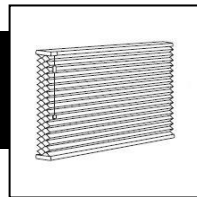


# Standard & Top Down/Bottom Up (Duofold) Cellular Shade Installation Instructions



## BASICS

A few simple tools are required:

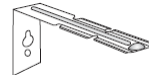
- Measuring Tape
- Power drill, drill bits
- Phillips driver bit
- Pencil



Standard Mounting Bracket



Optional Extension Bracket



Optional Side Mount Bracket



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 proof of warranty.

## BRACKET INSTALLATION

NOTE: SHADES OVER 50" WIDE MAY REQUIRE 2 PEOPLE FOR INSTALLATION OF SHADE TO BRACKETS. Shades are shipped with 2 screws per bracket, but will only require 1 if it is an inside mount. Brackets should be located approximately 2 1/2" from either end of the shade. 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
84" – 96"	5
Inside Mount Outside Mount	1 screw/bracket 2 screws/bracket

Using the Installation Bracket as a template, measure 2 1/2" 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.



<p><b>Inside or Ceiling Mounts</b></p> <p>Requires 1 screw per bracket. Use the front hole for flush mount, back hole for shallow mount.</p>		<p><b>Wall or Outside Mounts</b></p> <p>Requires 2 screws per bracket. Use the rear bracket holes.</p>	
<p><b>Outside Mount with Extension Bracket (optional)</b></p> <p>Optional Extension Brackets are used to project the back of the shade up to 2 3/8" from the mounting surface. Attach the Installation Bracket to the Extension Bracket with the nut and bolt provided.</p>		<p><b>Hold Down Bracket (optional)</b></p> <p>Hold Down brackets are provided upon request to prevent shades swinging when mounted on doors. 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 Mount Shades only.</p>	
<p><b>Side Mount Bracket (optional)</b></p> <p>Line the bracket top with the desired height of the top of the headrail. Mark holes for screws. Remove brackets and drill holes. Insert screws for keyhole slots only. Approximately 1/8" of the screw should be left protruding.</p> <p>Pull the cord lock assembly partially out of the headrail and slide the bracket on as shown. Push the cord lock assembly and bracket back all the way into the rail.</p> <p>Remove the endcap from the opposite end of the headrail. Slide the remaining side mount bracket on the headrail. Replace the endcap before sliding the bracket all the way into the headrail.</p> <p>Hook one bracket onto the screw in the window frame, using the keyhole slot. Bring the other end bracket over the screw at the other side of the frame. Slide down, flexing bracket inward until the screw engages in the keyhole slot.</p> <p>Make sure both brackets are slipped down all the way in the keyhole slot so that the screw is in the top portion of the keyhole slot. Install a screw in the bottom hole of each bracket. Tighten all screws.</p>			

## INSERTING THE HEADRAIL

Unwind the cord from the shade.

If there are more than 2 brackets, secure the middle bracket(s) first.

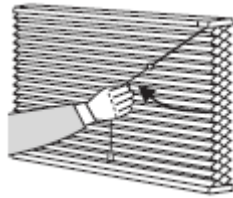
1. Hold the shade up near the brackets and insert the front clip of the bracket into the front groove of the rail.
2. Make sure the shade is centered in the window opening.
3. Push the rail back and up until the back clips of the bracket are inserted in the back groove of the rail.



## SHADE OPERATION

To lower or release shade, pull the cord inward toward the center of the shade keeping it close to the fabric.

To raise or lock the shade, pull the cord straight down and outward toward the edge of the shade. Also, be careful not to place objects on the window sill that will interfere with operating the shade or cause it to hang unevenly. Double Cell Black Out fabric tends to hold air, so raise slowly to allow shade to stack fully at the top. If a shade is unlevel, level the bottom of the shade before operating. See leveling notes on following page.

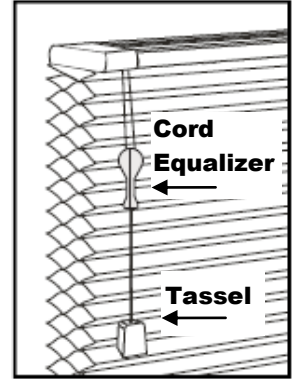


## BREAKTHROUGH CORD EQUALIZER

**No safety system is fail-safe. KEEP CORDS OUT OF REACH OF SMALL CHILDREN!**

To further reduce hazards, this shade was built with a cord equalizer which was designed to break apart when force is applied from the top.

If your cord equalizer should happen to break apart, follow the instructions below to reassemble.

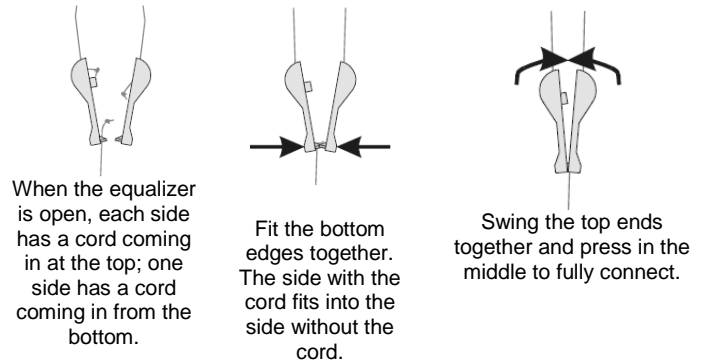
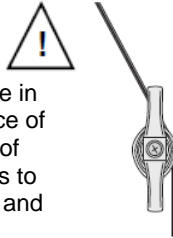


## CHILD SAFETY – WARNING

### **PROTECT YOUR CHILDREN & PETS**

Be aware that it is possible for children to strangle in window covering cords. To reduce the occurrence of accident, all cords must be kept out of the reach of children, including infants. We provide cord cleats to help keep your cords out of the reach of children and pets.

Cord cleats secure the cords to the wall in a manner that will not easily detach if pulled by a child or pet. See cord cleat kit for mounting instructions.



## 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

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 it 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.

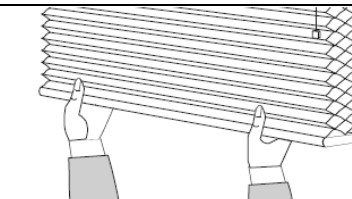
**\*\*BLACK OUT FABRIC CANNOT BE SUBMERGED! SPOT CLEAN ONLY.\*\***

## NOTE: SHADES PURCHASED WITH THE SIDE TRACK SYSTEM

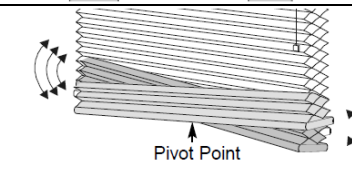
Please refer to the companion side track installation instructions that are provided with your side track shades. Side tracks are optional.

## CELLULAR SHADE LEVELING – EZEQ

Cellular shades use a system that allows easy leveling of the bottom rail.



Stand in the center of the shade and grasp the bottom rail with both hands.



Position the rail as desired, by pulling down on the side that is too high.

