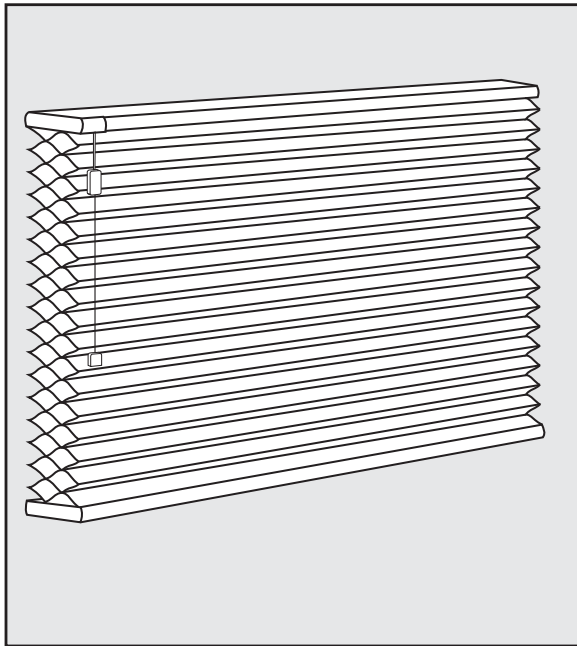


HONEYCOMB STANDARD RECTANGULAR SHADES



INSTALLATION INSTRUCTIONS

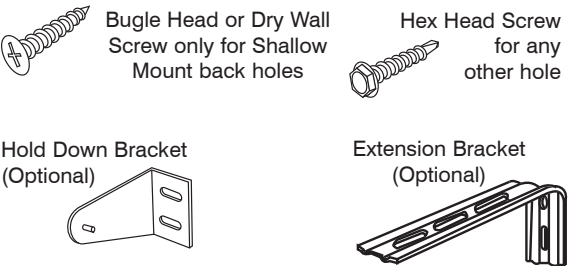
Rev 5/05

BASICS

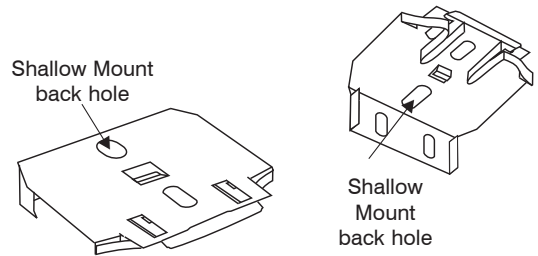
A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- Hex head and/or Phillips driver bit
- Pencil

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**.



Our Honeycomb shades are constructed to be hung as either an inside mount or an outside mount. The installation bracket can be mounted inside the window opening, for an inside mount, or on the molding or wall above the window for an outside mount. The extension bracket and the hold down bracket are optional items requested at the time of ordering the shade. The extension bracket provides projection of the installation bracket in order to clear obstructions. The hold down bracket keeps the shade from swaying and is often used for installation on door windows.

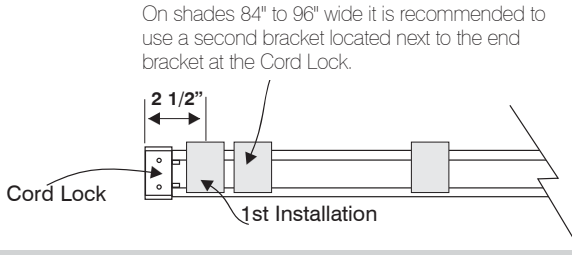


BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. End brackets should be located with centerlines 2 1/2" in from each end. Depending on the width of the shade, additional brackets may be necessary—evenly spaced between the two end brackets.

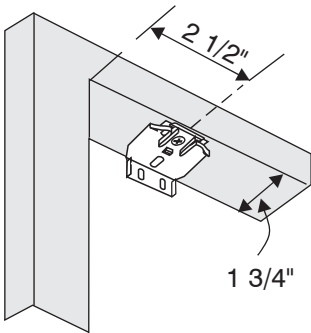
For shade widths of:	Use this number of brackets:
Up to 40"	2
40" to 72"	3
72" to 84"	4
84" and up	5

Using the installation bracket as a template, measure and mark the center lines. When mounting brackets, make sure they are in line and level.



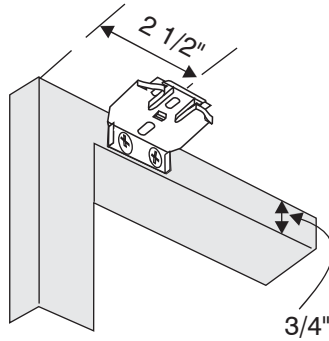
INSIDE MOUNT

The brackets are mounted flat against the top sill surface. Place the bugle head screw through the hole closest to the front of the bracket. To fully recess the shade requires a flat surface with a minimum depth of 1 3/4". Shallow mounting requires 1/2" minimum.



