1. Raise damper lever all the way to 10.

2. Wedge a pencil between the raised damper and the perforated metal. Slide it up an inch or two. (See image.)

3. Place plastic damper button up under damper as far as possible in one of the perforation holes.

4. Remove the pencil.

The damper button will act as a wedge and put outward pressure on the damper.