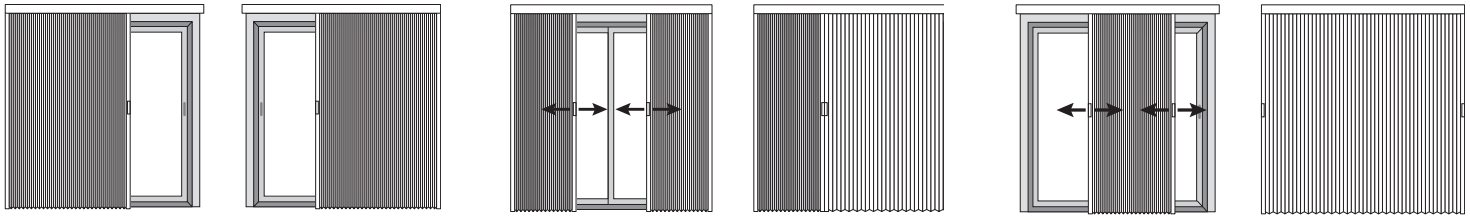
INSTALLATION INSTRUCTIONS

HONEYCOMB/CELLULAR SHADES

Vertical Application

STACKING DESIGNS



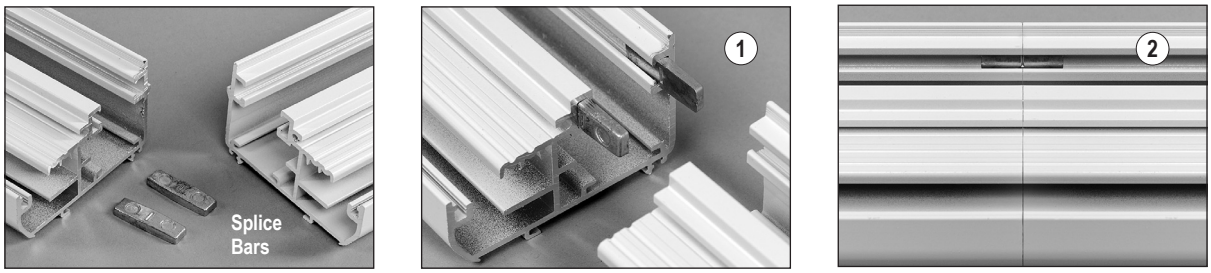
Left Stack | **Right Stack** | **Split Stack** (Center Opening) | **Two-Fabric Combination** (Two Full-Width Fabric Panels) | **Traveling Center Stack** (Stacks Anywhere with Two Moving Rails) | (Full Covers the Opening)

A left stack design is shown throughout these instructions. Procedures for a right stack design are the same, but at opposite sides of the fabric stack and headrail.



IMPORTANT: Cords are wrapped around a cord organizer located approximately 6" from the top of the moving rail. PLEASE do **not** unwrap the cords until instructed.

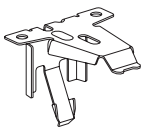
SPLIT STACK SHADES OVER 168"



Split stack shades over 168" in width require a two-piece headrail. The two pieces should be spliced together before beginning the installation. A splice kit consisting of two splice bars is used to connect the headrail sections. **(1)** Insert the splice bars into the rear bottom channels of one section of the headrail. **(2)** Press the two headrail pieces together until they are firmly seated.

Note: *Three or four installers will be needed to mount the spliced headrail.*

REQUIRED INSTALLATION BRACKETS



Shade Width	Brackets Required
12" – 31"	2
31 1/8" – 66"	3
66 1/8" – 96"	4
96 1/8" – 139"	5
139 1/8" – 168"	6
168 1/8" – 199"	8
199 1/8" – 234"	9
234 1/8" – 264"	10
264 1/8" – 336"	12

INSTALLATION INSTRUCTIONS

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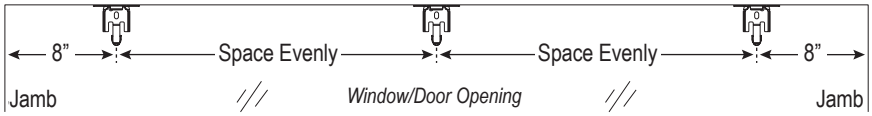
ALL STACK DESIGNS — INSIDE/CEILING MOUNT

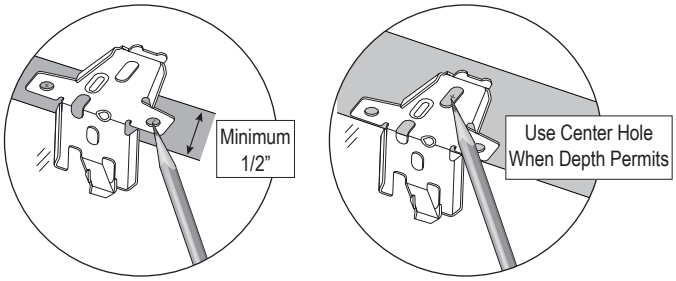
Install the Brackets



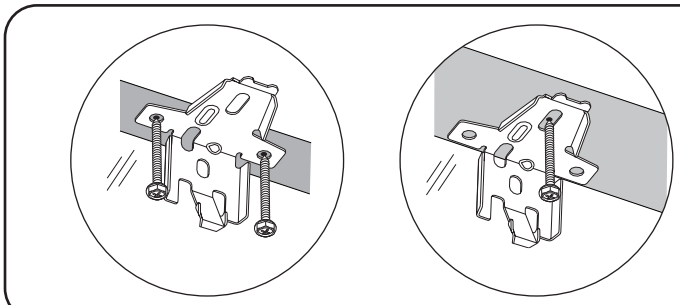
Fully Recessed Depth	
3/4” Pleat	1-1/4” Pleat
3-7/8”	4-5/8”

The minimum casement depth for a fully recessed mount varies with fabric pleat size, as shown in the table.

CAUTION: Use drywall anchors when mounting into drywall. Use a 3/32” drill bit.



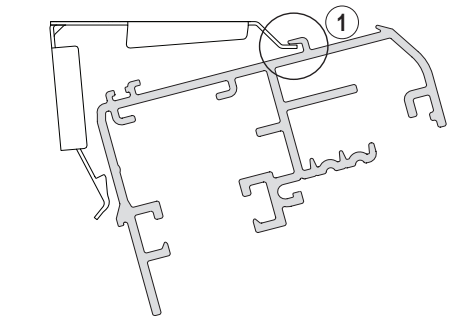
The minimum casement depth for mounting the installation brackets is 1/2”.
Mark both of the winged screw holes with shallow mounting depths.
Drill the screw holes using a 3/32” drill bit.

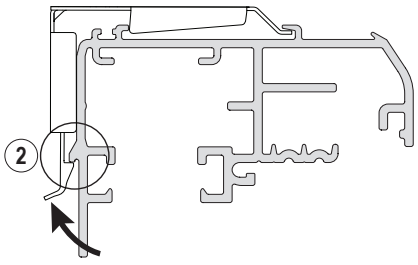


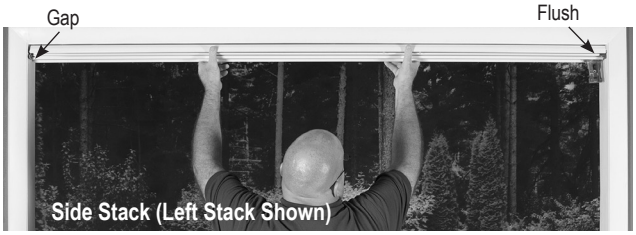
Attach the installation brackets using the screws provided.

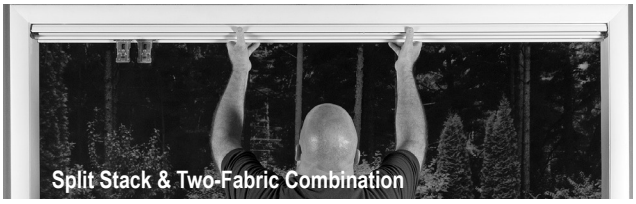
IMPORTANT: *Be sure the front edges of the installation brackets are level and aligned to each other. Use shims if necessary to level the brackets.*

Install the Headrail











IMPORTANT: Do not remove any components from the headrail. Both end plates should remain attached to the ends of the headrail.

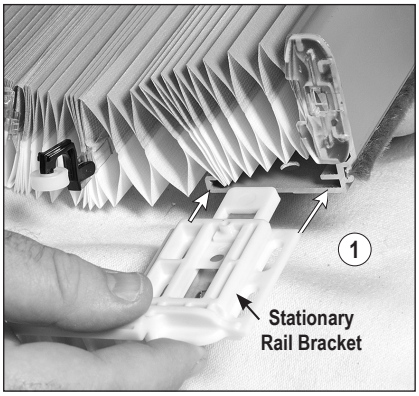
Place the front groove on the headrail onto the front lip of the installation bracket (**1**). Position the end of the headrail opposite the fabric stack flush against the jamb. This leaves a gap on the stationary rail side. The stationary rail fills this gap when anchored. Rotate the rear of the headrail up and push back until the headrail snaps in place (**2**).

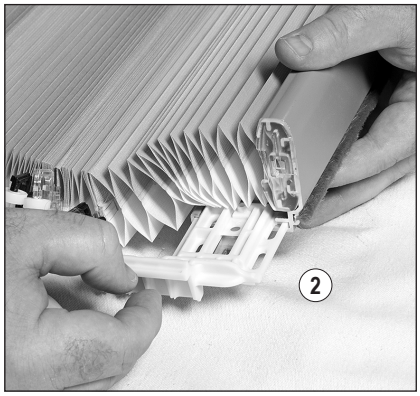
For CENTER STACK continue to INSTALL THE RAILS AND FABRIC STACKS INTO THE HEADRAIL on page 12.

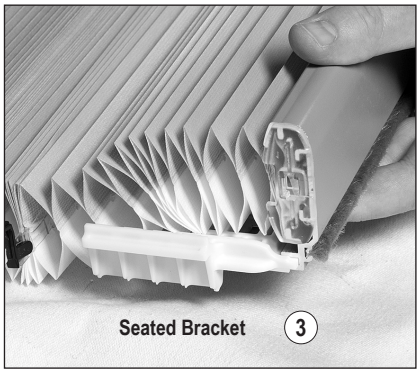
SIDE STACK, SPLIT STACK & TWO-FABRIC COMBINATION — INSIDE/CEILING MOUNT

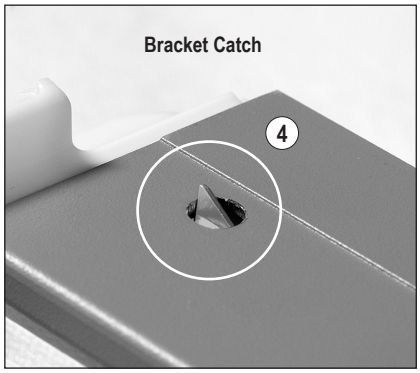
Prepare the Fabric Stack

TOP OF FABRIC STACK



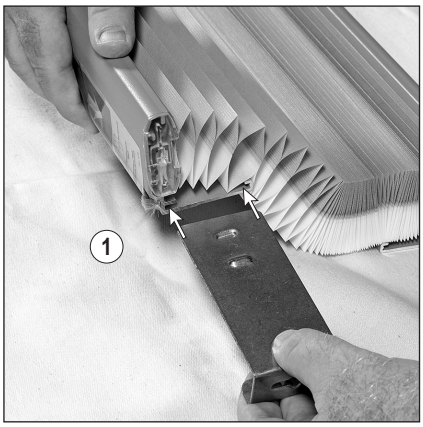


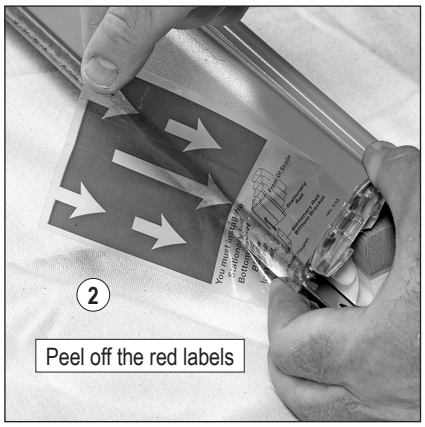




Insert the stationary rail bracket into the vertical rail on the side where the fabric stacks (**1**). The bracket fits into the grooves on the rear of the vertical rail (**2**). Insert the bracket until it is seated and the bracket catch snaps into the hole on the back of the rail (**3**). Check that the bracket catch is fully engaged (**4**).

BOTTOM OF THE STATIONARY RAILS





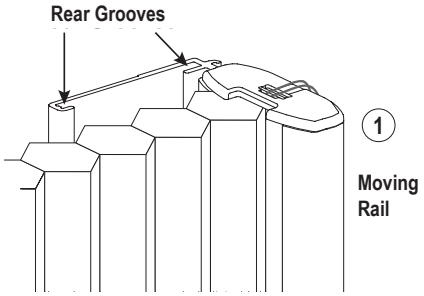
Insert the stationary rail bottom bracket into the bottom of the stationary rail. The bracket fits into grooves at the bottom of the rail (**1**). Insert the bracket with the mounting flanges to the back, away from the fabric stack. Do <u>not</u> seat the bracket; about 1⁄4" should extend from the rail. Once inserted, peel off the **red** label (**2**).

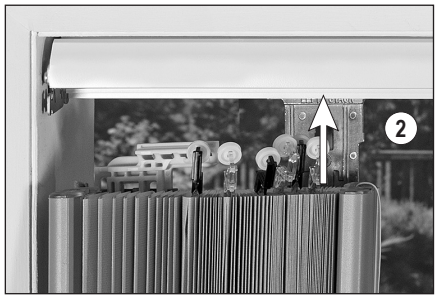
For SIDE STACK continue to INSTALL THE RAILS AND FABRIC STACK INTO THE HEADRAIL on page 5.

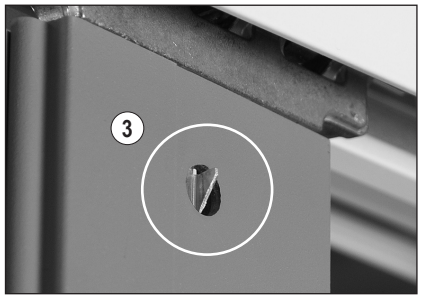
For SPLIT STACK & TWO-FABRIC COMBINATION continue to INSTALL THE RAILS AND FABRIC STACKS INTO THE HEADRAIL on page 8.

SIDE STACK — INSIDE/CEILING MOUNT

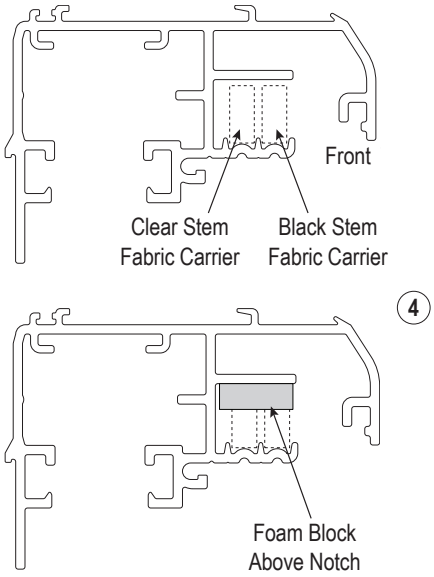
Install the Rails and Fabric Stacks Into the Headrail

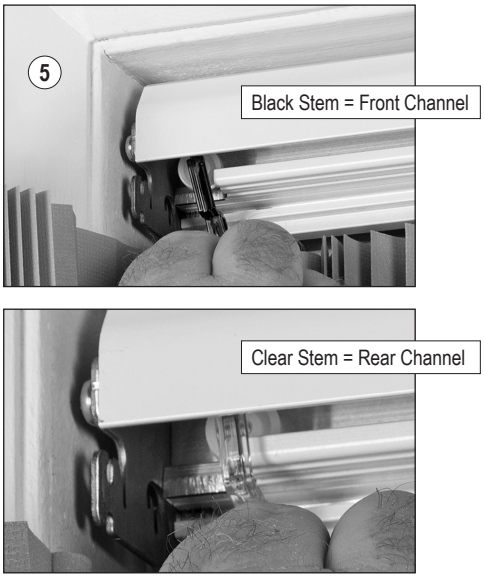






Insert the moving rail onto the moving rail bracket **(1)**. The bracket fits into the grooves on the rear of the vertical rail **(2)**. Be sure to fit the bracket into both rear grooves. Insert the bracket until the bracket catch snaps into the hole on the back of the rail **(3)**. Check that the bracket catch is fully engaged.

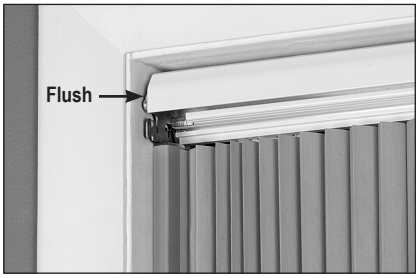


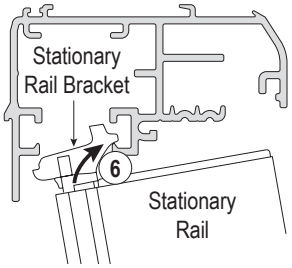


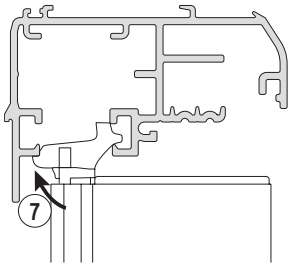
Review the diagram above to familiarize yourself with where the fabric carrier wheels fit inside the headrail. Note that the headrail is notched to allow insertion of the wheels. Above the notch is a foam block to keep the wheels in place during installation. Compress the foam to install the fabric carrier wheels.
Insert the fabric carrier wheels into the headrail through the notch on the left end, compressing the foam block (**4**). (*Unwrap a small amount of cord from the orange cord organizer if you need more slack.*) The wheels with clear stems fit into the rear channel and the wheels with black stems into the front channel (**5**).