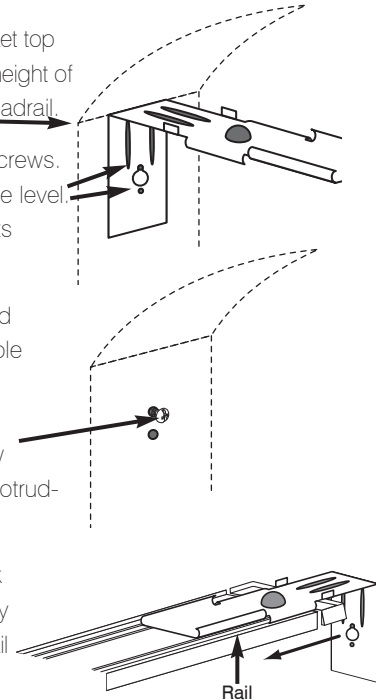
OUTSIDE MOUNT

The brackets are mounted with two bugle head screws through the back end of the bracket flat against the window molding or the wall above the window. The bracket requires a minimum surface 3/4" high.



SIDE MOUNT BRACKET INSTALLATION

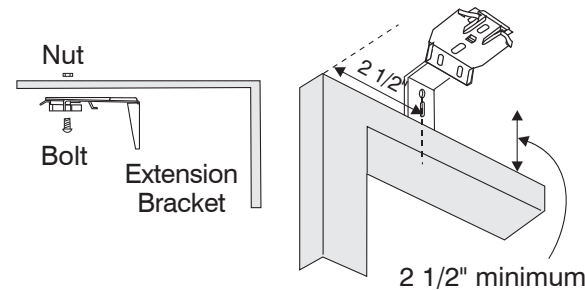
1. Line up the bracket top with the desired height of the top of the headrail.
2. Mark holes for screws. Brackets must be level. Remove brackets and drill holes.
3. Insert bugle head screws for keyhole slots only. Approximately 1/8" of the screw should be left protruding.
4. Pull the cord lock assembly 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.
5. Remove the endcap from the opposite end of the headrail. Slide the remaining side mount bracket on the headrail. Replace the end cap before sliding the bracket all the way into the headrail.



6. 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.
7. 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.

OPTIONAL EXTENSION BRACKETS

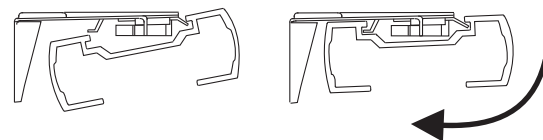
Optional extension brackets are used to project the back of the shade up to 2 3/8" from the mounting surface. Attach the installation bracket to the extension bracket with the nut and bolt provided.



HANGING THE SHADE

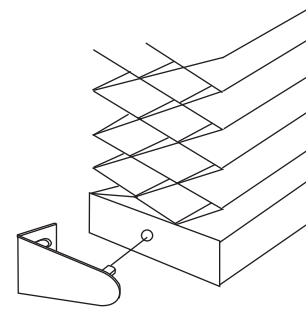
Unwind the cord from the shade but keep the rubber band around the shade stack.

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. To remove shade, reverse procedure.



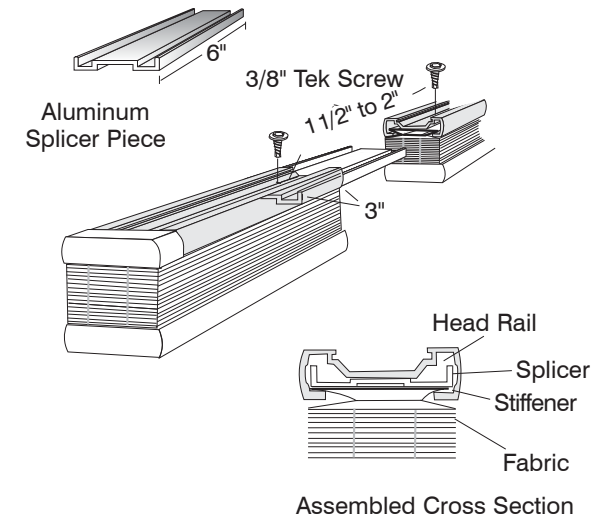
OPTIONAL HOLD DOWN BRACKET

Optional 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, then screw the hold down bracket into the mounting surface.



TWO-ON-ONE HEADRAIL SPLICER

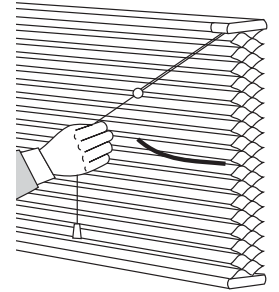
For shades ordered as Two-on-One Headrail using the splicer piece, insert splicer in headrail of both shades as shown. Lock into place using 3/8" Tek Screws provided.



