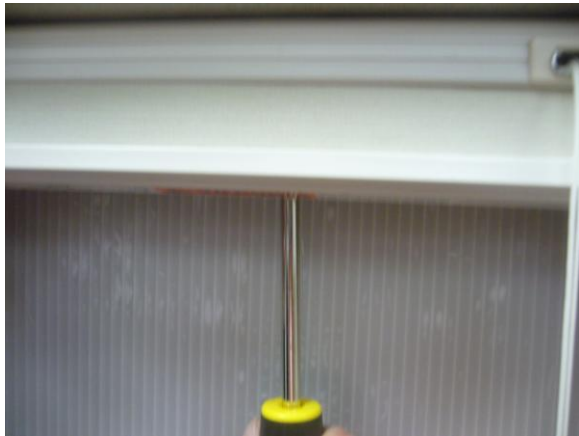


## TASK: Cellular/Pleated/Roman – Replace old style cord lock with new style cord lock

Use If/When: replacing cord lock with new style on existing headrail

Tools Needed: Pencil, Small Metal Files, Needle Nose Pliers, Phillips Screwdriver and a Flat Head screwdriver

1. Remove shade from installation brackets using a flat head screwdriver. Insert tip of screwdriver between the back of the headrail and the bracket.



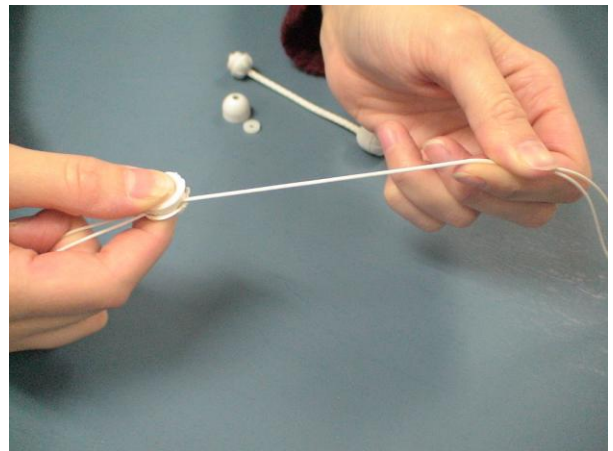
2. Remove screw from top of headrail and set aside.



3. Unscrew the top joiner ball. Set aside danskord (thick rope cord). Untie joiner ball knot. Remove joiner ball and washer.



4. Slide snap tassel off cord.



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5. Remove end caps from the headrail.



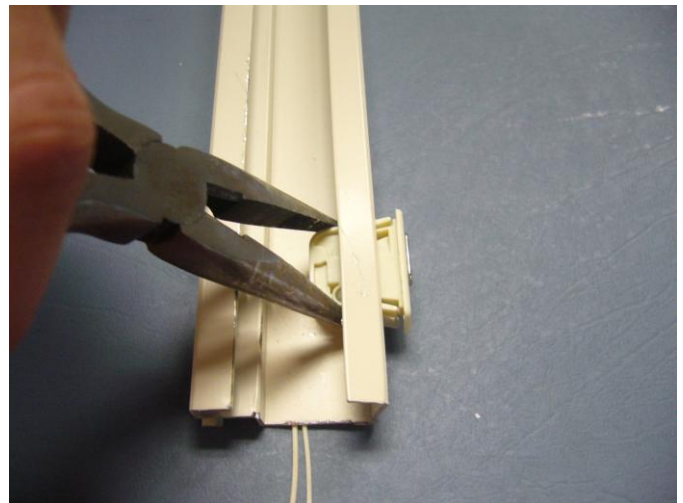
6. Slide fabric to the opposite end of the rail from the cord lock.



7. Turn headrail upside down and remove the cord from cord lock.



8. Use a pair of needle nose pliers to remove the cord lock. When removing, both sides of the cord lock should be pushed at the same time.



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9. Using a pencil, outline the new cord lock dimensions on the top and sides. The dimension of the new hole should measure no more than 1 1/16" wide by 7/16" high.

