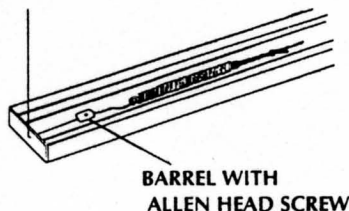# SKYLIGHT

INSTALL ANCHOR RAIL

Cut the rubber bands holding the rails and fabric together, and lower the anchor rail to the bottom of the side tracks. Be careful not to tangle the cords. The open side of the anchor rail should face up, with the spring and cords exposed. (The open side may be covered by a fabric strip; remove it to make any shade adjustments.) With outside mounts, snap the anchor rail into the installation brackets the same way you installed the headrail. If necessary, installation brackets can also be used with inside mounts, but it is preferable to screw the anchor rail directly to the sill. Center the rail within the side tracks before direct-mounting it.

ADJUSTING THE SKYLIGHT

TENSION CORDS The tension cords should be just tight enough to hold the moving rail in position anywhere along the length of its travel. The moving rail should slide easily, yet not drift when it is released. To adjust tension remove the fabric strip from anchor rail. Loosen the allen head screw in the barrel so that the cord can be adjusted to desired tension. Tighten allen head screw.

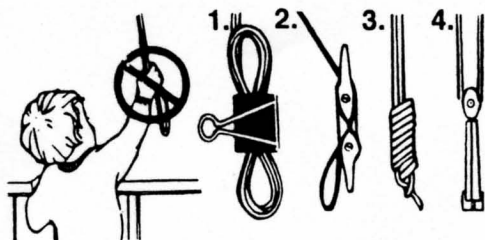**BARREL WITH ALLEN HEAD SCREW**

SUPPORT TENSION CORD

If the shade is wider than 36" there will be a support cord, it should be very taut when the shade is installed. To adjust it, loosen the support cord clamping screw, pull the cord through the two washers to the desired tension, then re-tighten the screw. Make sure the cord is held tightly between the two washers.

SUPPORT CORD CLAMPING THE SCREW AND WASHERS

CLEANING

Light periodic vaccuming with an upholstery attachment.

WARNING

To avoid possible strangulation keep cords out of reach of children. Use these devices:
1. Clamp or clothes pin
2. Cleat
3. Tie the cord to itself
4. Tie-down devices

C&M SHADE CORP.

INSTALLATION INSTRUCTIONS
Pleated / Cellular Shades

Standard Shades
Arch Shades
Skylight Shades
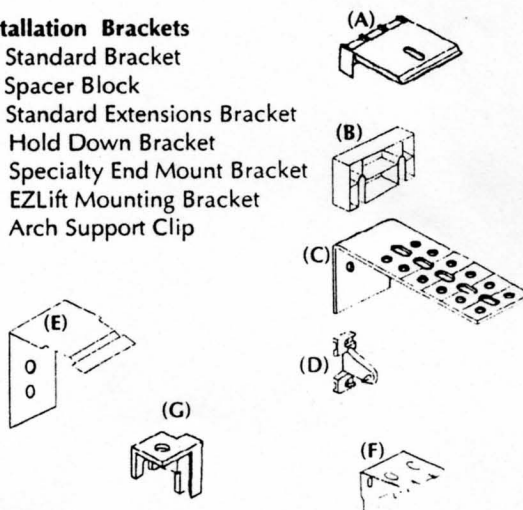### Specialty Rectangular

Thank you for choosing C&M's Pleated/Cellular Shades. With proper installation and care, your new C&M shades will provide many years of beauty and performance. To install your C&M shades, you will need a few basic tools:

Measuring Tape
Power Drill and Drill Bits
Long Flat Blade Screwdriver
Phillips Screwdriver
Scissors

You will also need a supply of FASTENERS to attach the installation brackets. Sheet metal screws work well for both wood and aluminum mounting surfaces. Expansion or toggle bolts are required with non-solid surfaces, such as drywall, lath or plaster.

