

LEVOLOR®

PREMIER™

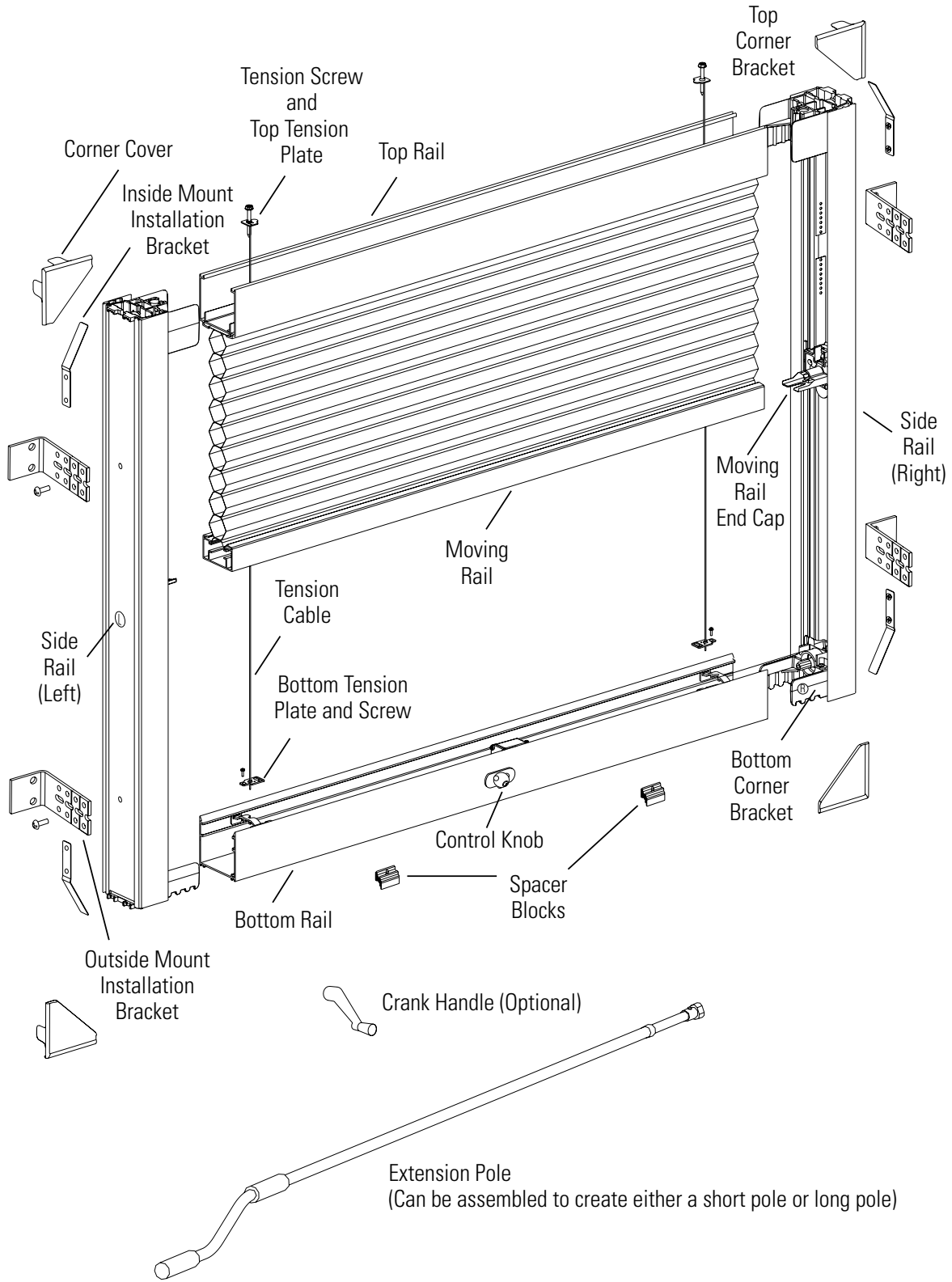
Cellular Shade Collection

Skylight and Skylight with Day/Night
Manual Installation Instructions



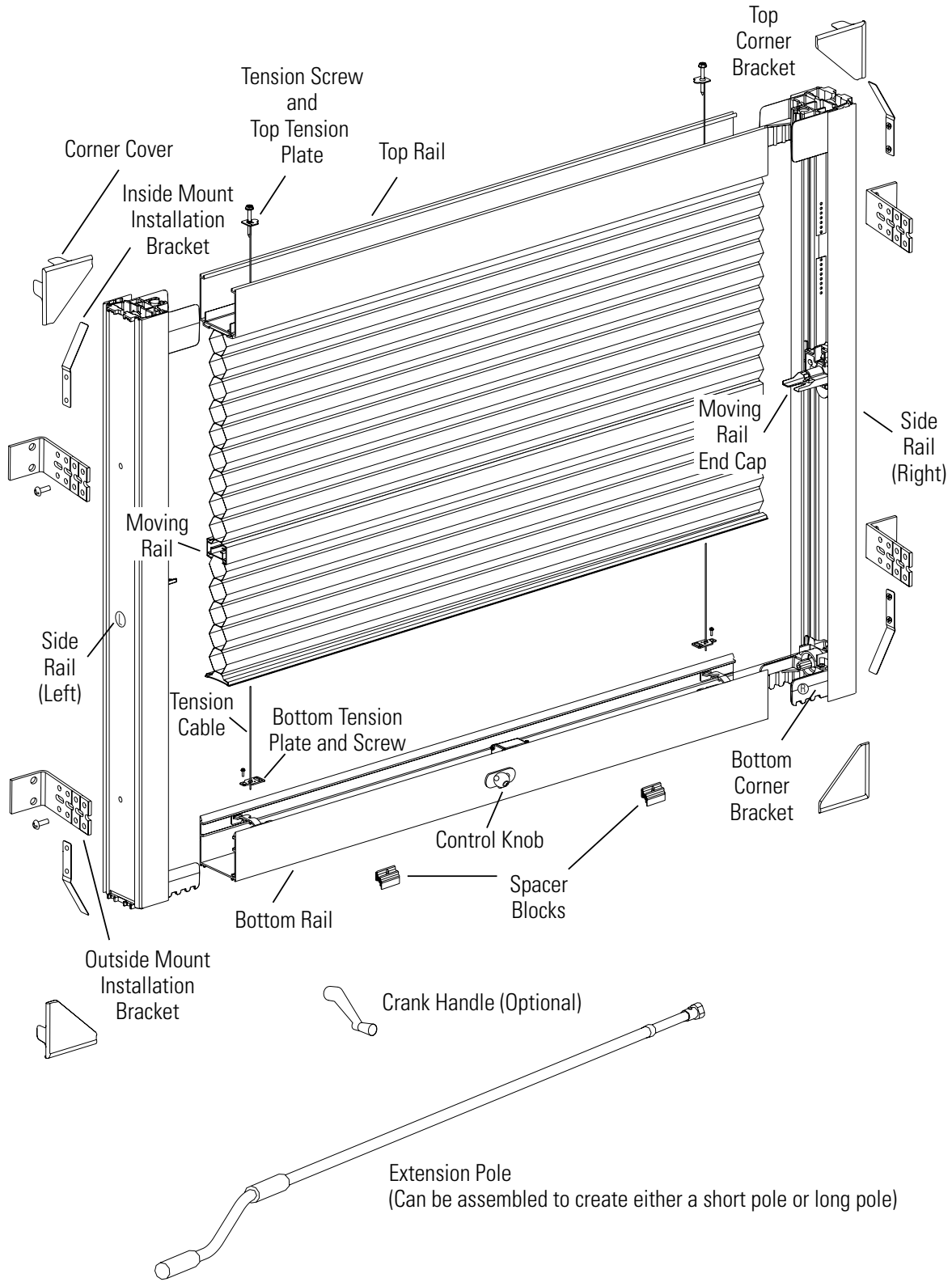
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Product View – Skylight



Product View – Skylight with Day/Night

