

## TASK: Correct Locking Mechanism for Cellular, Pleated or Roman Shades

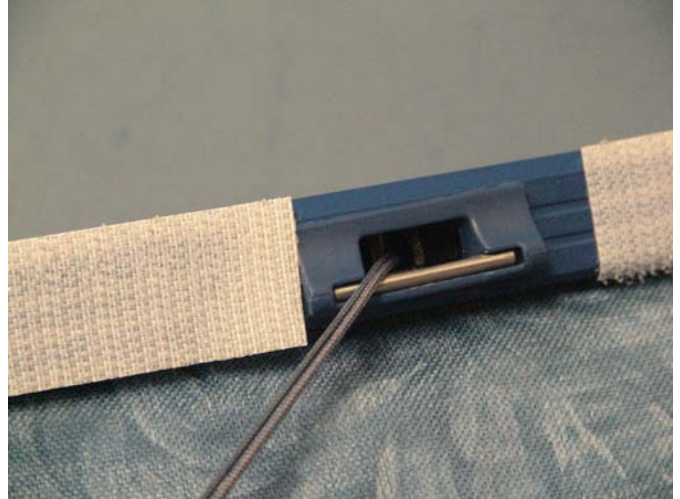
Use If/When: Unable to move cord to lower the shade or shade will not lock in raised position.

Tools Needed: Flathead Screwdriver

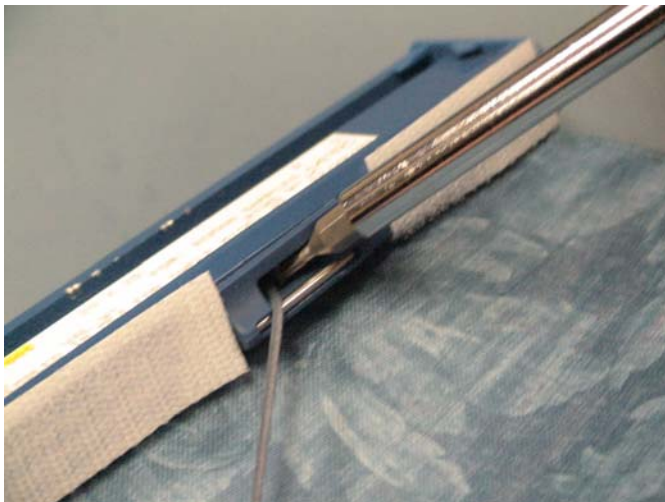
1. Make sure the shade is being operated correctly. Move the cord toward center of the shade to unlock and away from the center to lock.



2. The roller in the cord lock may become jammed or out of place during packing and/or shipping.



3. Position cord away from cord lock. Insert small screwdriver into black plastic guide. For a left control, slide the black guide to the right. For a right control, slide the black guide to the left. Once done, shade should operate correctly.



4. If shade still does not operate correctly or remains locked, unscrew bottom joiner ball from top joiner ball with the shade in the raised position. Untie the knot from the cord. Smooth cords between fingers and retie cord into a knot.



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5. Screw the bottom half of the joiner ball to the top half of the joiner ball.



6. While turning the two halves together you will hear one click, continue turning together until you hear a second click.



### CONTINUE FOR CELLULAR OR PLEATED SHADES ONLY:

7. If the shade is not dropping to the ordered height, use an open palm to gently rub the fabric in a vertical motion.

