



## Pleated Shades & Cellular Shades

### Installation & Operating Instructions



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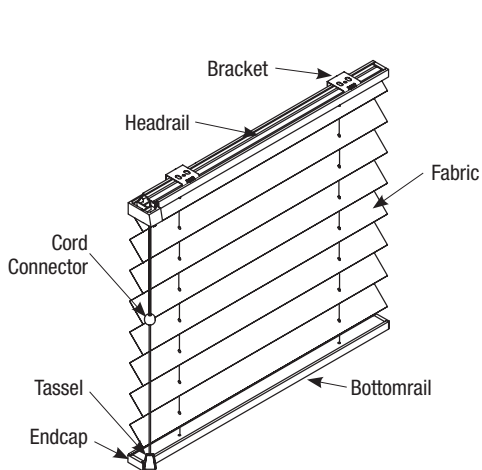
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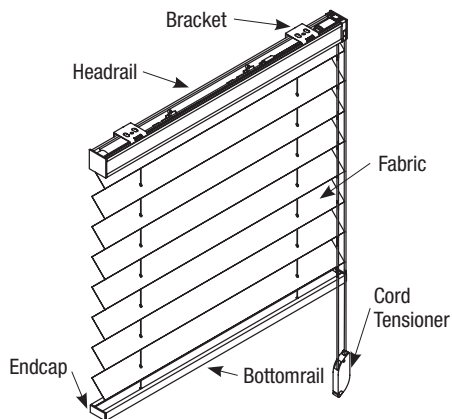
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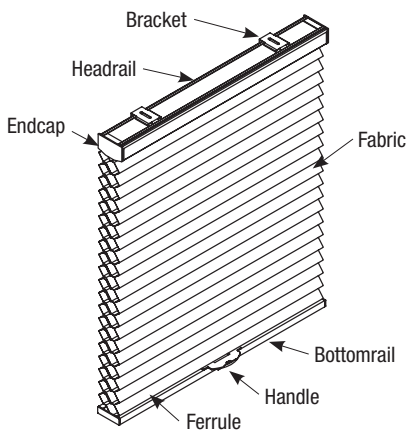
## PRODUCT VIEW



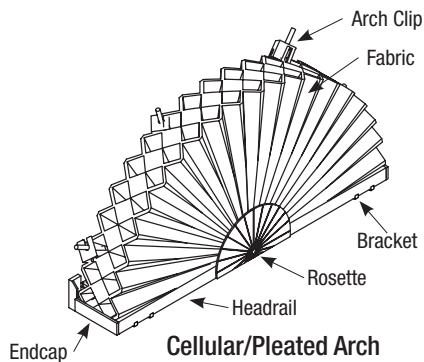
**Cellular/Pleated Standard Blind**



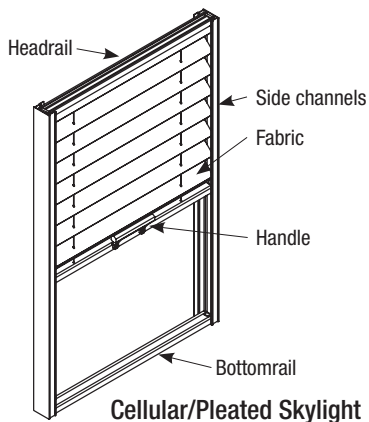
**Hi-Rise Pleated Cellular/Pleated**



**Cellular Cordless**



**Cellular/Pleated Arch**



**Cellular/Pleated Skylight**

## GETTING STARTED

Thank-you for purchasing Shade-O-Matic window shadings. With proper installation, operation and care, your new shading will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning the installation.

### Tools Required

- |                           |                          |
|---------------------------|--------------------------|
| ■ Measuring Tape          | ■ Level                  |
| ■ Power Drill, Drill Bits | ■ Pliers                 |
| ■ #1 and #2 Robertson     | ■ Scissors               |
| ■ Pencil                  | ■ Flat Blade Screwdriver |

In addition, you will need fasteners designed to work with your specific mounting surface(s)

- **Robertson Head Screws (Provided).** Two 1 1/2" screws are provided per installation bracket.
- **Longer Robertson Head Screws (Not Provided).** If using shims, use a #6 mounting screw long enough for a secure attachment.
- **Wall Anchors (Not Provided).** If mounting into drywall, you will need wall anchors to ensure a secure installation.
- **Speed Nuts and Screws (Provided).** Extension brackets come with screws and speed nuts.



x 1"  
Robertson Head Screw  
(Provided)



Longer Robertson Head Screw  
for Use With Spacer Blocks  
(Not Provided)



Wall Anchor or  
Expansion Bolt  
(Not Provided)

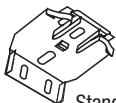


Speed Nut and Screw  
(Provided with Each  
Extension Bracket)

### Additional Material

Check the packaging to be sure you have all the components needed to install your blinds. Keep the packaging until the blinds perform to your satisfaction.