Note: The fabric carrier wheels only fit into the rail the correct way; it is not possible to install them into the wrong channel.

IMPORTANT: Do <u>not</u> attach the stationary rail bracket until after inserting all fabric carriers.







Hook the stationary rail bracket in place (**6**). Move the stationary rail flush against the jamb (**7**). You may allow the stationary rail to hang freely.

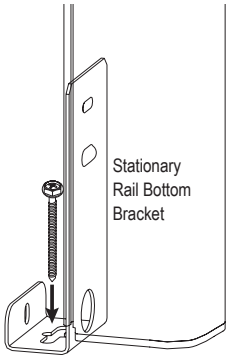
Note: To move the stationary rail bracket, pull the bottom of the rail into the room slightly before sliding the bracket.

SIDE STACK— INSIDE/CEILING MOUNT

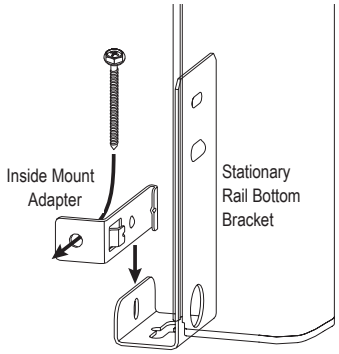
Secure the Stationary Rails

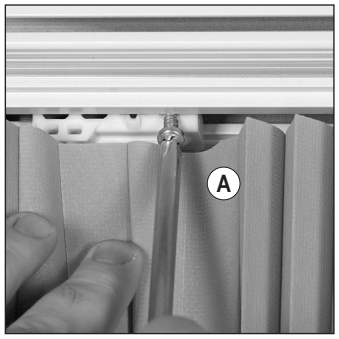


Floor & Sill Attachment



Jamb Attachment





Attach the stationary rail bottom bracket. The bracket may be attached to the sill or floor. It may also be attached to the jamb using the inside mount adapter. Be sure the stationary rail is flush against the jamb.

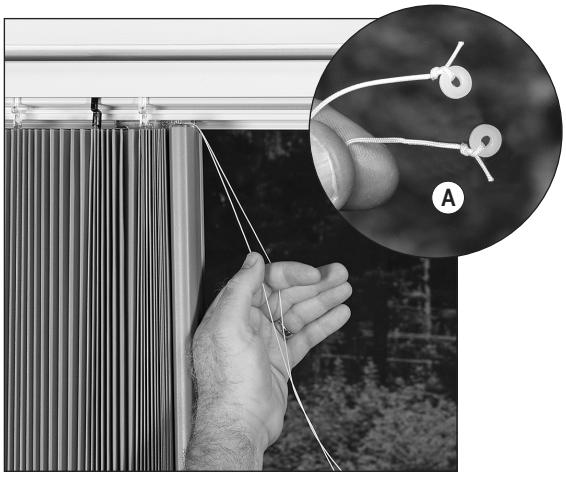
Floor or sill attachment: Attach the stationary rail bottom bracket using the screw provided.

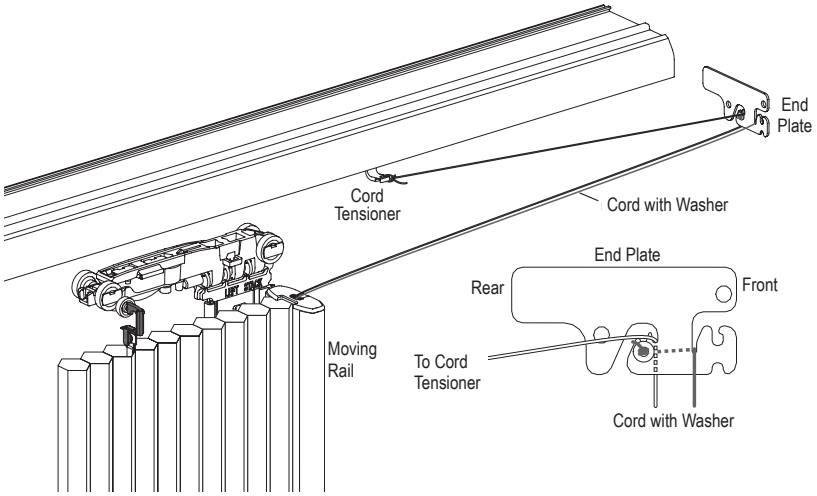
Jamb attachment: Use the inside mount adapter to secure the stationary rail to the side of the jamb. Slide the inside mount adapter onto the stationary rail bottom bracket. Align the screw hole of the adapter to face the side jamb (or side wall). Secure with the provided screw through the inside mount adapter and into the side jamb (or side wall).

Note: If you ordered your shade with a cut-out, for baseboards or other obstructions, you must use the inside mount adapter.

Secure the stationary rail bracket using the provided small screw (**A**). Hold the bracket in place and screw through either of the two holes on the bracket.
Note: Two #8 x 3/8" pan head screws are provided; one is a spare.

Position the Cords and Set Cord Tension





Unwrap the cord from the orange cord organizer. Remove any twists by running a finger between the two cords. **Note:** Both ends of the cords have a washer to prevent the cords from slipping into the vertical rail (**A**).

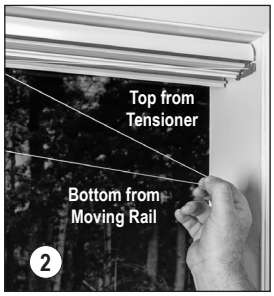
Study the cording diagram above. The cords are connected to the end plate that is opposite the fabric stack. (*In the illustration, the two cords are shaded differently to make the routing easier to follow.*) One of the ends with washer is anchored to the end plate at the first slot from the rear. The washer on the other cord is trimmed off and the end is tied to the cord tensioner. Then that cord is looped around the second slot from the rear.

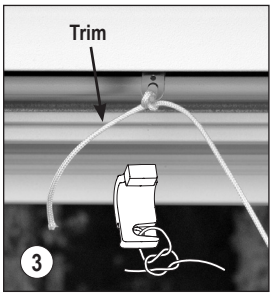
IMPORTANT: The top of the looped cord must be the portion of the cord coming from the cord tensioner. **...Continue on page 7.**

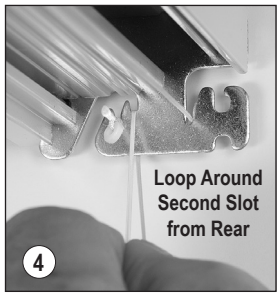
SIDE STACK— INSIDE/CEILING MOUNT

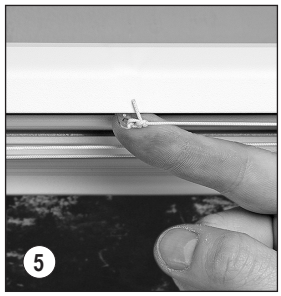
Position the Cords and Set Cord Tension (Con't)





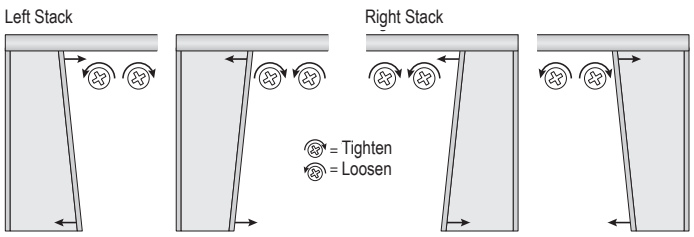


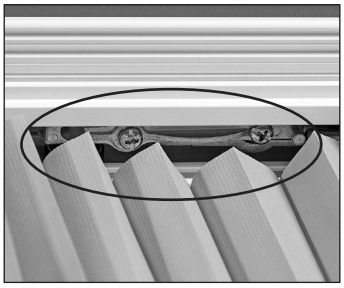




Position the cords. Place the washer on the end of one cord into the first slot from the rear on the inside of the end plate (**1**). Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer (**2**). Cut the washer from the end of the other cord and tie the cord to the cord tensioner using a square knot (**3**). (*There are two cord tensioner in the headrail; one is a spare*.) Trim the end of the cord to about 1/2". Loop the cord from the tensioner around the second slot from the rear (**4**). The top of the loop must be the cord from the cord tensioner. Be sure the cord is not twisted.

SET CORD TENSION: Remove slack from the cord by moving the cord tensioner away from the end plate it is looped around. If the tensioner must be moved more than one-third of the headrail width away from its end plate to remove slack, re-tie the knot and trim the excess cord (**5**). Do not put tension on the cord at this time. Just remove the slack.





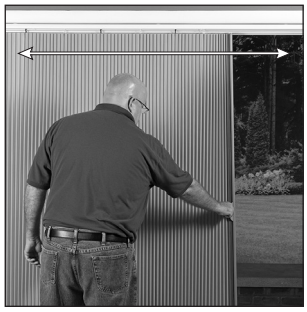


Adjust the moving rail to vertical, if necessary. Work from the front side of the shade. Locate the Phillips screws on the moving rail bracket.

To adjust the bottom end of the moving rail to the right, loosen the right screw one-half turn, then tighten the left screw one-half turn. Repeat until the rail is properly aligned. To adjust the bottom end of the moving rail to the left, loosen the left screw one-half turn, then tighten the right screw one-half turn. Repeat until the rail is properly aligned.

IMPORTANT: After making the adjustments, check to be sure both screws are tight on the moving rail bracket. To prevent screws from falling out, do not overly loosen the screws.



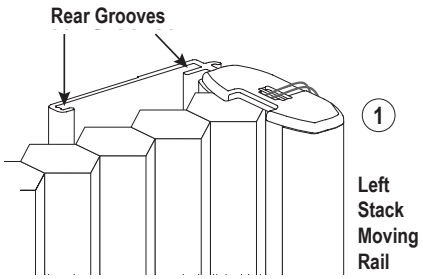


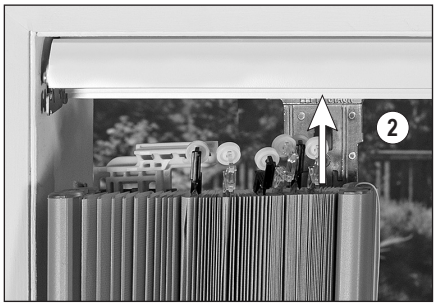
Tension the cord. **IMPORTANT:** When the cord is properly tensioned, the moving rail slides easily yet holds its position anywhere along its travel. Slide the cord tensioner along its channel in the headrail until the cord is taut. Fully open and close the fabric stack several times. This evenly distributes tension throughout the shade. If necessary, readjust the cord tensioner by sliding it until the cord is taut. Check to ensure the proper tension. Make any needed adjustments by sliding the cord tensioner in its channel so that the moving rail slides easily and holds its position anywhere along its travel.

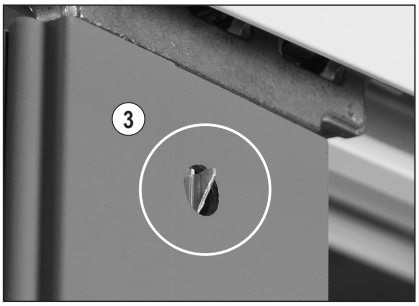
Continue to VALANCE ATTACHMENT on page 29.

SPLIT STACK & TWO-FABRIC COMBINATION — INSIDE/CEILING MOUNT

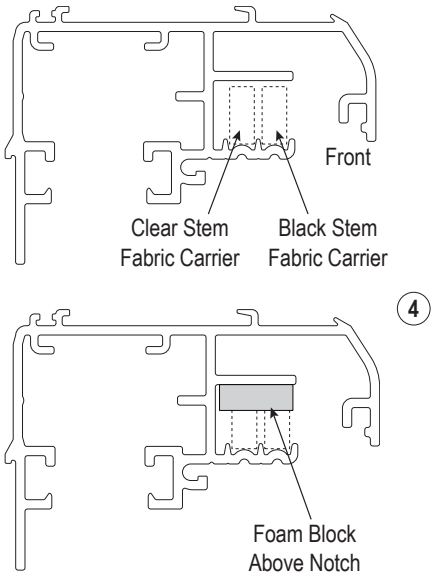
Install the Rails and Fabric Stacks Into the Headrail

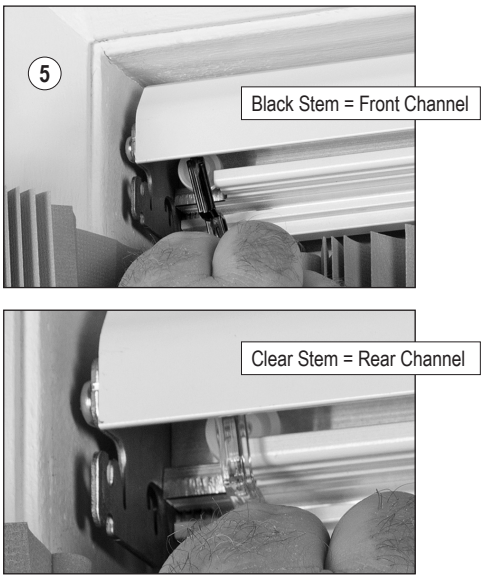






Insert the left stack moving rail onto the left-side moving rail bracket **(1)**. The bracket fits into the grooves on the rear of the vertical rail **(2)**. Be sure to fit the bracket into both rear grooves. Insert the bracket until the bracket catch snaps into the hole on the back of the rail **(3)**. Check that the bracket catch is fully engaged.





Review the diagram above to familiarize yourself with where the fabric carrier wheels fit inside the headrail. Note that the headrail is notched to allow insertion of the wheels. Above the notch is a foam block to keep the wheels in place during installation. Compress the foam to install the fabric carrier wheels.

Insert the fabric carrier wheels into the headrail through the notch on the left end, compressing the foam block **(4)**. (*Unwrap a small amount of cord from the orange cord organizer if you need more slack.*) The wheels with clear stems fit into the rear channel and the wheels with black stems into the front channel (**5**).

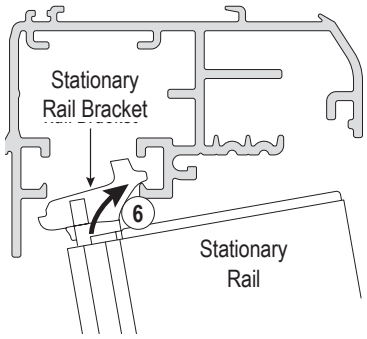
Note: The fabric carrier wheels only fit into the rail the correct way; it is not possible to install them into the wrong channel.

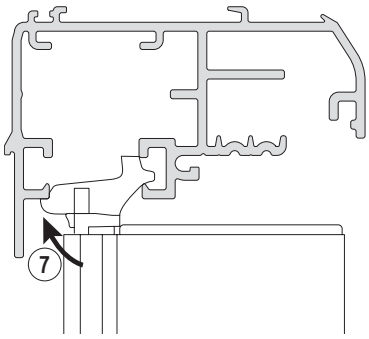
IMPORTANT: Do not attach the stationary rail bracket until after inserting all fabric carriers.

SPLIT STACK & TWO-FABRIC COMBINATION — INSIDE/CEILING MOUNT

Install the Rails and Fabric Stacks Into the Headrail (Con't)







Slide the moving rail bracket and fabric carriers far enough into the headrail to hook the stationary rail bracket in place (**6**). Tilt the bottom of the stationary rail toward you and hook the bracket to the headrail (**7**). Allow the stationary rail to hang freely.

Repeat the previous steps to install the right fabric panel:

Insert the right stack moving rail onto the right-side moving rail bracket. Check that the catch is fully engaged. Insert the fabric carrier wheels into the headrail through the notch at the right end. Slide the moving rail bracket and fabric carriers far enough into the headrail to hook the stationary rail bracket in place.

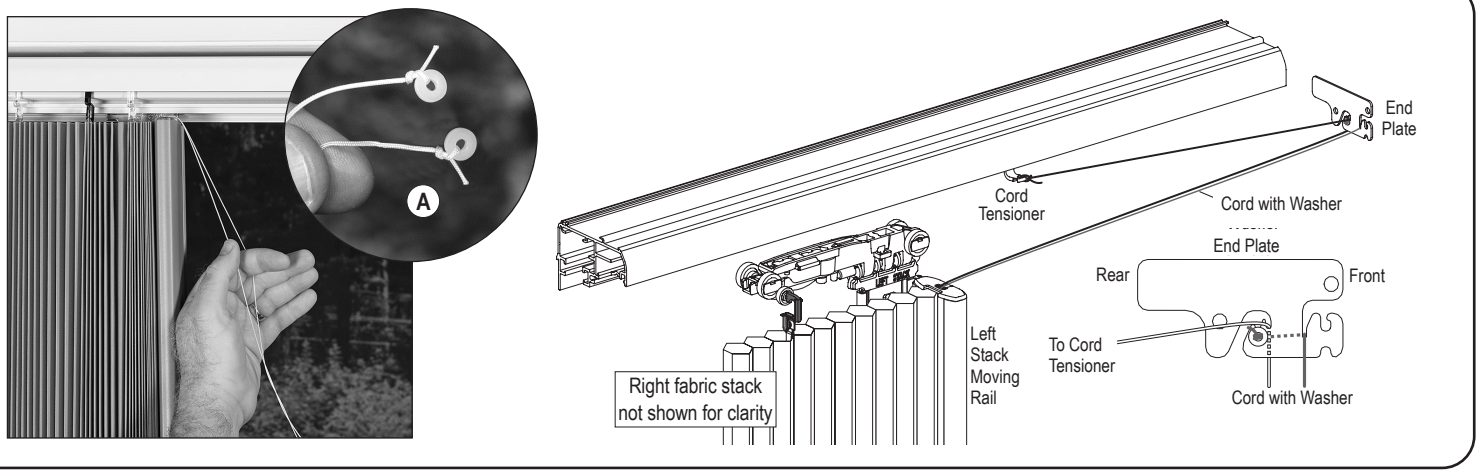


Position the left and right fabric stacks approximately 6" to 12" from their respective end plates. This provides the space needed to cord the end plates.