CORDLOCK OPERATION

To lower or release shade, pull the cord inward toward the center of the shade.

To raise or lock shade, pull the cord straight down and outward toward the edge of the shade.

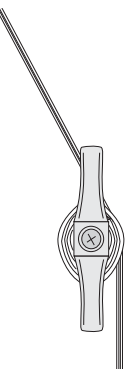


PROTECT YOUR CHILDREN

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. Cord cleats are an effective way to implement this essential precaution.

Mount the cord cleat at a safe height, taking into account furniture or other objects upon which a child may climb. Then, after each use of the shade, simply wrap the excess cord around the cleat. It's fast, easy and safe.

To protect your children, we are pleased to provide cord cleats free of charge with every shade that we manufacture.

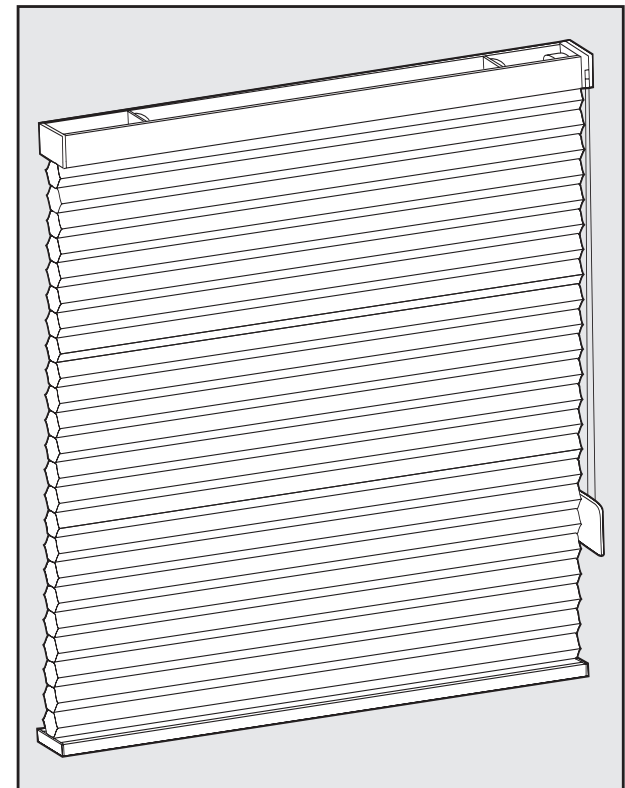


CLEANING AND CARE

The shade fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. For problem stains, the shade can be removed from the Installation brackets and soaked in warm water. When damp, raise shade tightly to re-crisp pleats. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.

STANDARD CONTINUOUS CORD LOOP SHADES

INSTALLATION & OPERATING INSTRUCTIONS



OPERATION

To lower shade, pull down on the back loop of the cord loop. The shade will stop when fully lowered. To raise, pull on the front loop of the cord loop.

CLEANING AND CARE

The Honeycomb fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. For problem stains, the shade can be removed from the Installation brackets and soaked in warm water.

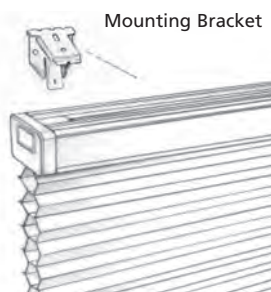
Important: DO NOT immerse headrail in water. When damp, raise shade tightly to re-crisp pleats. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.

CONTINUOUS CORD LOOP SHADE BASICS

ATTACHING THE BRACKETS

Larger shades may require additional brackets. Space additional brackets equally and align with the end brackets.

Note placement of components inside headrail. Brackets must be placed in the open areas between components to avoid interfering with the operating mechanism. Mark these locations on top of window frame for inside mount or on wall for outside mount.



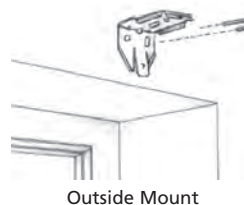
Inside Mount

Mount brackets to top or back of window frame, 1" – 6" in from edge of frame. Make sure brackets are aligned with one another.



Outside Mount

Center shade over window opening at desired height. Mark the position of the headrail ends on the wall. Attach mounting brackets to the wall, 1" – 6" in from the marks, making sure brackets are aligned with one another.



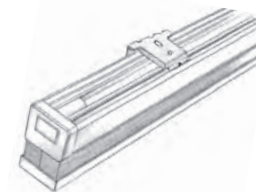
Mounting with Extension Brackets

If you need to project the shade out from the mounting surface, use the supplied nuts and bolts to attach mounting brackets to the desired position in the extension bracket. With pliers, bend and break the unused part of the extension bracket. Attach extension brackets to mounting surface, making sure brackets are spaced as noted above.



