

TASK: Restring or Replace Cord Lock for Cellular, Pleated or Roman Shades

Use If/When: U-shaped or straight wear bar cord lock on aluminum headrail needs to be restrung or replaced.

Tools Needed: Flathead screwdriver, Needle-nose Pliers, Crochet Needle

If replacing the cord lock, skip steps 9-16.

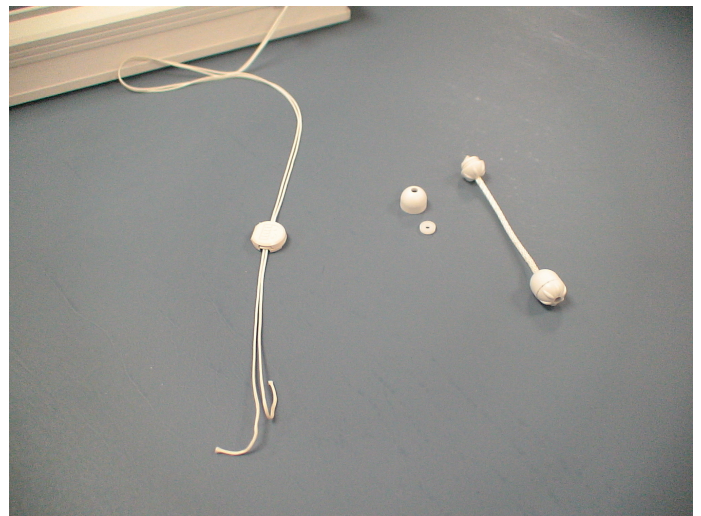
1. Remove shade from installation brackets using a flathead screwdriver. Insert tip of screwdriver between the back of the headrail and the bracket.



2. Remove screw in top of headrail.



3. Unscrew the top joiner ball. Set aside danskord (thick rope cord). Untie joiner ball knot. Remove joiner ball and washer

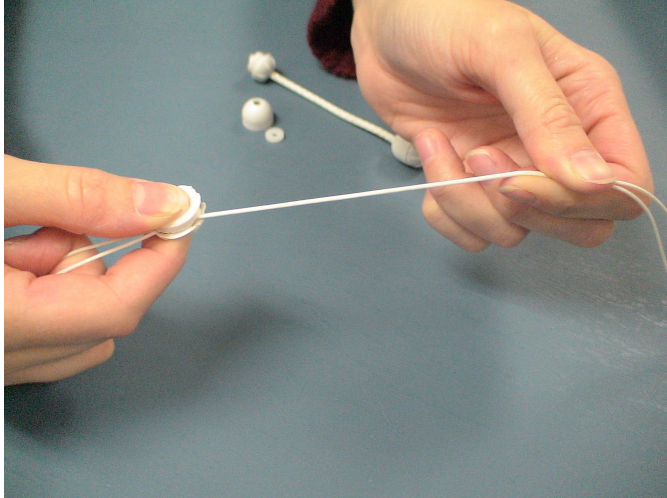


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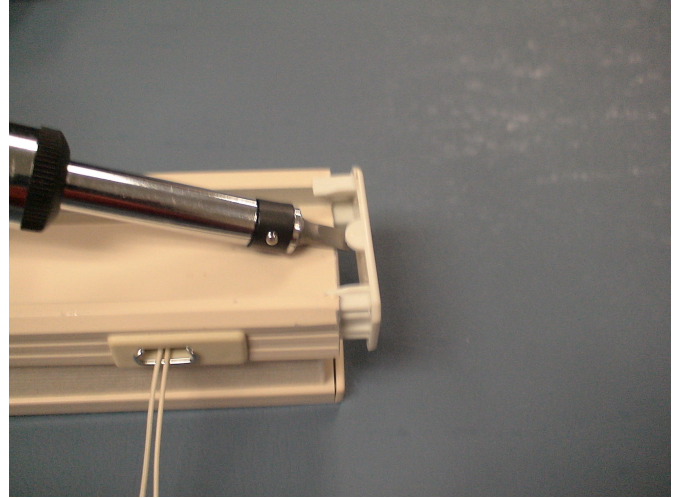
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4. Slide stop tassel off cord.



