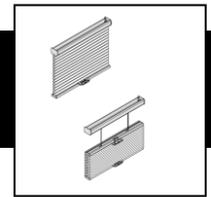# Cordless & Cordless Top Down/Bottom Up (Duofold)
Cellular Shade Installation Instructions

BASICS

A few simple tools are required:

- Measuring Tape
- Power drill, drill bits
- Phillips driver bit
- Pencil

Standard Mounting Bracket   Optional Extension Bracket   Optional 3/8" Spacer Block   Optional Hold Down Bracket

Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting. Contact your local hardware store for fasteners specific to your application. Please do not remove the sticker from the headrail. It provides important information that is helpful for future repairs and proof of warranty.

BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. Brackets should be located approximately 3" from either end. Depending on the width of the shade, additional brackets may be necessary, evenly space additional brackets between the two end brackets.

For shade widths:	# of brackets:
Up to 40"	2
40" – 72"	3
72" – 84"	4
Inside Mount	1 screw/bracket
Outside Mount	2 screws/bracket

Using the Installation Bracket as a template, measure 3" in from the end of the shade and mark the hole locations with a pencil for drilling. When mounting brackets, make sure they are in line and level.

Brackets must be in line and level.
The headrail must be level for the shade to operate properly.

MAKE SURE MOUNTING SURFACE IS LEVEL

Inside or Ceiling Mounts

Use the top bracket holes. Requires 1 screw.

Top Hook
Note: Release tab is at the bottom of the bracket

Wall or Outside Mounts

Use the rear bracket holes. Requires 2 screws.

Top Hook

Hold Down Bracket (optional)

Hold Down brackets are provided upon Request to prevent shades swinging when mounted on doors.
Hold Down Brackets are mounted with the supplied screws. With the shade at its proper drop, place the pin of each Hold Down into the hole in each End Cap and mark the screw holes. Make sure the pins are level and aligned. Raise the shade and then screw the Hold Down Bracket into the mounting surface. Hold Down Brackets are designed for Outside Mounted Shades only.

Outside Mount with Spacer Block (optional)

Optional spacer block will project bracket 3/8".

Outside Mount with Extension Bracket (optional)

Nut
Bolt
3 3/8"
2" minimum surface required

Side Mount with Extension Bracket (optional)

INSERTING THE HEADRAIL

First, lower the bottom rail about an inch. This will help keep the fabric from getting caught between the brackets and the headrail.

Position the headrail with the front lip (A) resting on the top hooks of all the brackets. Make sure that no fabric is pinched between the brackets and the headrail.

Push the bottom of the headrail firmly upwards and toward the window until the groove at the bottom of the headrail snaps into place, (B) as shown.

A
B
Push here upwards and toward the window.
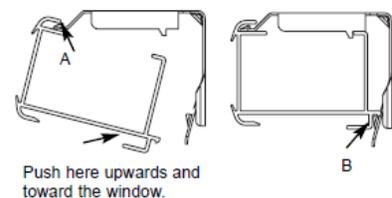
INSTALLING THE HANDLE

Locate the center of the bottom rail. Gently lift fabric out of the way. Hook the top of the handle over the front lip on the bottom rail. Rotate handle down until it snaps into place. If shade is a Duofold, repeat the process for the handle on the middle moving rail.
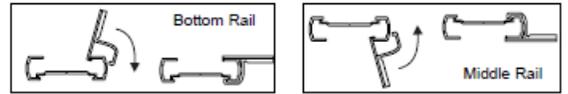
REMOVING THE HEADRAIL

To remove a shade, insert a screwdriver between the headrail and the bottom back of the bracket (tab which extends out lightly from each bracket).

Gently pry the screwdriver to release the bracket from the headrail. Take care not to damage the painted finish of the headrail and the fabric. As you release the brackets, hold the headrail to keep it from falling.
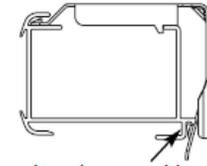
Insert screwdriver here and gently pry.

CHILD SAFETY - WARNING

### PROTECT YOUR CHILDREN & PETS ⚠

For Cordless Duofold shades only:
Be aware that it is possible for children to strangle in window covering cords. To reduce the occurrence of an accident, do not allow children or pets to place any part of their body between the head rail and middle rail.

TROUBLE SHOOTING

Problem: The shade will not stay down.
Cause: Because the shade was fabricated primarily in the closed position, the fabric may want to spring up.
Repair: For a light filtering shade, with clean hands, gently pull down on a section of cells to relax the pleats. Repeat with another section of cells until the fabric is sufficiently relaxed. For a black out shade, avoid wrinkling the front of the fabric by grabbing shade at the sides and stretching downward. Do not fully raise the shade for 24 hours.
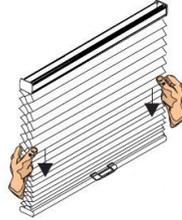
Problem: Fabric billows out when shade is raised.
Cause: Fabric can relax when stretched out for extended periods of time.
Repair: Raise the shade *very* slowly to allow the retraction mechanism to overcome the force of the stretched fabric.

CLEANING AND CARE
IMPORTANT: ***Do not immerse headrail or blackout fabric in water.***

Our cellular shades are designed for durability as well as easy care and cleaning. Our fabrics repel dust and are inherently anti-static, but occasional feather dusting or vacuuming with a brush attachment may help to keep the fabrics clean and bright. Spills and stains can be lightly blotted with a cloth or damp sponge.

If you have a ***light filtering shade***, you may need to rub gently with water and clear mild liquid soap (no bleach!). To clean an entire light filtering shade, simply remove the shade from the window and submerge the *fabric and bottom rail only* in a tub; let it soak and then rub it gently with clear mild liquid soap. Lay the shade flat to dry or place it back in the window and raise it slightly.

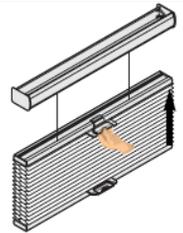****BLACK OUT FABRIC CANNOT BE SUBMERGED! SPOT CLEAN ONLY.****

SHADE OPERATION

This product should be operated from the center of the middle or bottom rail. Use handle when raising and lowering shade for better support and smoother operation. To lower the shade, pull down on the handle which is secured to the middle or bottom rail. To raise the shade, push the middle and/or bottom rail up. The shade will hold at any position when the middle or bottom rail is released.

Be sure to raise the shade slowly and steadily to allow the shade enough time to stack evenly. Operating the shade too quickly may result in billowing of the fabric and in extreme cases, misalignment of the strings in the headrail.
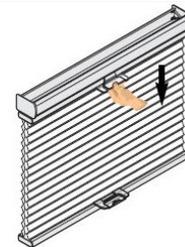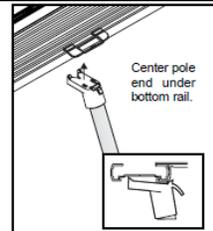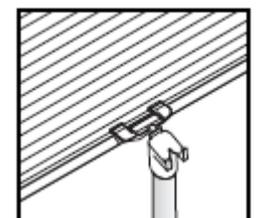

To Lower Middle Rail	To Raise Middle Rail
To Lower Bottom Rail	To Raise Bottom Rail

For out-of-reach operations, an optional extension pole should be used.

Center pole end under bottom rail.

Raise Shade with Cordless Pole	Lower Shade with Cordless Pole