Note: The bottom rail on Skylight with Day/Night shades will not raise. Only the middle rail can be lowered or raised.

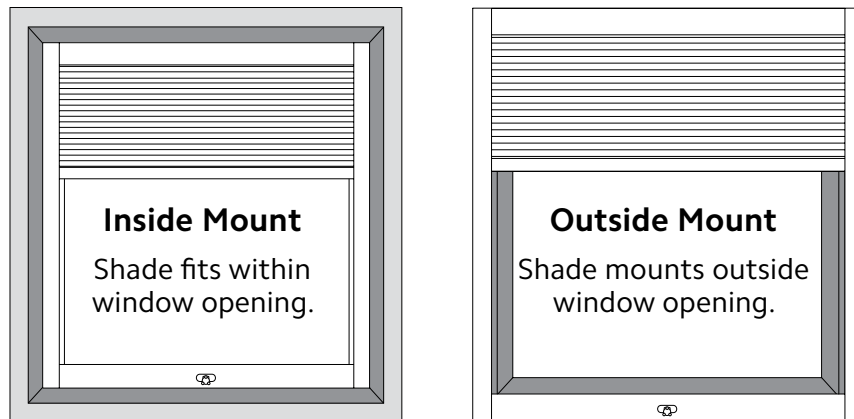


GETTING STARTED

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. Installation and assembly instructions are the same for Standard and Day/Night shades.