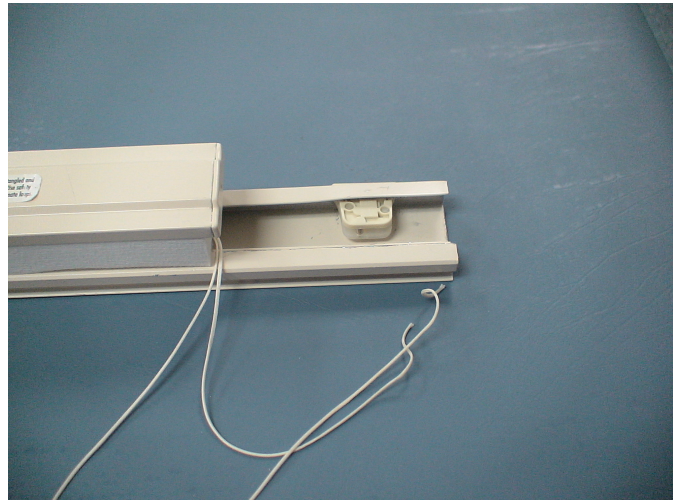
5. Remove end caps from headrail.



6. Slide fabric to the opposite end of the rail from the cord lock.



7. Turn headrail upside down and remove cord from cord lock.

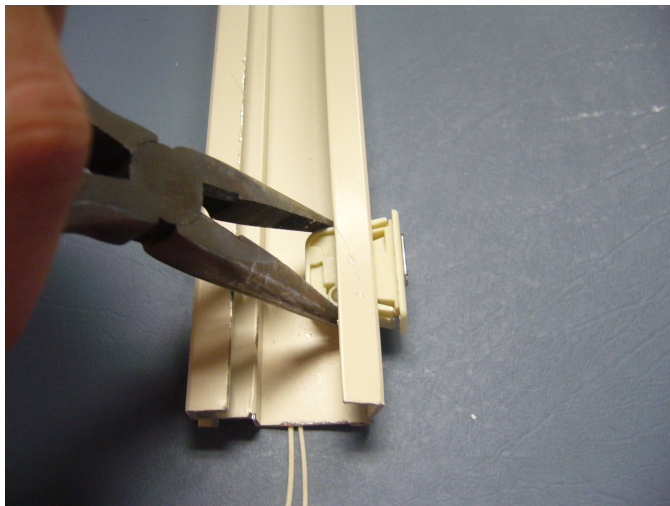


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8. Use needle-nose pliers to remove the cord lock. When removing, push both sides of the cord lock at the same time or push the wing and move one side at a time.

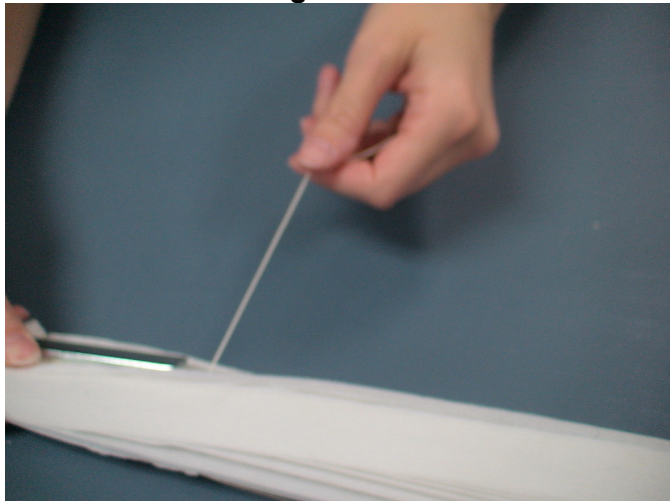


9. Remove bottomrail end caps and bottomrail.



USE STEPS 10 and 11 FOR CELLULAR OR PLEATED SHADES ONLY

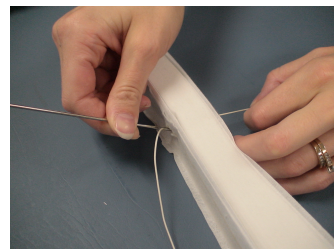
10. Remove cord from shade by pulling down through the fabric. Remove and save plastic washers. Match new cord length to existing cord in the shade. If unable to match, cut cord lengths using formula: **shade length + shade width + 20"**



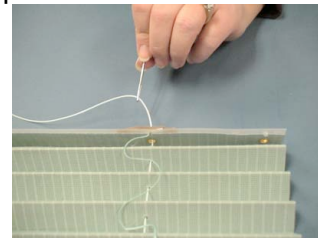
USE STEPS 10 and 11 FOR CELLULAR OR PLEATED SHADES ONLY

11. Use large needle to feed cord up through the bottom of the shade. Place washer on the bottom of the cord and tie a double knot in the end of the cord.

