Clavos, Straps, Grille and Speak Easy Procedures
Service Instruction

These instructions apply to:

Pella Premium Wood Entry Door 2007-Current

Two or more people will be required if removing the door panel when performing any of the following instructions!

CAUTION!
Panel may be heavy.

Note: Remember to use appropriate personal safety equipment when re-glazing.

Speak Easy Door Instructions:

Clavos, Strap & Grille Replacement.....Pages 1-3

Speak Easy Door Replacement (Includes Hinge & Latch).....Page 3

Speak Easy Re-Glaze.....Pages 3-5

In some situations, removing the door panel will make performing these procedures easier.

Panel Removal:

A. Use hammer and a nail or other such tool to knock each hinge pin up and out of the hinge knuckles.

B. Remove the panel and lay it flat on a smooth, flat and sturdy surface.



1 Clavos Replacement:

A. Use a stiff putty knife to pry off clavos.

B. Place the tack point of the replacement clavos into the hole in the door panel.

Note: When replacing a missing clavos or one that falls out, add glue into the hole before inserting the point into the hole.





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1 Clavos Replacement (continued):

C. Place a small block of wood on top of the clavos and tap it into the panel.





2 Speak Easy Grille Replacement:

A. Remove the bolts using a crescent wrench or a 7/16" open end wrench.





B. Align the grille end holes with the holes in the panel. Insert and tighten the bolts.

Note: To prevent the bolt head from breaking off - DO NOT over tighten!





3 Strap Replacement:

A. Remove the strap attachment screws.





3 Strap Replacement (continued):

B. Place the replacement strap on the panel with the strap screw holes aligned the panel holes. Install and tighten screws.



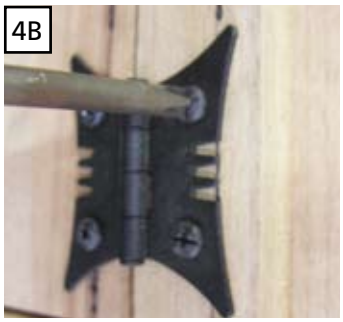


4 Speak Easy Door (Latch & Hinge) Replacement:

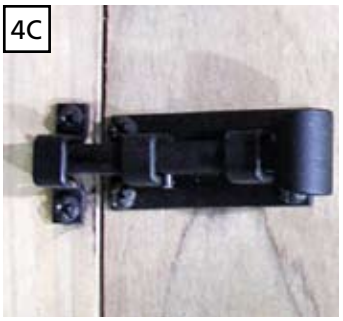
A. Unlatch the speak easy door, remove the latch mechanism from the door. Remove the door side hinge screws from each hinge. Remove the door.

B. Attach the latch mechanism to the replacement door. Place the door into the opening and attach the hinges to the door panel. Engage the latch.





C. To replace latch and/or hinges, remove screws to remove latch or hinges. Attach latch or hinge replacements with the screws.



5 Speak Easy Fixed Insulated Glass Re-Glaze:

A. Use a utility knife to cut the sealant between the exterior glazing stop and the glass to be replaced.

B. Use a utility knife to cut the sealant between the interior glazing stop and the glass to be replaced.



C. Use a utility knife to cut the sealant between the glazing stop and panel.





5 Speak Easy Fixed Insulated Glass Re-Glaze (continued):

D. Gently pry up the glazing stop, working slowly all the way around the stop. It may be necessary to repeat cutting sealant between the stop and glass.





E. Carefully remove the glass from the panel.



F. Remove any and all nails from around the glazing area and from the stop if reusing it. Clean off any excess original sealant from where the glass was removed. If reusing the removed interior stop, remove any remaining sealant.

G. Test fit the replacement glass into the opening and the stop onto the glass to determine glass site lines for locating for any needed shims.

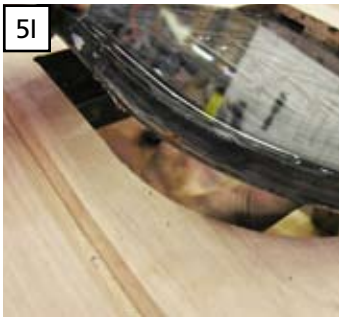


H. Apply a 1/8’-3/16” bead of exterior-grade silicone sealant on the exterior glazing stop around the perimeter of the glass opening.



I. Place the glass in the panel, press the glass into the sealant. Shim as needed.

Note: If using beveled glass, the beveled side must face the exterior.



5 Speak Easy Fixed Insulated Glass Re-Glaze (continued):

J. Apply 1/8" bead of sealant around the perimeter of the interior glass surface.



K. Place a bead of silicone sealant on the lip of the glass stop.



L. Install the glass stop and attach with ¾" finishing nails.

M. Fill nail holes with matching wood putty and finish as needed per finish manufacturer's instructions





N. If the panel was removed; Re-install the panel: align the hinge knuckles and insert the hinge pins.

