shade matic®

Sheer Horizontal Shadings

Installation & Operating Instructions

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SHEER HORIZONTAL SHADINGS

shade❒matic

SHEER HORIZONTAL SHADINGS

Standard Shading

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Top Limit

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Headrail
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Tensioner

End Cap

Please Note: Do not remove protective film from the fabric covered headrail until installation is complete.

GETTING STARTED

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

Tools Required

- Flat blade and Robertson screwdriver
- Measuring tape and pencil
- Power drill, 3⁄32" drill bit, and a 1⁄4" hex driver
- Level
- Pliers
- Scissor (heavy-duty)

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

- **Robertson Head Screws (Provided).** Two 11⁄2" screws are provided per installation bracket.

- **Longer Robertson Head Screws (Not Provided).** If using spacer blocks, 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.

2 x 11⁄2"
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 shadings. Keep the packaging until the shadings perform to your satisfaction.

Required Components

- **Installation Brackets.** The number of brackets required varies with shading width, as shown in the tables below.
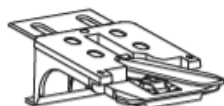
Installation
Bracket
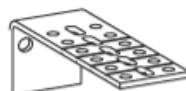
Extension
Bracket
(Optional)

Spacer Block
Outside Mount
(Optional)

- **Hold-Down Brackets.** Hold-down brackets secure the bottom rail from movement (i.e. often used in French door applications). Hold-down brackets are required for Tilt-Only shadings, but are not available for Two-On-One Headrail shadings.

INSTALLATION

Mount the Installation Brackets — Inside Mount

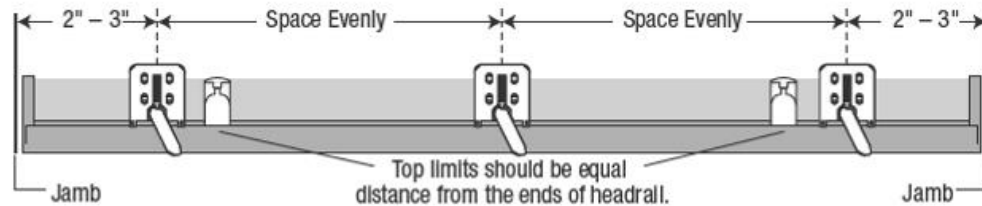☐ Measure 2" – 3" in from each jamb for bracket location.

- Use pliers to break off the top tab of each installation bracket. Save this tab once removed. It may be used as a shim, as described later in these instructions. Remove the bottom tab on each installation bracket only if it interferes with the bracket installation.

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

- If 2 shades on 1 headrail is being installed, install a bracket at each end, and the remainder in the centre. Choose which set of holes works best in your application. Mark the location of the screw holes.
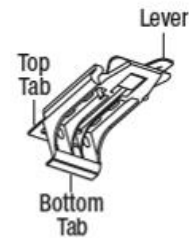
Single Panel Shadings	
Width	Brackets Required
12" - 35"	2
35 1/8" - 56"	3
56 1/8" - 84"	4
84 1/8" - 96"	5
96 1/8" - 112	6

Need space 3 1/16"

- 1" minimum for shallow mount.
- 3 1/4" minimum for flush inside mount.

Use shim spacers if necessary to ensure that the headrail is mounted level.
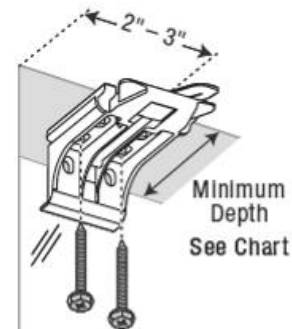
- Use a level to check that the mounting surface is level. Shim the brackets using the top tab that was removed from the bracket, if necessary.

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

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

- Use the two hex head screws provided to fasten each installation bracket to the mounting surface.

  IMPORTANT: Do not over tighten the screws. Check to ensure the lever can be moved easily side to side. If the lever is not moving easily, loosen the screws in $1/8$ of a turn increments until it can be moved easily.

  IMPORTANT: The front edges of the installation brackets must be level and aligned to each other.

