

## How to Operate and Care for your Plantation Shutters

### Operation –

Most shutters have louvers connected to a tilt rod that runs down the center of the shutter and is connected to all louvers with small staples. It is simple to gently pull up or down on the tilt rod when you want to open or close the shutter louvers.

If your shutters have a hidden tilt rod, which means the mechanism that controls the louvers is behind the louvers, just hold one of louvers directly and shift it, and the rest of louvers will follow.

If your louvers ever become loose and don't want to stay in the desired position, you can open your shutter panel and find the tension screw hole on the side of your shutter panel. To tighten your louvers, place a Philips head screwdriver in the hole to find the tension screw and turn clockwise.

Please note that if you have arched windows or French door handle cut outs, the louvers will only open approximately 55% and will not open all the way to the down position. Forcing the louvers down will result in damaging a louver.

### Cleaning -

You'll want to clean your shutters without using a lot of water or any harsh cleaning materials. We recommend using a dusting cloth or brush, a vacuum, and a small brush that you can wet.

First, run the vacuum with the brush attachment over the shutters to remove as much dust and debris as possible. Use the soft dusting cloth to get in between each shutter, picking up any remaining dirt or dust.

After you've done that, wet the soft cloth slightly with water or another gentle cleaning material and (gently!) scrub any particularly stubborn areas or stains on the timber. With another DRY cloth, dry off any areas you've wet to avoid any warping or damage to the surface of the shutters.