

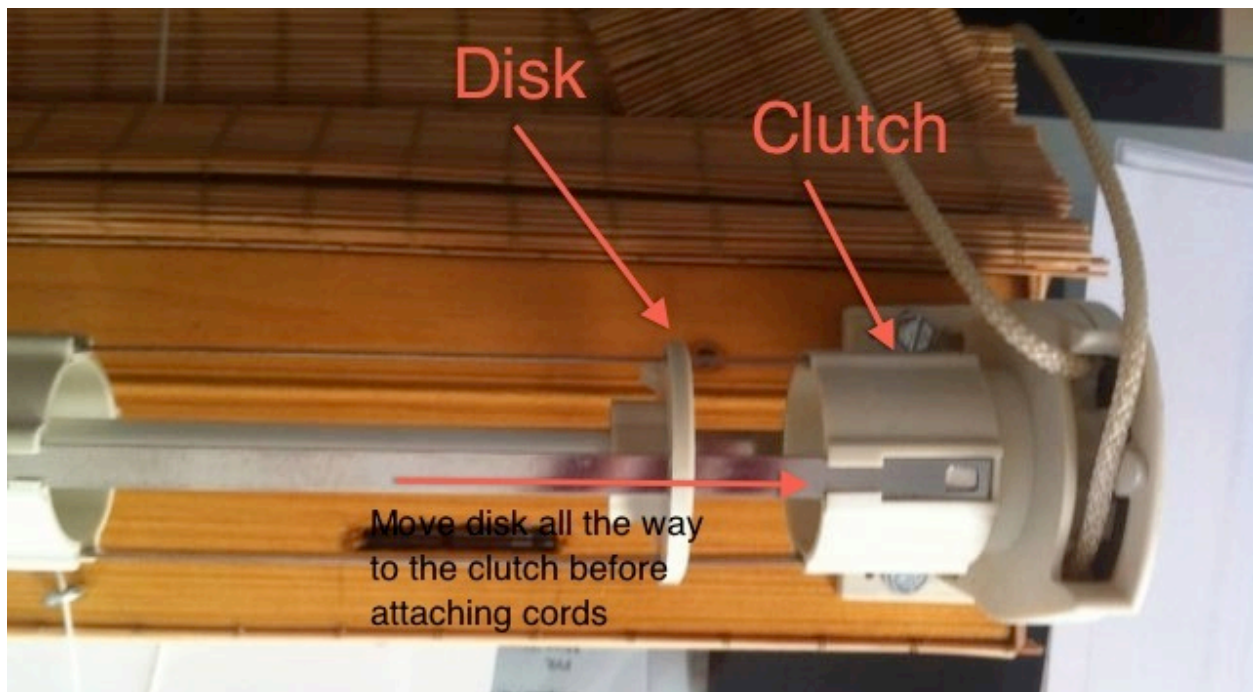
## RE-CORDING ROLL EASE SHADES

This is a simple operation, but there are two important points to fixing the cords to the shaft at the top:

- 1) The disk in the clutch assembly should be pushed right up against the clutch before the cords are attached to the shaft.
- 2) The C Clips that hold the cord to the shaft should all be aligned, in the same position and the same distance from their respective brackets.

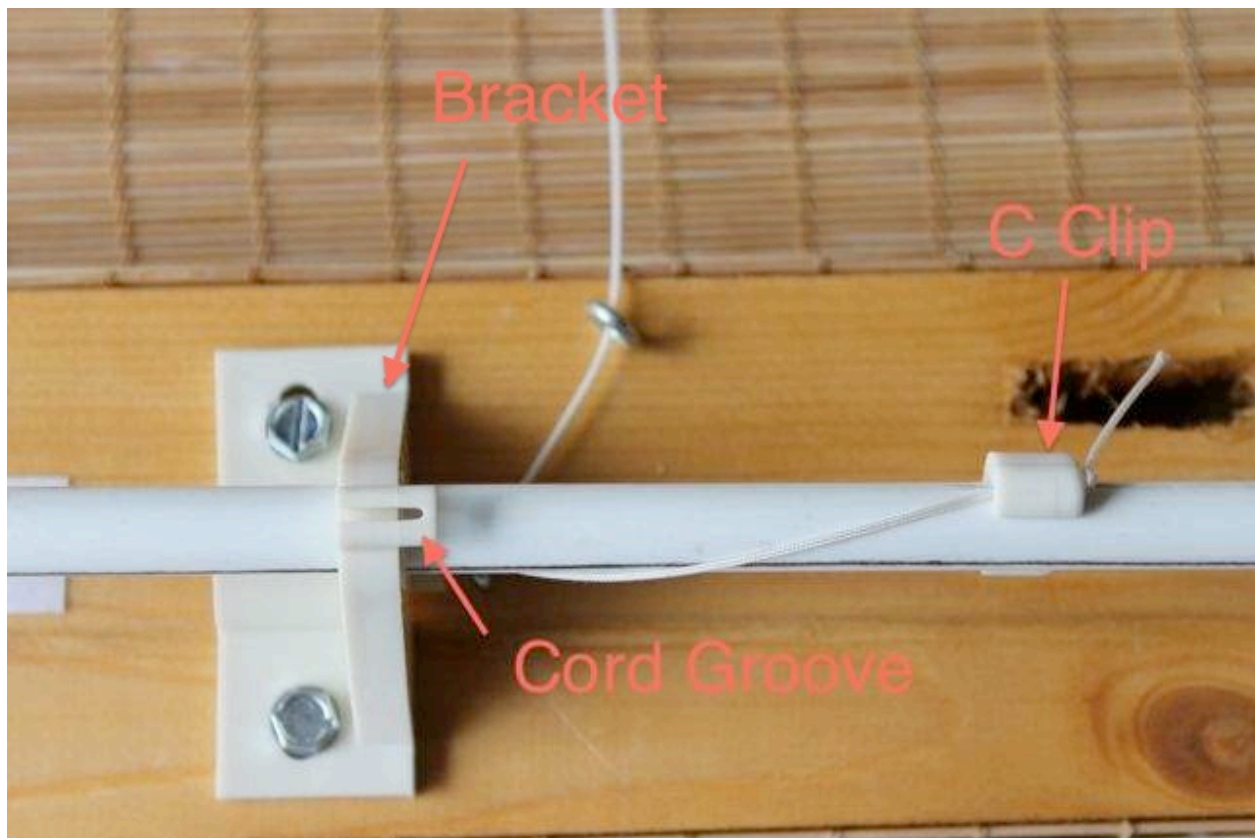
The re-cording should be done as follows:

