

# INSTALLATION & OPERATING INSTRUCTIONS

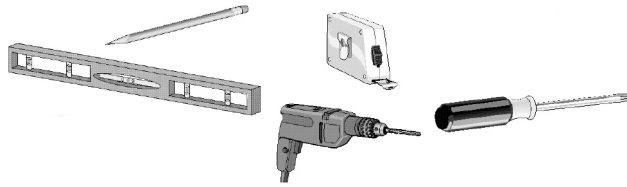
## HONEYCOMB SHADES



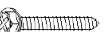
### Cordless Lift & Lock

Thank you for your purchase. This shade has been custom built for you from the highest quality materials. To avoid errors and save valuable time, please read these instructions before installing your new shades.

## TOOLS YOU WILL NEED

1. Pencil or Marker
2. Measuring Tape
3. Phillips Screwdriver
4. Carpenter's Level
5. Power Drill
6. Mounting Fasteners
7. 3/32" Drill Bit & 1/4" Hex Nut Driver Bit



Mounting Surface	Fastener
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not provided) 
Metal	Sheet Metal Screws (Not provided) 
Wood	No. 6 Hex Head Screws (Provided) 

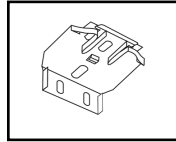
## TABLE OF CONTENTS

Getting Started .....	Page 2
Mounting Type .....	Page 2
Bracket Installation .....	Page 2
Inside Mount .....	Page 3
Outside Mount .....	Page 3
Installing the Shade .....	Page 4
Operating the Shade .....	Page 4
Adjusting the Shade .....	Page 4-5
Care and Cleaning .....	Page 5
Child Safety .....	Page 6
Warranty Information .....	Page 6

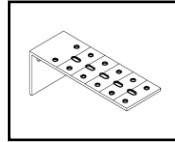
## GETTING STARTED

All of the required installation components are wrapped in your package along with these instructions. Check that the parts you have correspond to the parts shown below.

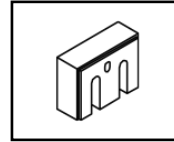
**NOTE:** Some parts may vary depending upon your chosen mounting options.



**Installation  
Brackets**



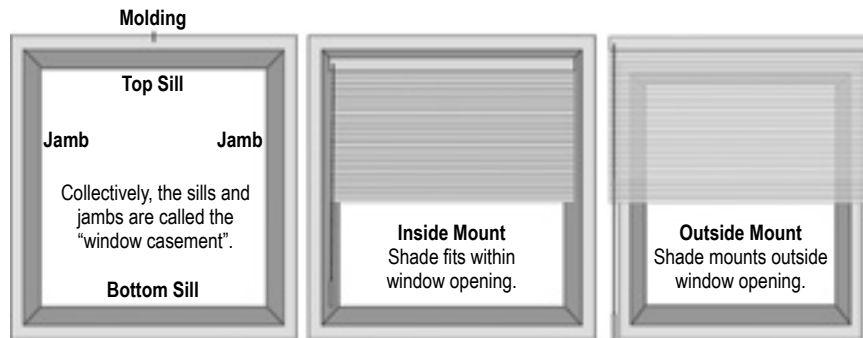
**Extension Bracket**  
(optional)



**Spacer Blocks**  
(optional)

## Mounting Types

If the installation brackets are mounted correctly, the rest of the installation process will follow easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.

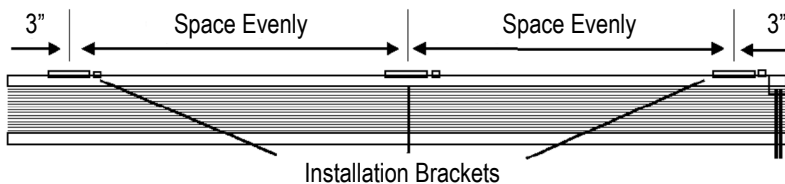


## Bracket Installation

Installation brackets may be used for **INSIDE** or **OUTSIDE** mounts.

**Mounting the brackets level is essential for proper operation of the shade.** Shim the brackets if necessary to achieve a level alignment.

The bracket requirements and placements are the same for inside and outside mounts. Refer to the following spacing diagram and bracket requirement chart.



Installation Bracket Requirement Chart	
Shade Width	Brackets Required
12" to 31"	2
31-1/8" to 72"	3
72-1/8" to 84"	4

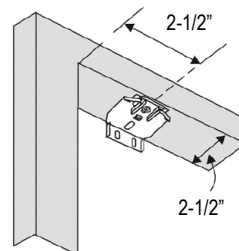
## Inside Mount

For inside mounts the installation brackets will be screwed in place through the top two holes of each bracket.

Refer to the depth requirements chart:

**NOTE:** Prior to mounting the brackets, add any clearance depth required to avoid obstructions such as window cranks or handles.

Minimum Depth	Fully Recessed
1"	2-1/2"



### ATTACH THE BRACKETS

1. Screw the bracket through top two holes to desired window sill location.
  - Use a 3/32" drill bit to drill holes for the screws.
2. Ensure all brackets are level and aligned.