Mounting Types



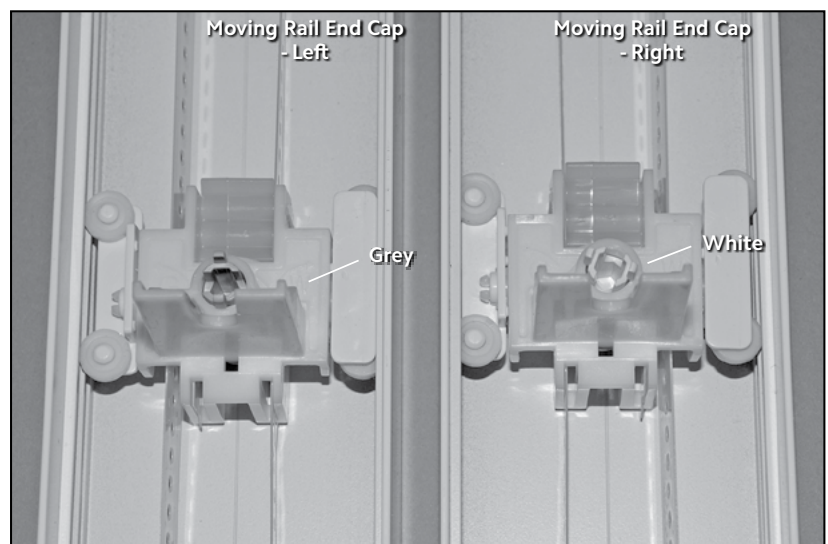
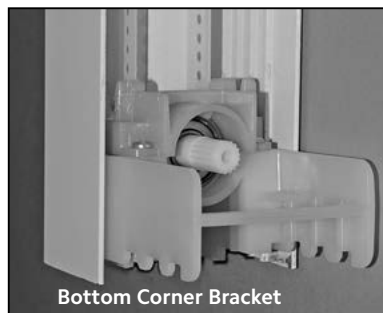
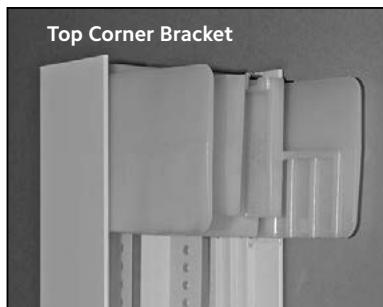
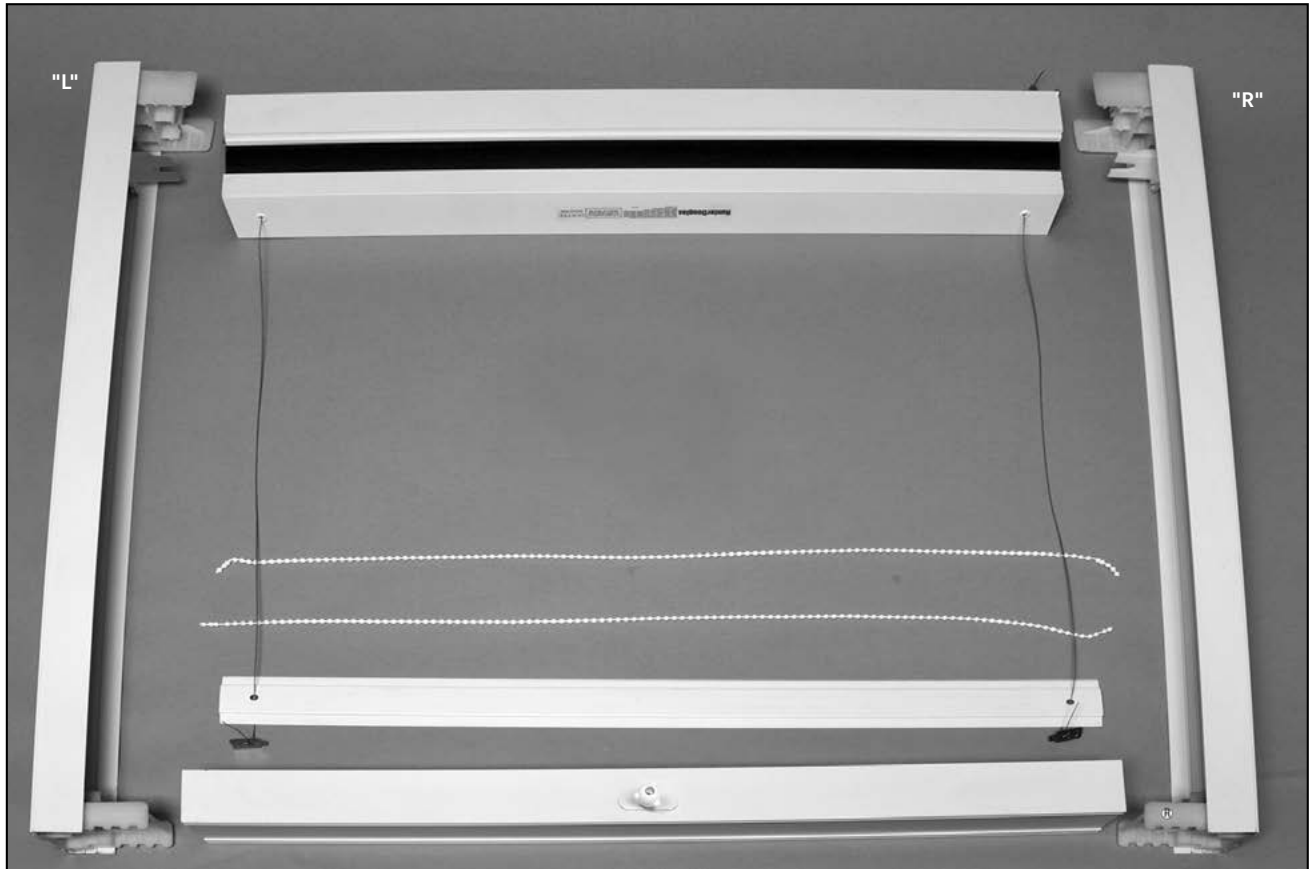
CAUTION: This shade cannot be installed as a “side stack” shade, operating from side-to-side within the window. Also, it cannot be installed as a “top-down” shade, where the fabric stack is at the bottom of the window.

