

How to Replace a Shade Cordlock



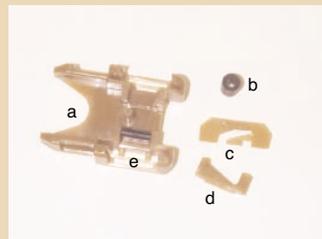
1. Remove shade from installation brackets. Unscrew joiner ball. Cut cords close to knot and washer.



2. Remove cord lock and color cap by pulling out of headrail.



3. Pry off color cap cover to expose cord lock assembly. Pull cord out and away from assembly and discard assembly.



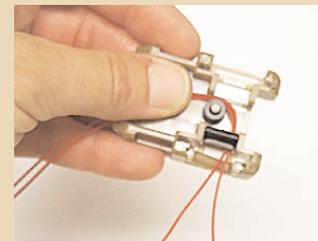
4. The replacement cord lock comes unassembled. This is so it can be restrung. The parts that are sent are: a) Base, b) Roller, c) Valve, d) Saddle. The Pawl (e) is already inserted when it is received. Remember to specify when ordering replacement cord locks whether it is a right or left cord lock for this will determine how the pawl is installed.



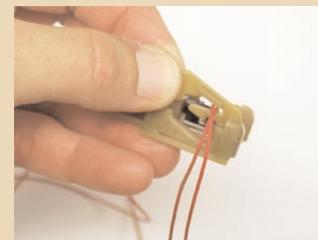
5. First the saddle is placed into the grooves. The saddle has rails on both ends that will slide into grooves on the base. Slide the saddle all the way down into the grooves.



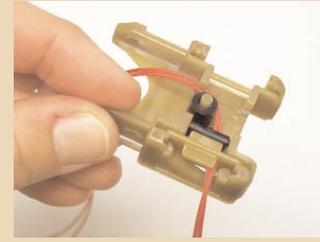
6. Next slide the roller onto the post of the base. There is no top or bottom on the roller.



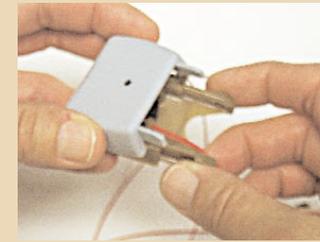
7. Thread the cords from the headrail around the roller, under the pawl and over the saddle.



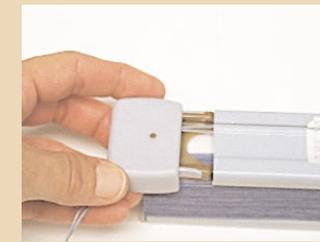
8. Next the valve is inserted. Hook the cords through the valve and then seat the valve into the bigger grooves behind the saddle.



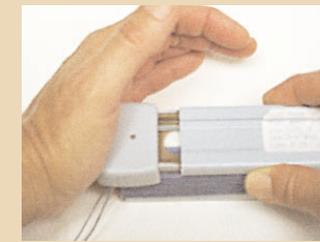
9. Make sure the metal side of the pawl is under the wing of the valve.



9. Replace the color cap onto the base making sure that the roller stays in place. Push straight down on the cap with your thumbs until you hear a loud "snap".



10. Now slide the finished cord lock assembly into the headrail and taking care to keep from pinching the cords between the cord lock assembly and the headrail.



11. Thread both cords through the top of the joiner ball and washer and tie a knot securing the washer. Screw on bottom half of joiner ball.