**Note:** Do not outline the bottom of the cord lock.

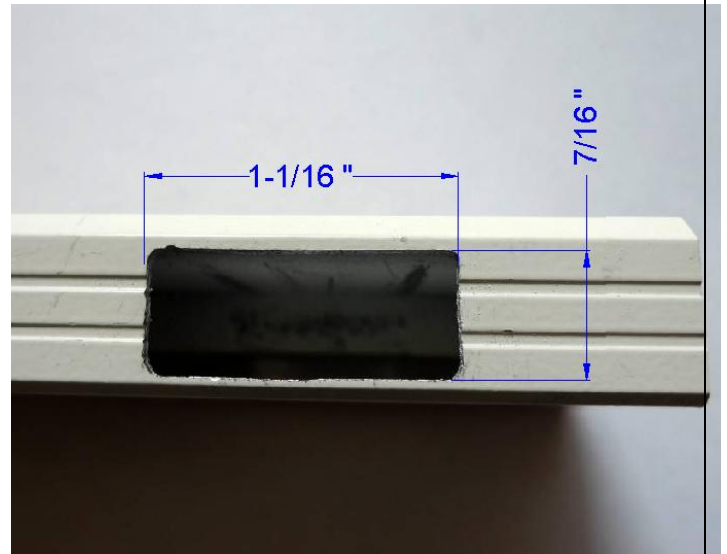


10. Using a file, remove the material up to the lines, keeping the edges straight. Once completed, use a vacuum to remove the particles from the rail.

**Note:** When filing aluminum, go slow and check the dimensions several times by comparing the hole with the new cord lock.



**Finished look:** Recommend Sizes



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Use If/When: replacing cord lock with new style on existing headrail

Tools Needed: Pencil, Small Metal Files, Needle Nose Pliers, Phillips Screwdriver and a Flat Head screwdriver

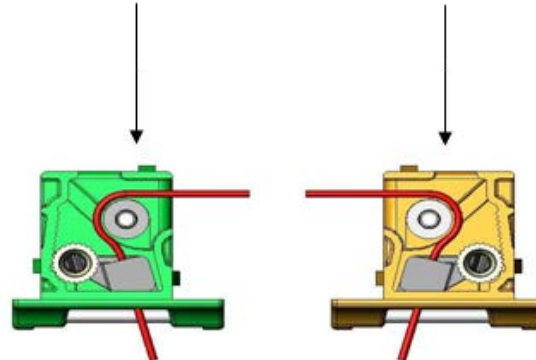
11. After thoroughly cleaning the debris from the enlarged hole area, pull the cord through the hole.



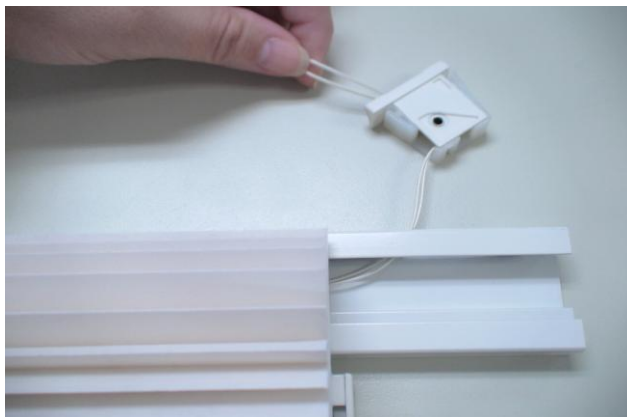
12. Feed the cord through the cord lock. The cord needs to be between the silver rivet and the roller in the cord lock.

Left Hand Cordlock  
cord path shown.

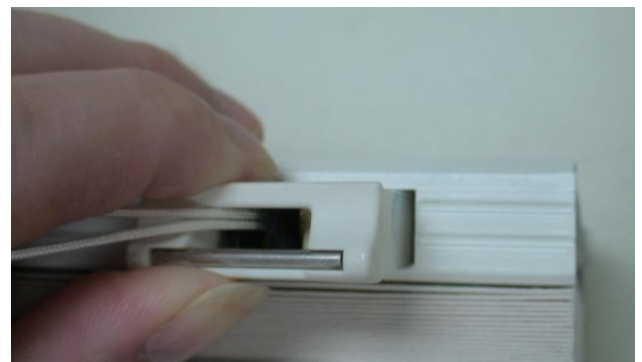
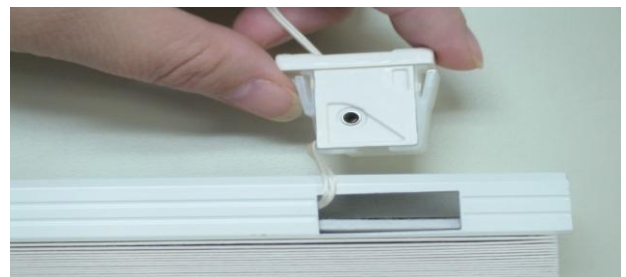
Right Hand Cordlock  
cord path shown.