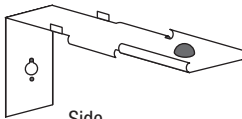
### Required Components



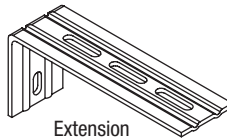
Standard  
Mounting  
Bracket



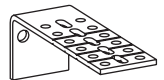
Hi-Rise  
Mounting  
Bracket



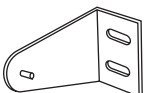
Side  
Mount  
Bracket



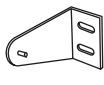
Extension  
Bracket  
(Optional)



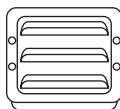
Extension  
Bracket  
with Break Points  
(Optional)



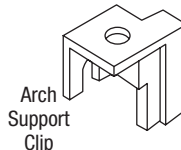
Hold Down  
Bracket  
(Optional)



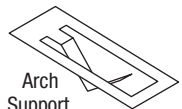
Hold Down  
Bracket (small)  
(Optional)



Shim



Arch  
Support  
Clip



Arch  
Support  
Hook

# CELLULAR & PLEATED SHADES STANDARD

## INSTALLATION

### Installation for Inside and Outside Mount

Whether the blind is being installed as an inside or an outside mount, it is critical that the brackets are installed level. It is important to use a level to check that the moving surface is level. Add spaces or shims if necessary.

#### Inside Mount Installation

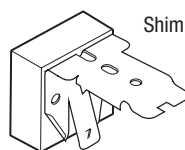
For inside mount, hold the blind up to the window and make a pencil mark below the headrail on each side of the shade. Measure in 2 1/4" from each Jamb for bracket location. If more than 2 installation brackets come with the blind, space additional brackets evenly, between the 2 end brackets. The minimum depth required for mounting is 1/2" or to fully recess the headrail 1 3/4". Mark with a pencil where the installation brackets should go and check to make sure they are level. Fasten each installation bracket to the mounting surface using the screws provided.

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

#### Outside Mount Installation

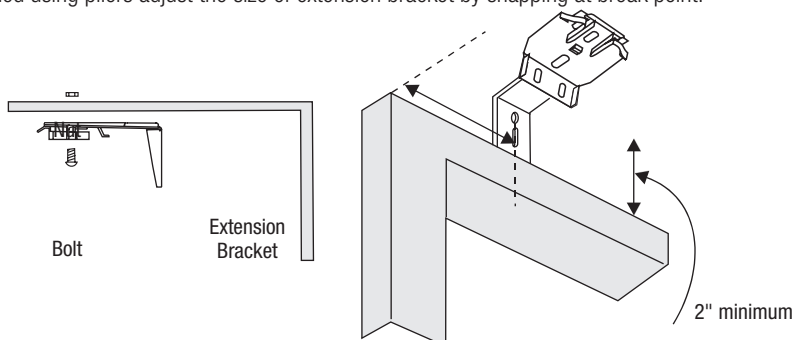
The minimum depth required for mounting is 3/4". Mark with a pencil where the installation brackets should go and check to make sure they are level. Fasten each installation bracket to the mounting surface using the screws provided.

If spacer/shims were ordered, attach spacer to bracket with screws.



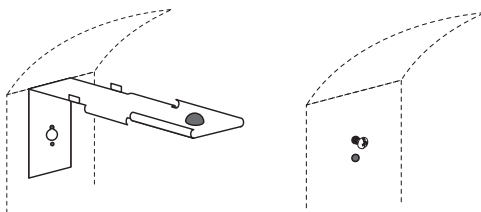
## EXTENSION BRACKET

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 using pliers adjust the size of extension bracket by snapping at break point.

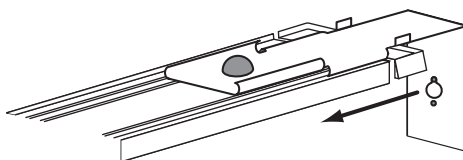


## Side Mount Bracket Installation

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.



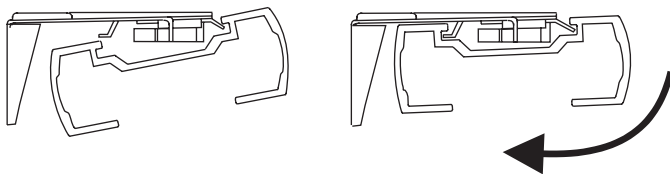
3. Insert bugle head screws for keyhole slots only. Approximately  $\frac{3}{8}$ " of the screw should be left protruding.
4. Pull the cord lock assembly partially out of the headrail and slide the bracket on as shown. Push the cord lock assembly and bracket back all the way into the rail.



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.

## Installation of the Shade

1. Unwind the cord from the shade but keep the rubber band around the shade stack.
2. With the cordlock facing slip, the headrail into the installation brackets. The front lip on the brackets fit into front groove on the top of the rail

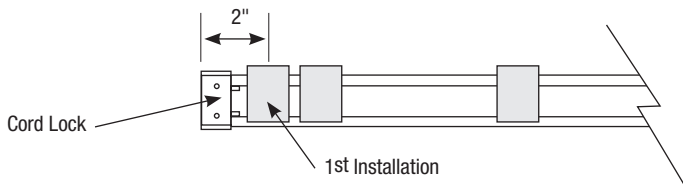


3. Push on the rail unit it snaps into place.
4. Check to insure cord is not caught in the installation brackets.

Shades are shipped with the required number of brackets for proper installation. End brackets should be located with center lines 2" in from each end. Depending on the width of the shade, additional brackets may be necessary - evenly spaced between the two end brackets. The number of brackets required varies with shading width, as shown in the tables below.

