

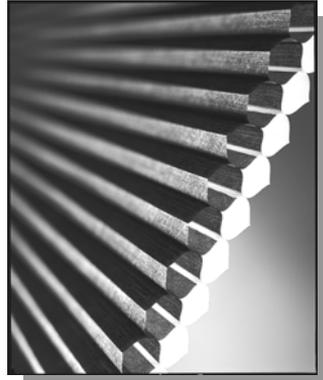
# INSTALLATION INSTRUCTIONS

## HONEYCOMB SHADES

### STANDARD RECTANGULAR

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 shade.



### TOOLS YOU WILL NEED

1. Pencil or Marker
2. Measuring Tape
3. Needle-nose Pliers
4. Phillips Screwdriver
5. Carpenter's Level
6. Power Drill
7. Mounting Fasteners



Mounting Surface	Fastener	
Drywall, Plaster	Wall Anchors, Expans on Bolts (Not Provided)	
Metal	Sheet Metal Screws (Not Provided)	
Wood	No. 8 Hex Head Screws (Provided)	

### GETTING STARTED

All 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.

#### PARTS

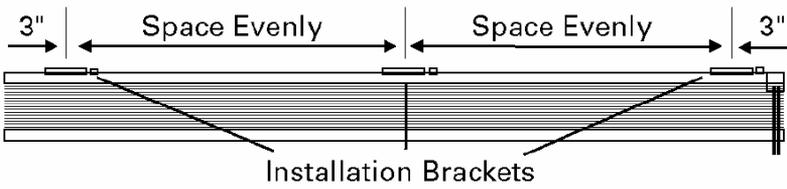
- Standard Installation Brackets .....
- Swivel Brackets (not all shades) .....
- Extension Bracket (optional) .....
- Spacer Blocks (optional) .....
- Hold Down Brackets (optional) .....
- Cord Cleats .....
- Screws .....

### STEP 1: MOUNTING THE BRACKETS

Standard installation brackets may be used for **INSIDE** or **OUTSIDE** mounts. Swivel brackets may be used for **INSIDE** mounts only. The  $\frac{3}{4}$ " brackets also accommodate  $\frac{1}{2}$ " double cell fabric shades.

**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" to 79"	3
79-1/8" to 127"	4
127-1/8" to 174"	5

**INSIDE MOUNTS:**

For inside mounts the standard installation brackets will be screwed in place through the top hole of each bracket. For swivel brackets, either of two top holes may be used depending upon the available mounting depth. Refer to the depth chart below.

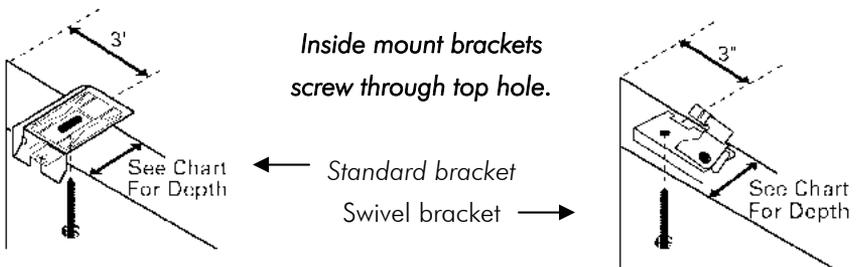
Inside Mount Depth Requirements

Bracket Type	Minimum Depth	Fully Recessed
3/8" Standard	1"	1-1/2"
3/4" Standard	1"	2-1/4"
3/8" Swivel	1/2"	1-1/8"
3/4" Swivel	1/2"	2"

NOTE: Prior to mounting the brackets, add any clearance depth required to avoid obstructions such as window cranks or handles.

ATTACH THE BRACKETS:

- Screw standard bracket through top hole to desired window sill location.
- Screw swivel bracket through top front hole if 1" sill depth is available.
- Screw swivel bracket through top back hole if 1/2" sill depth is available.