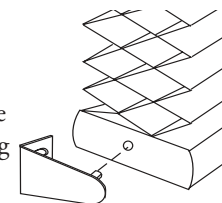
ATTACHING THE BRACKETS

Center shade in window opening. Insert the front clip of the bracket into the front groove of the rail. Push the rail back and up until the back clips of the bracket snap into the back groove of the rail.



ATTACHING THE OPTIONAL HOLD-DOWN BRACKETS

Optional 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, then screw the Hold Down Bracket into the mounting surface.

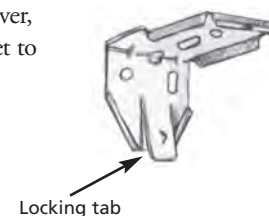


OPERATING YOUR SHADE

To lower shade, pull down on the back loop of the cord loop. The shade will stop when fully lowered. To raise, pull on the front loop of the cord loop.

REMOVING YOUR SHADE

Using your fingers or a screwdriver, press tab on back of each bracket to release the shade.



CLEANING AND CARE

The Honeycomb fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. For problem stains, the shade can be removed from the Installation brackets and soaked in warm water.

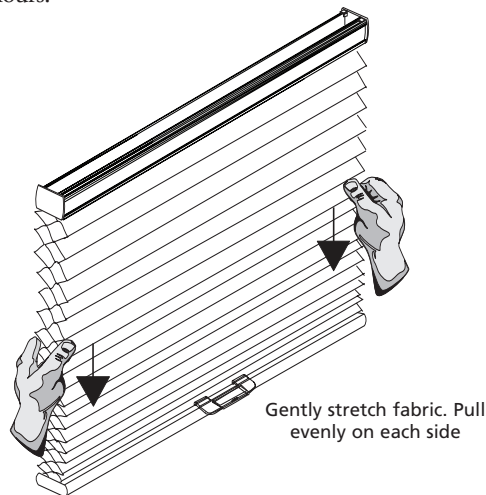
Important: DO NOT immerse headrail in water. When damp, raise shade tightly to re-crisp pleats. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.

TROUBLE SHOOTING

1. Problem: Shade will not stay down.

Cause: Because the shade was fabricated primarily in the closed position, the fabric may want to spring up.

Repair: With clean hands, gently pull down on a section of cells to relax the pleats (see diagram below). Repeat with another section of cells until the fabric is sufficiently relaxed. Do not tightly stack the shade for 24 hours.



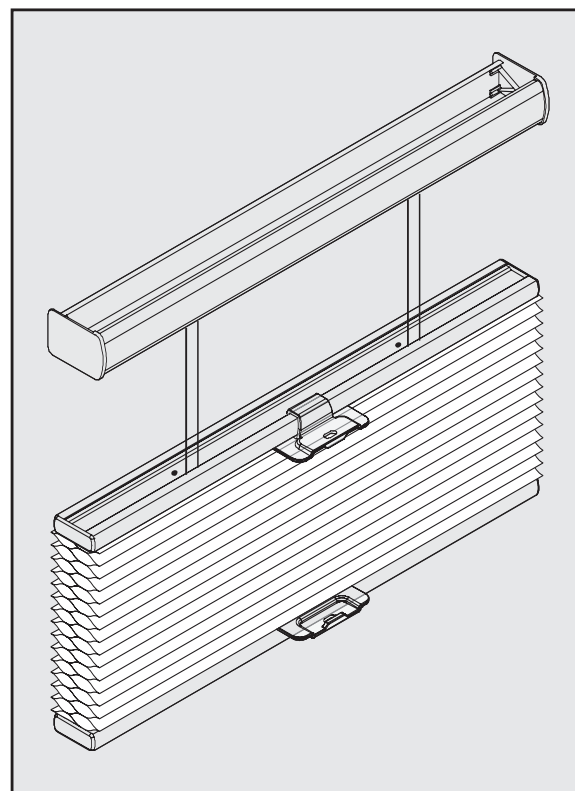
2. Problem: Fabric billows out when shade is raised.

Cause: Fabric can take a set 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.

STANDARD AND TOP DOWN BOTTOM UP CORDLESS SHADES

INSTALLATION & OPERATING INSTRUCTIONS

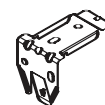


TDBU CORDLESS SHADE BASICS

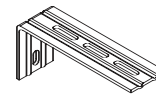
A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- Hex head and/or Phillips driver bit
- Pencil

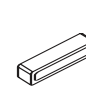
Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.



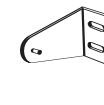
Standard Mounting Bracket



Optional Extension Bracket



Optional Spacer Block



Optional Hold Down Bracket

BRACKET INSTALLATION

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

For shade widths of:

- Up to 40"
- 40" to 72"
- 72" to 84"
- 84" and up

Use this number of brackets:

- 2
- 3
- 4
- 5

Using the Installation Bracket as a template, measure to the edge of the bracket 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.