Width	Brackets Required
Up to 40"	2
40" - 72"	3
72" - 84"	4
84" and up	5

On shades 84" to 96" wide it is recommended to use a second bracket located next to the end bracket at the Cord Lock.



### If Motion View™ ordered, follow this steps:

- Insert alkaline batteries only into battery wand
- Snap battery wand into battery clip
- Connect lower cord to battery
- If satellite bracket ordered screw wall bracket to wall and snap batteries into bracket
- If AC adaptor ordered, plug into wall & connect cable to blind
- Press EYE at front of shade to test operation



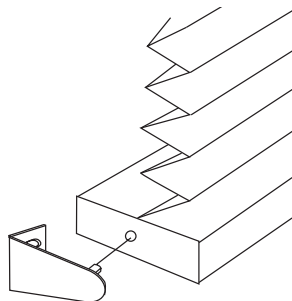
## HOLD DOWN INSTALLATION

### Attach Hold-Down Brackets (Optional) for Pleated, & Cellular, Standard & Hi-Rise Blinds

Hold-down brackets can be used on outside or inside mounted shades.

1. Lower the shade and place the pins from the hold-down brackets into the bottomrail end caps.
2. On the mounting surface, mark the bracket hole locations.
3. Check that the brackets are level and attach them to the mounting surface using two screws.

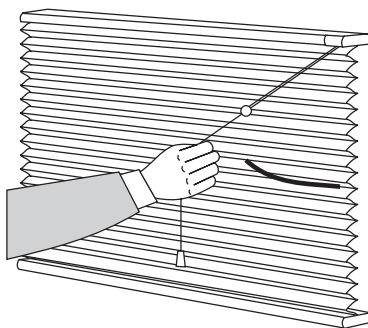
**Note:** Disconnect the bottomrail from the hold-down brackets to raise the shade.



## OPERATION

### Standard 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.



## CORD CLEATS INSTALLATION

If standard cord is ordered install cord cleats. If continuous cord loop is ordered attach the universal cord tensioner on page 12.

Be aware that it is possible for children to STRANGLE in window covering cords. To reduce the possibility of such an accident, all cords must be kept out of the reach of children, including infants. Cord cleats are an effective way to do this.

Attach the cord cleats 6" to 12" apart at a height where they will be out of the reach of children. Move cribs, playpens, and other furniture away from the cords. Children can climb furniture to get this cords. Once the cleats are attached, TIGHTLY wrap the excess cord around them after each use of the shades or blind, as shown. It's fast, easy, and will make your windows covering safer.

To obtain additional cord cleats, call us toll-free at 1-800-387-2879





# WARNING:



Young children can STRANGLE in cord and bead chain loops. 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 and bead chains. Children can climb furniture to get to cords.
- Always wrap the cords around the cleats in a figure eight, up high, out of reach of children.

Mount the cord cleat at a safe height. (Recommended 64" from the floor) use the screws enclosed to ensure the cleat is safely fastened to the wall, taking into account furniture or other objects up which a child may climb. Then, after each use of the shade, simply wrap the excess cord around the cleat. It's fast and easy and safe.

# CELLULAR & PLEATED HI-RISE (CONTINUOUS CORDLOOP) CELLULAR CORDLESS CELLULAR CAFE CORDLESS

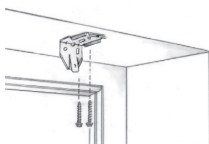
## INSTALLATION

### Bracket Installation for Inside and Outside Mount for Hi-Rise, Cellular Cordless, Cellular Cafe Cordless

Whether the blind is being installed as an inside or an outside mount, it is critical that the brackets are installed level. It is important to use a level to check that the mounting surface is level. Add spacers or shim if necessary. The brackets must connect to the headrail only, and not be installed over top of components in the headrail.

#### Inside Mount Installation

For inside mount, hold the blind up to the window and make a pencil mark below the headrail on each side of the shade for an inside mount.

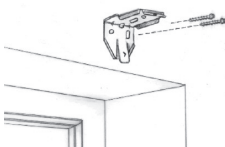


The minimum depth required for mounting is  $\frac{3}{4}$ " or to fully recess the headrail  $2\frac{1}{4}$ ". Mark with a pencil where the installation brackets should go and check to make sure level. Fasten each installation bracket to the mounting surface using the screws provided.

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

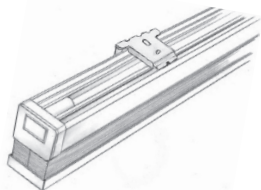
#### Outside Mount Installation

The minimum depth required for mounting is  $\frac{1}{2}$ ". Hold the blind to the window and mark with a pencil where the installation brackets should go and check to make sure surface is level. Fasten each installation bracket to the mounting surface using the screws provided.



