shade◖matic®

Cassette Roller Shades
Concept Dual Shadings©
Fascia Roller Shades

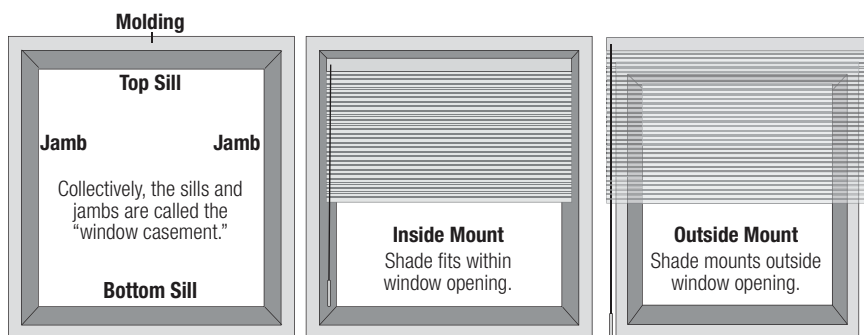## Installation & Operating Instructions

TABLE OF CONTENTS

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GETTING STARTED

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

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.

Molding

Top Sill

Jamb　　　　　　　**Jamb**

Collectively, the sills and jambs are called the "window casement."

Bottom Sill

Inside Mount
Shade fits within window opening.

Outside Mount
Shade mounts outside window opening.

Installation Components

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

Required Components

☐ Installation Brackets for Cassette and Concept Dual Shadings. The number of installation brackets required varies depending on the shade width, as shown in the table.

Cassette & Concept Shade	
Shade Width	Brackets Required
Up to 36"	2
36 1/8" - 72"	3
72 1/8" - 90"	4
90 1/8" - 120"	5
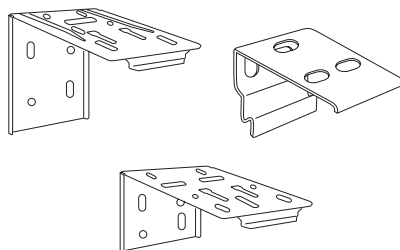
- **Universal Cord Tensioner (UCT) Installation Kit.** The UCT functions as a safety device that makes the cords less accessible to children and pets. *The cord control will only function properly if the UCT is installed correctly.*
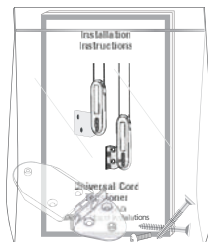
- **Hold-Down Brackets.** Hold-down brackets provide stability and prevent swaying by securing the bottom bar (i.e. often used in French door applications).

Hold-Down Bracket (Optional)

Tools and Fasteners Needed

- Flat blade and Robertson screwdriver
- Measuring tape and pencil
- Level
- Power drill, $3/32$" drill bit

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 Head Screws (Not Provided).** If using spacer blocks, use a screw long enough for a secure attachment.

- **Wall Anchors or Expansion Bolts (Not Provided).** If mounting into drywall, you will need wall anchors or expansion bolts to ensure a secure installation.

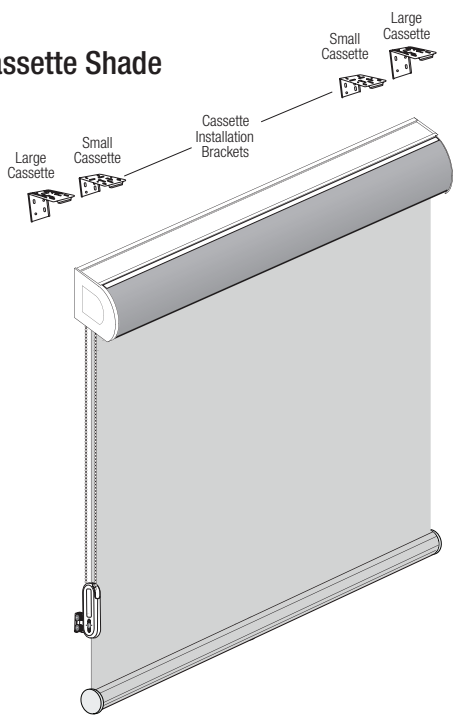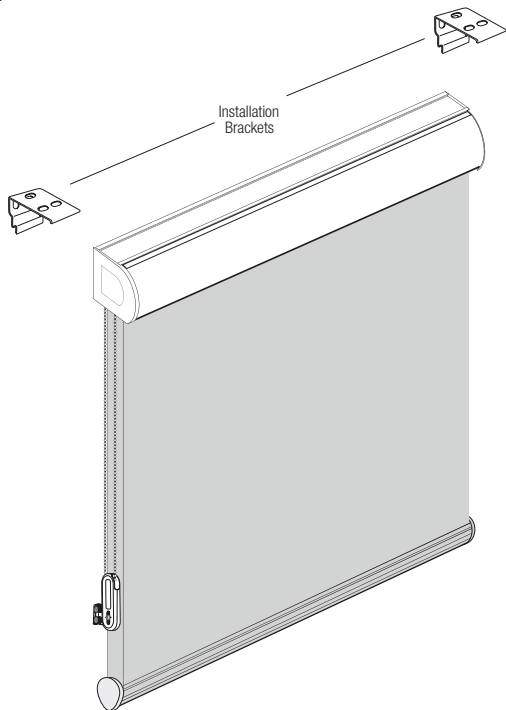Robertson Head Screw (Provided)
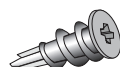
Wall Anchor Or Expansion Bolt (Not Provided)

