

# Your Shutter — & — Blind Guide

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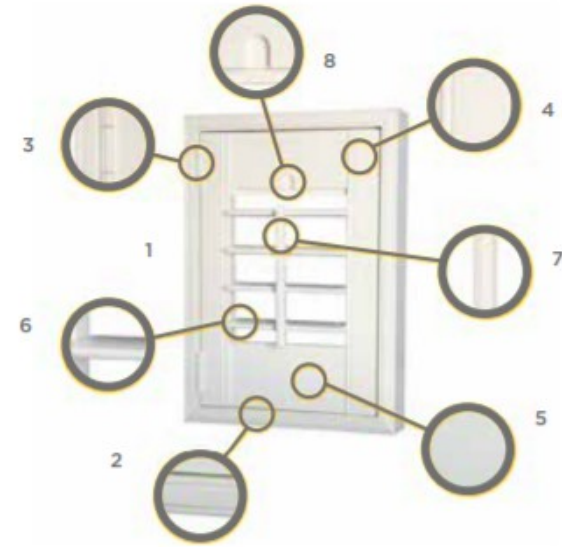
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*Shutters*  
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## SHUTTER PANEL PARTS



### 1. SHUTTER PANEL

The complete shutter, swings open/closed on hinges.

### 2. FRAME

Frame added to window opening on which to mount shutter.

### 3. HINGE

Recess for hinge placement.

### 4. STILE

Vertical frame of shutter.

### 5. TOP RAIL/BOTTOM RAIL

Horizontal frame of shutter. If you have a hidden tilt rod, this mechanism is located within the frame/stile.

### 6. LOUVRE

Blade that tilts open/closed.

### 7. TILT ROD

Mechanism connecting the louvres together hidden, (central, off set). If you have chosen a hidden tilt rod, this will not be visible and will be built within the shutter stile.

### 8. MOUSE HOLE

This is the small hole at the top of the panel which the tilt rod slips into when fully closing the louvre. The mouse hole allows for tighter closure.



## HOW TO CLEAN YOUR SHUTTERS & VENETIAN BLINDS

Although they are among the most robust and hardwearing window dressing options available, plantation shutters still require maintenance and upkeep and in order to keep your shutters looking at their best we do recommend regular cleaning.

- We advise using a feather duster for all our shutter ranges (both wood and MDF). The duster will be able to remove the dust easily, fit through the slats and is very soft so will not scratch. Dust one side first, before repeating on the reverse side. You can also use a vacuum with a brush attachment to remove the build up of dust, particularly around the window frame.
- After the slats have all the dust removed, you can use a damp cloth with warm water to wipe the slat surfaces. Be careful not to use excess water. If required you can use a soft toothbrush to get into any cracks, crevices and corners. Be careful not to use powerful detergents that could cause damage to your shutters or Venetian blinds.
- Finish the clean by using a dry clean cloth to rub down and make sure there is no damp left on the slats or the frame. Never allow any liquid to remain on the surface as this may cause damage to your shutters or Venetian blinds and their finish.
- A tip to reduce deep cleaning time is to wipe the slats as often as possible, as this will limit the build-up of dust particles.



## SHUTTER USE & MAINTENANCE

### OPENING & CLOSING

Although plantation shutters provide a heavier duty window dressing option than most blinds or curtains, they can still suffer from misuse if not treated correctly. Take care when opening and closing, and always be gentle when operating the louvres.

Never pull the shutter panels open using the tilt rod—this can pull out the staples and damage the shutter. To swing the panels open, tilt the louvres open, grasp the panel by the stile and tug open. Archtop shutters are designed for the louvres to close in the up position only—never down. Closing the louvres down on an archtop shutter will break the louvres.

### SCRATCHED OR CHIPPED PAINTWORK

Scratches in the paintwork can easily be covered by touch up paint. Be sure to locate the exact colour by contacting us, and use a soft brush to apply the paint, so as not to cause further damage. We can usually provide touch up paint free of charge on standard colour ranges. Custom colour touch up paint may be an additional cost.

### TIGHTENING & LOOSENING LOUVRES

If your louvres are loose or floppy and will not stay open in the desired position, or if they are too tight and difficult to tilt, there is a very simple solution. With a Phillips head screwdriver, adjust the tension screw found on both sides of the shutter panel. A quarter turn to the right will tighten and a quarter turn to the left will loosen. It is important to adjust the tension screws equally on both sides of the shutter.

## BLIND USE, CLEANING & MAINTENANCE

As with shutters, cleaning your blinds isn't always convenient. However, it is important to keep them at their best and there are some simple and effective ways to clean blinds with minimal effort. When done on a regular basis, this will help control the build up of dust.

- Regular dusting with a feather duster or microfibre cloth will help keep your blinds clean, you could also try using a can of compressed air (like what you clean your computer keyboard with) to blast off extra dirt, or run over the shade with a vacuum brush attachment.
- Do not use cleaning detergents on the blind as they can discolour or remove colour from the blind. If there is a stain you may use a lightly damp cloth on the stained area. Do not rub too much as this can damage the cell shade material.
- It is usually satisfactory to use the above methods to remove accumulated dust. If in any doubt, call us for assistance or visit our website.
- Your room darkening blinds or corded honeycomb blinds use a simple drawstring to precisely control them. Be gentle with this cord and your beautiful cellular blinds and you will enjoy years of use!
- Make sure the blind and cord (if applicable) are being operated correctly. Move the cord toward the centre of the blind to unlock and away from the centre to lock.

## WHEN TO ASK FOR EXTRA HELP WITH YOUR SHUTTERS & BLINDS

The Shutter Shop has a team of expert technicians ready to assist you. If you experience any of the following issues, please call us and we will be happy to address them:

### SHUTTERS

- Broken or damaged louvres
- Staples coming out
- Broken tilt rod
- Sliders not operating correctly

### BLINDS

- Replacing blind toggles or safety mechanisms - Please note that our blinds have a safety mechanism that is designed to break away under pressure. If you have a blind which has an operating cord or chain that could form a loop, you must keep it out of the reach of babies and young children and functioning as originally intended. If this mechanism has broken or doesn't seem to be functioning correctly, please contact us
- Problems with opening your blinds, or unsure if you are opening them correctly
- Motor of motorised blinds not working

Please remember that warranty issues reported more than one year after installation may be subject to a charge.

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