## Install the Blind

Centre 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.

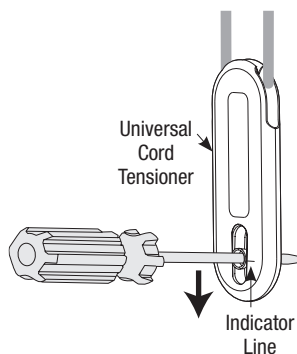


If extension brackets are required please see page 6. If hold down brackets are required please see page 9.

## Attach the Universal Cord Tensioner

Before operating the blind, you must attach the UCT (Universal Cord Tensioner) to the wall or the window frame. Slide the cord tensioner to the bottom of the cord loop.

- Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
- Move the screw hole down to the indicator line to release the safety mechanism.
- Slide the cord tensioner down to the bottom of the cord loop.
- Install the window covering and use the instruction provided to secure the cord tensioner to the window casement.



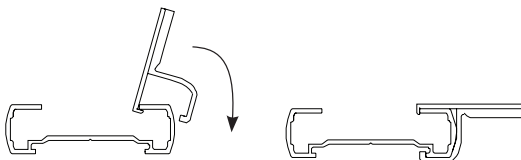
For complete UCT installation see the instructions provided.

**WARNING:** It is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.

**CAUTION:** The shading will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shading. Follow the instructions in the kit to correctly secure the cord tensioner.

## Cellular Cordless Install the Handle

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



## OPERATION

### Hi-Rise Operation 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.

### Cellular Cordless Operation Shade

Grasp the handle of the shade and raise or lower to desired position.

This system eliminates the need for pull cords and provides a neat appearance at the window and eliminates cords that could potentially pose a safety risk to children and pets. In order to ensure that the cordless lift system remains at its optimal performance level please follow these instructions:

**For best results your shade should be operated daily. This will ensure that it performs at its optimal level.** We recommend you always operate the shade with the handle provided so that the shade is balanced when being raised and lowered.

We understand that daily operation of the shade is sometimes not possible.

**1) In the event that your shade has been 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 to avoid the billowing and then lowering and raising the shade several times. This allows the fabric to go back to its pleated state, and your shade will operate as designed.

**2) If your shade has been in fully raised position for an extended period of time,** it may have a tendency to “spring back” above the desired length of the shade when lowered. This is temporary and can be corrected by completely lowering the shade slowly and then raising and lowering it several times. This will tune the mechanism and your shade will operate as designed.

### Cordless Cafe Top-Down

To lower the shade, pull down on the handle which is secured to the middle or bottomrail.

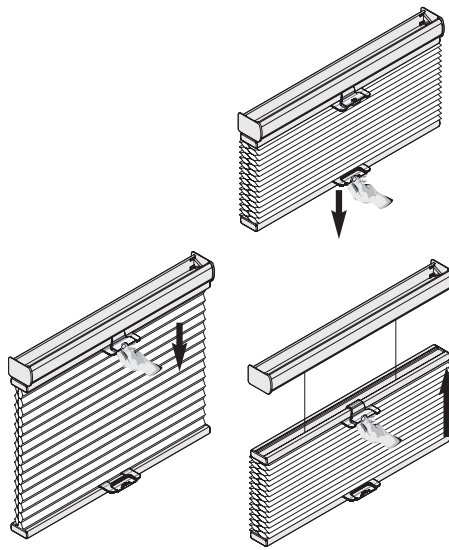
To raise the shade, push the middle and bottomrail up. The shade will hold at any position when the middle or bottomrail is released.

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

**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.



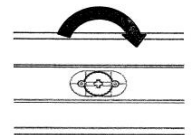
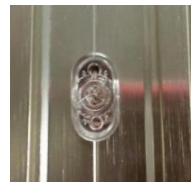
## Hi-Rise - Cellular Cordless Blind Length Adjustment

### Verify Shade Length

- To verify the shade length, raise and lower the shade several times.
- If the length is incorrect or the bottomrail is not level, use the following steps to correct.

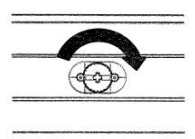
### BOTTOM RAIL SHADE ADJUSTMENT:

- Lift bottomrail on the side to be adjusted. This will take the weight off the cord.
- 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  $\frac{1}{4}$ " adjustment (maximum adjustment is  $\frac{1}{2}$ " )



### INTERMEDIATE RAIL SHADE ADJUSTMENT:

- Lift intermediate rail on side to be adjusted. This will take the weight off the cord.
- 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  $\frac{1}{4}$ " adjustment (maximum adjustment is  $\frac{1}{2}$ " )

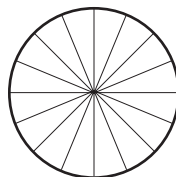


# ARCH, QUARTER CIRCLE, CIRCLE

## INSTALLATION - FULL CIRCLE

### Form the Circle

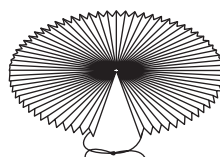
Remove the backing from the double-sided tape and join the top and bottom pleats together. Be careful to align the holes on each side and to pull the cords taut at the top of the shade. Tie the cords together to further prevent the shade from opening and cut off any excess cord depending on your installation needs.



