

PLANTATION SHUTTER REPAIR INSTRUCTIONS

TOLL FREE 877-698-9911

TERMS: **TILT ROD:** vertical bar connected to louvers allowing operator to move all louvers simultaneously. **STILES:** vertical members of panel that hold louvers. **RAILS:** horizontal frame members. **LOUVERS:** Sometimes called slats are the moveable horizontal parts between each Stile that control light and privacy.

REPLACING A LOUVER STAPLE: Determine the size of the replacement staple you should use. The correct size staple, when inserted into the existing staple holes of your louver should protrude approximately the same distance as other louver staples. To maintain proper function of your shutters, it is important that your replacement staples protrude this same approximate distance. Examine your tilt rod. If your tilt rod has an embedded metal strip with eyelets that attach to your louver staple, please refer to *Annex A* for instructions on how to attach/detach the louver staple from tilt rod. If your tilt rod contains staples, then move your tilt rod and position your louvers in the full open position. Position the louver that is missing a staple so that the staple holes in the leading edge of the louver face the tilt rod. With the louvers in the full open position, gently roll the tilt rod to the right, then to the left. Select the side that gives you the best access to the staple holes in your louver. Using your needle nose pliers, grasp the staple at the crown. Place a small drop of *Superglue (Gel)* on both tips of the shutter staple. With the tilt rod rolled to one side, as described above, thread the staple through the tilt rod staple, and then into the two holes in the louver. It is important to push the staple straight in. Take your time, and do not force the staple. Use your free hand to hold the louver so as not to place too much force on the louver during staple insertion and preventing damage to it.

Annex A: First examine the metal strip that is embedded in the tilt rod and ensure that it is not damaged. If any eyelet is missing, or the strip is damaged, order a [Replacement Tilt Rod](#). Use your needle nose pliers and grasp the bottom of the eyelet and gently bend it away from the Tilt Rod. Open the eyelet just enough to either connect or disconnect the Louver. Bending the eyelet too far or frequently will cause it to break so be gentle!

REMOVING A LOUVER TO REPAIR OR REPLACE IT: Identify the Louver you want to remove from the panel. Using wire cutters, cut the louver staple at the center of the crown. Gently spread the staple just far enough to facilitate disconnection from the Tilt Rod staple. Using a Utility Knife, place the blade on top of the louver pin which is located between the end of the Louver and inside of shutter Stile. Tap the back side of the Utility Knife with an object approximately the same weight as the Utility Knife and cut the Louver Pin. Remove the Louver from the panel. Utilizing your Vise-Grip, remove both halves of the Louver staple. DO NOT bend, twist, or pry Louver staple. Lock Vise-Grip on each end of Louver staple and pull it STRAIGHT out.

INSTALLING A LOUVER: Position the Tilt Rod so that all the Louvers are in the full open position. Place the thin end of the Nylon Louver Pin into one of the holes located at the end of the Louver. It does not matter which one you select. Locate the Shutter Pin hole in the Stile. Place the fat end of the Spring-Loaded Repair Pin into one of these holes.¹ With the Nylon Louver Pin still in the Louver, place the fat end of the pin into the hole opposite the Spring Loaded Repair Pin. With the Nylon Louver Pin in its hole, depress the Spring-Loaded Repair Pin and move the Louver over it until the pin extends into the Louver hole.²

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REPLACING A TILT ROD STAPLE: Determine the size of the replacement staple you should use. The correct size staple, when fully inserted into the existing holes in your Tilt Rod will protrude approximately the same distance as the others. Using the wrong size staple can cause binding and damage. To attach a Louver to the Tilt Rod, position the Tilt Rod so all the Louvers are tilted either up or down approximately 45 degrees. Using your Needle Nose Pliers, grasp the replacement staple at the crown. Using your other hand, hold the Tilt Rod in position to receive the staple. Enter the panel from behind with your needle nose pliers containing the replacement staple. Thread the leg of the replacement staple through the staple in the Louver, then into the existing holes in your Tilt Rod. Push the staple into your Tilt Rod approximately 1/8 inch. If the staple holes have become oversized it is at this point you may want to place small amount of Superglue (Gel) on the staple prior to fully inserting it. Applying Superglue (Gel) will prevent the staple from falling out in the future.

LOUVERS WILL NOT STAY OPEN: When you move your Louvers you expect them to stay in the position you select. Due to the weight of the Tilt Rod that is attached to your Louvers, and the forces of gravity, the natural tendency of the Louvers is to rotate downward and to close. To keep this from happening, manufacturers employ various methods of tensioning Louvers when they are manufactured. If your Louvers will not stay open, first check for the presence of Tension Screws. If your panel contains these screws, you will find them recessed on the outside of the shutter Stile along the same edge the hinges are attached to. By turning these screws clockwise, you pull the Louvers closer to the stile causing friction between it and the Stile. This friction is usually all that is needed to keep the Louvers in any given position. If the panel does contain tension screws, then the next method for increasing tension in a panel is to install tension springs using our [Shutter Tension Kit](#). The Kit contains detailed instructions and is easily installed solving the problem of sloppy-floppy louvers. A video can also be viewed online at our website shuttermedic.com showing the installation procedure from start to finish.

1. The hole in the Shutter Stile should be 1/4 inches in diameter. If pin does not fit into hole, use 1/4 inch diameter drill bit to either enlarge hole or deepen it.
2. The hole in the Louver should be 5/32 inch diameter. If pin does not fit into hole, use 5/23 inch diameter drill bit to either enlarge hole or deepen it.