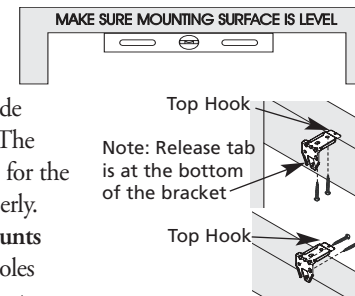
Shim brackets on inside mounts if necessary. The headrail must be level for the shade to operate properly.

Inside or Ceiling Mounts

Use the top bracket holes

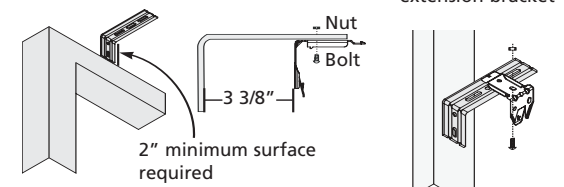
Wall or Outside Mounts

Use the rear bracket holes.



Outside Mount with Spacer Block
Optional Spacer block will project bracket 3/8".

Outside Mount with Extension Bracket

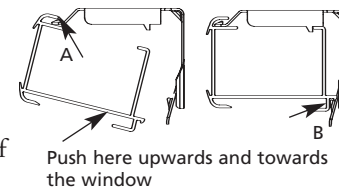


INSERTING THE HEADRAIL

First, lower the middle and 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 towards the window until the groove at the bottom of the headrail snaps into place, (B) as shown.

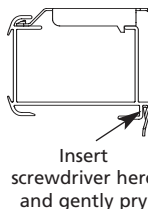


REMOVING THE HEADRAIL

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

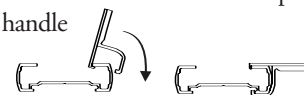
Gently pry the screwdriver to release the bracket from the headrail. Take care not to damage the painted finish of the headrail.

As you release the brackets, support the headrail to keep it from falling.



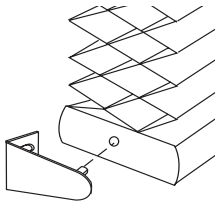
INSTALLING THE HANDLE

Locate the center of the bottom rail. Gently lift fabric out of the way. Hook the top of the handel over the front lip on the bottom rail. Rotate handle down until it snaps into place.



OPTIONAL HOLD DOWN BRACKETS

Optional 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, then screw the Hold Down Bracket into the mounting surface.



OPERATION

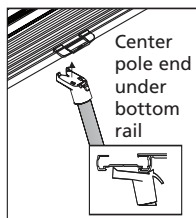
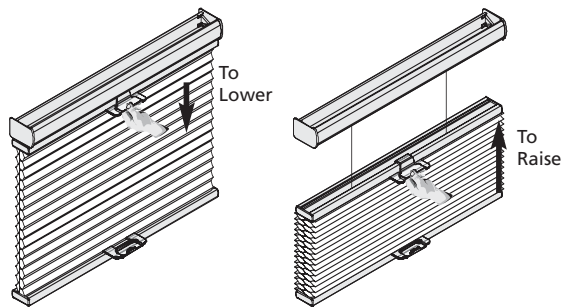
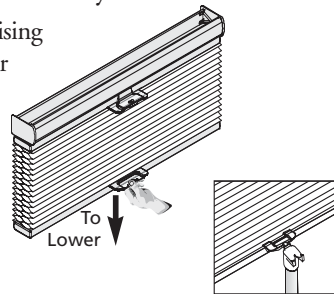
To lower the shade, pull down on the handle which is secured to the middle or bottom rail. To raise the shade, push the middle and bottom rail up. The shade will hold at any position when the middle or bottom rail is released.

This product should be operated from the center of the middle or bottom rail.

Be sure to raise the shade slowly and steadily to allow the shade enough time to stack evenly.

Use the handle when raising lowering shade for better support and smoother operation.

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



Adjust length or equalization on shades

NOTE: Only adjust one cord at a time. Disconnecting more than one cord may allow the cords to retract into the headrail.

If the shade length and equalization is satisfactory, simply trim the excess cord hanging below the bottom rail.

If adjustments are necessary, pull the excess cord at the bottom of the shade down until the Bottom Rail Plug is released (fig. A). Push the cord up or down through the Bottom Rail Plug (figs. B & C).

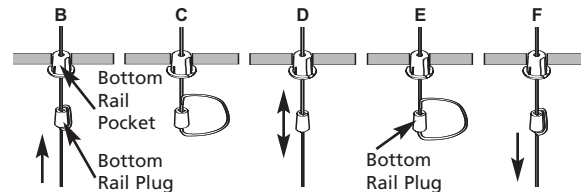
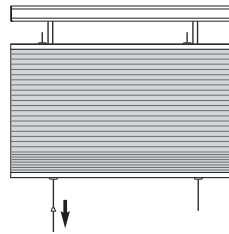
If the cord needs to be longer, slide the top end of the cord up into the wedge and slide the wedge down to take up slack.