Tools Needed

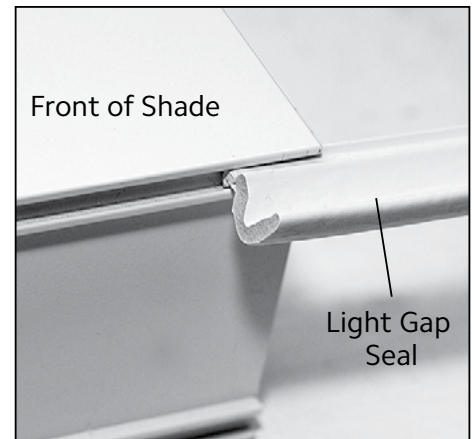
- $\frac{5}{64}$ " Allen wrench (provided)
- Level (laser level is recommended)
- Measuring tape and pencil
- Needle-nose pliers
- Phillips screwdriver (magnetized screwdriver is recommended)
- Power drill, $\frac{3}{32}$ " drill bit, and $\frac{1}{4}$ " hex driver
- Sharp scissors
- Tape

Arrange the Shade Components for Assembly

- Unwrap the shade components.
 - Clear a large, clean space on the floor and position the components for assembly.
 - Remove the bubble wrap from the shade.
- Orient the top rail with the fabric colored side facing up and the bottom rail with the control knob facing up. Arrange the side rails with the "L" sticker on the left and the "R" sticker on the right. Orient the side rails so that the top corner brackets are at the top and the bottom corner brackets are at the bottom.
- Slide the moving rail end caps close to the top corner brackets.

