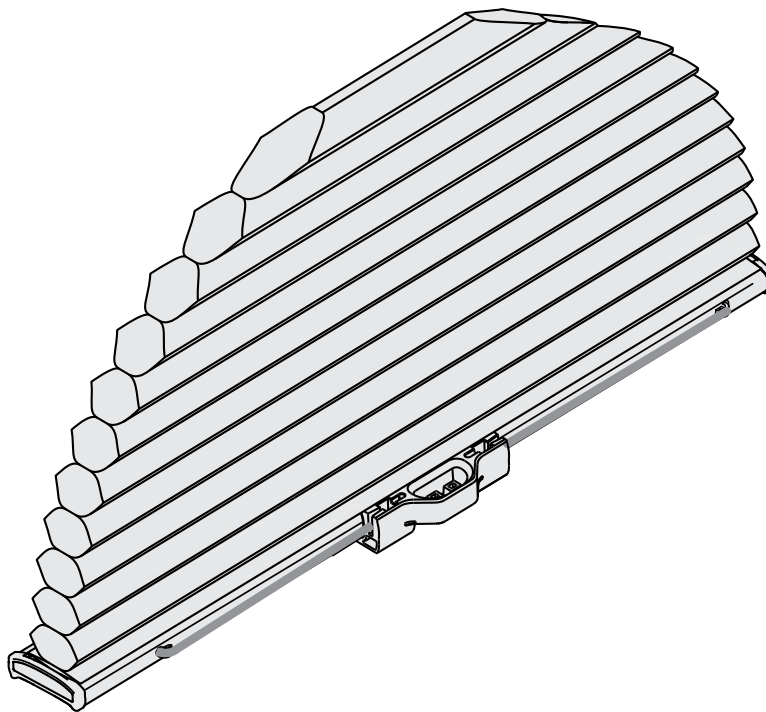


LEVOLOR®

PREMIER™

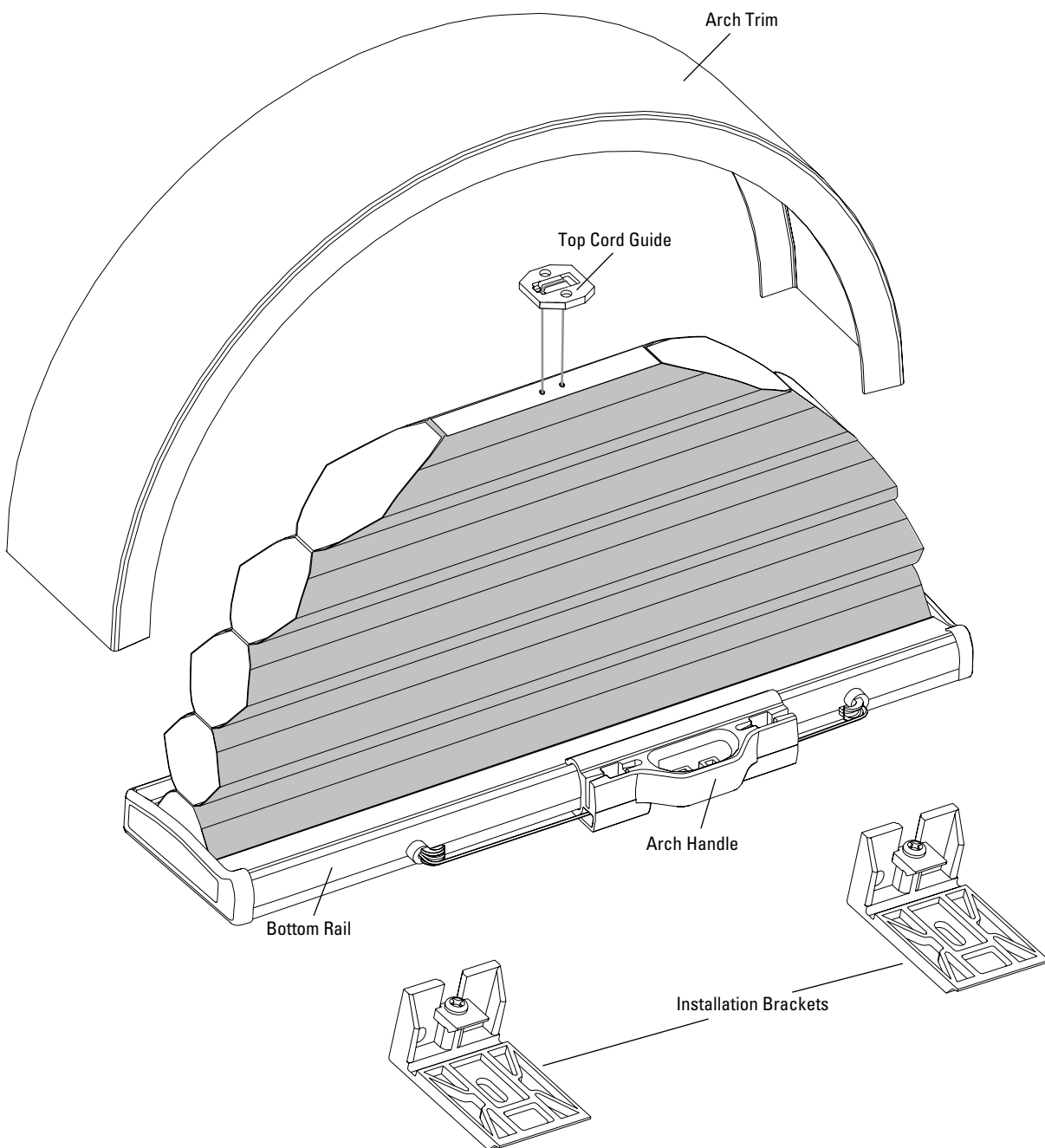
Cellular Shade Collection

Arch Shade System Installation Instructions



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Product View



GETTING STARTED

Thank you for purchasing the LEVOLOR® PREMIER™ Cellular Shade Collection. With proper installation, operation, and care, your new shades will provide years of beauty and performance.

Please thoroughly review this instruction booklet and the enclosed packing list before beginning the installation.

Tools and Fasteners Needed

- ¼" Hex, Flat blade, and Phillips screwdrivers
- Level (laser level is recommended)
- Measuring tape and pencil
- Power drill, ⅜" drill bit, and ¼" hex driver
- Utility Knife

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

- **#6 Hex Head Screws (Provided).** Two 1½" screws are provided per installation bracket.
- **Longer #6 Hex Head Screws (Not Provided).** If using spacer blocks, use #6 screws long enough for a secure attachment.
- **#6 Flat Head Screws (Provided).** If end mounting the common headrail shade, use two 1½" screws per installation bracket.
- **Drywall Anchor (Not Provided).** Use drywall anchors when mounting into drywall.



