Do not dispose of packaging until the shutters are operating appropriately.
- Use of a moving blanket or drop cloth is recommended.
- Find ample working space to assemble your frame. (Preferably in front of the window).

**Check the diagram to make sure you have these parts indicated for the appropriate type of installation.**

**Note:** Some of these parts may be pre-installed on the shutter panel or frame.

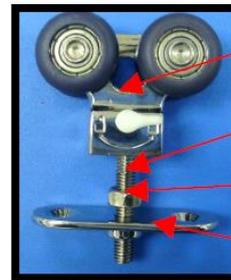


Top Track Pivot

Top Panel Pivot

Bottom Panel Bracket

Bottom Leg Bracket

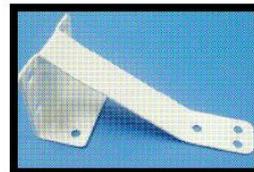


Wheel carrier

Bolt

Lock Nut

Panel Bracket



Support Bracket

Support/Bottom Bracket screw  
Installation screw



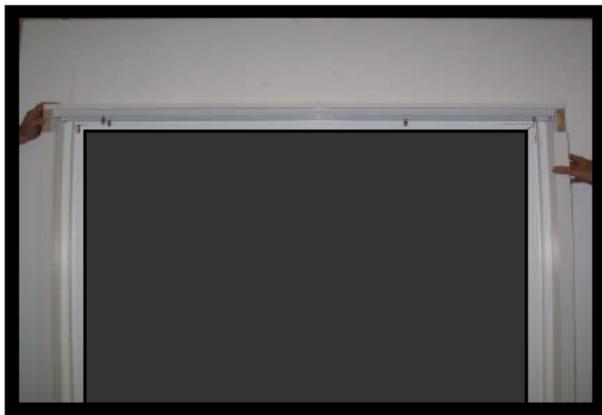
Panel Stop



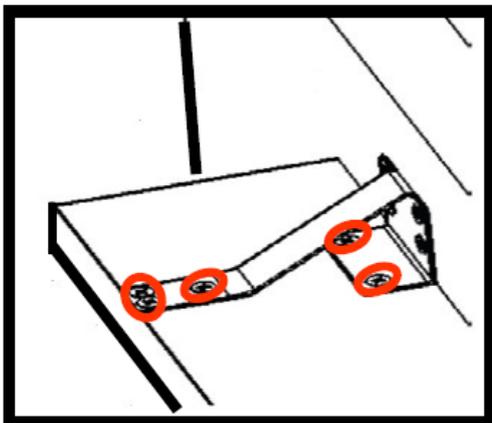
1. Carefully remove panels, frames and parts from the packaging. **Do not** mix panels or frames from other windows.
2. Set all frames on the floor face up.
3. Bring left and right side of the frames together with header and base, and screw together, first pre-drilling and then driving screws into place



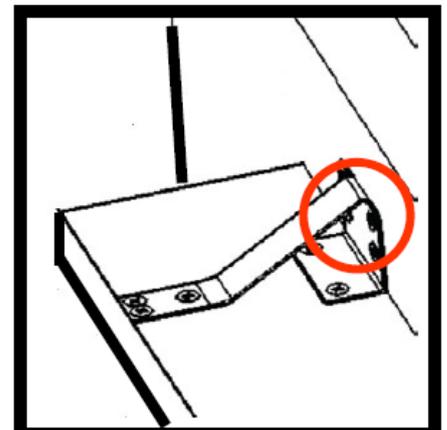
4. Place and position the assembled frame **EVENLY** around the window opening. Screw **ONLY** the upper left and right corners of the side box frame to the wall or window recess



5. **(FACE FIT ONLY)** After securing the upper left and right corners of the frame, make sure header is **STRAIGHT** across the top of the window and then secure **ALL** support brackets onto the header frame only. After all support brackets are secured to the header frame, ensure that the header frame is **STRAIGHT** and secure support brackets to the wall.