Mount the Installation Brackets — Outside Mount

- Centre the headrail over the window opening at the desired height. Use a pencil to lightly mark each end of the headrail.

- Measure and mark 2"– 3" in from each end of the headrail.

Headrail End Marks

← 2" – 3" → ← Space Evenly → ← Space Evenly → ← 2" – 3" →

Window Opening
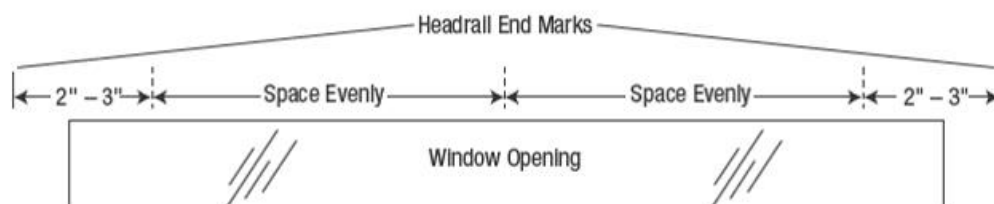
  - Use pliers to break off both tabs of each installation bracket.

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

- Centre each installation bracket on the previously made marks and mark the location of the screw holes.

  CAUTION: The rear of the blocks/brackets must be flush against a flat mounting surface. *Do not mount brackets on curved molding.*

  - A minimum $1^{1}/8$" flat vertical height is required to mount the installation brackets.

  - The top of the installation brackets should be at the desired height. The brackets should be level and aligned.

- Using a $3/32$" drill bit, drill holes for the mounting screws.

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

- Fasten each installation brackets to the mounting surface using two of the hex head screw provided.

IMPORTANT: The front edges of the installation brackets must be level and aligned to each other.

- If using spacer blocks or extension brackets, fasten these to a flat vertical mounting surface with two screws long enough for a secure installation. (Screws not provided.)

- When using extension brackets, attach an installation bracket to the underside of each extension bracket using the provided screws and speed nuts.
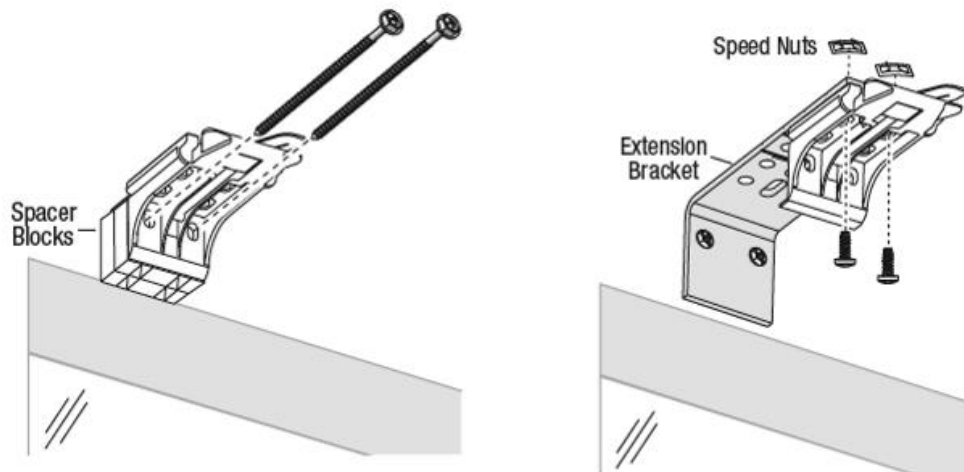
Install the Shading
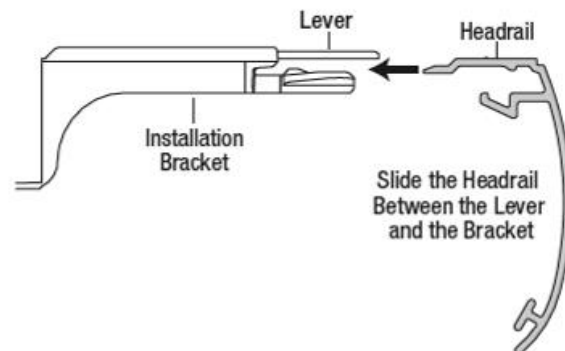
- Position the shading so that the front (coloured fabric) faces you.

