

TASK: Cord Lock Replacement – 2” or Greater Horizontal Blinds

Use If/When: Cord lock needs to be replaced.

Tools Needed: Flat head screwdriver, Rubber Mallet

1. Remove the valance from the mounting clips. Tilt the slats horizontally. Lift and lock the slats in the raised position with approximately 1” of space between the top slat and underside of the headrail.



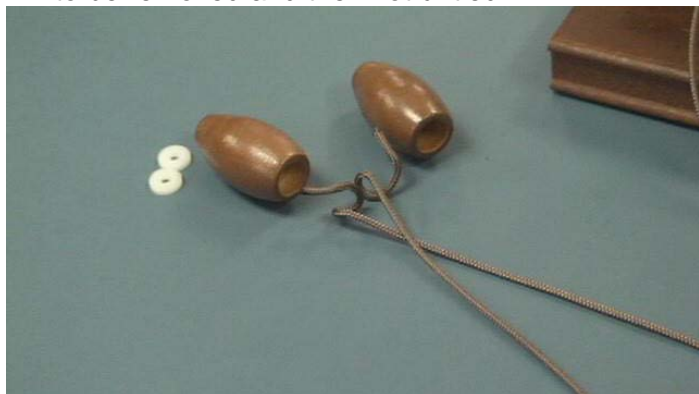
2. Remove the blind from the mounting brackets.



Or



3. Remove the cord tassels, washers, and cord stop beads from the lift cords and set aside. If the blind has more than 2 cords, the stop tassel will need to be removed and the knot untied.



4. Remove the end caps by gently tapping with a screwdriver or rubber mallet.



Or

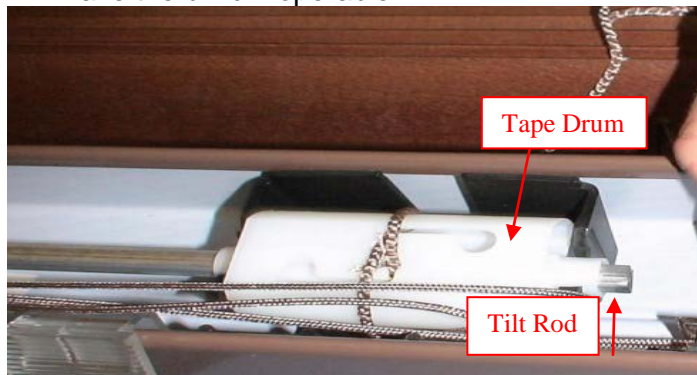


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5. Push tilt rod away from the cord lock just far enough to allow room to work. Be careful not to push the tilt rod past the tape drum as this could make the blind inoperable.



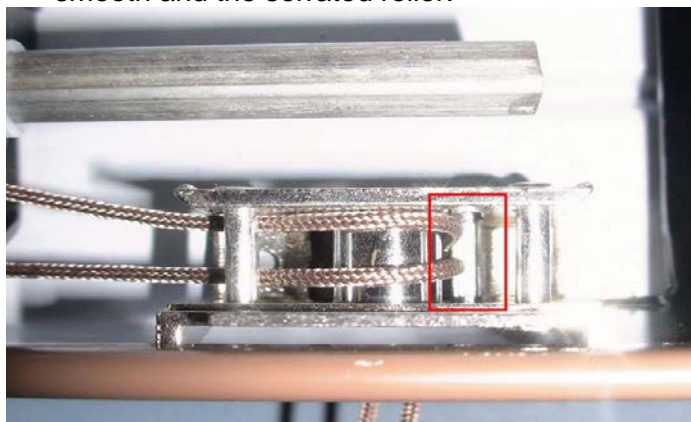
6. Pull the control cord through the top of the headrail so they are just out of the cord lock.



7. Place a flathead screwdriver inside the cord lock and push towards the back of the headrail. The cord lock should disengage.



8. Thread the cords under the side of the new cord lock, over the smooth roller, and between the smooth and the serrated roller.