Installation Brackets
A) Standard Bracket
B) Spacer Block
C) Standard Extensions Bracket
D) Hold Down Bracket
E) Specialty End Mount Bracket
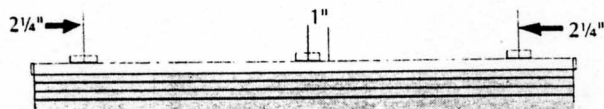F) EZLift Mounting Bracket
G) Arch Support Clip

The installation instructions are organized into simple steps - as easy as 1, 2, 3. Before you begin, please read the instructions all the way through to acquaint yourself with the recommended procedures.

STANDARD INSTALLATION

BRACKET SPACING

Bracket spacing is the same for both inside and outside mounts. Two installation brackets are positioned on the mounting surface so that their centerlines will be 2¼" in from the ends of the shade. If more than two brackets are required (see chart), additional brackets are evenly spaced between the two end brackets. Measure and mark all bracket centerlines.
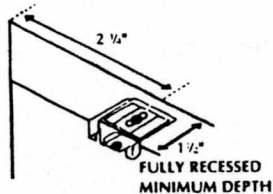
Bracket Spacing

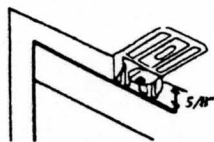| SHADE WIDTH	NUMBER OF BRACKETS
TO 31"	2
31" TO 65"	3
65" TO 96"	4
96" TO 126"	5
126" TO 156"	6
156" TO 174"	7
174" TO 198"	8

INSIDE MOUNT APPLICATIONS

With inside mount applications, one mounting screw is used to attach the top of each bracket to the top of the window opening. Locate the screws on the centerline you marked and position the brackets so that their front edges are aligned. To attach the brackets, the flat surface of the sill must be at least 1" deep. To fully recess the shade, the flat surface must be at least 1 ½" deep.

Add to this minimum depth the dimension of any obstruction to shade movement, such as a window crank or handle.
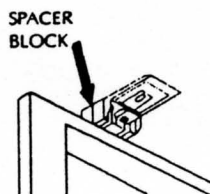
FULLY RECESSED MINIMUM DEPTH

OUTSIDE MOUNT APPLICATIONS

Mount the ends of the installation brackets on a flat vertical surface at least 5/8" high. Two screws are used to attach each bracket. Center the brackets on the centerlines you marked and attach them with the appropriate fasteners. Before tightening the screws, check to be sure the tops of the installation brackets are perfectly horizontal and aligned at the same height.

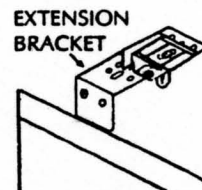## OPTIONAL SPACER BLOCKS

SPACER BLOCK

Spacer blocks are used to project the installation brackets away from the mounting surface when additional shade clearance is needed. Each spacer block increases clearance by ½"; use a maximum of three per installation bracket. Check that your mounting screws are long enough to securely attach the installation bracket and the spacer blocks. The solid side of the blocks should face the mounting surface. As with all outside mount installations, make sure the tops of the installation brackets are perfectly horizontal and aligned at the same height.
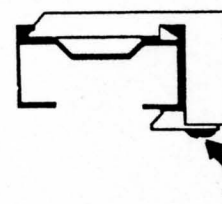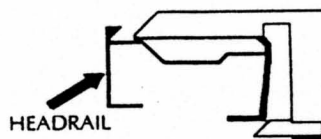
OPTIONAL EXTENSION BRACKETS

EXTENSION BRACKET

Extension brackets can project the installation brackets up to 2 ½" away from the mounting surface. Position the bracket on the centerlines you marked and use two screws to attach them. Be sure the tops of the extension brackets are perfectly horizontal and aligned at the same height.

Connect the installation brackets with the machine screw and speed nut which are included with each extension bracket. Be sure to use the same hole on all extension brackets, so that each installation bracket projects the same distance from the mounting surface.

Indentations are cast into the extension bracket between the holes. Before mounting the bracket, any unneeded length may be cut off at one of the indentations.

STANDARD INSTALLATION BRACKETS

Unwind the cord from around the shade assembly and let it hang. With the front side of the fabric facing you, slip the headrail into the installation brackets. The front lip on the bracket fits into the front groove on the top of the rail.
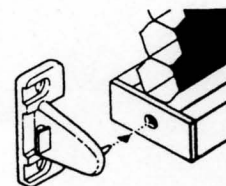
HEADRAIL

TAB SCREW

Push on the rail until it snaps into place. Then, after making sure that no fabric is trapped between the headrail and the tabs on the installation brackets, use a screwdriver to tighten the tab screw on each bracket until it is just snug. Do not over tighten.