- Slide the headrail into the installation brackets so the edge of the headrail is between the lever and the bracket, as shown.

- Firmly push the headrail into each bracket until it clicks and the lever snaps to the right side of the bracket.

IMPORTANT: Carefully pull on the headrail at each bracket to ensure it is installed securely.

Motion View™

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

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
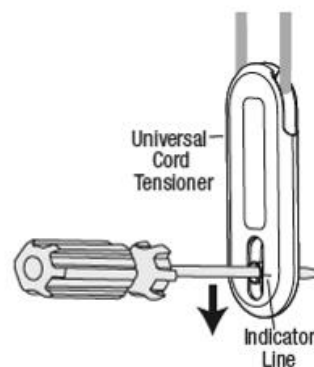
For complete UCT installation see the instructions provided

> **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.

Adjust the Cord Length for Retractable Cord

Adjusting the tassel to eye level will decrease the amount of pulls needed to raise and lower the shading. This will also enhance child safety.

To Shorten the Tassel Cord

- Grasp both parts of the tassel (the colored cover and the frosted body)
- Squeeze the tassel cover with your thumb and forefinger (at the top of the tassel cover)
- Separate and slide the tassel cover from the tassel body
- Retie the cord at the desired shorter length, using a double knot

- Trim the tassel cord. Pull the trimmed knot up inside the tassel.

- Squeeze the sides of the tassel cover together while sliding it back onto the tassel body.

  IMPORTANT: After reassembling, be sure there are no gaps between the two components. Check that they do not pull apart easily. The tassel cover should be securely seated into the tassel body.

Tassel Cover

Tassel Body

Tassel Cord
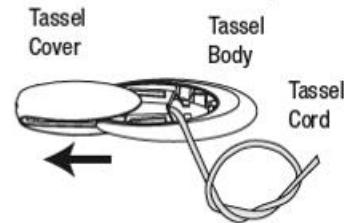
Hold Down Installation (Optional)

Attach the Magnetic Hold-Down Brackets (Optional)

- Lower the shading keeping the vanes closed.

- Place the magnetic hold-down bracket onto the bottomrail just inside the end cap oriented as shown.

- Hold the bracket while opening and closing the vanes (it may be necessary to have someone else assist you). Adjust the bracket to the best overall position.

- Mark the screw location using the mounting options shown below.

- The screw should be placed in the middle of the channel. This will allow for adjustment.

Bottom Rail

Hold-Down Bracket

Preferred

Alternate

Preferred
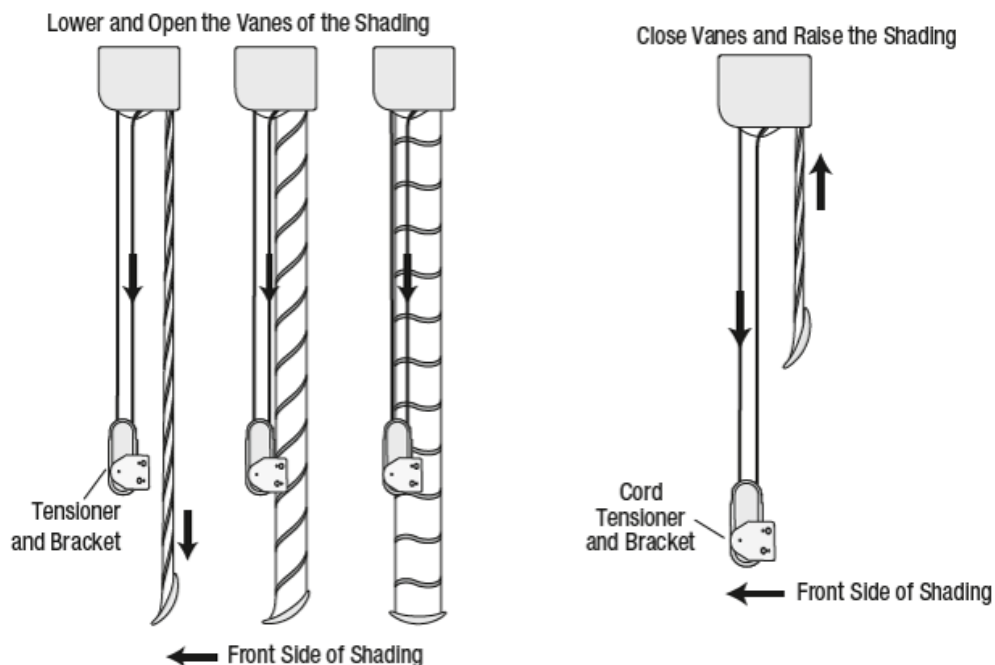

Alternate

- Drill the screw holes using a $3/32"$ drill bit.

