



# Re-cording a Legacy Clutch Shade

## Troubleshooting Guide

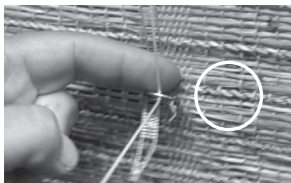
### GENERAL TIPS

- Ensure window hardware or crank is not causing an obstruction.
- Material may be catching on itself; carefully trim away any loose fibers.
- If rings are caught on each other, carefully untangle them from each other and spin each ring ¼" turn to ensure they don't catch upon next operation.
- Cord may be caught in sheath. Lower shade so that the sheath is no longer caught and raise again.
- If shade has a large number of cords, there may be too many cords for cord lock to operate perfectly every time. Lower shade and try raising again.

### TROUBLESHOOTING TIPS

- Do not force shade past its comfortable high/low positions (*stop pulling when you feel the shade resist*). Shades will not be hidden behind valance; the valance is used to conceal hardware.
- For outside mounted shades, ensure bracket is installed close to the outside edge of the control mechanism to keep the headrail from flexing during shade operation.
- Check to make sure the shade is level (*if the shade has not been installed level, it will impact how the shade hangs in the window and how the shade operates*).
- Check to make sure the window is square. Measure corner to corner on the diagonal and compare measurements (*if the window is not square, it will impact how the shade hangs in the window and how the shade operates*).
- Check to make sure the window is level (*if the window is not level, it will impact how the shade hangs in the window and how the shade operates*).

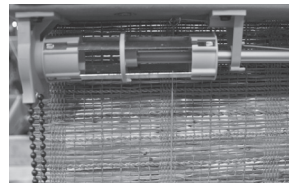
### COMPONENTS FOR REFERENCE



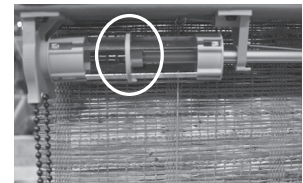
Rings



Metal Equalizer



Clutch



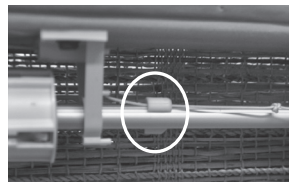
Clutch Disk



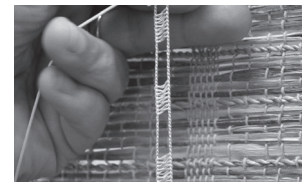
Rod



Bracket



Cord Clip



Cord Sheath

QUESTIONS? Call Customer Relations at 888.582.8780



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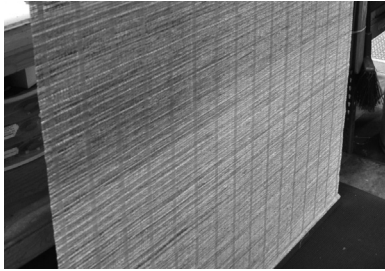
## Troubleshooting Guide

**PROBLEM:** Cord needs to be replaced and re-corded

**NOTE:**

Replace one cord at a time moving from outside edges inward and repeating with additional cords as needed.

Step 1



Lower shade completely.

Step 2



Unclip *Cord Clip* from *Rod* to release lift cord and set aside. Cut top of lift cord and discard knot.

Step 3



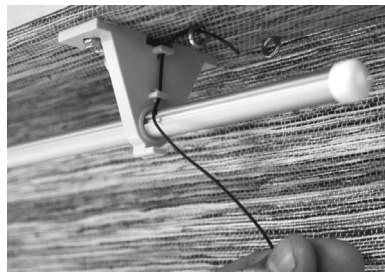
Cut lift cord from bottom *Ring* (be careful not to cut shade, *Ring* or *Cord Sheath*) and discard lift cord.

Step 4A



Feed new lift cord through the two holes seen on the side of the *Bracket*.

Step 4B



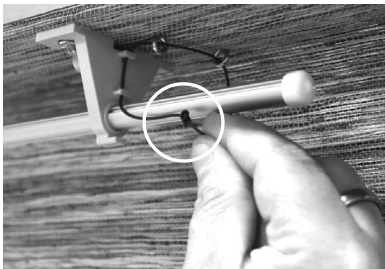
View of lift cord successfully pulled through both holes of *Bracket*.

Step 5



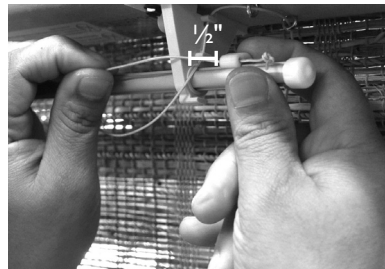
Next pull lift cord through top screw eyes. Pull extra cord through to ensure the cord doesn't slip back through.

Step 6



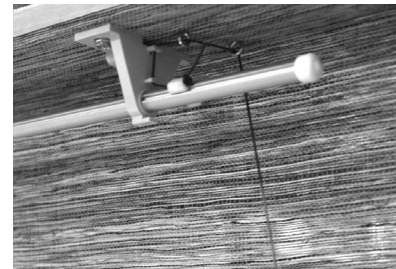
Tie knot at top end of lift cord to secure in place.

Step 7



Insert tied knot into *Cord Clip* slot so that the knot tail faces away from *Clutch*. Position *Cord Clip* 1/2" away from the bracket and attach to *Rod*. Rotate *Cord Clip* until you hear a click to indicate that it has locked into place.

Step 8



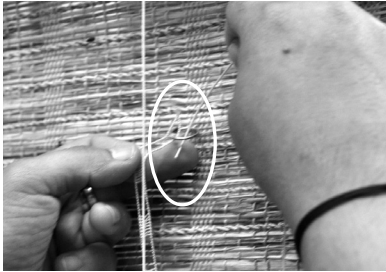
Once lift cord is pulled through, ensure it is on the back side of the *Rod* and no slack is seen in the lift cord. Ensure that the cord is not wrapped around *Rod*. If it is: unclip, unwind and reclip *Cord Clip*



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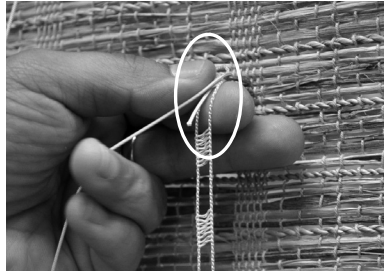
## Troubleshooting Guide

Step 9



Bring lift cord down and insert it from the top through the first *Ring*. (Traditional style shade requires threading cord through grommet first).

Step 10



Insert lift cord through *Cord Sheath*.

Step 11



Weave lift cord through *Cord Sheath* going every other (skipping one hole each time), from back to front.

Step 12



Thread cord through bottom *Ring*.

Step 13



Tie cord to bottom *Ring* ensuring there is no slack in cord.

Step 14



Once complete, raise and lower the shade several times and check tension on the lift cords. If shade is equalized, cut off excess lift cord and knot at bottom *Ring* again for security.

### NOTE:

If tension is even and the shade still raises unevenly it will need to be equalized. Also, if the tension is too tight, a dimpling appearance will occur in the shade. Refer to the Troubleshooting Guide – Equalizing Shades for directions.