**IMPORTANT:** If you are fastening the installation brackets to drywall, be sure to use wall anchors and follow the instructions provided with the anchors. (Anchors not provided.)

## Outside Mount

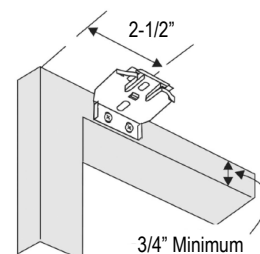
For outside mounts the installation brackets will be screwed in place through the two back holes of each bracket.

Refer to the minimum surface height chart.

### ATTACH THE BRACKETS

1. Screw the bracket through back two holes to desired location.
  - Use a 3/32" drill bit to drill holes for the screws.
2. Ensure all brackets are level and aligned.

Minimum Height
3/4"



**IMPORTANT:** If you are fastening the installation brackets to drywall, be sure to use wall anchors and follow the instructions provided with the anchors. (Anchors not provided.)

### SPACER BLOCKS (optional)

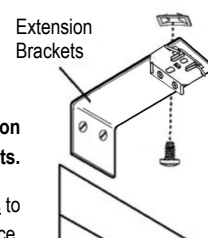
1. Spacer blocks will be attached to the end of each bracket.
2. Ensure the screws are long enough to secure brackets to surface.
3. Do not use more than three spacer blocks per bracket.
4. If installing extension brackets, do not use spacer blocks.

### EXTENSION BRACKETS (optional)

1. Position the extension brackets to the desired wall location.
2. The bracket tops must be aligned and level to one another.
3. Mount the extension brackets through the back holes with two screws.
4. Attach the installation brackets to the extension brackets.

Installation brackets attached to extension brackets with the included screws and nuts.

Use the same holes for all brackets to ensure even projection from the surface.

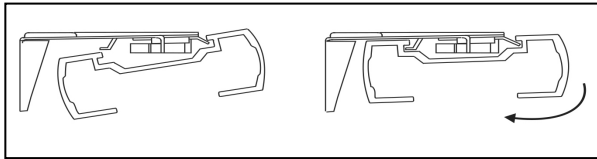


## Installing the Shade

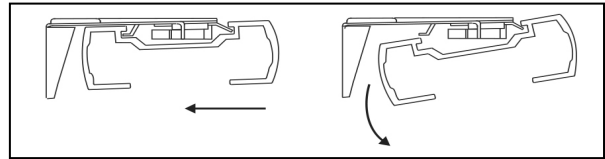
### MOUNT THE HEADRAIL

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 of the rail.

To **REMOVE** shade, reverse procedure. As you release the brackets, support the head rail to keep it from falling.



Installing the Shade

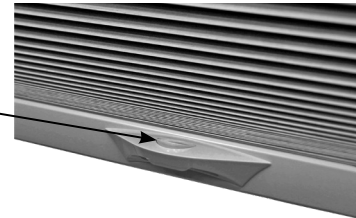


Removing the Shade

## Operating the Shade

### TO RAISE AND LOWER THE CORDLESS LIFT & LOCK SHADE

1. Push and hold the **button** on the bottomrail handle.
2. Raise or lower the shade to the desired position.
3. Release the button to lock the shade into place.



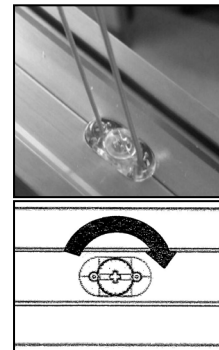
## Adjusting the Shade

1. Raise and lower the shade several times.
2. If the length is incorrect or the bottom rail is not level, use the following steps to correct.

### BOTTOM-UP BOTTOMRAIL AND TOP-DOWN/BOTTOM-UP

#### INTERMEDIATE RAIL SHADE ADJUSTMENT

1. Lift bottomrail on the side to be adjusted. This will take the weight off the cord.
2. Use a screwdriver or dime.
  - Turn screw clockwise to lift that side of the shade.
  - Turn screw counter clockwise to lower that side of the shade.
  - Half a revolution is 1/4" adjustment (maximum adjustment is 1/2").

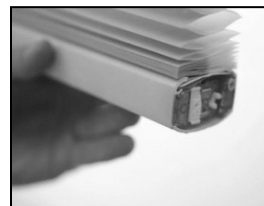


## Adjusting the Shade

### TOP-DOWN/BOTTOM-UP BOTTOMRAIL SHADE ADJUSTMENT

1. Remove right end cap of the bottomrail
2. Remove the small, white plastic tool located inside the bottomrail
3. Find the plastic dial just to the right of where the tool was positioned
  - Using the tool to depress the dial about 1/4"
  - Turn clockwise to lower the bottomrail
  - Turn counterclockwise to raise the bottomrail
  - When shade has been adjusted to the desired level remove the tool from the dial and insert it back into the bottomrail
4. Replace end cap.

**NOTE:** If the tool gets misplaced a flathead screwdriver may be used.



## CARE AND CLEANING

Honeycomb shades are made of an anti-static, dust resistant fabric which repels dirt and dust. For most of these fabrics, the following options are available if your shade needs cleaning.