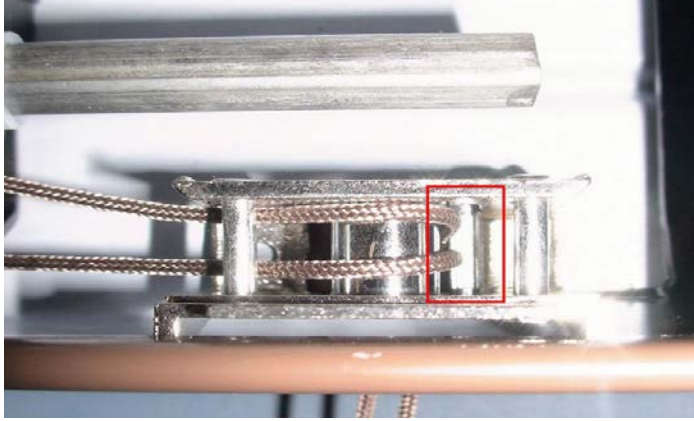


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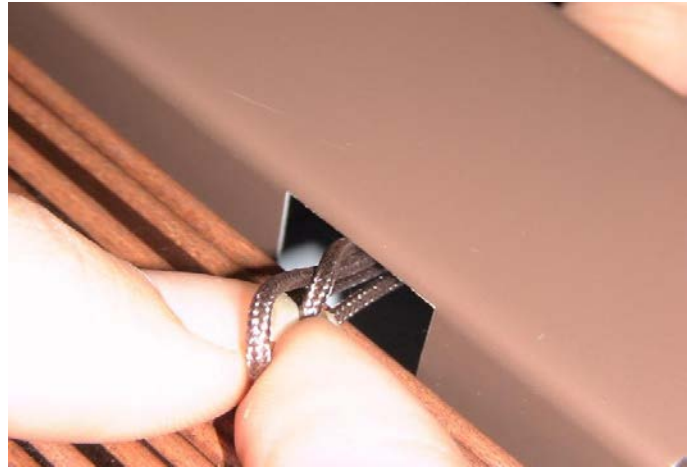
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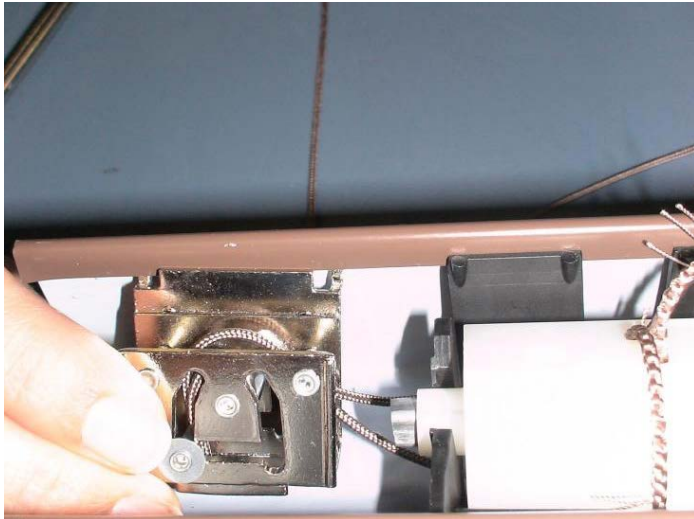
9. To install the replacement cord lock, make sure the serrated roller is toward the outer edge of the blind.



10. Thread the cord through the cord lock opening.



11. Slide the front of the cord lock under the lip in the front of the headrail until it is positioned over the hole in the headrail.



12. Press against back of cord lock until it locks into position. Be sure cord lock is tight and serrated roller is toward the outer edge of the blind.

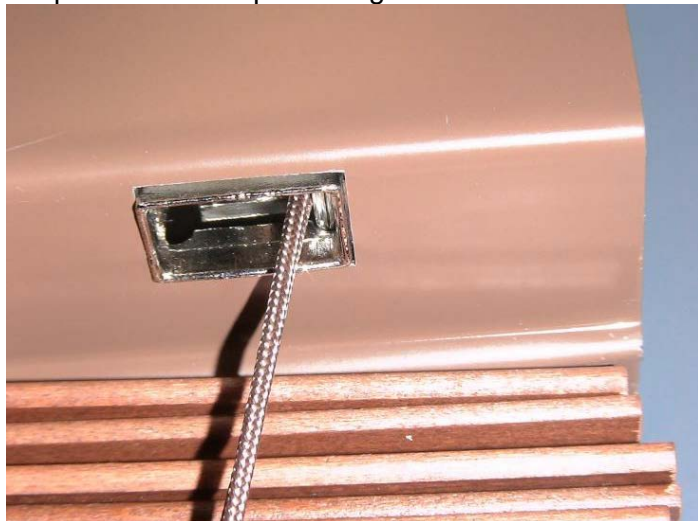


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13. Make sure the bottom cord lock opening is positioned and protruding out of the headrail hole.