Note: To move the fabric stacks, first release tension from the stationary rail bracket by pulling the bottom of the stationary rail into the room slightly.

SPLIT STACK & TWO-FABRIC COMBINATION — INSIDE/CEILING MOUNT

Cord the Headrail and Set Cord Tension

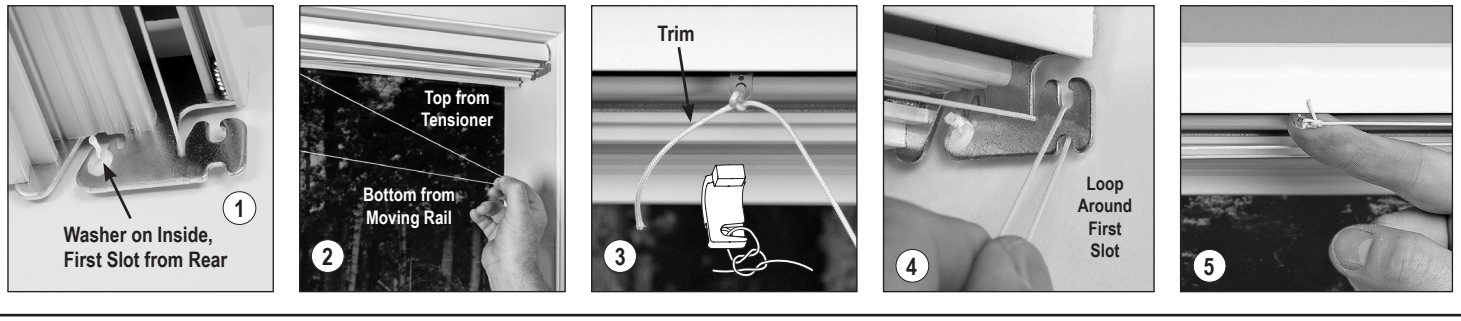


At the left stack moving rail, unwrap the cord from the orange cord organizer. Remove any twists by running a finger between the two cords.

Note: Both ends of the cords have a washer to prevent the cords from slipping into the vertical rail (**A**).

Study the cording diagram above. The cords from the left fabric stack are connected to the right-side end plate. (*In the illustration, the two cords are shaded differently to make the routing easier to follow.*) One of the ends with washer is anchored to the end plate at the first slot from the rear. The washer on the other cord is trimmed off and the end is tied to the cord tensioner. Then that cord is looped around the first slot from the front.

IMPORTANT: The top of the looped cord must be the portion of the cord coming from the cord tensioner.



Position the cords from the left fabric stack. Place the washer on the end of one cord into the first slot from the rear on the inside of the end plate (**1**). Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer (**2**). Cut the washer from the end of the other cord and tie the cord to the right-most cord tensioner using a square knot (**3**). (*There are three cord tensioners in the headrail — one for each fabric stack and one for a spare.*) Trim the end of the cord to about 1/2". Loop the cord from the tensioner around the first slot from the front (**4**). The top of the loop must be the cord from the cord tensioner. Be sure the cord is not twisted.

SET CORD TENSION: Remove slack from the cord by moving the cord tensioner away from the end plate it is looped around. If the tensioner must be moved more than one-third of the headrail width away from its end plate to remove slack, re-tie the knot and trim the excess cord (**5**). Do not put tension on the cord at this time. Just remove the slack.

IMPORTANT: Cord tensioners must not reach the halfway point of the headrail. Do not cross the two cord tensioners.

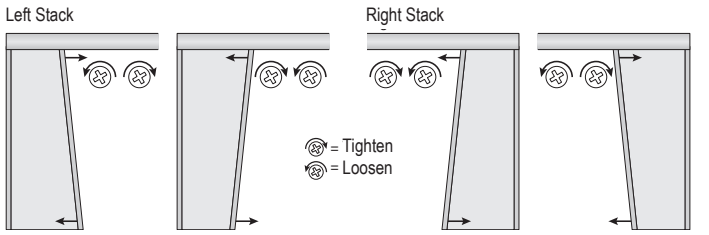
Repeat the previous steps for the cords from the right fabric panel:

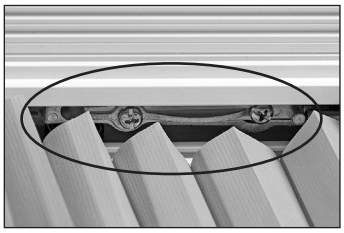
At the right stack moving rail, unwrap the cord from the orange cord organizer. The cords from the right fabric stack are connected to the left-side end plate. Place the washer on the end of one cord into the first slot from the rear on the inside of the end plate. Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer. Cut the washer from the other end of the cord and tie the cord to the left-most cord tensioner using a square knot. Trim the end of the cord to about 1/2". At the left-side end plate, loop the cord from the tensioner around the first slot from the front. The top of the loop must be the cord from the cord tensioner.

 ...Continue on page 11.

SPLIT STACK & TWO-FABRIC COMBINATION — INSIDE/CEILING MOUNT

Cord the Headrail and Set Cord Tension (Con't)







Adjust the moving rail to vertical, if necessary. Work from the front side of the shade. Locate the Phillips screws on the moving rail bracket. To adjust the bottom end of the moving rail to the right, loosen the right screw one-half turn, then tighten the left screw one-half turn. Repeat until the rail is properly aligned. To adjust the bottom end of the moving rail to the left, loosen the left screw one-half turn, then tighten the right screw one-half turn. Repeat until the rail is properly aligned. **IMPORTANT:** After making the adjustments, check to be sure both screws are tight on the moving rail bracket. To prevent screws from falling out, do not overly loosen the screws.

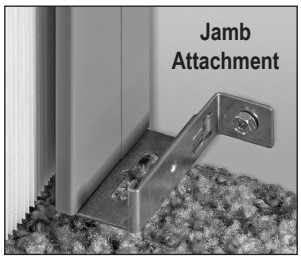


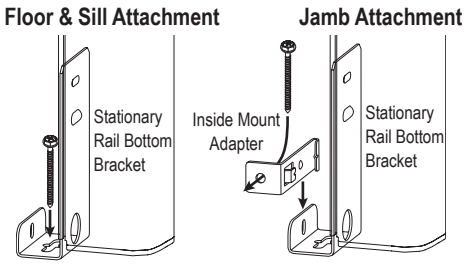


Tension the cord. **IMPORTANT:** When the cords are properly tensioned, the moving rails slide easily yet hold their position anywhere along their travel. Slide each cord tensioner along its channel in the headrail until the cord is taut. Fully open and close both fabric stacks several times. This evenly distributes tension throughout the shade. If necessary, readjust the cord tensioners by sliding them until the cords are taut. Check to ensure the proper tension. Make any needed adjustments by sliding the cord tensioners in their channel so that each moving rail slides easily and holds its position anywhere along its travel.

NOTE: With split stack designs, each fabric stack will move only to the halfway point of the shade. With Two-Fabric Combination, each fabric stack can span the full width of the shade.

Secure the Stationary Rails







Move the stationary rails flush with their respective end plates. **Note:** To move the stationary rail bracket, pull the bottom of the stationary rail into the room slightly before sliding the bracket. Attach the stationary rail bottom brackets. The brackets may be attached to the sill or floor, or to the jamb using the inside mount adapter.

Floor or sill attachment: Attach the stationary rail bottom brackets using the screw provided.

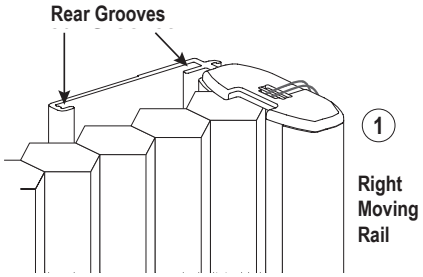
Jamb attachment: Use the inside mount adapter to secure the stationary rails to the side of the jamb. Slide the inside mount adapter onto the stationary rail bottom bracket. Align the screw hole of the adapter to face the side jamb (or side wall). Secure with the provided screw through the inside mount adapter and into the side jamb (or side wall).

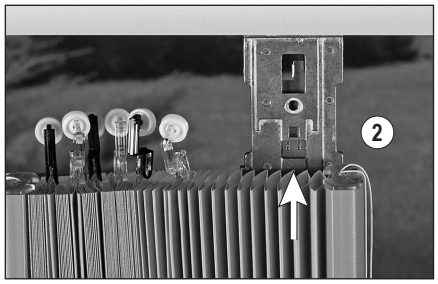
Note: If you ordered your shade with a cutout, for baseboards or other obstructions, you must use the inside mount adapter.

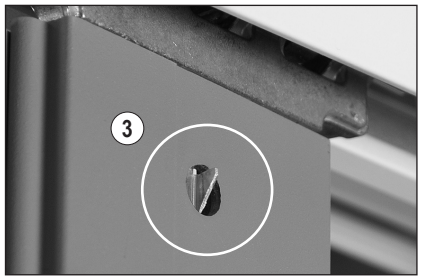
Continue to VALANCE ATTACHMENT on page 29.

CENTER STACK — INSIDE/CEILING MOUNT

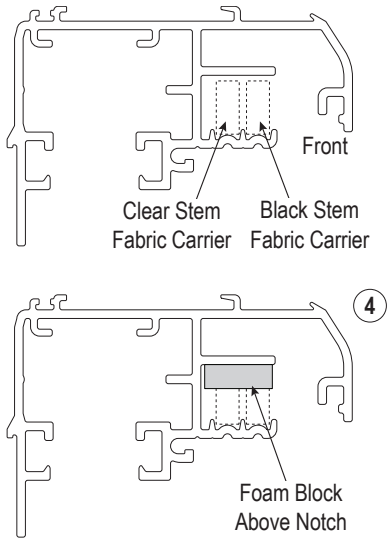
Install the Rails and Fabric Stacks Into the Headrail

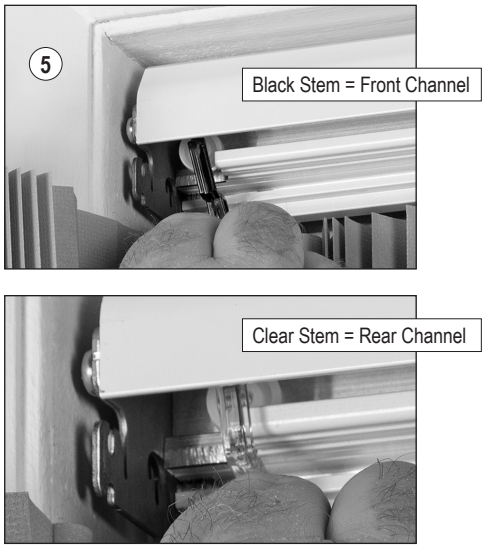






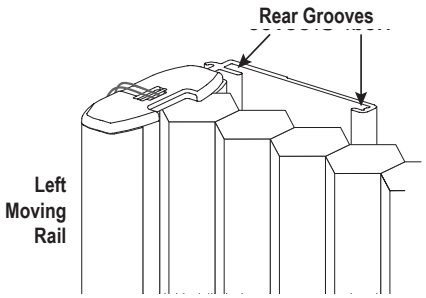
Unwrap enough cord from the one of the orange cord organizers to expand the fabric stack enough so that the moving rails can be installed onto the moving rail brackets. *Do not completely unwrap the cords*. Insert the right moving rail onto the right-side moving rail bracket (**1**). The bracket fits into the grooves on the rear of the vertical rail (**2**). Be sure to fit the bracket into both rear grooves. Insert the bracket until the bracket catch snaps into the hole on the back of the rail (**3**). Check that the bracket catch is fully engaged.

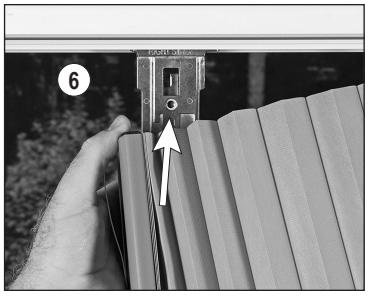


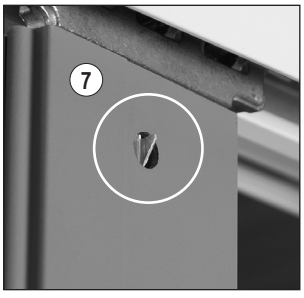


Review the diagram above to familiarize yourself with where the fabric carrier wheels fit inside the headrail. Note that the headrail is notched to allow insertion of the wheels. Above the notch is a foam block to keep the wheels in place during installation. Compress the foam to install the fabric carrier wheels.
Insert the fabric carrier wheels into the headrail through the notch on the left end, compressing the foam block (**4**). The wheels with clear stems fit into the rear channel and the wheels with black stems into the front channel (**5**).

Note: The fabric carrier wheels only fit into the rail the correct way; it is not possible to install them into the wrong channel.



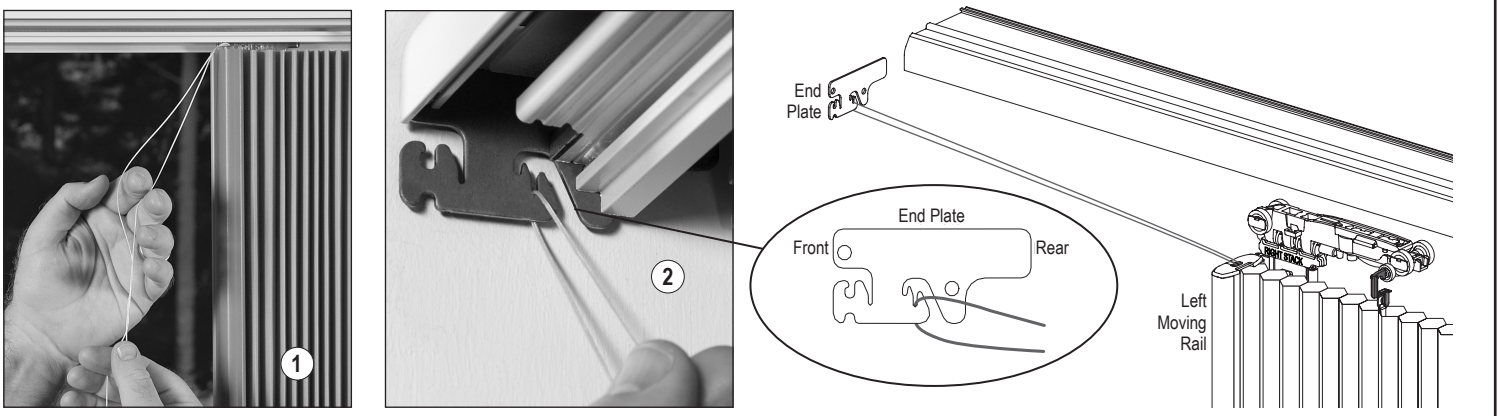




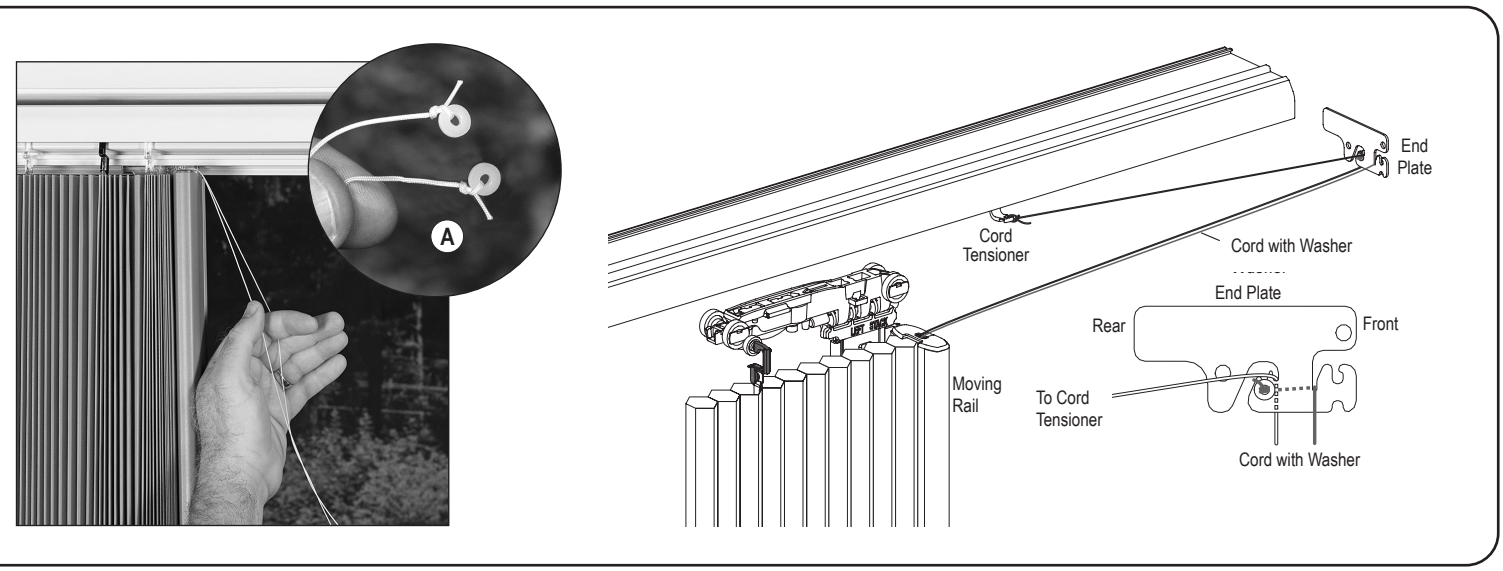
After installing all the fabric carrier wheels, insert the left moving rail onto the left-side moving rail bracket. Be sure to fit the bracket into both rear grooves on the rear of the vertical rail (**6**). Insert the bracket until the bracket catch snaps into the hole on the back of the rail (**7**). Check that the bracket catch is fully engaged.

