

# INSTALLATION & OPERATING INSTRUCTIONS

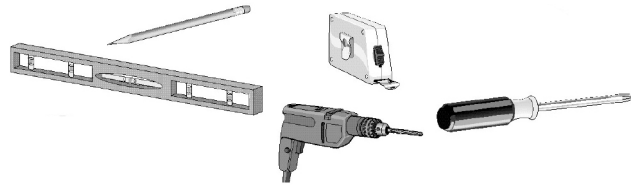
## CORDLOCK



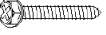
### Cellular Shades Standard Top Down - Bottom Up

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) 

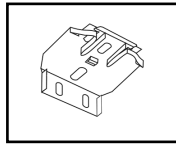
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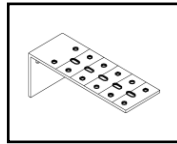
## GETTING STARTED

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.

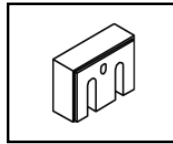
**NOTE:** Some parts may vary depending upon your chosen mounting options.



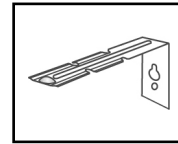
**Installation Brackets**



**Extension Bracket**  
(optional)



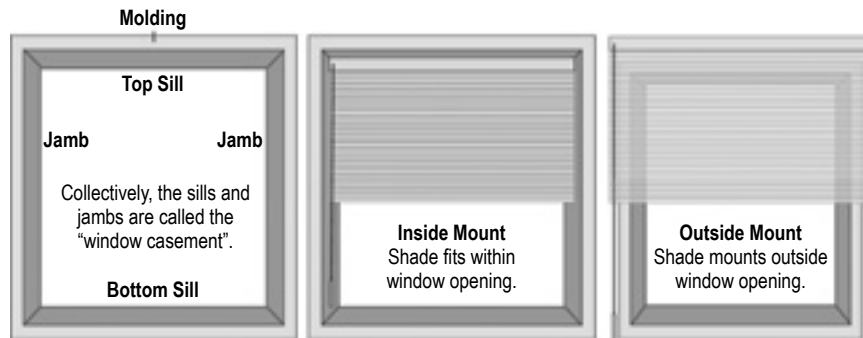
**Spacer Blocks**  
(optional)



**Side Mount Bracket**  
(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.

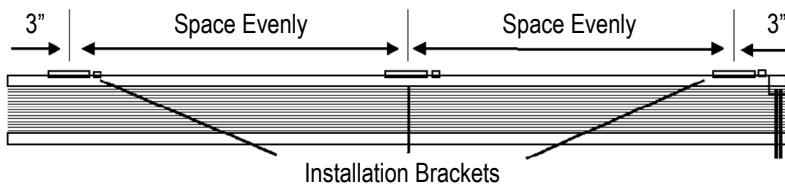


## Bracket Installation

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.



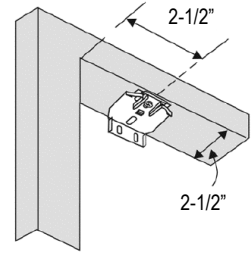
Installation Bracket Requirement Chart	
Shade Width	Brackets Required
12" to 31"	2
31-1/8" - 72"	3

## Inside Mount

For inside mounts the installation brackets will be screwed in place through the top two hole 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.)

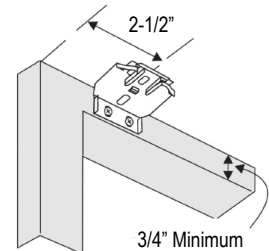
## Outside Mount

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 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.

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)

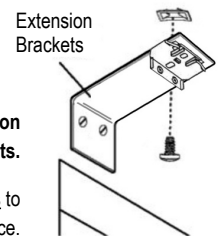
1. Spacer blocks will be attached to the end of each bracket.
2. Ensure the screws are long enough to secure brackets to surface.
3. Do not use more than three spacer blocks per bracket.
4. If installing extension brackets, do not use spacer blocks.

