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**Questions?**
Call the Hunter Douglas Customer Information Center at 1-888-501-8364.
Thank you for being a Hunter Douglas customer. With these new replacement components, your shade should provide you with many more years of continued satisfaction and enjoyment. Please thoroughly review these instructions before beginning.

Identify Components

Cord Replacement Kit Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Spool Of 96' Length Ultrawear® Cord*</td>
<td>(4) Washers</td>
</tr>
<tr>
<td>(4) ¾&quot; Cord Guides</td>
<td>(1) Equalizer With Wedge</td>
</tr>
<tr>
<td>(4) ¾&quot; Cord Guides</td>
<td>(1) Equalizer Housing</td>
</tr>
<tr>
<td>(1) Tassel/Universal Cover</td>
<td>(4) Pockets and Ferrules</td>
</tr>
<tr>
<td>(1) Threading Tool</td>
<td>(2) Cord Cleats With Installation Guide</td>
</tr>
</tbody>
</table>

*The latest version of the Ultrawear® cord has an estimated cord life at three times that of the previous 0.9mm cord. Take care not to twist the cord while handling.

Block And Tackle Cording

Block and tackle cording was used on some larger honeycomb shades.

IMPORTANT: If you have a shade that uses block and tackle cording, you will need to use two or three cord replacement kits to retread the shade.

Block And Tackle Cord Routing

Double routs added support for larger shades.
Standard Cordlock Shade Variations

Hunter Douglas cordlock shades have evolved over time. Use the following illustration to determine what type of cordlock and lifting system is on your shade.

1. **Equalizer System.** The lift cords are crimped together using a wedge.

2. **Stop-Ball “A” System.** A component known as a stop-ball houses the equalizer and allows for a single cord with tassel.

3. **Stop-Ball “B” System.** Universal covers are used for both the equalizer and the tassel.
Remove The Shade From The Window

- Raise the shade.
- Loosen the tab screw on each mounting bracket.
- Tilt the back of the headrail down and remove the rail from the brackets.

**IMPORTANT:** If the shade has a steel bracket without a tab screw, remove the shade using the same tilting action.

Remove The Cordlock From The Headrail.

- Examine how the cords are threaded through the cordlock. Determine if your shade is equipped with either “Cordlock A” or “Cordlock B”.
- Use a flat blade screwdriver to pry the cordlock and its cover from the headrail. Keep the cordlock and cover for reuse.
- Cut the cords near the end of the rail and pull the cut ends out through the cordlock.
DISASSEMBLE THE SHADE

Disassemble The Stop-Ball (For Stop-Ball Shades).

Stop-Ball “A” Shades:
- Insert a screwdriver into the slot at the bottom of the stop-ball and carefully pry off the cover.
- Pull out and discard both the equalizer and lift cords.

**IMPORTANT:** Do not discard the tassel, tassel cord, stop-ball body, or stop-ball cover. Set these items aside for later use when reinstalling the shade.

Stop-Ball “B” Shades:
- Pull down on the tassel cord while holding the universal cover to access the equalizer housing containing the equalizer.
- Pull out and discard both the equalizer, equalizer housing, and lift cords.

**IMPORTANT:** Do not discard the tassel or tassel cord. Set these items aside for later use when reinstalling the shade.

Remove The Old Cords.

Determine Your Fabric Stack’s Cord System.

If there is no pocket and ferrule under the bottom rail, then you have a washer system.
DISASSEMBLE THE SHADE

Remove The Old Cords From A Pocket And Ferrule System.

- To access the cord, either pull the cord downward from the pocket to release the ferrule, or use a flat-blade screwdriver to pry up the pocket and remove it from the bottom rail.
  - Replace the pocket with a new one from the replacement kit if it is cracked, scratched, or worn.

  IMPORTANT: You may need to use a tweezer or needle-nose pliers to get hold of the cord inside of the pocket. The cord may have been previously cut flush with the pocket.

- Cut the cord and discard all the components.

Remove The Old Cords From A Washer System.