CENTER STACK — INSIDE/CEILING MOUNT

Position the Cords and Set Cord Tension



At the left moving rail, remove the orange cord organizer from the rail (if necessary) and unwrap the cord. Remove any twists by running a finger between the two cords (**1**). The cord on the left side is a closed loop. Loop the cord around the rear slot on the left side end plate (**2**).



At the right moving rail, remove the orange cord organizer from the rail (if necessary) and unwrap the cord. Remove any twists by running a finger between the two cords. Note that both ends of the cords have a washer to prevent the cords from slipping into the vertical rail (**A**).

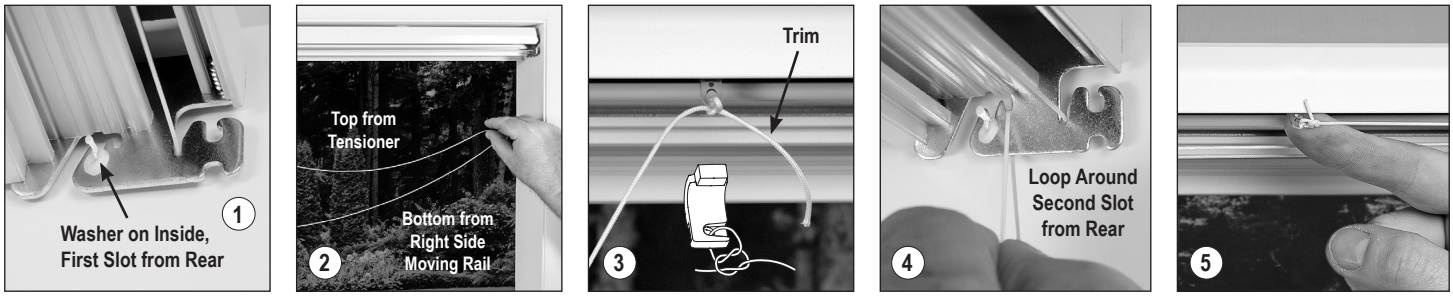
Study the cording diagram above. The cords from the right moving rail are connected to the right side end plate. (*In the illustration, the two cords are shaded differently to make the routing easier to follow.*) One of the ends with washer is anchored to the end plate at the first slot from the rear. The washer on the other cord is trimmed off and the end is tied to the cord tensioner. Then that cord is looped around the second slot from the rear.

IMPORTANT: The top of the looped cord must be the portion of the cord coming from the cord tensioner.

...Continue on page 14.

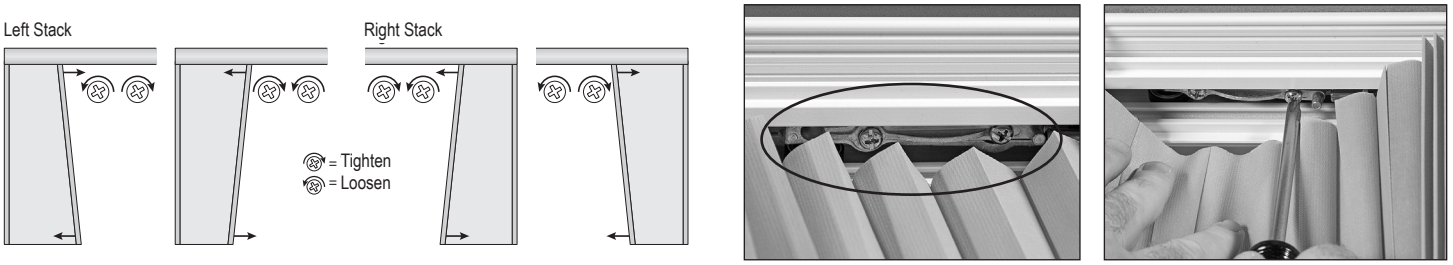
CENTER STACK — INSIDE/CEILING MOUNT

Position the Cords and Set Cord Tension (Con't)



Position the cords from the right-side moving rail. Place the washer on the end of one cord into the first slot from the rear on the inside of the end plate (**1**). Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer (**2**). Cut the washer from the end of the other cord and tie the cord to the cord tensioner using a square knot (**3**). (There are two cord tensioners in the headrail; one is a spare.) Trim the end of the cord to about 1/2". Loop the cord from the tensioner around the second slot from the rear (**4**). The top of the loop must be the cord from the cord tensioner. Be sure the cord is not twisted.

SET CORD TENSION: Remove slack from the cords by moving the cord tensioner away from the right-side end plate it is looped around. If the tensioner must be moved more than one-third of the headrail width away from its end plate to remove slack, re-tie the knot and trim the excess cord (**5**). Do not put tension on the cords at this time. Just remove the slack.



Adjust the moving rail to vertical, if necessary. Work from the front side of the shade. Locate the Phillips screws on the moving rail bracket. To adjust the bottom end of the moving rail to the right, loosen the right screw one-half turn, then tighten the left screw one-half turn. Repeat until the rail is properly aligned. To adjust the bottom end of the moving rail to the left, loosen the left screw one-half turn, then tighten the right screw one-half turn. Repeat until the rail is properly aligned.

IMPORTANT: After making the adjustments, check to be sure both screws are tight on the moving rail bracket. To prevent screws from falling out, do not overly loosen the screws.

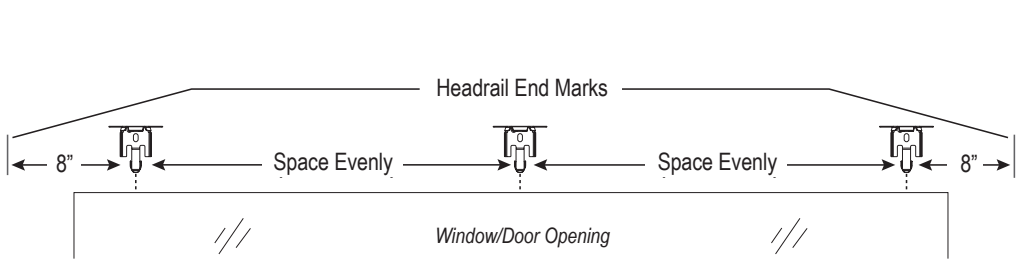


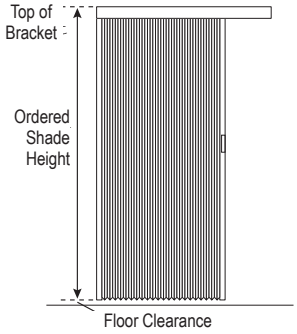
Tension the cord. **IMPORTANT:** When the cords are properly tensioned, the moving rails slide easily yet hold their position anywhere along their travel.
Slide each cord tensioner along its channel in the headrail until the cord is taut. Fully open and close the fabric stack several times in each direction. This evenly distributes tension throughout the shade. If necessary, readjust the cord tensioner by sliding it until the cord is taut. Check to ensure the proper tension. Make any needed adjustments by sliding the cord tensioner in its channel so that the moving rails slide easily and hold their position anywhere along their travel.

 Continue to VALANCE ATTACHMENT on page 29.

ALL STACK DESIGNS — OUTSIDE MOUNT

Install the Brackets

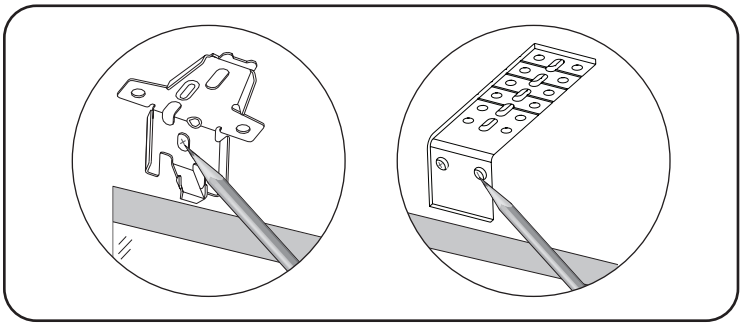




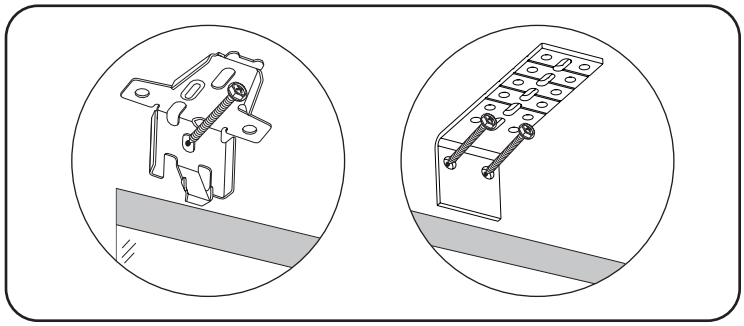
Center the headrail over the window opening at the desired height. Use a pencil to lightly mark each end of the headrail. Alternatively, measure the width of the headrail and use that width to mark the headrail end points. Mark the end bracket locations and mark any additional brackets, spaced evenly.

Determine where to place the top of the installation brackets. Add the desired floor clearance to the ordered height of the shade. A minimum of 1/2" floor clearance is recommended. Measure the total distance up from the floor. This is where to place the top of the installation brackets. A minimum flat vertical surface of 1 1/4" is required to mount the brackets.

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

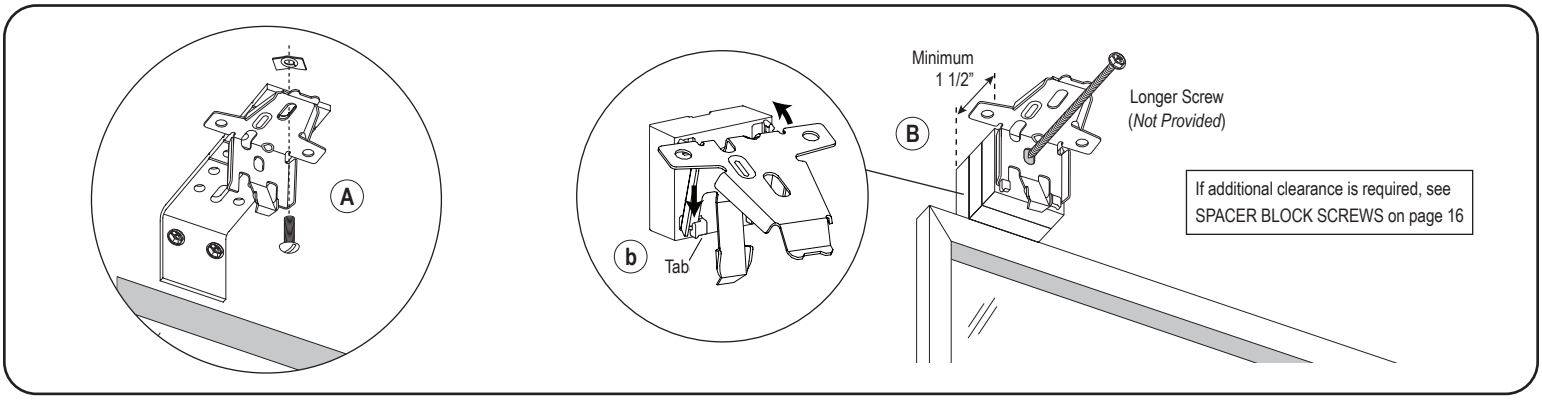


Center the brackets on your marks and mark the screw holes. When using extension brackets, mark two screw holes per bracket. Drill the screw holes using a 3/32" drill bit.



Attach the installation brackets using the screws provided.

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



If using **extension brackets (A)**, attach an installation bracket to the underside of each extension bracket using the provided screws and speed nuts.

If using **spacer blocks (B)**, first attach the installation bracket to the 1/2" spacer block before stacking additional spacer blocks or shims together. Insert the legs of the installation bracket into the tabs on the spacer block (**b**). Then rotate the installation bracket back. Use a maximum of 3 spacer blocks (1 1/2") per installation bracket. Attach the spacer blocks and installation brackets with #6 hex head mounting screws long enough for a secure installation. (See chart below.) Longer screws are not provided. The top of the spacer blocks should be at the desired shade height. The front edges of the installation brackets must be level and aligned to each other.

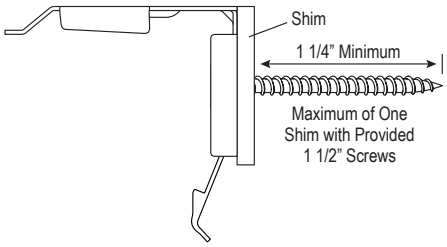
CAUTION: The rear of the spacer blocks must be flush against a flat surface. Do not mount spacer blocks and installation brackets on curved molding.

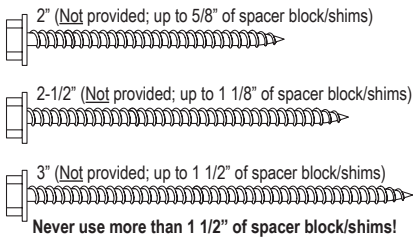
ALL STACK DESIGNS — OUTSIDE MOUNT

IMPORTANT: Spacer Block Screws

IMPORTANT: The provided 11⁄2" screws can only be used with a maximum of one 1/8" shim. **You will need to supply longer screws if additional clearance is required.**

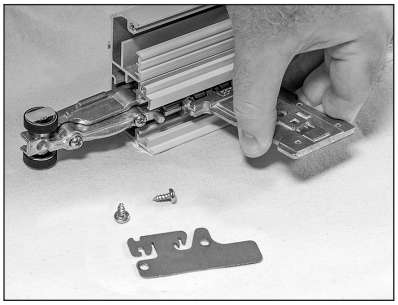
A minimum 1 1/4" length of screw threads must extend beyond the last spacer block or shim. Use appropriate wall anchors when mounting into drywall.



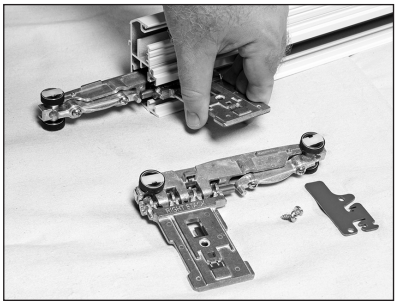


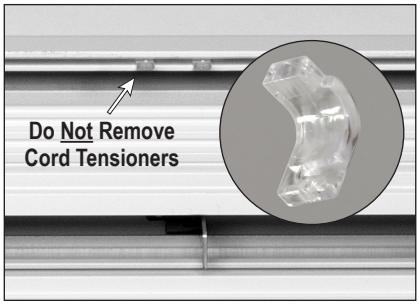
Install the Headrail

Side Stack
Split Stack & Two-Fabric Combination

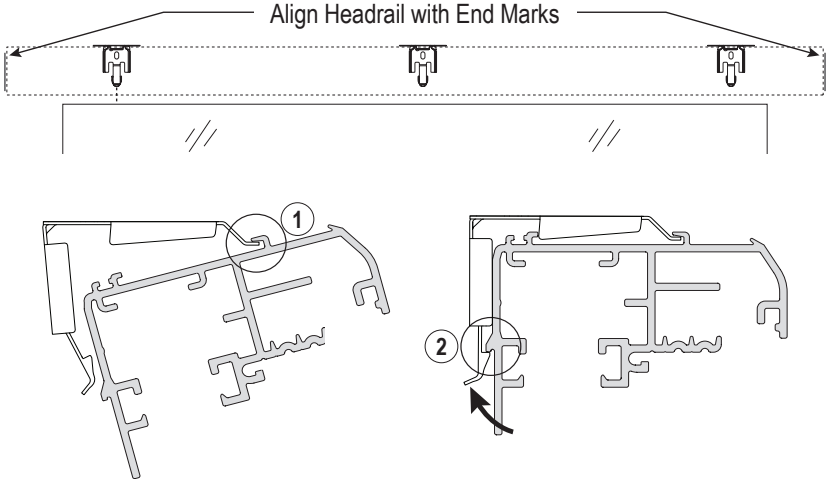


Center Stack





First, remove the moving rail bracket from the headrail. Remove the end plate from the stacking side of the headrail. Slide out the moving rail bracket.
IMPORTANT: Do not remove the cord tensioners from the headrail.