#6 x 1½"
Hex Head Screw
(Provided)



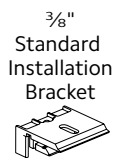
Longer #6 Hex Head Screw
for Use with Spacer Blocks
(Not Provided)



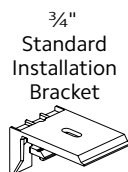
#6 Flat Head Screw
for Use with Common
Headrail End Mounts
(Provided)

Installation Overview

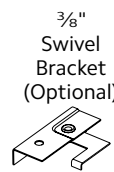
- Your order will include two installation brackets specific to the fabric cell size and type of brackets ordered.



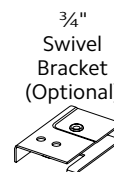
⅜"
Standard
Installation
Bracket



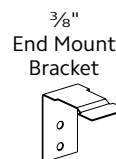
¾"
Standard
Installation
Bracket



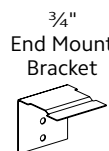
⅜"
Swivel
Bracket
(Optional)



¾"
Swivel
Bracket
(Optional)



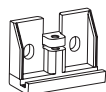
⅜"
End Mount
Bracket



¾"
End Mount
Bracket

- If the arch is over 30" wide, your order will also include a center bracket.

⅜" and ¾"
Center Bracket

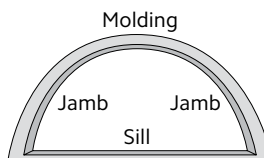


Mounting Types and Window Terminology

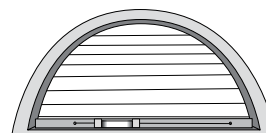
If the installation brackets are mounted correctly, the rest of the installation process follows very easily. The Cellular Arch Shade System can be inside mounted or end mounted.