Cellular:



Pleated: Note: For shades with loop tape, be sure the cord is threaded through each loop. Count the number of loops to match the number of pleats.



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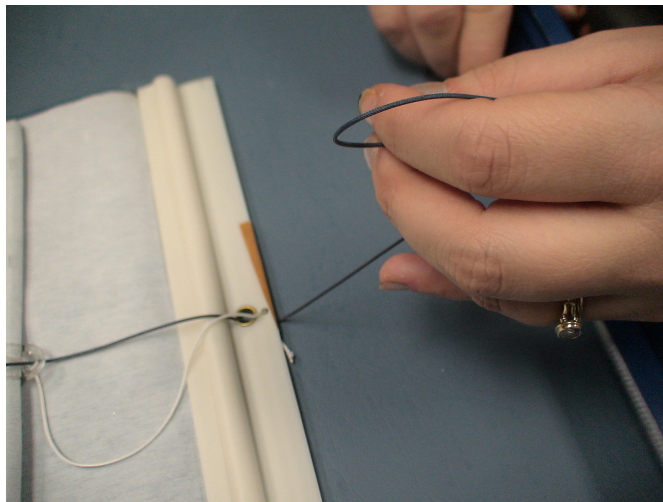
USE STEPS 12-15 FOR ROMAN SHADES ONLY

- 12.** Untie the knots at the end of the cord. You will not remove the white loop cord.



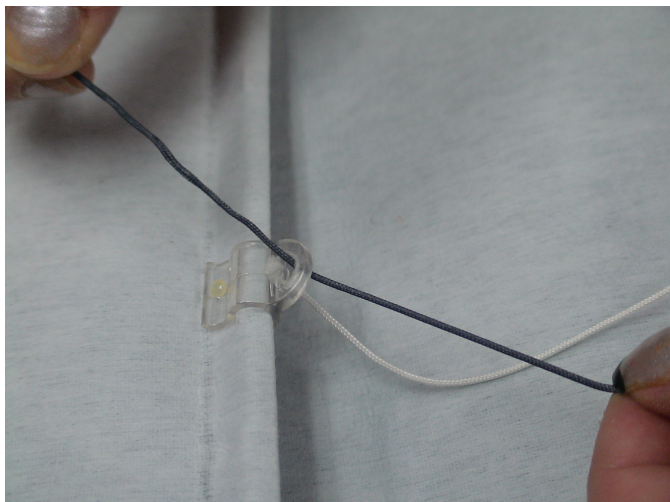
USE STEPS 12-15 FOR ROMAN SHADES ONLY

- 13.** Pull cord out of shade through top of fabric.



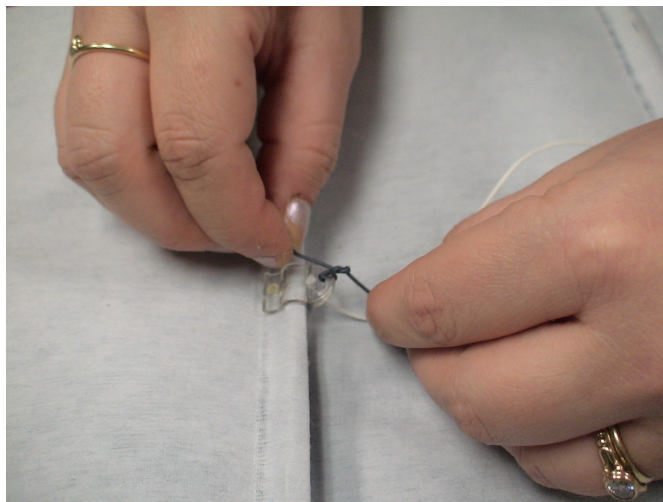
USE STEPS 12-15 FOR ROMAN SHADES ONLY

- 14.** Thread the replacement cord through the grommets and cord clips at each pleat.



USE STEPS 12-15 FOR ROMAN SHADES ONLY

- 15.** Tie a double knot in the cord to secure it to the cord clip.