**OUTSIDE MOUNTS:**

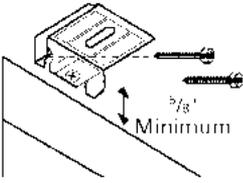
For outside mounts the standard installation brackets will be screwed in place through the two back holes of each bracket. Refer to the minimum surface height chart below.

Outside Mount Surface Height Requirements

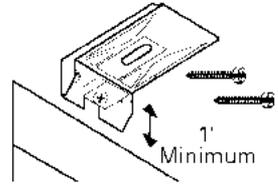
Bracket Size	Minimum Height
3/8" Bracket	5/8"
3/4" Bracket	1"

## ATTACH THE BRACKETS:

- Screw standard brackets through two back holes to desired location.



*Outside mount brackets  
screw through back holes.*



## SPACER BLOCKS (optional):

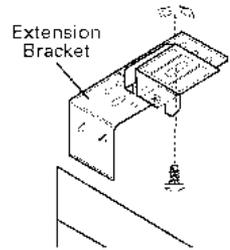
- Spacer blocks will be attached to the end of each bracket.
- Ensure the screws are long enough to secure brackets to surface.
- Do not use more than three spacer blocks per bracket.
- If installing extension brackets, do not use spacer blocks.

## EXTENSION BRACKETS (optional):

- Position the extension brackets to the desired wall location.
- The bracket tops must be aligned and level to one another.
- Mount the extension brackets through the back holes with two screws.
- Attach the installation brackets to the extension brackets.

*Installation brackets attached to extension  
brackets with the included screws and nuts.*

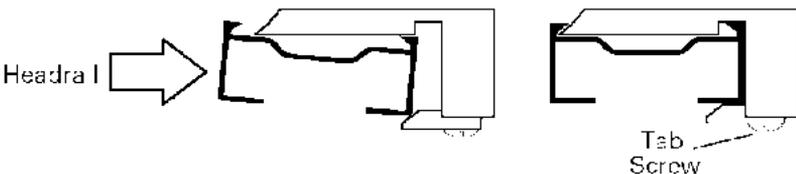
*Use the same holes for all brackets to ensure  
even projection from the surface.*



## STEP 2: INSTALLING THE SHADE

### MOUNT THE HEADRAIL – STANDARD BRACKETS:

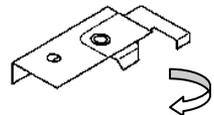
- With the front (colored) side of the shade facing you ...
- Tilt the headrail slightly backward to angle the front inside lip to the brackets.
- Rotate headrail upward to snap in it into place.
- Tighten the bottom tab screw on each bracket until snug (don't over-tighten).



- To **REMOVE** shade, maintain hold on shade and loosen tabs with screwdriver.

### MOUNT THE HEADRAIL – SWIVEL BRACKETS:

- Open the swivel brackets by rotating the swivel tab.
- With the front (colored) side of the shade facing you ...
- Position the headrail against the back side of the brackets.
- Close the swivel tab (rotate back) until it grabs **UNDER** the headrail.
- Ensure the tab is flush against the headrail to lock in place.



## STEP 3: OPERATING THE SHADE

TO RAISE AND LOWER THE SHADE:

- Pull the **single lift cord** toward the center of the shade to disengage the cord lock.
- Pull the cord to raise or lower shade to desired position, then...
- Move the cord toward the original position to **re-engage the cord lock**.

## STEP 4: ADJUSTING THE SHADE

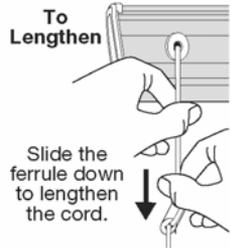
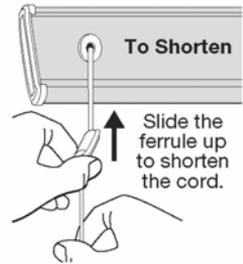
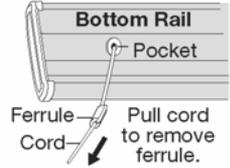
### Verify Shade Length

- Raise and lower the shade several times.
- If the length is incorrect or the bottom rail is not level, use the following steps to correct.