    IMPORTANT: Use drywall anchors when mounting into drywall. Drywall anchors are not provided.

- Attach the hold-down brackets to the mounting surface using the screws provided.

- Adjust the bracket location using the channel for best operation, if necessary.

OPERATION

Operate the Continuous Cordloop

- Pull the rear cord of the cordloop to lower the shading.

- With the shading fully lowered, continue to pull the rear cord to tilt the bottom rail and open the vanes.

- Pull the front cord of the cordloop to close the vanes and raise the shading.

- If the cord tensioner moves up the cord, you have not secured it to the wall or window frame. You must do so for the shading to operate properly.

Lower and Open the Vanes of the Shading

Close Vanes and Raise the Shading

Tensioner and Bracket

Front Side of Shading

Cord Tensioner and Bracket

Front Side of Shading

To lower the shade pull down on the back cord. When the window shade is completely lowered, pulling the back cord will open the vanes.

> **IMPORTANT:** Once the vanes are in the open position do not continue pulling the back cord! This will reverse the roll and start raising the shade in the wrong position. Doing this will damage the fabric and void your warranty.

To close the vanes pull the front cord and continue pulling the front cord to raise the shade.

Operate the Retractable Cord

To Lower the Shading and Open the Vanes

- Using long, even strokes, pull the cord down toward the center of the shading

- Allow the cord to retract between strokes

- Continue until the shading is fully lowered and the vanes are open

- The shading can be stopped at any point while lowering

To Lower and Tilt Vanes Open

Non-Operable Zone
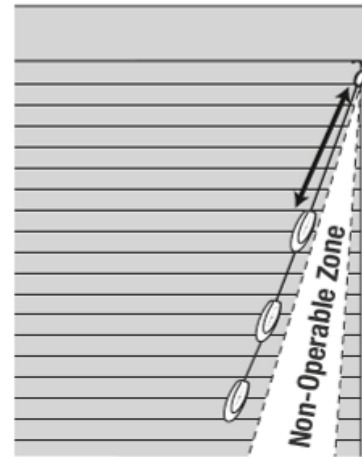
To Close the Vanes and Raise the Shading

- Using long, even strokes, pull the cord straight down or down and slightly out

- Allow the cord to retract between strokes

- First the vanes will close and then the shading will raise

- The shading can be stopped at any point while raising

To Tilt Vanes Closed and Raise

Non-Operable Zone

Or
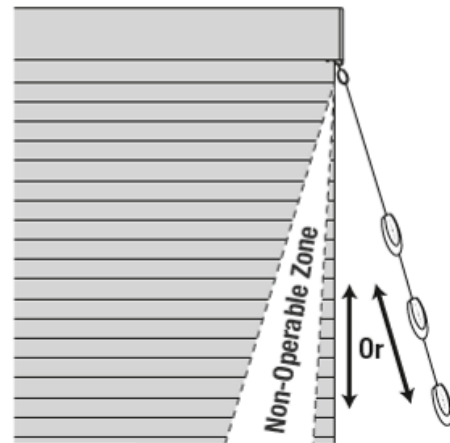
Cleaning Procedures

Shade-O-Matic sheer horizontal shadings are made of 100% polyester, which means they are inherently durable and resilient. However, care must be taken to avoid wrinkling the fabric, particularly where the vanes meet the facings.