Product View

Cassette Shade

Small Cassette

Large Cassette

Cassette Installation Brackets

Large Cassette

Small Cassette

Concept Dual Shading

Installation Brackets

INSTALLATION

## Inside or Outside Mount — Mount the Installation Brackets for Cassette & Concept Dual Shadings

▪ Measure and mark 2½" in from each jamb for bracket location.

▪ If more than two installation brackets came with your order, space additional bracket(s) on studs, evenly between the two end brackets and mark their location.

▪ Mark the location of the screw holes by the brackets on the previously made marks.

   IMPORTANT: The brackets must be level and aligned to each other.

▪ Use a $3/32$" drill bit to drill holes for the screws.

   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.)

▪ Use a level to check that the mounting surface is level. Shim the brackets if necessary. (Shims not provided.)

▪ Use the Robertson head screws provided to fasten the installation brackets to the mounting surface.

▪ Install brackets by sliding the cassette or concept into the groove inside the front lip of the bracket and then push towards back of the brackets until snaps into place.
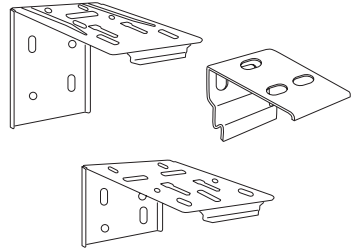
3 ¾" and 4 ¼" Fascia INSTALLATION INSTRUCTIONS

Installing brackets

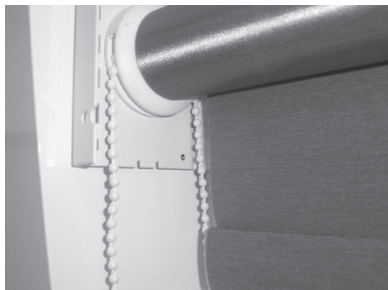Brackets are universal and can be installed on either side.

Step 1. Fastening the bracket

The brackets are mounted to the window with screws.

Step 2. Fitting the blind

When fitting the blind, insert the plunger end side first (this is the opposite end to the control). Next, insert the control end with the lug hook facing down.

Step 3. Fixing the chain guide

The chain guide is fastened by the two screws (provided) into the control end bracket.
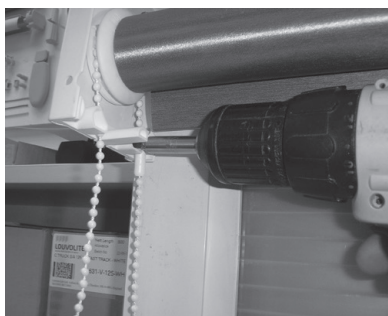
Step 4. Attaching the front fascia

Hook the top of the fascia over the front lip on each bracket and push fit making sure the Fascia cut out is on the control side. End cap covers are fitted to both ends of the brackets on outside fitting. No end cap covers are required on inside recess fitting.

ROOM DARKENING SIDE CHANNEL (OPTIONAL)

Inside Mount

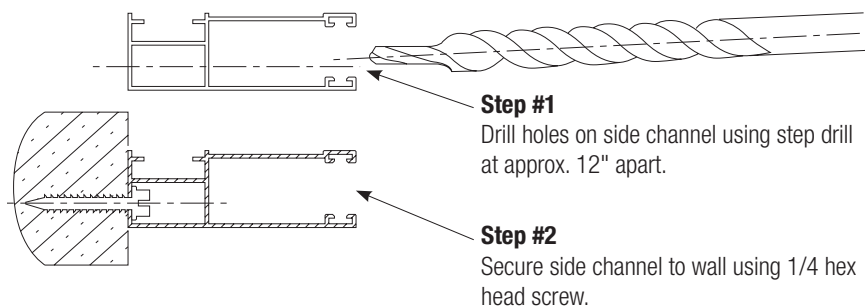**Step #1**
Drill holes on side channel using step drill at approx. 12" apart.

Step #2
Secure side channel to wall using 1/4 hex head screw.

