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*Continuous Cord Loop
Replacement Instructions*

Replacing a continuous cord loop is one of the simplest repairs that we offer.

First, remove the shade from its brackets. This is usually accomplished by pushing on the headrail from the front side and then tilting down. Sometimes there is a small tab on the backside of the brackets, near the bottom, that you can release to free up the rail.

Next, remove the cover of the cord loop clutch mechanism (the side that the cord goes through). This is either done with a small, thin screwdriver or a butter knife. Gently pry the end cap off, being very careful not to break it. Some models have two small Phillips head screws that hold the cover on. Remove them with a small Phillips screwdriver.

Once the cover is off, remove the old cord if you have not done so already. Then, take the new cord and guide it onto the gears or teeth of the mechanism (see diagrams 1-5). This is comparable to putting the chain back on the sprocket of a bicycle. Reattach the cover on the clutch mechanism.

Re-hang the shade.

