## **Know Your Shade**

#### Number of parts included for each shade:

Shade Width	Brackets	Larger Screws (Bracket)	Headrail end caps	Middle rail end caps	Bottom rail end caps	Middle Handle	Bottom Handle	Smaller Screws (Hold- down Bracket)	Hold- down Bracket
W ≤ 38"	2	4	2	2	2	1	1	4	2
W > 38"	3	6	2	2	2	2	2	4	2

Bracket



**Right Side:** 

- Hex head screw
- Headrail end caps Left side:









- Middle rail end caps
- Bottom rail end caps
- Middle Handle
- Bottom Handle
- 1/2 inch screws
- Hold down brackets

# Prepping the Shade

Install the left and right headrail end caps by sliding both top tabs into the top of the headrail.

Left Side:

Right Side:



To install the bottom rail left and right end caps, match the flat side of the end caps with the bottom rail of your shade (For bottom rail end caps, left/right side are the same). Using the flat surface on the end caps, push fabric/stiffener against the end of the rail and slide the end caps into the side of the rail.

Right Side:

#### Left Side:



## **Outside Mount**

(A minimum 3/4" flat wall space is necessary.)

Position brackets above window opening. Remember to leave the brackets a few inches away from each side of your window. Spread them out evenly by measuring the same distance from each side of the window.





Make sure brackets are aligned. "L" shape opening should be facing down, with the shorter side against the wall. Insert 2 of the hex head screws into both openings and fasten.



### Inside Mount

(A minimum 1" depth is required or 2-inch depth for flush mounts.)

Position brackets along the top of the window opening in the desired location. Remember to leave a few inches from each side of your window.



Make sure both brackets are aligned. "L" shape opening should be facing down, with longer side against top of the window opening.

Insert 1 hex head screw into the oval opening, between the two springs, and fasten.



DO NOT use hex head screws for holes on the back of the bracket for inside mount. It will prevent your shade from clicking in place. These holes can be operated with 2 flathead screws (Flat-head screws are not included in the package).







## Mount Shade on Brackets



- a. Lift the headrail into position such that the front edge of the bracket is under the inner front edge of the headrail.
- b. Rotate headrail backward toward window, push the headrail upward until the release tab at the bottom of each bracket snaps onto the back of the headrail until a snapping sound is heard. This will let you know that the shade is engaged into the bracket.
- c. Check carefully to assure that each bracket is properly secured.
- d. Please allow 24 hours for your shade to drop to its actual height when first installed due to the nature of the fabric.

## Installing Handle

#### a. Install mid rail handle



#### b. Install bottom rail handle



Transparent cordless handles should be operated from the center of the bottom rail.

For shades 38" < W  $\leq$  72", spread handles out evenly- by having the same distance from each side of the window.

To ensure proper usage of cordless shades, be sure to extend and retract the shade steadily, thus assuring the cord to stack evenly.

## Operate the Shade

To lower the shade: grip the handle and slowly pull straight down.

To raise the shade: put one hand under the handle (palm facing up) and slowly lift until the desired height is reached.

#### Remove the Headrail



Push the headrail toward mounting brackets, hold it on and rotate headrail downward away from window to release headrail from the tab of bracket by lifting the headrail out from the front edge of bracket.

## Optional Hold Down Brackets

Hold down brackets are mounted with the supplied 1/2 inch screws. With the shade at its proper drop, place the pin of each hold down bracket into the hold of each end cap and mark the screw holes.

Make sure the pins are level and aligned. Raise the shade, then screw the hold down bracket into the mounting surface.



# Cleaning & Care

To clean the shade fabric, use a feather duster or vacuum lightly using the soft brush attachment.

# **CORDLESS TOP DOWN**

BOTTOM UP CELLULAR SHADE INSTALLATION INSTRUCTIONS

