

## TASK: Replace Clutch System and Continuous Loop on Cellular, Pleated or Roman Shades

Use If/When: Clutch system and continuous loop control with color coordinated metal rail and white plastic cover needs to be replaced.

Tools Needed: Flathead Screwdriver

To replace cord loop only, skip steps 7-9.

1. Raise shade fully. Remove screw to release tensioner or cord locking guide at the bottom of the continuous loop.

**Cord Tensioner prior to March 5, 2012:**



**Cord Locking Guide after March 5, 2012:**



2. Remove shade from installation brackets using a flathead screwdriver. Insert tip of screwdriver between the back of the headrail and the bracket.



3. Turn shade on its side and remove clutch cover end cap using a flat head screwdriver. Pry on the tab located on the side of the end cap.

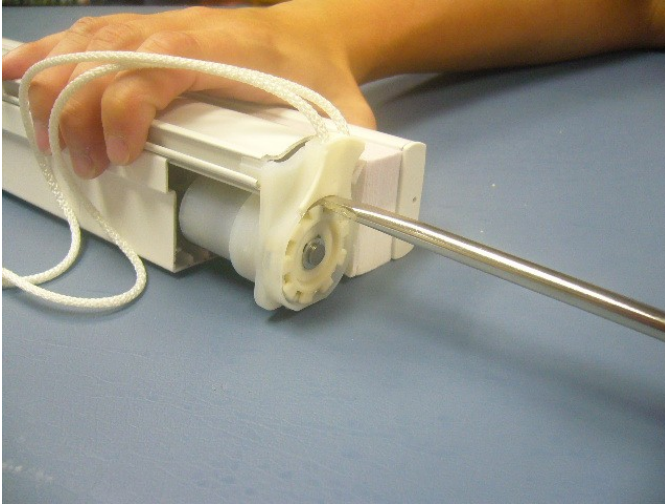


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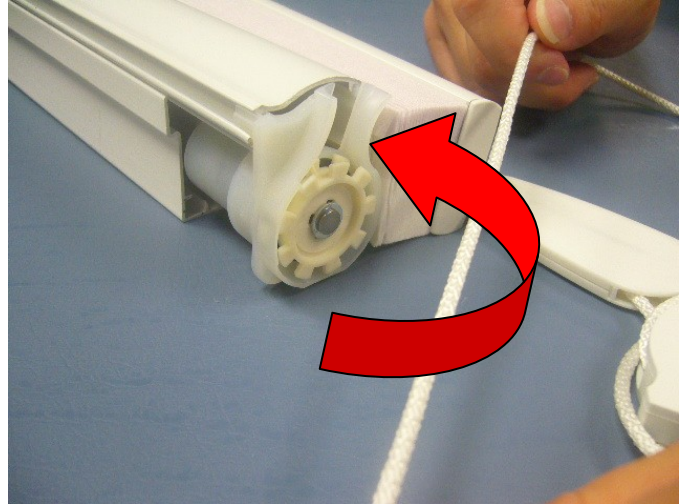
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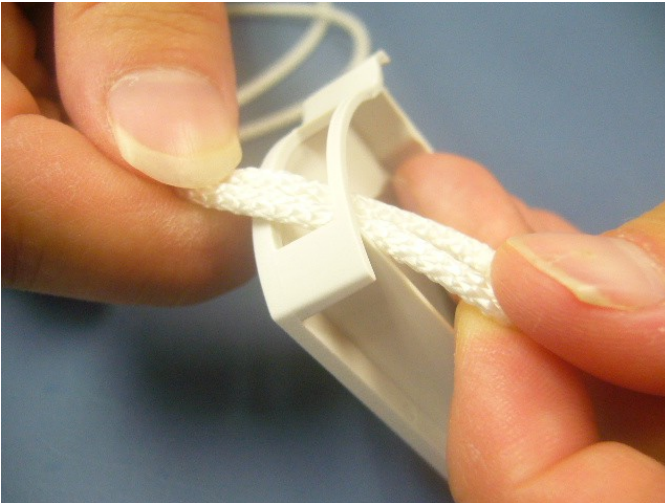
4. Remove cord divider from clutch.



5. Remove continuous loop by gently turning the cord loop counter clockwise.



6. Remove continuous loop from the clutch cover. Insert end of new continuous loop through front hole of the clutch cover. Set continuous loop and end cap to the side.