14. Slide tilt rod over cord lock.



Or



15. Replace the end caps. Use rubber mallet if necessary to ensure a tight fit.



Or



16. Reinstall blind in brackets.
Reinstall valance in clips.

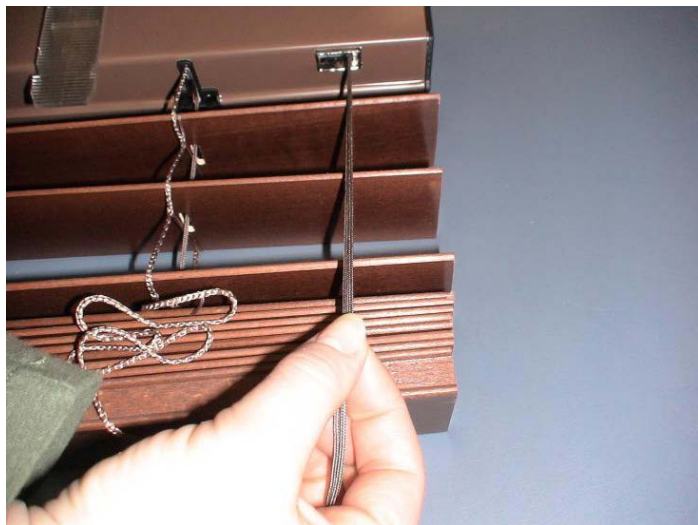


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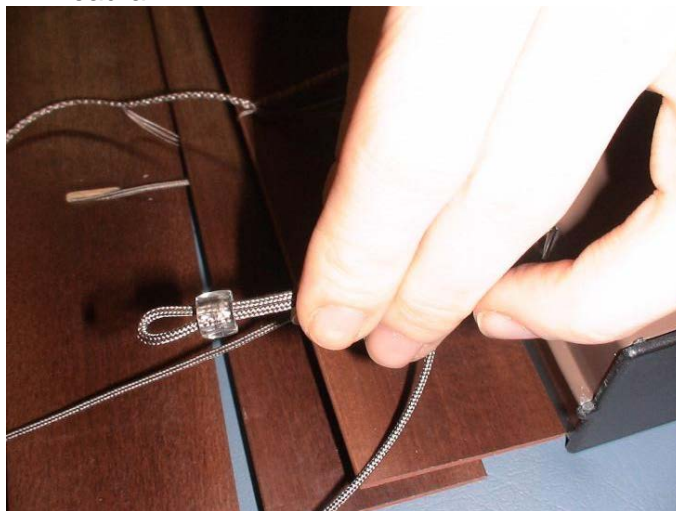
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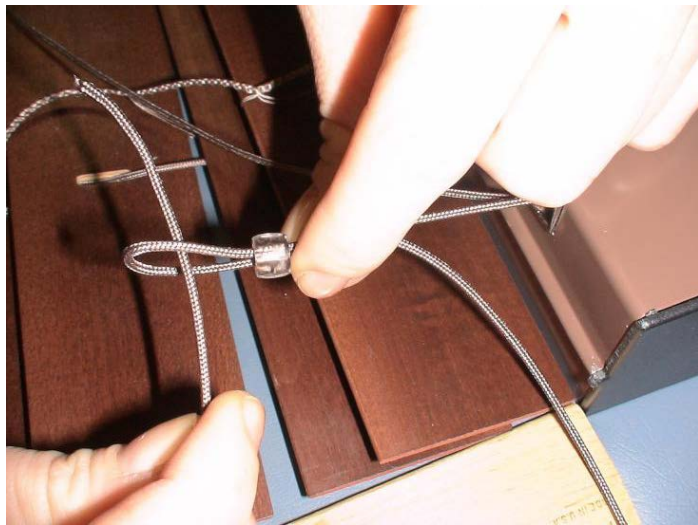
17. Raise and lower the blind with the slats in the open position to make sure it operates properly.



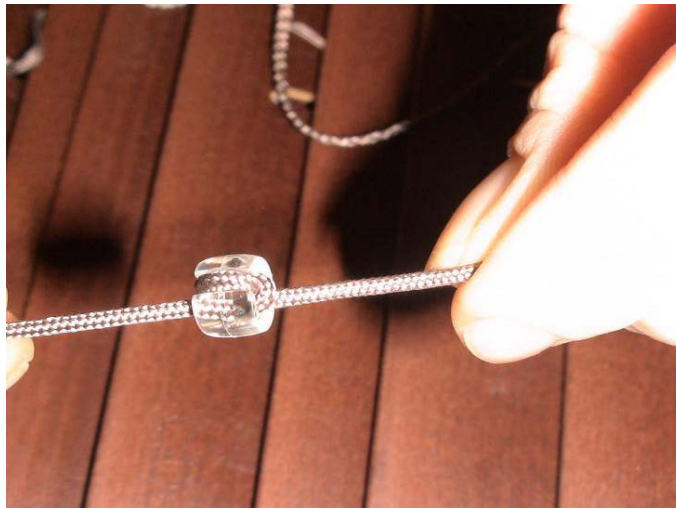
18. If the blind has two lift cords, follow steps 18-23 to attach the clear cord stop beads. Create a loop in one cord just below the headrail. Insert loop onto a cord stop bead and position the bead approximately 2” below the headrail.



