

TASK: Loosen or Tighten Cord Tension

Use If/When: If shade is traversing hard, will not stay closed, cords too loose or visible from headrail.

Tools Needed: 5/64" Allen wrench and 9/64" Allen wrench

Loose cords or visible from headrail – Proceed to steps 1 – 6.

Traversing hard or will not stay closed – Proceed to steps 7 – 12.

1. If cords are too loose or visible from headrail, confirm that all cord retainers are being used and spaced along the headrail. If they are being used, proceed to step 2.



Cord Retainers:



2. Fully stack the shade to the left side by pressing and holding the button on the right handle while moving shade to the left.



3. Press and hold button on the right side rail and walk to the right to fully open shade. Press and hold the button on the left side rail and walk to the right side to stack the shade to the right. Repeat steps 2 and 3 several times until the cord does not hang out of the headrail.

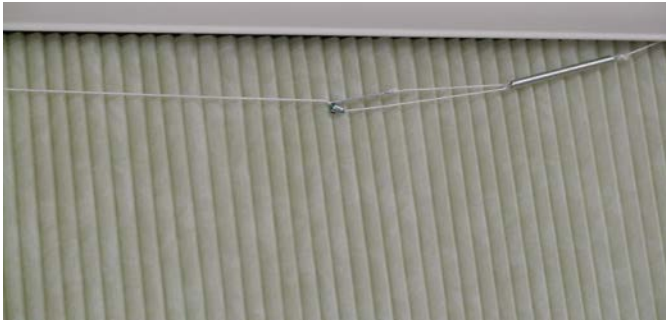


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4. If the cords are still hanging outside the headrail, adjust the cord retainers inside the headrail to space them further apart. Repeat steps 2 and 3.



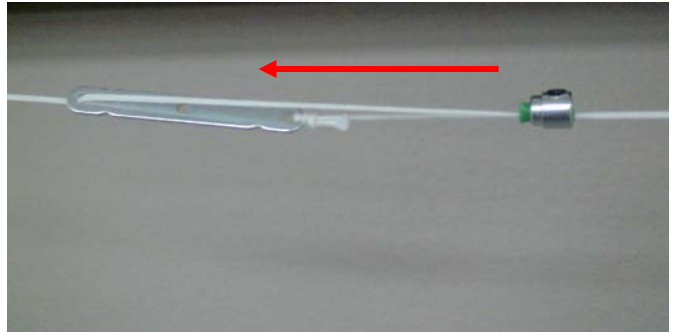
Cord Retainers:



6. Cycle shade by pressing and holding the button on the right side rail and walk to the right to fully open shade. Press and hold button on the left side rail and walk to the right side to stack the shade to the right. Repeat to stack back on the left side and repeat cycle several times and proceed to steps 13 – 15.



5. If the cords are still hanging outside the headrail, locate the metal plates and lock collars inside the headrail. There will be 1 to 3 metal plates and lock collars depending on the height of the shade. Slide all metal plates away from the lock collars approximately 1" to tighten cords.



7. If the shade is traversing hard or will not stay closed, stack the shade to the left.

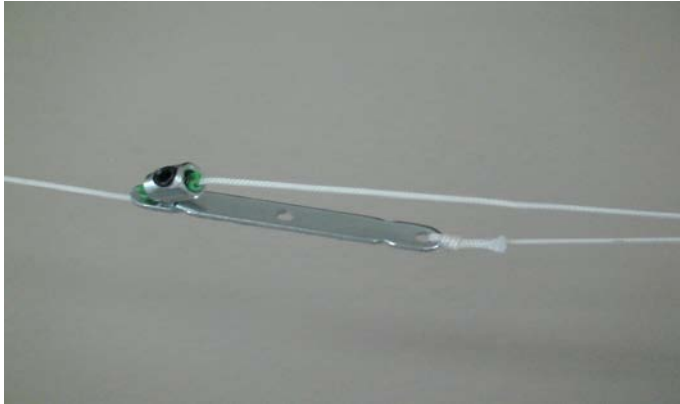


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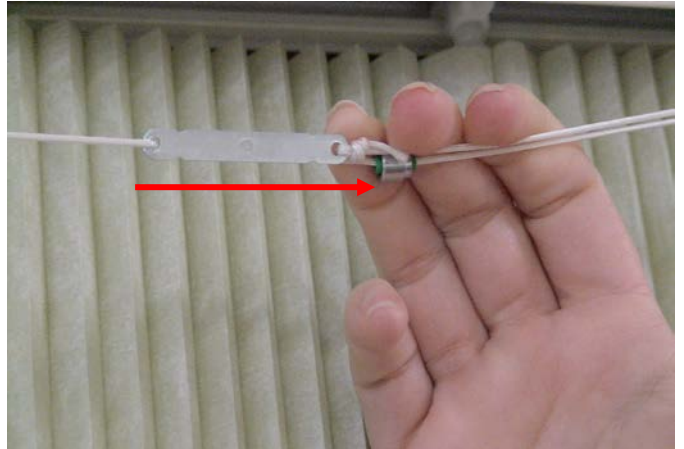
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8. Locate all metal plates and lock collars inside the headrail to verify if the free end of the metal plate is against the lock collar. The free end of the metal plate is not tied onto the cord. There will be 1 to 3 depending on the height of the shade.