TASSEL CORD LENGTH

Cord length is usually set to ½ the length of the fully closed shade. To change the length, slide the tassel on the the lift cords to the desired position, knot the cords, and trim the cords below the knot.
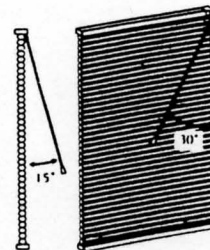
OPTIONAL HOLD DOWN BRACKETS

With the shade at its full drop, place the pins on the hold down brackets into the holes in the bottomrail end caps and mark where to drill the mounting hole locations. Attach the hold down brackets with one screw through the side hole or two screws through the end holes. Be sure both bracket pins are aligned and level.
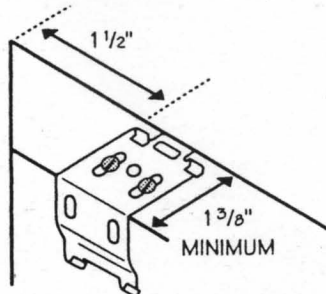
OPERATION

Keep the cord close to the plane of the fabric when operating the shade; for best results, do not pull cord away from the shade more than 15°. To disengage the locking mechanism, move the cord toward the center of the shade approximately 30° from the vertical position. Raise or lower the shade while holding the cord at this angle. To engage the locking mechanism, return the cord to the vertical position.

E-Z LIFT INSTALLATION
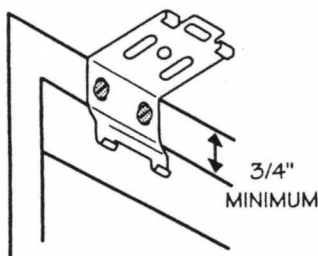
INSIDE MOUNT APPLICATIONS

To inside mount an Continuous Cord Loop shade, attach the tops of the installation brackets to the top sill of the window opening. To attach the brackets, the flat surface of the ill must be at least 3/4" deep. To fully recess the shade, the flat surface must be at least 1-3/8" deep. Add to these minimum depths the dimension of any obstruction to shade movement, such as a window crank or handle. Use two screws to attach each bracket. Position the brackets so that their front edges are aligned.

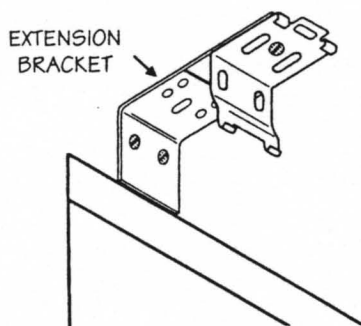INSIDE MOUNT (FULLY RECESSED)

OUTSIDE MOUNT APPLICATIONS

Mount the backs of the installation brackets on a flat vertical surface at least 3/4" high. Use two screws to attach each bracket. Position the brackets at exactly the same height, and use a carpenter's level to check that the tops of the brackets are perfectly horizontal.
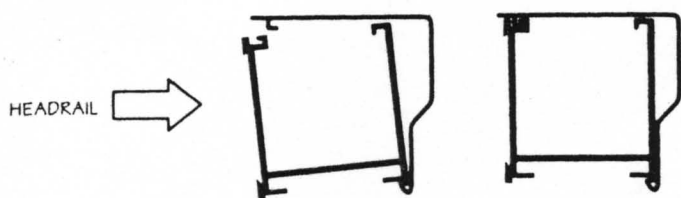
OUTSIDE MOUNT

EXTENSION BRACKETS

Extension brackets can project the installation bracket up to 2-1/2" from the mounting surface. Position the extension brackets the same way you would space installation brackets. Be sure to align the tops of the extension brackets on the same level. Connect the installation brackets with the machine screws and speed nuts included with the extension brackets.