7. Remove dust cover from headrail.

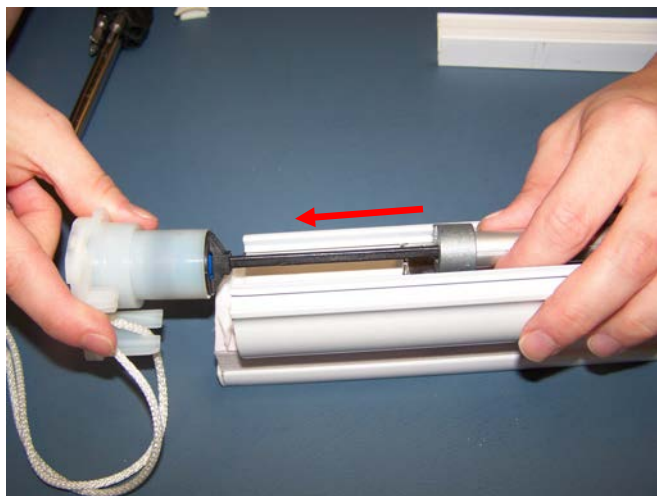


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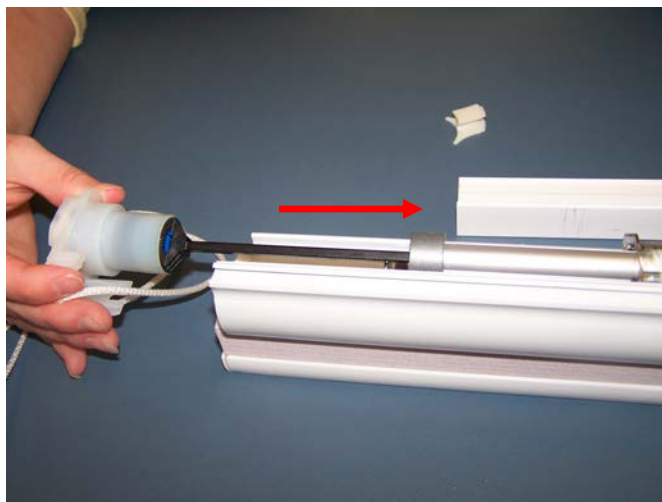
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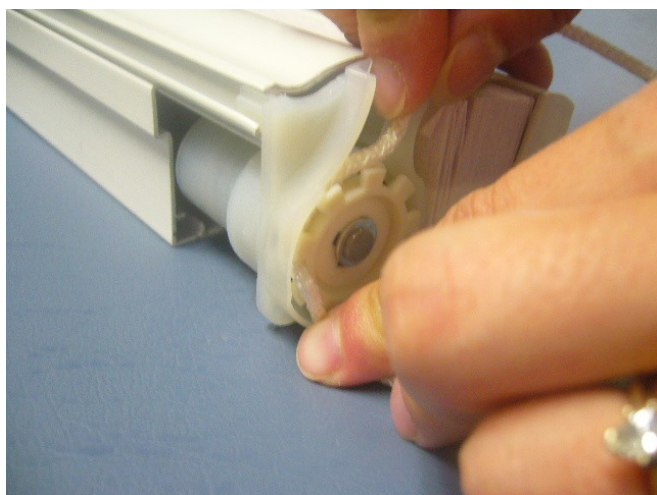
8. Loosen screw inside rail. Remove clutch by pulling from headrail.



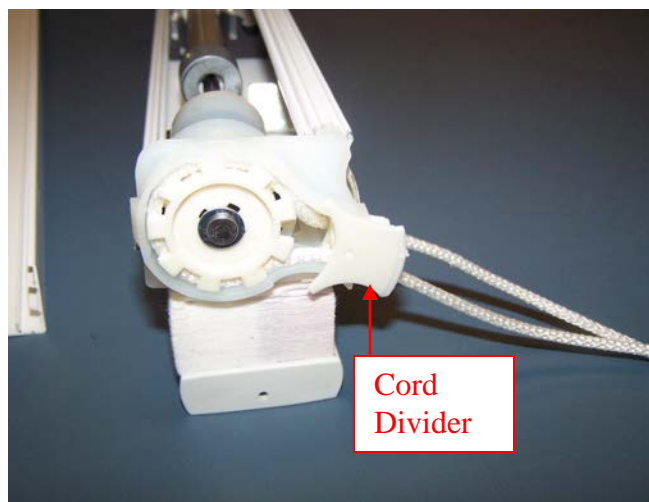
9. Insert new clutch by pushing black drive shaft into rod. Tighten screw inside rail to hold clutch in place.



10. Reinstall the continuous loop by gently turning and wrapping the loop under the teeth of the clutch.



11. Reinsert the cord divider into the clutch. Make sure the continuous loop lays in the grooves of the divider. Slide divider up into the clutch.



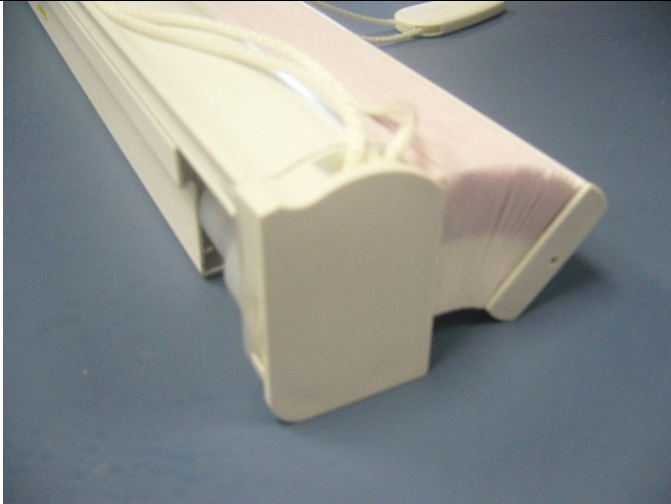


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**12.** Snap clutch cover in place. Replace dust cover.



**13.** Reinstall shade back into brackets by attaching front of shade to the front of the brackets and pushing back on shade until it snaps into place.



**14.** Mount the tensioner or cord locking guide depending on manufacturing date as previously installed.

**Cord locking guide prior to March 5, 2012:**



**Cord locking guide after March 5, 2012:**



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