### Install the Clips

#### Inside Mount Installation

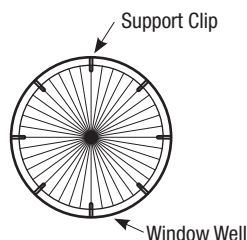
The window well should be at least 1" deep. Position the support clips so that the clip fingers are  $\frac{3}{4}$ " inside the window well. Attach four support clips - one at the top and bottom and one on each side. Place the clips at the widest horizontal and tallest vertical points. Evenly space additional clips as needed for support (see drawing at right).



Double-sided tape

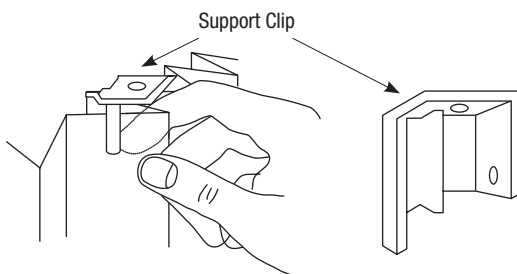
#### Outside Mount Installation

A flat surface around the window opening at least  $\frac{5}{8}$ " wide is required. Position the outer edge of the clips where you want the outer edge of the circle to be. Attach four support clips - one at the top and bottom and one on each side. Place the clips at the widest horizontal and tallest vertical points. Evenly space additional clips as needed for support.



#### For Both Inside and Outside Mounts

Place the shade in the window opening and insert the pleats between the clip fingers. Turn the clips so that the pleats fit neatly between the clip fingers. Count the number of pleats in the shade so that the support clips divide the shade into four equal sections. Install the arch support clip around the specialty shape. Place the fabric evenly in the arch support clip. If the pleated shade fabric is heavy, install a screw into the arch support hook and then place the fabric into the hook.

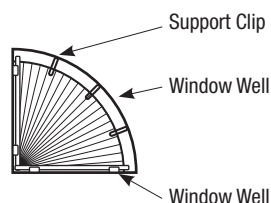


## INSTALLATION - QUARTER CIRCLE & ARCH

### Introduction

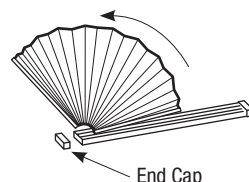
#### Quarter Circle Shades

Quarter Circle shades use two rails, with the vertical rail butting against the top of the horizontal rail (see drawing at right).



#### Arch Shades - Stationary & Elliptical

Install fabric onto the rail. Your Arch shade will arrive with the bottom pleat of the fabric stack inserted in the rail and an aluminum slat taped to END CAP the top pleat. First, carefully pull off one end cap. Then fan out the fabric and slide the top pleat into the rail (see drawing at right). Centre the arch and replace the end cap onto the end of the rail. A rosette will be sent to cover the gap in the middle.



#### Arch Shades - Movable

A movable arch uses two rails. They will butt together in the centre when the shade is fully open. A rosette will be sent to cover the gap in the middle. Magnet strip will be sent to attach the headrail to the window still on the operation side if preferred.

### Installation Brackets

#### Specialty Shape Installation Brackets

With inside mounted applications the flat surface of the sill must be at least 1" deep to attach the installation brackets. To fully recess the shade, the flat surface must be at least 1 1/2" deep for Cellular 3/8" pleat size and 1" Pleated Shades, and 2 1/4" deep for Cellular 3/4" pleat size. With outside mounts, bracket attachment requires a flat vertical surface at least 5/8" high for Cellular 3/8" pleat size and 1" Pleated Shades, and at least 1" high for Cellular 3/4" pleat size.



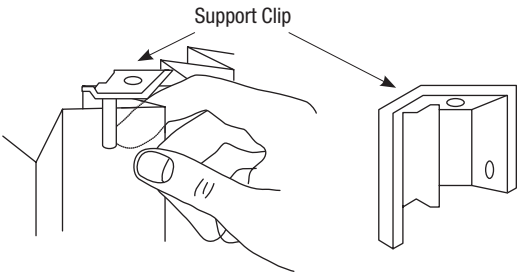
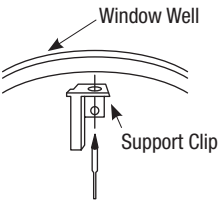
Bracket spacing is the same for both inside and outside mounts. Position two installation brackets on the mounting surface so that their centre lines will be 2 1/4" in from the ends of the shade. If additional brackets are supplied, centre brackets between the two end brackets.

To mount the shade, push the additional rail into the installation brackets. The front lip on the brackets fits into the front groove on the bottom of the rail. Push on the rail until it snaps into place making sure that no fabric is caught between the bracket and the rail.



## Install Support Clips

Mount a support clip at the top of the window well (see drawing at right). If necessary, space additional clips evenly along the arch no more than 18" apart. Turn the clips so that the pleats fit neatly between the fingers of the clip. Install the arch support clip around the specialty shape. Place the fabric evenly in the arch support clip. If the pleated shade fabric is heavy, install a screw into the arch support hook and then place the fabric into the hook.



