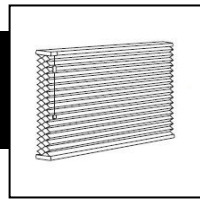


# Standard & Top Down/Bottom Up (Duofold) Cellular Shade Installation Instructions



## BASICS

A few simple tools are required:

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



Standard  
Mounting  
Bracket



Optional  
Extension  
Bracket



Optional  
Hold Down  
Bracket

Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting. Contact your local hardware store for fasteners specific to your application. Please do not remove the sticker from the headrail. It provides important information that is helpful for future repairs and proof of warranty.

## BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. Brackets should be located approximately 2 1/2" from either end of the shade. Depending on the width of the shade, additional brackets may be necessary, evenly space additional brackets between the two end brackets.

Using the Installation Bracket as a template, measure 2 1/2" from the end of the shade and mark the hole locations with a pencil for drilling. When mounting brackets, make sure they are in line and level.

Brackets must be in line and level.

The headrail must be level for the shade to operate properly.

| For shade widths:             | # of brackets:                      |
|-------------------------------|-------------------------------------|
| Up to 40"                     | 2                                   |
| 40" – 72"                     | 3                                   |
| 72" – 84"                     | 4                                   |
| 84" and up                    | 5                                   |
| Inside Mount<br>Outside Mount | 1 screw/bracket<br>2 screws/bracket |



|  |  |  |  |
|--|--|--|--|
| <p><b>Inside or Ceiling Mounts</b></p> <p>Use the top bracket holes. Requires 1 screw.</p> | <p>2 1/2"<br/>2" minimum for standard rail<br/>2 1/2" minimum for large rail</p> | <p><b>Outside Mount with Extension Bracket (optional)</b></p>  | <p>Nut<br/>Bolt<br/>Extension Bracket<br/>1 7/8" minimum</p> |
| <p><b>Wall or Outside Mounts</b></p> <p>Use the rear bracket holes. Requires 2 screws.</p> | <p>2 1/2"<br/>3/4" minimum</p>   | <p><b>Hold Down Bracket (optional)</b></p> <p>Hold Down brackets are provided upon request to prevent shades swinging when mounted on doors. With the shade at its proper drop, place the pin of each Hold Down into the hole in each End Cap and mark the screw holes. Make sure the pins are level and aligned. Raise the shade and then screw the Hold Down Bracket into the mounting surface. Hold Down Brackets are designed for Outside Mount Shades only.</p> |  |

## INSERTING THE HEADRAIL

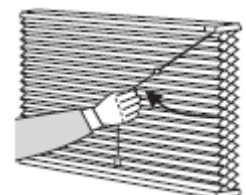
Unwind the cord from the shade.

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



## SHADE OPERATION

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



**CHILD SAFETY – WARNING**



**PROTECT YOUR CHILDREN & PETS**

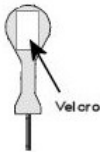
Be aware that it is possible for children to strangle in window covering cords. To reduce the occurrence of accident, all cords must be kept out of the reach of children, including infants. We provide Velcro rectangles to help keep your cords out of the reach of children and pets.

**INSTALL VELCRO ON CORD CONNECTOR**

The Velcro rectangles provided reduce the hazards of strangulation and entanglement of young children by limiting access to the control cord, yet easily detach from the wall in case of an emergency.

Mount one side of the Velcro to the wall or window frame at a safe height, taking into account furniture or other objects upon which a child may climb.

Install the other side of the Velcro on the cord connector so it can be attached to the wall out of the way when not in use.

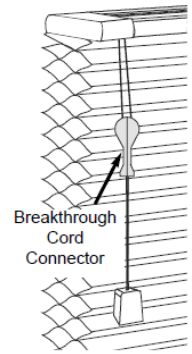


Cord cleats are available upon request for those that want to secure the cords to the wall in a manner that will not easily detach if pulled by a child or pet. **Please note that cord cleats are not endorsed as “child safe”.**

**BREAKTHROUGH CORD CONNECTOR**

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.



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

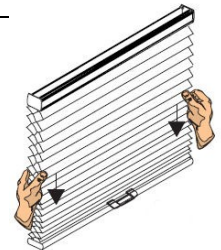
|  |   |  |
|--|---|--|
| <p>When the connector is open, each side has a cord coming in at the top; one side has a cord coming in from the bottom.</p> | <p>Fit the bottom edges together. The side with the cord fits into the side without the cord.</p> | <p>Swing the top ends together and press in the middle to fully connect.</p> |
|--|---|--|

**TROUBLE SHOOTING**

**Problem:** The shade will not stay down.

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

**Repair:** For a light filtering shade, with clean hands, gently pull down on a section of cells to relax the pleats. Repeat with another section of cells until the fabric is sufficiently relaxed. For a black out shade, avoid wrinkling the front of the fabric by grabbing shade at the sides and stretching downward. Do not fully raise the shade for 24 hours.



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

**Cause:** Fabric can relax when stretched out for extended periods of time.

**Repair:** Raise the shade very slowly to allow the retraction mechanism to overcome the force of the stretched fabric.

**CLEANING AND CARE**

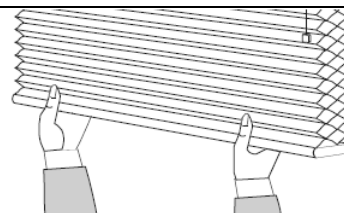
Our cellular shades are designed for durability as well as easy care and cleaning. Our fabrics repel dust and are inherently anti-static, but occasional feather dusting or vacuuming with a brush attachment may help to keep the fabrics clean and bright. Spills and stains can be lightly blotted with a cloth or damp sponge.

If you have a **light filtering shade**, you may need to rub gently with water and clear mild liquid soap (no bleach!). To clean an entire light filtering shade, simply remove the shade from the window and submerge it in a tub, let it soak and then rub it gently with clear mild liquid soap. Lay the shade flat to dry or place it back in the window and raise it slightly.

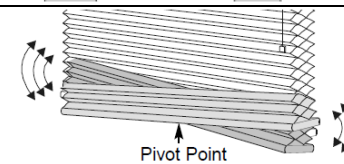
**\*\*BLACK OUT FABRIC CANNOT BE SUBMERGED! SPOT CLEAN ONLY.\*\***

**CELLULAR SHADE LEVELING – EZEQ**

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



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



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

**NOTE: SHADES PURCHASED WITH THE SIDE TRACK SYSTEM**

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