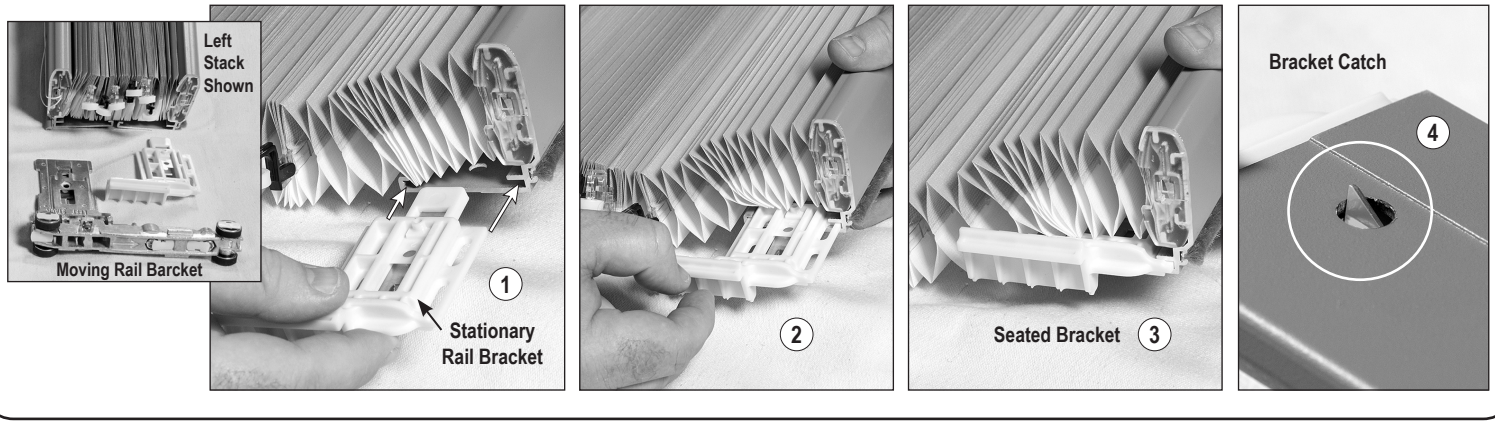


Without reattaching the end plates, mount the headrail. Carefully align the headrail with the end marks on the mounting surface. (**Headrail position cannot be easily adjusted after the headrail is mounted.)** Place the front groove on the headrail onto the front lip of the installation brackets (**1**). Rotate the rear of the headrail up and push back until the headrail snaps in place (**2**).

For SIDE STACK continue to PREPARE THE FABIC STACK on page 17.
For SPLIT STACK & TWO-FABRIC COMBINATION continue to PREPARE THE FABIC STACK on page 21.
For CENTER STACK continue to PREPARE THE FABIC STACK on page 25.

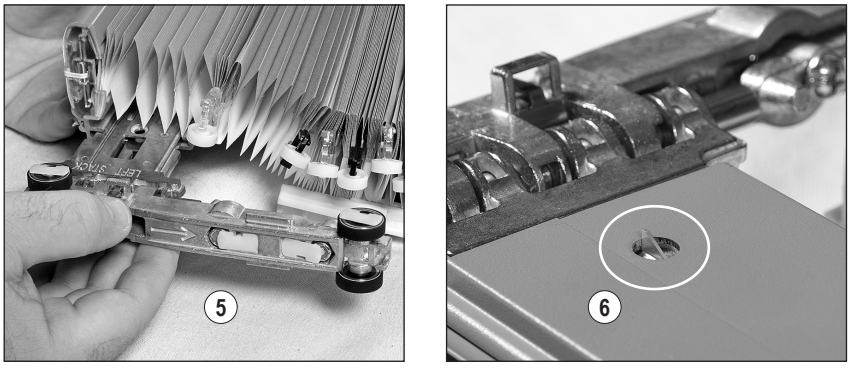
SIDE STACK — OUTSIDE MOUNT

Prepare the Fabric Stack

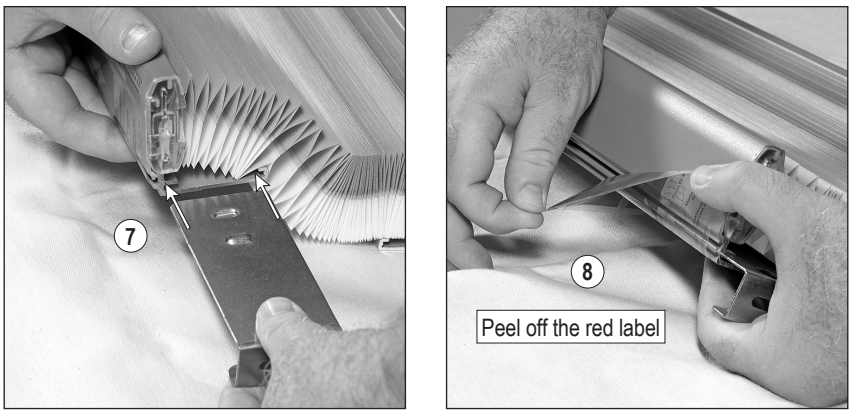


At the top of the fabric stack, a stationary rail bracket will be installed into the stationary rail and the moving rail bracket will be installed into the moving rail. In addition, a stationary rail bottom bracket will be installed into the bottom of the stationary rail.

Insert the stationary rail bracket into the vertical rail on the side where the fabric stacks (**1**). The bracket fits into the grooves on the rear of the vertical rail (**2**). Insert the bracket until it is seated (**3**) and the bracket catch snaps into the hole on the back of the rail (**4**). Check that the bracket catch is fully engaged



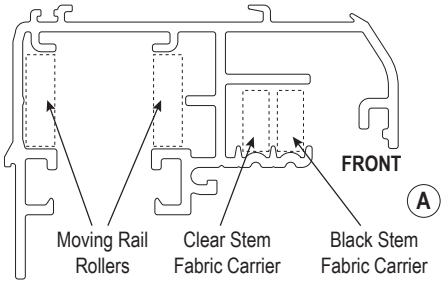
Insert the moving rail bracket into the moving rail (**5**). Like the stationary rail bracket, the moving rail bracket fits into the grooves on the rear of the rail. Insert the bracket until the bracket catch snaps into the hole on the back of the rail (**6**). Check that the bracket catch is fully engaged.

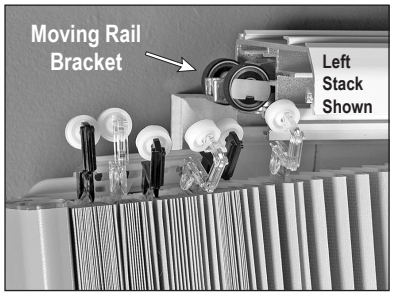


Insert the stationary rail bottom bracket into the bottom of the stationary rail. The bracket fits into grooves at the bottom of the rail. Insert the bracket with the mounting flanges to the back (**7**), away from the fabric stack as shown in the photos. Do <u>not</u> seat the bracket; about 1⁄4" should extend from the rail. After inserting the bracket, peel off the **red** label (**8**).

SIDE STACK — OUTSIDE MOUNT

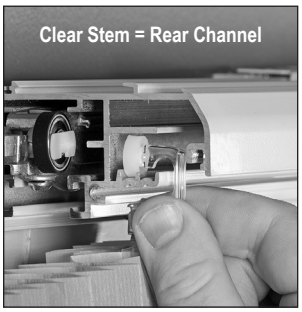
Install the Rails and Fabric Stack into the Headrail

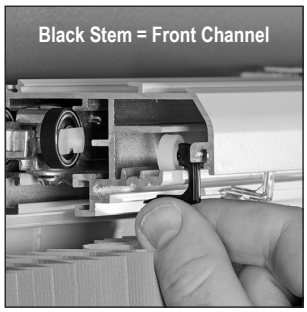


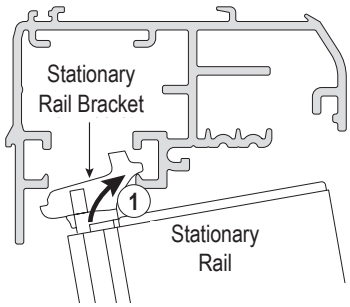


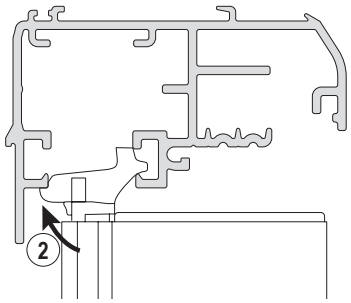
Review the diagram (**A**) to familiarize yourself with where the moving rail rollers and fabric carrier wheels fit inside the headrail.

Insert the moving rail bracket part way into the rear of the headrail. Allow the bracket to move all the way into the headrail as you install the fabric carrier wheels. Insert the moving rail bracket from the left side for a left stack design or from the right side for a right stack design.





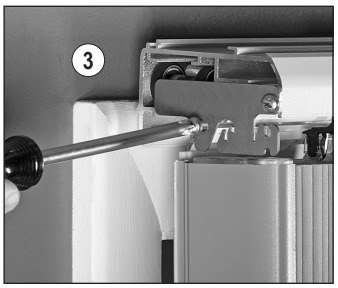




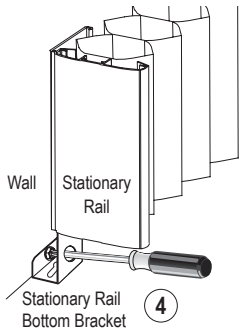
Insert the fabric carrier wheels into the headrail. (*Unwrap a small amount of cord from the orange cord organizer if you need more slack*.) The wheels with clear stems fit into the rear channel and the wheels with black stems into the front channel.

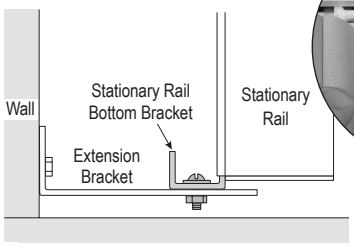
Note: The fabric carrier wheels only fit into the rail the correct way; it is not possible to install them into the wrong channel.

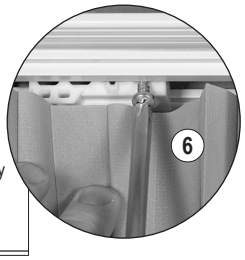
Slide the moving rail bracket and fabric carriers far enough into the headrail to hook the stationary rail bracket in place. Tilt the bottom of the stationary rail toward you (**1**) and hook the bracket to the headrail (**2**). Allow the stationary rail to hang freely.











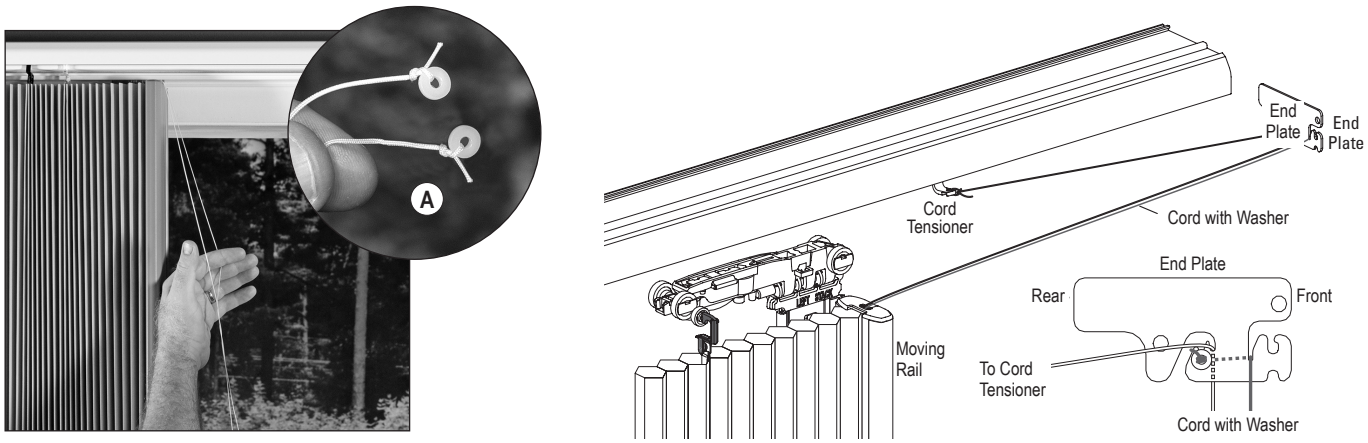
Reattach the end plate onto the stacking end of the headrail (**3**). Use the same two small screws that were removed earlier. Move the stationary rail flush with the end plate. **Note:** To move the stationary rail bracket, pull the bottom of the rail into the room slightly before sliding the bracket. Attach the stationary rail bottom bracket (**4**). The bracket may be attached to the wall or floor. In most cases, to avoid drilling into the floor it is attached to the wall. Level the stationary rail front to back and side to side (**5**). Attach the stationary rail bottom bracket using the screw provided. If you used spacer blocks or extension brackets with the installation brackets, use an extension bracket to mount the stationary rail away from the wall. **CAUTION:** Use drywall anchors when mounting into drywall.

Secure the stationary rail bracket using the provided small screw (**6**). Hold the bracket in place and screw through either of the two holes on the bracket.

Note: Two #8 x 3⁄8" pan head screws are provided; one is a spare.

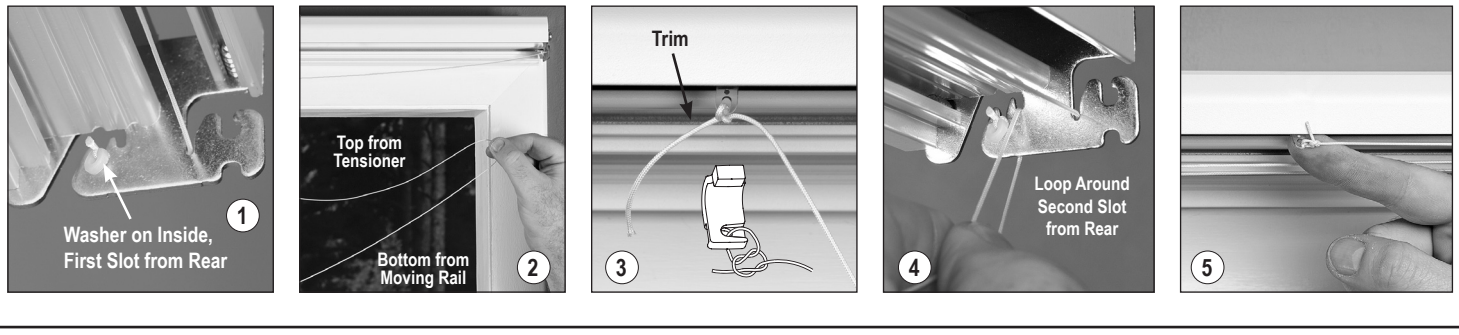
SIDE STACK — OUTSIDE MOUNT

Position the Cords and Set Cord Tension



Unwrap the cord from the orange cord organizer. Remove any twists by running a finger between the two cords. Note that both ends of the cords have a washer to prevent the cords from slipping into the vertical rail (**A**). Study the cording diagram above. The cords are connected to the end plate that is opposite the fabric stack. (*In the illustration, the two cords are shaded differently to make the routing easier to follow.*) One of the ends with washer is anchored to the end plate at the first slot from the rear. The washer on the other cord is trimmed off and the end is tied to the cord tensioner. Then that cord is looped around the second slot from the rear.

IMPORTANT: The top of the looped cord must be the portion of the cord coming from the cord tensioner.



Position the cords from the left fabric stack. From the outside of the end plate, place the washer on the end of one cord into the first slot from the rear on the inside of the end plate (**1**). Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer (**2**).

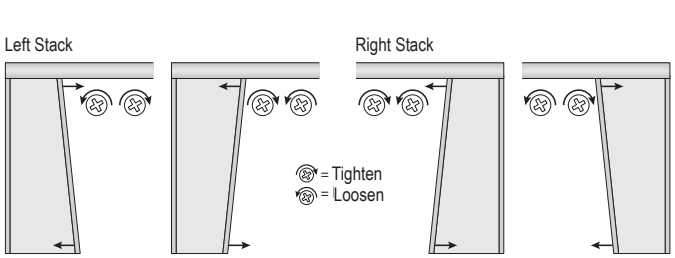
Cut the washer from the end of the other cord and tie the cord to the cord tensioner using a square knot (**3**). (*There are two cord tensioners in the headrail; one is a spare.*) Trim the end of the cord to about 1⁄2". Loop the cord from the tensioner around the second slot from the rear (**4**). The top of the loop must be the cord from the cord tensioner. Be sure the cord is not twisted.

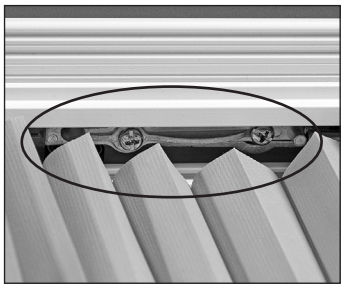
SET CORD TENSION: Remove slack from the cord by moving the cord tensioner away from the end plate it is looped around. If the tensioner must be moved more than one-third of the headrail width away from its end plate to remove slack, re-tie the knot and trim the excess cord (**5**). Do <u>not</u> put tension on the cords at this time. Just remove the slack.

...Continue on page 20.