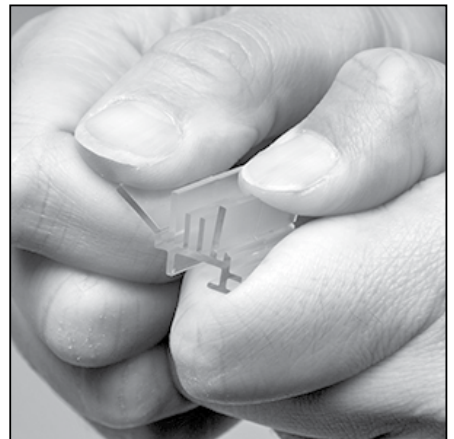
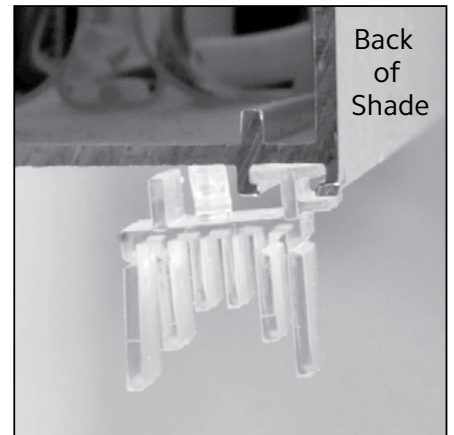


- **Inside Mount shades only:** Light gap seals should be inserted into the front channel of all four rails. Make sure they are inserted in the correct orientation, as shown.



- **Inside Mount shades only:** If the angle of the installed shade will be 45° or steeper, slide two spacer blocks into the rear channel on the underside of the bottom rail. The spacer blocks prevent the light gap seal from over-compressing and ensure even positioning of the shade in the casement.
 - Position the spacer blocks approximately one-fourth the shade width from each end of the bottom rail.
 - The plastic spacer blocks have tabs of $\frac{1}{2}$ ", $\frac{3}{8}$ ", and $\frac{1}{4}$ ". If necessary, break off the outer tabs to adjust the spacer block to the appropriate size, so the shade fits evenly into the casement.

NOTE: The spacer blocks are packaged with the corner covers.

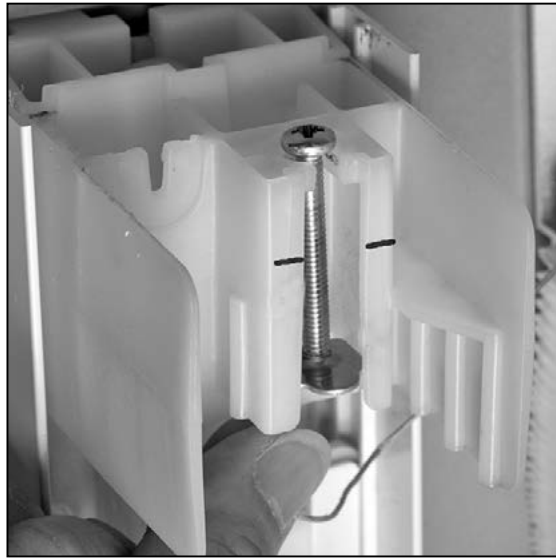
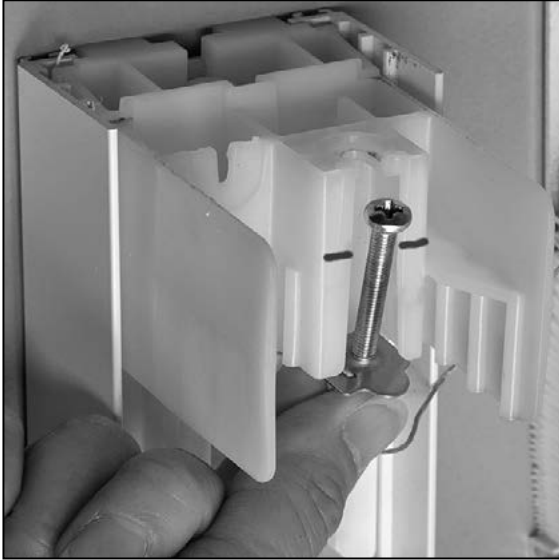


Insert the Top Tension Plates in Place

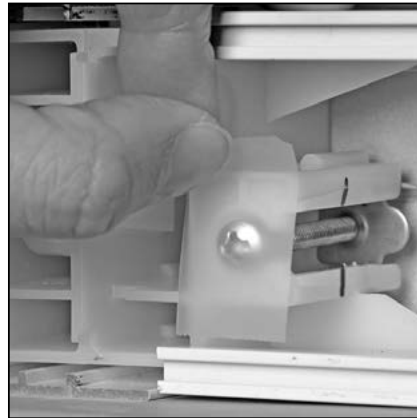
IMPORTANT: Make sure the bottom rail and the bottom corner bracket with the "R" sticker are placed on the right side before beginning the assembly.