If the cord needs to be shorter, slide the top end of the cord down into the wedge and slide the wedge up to take up slack.

Adjust the position of the plug as necessary (fig. D).

Feed the cord back through the Bottom Rail Pocket.

When bottom rail adjustments have been made, trim the excess cord hanging below the bottom rail.

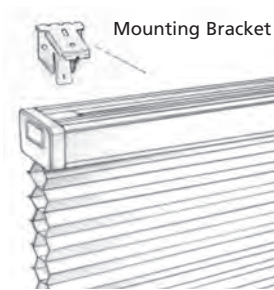


STANDARD CORDLESS SHADE BASICS

ATTACHING THE BRACKETS

Larger shades may require additional brackets. Space additional brackets equally and align with the end brackets.

Note placement of components inside headrail. Brackets must be placed in the open areas between components to avoid interfering with the operating mechanism. Mark these locations on top of window frame for inside mount or on wall for outside mount.



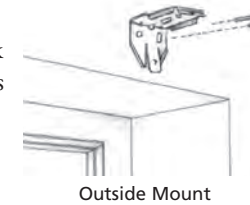
Inside Mount

Mount brackets to top or back of window frame, 1" – 6" in from edge of frame. Make sure brackets are aligned with one another.



Outside Mount

Center shade over window opening at desired height. Mark the position of the headrail ends on the wall. Attach mounting brackets to the wall, 1" – 6" in from the marks, making sure brackets are aligned with one another.



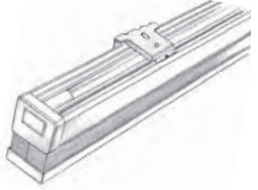
Mounting with Extension Brackets

If you need to project the shade out from the mounting surface, use the supplied nuts and bolts to attach mounting brackets to the desired position in the extension bracket. With pliers, bend and break the unused part of the extension bracket. Attach extension brackets to mounting surface, making sure brackets are spaced as noted above.



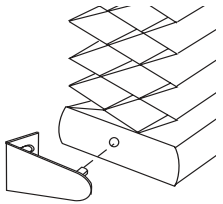
ATTACHING THE BRACKETS

Center shade in window opening. Insert the front clip of the bracket into the front groove of the rail. Push the rail back and up until the back clips of the bracket snap into the back groove of the rail.



ATTACHING THE OPTIONAL HOLD-DOWN BRACKETS

Optional 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, then screw the Hold Down Bracket into the mounting surface.

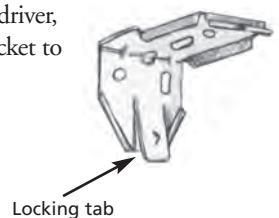


OPERATING YOUR SHADE

Grasp the handle of the shade and raise or lower to desired position. See Trouble Shooting for more information.

REMOVING YOUR SHADE

Using your fingers or a screwdriver, press tab on back of each bracket to release the shade.

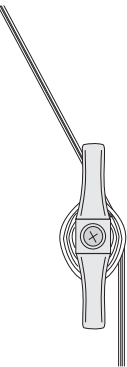


PROTECT YOUR CHILDREN

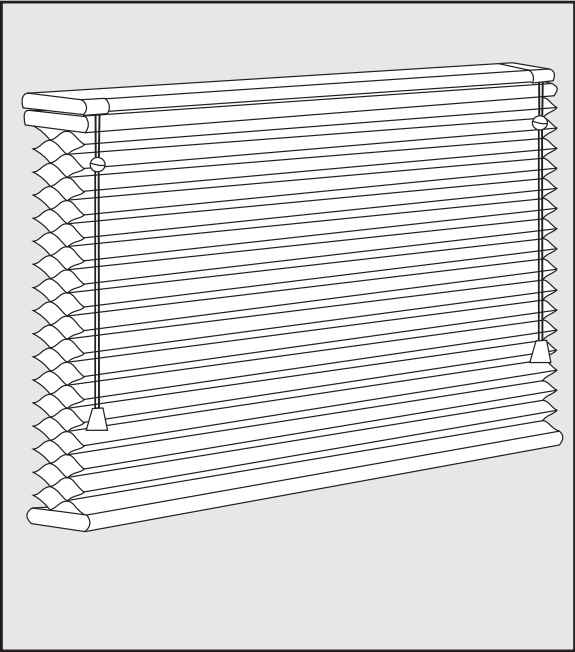
Be aware that it is possible for children to strangle in window covering cords. To reduce the occurrence of accident, all cords must be kept out of the reach of children, including infants. Cord cleats are an effective way to implement this essential precaution.

Mount the cord cleat at a safe height, taking into account furniture or other objects upon which a child may climb. Then, after each use of the shade, simply wrap the excess cord around the cleat. It's fast, easy and safe.

To protect your children, we are pleased to provide cord cleats free of charge with every shade that we manufacture.