### Shade Length Adjustment

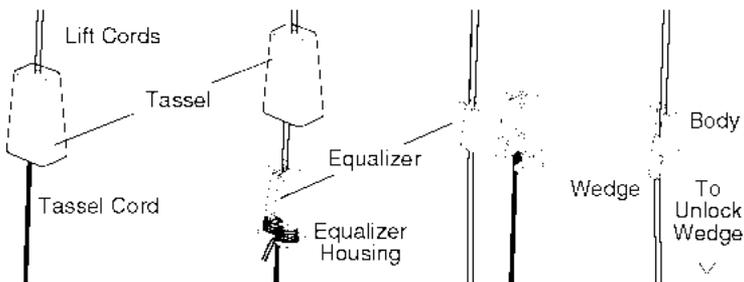
Shade height and adjustments to level the bottom rail can be made by adjusting the cord on the underside of the bottom rail.

- Locate the ferrule, seated in a pocket in the bottom rail.
- Remove the ferrule by pulling on the excess cord. If the cord has been trimmed, you will need to use a needlenose pliers to access it.
- To shorten the cord, hold the cord under the ferrule taut. Then slide the ferrule up toward the pocket.
- To lengthen the cord, hold the cord tight between the pocket and the ferrule. Then slide the ferrule down.
- After adjusting, place the ferrule fully back into the pocket.
- Once you are certain of the final adjustments, trim the cord flush with the ferrule and bottom rail.



To adjust shade heights and to level the bottom rail utilizing the **cord equalizer**. Refer to the following diagram for a visual representation of the adjustment steps and the names of the equalizer components.

### Cord Equalizer Adjustment Diagram



### CORD EQUALIZER ADJUSTMENT STEPS:

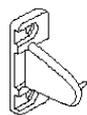
- With a firm hold on the **tassel cord**, pull the **tassel** (cover) up to expose the **equalizer housing**.
- The excess lift cording around the base of the equalizer housing should be unwrapped at this time.
- **Pull up** on the lift cord to remove the **equalizer** from its housing.
- **Maintain a hold on the lift cords**, pull them down while holding the equalizer to unlock the **wedge**.
- Pull on each lift cord (together or individually) to adjust the shade height.

- If satisfied with the new bottom rail position, maintain your hold on the cords to keep them in place.
- Slide the cords into the groove at the bottom of the equalizer, then slide the wedge (with the raised tab against the cords) into the equalizer (**body**) to secure.
- Push the wedge firmly into the equalizer to lock the cords in place.
- Ensure the cords are not tangled or crossed.
- The equalizer should now be placed back into the housing.
- Any excess lift cording should be re-wrapped around the base of the housing.
- Slid the bottom cord through the bottom slot of the housing.
- Slide the tassel back over the housing until secure.
- If all adjustments are final, excess cording may be trimmed from the bottom.

## STEP 5: INSTALL REMAINING ITEMS

ATTACH THE (optional) HOLD DOWN BRACKETS – OUSIDE MOUNTS (**only**):

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



## CLEANING INSTRUCTIONS

Honeycomb and Pleated 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 or Lace fabrics. Do not immerse headrail in water.

**ULTRASONIC CLEANING:** Standard shades, except those made with Serenity, Opulence 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 or Lace fabrics. Do not immerse headrail in water.

## SAFETY

**CORD CLEATS:** Cord cleats should be mounted at a height where they will be out of the reach of children. Take into account that a child may stand on furniture attempting to reach the cords.

- Attach the cord cleats so they are 6" to 12" apart.
- Wrap excess cord around the cleats after each use of the shade.
- Clip the cord onto itself using a clamping devise (e.g. a binder clip).
- Wrap or tie the cord to itself.



## 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: Specialty Blinds and Shades are warranted for one year from the date of purchase. This warranty does not apply to Commercial Orders.