## Installation of Arch Support Hooks, (Used only with Heavy Shades)

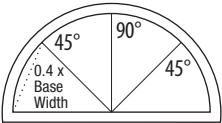
Arch support hooks are used instead of arch support clips on inside mounted applications where additional support and/or reduction of the light gap is needed. The hooks lift the outer edge of the fabric toward the window frame. The number of arch support hooks needed for a particular installation varies according to the width of the arch at the base (see chart ). The procedure for spacing the hooks depends upon whether an odd or even number is used.

**For an odd number of hooks:** Position the (first hook at the top centre of the opening, at the 90° point. Position the next two hooks at the 45° points of the arch. The 45° points can be found by using a protractor, or by multiplying the base width by 0.4 and measuring that distance up from the two corners. Any additional hooks required should be spaced evenly between the first three hooks. No hooks should be positioned lower than the 45° points.

**For an even number of hooks:** Position the first three hooks at the 45° points and then space any additional hooks evenly between them. If a support cord is used with an even number of hooks, install a separate screw above the centre cell to hold the cord.

**Note:** With elliptical arches, the hooks may need to be spread wider apart than they are with perfect arches.

Width	Hooks Required
up to 17"	1
17 1/8" - 28"	2
28 1/8" - 40"	3
40 1/8" - 51"	4
51 1/8" - 62"	5
62 1/8" - 74"	6
74 1/8" - 84"	7

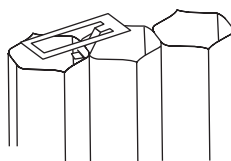
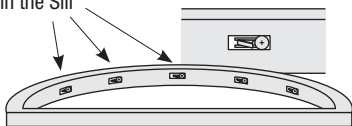


Place the hooks based upon the support needs of the specific arch shape. Attach each arch support hook using the Phillips screw provided. Be sure to mount the hooks at a consistent depth within the sill, as shown. To find the correct depth, install the shade into the mounting brackets and mark on the sill where the exact centre of a fabric cell is located then the arch is perfectly upright. The point of the hook should be located at that depth. Remove the shade from the window opening. After mounting the arch support hooks, re-install the shade.

While supporting the fabric, carefully use the pointed end of the hooks to puncture the fabric between the glue lines, at least  $\frac{1}{8}$ " into the cell. Continue to support the fabric until all hooks are engaged. Once the hooks are attached to the fabric, they can be bent or re-configured to shape the arch to the best possible appearance.

**Caution:** The tips of the arch support hooks are very sharp; use care when attaching the fabric to avoid injuring a finger .

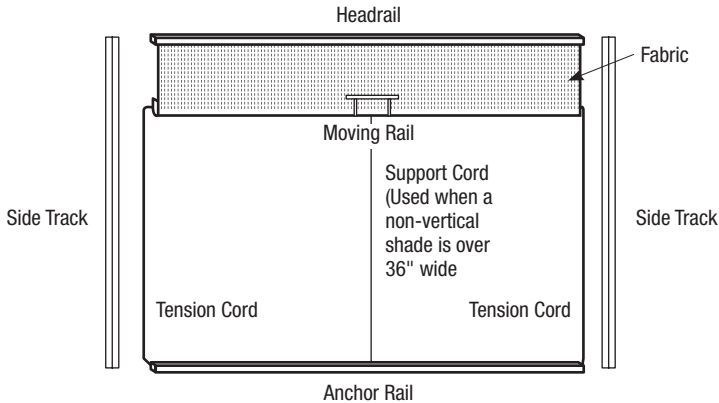
Mount at a Consistent  
Depth within the Sill



# SKYLIGHTS

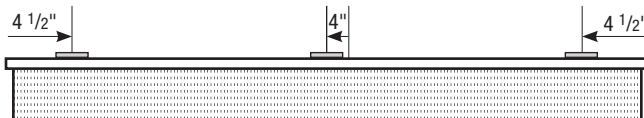
## INSTALLATION

Study the illustration below 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 tracks and rails can be positioned inside or outside the window opening, depending upon whether the shade was ordered as an *inside mount* or an *outside mount*.



### Bracket Installation

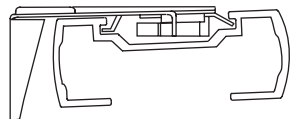
Two installation brackets are positioned so that their centre lines will be  $4\frac{1}{2}"$  from the ends of the headrail. If a support cord is used, a third bracket is positioned 1" to the left of the centre of the headrail. Measure and mark all bracket centre lines.



With outside mounts, installation brackets are used for the anchor rail, as well as the headrail. Bracket spacing is the same for both. Usually, inside-mounted anchor rails are screwed directly to the sill.

### Inside Mount Installation

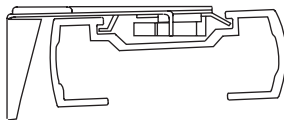
To fully recess the shade, the flat surface of the sill must be at least  $1\frac{3}{4}"$  deep for  $\frac{3}{8}"$  pleat sizes or  $2\frac{1}{2}"$  deep for  $\frac{3}{4}"$  pleat sizes. (More depth may be required to clear any obstruction to shade movement, such as a window crank or handle.) Attach the installation brackets to the top sill of the window opening, as shown.