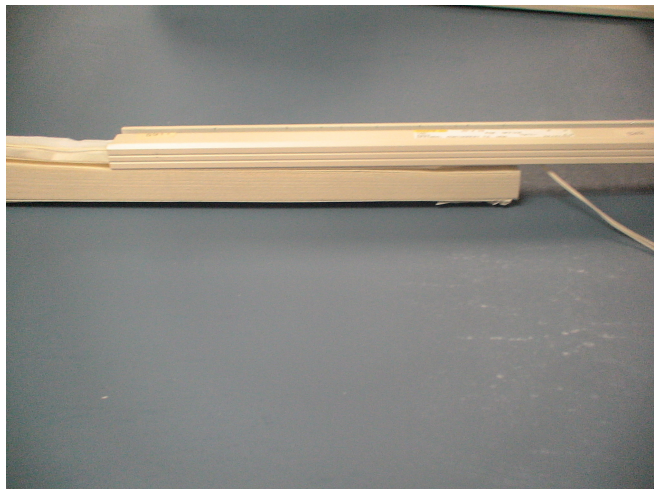


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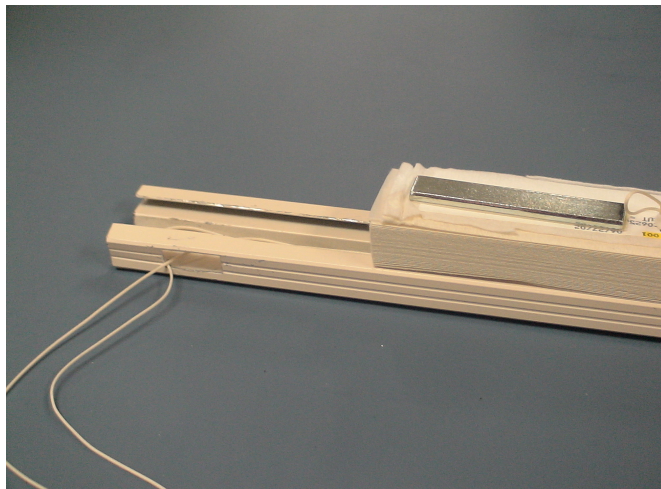
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- 16.** Feed cord over the top of the material toward the cord lock. Slide the material partially on the headrail. Make sure the plastic PVC slat in the material is in the groove of the headrail.

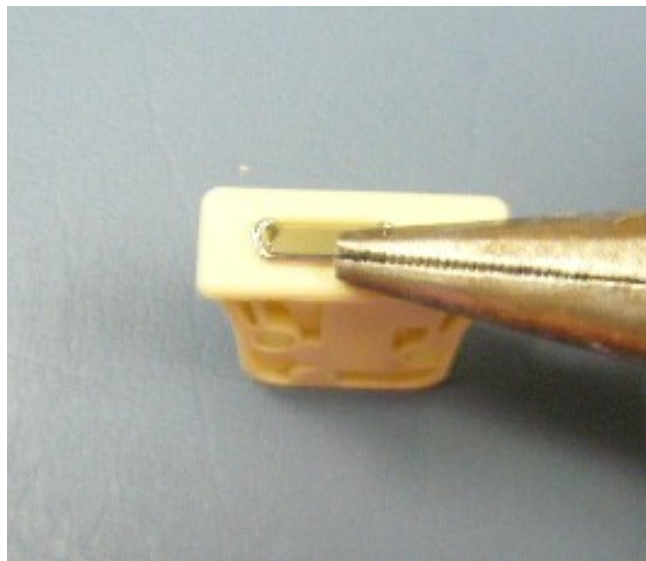


- 17.** Feed cord through the cord lock rout hole from the back. Slide the fabric completely back onto the headrail.

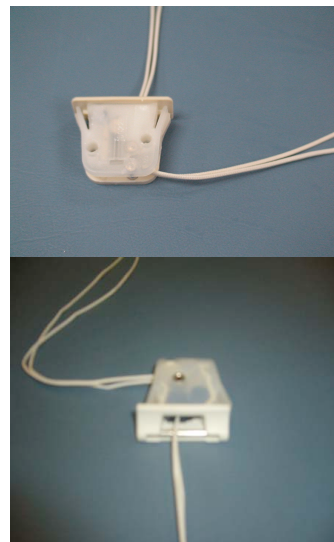


STEP 18 FOR U SHAPED WEAR BAR ONLY

- 18.** Insert the wear bar into the cord lock by using needle-nose pliers. Hook one side of the wear bar first, followed by the other side.



- 19.** Feed the cord through the cord lock, making sure the cord is between the silver rivet and the roller in the cord lock.

