

Replacing Cord Lock

Tools Needed

You need a cross-head screw driver to remove the cord lock, a small screw driver or similar tool to hold the cord lock open as you pull the threads through. It is also useful to have a small piece of wire, you can use to thread the cord through the cord lock.



Step 1: Remove the tassels.

Pull the cord out of the tassel, untie the knot and slide the tassel off.



Step 2: Remove the clear plastic cord stops.



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Step 3: With the headrail turned over, review the position of the cords in the cord lock. The cord lock has 3 sections, divided by wire. The cords will be located in the outer and inner sections, not the middle.



Step 4: Inset a small screwdriver between the two gears in the cord lock to keep them open, so that the cord can be pulled through.



Step 5: Remove the cords from the cord lock. You can now unscrew the cord lock and replace it in exactly the same position. Note that the angled side of the cord lock is towards the end of the head rail.



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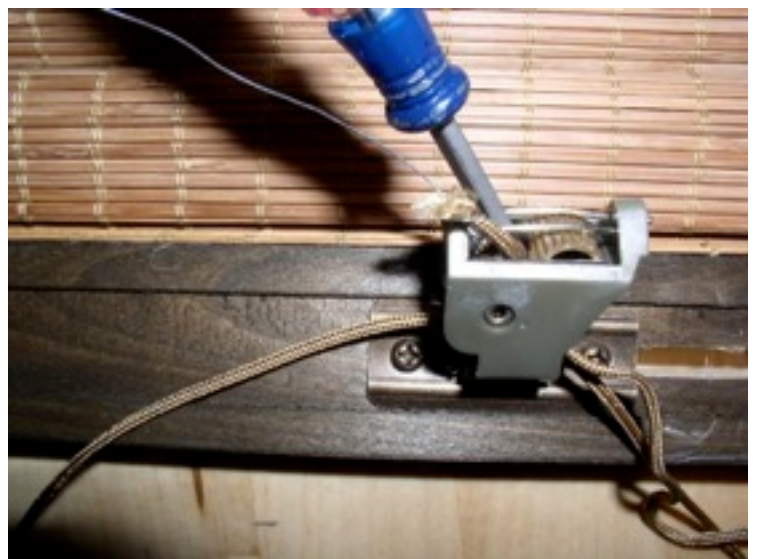
Step 6: Re-thread the new cord lock. Pull the cord through the front of the cord lock and straight out the back. Do not push up through the gears yet.



Step 7: Attach wire to cord to help you thread the cord through the gears.



Step 8: Pull wire and cord through the gears and out of the cord lock. Note the wire should go through the same outer or inner section as before.



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Step 9: Pull the cord through and repeat with the other cord.



Finishing Steps.

You should now re-install the blind in the window.

Lower the blind fully and with it lowered, tie the cord stops back on about 1-2 inches from the cord lock at the top of the shade. The cord stops are an important safety feature and must be within 2 inches of the cord lock. They stop the cords being pulled through from the back of the shade and presenting a strangulation hazard.

Finally re-attach the tassels.