- Position the left side rail close to the top rail.
- Orient and insert the top left tension plate in the slot in the top corner bracket on the left side rail.

TIP: Tilt the screwhead up to insert the top tension plate first, then insert the screwhead in place.



- Place a strip of tape over the screwhead to keep the screw in place.
- Repeat the above steps on the right side.
- **If there are more than two tension cables:** Make sure all the top tension screw(s) and the top tension plate(s) are in place.



Attach the Side Rails to the Top and Bottom Rails

Attach the Left Side Rail to the Top Rail

- Insert the top left corner bracket into the top rail and the moving rail end cap into the moving rail, while keeping the fabric stacked.

IMPORTANT: Make sure both prongs of the moving rail end cap are in the bottom channel of the moving rail.

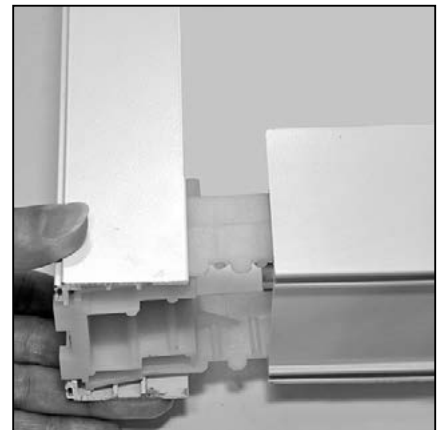
CAUTION: Be careful not to entangle the cable with any of the shade components.

Stack the fabric evenly near the top rail.

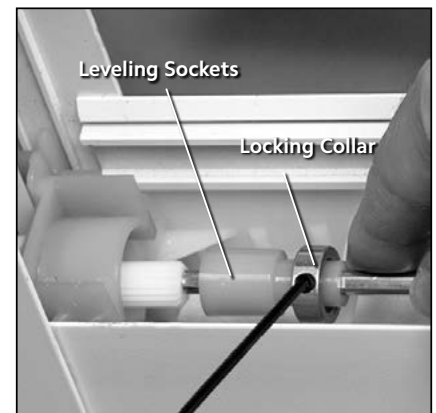


Attach the Left Side Rail to the Bottom Rail

- Insert the bottom left corner bracket into the bottom rail.



- Align the left end of the shaft in the bottom rail with the drive gear shaft.
- Slide the leveling socket onto the shaft and tighten the locking collar using the provided $\frac{5}{64}$ " Allen wrench.



Attach the Right Side Rail to the Top Rail

- Insert the top right corner bracket into the top rail and the moving rail end cap into the moving rail, while keeping the fabric stacked.

IMPORTANT: Make sure both prongs of the moving rail end cap are in the bottom channel of the moving rail.

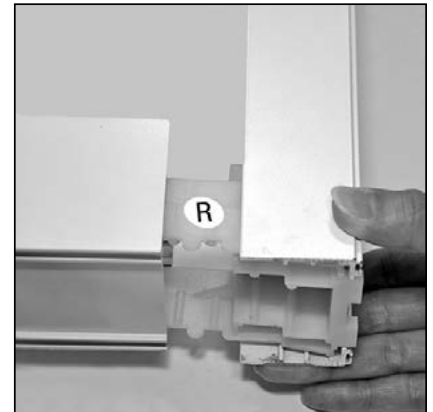
CAUTION: Be careful not to entangle the cable with any of the shade components.

Stack the fabric evenly near the top rail.

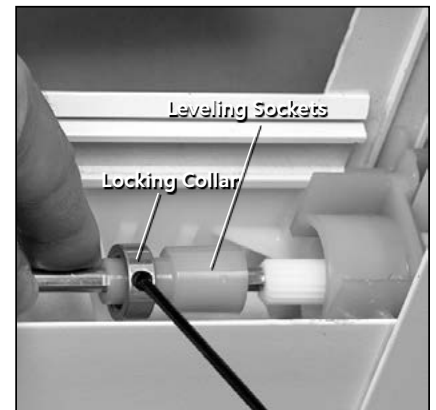


Attach the Right Side Rail to the Bottom Rail

- Insert the bottom right corner bracket into the bottom rail.

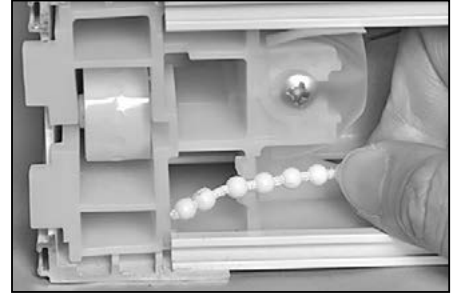


- Align the right end of shaft in the bottom rail with the drive gear shaft.
- Slide the leveling socket onto the shaft and tighten the locking collar using the provided $\frac{5}{64}$ " Allen wrench.