19. Holding the stop bead in position, insert the cut end of the cord through the cord loop and pull until the knot is formed around the bead.



20. Confirm the stop bead is located 1 to 2” below the headrail. Push the cord into the groove on the side of the bead and tighten the knot firmly. Pull the knot inside the stop bead. Repeat for the second bead.

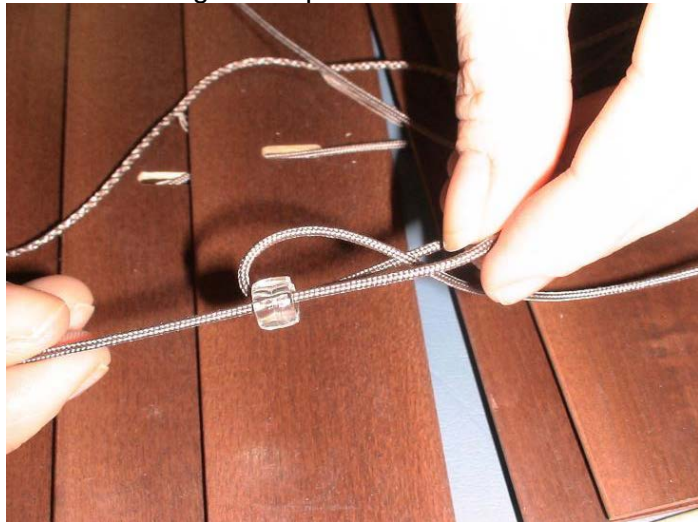


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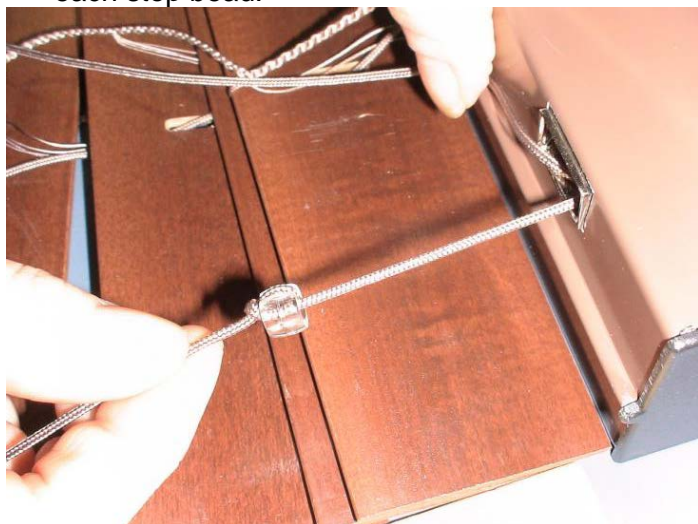
21. If the stop beads ARE NOT 1” to 2” below the headrail, loosen (but not untie) the knot surrounding the stop bead.



22. Push both the stop bead and the loosened knot toward the headrail until the stop bead is 1” to 2” below the headrail.



23. Hold cord stop bead in place and pull firmly on pull cord to re-tighten knot. Repeat each step for each stop bead.



24. If the blind has 3 or more lift cords, follow steps 24-25 to attach the safety tassel. Slide tassel onto all lift cords.

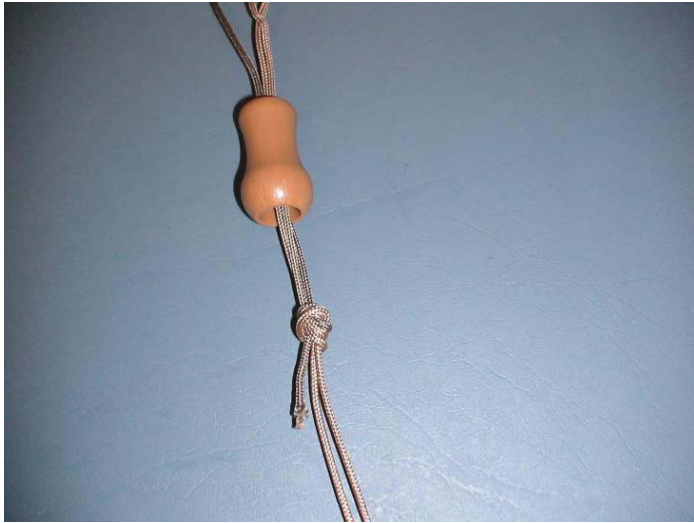


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25. Align all lift cords and place knot in cords so it is located at the end of the short cords. The remaining long cords will hang for the bottom tassels.



26. With the cords even, trim the cords to the desired length but not less than 15”. Place a tassel and washer over each cord and secure with a double loop knot.