EXTENSION BRACKET

Indentations are case into the extension bracket between each hole. If desired, any unneeded length of the bracket may be cut off before mounting the extension bracket.
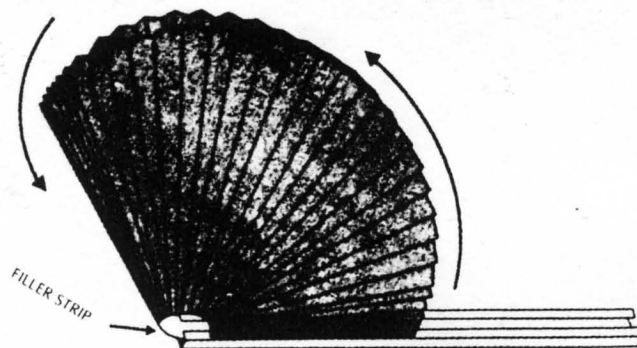
INSTALL THF SHADE ASSEMBLY

Unwind the cord from around the shade assembly and let it hang. With the front of the shade facing you, slip the headrail into the installation brackets. Insert the back lip on the bottom of the headrail into the bottom groove on the brackets, making sure no fabric gets trapped between the headrail and the bracket. Then push on the rail until the top groove snaps into place, as shown.
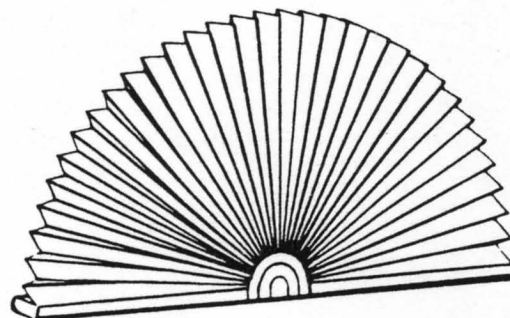
HEADRAIL

ARCHES

INSTALLATION OF FABRIC TO RAIL

Your order will arrive with a filler strip inserted into the bottom cell of the fabric stack on the cellular shades or a filler strip will be attached to the bottom pleat of a pleated shade. Slide the cell/pleat and filler strip into the fabric grooves on the rail. Use the large openings with a stand alone arch. With an arch sharing the headrail with a standard shade, remove the headrail end cap and use the smaller grooves on the top of the rail. With arches that are not perfectly circular, the right and left sides will be marked on the top and bottom cell/pleats. Be sure to adjust the fabric correctly so that the trimmed side will be on the outside of the arch. (see diagram)

FILLER STRIP

When the bottom cell/pleat of the fabric stack is on the rail, gently bend the filler strip to insert it into the top cell/pleat. Fan out the fabric and slide the top cell/pleat onto the rail as shown. Center the arch. If the arch is a stand - alone outside mount, install end caps onto the rail.

INSTALLATION OF ARCH SUPPORT CLIPS

Arch support clips are screwed to the mounting surface either through the hole in the top of the clip (inside mounts) or the slot in the back (outside mounts). Install the first arch support clip at the top of the arch, so that the clip holds the center cell/pleat of the fabric, as shown. If necessary, space additional clips evenly along the arch so that the clips are spaced no more than 18" apart (see chart). If a support cord is used, secure it to the screw holding the center clip.
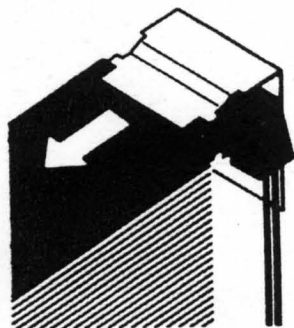
SHADE WIDTH	NUMBER OF CLIPS
TO 23"	1
23" TO 46"	3
46" TO 69"	5
69" TO 84"	7

ARCHES

INSIDE MOUNT INSTALLATION USING SPECIALTY END MOUNT BRACKETS
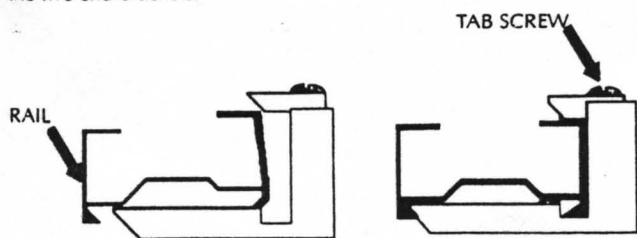
Insert the brackets into the small grooves on the rail. With an arch over a shade, pull the cord lock out about ½" and slide the arch down to fit the bracket into the grooves. Push the bracket and cord lock into the rail, as shown, and re-center the arch. On the other end of the rail, install the bracket over the end cap.