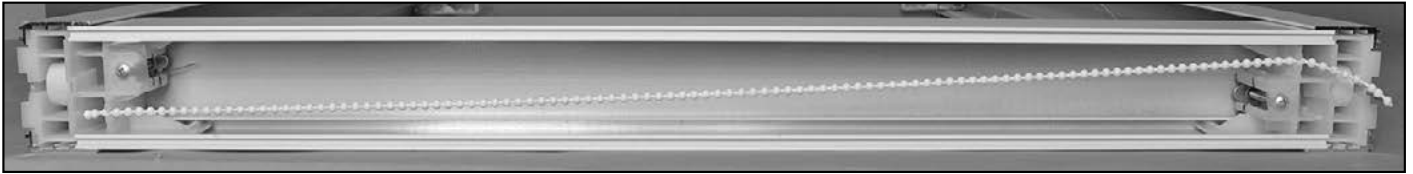
Secure the Side Rails to the Top Rail

- Hook one end of the bead chain between the third and fourth bead from the end in the slot in the top left corner bracket.



- Pull the bead chain taut and secure the other end of the bead chain in the slot in the top right corner bracket.

IMPORTANT: Make sure the bead chain is taut in order to hold the side rails together.

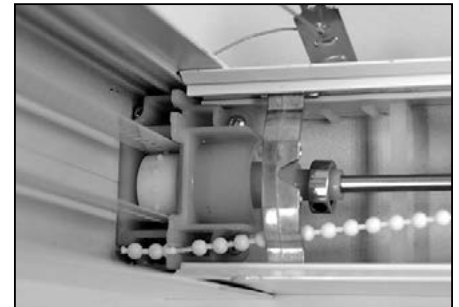


- Cut the excess bead chain, leaving 3 to 4 extra beads past the slot.



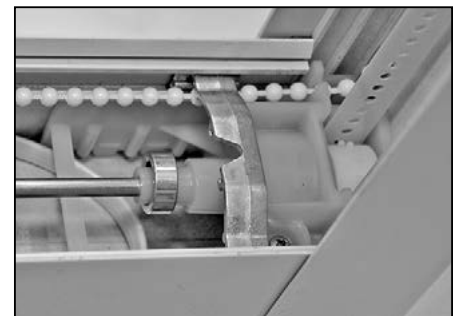
Secure the Side Rails to the Bottom Rail

- Hook one end of bead chain between the third and fourth bead from the end in the slot in the bottom left corner bracket.



- Pull the bead chain taut and secure the other end of bead chain in the slot in the bottom right corner bracket.

IMPORTANT: Make sure the bead chain is under the tension cable brackets and taut in order to hold the side rails together.

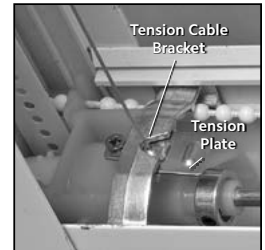
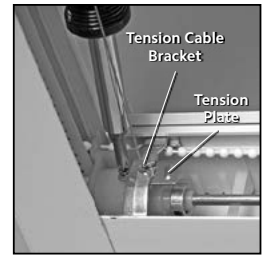


Insert the Bottom Tension Plates in Place

- Place the bottom rail tension plate under the tension cable bracket in the bottom rail on the left side.
 - If you moved the tension cable bracket out of the way, move it back against the bottom corner bracket.
 - If the tension plate does not reach the tension cable bracket, check that the cable is not tangled with the top corner bracket.

IMPORTANT: Make sure the tension cable is in the slot.

- Locate the bottom tension plate screws in the package, place the screw in the screw hole in the left bottom tension plate and tighten it to keep the tension plate in place.
- Repeat the above steps on the right side.
- **If there are more than two tension cables:** Repeat the above steps for each tension plate.