- Refer to the appropriate page below based on your order:

- **Inside Mount — Page 5**
- **End Mount — Page 6**

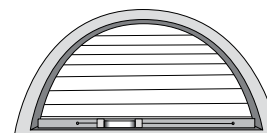


Molding
Jamb Jamb
Sill



Inside Mount

Shade fits within window opening.



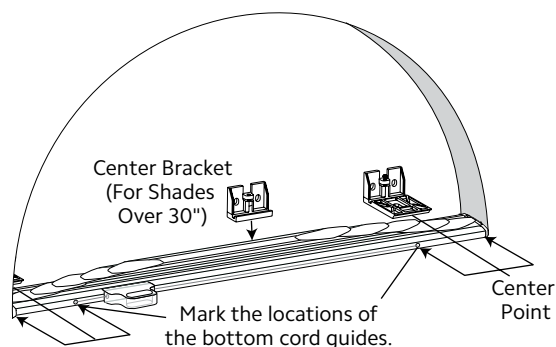
End Mount

Shade fits within top of window opening.

Mount Installation Brackets — Inside Mount

- Place the shade in the window.
- Mark the mounting surface below the two bottom cord guides.
- Find the center point between your mark and the window jamb.

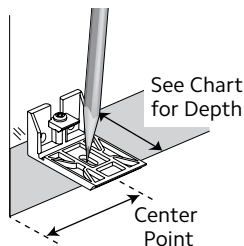
NOTE: This is the center point of the installation bracket.



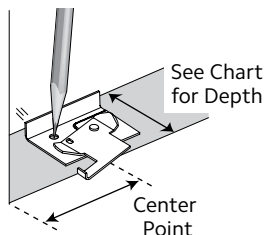
- Center the brackets on your marks and mark the location of the screw holes.
 - Mounting depth will vary depending on the fabric cell size. Refer to the chart for depth requirements.
 - For fully recessed mounting, the entire shade is inside the window casement.
 - **For a shade over 30":** Center the center bracket between the two end brackets and mark the location.

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

Depth Chart For Bracket Placement		
Bracket Type	Minimum	Fully Recessed
3/8" Standard	1"	1 5/8"
3/4" Standard	1 1/4"	2 3/8"
3/8" Swivel	1/2"	1 1/4"
3/4" Swivel	1/2"	2"



Standard Bracket

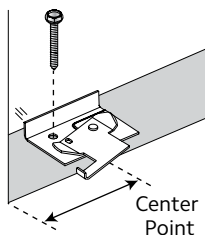
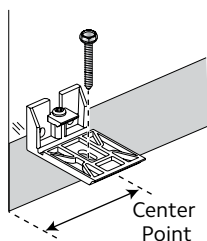


Swivel Bracket

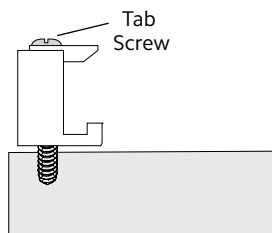
- Drill the screw holes using a 3/32" drill bit.

CAUTION: Use drywall anchors when mounting into drywall.

- Attach the installation brackets using the screws provided.
 - Check that the mounting surface is level and the brackets are aligned. If mounting to a heavily textured surface, shim the brackets, if needed.



- **For a shade over 30":** Use the tab screw to mount the center bracket to the pre-drilled hole in the bottom sill.



Proceed to "Install the Shade" on page 6.

Mount Installation Brackets — End Mount

Install End Mount Brackets onto the Headrail

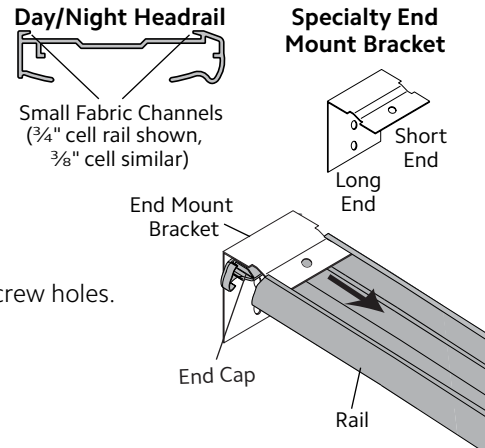
- Slightly remove the end caps from the headrail. Do not remove them all the way.
- Insert the short end of the specialty end mount brackets over each of the end caps and under the small fabric channels in the headrail.