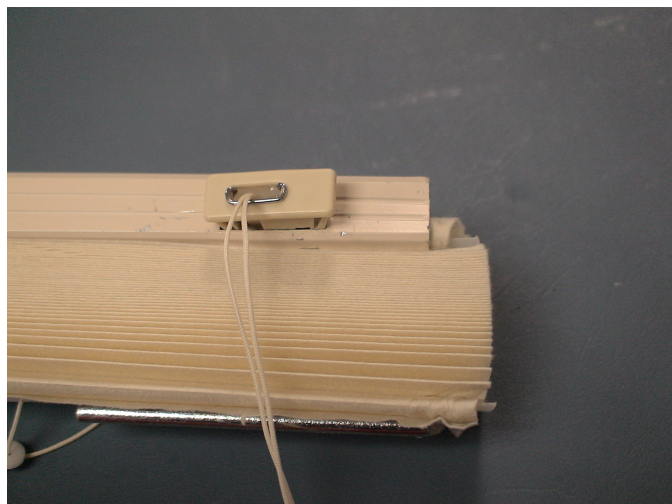


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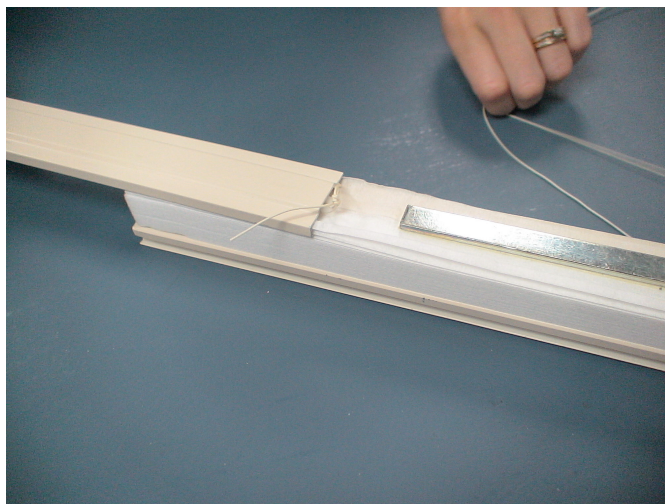
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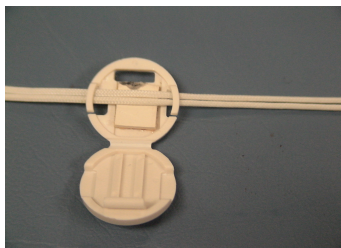
- 20.** Snap cord lock into headrail, making sure the fabric is underneath the cord lock.



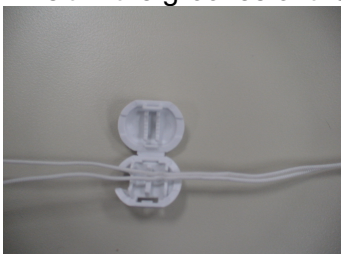
- 21.** Replace the bottomrail and all end caps.



- 22.** Attach new stop tassels to cord. The cord will slide under the tabs on the top and bottom. Snap cover closed.



Or the cord will sit in the grooves of the stop tassel.



- 23.** Replace top joiner ball and washer. Trim cords to same length if necessary. Tie knot in end of cord.

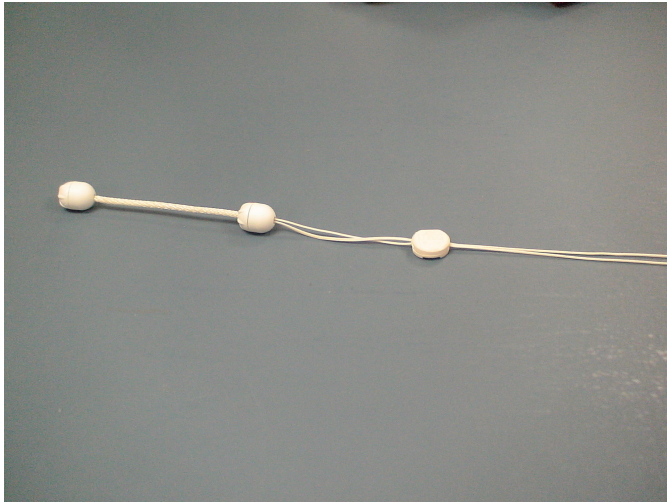


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- 24.** Screw two halves of the joiner ball together.
Continue turning until you hear two clicks.



- 25.** Replace shade into the brackets by attaching front of the shade to the front of the brackets.
Push back on the shade until it snaps into place.