**DUSTING:** Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances.

**VACUUMING:** Use a hand-held vacuum with low suction for more thorough dust removal.

**SPOT CLEANING:** Use the following steps for spot cleaning: (1) Prepare a solution of warm water and mild dishwashing detergent. (2) Dampen a clean cloth in the solution and ring it out. (3) Dab the spot with the dampened cloth until it is gone. **DO NOT RUB THE FABRIC.** (4) Allow the shade to dry in the completely lowered position.

**CAUTION:** Avoid creasing Blackout fabrics during cleaning.

**DEEP CLEANING:** Use the following steps for deep cleaning: (1) Immerse shade in basin or bathtub filled with warm water and mild detergent. (2) Rinse with clean water. (3) Fully raise shade and tilt to eliminate excess water, (4) Reinstall damp shade, lower it, and let it dry completely.

**CAUTION:** Do not immerse Blackout fabrics. Do not immerse Cordless Lift & Lock bottomrail in water.

**ULTRASONIC CLEANING:** Standard shades, except those made with Blackout or Blackout Lining, can be ultrasonically cleaned by a professional.

- Specify that a mild detergent be used.
- Never immerse the headrail in the solution.
- Dry the shade completely in the lowered position.

**CAUTION:** Do not ultrasonically clean Blackout fabrics. Do not immerse headrail in water.

## CHILD SAFETY

Young children can **STRANGLE** in cord loops and in the loop above the cord stop. They can also wrap cords around their necks and **STRANGLE**.

- Always keep cords out of children's reach.
- Move cribs, playpens and other furniture away from cords.  
Children can climb furniture to get to cords.
- Do not tie cords together.
- Make sure cords do not twist together and create a loop.



### SAFETY LABELS

In compliance with WCMA/ANSI safety standards the warning labels on the bottom rail are designed to be permanent. **DO NOT** remove the permanent warning label on the bottom rail. This assures that future owners of this product will be aware of potential dangers associated with this shade.

## WARRANTY INFORMATION

Lifetime Limited Warranty covering our Custom Made Blinds

We extend this lifetime limited warranty to the original purchaser. This warranty applies only to manually operated Custom Products properly installed in the window, door or interior area for which they were intended. Installation of the product must be in accordance with accompanying instructions. The product cannot be modified. It is the purchaser's responsibility to maintain and clean the product in compliance with the instruction provided. The product must be used only in the window for which it was purchased. Damage to the product resulting from misuse, abuse, direct exposure to salty air or discoloration due to sunlight or the passage of time is not covered by this warranty.

This warranty does not apply to conditions caused by normal wear and tear upon the product. This warranty is exclusive and in lieu of all other obligations, liabilities or warranties. In no event shall the Manufacturer be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense or fee. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this exclusion or limitation may not apply to you.

In the event of a defect under this warranty, we will repair or replace the product, at our option, provided it is returned to our store. Our warranty obligation excludes shipping charges and labor costs for measuring and installation. Repairs will be made with like or similar parts. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.

Notes: Motorization Systems are warranted for five years from the date of purchase. Specialty Blinds and Shades are warranted for one year from the date of purchase.

This warranty does not apply to Commercial Orders.



C8-20-4402

# INSTALLATION INSTRUCTIONS

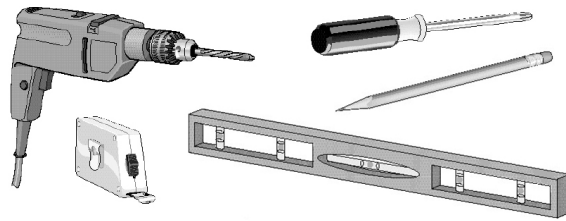
## HONEYCOMB SHADES



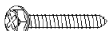
### Continuous Cord Loop

Thank you for your purchase. This shade has been custom built for you from the highest quality materials. To avoid errors and save valuable time, please read these instructions before installing your new shades

## TOOLS YOU WILL NEED

1. Pencil or Marker
2. Measuring Tape
3. Phillips Screwdriver
4. Carpenter's Level
5. Power Drill
6. Mounting Fasteners
7. 3/32" Drill Bit & 1/4" Hex Nut Driver Bit



Mounting Surface	Fastener
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not provided) 
Metal	Sheet Metal Screws (Not provided) 
Wood	No. 6 Hex Head Screws (Provided) 

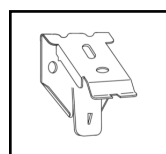
## TABLE OF CONTENTS

Getting Started .....	Page 2
Mounting Type .....	Page 2
Bracket Installation .....	Page 2
Motorized Shades .....	Page 3
Inside Mount .....	Page 3
Outside Mount .....	Page 3
Installing the Shade .....	Page 4
Installing the Cord Tensioner .....	Page 4
Attaching Hold-Down Brackets (optional) .....	Page 4
Operating the Shade .....	Page 5
Adjusting the Shade .....	Page 5
Troubleshooting .....	Page 6
Care and Cleaning .....	Page 6
Child Safety .....	Page 7
Warranty Information .....	Page 7

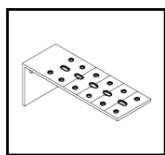
## GETTING STARTED

Thank you for purchasing this Honeycomb Shade. All of the required installation components are wrapped in your package along with these instructions. With proper installation, operation, and care, your new shades will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning the installation. Check that the parts you have correspond to the parts shown below.