Outside Mount

Step #1
Use Flat head screw to secure mounting buttons to the wall approx. 12" apart.

Step #2
Snap-on side channel into the installed buttons.

Mounting Button for side channel

Side Channel

Side Channel insert for light blocking

Blackout Fabric

Side Channel fabric guide

Attach the Hold-Down Brackets (Optional)

Hold-down brackets may be used with outside mount shades only.

- With the shade fully lowered, insert the pin on the hold-down bracket into the hole on the bottom bar end cap.

- Mark the hole locations on the mounting surface.

- Center the hold-down brackets over the mounting hole locations and check their alignment. Attach using two screws.
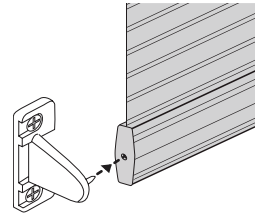
    IMPORTANT: Disconnect the bottom bar from the hold-down brackets to raise the shade.

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.

Universal Cord Tensioner

Indicator Line
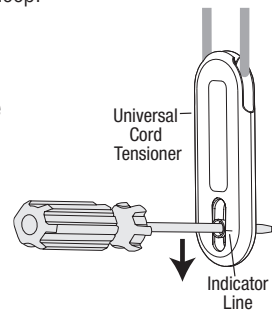
For complete UCT installation, see the instructions provided

   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.

OPERATION

WARNING: Check that shade is securely mounted in cassette before operating!

Operate the Shade

To Lower The Shade

- ☐ Hold the back of the cord loop and pull down.
- ☐ Pull until the shade is at the desired height.

  IMPORTANT: If a reverse roll shade was ordered, the fabric will roll off the front of the shade.

To Raise The Shade

- ☐ Hold the front of the cord loop and pull down.
- ☐ Pull until the shade is at the desired height.

Pull The Front Cord To Raise

Pull The Back Cord To Lower
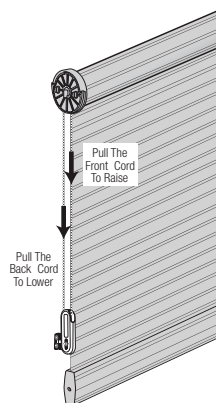
Remove the Shade
Push the front of the cassette and concept dual shading and then bring forward. You will hear the spring release for cassette.

TROUBLESHOOTING

PROBLEM	SOLUTION
The shade raises or lowers unevenly.	☐ Check that the installation brackets are level and aligned. Shim the brackets, if necessary.
The shade will not raise.	☐ If the hold-down brackets have been used, make sure they have been released.
The universal cord tensioner has climbed to the top of the shade.	☐ Pull down on the spring to relieve tension and pull the universal cord tensioner to the bottom of the cord loop. Properly mount the cord tensioner. See Universal Cord Tensioner Installation Instructions in the kit included with your shade.
The universal cord tensioner grabs onto the cord upon operation.	☐ Check that the universal cord tensioner is mounted properly. Reinstall, if necessary. See the Universal Cord Tensioner Installation Instructions that came with your Cord Tensioner Kit.

The shade fabric winds unevenly on the roll.	◻ Check that the shade is level.
	◻ Using the beaded cord loop, completely lower the roller shade.
	• If the fabric winds unevenly and begins to telescope to one side, check to insure that the shade is level.
	• If the shade is not level, remove it from the installation brackets and shim or re-install the brackets, as necessary.
	IMPORTANT: If the shade was unrolled before being installed, it may not raise and lower to the right points.
	To correct this:
	◻ Remove the shade from the mounting brackets.
	◻ Roll the shade up until the bottom rod is even with the bottom of the clutch.
	◻ Re-install the shade.

CARE AND MAINTENANCE:

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

Vacuuming: Use the soft brush head of the vacuum cleaner on low setting for a more thorough dust removal.

Spot Cleaning:

- Prepare a solution of lukewarm water and mild detergent if needed.
- Dampen a clean cloth or towel in the solution and wring thoroughly.
- Dab the spot with the dampened cloth until spot is removed. Do not rub or soak the fabric.
- Allow the shade to dry in completely lowered position.

      Spot-cleaning may result in cleaner areas.

Notes: Certain light fabrics (e.g. concept dual shading) should not be vacuumed or spot-cleaned.

⚠ WARNING:

For more safety information call 1-866-662-0666 or go to www.healthcanada.gc.ca/blindcords

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

- Always keep cords out of the reach of children.
- Move cribs, playpens and other furniture away from cords. Children climb furniture to get to cords.

Cord Loop Shades

- Attach the cord tensioner on the cord loop to the wall or window casement. 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 shade to operate properly, the cord tensioner must be correctly mounted and secured. See The Universal Cord Tensioner (UCT) Instruction provided for details.