- Remove the end cap from the bottom rail.
  - Use a flat blade screwdriver to pry one end cap from the bottom rail. Keep the end cap for reuse later.

- Remove the rails from the fabric.
  - While holding the fabric stack in place, slide the headrail and bottom rail off of the fabric stack.

- Discard the washers, cords, and cord guides.
- Pull the washers and cords from the bottom of the fabric stack or rail and discard them.
- Remove the cord guides from the top of the fabric stack and discard them.
REPLACE THE CORDS

Install The New Cord Guides

- Select new cord guides from the replacement kit. Pick the cord guides that best fit the fabric width, from the two sizes provided.

- Be sure the thin metal filler strip located in the top cell of the fabric stack, is flush with the end of the fabric stack and the rout holes in the filler strip line up with the holes in the fabric stack.

- Press the tab on the cord guide all the way through the hole in the TOP cell and filler strip of the top headrail cell ONLY.

- Extend the headrail cells as shown to ensure the bottom cell and filler strip drop free of the cord guide.

Measure And Cut The New Lift Cord

- Using the following formula, cut a new cord for each hole in the fabric stack.

  **IMPORTANT:** Always pull the cord off the spool by rotating the spool, as opposed to twisting the cord off a stationary spool. Proper unwinding of the cord eliminates cord twists.

  **IMPORTANT:** Two or three cord replacement kits are needed for block and tackle shades. If your shade has block and tackle cording with cord guides on the top and bottom of the shade, install new cord guides in the bottom of the shade too (see Block And Tackle Cording on page 3).

- **For Stop-Ball “A” and “B” Shades:**
  
  \[ \text{Cord Length} = \text{Shade Height} + \text{Shade Width} + 24” \].

- **For Block and Tackle Shades (see Block And Tackle Cording on page 3):** Cut one cord for every two holes.
  
  \[ \text{Cord Length} = 2 \times \text{Shade Height} + \text{Shade Width} + 24” \].
**Thread The Lift Cord**

*For Shades With Pocket And Ferrule Systems:*
- Push the threading tool up through the pocket in the bottom rail then through the fabric stack, and then through the cord guide.

*For Shades With Washer Systems:*
- Push the threading tool up through the hole in the bottom of the fabric stack and through the cord guide, or down through the cord guide on the top of the fabric.
- Insert the end of the new cord through the loop of the threading tool.
- Pull the threading tool down through the fabric stack.
- Follow the same procedure for each hole.

*For Shades With Block And Tackle Only:*
- Cord lengths are threaded through the fabric twice.
- Place cord guides in all top and bottom holes. This illustration demonstrates block and tackle cording for a shade with three lift cords.
- Push the threading tool down through the hole from the top of the fabric through the cord guide on the bottom of the fabric.
REPLACE THE CORDS

- Thread the new cord through the loop of the threading tool.
- Thread the cord up through the additional hole.
- Follow this same procedure for each hole.

Secure The Lift Cords

For Shades With Washer Systems:

- Thread the end of the cord coming out of the bottom of the fabric stack (or at the top of the fabric stack for block and tackle shades) through a washer included in the replacement kit.
- Pull the cord taut to ensure that the washer fits snugly against the shade. Do this for each cord.
- Tie a triple knot below the washer, as shown. The washer prevents the cord from slipping back through the fabric stack.

**IMPORTANT:** The knot will be hidden when the rail is reinstalled.

For Shades With Pockets And Ferrules Systems:

- If replacing a pocket, thread the cord through the pocket.
- Insert the pocket into the hole and press it down snug against the bottom rail.
- Remove the ferrule attached to the pocket and thread it onto the end of each lift cord, tapered end toward the pocket.
- Loop the cord around the ferrule and thread it through the ferrule again.
With a few inches of cord projecting from the ferrule, tighten the loop on the ferrule.

Be sure the cord loop drops into the notch on the ferrule as you tighten the cord.

Press each ferrule into its pocket.

Reinstall The Bottom Rail.

Slide the bottom fabric cell (with the metallic filler strip inside the cell) into the fabric channel of the bottom rail as shown.