HONEYCOMB TOP-DOWN/BOTTOM-UP AND DAY-NIGHT SHADES



CLEANING AND CARE

The shade fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. For problem stains, the shade can be removed from the installation brackets and soaked in warm water. When damp, raise shade tightly to re-crisp pleats. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.

INSTALLATION & OPERATING INSTRUCTIONS

BASICS

A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- Hex head and/or Phillips driver bit
- Pencil

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.

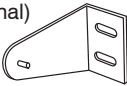


Bugle Head or Dry Wall
Screw only for Shallow
Mount back holes

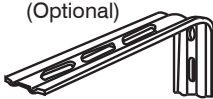


Hex Head Screw
for any
other hole

Hold Down Bracket
(Optional)

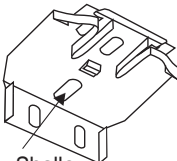
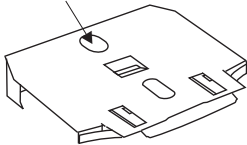


Extension Bracket
(Optional)



Our Top-Down/Bottom-Up and Day-Night shades are constructed to be hung as either an Inside Mount or an Outside Mount. The Installation Bracket can be mounted inside the window opening, for an inside mount, or on the molding or wall above the window for an outside mount. The Extension Bracket and the Hold Down Bracket are optional items requested at the time of ordering the shade. The Extension Bracket provides projection of the Installation Bracket in order to clear obstructions. The Hold Down Bracket keeps the shade from swaying and is often used for installation on door windows.

Shallow Mount
back hole



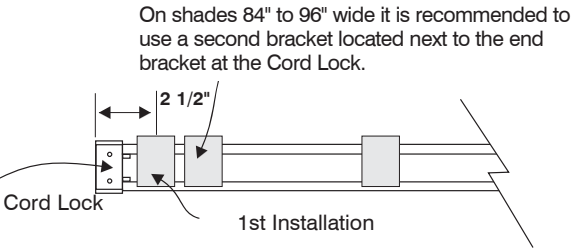
Shallow
Mount
back hole

BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. End brackets should be located with centerlines 2 1/2" in from each end. Depending on the width of the shade, additional brackets may be necessary evenly spaced between the two end brackets.

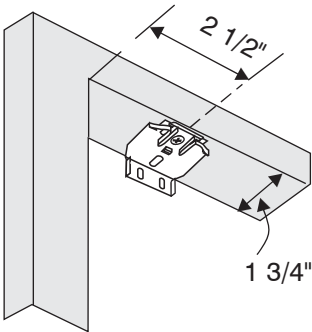
For shade widths of:	Use this number of brackets:
Up to 40"	2
40" to 72"	3
72" to 84"	4
84" and up	5

Using the Installation Bracket as a template, measure and mark the center lines. When mounting brackets, make sure they are in line and level.



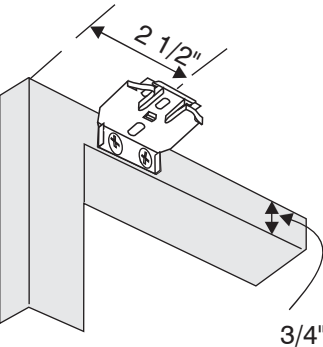
INSIDE MOUNT

The brackets are mounted flat against the top sill surface. Place the bugle head screw through the hole closest to the front of the bracket. To fully recess the shade requires a flat surface with a minimum depth of 1 3/4". Shallow mounting requires 1/2" minimum.



OUTSIDE MOUNT

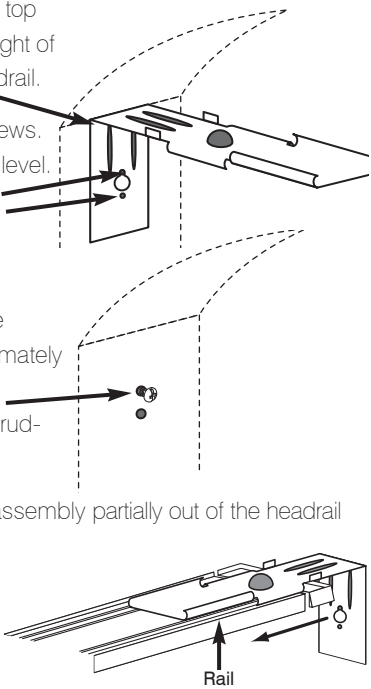
The brackets are mounted with two bugle head screws through the back end of the bracket flat against the window molding or the wall above the window. The bracket requires a minimum surface 3/4" high.



- 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.
- 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.