Attach the End Mount Brackets to the Window Jamb

- Fully lower the shade.
- Position the fully lowered shade in the window.
- Gently push the fabric away from the end mount brackets to allow access to the screw holes.
- Mark the screw hole locations.

IMPORTANT: Check that the front edge of the shade is level and aligned.

- Remove the shade from the window.
- Drill the screw holes using a $\frac{3}{32}$ " drill bit.
- Install the shade by attaching the end mount brackets, using the screws provided.

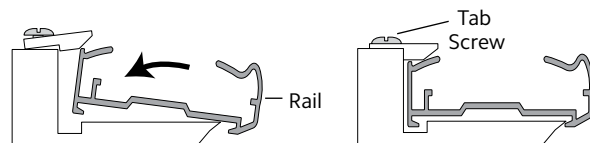


Proceed to "Install the Arch Trim" on page 6.

Install the Shade

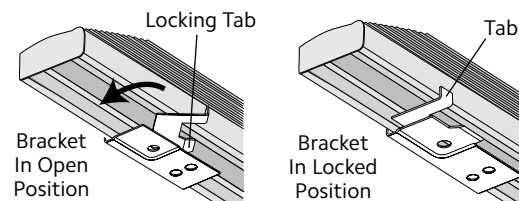
Standard Brackets

- Position the shade so the front fabric faces you.
- Slip the rail into the installation brackets so the front of the bracket slides under the front groove on the bottom of the rail.
- Gently roll the back of the rail down and push back to snap into place.
- Tighten the tab screw snugly. Do not overtighten.



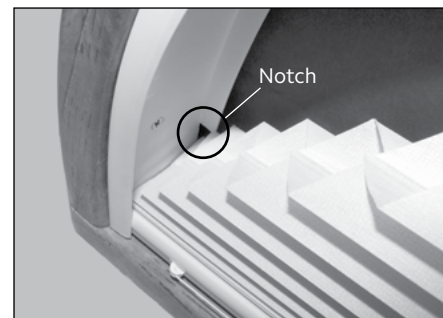
Swivel Brackets (Optional)

- Place the swivel brackets in the open position.
- Place the rail against the back of the swivel brackets.
- Rotate the swivel arm to snap the locking tab under the rail.
- The shade is locked when the push tab is against the rail.



Install the Arch Trim

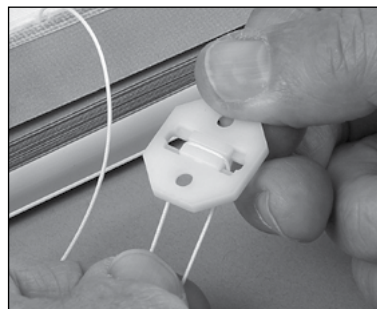
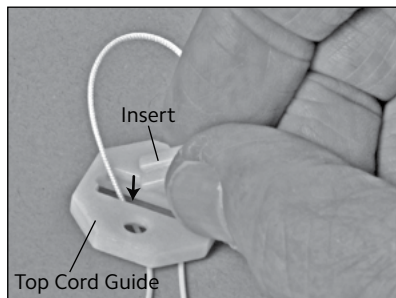
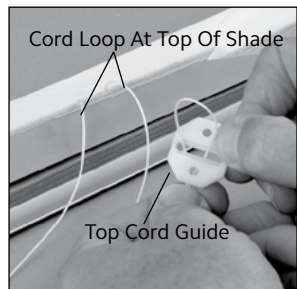
- To size the trim, position it along the entire curved surface, inside the window frame.
- Mark where to cut the arch trim. With inside-mounted shades, the ends of the trim should rest on the bottom of the window casement.
- Cut the arch trim to the correct length using a utility knife.
- For a shade with a wider bottom rail, cut a notch into the bottom back of the arch trim to accommodate the rail, as shown in the photo above.
- Place the trim back into the casement and line up the trim with both ends of the bottom rail, flush with the front of the casement.
- Attach the arch trim, using the screws provided.