SIDE STACK — OUTSIDE MOUNT

Position the Cords and Set Cord Tension (Con't)

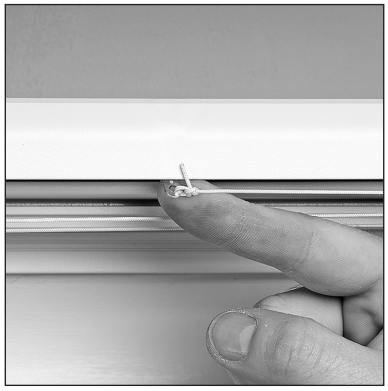






Adjust the moving rail to vertical, if necessary. Work from the front side of the shade. Locate the Phillips screws on the moving rail bracket. To adjust the bottom end of the moving rail to the right, loosen the right screw one-half turn, then tighten the left screw one-half turn. Repeat until the rail is properly aligned. To adjust the bottom end of the moving rail to the left, loosen the left screw one-half turn, then tighten the right screw one-half turn. Repeat until the rail is properly aligned.

IMPORTANT: After making the adjustments, check to be sure both screws are tight on the moving rail bracket. To prevent screws from falling out, do not overly loosen the screws.



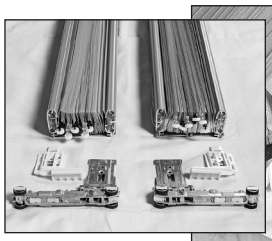


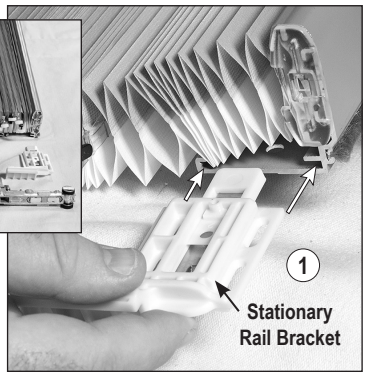
Tension the cord. **IMPORTANT:** When the cords are properly tensioned, the moving rails slide easily yet hold their position anywhere along their travel.
Slide each cord tensioner along its channel in the headrail until the cord is taut. Fully open and close both fabric stacks several times. This evenly distributes tension throughout the shade. If necessary, readjust the cord tensioners by sliding them until the cords are taut. Check to ensure the proper tension. Make any needed adjustments by sliding the cord tensioners in their channel so that each moving rail slides easily and holds its position anywhere along its travel.

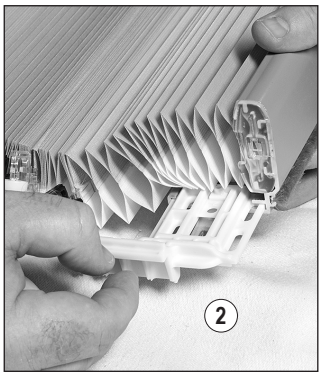
Continue to VALANCE ATTACHMENT on page 29.

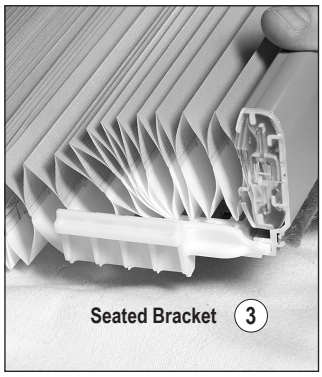
SPLIT STACK & TWO-FABRIC COMBINATION — OUTSIDE MOUNT

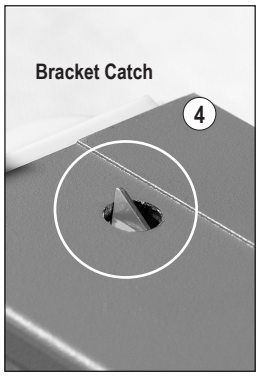
Prepare the Fabric Stack





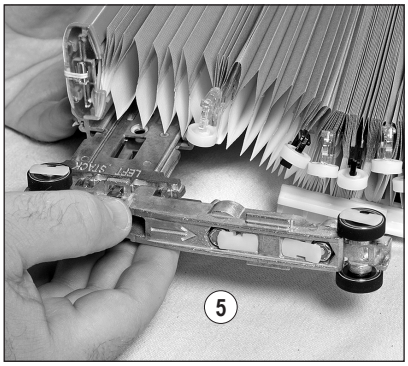


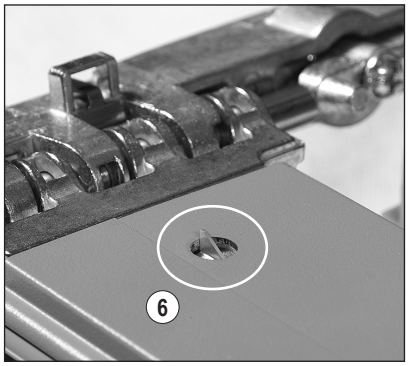




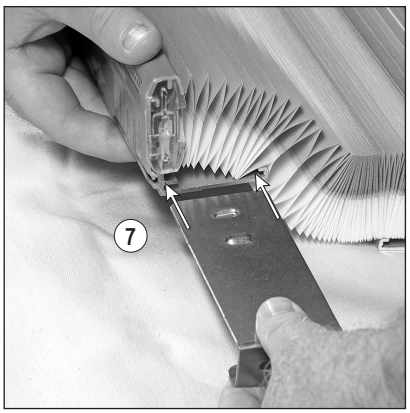
At the top of the fabric stack, a stationary rail bracket will be installed into the stationary rail and the moving rail bracket will be installed into the moving rail. In addition, a stationary rail bottom bracket will be installed into the bottom of the stationary rail.

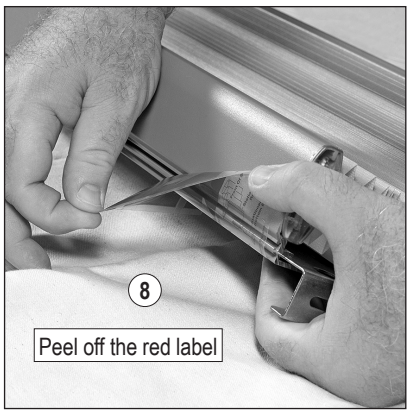
Insert the stationary rail bracket into the top of the stationary rail (**1**). The bracket fits into the grooves on the rear of the stationary rail (**2**). Insert the bracket until it is seated (**3**) and the bracket catch snaps into the hole on the back of the stationary rail (**4**). Check that the bracket catch is fully engaged.





Insert the moving rail bracket into the moving rail (**5**). Like the stationary rail bracket, the moving rail bracket fits into the grooves on the rear of the rail. Insert the bracket until the bracket catch snaps into the hole on the back of the rail (**6**). Check that the bracket catch is fully engaged.

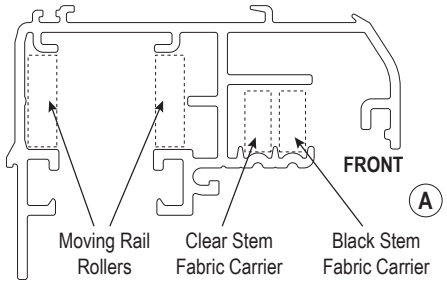


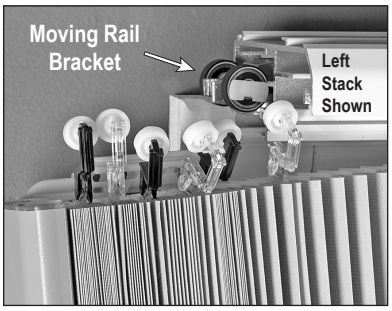


Insert the stationary rail bottom bracket into the bottom of the stationary rail. The bracket fits into grooves at the bottom of the rail. Insert the bracket with the mounting flanges to the back (**7**), away from the fabric stack as shown in the photos. Do not seat the bracket; about 1⁄4" should extend from the rail. After inserting the bracket, peel off the **red** label (**8**).

SPLIT STACK & TWO-FABRIC COMBINATION — OUTSIDE MOUNT

Install the Rails and Fabric Stack into the Headrail



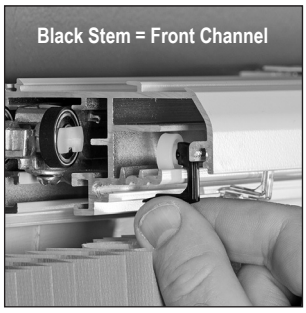


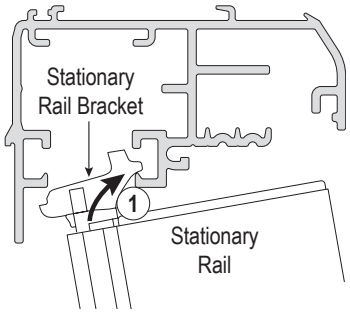
Review the diagram (**A**) to familiarize yourself with where the moving rail rollers and fabric carrier wheels fit inside the headrail.

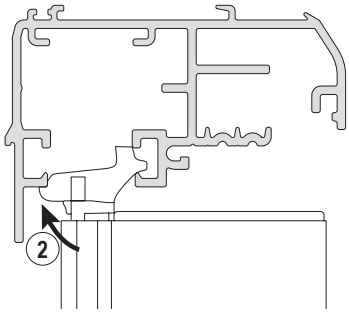
Note: You will be installing the left fabric stack into the left end of the headrail and the right fabric stack into the right end. Start with the left fabric stack.

Insert the moving rail bracket part way into the rear of the headrail. Allow the bracket to move all the way into the headrail as you install the fabric carrier wheels.





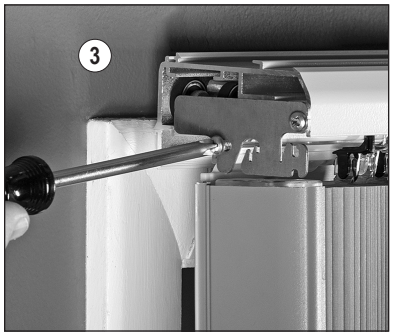




Insert the fabric carrier wheels into the headrail. (*Unwrap a small amount of cord from the orange cord organizer if you need more slack*.) The wheels with clear stems fit into the rear channel and the wheels with black stems into the front channel.

Note: The fabric carrier wheels only fit into the rail the correct way; it is not possible to install them into the wrong channel.

Slide the moving rail bracket and fabric carriers far enough into the headrail to hook the stationary rail bracket in place. Tilt the bottom of the stationary rail toward you (**1**) and hook the bracket to the headrail (**2**). Allow the stationary rail to hang freely.





Reattach the end plate to the left end of the headrail (**3**). Use the same two small screws that were removed earlier.

Repeat the previous steps to install the right fabric panel:

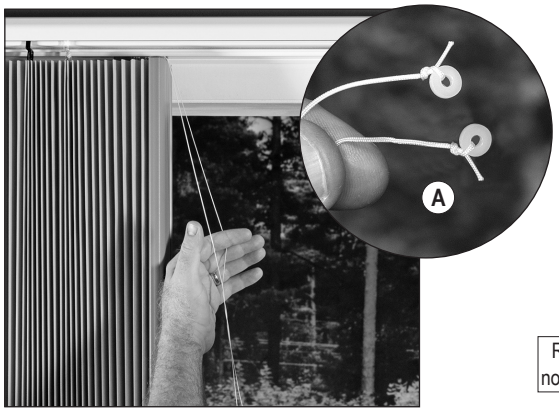
Insert the moving rail bracket part way into the right end of the headrail. Insert the fabric carrier wheels into the headrail. Slide the moving rail bracket far enough into the headrail to hook the stationary rail bracket in place. Reattach the end plate to the right end of the headrail.

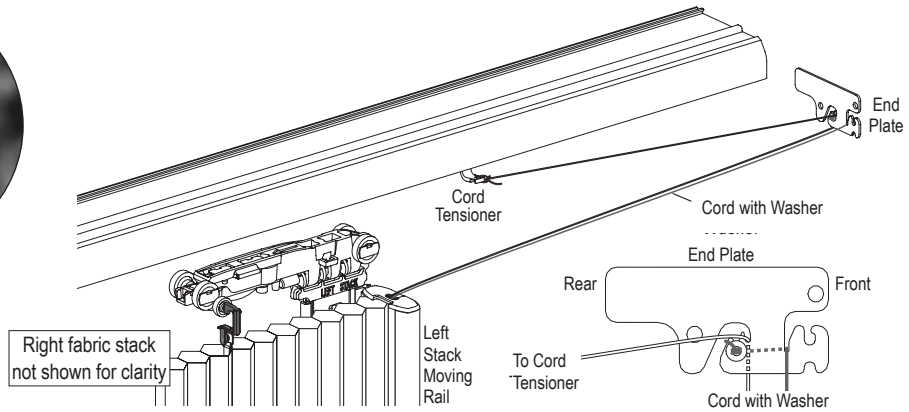
Position the left and right fabric stacks approximately 6” to 12” from their respective end plates. This provides the space needed to cord the end plates.

Note: To move the fabric stacks, first release tension from the stationary rail bracket by pulling the bottom of the stationary rail into the room slightly

SPLIT STACK & TWO-FABRIC COMBINATION — OUTSIDE MOUNT

Cord the Headrail



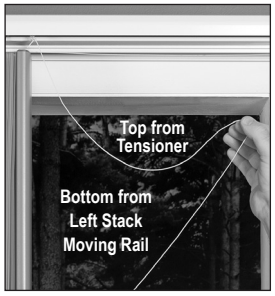


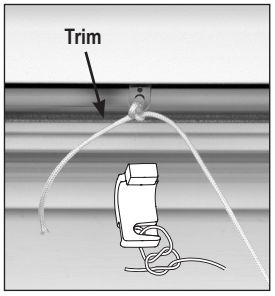
At the left stack moving rail, unwrap the cord from the orange cord organizer. Remove any twists by running a finger between the two cords. Note that both ends of the cords have a washer to prevent the cords from slipping into the vertical rail (**A**). Study the cording diagram above. The cords from the left fabric stack are connected to the right side end plate. (*In the illustration, the two cords are shaded differently to make the routing easier to follow.*)

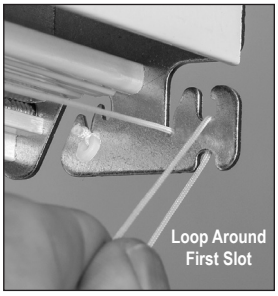
One of the ends with washer is anchored to the end plate at the first slot from the rear. The washer on the other cord is trimmed off and the end is tied to the cord tensioner. Then that cord is looped around the first slot from the front.

IMPORTANT: The top of the looped cord must be the portion of the cord coming from the cord tensioner.









Position the cords from the left fabric stack. From the outside of the end plate, place the washer on the end of one cord into the first slot from the rear on the inside of the end plate (1). Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer (2).

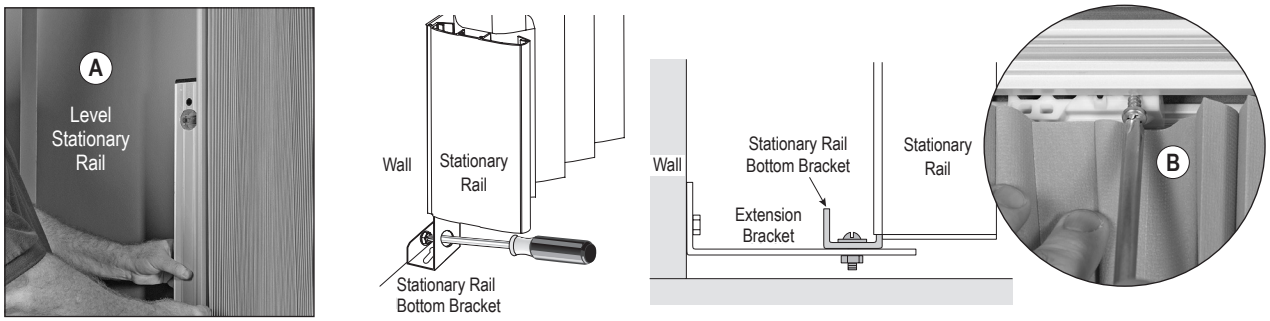
Cut the washer from the end of the other cord and tie the cord to the cord tensioner using a square knot (**3**). (*There are two cord tensioners in the headrail; one is a spare.*) Trim the end of the cord to about 1⁄2". Loop the cord from the tensioner around the first slot from the rear (**3**). The top of the loop must be the cord from the cord tensioner. Be sure the cord is not twisted.

Repeat the previous steps for the cords from the right fabric panel:

At the right stack moving rail, unwrap the cord from the orange cord organizer. As shown in the diagram below, the cords from the right fabric stack are connected to the left-side end plate. Place the washer on the end of one cord into the first slot from the rear on the inside of the end plate, as shown. Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer. Cut the washer from the other end of the cord and tie the cord to the left-most cord tensioner using a square knot. Trim the end of the cord to about 1⁄2". At the left-side end plate, loop the cord from the tensioner around the first slot from the front. The top of the loop must be the cord from the cord tensioner.

SPLIT STACK & TWO-FABRIC COMBINATION — OUTSIDE MOUNT

Secure the Stationary Rails



Move the stationary rails flush with their respective end plates. **Note:** To move the stationary rail bracket, pull the bottom of the stationary rail into the room slightly before sliding the bracket.

Attach the stationary rail bottom brackets. The brackets may be attached to the wall or floor. In most cases, to avoid drilling into the floor they are attached to the wall. Level the stationary rail front to back and side to side (**A**). Attach the stationary rail bottom bracket using the screw provided. If you used spacer blocks or extension brackets with the installation brackets, use an extension bracket to mount the stationary rail away from the wall.

CAUTION: Use drywall anchors when mounting into drywall.

Secure the stationary rail brackets using the provided small screw (**B**). Hold each bracket in place and screw through either of the two holes on the bracket.