The edge of the filler strip should “catch” under the lip of the bottom rail.

Reinstall The Headrail.

Lay the lift cords along the center of the top cell toward the cordlock side of the fabric stack.

Keep the cord guides aligned and do not cross the cords. Make sure the cords are straight and not tangled or twisted.

While holding the cords taut, slide the headrail over the top fabric cell. As you come to each cord guide, align the cord guide to the fabric stack, before you slide the rail over it.

IMPORTANT: With the newer Duette® headrails, make sure the tab on the cord guide goes into the channel in the REAR of the headrail, as shown.
**Thread The Cordlock.**

- Insert the threading tool up through the bails and out the top of the cordlock.
- Loop all the cords through the threading tool.
- Pull the threading tool with cords down through the cordlock and bails.
- Run the lift cords under the tab in the cordlock, keeping the cords straight.

**IMPORTANT:** “Cordlock A” does **not** have a tab.

**CAUTION:** Do **not** cross the cords.
Reinstall The Cordlock And Attached Cover.

- Pull the cords straight down from the cordlock, to fully raised and tightly stacked the fabric of the shade.
- Align the cordlock to the headrail, and slide it into the headrail above the fabric stack.

**IMPORTANT:** Maintain a slight tension on the cords to avoid pinching or twisting them.

**IMPORTANT:** Hold the cord ends to prevent them from traveling back through the fabric stack.

Reinstall The End Caps

- Reinstall all the end caps.
  - **Duette® Shades:** Install the end caps with the Hunter Douglas name right side up.
  - **Applause® Shades:** Install the *headrail end cap* with the Hunter Douglas name reading upside down.
REINSTALL THE SHADE

Reinstall The Shade In The Window

**IMPORTANT:** Keep the shade fully raised and tightly stacked while installing the shade.

- Place the shade so the colored side of the fabric and the cordlock face you.
- Insert the headrail into the mounting brackets at an angle and rotate it upward to snap it into place.
- Tighten the tab screw on each bracket until snug. Do not overtighten.

**IMPORTANT:** Make sure that the shade fabric is not trapped between the headrail and tabs on the installation brackets.

Install The Equalizer

**Lock the cords in place.**

- While holding the cords, pull the cords toward the center of the shade to release the cordlock. Do not let go of the cords.
- Slowly lower the shade to where you want the bottom rail to rest.
- Lock the cords in place by pulling them toward the outside of the shade.

**Stop-Ball “A” Or Stop-Ball “B” Systems:**

**Thread The Stop-Ball Body/Universal Cover.**

- Use the threading tool to pull the cords through the slot in the top of the stop-ball body (Stop-Ball “A”) or the hole in the top of the universal cover (Stop-Ball “B”).

**Install The Cords Into The Equalizer.**

- Snap the wedge piece off of the body piece.
- Position the stop-ball body or universal cover above the equalizer.
INSTALL THE EQUALIZER

- Place the equalizer 1" down the cords from the cordlock bails.
- Place the cords into the equalizer with the smaller end of the equalizer up.

- Keeping the cords in the equalizer taut, slide the wedge into equalizer, making sure the rib is against the cords locking them in place.

**IMPORTANT:** Do not completely lock the wedge into position. The equalizer should remain partially installed until the shade assembly is adjusted.

*Roughly Adjust The Equalizer.*

Adjust the cord going through the equalizer to level the bottom rail or change the shade height.

- Check that the cordlock is in the locked position.
- Loosen the equalizer by pulling down on the cords while holding the equalizer firmly to release the wedge.
- Pull on each cord individually to level the bottom rail.
- Pull on both cords together evenly with the cords taut, to adjust the shade height.

**IMPORTANT:** For larger shades there are additional lift cords to support the added size. Be sure to pull evenly on ALL cords when adjusting shade height.

- Slide the wedge securely into the equalizer, making sure the rib is against the cords locking them in place.
- Double check that the bottom rail is at the desired position.
- Lock the wedge in place. Use pliers or push the wedge against any type of flat surface until it is flush with the bottom of the equalizer to lock it in place.

