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Instructions for Replacing Tape in Easy-Rise Cellular Shades

BEFORE THE REPAIR: Remove the shade from the window and compress the fabric by hand toward the bottom side of the headrail. Use rubber bands around the top and bottom rails to keep everything in place while you work on the shade.

1. Insert collar into the holes in the bottom rail. **See Figure 1.**
2. Cut the tape into however many pieces that you need. The length of each piece should be the total length of the shade plus 12 inches.
3. Thread the tape through the collar and up through the fabric and top rail using the restringing needle. Avoid twisting the tape. This is important throughout the restringing process.
4. Threading the spool assemblies: Rotate the spool so that the slotted tab is near the top at approximately the one o'clock position. Thread the tape through the slot in the tab. **See Figure 2.** This may take a few tries to get it through the slots.
5. Now push the end of the tape back through the slotted tab leaving a large loop. **See Figure 3.** The second time through the slot the tape should be on the inside closest to the pin next to the tab.
6. Push the end of the tape under the tape coming from the long slot. **See Figure 4.** This is easy if you first raise the tape slightly with a small flathead screwdriver.
7. Pull the loop around the pin. **See Figure 4.** Pull the tape tight, holding the spool to prevent it from rotating. Trim the ends of the tape so that about 1/2" remains after it passes under the tape. Then pull on the tape where it comes out of the bottom of the assembly to make sure that it does not slip.
8. Install the spool assemblies into the headrail. **See Figures 5 and 6.**
9. Insert the driveshaft through the spool assemblies. They fit together so that all of the spool assemblies are in the same position. There is one groove on the driveshaft that is a little deeper than the other two grooves. Make sure that the deeper groove lines up with the longer tab on the inside of the spools. **See Figure 7.** You might want to put a very small amount of Vaseline or soap on the driveshaft before inserting it into the spools to make it go in smoothly.
10. Install the clutch assembly onto the driveshaft. **See Figure 8.**
11. Clip the shaft retainer onto the driveshaft. The retainer fits against the spool assembly furthest from the clutch on the side facing the clutch. **See Figure 9.**
12. Thread the tape through the buckles. **See Figure 10.** Leave the extra amount of tape hanging from the bottom. Slide the buckles into the collars and hang the blind (cut the rubber bands) to make sure that you have the correct length. Adjust the tape if necessary to make the shade shorter or longer. **DO NOT REMOVE THE HANDLES YET.**
13. Finish threading the buckle. **See Figure 11.** Remove the buckle from the collar, being careful not to change the length of the shade and lock the tape in place by threading the tape back through the top slot and pull it around the top. Insert the buckle, check the length one more time and then snap off the handles. Trim the excess tape, but make sure to leave at least 1/2" hanging from the bottom.