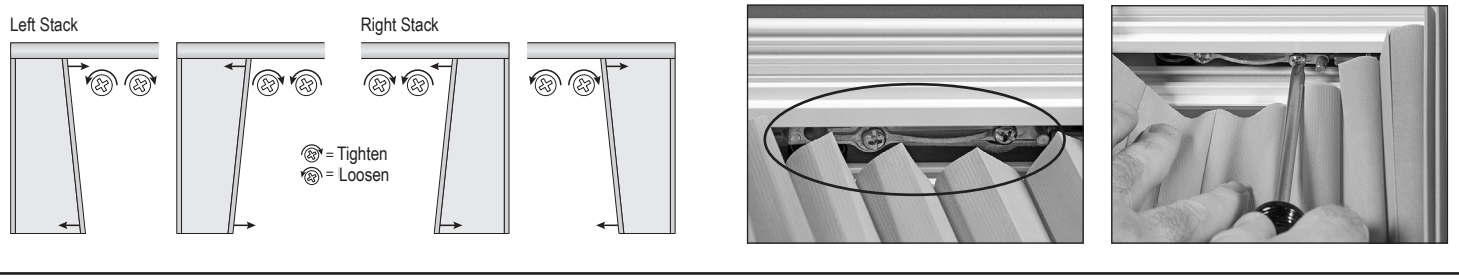
Note: Two screws per bracket are provided; one is a spare.

Set Cord Tension



Remove slack from the cords by moving each cord tensioner away from the end plate it is looped around. If the tensioner must be moved more than one-third of the headrail width away from its end plate to remove slack, re-tie the knot and trim the excess cord. Do not put tension on the cords at this time. Just remove the slack.

IMPORTANT: Cord tensioners must not reach the halfway point of the headrail. Do not cross the two cord tensioners.



Adjust the moving rail to vertical, if necessary. Work from the front side of the shade. Locate the Phillips screws on the moving rail bracket. To adjust the bottom end of the moving rail to the right, loosen the right screw one-half turn, then tighten the left screw one-half turn. Repeat until the rail is properly aligned. To adjust the bottom end of the moving rail to the left, loosen the left screw one-half turn, then tighten the right screw one-half turn. Repeat until the rail is properly aligned.

IMPORTANT: After making the adjustments, check to be sure both screws are tight on the moving rail bracket. To prevent screws from falling out, do not overly loosen the screws.

SPLIT STACK & TWO-FABRIC COMBINATION — OUTSIDE MOUNT

Set Cord Tension (Con't)





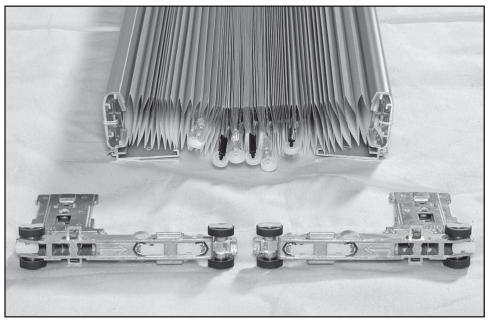
Tension the cord. **IMPORTANT:** When the cords are properly tensioned, the moving rails slide easily yet hold their position anywhere along their travel. Slide each cord tensioner along its channel in the headrail until the cord is taut. Fully open and close both fabric stacks several times. This evenly distributes tension throughout the shade. If necessary, readjust the cord tensioners by sliding them until the cords are taut. Check to ensure the proper tension. Make any needed adjustments by sliding the cord tensioners in their channel so that each moving rail slides easily and holds its position anywhere along its travel.

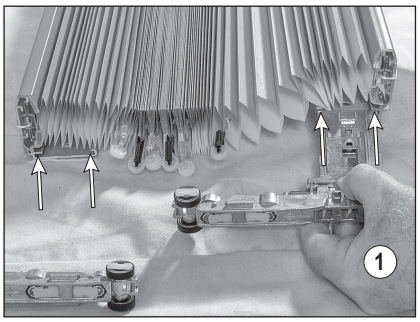
Note: With split stack designs, each fabric stack will move only to the halfway point of the shade. With Two-Fabric Combination, each fabric stack can span the full width of the shade.

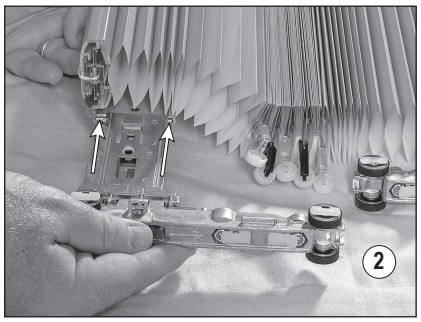
Continue to VALANCE ATTACHMENT on page 29.

CENTER STACK — OUTSIDE MOUNT

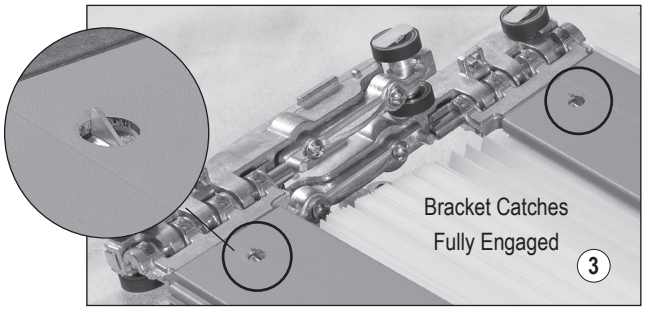
Prepare the Fabric Stack





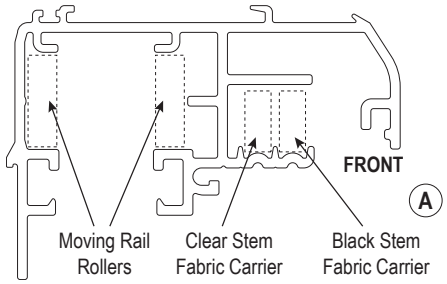


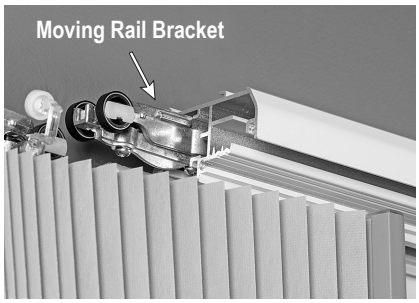
The moving rail brackets that were removed from the headrail are installed into the top of the two moving rails. Unwrap enough cord from one of the orange cord organizers to expand the fabric stack enough to hold both brackets. *Do not completely unwrap the cords*. Insert the moving rail brackets into the top of the moving rails (**1**). The brackets fit into the grooves on the rear of the two rails (**2**). The extended tops of the brackets face each other, as shown. Insert each bracket until it is seated and the bracket catch snaps into the hole on the back of the moving rail (**3**). Check that both bracket catches are fully engaged.



CENTER STACK — OUTSIDE MOUNT

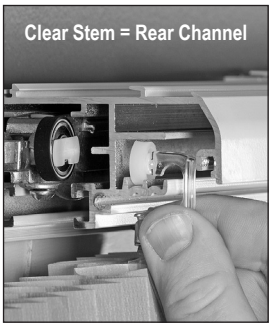
Install the Rails and Fabric Stack into the Headrail

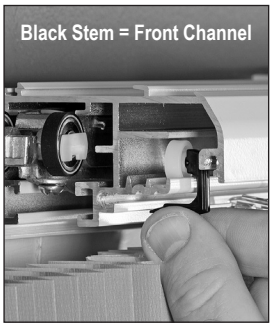


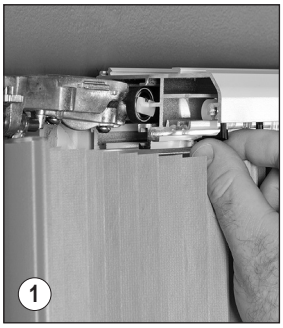


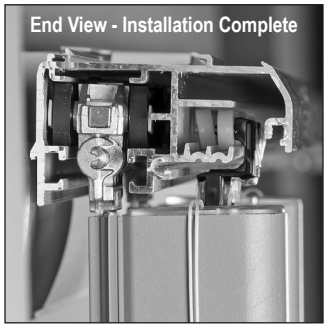
Review the diagram (**A**) to familiarize yourself with where the moving rail rollers and fabric carrier wheels fit inside the headrail. Note that the photo shows the fabric stack installed into the left end of the headrail. If it works better to install it into the right end, you may do so by removing the right end plate.

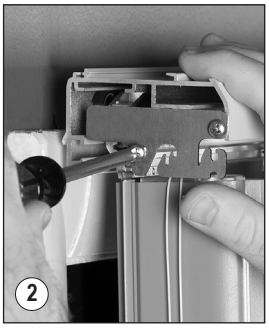
Insert the first moving rail bracket part way into the rear of the headrail. Allow the bracket to move all the way into the headrail as you install the fabric carrier wheels.











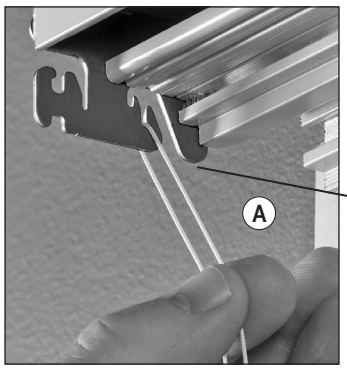
Insert the fabric carrier wheels into the headrail. (*Unwrap a small amount of cord from the orange cord organizer if you need more slack*.) The wheels with clear stems fit into the rear channel and the wheels with black stems into the front channel.

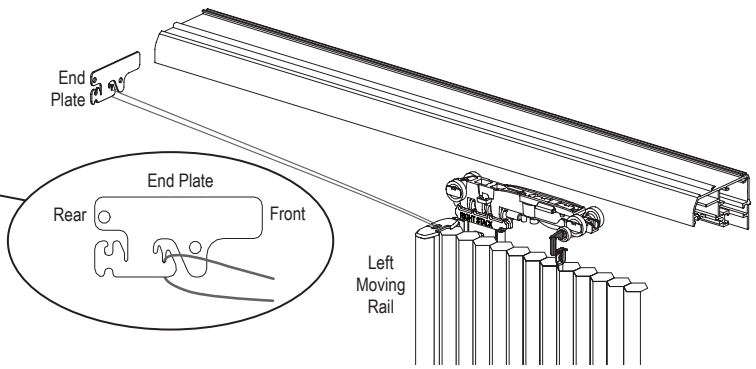
Note: The fabric carrier wheels only fit into the rail the correct way; it is not possible to install them into the wrong channel.

Insert the second moving rail bracket as you install the last of the fabric carriers (**1**). Reattach the end plate to the left end of the headrail (**2**). Use the same two small screws that were removed earlier. Move the fabric panel away from the end plate in preparation for positioning the cords.

Position the Cords and Set Cord Tension





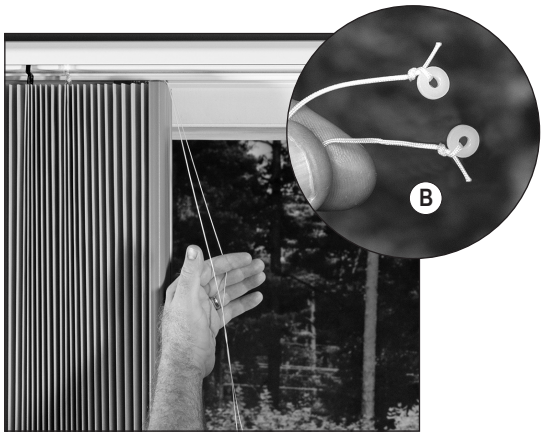


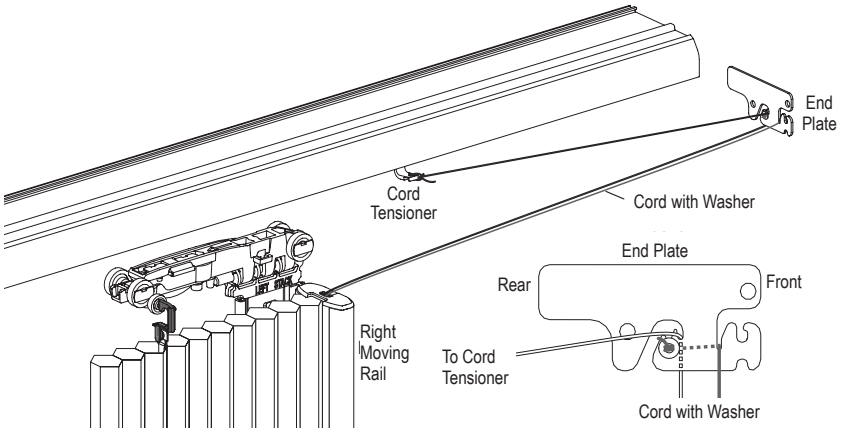
At the left moving rail, unwrap the cord from the orange cord organizer. Remove any twists by running a finger between the two cords. The cord on the left side is a closed loop. Loop the cord around the rear slot on the left side end plate (**A**).

 ...Continue on page 27.

CENTER STACK — OUTSIDE MOUNT

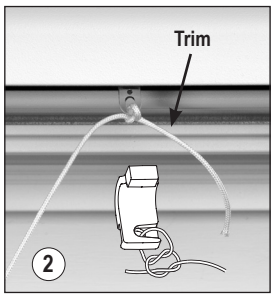
Position the Cords and Set Cord Tension (Con't)

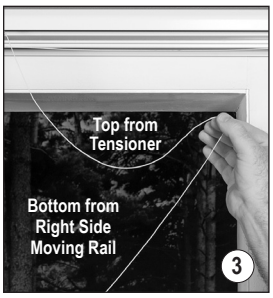


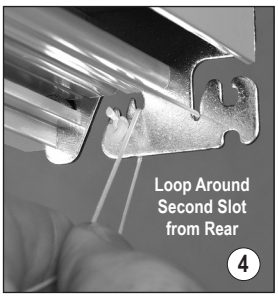


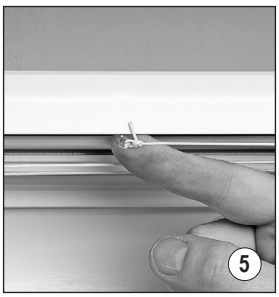
At the right moving rail, unwrap the cord from the orange cord organizer. Remove any twists by running a finger between the two cords. Note that both ends of the cords have a washer to prevent the cords from slipping into the vertical rail (**B**). Study the cording diagram above. The cords from the right moving rail are connected to the right side end plate. (*In the illustration, the two cords are shaded differently to make the routing easier to follow.*)
One of the ends with washer is anchored to the end plate at the first slot from the rear. The washer on the other cord is trimmed off and the end is tied to the cord tensioner. Then that cord is looped around the first slot from the rear.
IMPORTANT: The top of the looped cord must be the portion of the cord coming from the cord tensioner.











Position the cords from the right side moving rail. From the outside of the end plate, place the washer on the end of one cord into the first slot from the rear on the inside of the end plate (**1**). Loop the cord behind the end plate back through the second slot from the front and pull it taut to seat the washer (**2**).
Cut the washer from the end of the other cord and tie the cord to the cord tensioner using a square knot (**3**). (*There are two cord tensioners in the headrail; one is a spare.*) Trim the end of the cord to about 1⁄2". Loop the cord from the tensioner around the second slot from the rear (**4**). The top of the loop must be the cord from the cord tensioner. Be sure the cord is not twisted.

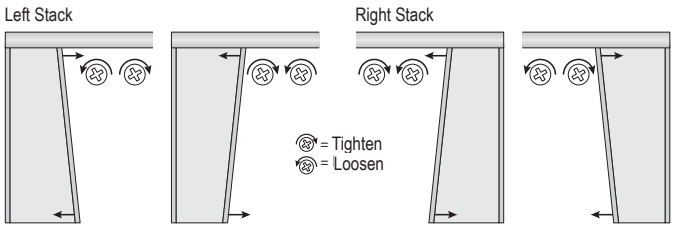
SET CORD TENSION: Remove slack from the cords by moving each cord tensioner away from the end plate it is looped around. If the tensioner must be moved more than one-third of the headrail width away from its end plate to remove slack, re-tie the knot and trim the excess cord (**5**). Do not put tension on the cords at this time. Just remove the slack.

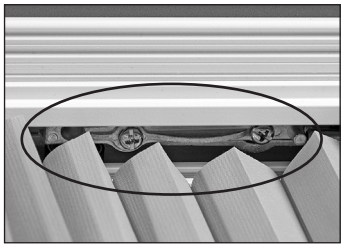
IMPORTANT: Cord tensioners must not reach the halfway point of the headrail. Do not cross the two cord tensioners.

...Continue on page 28.

CENTER STACK — OUTSIDE MOUNT

Position the Cords and Set Cord Tension (Con't)

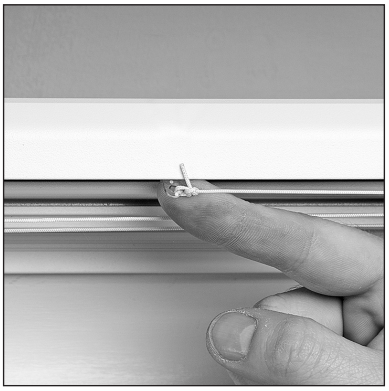






Adjust the moving rail to vertical, if necessary. Work from the front side of the shade. Locate the Phillips screws on the moving rail bracket. To adjust the bottom end of the moving rail to the right, loosen the right screw one-half turn, then tighten the left screw one-half turn. Repeat until the rail is properly aligned. To adjust the bottom end of the moving rail to the left, loosen the left screw one-half turn, then tighten the right screw one-half turn. Repeat until the rail is properly aligned.