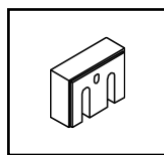
**Note:** Some parts may vary depending upon your chosen shade system or mounting option.



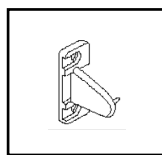
**Installation Brackets**



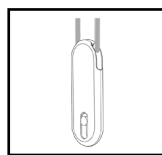
**Extension Bracket**  
(optional)



**Spacer Blocks**  
(optional)



**Hold Down Brackets**  
(optional)

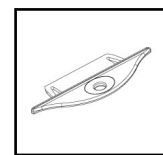


**Cord Tensioner Bracket & Instruction Pack**  
(Cord Loop Shades Only)

### Cordless Lift Shade Only



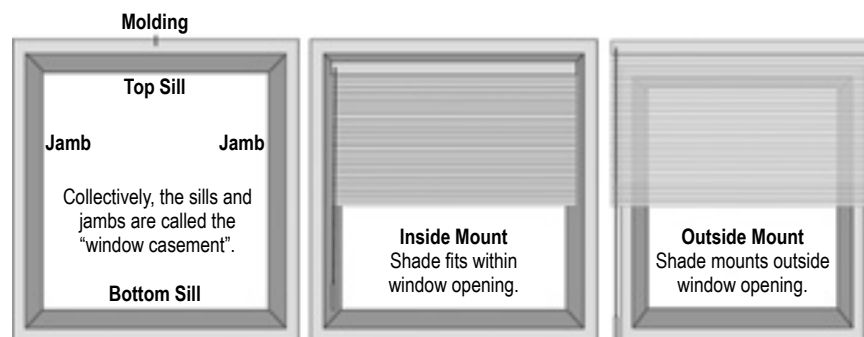
**Clear Plastic Insert**  
— if ordered



**Cordless Lift Handle**  
(Clear or Color Coordinated)

## Mounting Types

If the installation brackets are mounted correctly, the rest of the installation process will follow easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.



## Bracket Installation

The installation brackets may be for **INSIDE** or **OUTSIDE** mounts.

**Mounting the brackets level is essential for proper operation of the shade.**

Shim the brackets if necessary to achieve a level alignment.

The bracket requirements and placements are the same for inside and outside mounts.

Refer to the following spacing diagram and bracket requirement chart.

Shade Width	Brackets Required
18" to 38"	2
38-1/8" to 72"	3
72-1/8" to 106"	4
106-1/8" to 140"	5
140-1/8" to 174"	6

When installing motorized shades with an external battery pack refer to the chart below:

### External Battery - Mounted away from the Headrail

Honeycomb & Hybrid Pleat

Inside (IB) Mount	
Minimum mounting depth	3/4"
Minimum mounting depth, flush mount	2-1/8"
Outside (OB) Mount	
Minimum flat vertical surface	1-1/2"

### External Battery - Mounted to the back from the Headrail\*

Honeycomb & Hybrid Pleat

Inside (OB) Mount	
Minimum mounting depth	2-5/8"
Minimum mounting depth, flush mount	3-1/4"
Outside (OB) Mount	
Minimum flat vertical surface	1-1/2"

**NOTE:** Extension Brackets required for External Battery - Mounted to the back of the headrail.



## Motorized Shades

Prior to installing the shade, attach the external battery pack to the motor and pair the motor with the remote using the instructions included with the remote.

### Inside Mount

For inside mounts the installation brackets will be screwed in place through the top two holes of each bracket.

Refer to the mounting depth chart:

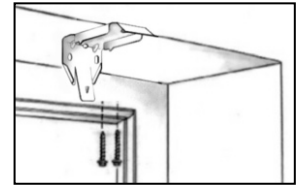
Minimum Depth	Fully Recessed
3/4"	2-1/8"

NOTE: Prior to mounting the brackets, add any clearance depth required to avoid obstructions such as window cranks or handles.

#### ATTACH THE BRACKETS:

1. Screw installation brackets through top two holes to desired window sill location.
  - Use a 3/32" drill bit to drill holes for the screws.
2. Ensure all brackets are level and aligned.

**IMPORTANT:** If you are fastening the installation brackets to drywall, be sure to use wall anchors and follow the instructions provided with the anchors. (Anchors not provided.)



### Outside Mount

For outside mounts the standard installation brackets will be screwed in place through the two back holes of each bracket.

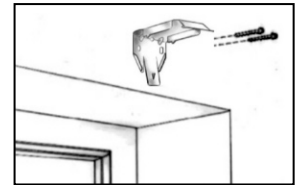
Refer to the minimum surface height chart:

Minimum Height
1-1/2"

#### ATTACH THE BRACKETS:

1. Screw standard brackets through two back holes to desired location.
  - Use a 3/32" drill bit to drill holes for the screws.
2. Ensure all brackets are level and aligned.

**IMPORTANT:** If you are fastening the installation brackets to drywall, be sure to use wall anchors and follow the instructions provided with the anchors. (Anchors not provided.)



