

How to Change the Clutch Cord Loop on Window Valet, Smoothy and Continuous Cord Loop Cellular and Roman Shades.

DO NOT lay the shade down while changing the cord loop.

1. Remove the clutch cap. Let the shade down an inch or two.
2. Remove old cord loop from teeth of the pulley.
3. Place the new cord loop into teeth. While using a screwdriver or blunt end object move the pulley teeth around with the cord. The cord loop should be exiting the guide so that the loop is towards the front of the shade assembly.
4. Reinstall clutch cap. Insert top hooks of cap into clutch, hinge cap down, and snap bottom tab into place.
5. Let the shade down completely then close it again.