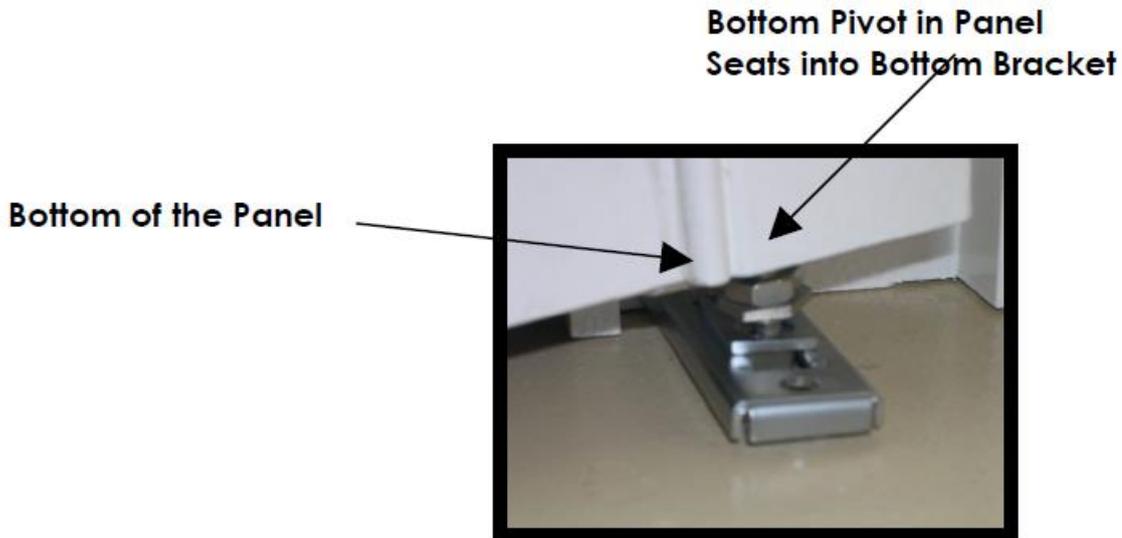


**Install Bracket onto Header**



**Install into the Wall**

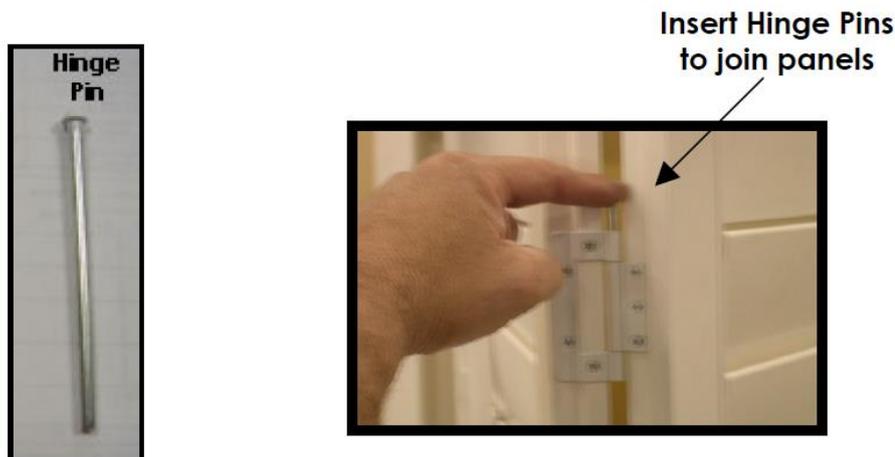
- Using a set square, ensure the frame is square and fix the sides and base to the wall (If Face Fit) or window recess (If recess fit).
- Install the pivot panel onto the bottom pivot bracket. (Note: PIVOT PANEL will be the only panel with a pivot at the bottom of the panel).



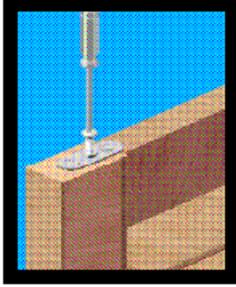
- Spring-load the top pivot (attached to the panel) into Top Pivot Bracket located in the track.



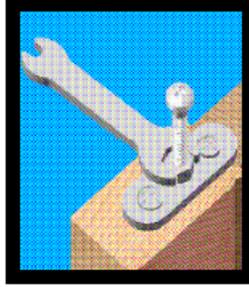
- Attach the panel/panels to each other with the hinge pins provided.



10. Attach the panel/panels with the Wheel Carrier Brackets (on top of the panel) to the Wheel Carriers in the track. (Make sure to lock the Wheel Carrier Bracket onto the Wheel Carrier with the hook-lock system).



**Insert into panel bracket**



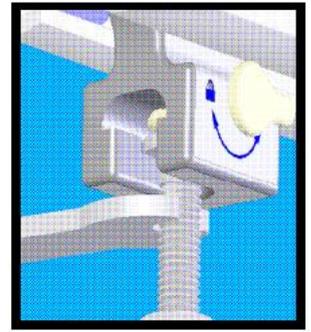
**Tighten lock nut**



**Slide bolt into wheel carrier and secure by turning the nylon lock to the right**

**Note:** If multiple panels will be used, attach the remaining panel to the Pivot Panel with the hinge pins provided. Then attach all of the panels together.

9. Only if required, adjust the panels, level with the track to make sure the Bi-Fold unit is operating properly. There are 3 different places the adjustments can be made.
- i. Top pivot bracket
  - ii. Bottom pivot bracket
  - iii. Wheel carriers.



And you're done!

If you have any queries at all, don't hesitate to contact us at [homeblindsaustralia.com.au/contact](http://homeblindsaustralia.com.au/contact)