### 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.



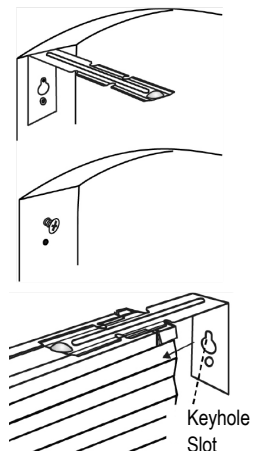
## Side Mount

1. Align the bracket top with the desired height of the top of the head rail. Mark holes for screws, remove brackets and drill holes.
2. Insert screws for keyhole slots only. Approximately 1/8" of the screw should be left protruding.
3. Pull the end cap out of the headrail and slide the bracket on as show. Replace the end cap and then slide the bracket all the way into the headrail.

Install the second bracket in the same manner as the first bracket.

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.

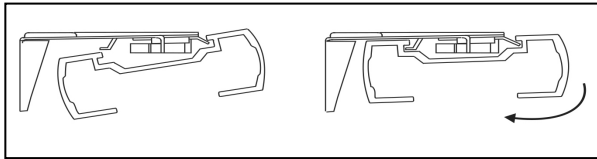


## Installing the Shade

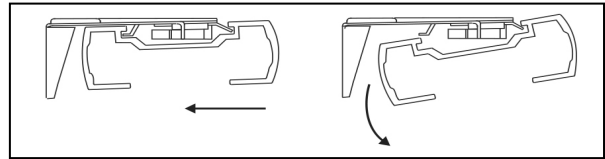
### MOUNT THE HEADRAIL

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



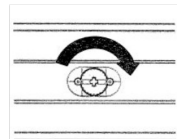
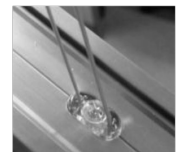
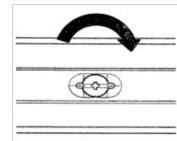
Removing the Shade

## 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 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").



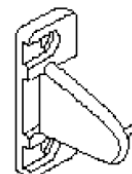
### INTERMEDIATE RAIL SHADE ADJUSTMENT

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").

## Installing Hold Down Brackets (Outside Mount Only)

### ATTACH THE (optional) HOLD DOWN BRACKETS:

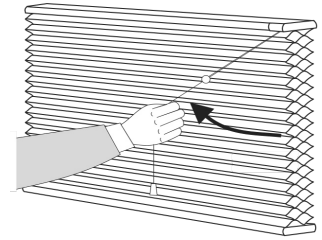
1. Lower the shade and place the hold down pins into the bottom rail end caps.
2. Mark the hold down bracket locations on the mounting surface.
3. With the brackets level, attach them using two screws.



## Cordlock Operation

### BOTTOM UP ONLY

- To lower or release shade, pull the cord inward toward the center of the shade.
- To raise or lock the shade, pull the cord straight down and outward toward the edge of the shade.



### TOP DOWN - BOTTOM UP

On a standard top down - bottom up, the right hand cord operates the middle rail, while the left hand cord operates the bottom rail.

- To lower or release either the middle rail or bottom rail of the shade, pull the cord inward toward the center of the shade
- To raise or lock either the middle rail or bottom rail of the shade, pull the cord straight down and outward toward the edge of the shade.

**Note:** Before raising the middle rail all 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.

## Cord Cleats

Be aware that it is possible for children to strangle in window covering cords. To reduce the occurrence of an accident, all cords must be kept out of 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 upon request.*



## 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

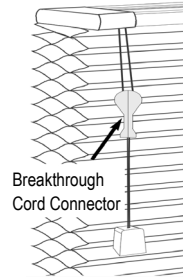
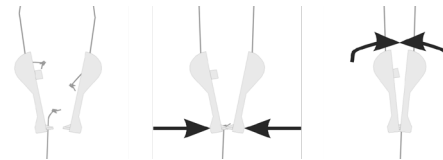
Young children can **STRANGLE** in cord loops and in the loop above the cord stop. They can also wrap cords around their necks and **STRANGLE**.

- 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.



To further reduce hazards, this shade was built with a cord connector which was designed to break apart when force is applied from the top. If your cord connector should happen to break apart, follow the instructions below to reassemble:

1. When the connector is open, each side has a cord coming in at the top, one side has a cord coming in from the bottom.
2. Fit the Bottom edges together. The side with the cord fits into the side without the cord.
3. Swing the top ends together and press in the middle to fully connect.



### 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.



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