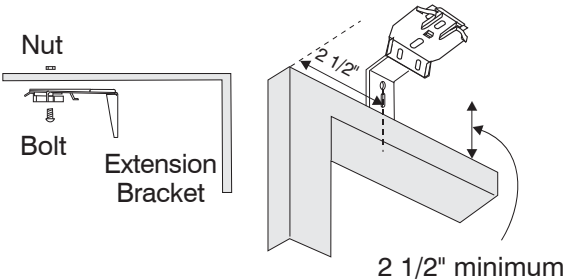
SIDE MOUNT BRACKET INSTALLATION

- Line up the bracket top with the desired height of the top of the headrail.
- Mark holes for screws. Brackets must be level. Remove brackets and drill holes.
- Insert bugle head screws for keyhole slots only. Approximately 1/8" of the screw should be left protruding.
- 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.
- Remove the endcap from the opposite end of the headrail. Slide the remaining side mount bracket on the headrail. Replace the end cap before sliding the bracket all the way into the headrail.



OPTIONAL EXTENSION BRACKETS

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.

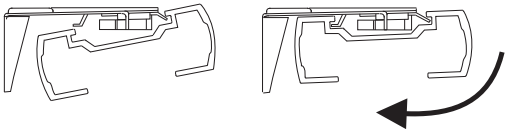


HANGING THE SHADE

Unwind the cord from the shade but keep the rubber band around the shade stack.

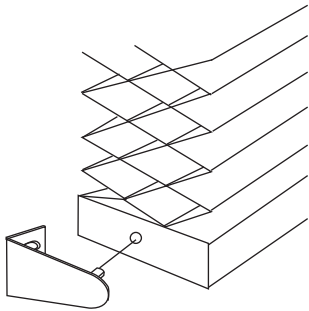
- Hold the shade up near the brackets and insert the front clip of the bracket into the front groove of the rail.
- Make sure the shade is centered in the window opening.
- Push the rail back and up until the back clips of the bracket are inserted in the back groove of the rail.

To remove shade, reverse procedure.



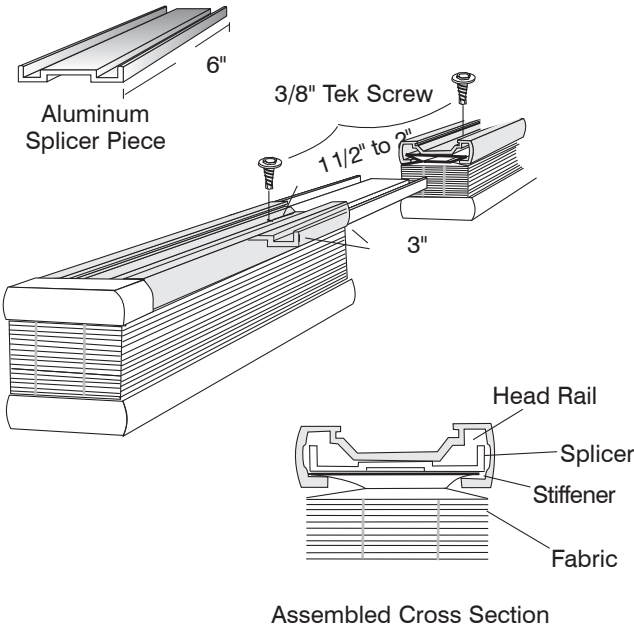
OPTIONAL HOLD DOWN BRACKET

Optional 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, then screw the Hold Down Bracket into the mounting surface.



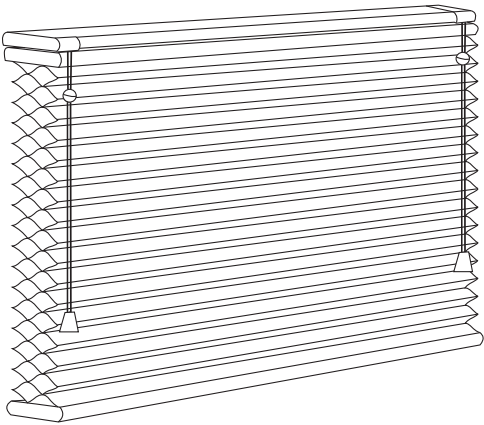
TWO-ON-ONE HEADRAIL SPLICER

For shades ordered as Two-on-One Headrail using the Splicer piece, insert Splicer in Headrail of both shades as shown. Lock into place using 3/8" Tek Screws provided.



HOW TO OPERATE YOUR SHADE

On a standard Top-Down/Bottom-Up shade, the right hand cord operates the middle rail, while the left hand cord operates the bottom rail.



CORDLOCK OPERATION

To raise or lock either the middle rail or bottom rail of the shade, pull the cord down and inward to the center of the shade.

NOTE: When raising the middle rail all of the way to the head rail, you should raise the bottom rail a couple of inches. This will prevent pinching the equalizer between the rails.

To lower or release either the middle rail or bottom rail of the shade, pull the cord directly downward in the vertical position to release the lock.

Pull cord down, raising Bottom Rail to lower Equalizer so it will not get caught between the Head Rail and the Middle Rail. Do this prior to raising the Middle Rail.