#### EXTENSION BRACKETS (optional):

1. Position the extension brackets to the desired wall location.
2. The bracket tops must be aligned and level to one another.
3. Mount the extension brackets through the back holes with two screws.
4. Attach installation brackets to extension brackets with included screws & nuts.

NOTE: Use the same holes for all brackets to ensure even projection from the surface.



## Installing the Shade

FOR MOTORIZED SHADES (ONLY)

**IMPORTANT:** *For Motorized shades only, make sure the remote control is paired to the motor prior to installing in the window.*

FOR CORDLESS LIFT SHADES (ONLY)

**NOTE:** *The cordless lift handle should be installed prior to mounting the shade in the window.*

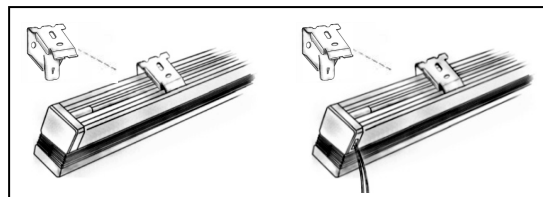
- The shade will come with the color coordinated textured handle pre-inserted into the moving rail(s).
- If desired, a clear textured handle or a clear plastic insert are available and must be selected at the time the order is placed.

**NOTE:** *The plastic handle is not easily removable. Should it become necessary to remove the handle please contact customer service.*



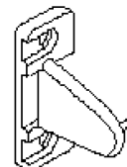
### MOUNTING THE HEADRAIL

- With the front side of the shade facing you, tilt the headrail slightly backward to angle the front inside lip to the brackets.
- Rotate headrail back and upward to snap in it into place.

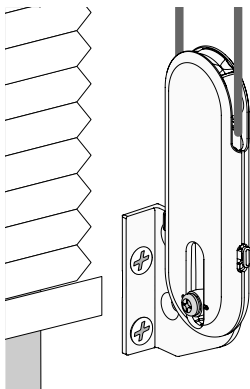


## Attaching Hold-Down Brackets (optional)

1. Lower the shade and place the hold down pins into the bottom rail end caps.
2. Mark the hold down bracket locations on the mounting surface.
3. With the brackets level, attach them using two screws.



# Installation Instructions



## Universal Cord Tensioner

### Inside Mount or Outside Mount Installations

Para Español, vea la página 17.

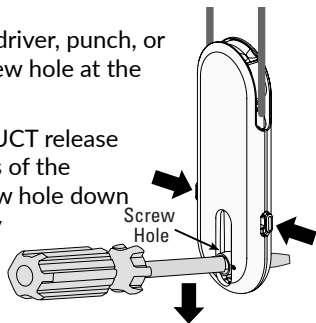
## Getting Started

Before doing anything, you must first slide the Universal Cord Tensioner (UCT) to the bottom of the cord loop.

1. Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the UCT.
2. While pressing the UCT release buttons on the sides of the UCT, move the screw hole down to release the safety mechanism.
3. Slide the UCT down to the bottom of the cord loop.
4. Install the window covering.
5. Use the following instructions to secure the UCT.

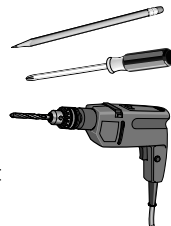
**WARNING:** A damaged, loose, or missing tension device poses a strangulation risk to children. Remove from use and repair or replace if tension device is damaged, loose, or missing.

**CAUTION:** The window covering will not operate properly unless the UCT is secured.



## Required Tools

- Pencil
- Small-tip Phillips screwdriver
- Power drill with two drill bit sizes:
  - For applications not requiring wall anchors, use a  $\frac{1}{8}$ " drill bit and drill  $1\frac{1}{4}$ " deep.
  - For applications requiring anchors, use a  $\frac{7}{32}$ " drill bit.



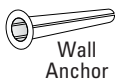
**CAUTION:** Use wall anchors if the mounting screws will not be secured into wood or metal. For metal surfaces, sheet metal screws are recommended.

### IMPORTANT

Install the UCT in a location that minimizes access by children and pets. Locate the UCT where it will not interfere with window covering operation.

Only the supplied UCTs and UCT hardware should be used.

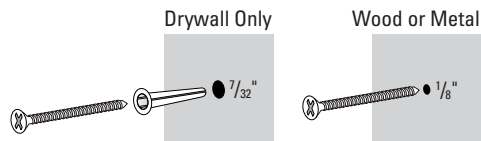
## Wall Anchors



If only drywall is available for mounting, a wall anchor is required to ensure a secure attachment of the UCT. If the screw or screws can be fastened into wood or metal (even if the wood is behind drywall), a wall anchor is not necessary.

1. If no wood or metal is available to hold the screw, mark the hole position as shown in the procedures below.
2. Drill a  $7/32$ " pilot hole through the drywall for each wall anchor at the locations you marked.
3. Tap each wall anchor into its pilot hole until the flange of the anchor is flush with the drywall.
4. Align the UCT or bracket holes to the anchors.
5. Attach the tensioner or bracket using the provided  $1\frac{1}{2}$ " screws.