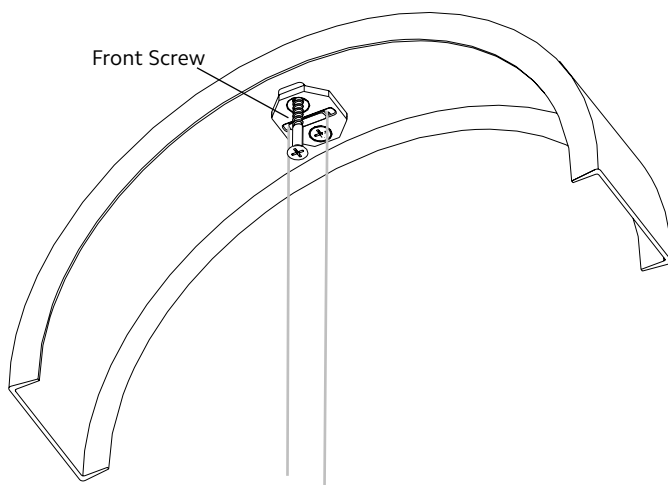
Attach the Top Cord Guide

- Thread the cord loop at the top of the arch up through the center of the top cord guide.
- Put the insert into the top cord guide as shown.
- Seat the cord into the “track” of the insert.
- Line up the front of the guide with the front of the casement directly above the shade so the bottom rail and cords form a 90° angle. The guide should reach the top casement with the cords taut.

CAUTION: Do not twist the lift lines going to the top cord guide or the shade will not be able to close all the way.

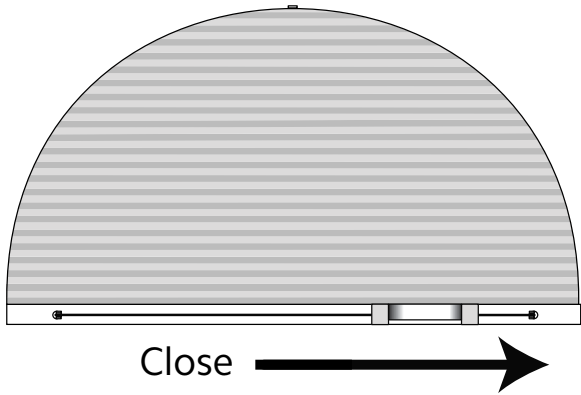


- Mark and drill the back hole of the guide.
- Put a screw in the back hole only.
- Check the top cord guide placement by moving the arch handle to the right to raise the shade. Determine if the top center cord guide is in the correct location by watching the fabric rise. If necessary, adjust the location of the top center cord guide and raise the shade again to check alignment.
- When the shade operates correctly, drill, and fasten the front of the top cord guide with the other screw.

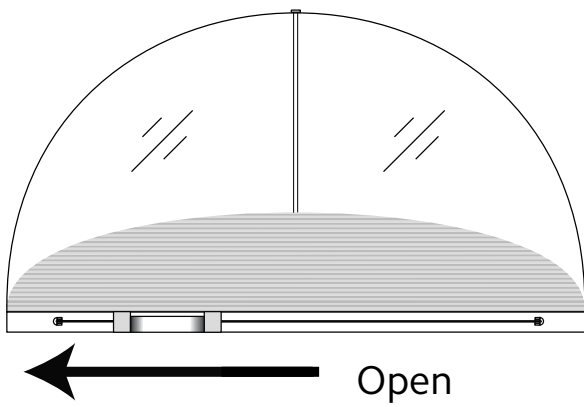


Shade Operation

- To close the shade, slide the arch handle to the right.



- To open the shade, slide the arch handle to the left.



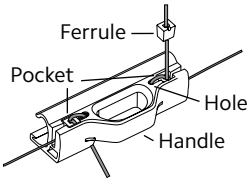
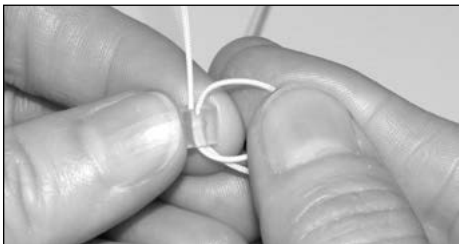
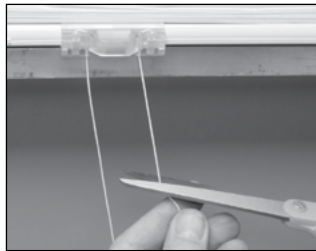
Troubleshooting

If your shade is not operating correctly:

- Refer to the following troubleshooting procedures for specific solutions for your shade.

