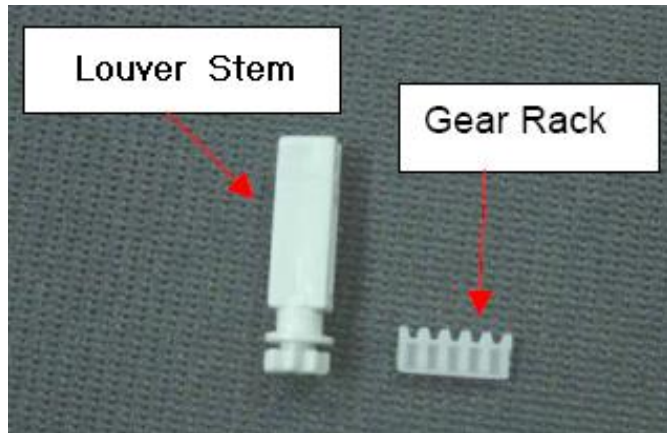


TASK: Stock Vertical Louver Stem Replacement (Cut Down Headrail)

Use If/When: Replace louver stem and gear

Tools Needed: Hard plastic card, Flathead screwdriver, Needle nose pliers

1. A gear should be replaced with each louver stem.



2. Locate the clear plastic louver stems where the louvers are attached.



3. Rotate the louvers open. Slide a hard plastic card between the louver and the high side of the louver stem. Push the card up toward the top of the louver stem. This will unseat the louver from the louver stem.



4. Remove the louver by pulling down on both the louver and the plastic card at the same time. Lay the louver on a clean flat surface. Repeat for all louvers. ***if using a credit card, be careful not to damage the magnetic strip.***



TASK: Stock Vertical Louver Stem Replacement (Cut Down Headrail)

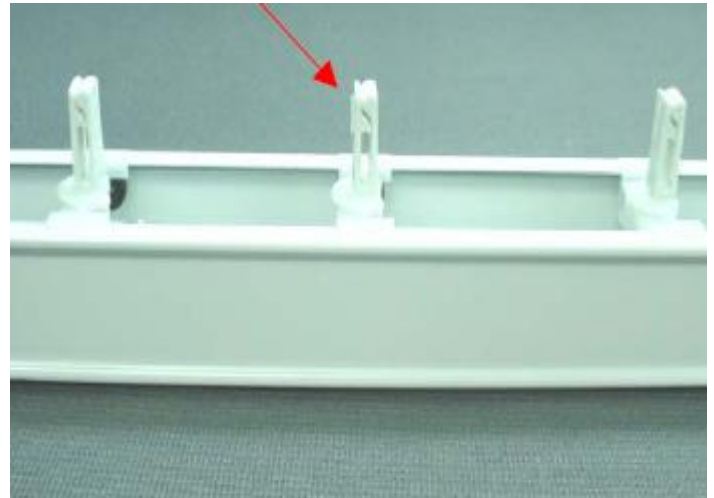
Use If/When: Replace louver stem and gear

Tools Needed: Hard plastic card, Flathead screwdriver, Needle nose pliers

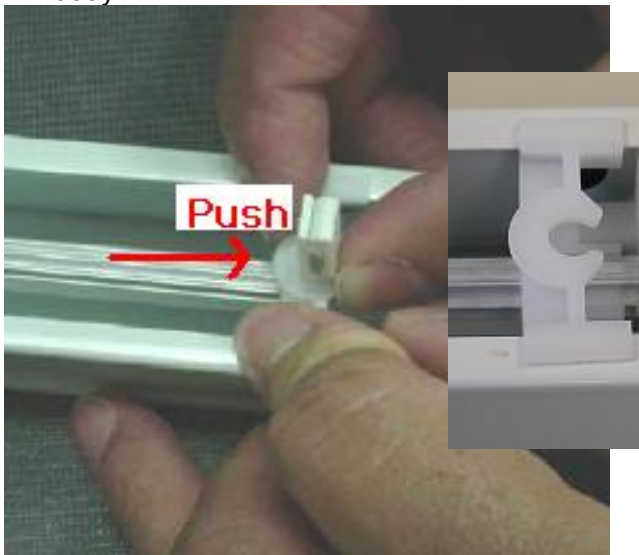
5. Remove the headrail from the mounting brackets by placing a flathead screwdriver between the back of the headrail and the release clip on the mounting bracket. Pull the handle of the screwdriver toward the front of the rail. Tilt rear of the track down and toward you.