**NOTE:** When mounting into wood or metal, drill  $1/8$ " pilot holes.



## Choose a Mounting Option

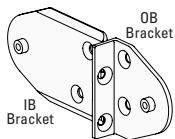
The Universal Cord Tensioner (UCT) can be mounted in one of three ways:

- For outside mount (OB) products:
    - "Outside Mount" on page 6. This attaches the UCT to a bracket secured to the wall outside the window casement.
  - For inside mount (IB) products, you have two choices:
    - "Inside Mount with a Bracket" on page 10. This attaches the UCT to a bracket secured to the inside of the window casement.
    - "Inside Mount without a Bracket" on page 13. This attaches the UCT directly to the inside of the window casement.
- NOTE:** If mounting to a textured or uneven surface, use the provided mounting bracket.

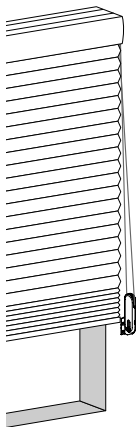
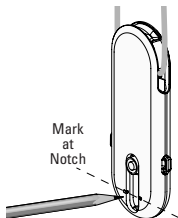
**IMPORTANT:** For all mounting options, locate the UCT as close to the window glass as possible to minimize accessibility by children and pets. **Be sure the UCT is not placed in the path of the bottom rail or fabric.**

# Outside Mount

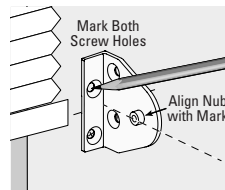
1. Break off the Outside Mount (OB) bracket.



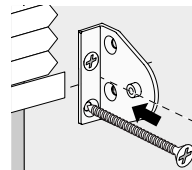
2. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
3. Mark the wall at the notch in the UCT.



4. Hold the OB bracket with its center hole aligned with the mark and mark both screw hole locations.

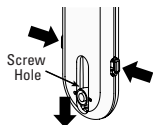


5. Drill the screw holes.
  - Determine whether or not wall anchors are required (see "Wall Anchors" on page 4) and drill either  $1/8$ " pilot holes (no wall anchor) or  $7/32$ " pilot holes (with wall anchor).
6. Mount the UCT bracket.
  - a. If wall anchors are required, first tap them into the pre-drilled holes.
  - b. Use a Phillips screwdriver and the longer screws provided to attach the bracket to the wall.

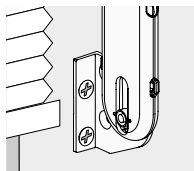


7. Attach the UCT to the bracket

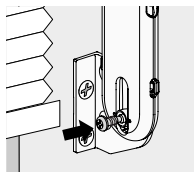
- a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.



- b. Insert the nub on the inside mount bracket into the back of the screw hole in the UCT.



- c. Insert the small provided screw into the nub through the front of the screw hole and tighten it to secure the UCT to the bracket.



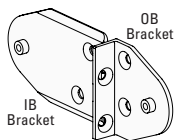
8. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT ( $\pm 1/8$ ").

- If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
- If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

**CAUTION:** Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

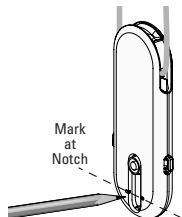
# Inside Mount with a Bracket

1. Break off the Inside Mount (IB) bracket

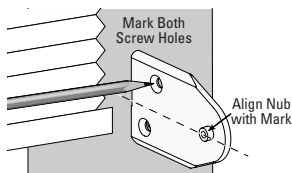


2. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.

3. Mark the window casement at the notch in the UCT.



4. Hold the IB bracket with its center hole aligned with the mark and mark both hole locations.

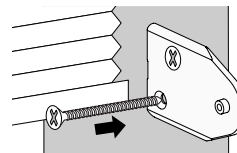


5. Drill the screw holes.

- Determine whether or not wall anchors are required (see "Wall Anchors" on page 4) and drill either a  $\frac{1}{8}$ " pilot hole (no wall anchor) or a  $\frac{7}{32}$ " pilot hole (with wall anchor).

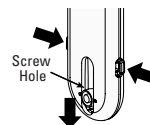
6. Mount the UCT bracket.

- a. If wall anchors are required, first tap them into the pre-drilled holes.
- b. Use a Phillips screwdriver and the longer provided screws to attach the bracket to the wall.



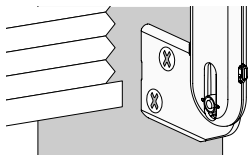
7. Attach the UCT to the bracket

- a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.

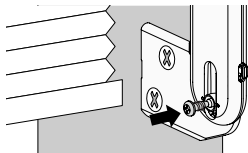




- b. Insert the nub on the inside mount bracket into the back of the screw hole in the UCT.



- c. Insert the small provided screw into the nub through the front of the screw hole and tighten it to secure the UCT to the bracket.



8. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT ( $\pm 1/8"$ ).

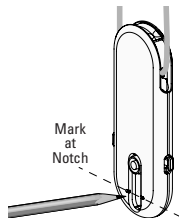
- If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
- If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

**CAUTION:** Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

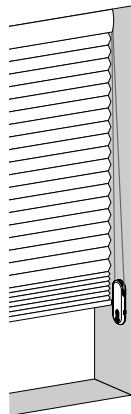
## Inside Mount without a Bracket

**NOTE:** If mounting to a textured or uneven surface, use the provided mounting bracket.

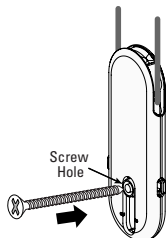
1. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
2. Mark the window casement at the notch in the UCT.