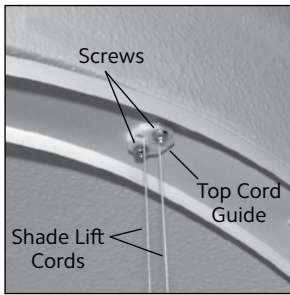
If questions remain, please contact LEVOLOR® PREMIER™ Consumer Support at **1-800-478-1538**.

Problem	The top cord guide does not reach the top of the window opening.
Solution	Decrease Tension / Lengthen the Center Cord Open the shade by pulling the handle all the way to the left. Locate the cord from the right hole next to the pocket (as shown). Remove the ferrule from the pocket by pulling on the excess cord A line drawing of the shade's internal mechanism. It shows a horizontal track with a 'Pocket' and a 'Hole' next to it. A 'Ferrule' is shown being pulled out of the pocket. A 'Handle' is attached to the end of the cord. A close-up photograph showing a pair of pliers pulling a cord out of a plastic pocket in the shade's track. To lengthen the cord, hold the cord tight between the pocket and the ferrule and slide the ferrule away from the pocket by a 1/4" to decrease the tension. After adjusting, place the ferrule fully back into the pocket. NOTE: Loop the cord around the ferrule once and back through the tapered end. Make sure the loops fits into the groove on the side of the ferrule before inserting it into the pocket. A close-up photograph of hands looping a white cord around a small white plastic ferrule. Test the shade operation. After routing the cord into the hole next to the pocket, trim the extra cord under the handle. CAUTION: Do not trim the cord until you are satisfied with the operation of the shade A photograph showing a pair of scissors trimming the excess cord from the shade's track.

Problem	The shade has a droopy cord or the shade will not stay up.
Solution	Increase Tension / Shorten the Center Cord Close the shade by moving the handle all the way to the right. Locate the cord from the right hole next to the pocket (as shown). Remove the ferrule from the pocket by pulling on the excess cord.   To shorten the cord, hold the cord tight under the ferrule. Then slide the ferrule towards the pocket by a ¼" to increase the tension (for a shade that may have a "droopy" cord). After adjusting, place the ferrule fully back into the pocket. NOTE: Loop the cord around the ferrule once and back through the tapered end. Make sure the loops fits into the groove on the side of the ferrule before inserting it into the pocket.  Test the shade operation. After routing the cord into the hole next to the pocket, trim the extra cord under the handle. CAUTION: Do <u>not</u> trim the cord until you are satisfied with the operation of the shade. 
Problem	The fabric rubs against the window casement while opening or closing the shade.
Solution	Adjust the Shade Before trimming the shade, be sure that the bottom rail is level. Shim if necessary. Also check that the top cord guide is directly above the center of the shade. NOTE: Incorrect placement of the cord guide is indicated by the shade rubbing on the window casement on one side but not on the other. Trim the Shade CAUTION: Trimming the shade permanently alters the shade. Your shade was made to a template for your window. Be sure you have exhausted all other adjustment possibilities before trimming the shade. With the shade closed, note the area(s) where the fabric cells are rubbing. Gently pull the fabric forward in that area out of the window casement. Cut small sections of fabric from the rubbing area. Be careful not to cut away too much fabric. Trim following the curve of the arch. Gently push the fabric back into place. Open and close the shade, checking to see if the fabric still rubs. Check the fit after each cut. If needed, repeat the trimming process until the fabric raises and lowers without rubbing. 

Removing the Shade, If Necessary

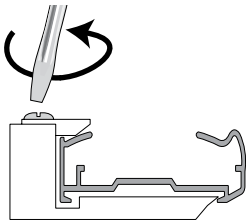
- Lower the shade completely.
- Remove the two screws securing the top cord guide in place.