- 1) Untie and remove all the old cords.
- 2) Insert new cord through the bottom ring of the shade and up through all the rings on the back of the shade and the loops in the cord shroud. Push the cord through the grommet and out to the front of the shade.
- 3) See picture below. With the head rail flat, push the disk all the way until it touches the clutch. Make sure as you attach the cords to the shaft that the disk stays in this position.



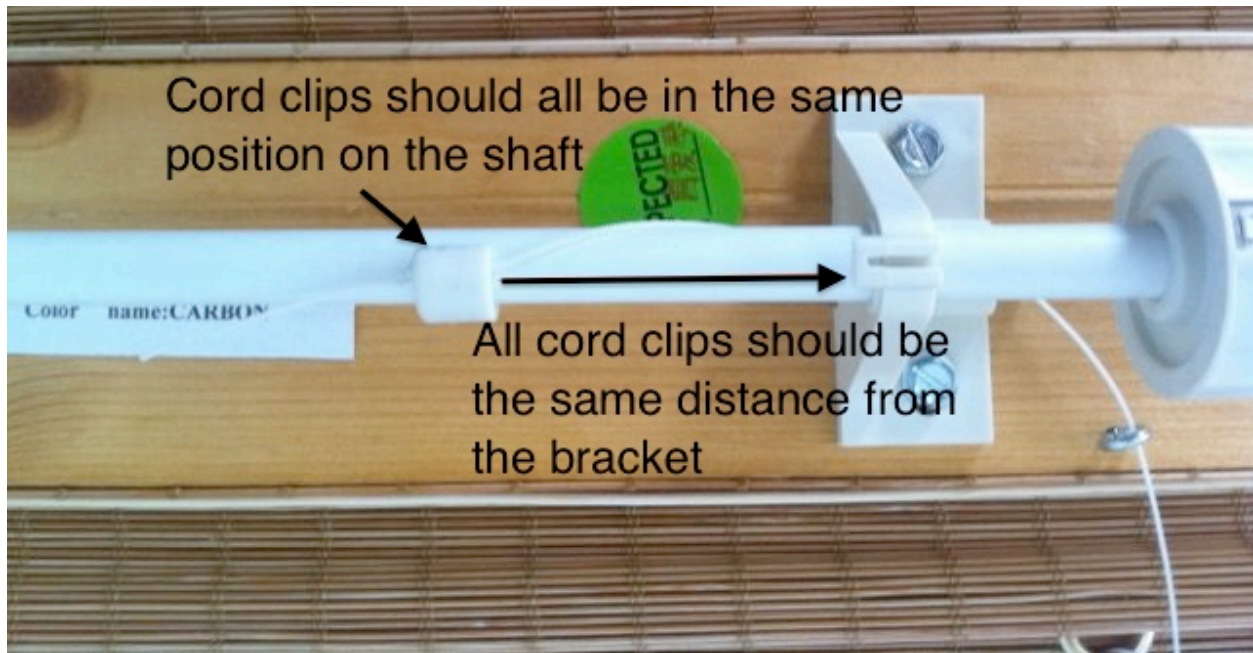
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- 4) The next step is to attach the cord to the shaft, by means of the C Clip. The cord may have been threaded through a series of eyelets or directly through the cord guide.
- 5) Depending on how this shade was made, the cord may have been threaded through metal eyelets or directly through the cord groove (see picture below). In the picture the cord goes through the eyelets and not through the cord groove. If the cord groove and bracket are directly aligned with the grommet, just put the cord through the cord groove and then attach the cord to the shaft with the C Clip.



- 6) To attach the cord to the C Clip, tie a knot in the end of the cord and then pull it into the groove in the C Clip. Snap the C Clip onto the shaft. Position the C Clip about 1/2" to 1" from the bracket.
- 7) Repeat with each lift cord. Make sure that each C Clip is in the same position on the shaft and that they are the same distance from their brackets.

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- 8) Once all the cords are attached to the shaft, lay the shade flat, front down, and tie the cords off to the round orbs on the back of the shade at the bottom ring.
- 9) The shade should now lift straight. If it does not, check that each cord on the back is the same length and the orbs are level. If they are, make sure that the C Clips are all the same distance from the brackets and that the cord winds around the shaft neatly and without crossing over.