Locate the screws on the centre lines you marked and align the brackets so that their front edges are recessed  $\frac{3}{8}$ ". If the anchor rail does not have mounting holes punched into it, attach installation brackets to the bottom sill, as well, directly under the brackets on the top sill.

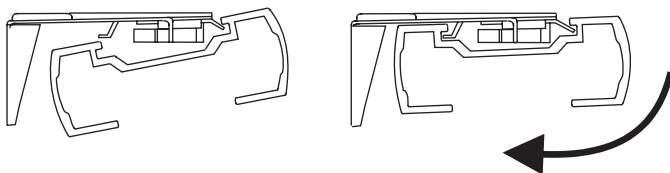
## Outside Mount Installation

Outside mounts require a flat vertical surface at least  $1 \frac{1}{8}$ " wide all around the window opening. Installation brackets are attached at both the top and bottom. Centre the brackets on the centre lines you marked and attach each bracket using two fasteners. The headrail and anchor rail brackets must be perfectly parallel and separated by a distance equal to the length of the side tracks. Be sure the brackets for each rail are aligned at the same height.



## Install the Headrail

The headrail, fabric, moving rail, and anchor rail are bundled together with the tension cord. Unwrap the cord before mounting the side tracks. With the front (coloured) side of the fabric facing you, slip the headrail into the installation brackets. The front lips on the brackets fit into the front groove on top of the rail. Push on the rail until it snaps into place.



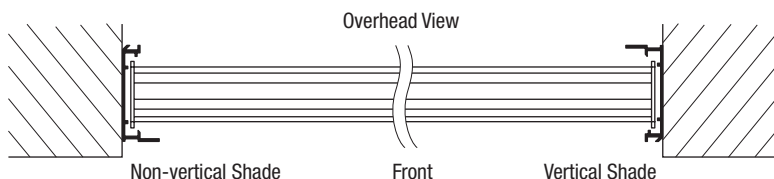
Make sure no fabric is trapped between the headrail and the installation brackets.

## Mount the Side Tracks

### Inside Mount Installation

The side tracks are screwed to the inside of the window well using the holes drilled on alternate sides of the track centre line. In non vertical (sloped) installations, the wide flange is aligned flush with the front edge of the window opening. In vertical installations, the narrow flange is in front, flush with the edge of the opening. The rails should be centered, within the side tracks.

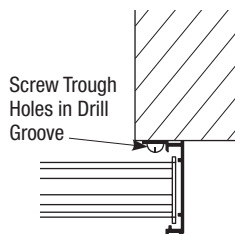
After mounting the side tracks, measure the distance between them at each end.



They must not be more than 1/4" out of parallel for proper shade operation. If necessary, install wooden shims (not included) under the mounting screw locations, starting at the ends of the side tracks.

## Outside Mount Installation

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



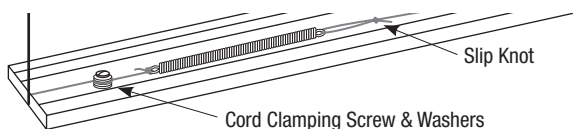
## Install the Anchor Rail

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. Centre the rail within the side tracks before direct-mounting it.

## Adjust the Shade

### Tension Cords

The tension cord 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. In the anchor rail, move the slip knot to the right to increase tension or to the left to decrease tension. When increasing tension, do not stretch the spring to a length greater than 5 1/2".

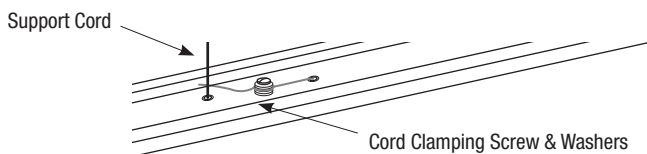


### Moving Rail Position

The moving rail should be parallel to the anchor rail so that when the shade is closed, the two rails make firm contact along their entire length. To adjust the moving rail position, loosen the cord clamping screw and slide the cord between the two washers. Then re-tighten the screw, making sure the cord is still between the two washers. Do not change the cord tension when making this adjustment.

## Support Cord Tension

If the shade has a support cord, it should be very taut when the shade is installed. To make an adjustment, loosen the support cord clamping screw, pull the cord through the two washers to the desired tension, then retighten the screw. Make sure the cord is held tightly between the two washers.



## Final Assembly

After making any necessary adjustments, fit the fabric strip into the anchor rail to cover the internal hardware. If the handle is not already on the moving rail, attach it using the screws provided.

## CARE AND CLEANING

### Dusting

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

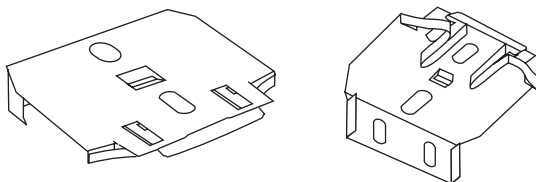
### Vacuuming

Use a low suction, hand held vacuum for more thorough dust removal.