**IMPORTANT:** Do not cross the cords in the equalizer. The wedge cannot be adequately secured if the lift cords are crossed.
INSTALL THE EQUALIZER

For Stop-Ball “A” Shades Only: Install The Equalizer Into The Stop-Ball Body.

- Place the “wedged” equalizer inside the stop-ball body.
- Trim the lift cords 4” below the equalizer.

**IMPORTANT:** Leave enough cord for future adjustment, but not too much that the cords are too bulky to fit inside the stop-ball body.

- Fit the ends of the lift cords into the stop-ball body by holding the equalizer with one hand and twisting the lift cords with your thumb and forefinger.
- After each twisting motion, hold the twisted cords inside the stop-ball body using your thumb.
- Twist the cords until they are all inside the stop-ball body.
- Install the stop-ball cover by fitting the four pegs on the cover into the holes on the stop-ball body.

For Stop-Ball “B” Shades Only: Install The Equalizer Into The Equalizer Housing.

- Select the equalizer housing from the replacement kit.
- Retrieve the tassel cord that you set aside earlier. Place the knotted end of the tassel cord into the slot at the base of the equalizer housing.
- Place the equalizer into the equalizer housing.
- Wrap the remaining lift cords a maximum of 4 times around the base of the housing, then down the slot at the bottom of the housing.
- Hold the lift cords and tassel cord taut and slide the universal cover over the equalizer housing assembly.
- Check the bottom rail to see that it is level. Make any final adjustments to the equalizer, if necessary.
- Trim excess lift cords flush with the bottom of the equalizer housing.
Adjustments For Shades With The Pockets And Ferrules

Shade height and adjustments to level the bottom rail can be made by adjusting the cord on the underside of the bottom rail.

- Locate the ferrule, seated in a pocket in the bottom rail.
- Remove the ferrule by pulling on the excess cord. If the cord has been trimmed, you will need to use needlenose pliers to access it.
  - If you need to rethread the ferrule, thread the end of the cord into the tapered end of the ferrule. Loop the end around the ferrule and back through the tapered end. Make sure the loop fits into the groove on the side of the ferrule.

- **To shorten the cord**, hold the cord tight under the ferrule. Then slide the ferrule up toward the pocket.
- **To lengthen the cord**, hold the cord tight between the pocket and the ferrule. Then slide the ferrule down.
- After adjusting, place the ferrule fully back into the pocket.
- Once you are certain of the final adjustments, tape the extra cord length to the bottom rail, or into the groove on the bottom rail (for future adjustments).

**For Equalizer Shades Only: Tie On The Tassel.**

- Lower the shade until it is fully extended.
- Thread the cords through the tassel.

**IMPORTANT:** For larger shades there are additional lift cords to support the added size. Be sure to capture all the cords through the tassel.

- Adjust the cords to assure the bottom rail is level.
- Tie a double knot in the cords two-thirds down the shade from the cordlock.
- Keep cords taut when tying them to avoid any slack.
- Trim off the excess cord.
OPERATION

Test The Shade Operation

- Keep the cord close to the fabric when operating the shade.

- To raise or lower the shade, disengage the cordlock by moving the cord toward the center of the shade.

- Lock the cordlock by returning the cord to the original position, or pulling the cords toward the outside of the shade.
Young children can wrap cords around their necks and STRANGLE.

- Always keep cords out of the reach of children.
- Move cribs, playpens and other furniture away from cords. Children can climb furniture to get to cords.
- Do not tie cords together. Make sure cords do not twist together and create a loop.

Hunter Douglas provides cord cleats and we recommend their use.

- Cord Cleats: Attach two cord cleats 6” to 12” apart at a height where they will be out of the reach of children. Take into account that a child may stand on furniture attempting to reach the cords. Be sure the cleats are firmly secured. Once the cleats are attached, wrap excess cord around them after each use of the shade.

WARNING
For more safety information call 1-888-501-8364 in the U.S. or 1-866-662-0666 in Canada.