▪ Regular light dusting with a feather duster or the fabric may be vacuumed – Low suction is recommended. Dirt and dust can be blown away using a hair dryer on a "cool temperature" setting. Particular care must be used to prevent wrinkling of the fabric.
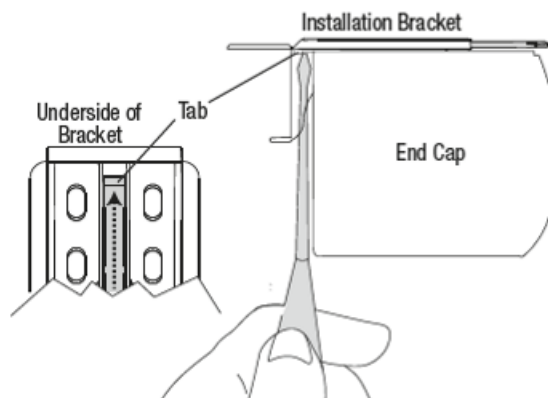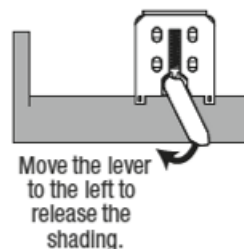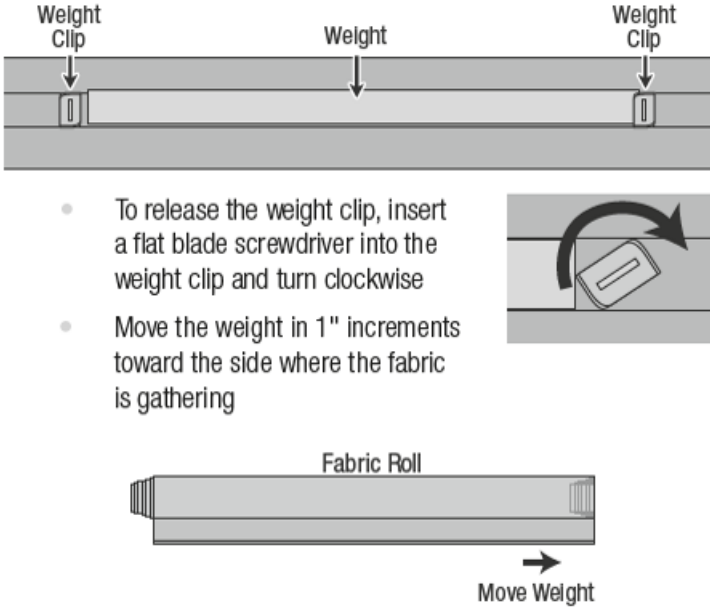
Remove Sheer Horizontal Shadings

▪ Move each lever of the installation brackets to the left to release the shading.

CAUTION: A flat blade screwdriver can be used to move the lever. Be very careful to not tear or damage any of the fabric.

- If the lever is inaccessible or inoperable, lower the shading until you can see the underside of the bracket. Carefully reach a small flat blade screwdriver behind the shading to the tab on bottom of the bracket between the screw holes.

- Push the tab away from the shading and pull the headrail to release it from the bracket.

▪ Carefully pull the shading to remove it from the brackets.

Move the lever to the left to release the shading.

Installation Bracket

Underside of Bracket

Tab

End Cap

PROBLEM	SOLUTION
For Vanes Sheer Horizontal Shadings the shading raises or lowers unevenly, the fabric rubs against one end of the headrail, or the bottom rail is uneven when fully raised.	▪ Check that the installation brackets are level. Shim to level, if necessary ▪ Adjust the bottom rail weight Weight Clip Weight Weight Clip • To release the weight clip, insert a flat blade screwdriver into the weight clip and turn clockwise • Move the weight in 1" increments toward the side where the fabric is gathering Fabric Roll Move Weight • Secure the weight clips in position by turning them counterclockwise after making the adjustment • Test and if necessary, adjust again
The universal cord tensioner has climbed to the headrail.	▪ 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 The Universal Cord Tensioner Installation Instructions included with your shading
The universal cord tensioner has climbed to the headrail.	▪ Check that the universal cord tensioner is mounted properly. Reinstall, if necessary

⚠ **WARNING:**

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. For installation instruction, see the Universal Cord Tensioner (UCT) kit provided. Proper installation of the tensioner can prevent children from pulling cord loops around their necks.

- For the shade to operate properly, the cord tensioner must be correctly mounted and secured.