**Important:** Do not immerse headrail in water. If shade is damp, raise shade tightly to re-crisp pleats. Before using any liquid soap or cleaning detergent test on the corner edge of the shade.

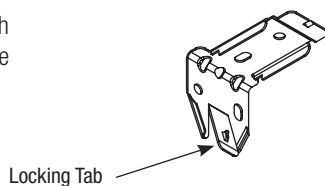
## Remove the Shade with Standard Brackets

Gently push the shade towards the back of the bracket. Slowly lower the back side of the headrail out of the bracket.

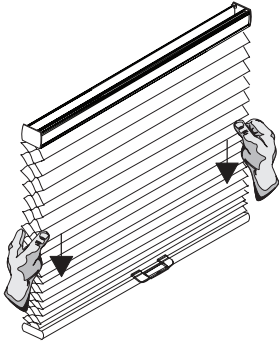


## Remove the Shade for HI-Rise or a Cellular Cordless Brackets

Carefully use a flat head screw driver and gently push on the tab at the bottom of the headrail. You will feel the bracket loosen and the headrail detach.



## TROUBLESHOOTING

Problem	Solution
<p>The shade does not raise and lower evenly.</p>	<p>Make sure the mounting brackets are level and aligned.</p> <p>Check cord not tangled.</p> <p>Adjust the bottomrail by sliding the ferrules up or down the cord.</p> <p>Check that the fabric is not caught.</p>
<p>The shade will not raise.</p>	<p>If hold-down brackets are used, make sure they have been released.</p>
<p>The shade will not operate.</p>	<p>Check cords.</p> <p>Adjust ball.</p> <p>Pull gently on cord.</p>
<p>Shade will not stay down.</p>	<p>Because the shade was fabricated primarily in the closed position, the fabric may want to spring up.</p> <p>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.</p>  <p>The diagram illustrates a hand pulling down on a section of the shade's pleats. Arrows indicate the direction of the pull, showing the pleats being relaxed. The hand is shown at the bottom of the shade, pulling down on the fabric.</p>
<p>Fabric billows out when shade is raised.</p>	<p>Raise the shade very slowly to allow the retraction mechanism to overcome the force of the stretched fabric.</p>



# WARNING:



Young children can STRANGLE in cord and chain loops. They can also wrap cords or chains around their necks and STRANGLE.

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

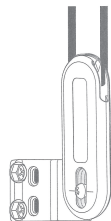
### Cord Loop Shadings

Attach the cord tensioner on the cord loop to the wall or window casement.

See Installation Instruction of The Universal Cord Tensioner.

This can prevent children from pulling cord loops around their necks.

Shade-O-Matic provides a cord tensioner installation kit with instructions for attaching the cord tensioner. For the shading to operate properly, the cord tensioner must be correctly mounted and secured.



### Cellular Cordless

Inner cords can pull out to form a loop, which can STRANGLE a young child.

- Children can climb furniture to access inner cords. Move cribs, playpens and other furniture from window coverings.





All Shade-O-Matic products are covered with the Limited Lifetime Warranty. Products shall be free from defects in material and workmanship for so long as the original retail purchaser owns the products, provided that: (1) such products were properly installed in accordance with accompanying instructions in residential dwellings in the window or door for which they were purchased; (2) the products are manually operated custom products which have not been modified or altered.

This warranty does not cover damage to the product resulting from misuse, abuse, alterations, dry cleaning, cleaning with ultrasonic method, discolouration or colour change due to sunlight or passage of time, humidity, exposure to salty air or corrosive materials, warpage due to high humidity or excessive heat. This warranty does not apply to natural features of the products or conditions caused by normal wear and tear upon the product, including normal fading from sunlight.

Dye lots may vary with in commercial tolerances, therefore, colours of fabrics and woods may vary from the samples. Dye lots may not match samples of previous purchases. This applies to all product lines.

In the event of a defect under this warranty, Shade-O-Matic shall at its option repair or replace the product. Our warranty obligation excludes labour costs for measuring and installation out side of one year. Repairs will be made with like or similar parts. It is the responsibility of the Dealer to get the product from the endconsumer back to Shade-O-Matic for any warranty work.

Note: In the event there are multiple blinds or shades in the same room, only the defective blinds or shades will be repaired or replaced. Shade-O-Matic can not guarantee a dye lot match to existing blinds. Different warranty periods and terms apply for commercial applications.

This warranty is exclusive and in lieu of all other obligations, liabilities or warranties written or oral. In no event shall Shade-O-Matic be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost expense or fee.

Warranty Guidelines	
Product/Component	Period of Coverage
All moving parts, headrails, components	Limited Lifetime
All fabrics (except Sheer)	5 Years
Horizontal Shadings Fabrics	3 Years
Cording Systems	3 Years
Chaindrive Mechanisms	5 Years
Cordless Shade Mechanism	5 Years
Wood Slats, Faux Wood Slats, Aluminum Slats, PVC Slats and Vanes	3 Years
Woven Woods	1 Year
S48 / Solutions Products	1 Year
Commercial Orders	1 Year
Automated Blinds for All Products	
Motors, Remote Control, Switches, etc	5 Years