1. Locate clear plastic louver stems where louvers are attached.

2. Rotate the louvers open and slide a hard plastic card between the louver and the long side of louver stem. Push card and louver up toward top of louver stem. This will unseat the louver from the louver stem.

3. Remove the louver by pulling down on both louver and plastic card at the same time. Lay the louver on a clean flat surface. Repeat for all louvers.  
   **Note:** If using a credit card, be careful not to damage the magnetic strip.

4. Remove the headrail from the mounting brackets by placing the flat head of a screwdriver between the back of the headrail and the release clip on the mounting clip. Pull the handle of the screwdriver toward the front of the rail and tilt the headrail down and toward you.
5. Lay the headrail on a clean flat surface with louver stems pointed toward the ceiling. Locate the control end and retaining screws on the metal plate by the control mechanism.

6. Loosen screws with a #2 Phillips head screwdriver. After screws have been loosened, pull control mechanism off the end of the headrail.

7. Insert the new control mechanism into the open end of the headrail. Insert the pinion rod securely into the center of the control mechanism housing. Make sure the cords are placed over the wheels and in the grooves and push the control mechanism until it is flush with the end of the headrail. Tighten screws.

8. To ensure control mechanism has been installed correctly, rotate stems open and closed several times using chain and traverse carriers by pulling on traverse cord to test operation.
9. Once you have confirmed the headrail is working properly, reinstall the headrail into the mounting clips and reinstall louvers in the open position as pictured below. All louvers should be facing the same direction.

10. Due to the current child safety guidelines, our chains are not available as loops.
Note: If your old control mechanism has loop chain, please call Springs Window Fashions Consumer Hotline at 1-800-221-6352 and request 2 safety tassels and 2 #10 chain connectors.

11. Remove tassels from old control mechanism by sliding tassels up chain about 12 inches. Remove chain connector located at the end of the chain. Place tassel on new chain and re-attach chain connector. Repeat for all tassels.