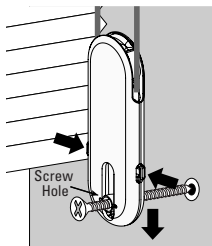
3. Mark and drill the screw hole.
  - Determine whether or not a wall anchor is required (see "Wall Anchors" on page 4) and drill either a  $1/8"$  pilot hole (no wall anchor) or a  $7/32"$  pilot hole (with wall anchor).
4. Mount the UCT
  - a. If a wall anchor is required, first tap the anchor into the pre-drilled hole.



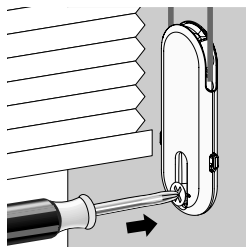
- b. Insert one of the longer provided screws into the screw hole in the UCT.



- c. Press in on the UCT release buttons and pull down on the screw hole to align the hole with the wall anchor or pilot hole.



- d. Attach the UCT directly to the wall.



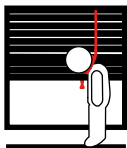
**CAUTION:** Do not overtighten the mounting screw. This can prevent the UCT from functioning properly and increase cord wear.

5. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT ( $\pm 1/8"$ ).

- If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
- If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

**CAUTION:** Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

# **WARNING**



## **Products with a Damaged, Loose, or Missing Tension Device Pose a Strangulation Risk to Children.**

This Window Blind is equipped with a Tension Device.

- Remove from use and repair or replace if tension device is damaged, loose, or missing.
- Tension device must be securely attached to wall or floor.
- Children can climb on furniture to reach cords.
- Fasteners provided with tension device may not be appropriate for all mounting surfaces.
- Use appropriate anchors for mounting surface conditions.
- Tag to be removed only by end-user.

## Operating the Shade

### CONTINUOUS CORD LOOP SHADES

#### TO RAISE AND LOWER THE SHADE:

1. Pull down on the cord loop to raise and lower.
2. One side of the loop will raise the shade and one side will lower it.
3. If the same cord is continuously pulled after lowering, the shade will begin to rise.

**NOTE:** *Don't raise shade any higher than it was intended to go. If shade doesn't raise evenly, in most cases lowering it completely will allow cords to re-align on the spool.*

**CAUTION:** *The shade will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shade.*

### CORDLESS LIFT SHADES

#### TO RAISE AND LOWER THE SHADE:

1. Hold the handle in the center portion of the bottomrail to ensure level movement.
2. Shades over 42" in width will have 2 handles evenly positioned within hands reach along the center portion of the bottomrail to ensure level movement.
3. Lower the shade by gently pulling downward to the desired position.
4. Raise the shade by gently pushing upward to the desired position

## Adjusting the Shade

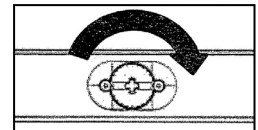
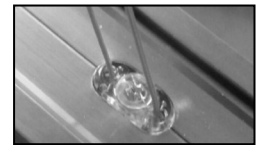
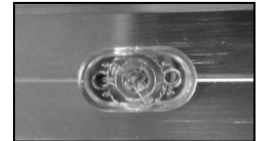
- Raise and lower the shade several times.
- If the length is incorrect or the bottom rail is not level, use the following steps to correct.

### BOTTOMRAIL SHADE ADJUSTMENT

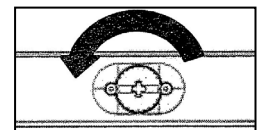
1. Lift bottomrail on the side to be adjusted. This will take the weight off the cord.
2. Use a screwdriver or dime.
  - Turn screw clockwise to lift that side of the shade.
  - Turn screw counter clockwise to lower that side of the shade.
  - Half a revolution is 1/4" adjustment (maximum adjustment is 1/2").

### INTERMEDIATE RAIL SHADE ADJUSTMENT

1. Lift intermediate rail on side to be adjusted. This will take the weight off the cord.
2. Use a screwdriver or dime.
  - Turn screw clockwise to lift that side of the rail.
  - Turn screw counter clockwise to lower that side of the rail.
  - Half a revolution is 1/4" adjustment (maximum adjustment is 1/2").



**Lift Shade Side**



**Lower Shade Side**

## TROUBLESHOOTING

### THE SHADE WILL NOT SNAP INTO THE INSTALLATION BRACKETS.

- Check that the installation brackets are aligned and level.

### THE SHADE IS HARD TO RAISE OR LOWER, OR WILL NOT RAISE OR LOWER.

- Shades cannot be forced into tight inside mount window openings. If an inside mount, check that the shade is installed correctly. Make sure there is clearance between the ends of the shade and the window casement.
- Check that the installation brackets are level. Shim to level, if necessary.
- If hold-down brackets are used, make sure they have been released.
- Make sure the fabric is not caught.