Standard Installation Brackets

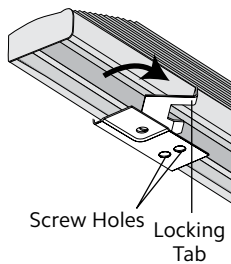
- While holding the rail, loosen the tab screw on each bracket to release the rail.

NOTE: For a wide shade, there may be a center installation bracket.



Optional Swivel Brackets

- While holding the bottom rail, pull the locking tab to rotate the swivel arm to the open position to release the bottom rail.



End Mount Brackets

- Reverse the installation procedures. See “Mount Installation Brackets — End Mount” on page 6 .

Cleaning Procedures

LEVOLOR® PREMIER™ Cellular Shades are made of anti-static, dust-resistant fabric which repels dirt and dust. For most cellular 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 Oceanside.

- 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

CAUTION: *Do not* spot-clean Harmony, Naturelle, Oceanside, or Sonora.

- 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 lowered (or closed) position.

Ultrasonic Cleaning

CAUTION: *Do not* ultrasonically clean any room-darkening fabric.

- 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.

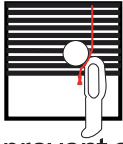
- Use only the dry method of injection/extraction for Oceanside fabrics.
- If using injection/extraction for Harmony or Naturelle, specify water only; no chemicals.
- Leave shades in closed position (stacked) for at least 15 minutes after cleaning.

Headrail Cleaning

CAUTION: Never use abrasive cleaning methods or harsh chemicals.

- Dampen a soft, clean cloth in warm water and wring it out.
- Gently wipe the headrail to remove dirt and dust.

! WARNING/ ADVERTENCIA



Window Blind Cord
Can **STRANGLE**
Your Child. To

prevent strangulation, purchase
cordless products or products
with inaccessible cords.

La cuerda de la persiana puede
ESTRANGULAR a su niño. Para
evitar el estrangulamiento, com-
pre alternativas cuerda o prod-
uctos con cuerdas inaccesibles.

! WARNING

STRANGULATION HAZARD – Young
children can be strangled by cords.
Immediately remove this product if a cord
longer than 22 cm or a loop exceeding
44 cm around becomes accessible.

! MISE EN GARDE

RISQUE D'ÉTRANGLEMENT – Les
enfants en bas âge peuvent s'étrangler
avec des cordes. Enlevez immédiate-
ment ce produit si une corde mesurant
plus de 22 cm devient accessible ou si
le contour d'une boucle de plus de 44
cm devient accessible.

10-Year Limited Warranty



COVERED

by a 10-Year
Limited Warranty

- LEVOLOR® PREMIER™ products are covered for defects in materials, workmanship or failure to operate for 10 years from the date of purchase (unless a shorter period is provided below), provided that the original retail purchaser continues to own the product.
- All internal mechanisms.
- Fabric delamination.
- Components, brackets and operational cords.
- Repairs and/or replacements will be made with like or similar parts or products. Fabric style, color or components may vary depending on original purchase date.
- LEVOLOR PREMIER motorization components are covered for 5 years from the date of purchase.

NOT COVERED

by a 10-Year
Limited Warranty

- Any conditions caused by normal wear and tear.
- Abuse, accidents, misuse or alterations to the product.
- Exposure to the elements (sun damage, wind, water/moisture, salt air) and discoloration or fading over time.
- Normal maintenance associated with motors and related accessories including, but not limited to, recharging and replacement of batteries.
- Failure to follow our instructions with respect to measurement, proper installation, cleaning or maintenance.
- Shipping charges, cost of removal and reinstallation.

LEVOLOR PREMIER (or its licensed fabricator/distributor) will repair or replace the product or components found to be defective.

TO OBTAIN WARRANTY SERVICE:

- Contact your original dealer (place of purchase) for warranty assistance.
- Contact LEVOLOR PREMIER at 1-800-478-1538 for technical support, certain parts free of charge, for assistance in obtaining warranty service or for further explanation of our warranty.

NOTE: In no event shall LEVOLOR or its licensed fabricator/distributor be liable or responsible for incidental or consequential damages or for any other indirect damage, loss, cost or expense. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion or limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Different warranty periods and terms apply for commercial products and applications.