13. Slide material completely back on the headrail, pulling the excess cord through the cord lock.



14. Once material is in place. Snap cord lock into headrail.



**TASK: Cellular/Pleated/Roman – Replace old style cord lock with new style cord lock**

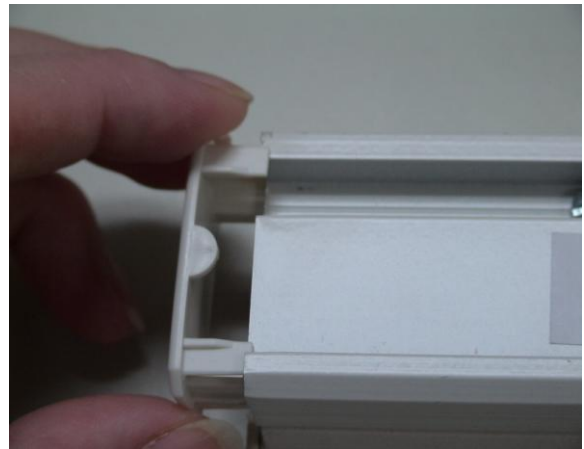
**Use If/When:** replacing cord lock with new style on existing headrail

**Tools Needed:** Pencil, Small Metal Files, Needle Nose Pliers, Phillips Screwdriver and a Flat Head screwdriver

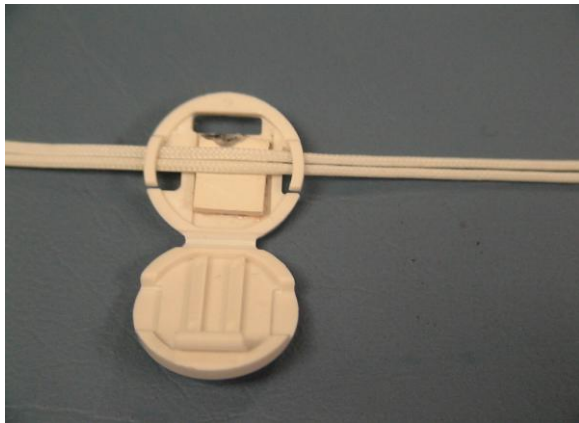
15. Replace the silver screw to keep material in place.



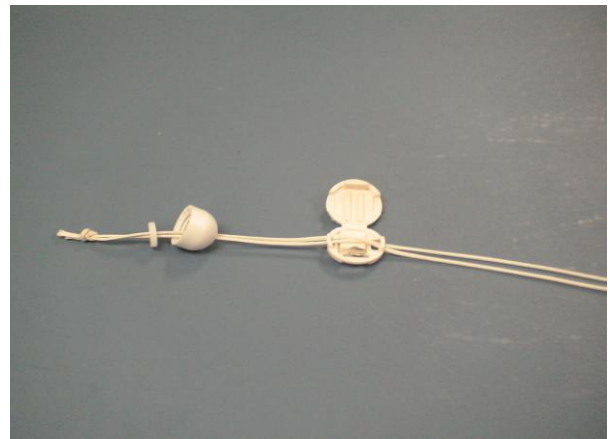
16. Replace end caps.



17. Attach the snap tassel to the cord. The cord will slide under the tabs on the top and bottom. Snap cover closed.



18. Replace top joiner ball and washer. Tie knot in end of cord.

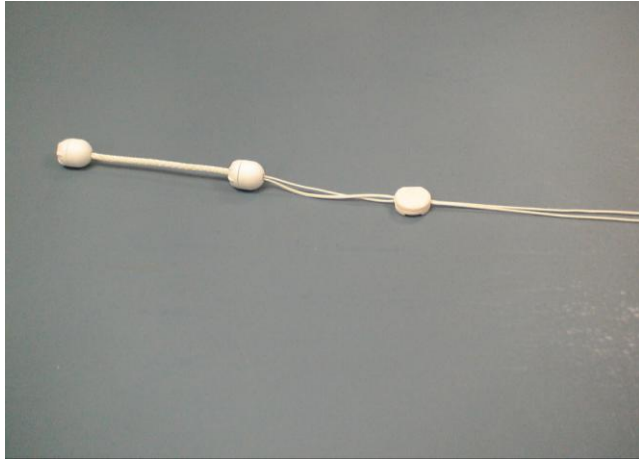


**TASK: Cellular/Pleated/Roman – Replace old style cord lock with new style cord lock**

**Use If/When:** replacing cord lock with new style on existing headrail

**Tools Needed:** Pencil, Small Metal Files, Needle Nose Pliers, Phillips Screwdriver and a Flat Head screwdriver

19. Screw the two halves of the joiner ball together. Continue turning until you hear two clicks.



20. Replace shade into the brackets by attaching front of the shade to the front of the brackets and pushing back on the shade until it snaps into place.