When specialty end mount brackets are used with stand-alone arch, the bracket ends point up toward the top of the arch, instead of down. To fully recess the arch, the window opening must be at least 1 ¼" deep.

Hold the shade assembly in the window opening and mark where to drill holes for mounting bracket screws. Use a level to make sure the rail is perfectly horizontal. After marking and drilling the mounting screw holes, again position the shade assembly in the window opening. Gently pull the fabric forward to install the mounting screw. Be careful not to damage or wrinkle the fabric.

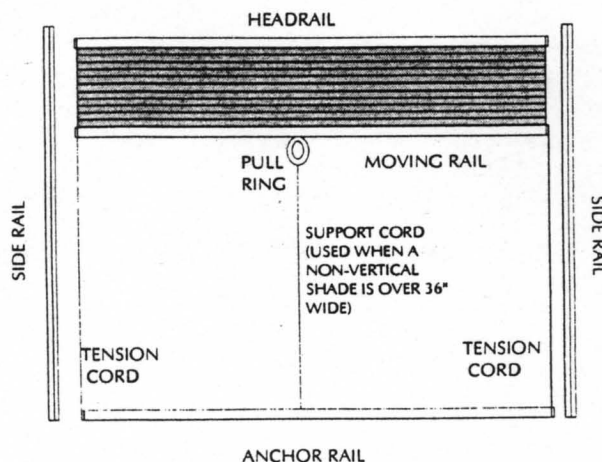## STAND-ALONE ARCH INSTALLATIONS USING STANDARD BRACKETS

With inside - mounted installations, the flat surface of the window casement must be at least 1" deep to attach the installation brackets. To fully recess the shade, the flat surface must be at least 1 ½" deep. With outside mounts, bracket attachment requires a flat vertical surface at least 5/8" high. Bracket spacing is the same for both inside and outside mounts. Two installation brackets are positioned on the mounting surface so that their centerlines will be 2 ¼" in from the ends of the shade. If a third bracket is required (see chart), center it between the two end brackets.

To mount the shade, push the rail into the installation brackets. The front lip on the brackets fit into the front groove on the bottom of the rail. Push on the rail until it snaps into place. Then, after making sure that no fabric is caught between the tab and the rail, tighten the tab screw on each bracket until it is just snug. Do not over tighten. To access the tab screw, gently move the fabric forward if necessary.
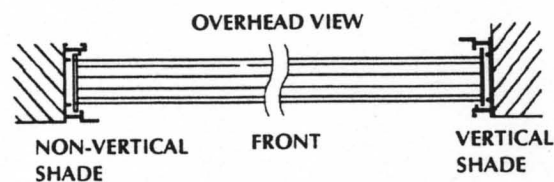
SKYLIGHT

Study the illustration to acquaint yourself with the shade terminology used in these instructions. Notice that five rails are used: headrail, moving rail, anchor rail and two side tracks. All but the moving rail are attached to the mounting surface, either directly or via installation brackets. The side rails can be positioned inside or outside the window opening, depending on how the shade was ordered as an inside mount or an outside mount.

MOUNT SIDE RAILS

INSIDE MOUNT INSTALLATION

The side rails are screwed to the inside of the window casement using the holes drilled on alternate sides of the rail centerline. In non-vertical (sloped) installations, the wide side of the side rail is in front, flush with front edge of opening. In vertical installations, the narrow side of the side rail is in front, flush with the edge of the opening. The rails should be centered within the side tracks.

After mounting the side rails, measure the distance between each of them at each end. They must not be more than ¼" out of parallel for proper shade operation. If necessary, install wood shims under the mounting screw locations, starting at the ends of the side tracks.

OUTSIDE MOUNT INSTALLATIONS

With outside mounts, the side rails will have the holes drilled in the groove near the edge of the widest side of the side rail. Attach the widest side of the side rail to the outside of the window casement using the appropriate fasteners. The narrow side rail on the side rail should be at the front of the shade, whether the installation is vertical or non-vertical. After the side rails are mounted, the distance between them should be equal at both ends. The ends of the bottomrail should barely touch the side rails.