

Switching 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. You will also need a drill for pre-drilling holes in the new cord lock location.



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: Untie the cords from the bottom ring. Now pull the cords all the way out of the pulleys and the cord lock. If the cord lock keeps gripping the cord, insert a thin screw driver between the gears so that the cord can pass through it.

Note that one cord is shorter than the other. When re-cording the shade, make sure the shorter cord goes through the pulley closest to the cord lock.



Inserting a thin screwdriver between the cord lock gears to make it easy to pull the cords through.



Step 4: Move the cord lock to the other side of the shade.

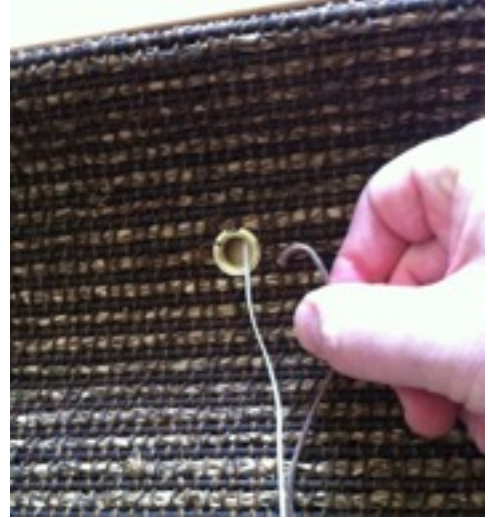
Unscrew the cord lock and remove. Locate new position for cord lock on the other side of shade, the same distance in from the end of the headrail. Drill small pilot holes with the smallest drill bit and then attach cord lock. Note that the sloping side of the cord lock should face the edge of the shade.



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Step 5 Record the shade

Take the shorter cord and tie it to the bottom ring and then thread it up the back of the shade through the cord shroud loops and the rings until you reach the grommet. At the grommet, feed the cord through the shade.



Turn the shade over and then thread the cord up and over the pulley.



It is easiest to cord through the cord lock if you attach a thin piece of wire to the end of the cord.

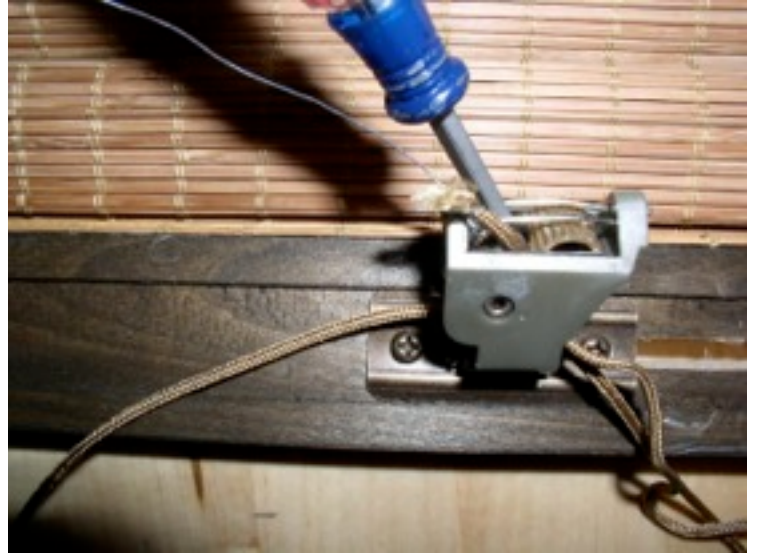


Then push the wire all the way through the cord lock and out the back.



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Insert a screwdriver into the cord lock to keep the gears open and then pull the wire and the cord up between the gears. The cord lock has three compartments separated by wire. Make sure the cords go in the outer compartments - one in each.



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



When cording the second cord, make sure that it passes through the housing of the pulley closest to the cord lock. This will stop it sagging down when the shade is installed.



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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.