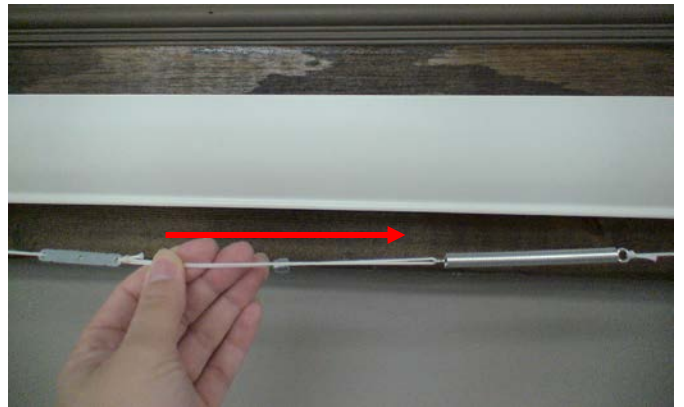
9. If free end of metal plate is not against the lock collar, slide metal plate until the free end is against the lock collar. Repeat steps 8 and 9 on each cord.



10. If the cords are still tight, loosen the lock collar with the 5/64" allen wrench.



11. Slide metal plate and lock collar along cord towards the spring.

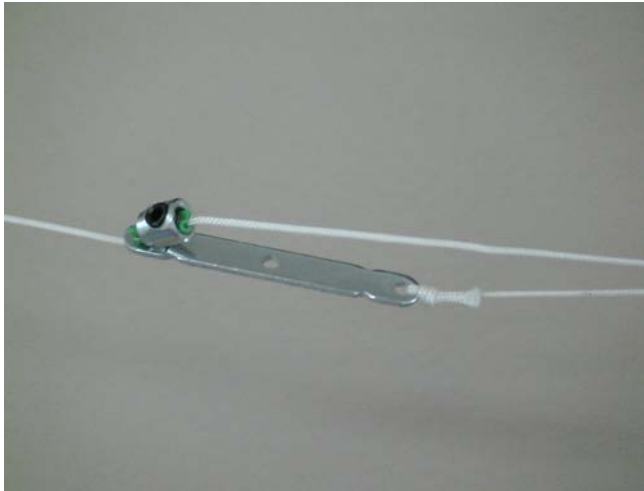


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- 12.** Set cord tension so cords stay within the headrail and tighten the lock collar. The free end of the metal plate is not tied to the cord. The free end must be next to the lock collar. Repeat steps 10 and 11 on each cord and proceed to steps 13 – 15.



- 13.** The side rails may move inward or outward when adjusting the tension on the cords. If this occurs, please follow the next steps.

Inward:



Outward:

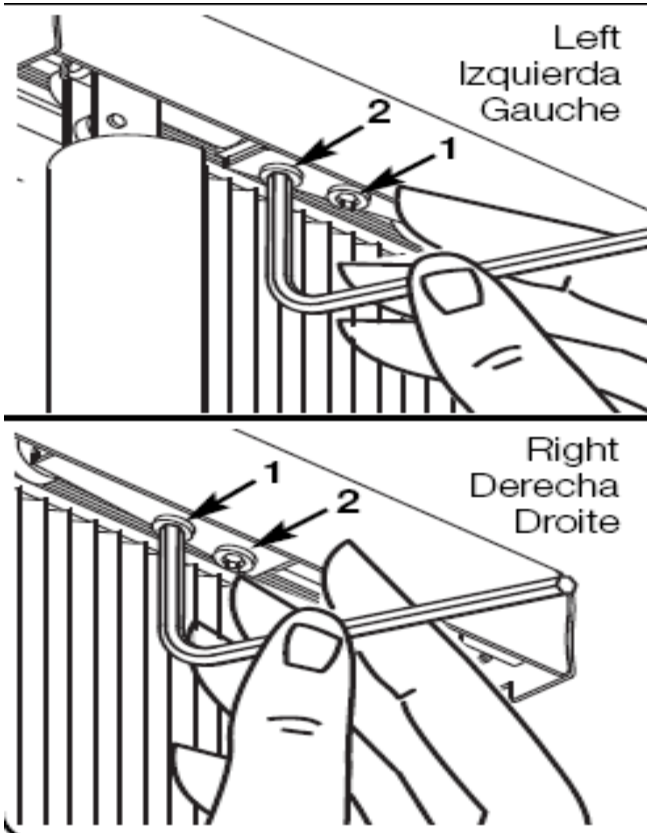


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- 14.** To adjust inward, open shade fully (window covered). With a 9/64" allen wrench, loosen screw #1 (inside screw) one turn and tighten screw #2 (outside screw) on turn. Repeat as needed.



- 15.** To adjust outward, open shade fully (window covered). With a 9/64" allen wrench, loosen screw #2 (outside screw) one turn and tighten screw #1 (inside screw) one turn. Repeat as needed.