IMPORTANT: After making the adjustments, check to be sure both screws are tight on the moving rail bracket. To prevent screws from falling out, do not overly loosen the screws.

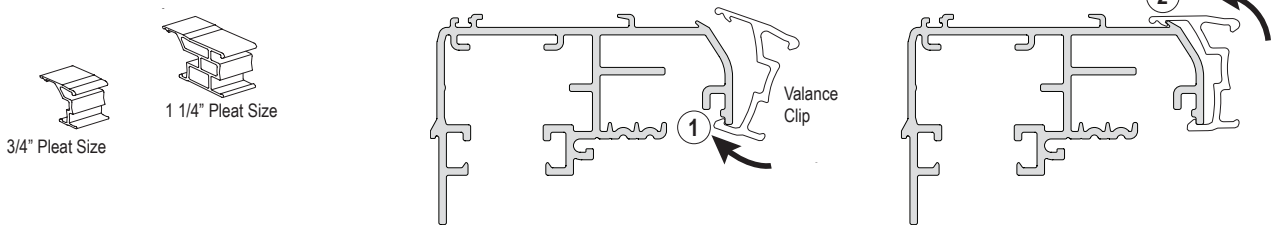




Tension the cord. **IMPORTANT:** When the cords are properly tensioned, the moving rails slide easily yet hold their position anywhere along their travel.
Slide the cord tensioner along its channel in the headrail until the cord is taut. Fully open and close the fabric stack several times in each direction. This evenly distributes tension throughout the shade. If necessary, readjust the cord tensioner by sliding it until the cord is taut. Check to ensure the proper tension. Make any needed adjustments by sliding the cord tensioner in its channel so that the moving rails slide easily and hold their position anywhere along their travel.

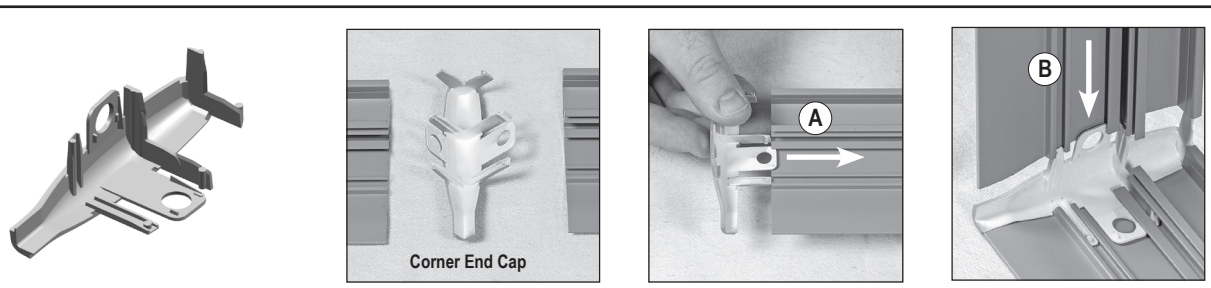
Continue to VALANCE ATTACHMENT on page 29.

VALANCE ATTACHMENT



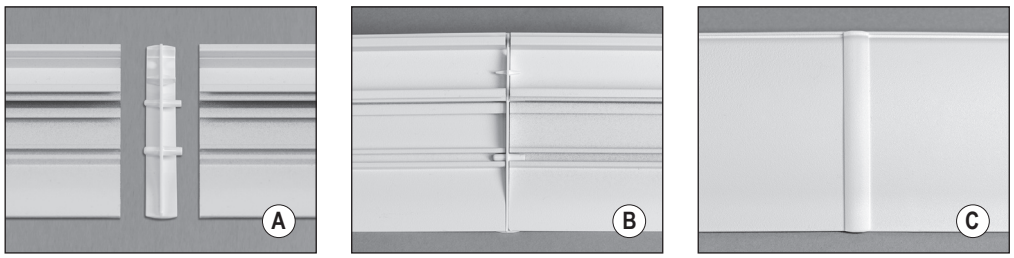
Attach the Valance Clips to the headrail:

Position the bottom of the valance clip under the bottom lip of the headrail (**1**). Rotate the valance clip up to snap it into place on the top of the headrail (**2**). Keep a minimum of 3" between the end of the headrail and the valance clips. **Note:** Be sure to avoid areas where the headrail attaches to the installation brackets.



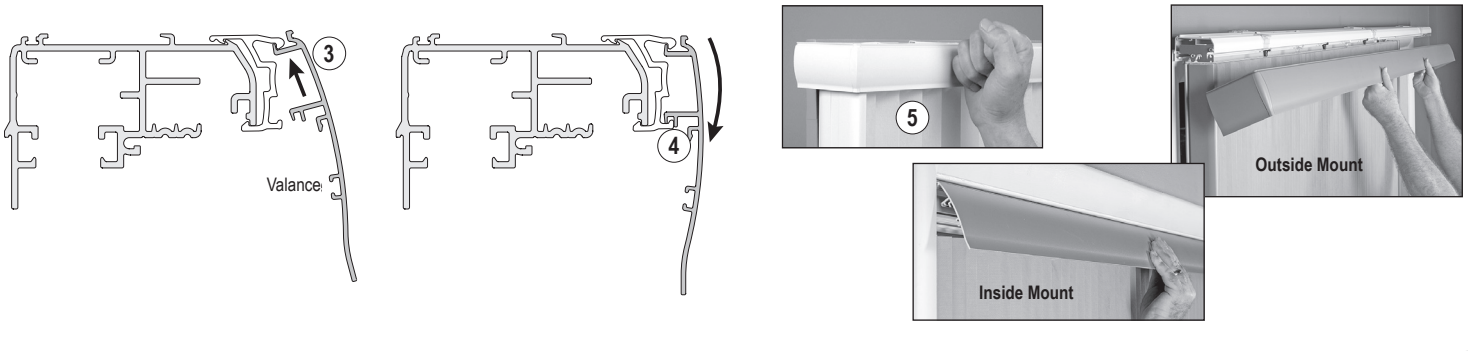
Attach the Valance Corner End Cap. Outside mounts and non-flush inside mounts only:

Use the valance corner end caps to attach a return to each end of the valance. Slide the valance corner end cap onto the valance (**A**). Do not hammer the end cap into the valance — the end cap will bend. Slide the valance return onto the corner end cap (**B**).



Wider shades with two-piece valances:

Splice the two pieces together using the valance splice. Lay the two pieces face-down on a flat surface with the valance splice between them (**A**). Insert the valance splice into one of the sections. Press the other section onto the valance splice (**B**). Be sure both sections of the valance are firmly seated onto the splice. As shown in the front view (**C**), the valance splice serves as a small decorative keystone, which is centered on the valance.

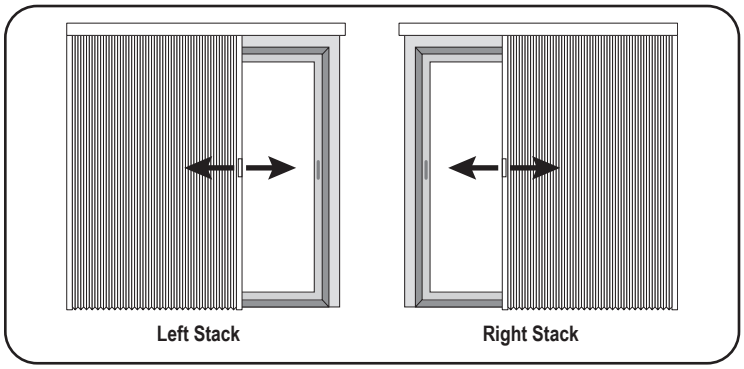


Attach the Valance to the Valance Clip: Insert the top of the valance into the top of the valance clip (**3**). Rotate the valance down to snap it into place onto the headrail (**4**).

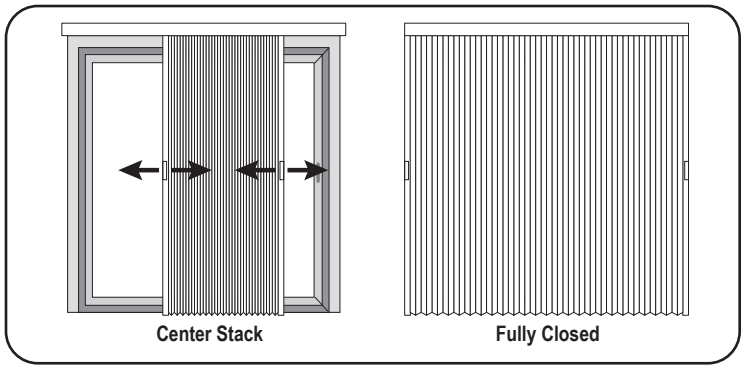
TIP: Tap the valance at each clip to assure that the valance is securely attached to the valance clips (**5**) and the clips are securely attached to the headrail.

OPERATING THE SHADE

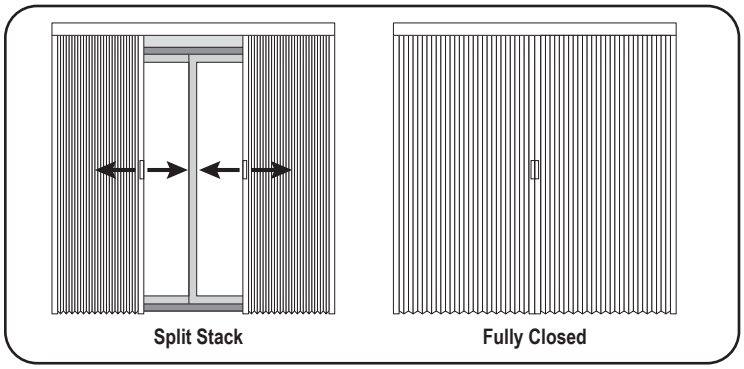
Use the handle to traverse the shade to the desired position. A magnet in the moving rail will secure the shade in the fully closed position.



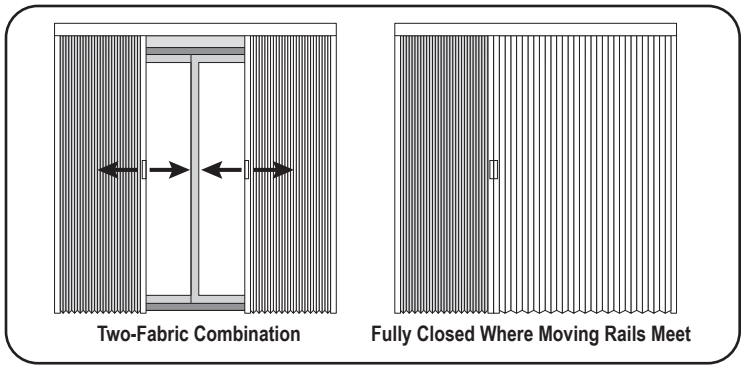
SIDE STACK: The fabric panel can be positioned stack left or stack right.



CENTER STACK: The fabric panel can be positioned anywhere in the window opening. It can stack left, stack right, stack center, or cover the entire opening.

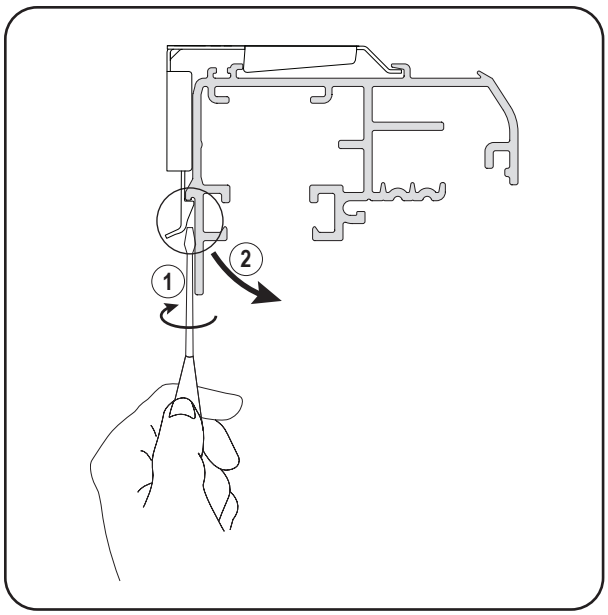


SPLIT STACK: Each panel can be moved independently, but no further than the halfway point of the headrail. When fully closed, the two panels meet in the center.



Two-Fabric Combination: Each panel can be moved independently, and each panel can span the full width of the shade. The shade can be fully closed anywhere along the travel of the shade, wherever the two moving rails meet.

REMOVE THE HEADRAIL (Only If Necessary)



You will need two people to remove the shade.

For Side Stack and Split Stack & Two-Fabric Combination, first detach the stationary rail bottom brackets from the wall or floor.

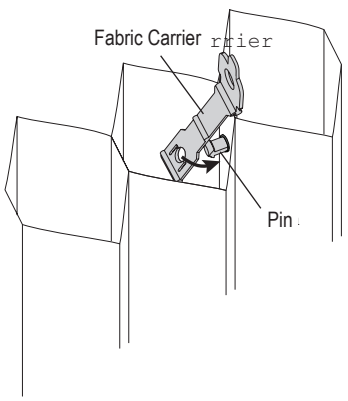
Remove the valance by reversing the installation procedures:

Hold the headrail assembly and, using a small flat blade screwdriver, push back on the bottom tab of the installation brackets (**1**) to release the headrail (**2**).

Note: Because the bracket may be stiff, the headrail may be difficult to remove. Twist the screwdriver blade slightly as you push back the bottom tab to help remove the headrail from the bracket. Be careful not to scratch the finish on the back of the headrail.

Place the entire vertical shade assembly (headrail, vertical rails, and fabric panel) on the floor. To remove the fabric panel from the headrail for cleaning, reverse the steps stated in INSTALL THE RAILS AND FABRIC STACK INTO THE HEADRAIL.

TROUBLESHOOTING

Problem	The installation brackets do not allow enough clearance for the shade to clear moldings or door handle(s).
Solution	Outside mounts, use extension brackets or spacer blocks to allow adequate clearance for your shade. See INSTALL THE BRACKETS on page 15. Inside mounts, reposition the installation brackets to add clearance. See INSTALL THE BRACKETS on page 3.
Problem	The shade binds or moves with difficulty toward the end of the headrail.
Solution	Check that the headrail and installation brackets are level and aligned. Shim the installation brackets to level the headrail. Check that the tension cord is routed correctly. See POSITION THE CORDS AND SET CORD TENSION. If the shade does not slide with ease, you may need to adjust the cord tension. Slide the cord tensioner toward the end plate to slightly decrease the tension. See POSITION THE CORDS AND SET CORD TENSION.
Problem	The shade does not stay in position after operating the moving rail.
Solution	If the shade does not stay in position, you may need to adjust the cord tension. Slide the cord tensioner away from the end plate to slightly increase the tension. See POSITION THE CORDS AND SET CORD TENSION.
Problem	The fabric billows out when moving the shade to the stacked (fully open) position.
Solution	Increase the cord tension. Slide the cord tensioner toward the fabric stack to slightly increase the tension. See POSITION THE CORDS AND SET CORD TENSION.
Problem	The cord tensioner does not lock into place.
Solution	If using a valance, place a valance bracket up against the cord tensioner to act as a stop, preventing the tensioner from sliding. Determine the correct location for the cord tensioner. Hold it in place and insert a small screw into the channel next to the cord tensioner.
Problem	The shade is not vertically aligned.
Solution	Check that the installation brackets are level and aligned. Shim the installation brackets to level the headrail, if necessary. Check that the headrail is completely inserted into the installation brackets. INSTALL THE HEADRAIL on page 16 (OB) or page 3 (IB). Adjust the screws on the moving rail bracket. Review the adjustment procedures.
Problem	A fabric carrier needs to be reattached.
Solution	Place the carrier between the fabric cells. Push the pin through the hole in the fabric cells. Snap the hole at the bottom of the fabric carrier onto the pin. 

CARE AND CLEANING

Cellular shades are made of anti-static, dust-resistant fabric which repels dirt and dust. For most fabrics, the following cleaning options are available.

Dusting

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

Vacuuming

CAUTION: Do not vacuum opaque fabrics.

- For deeper cleaning, vacuum gently with a brush attachment.

Compressed Air/Hair Dryer (Cool Setting)

- Use compressed air or a hair-dryer on a cool setting to blow dust and dirt off shades.

Spot-Cleaning

- Prepare a solution of warm water and a mild detergent.
- Dampen a clean cloth in the solution and wring it out.
- Dab the spot with the dampened cloth until it is removed. Do not rub the fabric.
- Allow the shade to dry in the completely closed position.

Bathtub Cleaning/Water Immersion

CAUTION: Do not immerse opaque fabrics.

- Immerse the shade in a basin or bathtub filled with warm water and a mild detergent.

IMPORTANT: Never immerse the headrail into the solution.

- Rinse with clean water.
- Before removing from the rinse water, fully raise the shade and tilt it to allow excess water to drain off.
- Dry the shade completely in the lowered (or closed) position.

Ultrasonic Cleaning

CAUTION: Do not ultrasonically clean opaque fabrics.

- Specify that a mild detergent solution be used.

IMPORTANT: Never immerse the headrail into the solution.

- Dry the shade completely in the lowered (or closed) position.

Injection/Extraction Cleaning

This type of professional cleaning injects a cleaning solution into the fabric and extracts the dirty solution in the same motion. It is a very effective way to deep clean your window treatments. The service is typically performed in the home so there is no need to remove the window treatments.