### THE SHADE RAISES OR LOWERS UNEVENLY OR THE BOTTOM RAIL IS UNEVEN.

- Check that the window is square by measuring the diagonals.
- Check that the installation brackets are level. Shim to level, if necessary.
- Adjust the cords under the bottom rail (see “Adjusting The Shade” on page 6).

### THE CORD TENSIONER GRABS ONTO THE CORD UPON OPERATION.

- Check that the cord tensioner is mounted properly. Reinstall, if necessary. Refer to the Universal Cord Tensioner Installation Instructions included with your cord loop shade.

### IMPORTANT INFORMATION REGARDING CORDLESS SHADE OPERATION.

- Daily operation of shade will ensure that it performs at its optimal level.
- If the shade is in the lowered position for an extended period of time, extra care needs to be taken when raising the shade. The fabric will relax and may resist lifting. This is a natural occurrence with all fabric shades. When lifting, you may notice the billowing (falling out) toward you. This is temporary and can be corrected by slowly raising the shade completely and then operating several times. This allows the fabric to go back to its pleated state, and the shade will operate as designed.
- If shade has been in the fully raised position for an extended period of time, it may have a tendency to “spring back” above the desired length of the shade. This is temporary and can be corrected by completely raising the shade and operating several times.
- Operating the shade with the handle(s) provided is recommended so that the shade is balanced when raising and lowering.
- Motorized Shades – see Operating Instructions Guide included with shade/remote control.

## CARE AND CLEANING

Honeycomb shades are made of an anti-static, dust resistant fabric which repels dirt and dust. For most of these fabrics, the following options are available if your shade needs cleaning.

**DUSTING:** Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances.

**VACUUMING:** Use a hand-held vacuum with low suction for more thorough dust removal.

**SPOT CLEANING:** Use the following steps for spot cleaning: (1) Prepare a solution of warm water and mild dish-washing detergent. (2) Dampen a clean cloth in the solution and ring it out. (3) Dab the spot with the dampened cloth until it is gone. **DO NOT RUB THE FABRIC.** (4) Allow the shade to dry in the completely lowered position.

**CAUTION:** *Avoid creasing Blackout fabrics during cleaning.*

**DEEP CLEANING:** Use the following steps for deep cleaning: (1) Immerse shade in basin or bathtub filled with warm water and mild detergent. (2) Rinse with clean water. (3) Fully raise shade and tilt to eliminate excess water, (4) Reinstall damp shade, lower it, and let it dry completely.

**CAUTION:** *Do not immerse Blackout fabrics. Do not immerse the headrail or any fabric-wrapped rail.*

**ULTRASONIC CLEANING:** Standard shades, except those made with Blackout Lining can be ultrasonically cleaned by a professional.

- Specify that a mild detergent be used.
- Never immerse the headrail or any fabric-wrapped rail in the solution.
- Dry the shade completely in the lowered position.

**CAUTION:** *Do not ultrasonically clean Blackout fabrics. Do not immerse headrail.*

## CHILD SAFETY

Young children can **STRANGLE** in cord loops and in the loop above the cord stop. They can also wrap cords around their necks and **STRANGLE**.

- Always keep cords out of children's reach.
- Move cribs, playpens and other furniture away from cords.  
Children can climb furniture to get to cords.
- Do not tie cords together.
- Make sure cords do not twist together and create a loop.



### Cord Loop and Beaded Chain Loop Shades

- Attach the tensioner to the wall or window casement. See installing the tensioner on page 4.  
This can prevent children from pulling cord loops around their necks.
- A tensioner installation kit with instructions for attaching the tensioner is provided. For the shade to operate properly, the tensioner must be correctly mounted and secured. See tensioner instructions provided for details.
- Only the supplied tensioner(s) and hardware should be used.

### SAFETY LABELS

In compliance with WCMA/ANSI safety standards the warning labels on the bottom rail are designed to be permanent. **DO NOT** remove the permanent warning label on the bottom rail. This assures that future owners of this product will be aware of potential dangers associated with this shade.

## WARRANTY INFORMATION

### Lifetime Limited Warranty covering our Custom Made Blinds

We extend this lifetime limited warranty to the original purchaser. This warranty applies only to manually operated Custom Products properly installed in the window, door or interior area for which they were intended. Installation of the product must be in accordance with accompanying instructions. The product cannot be modified. It is the purchaser's responsibility to maintain and clean the product in compliance with the instruction provided. The product must be used only in the window for which it was purchased. Damage to the product resulting from misuse, abuse, direct exposure to salty air or discoloration due to sunlight or the passage of time is not covered by this warranty.

This warranty does not apply to conditions caused by normal wear and tear upon the product. This warranty is exclusive and in lieu of all other obligations, liabilities or warranties. In no event shall the Manufacturer be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense or fee. Some states do not allow the exclusion or limitation of incidental or consequential damages, so this exclusion or limitation may not apply to you.

In the event of a defect under this warranty, we will repair or replace the product, at our option, provided it is returned to our store. Our warranty obligation excludes shipping charges and labor costs for measuring and installation. Repairs will be made with like or similar parts. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.

Notes: Motorization Systems are warranted for five years from the date of purchase. Specialty Blinds and Shades are warranted for one year from the date of purchase.

This warranty does not apply to Commercial Orders.