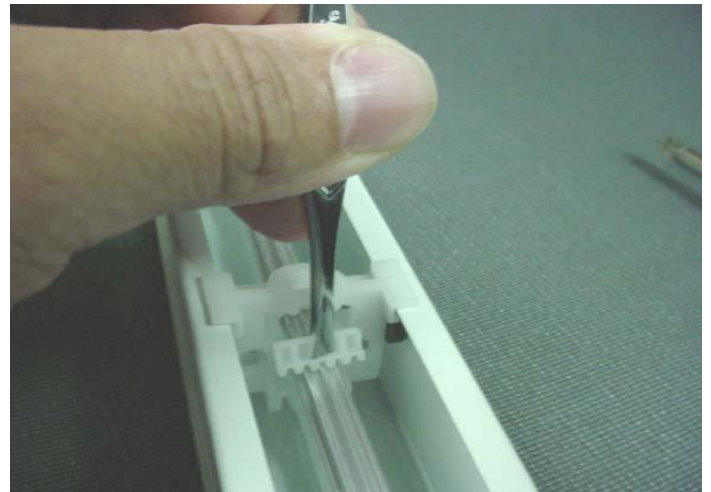
6. Lay the headrail on a flat surface with the louver stems pointed toward the ceiling.



7. Remove the stems by pushing sideways out of the horseshoe shaped opening of the carriage body.



8. Use needlenose pliers to replace the gear into the opening of the rectangular carriage body. Make sure the ridge side faces out with the points face down.



TASK: Stock Vertical Louver Stem Replacement (Cut Down Headrail)

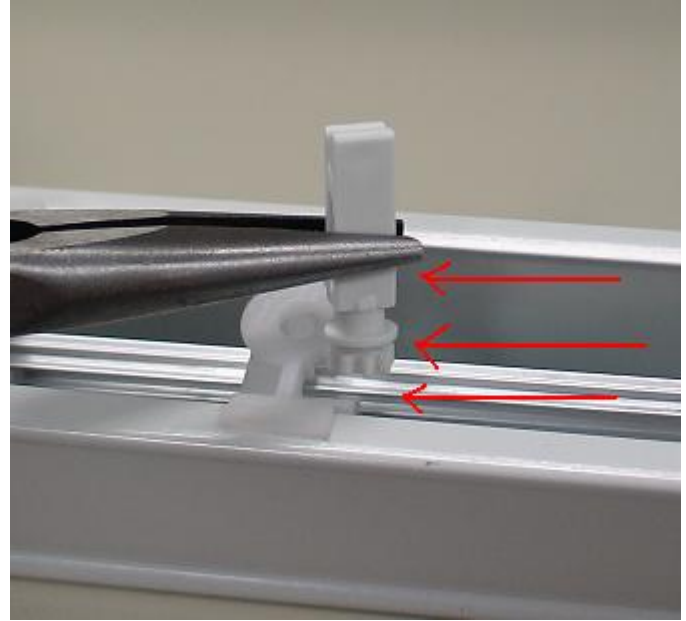
Use If/When: Replace louver stem and gear

Tools Needed: Hard plastic card, Flathead screwdriver, Needle nose pliers

9. Rotate the stems to the closed position, making sure the gear rack stays standing.



10. Slide new stem into the horseshoe shaped opening using pliers. These slide in hard.



11. Pull the chain several times to be sure the louver stems will rotate.



12. If stems are moving out of sync, hold wand stationary while turning stem counter clockwise by hand.

TASK: Stock Vertical Louver Stem Replacement (Cut Down Headrail)

Use If/When: Replace louver stem and gear

Tools Needed: Hard plastic card, Flathead screwdriver, Needle nose pliers

13. Once you have confirmed the headrail is working properly, reinstall into the mounting brackets and rehang the louvers in the open position.



14. Reattach valance and operate normally.