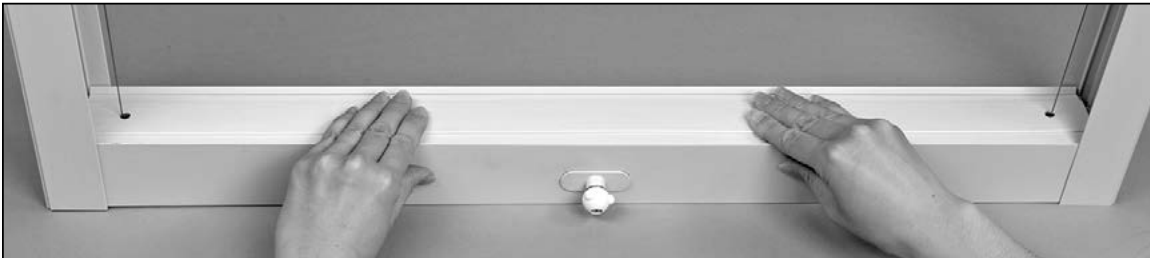


Install the Bottom Rail Cover

- Center the bottom rail cover on the bottom rail.
- Angle the cover into the back groove then down.



- Press the front of the cover into the front groove.



- If you have Day/Night shades, the bottom rail will have sheer fabric attached. Handle the fabric with care
 - Angle the rail cover into the back groove then down



- Press the front of the rail cover into the front groove.

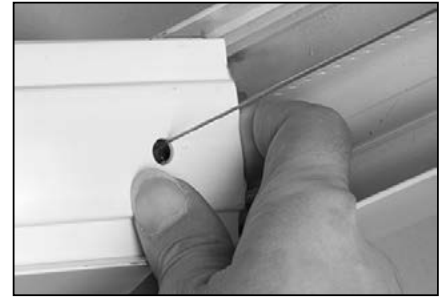


- Make sure all the tension cables are in the center of the holes in the rail cover.
 - Move the tension bracket(s) if necessary.

IMPORTANT: Be sure the cover is centered on the bottom rail.

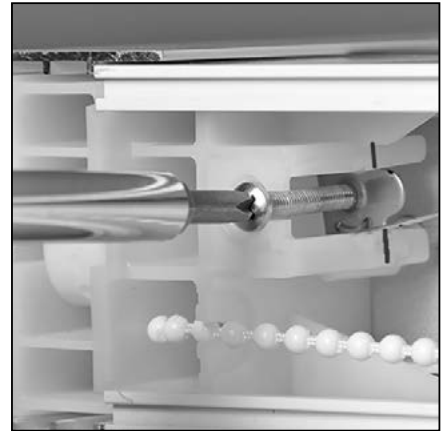


- **To remove the bottom rail cover:** Place your finger under one edge of the cover and pull it up while spreading the bottom rail with your other hand. Once you get an edge started, continue pulling the cover up and out of the slot.
 - For Day/Night shades: Go around the sheer fabric to pop out the bottom rail cover. Be careful of the sheer fabric.



Adjust the Tension

- Remove the tape and tighten all the top tension screws in the top rail until the tension plates line up with the mark.



Attach the Crank Handle (Optional)

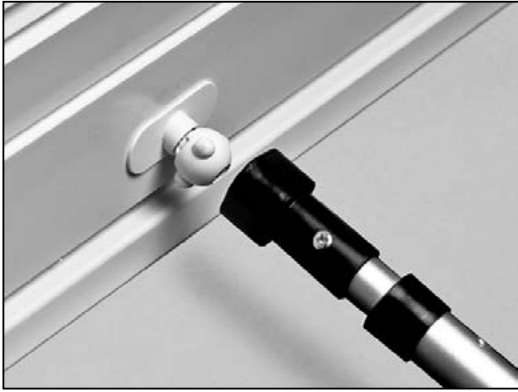
- Unscrew and remove the control knob.
- Attach the handle using the screw provided.
 - Align the handle so the set screw is tightened against the flat part of the protruding shaft.



Test the Shade

Prior to installing the shade in the window, test its operation.

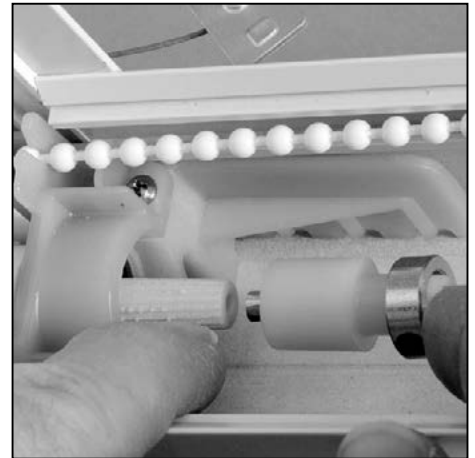
- **If you have an extension pole:** The extension pole can be assembled to create either a short pole (extends from 51" to 72") or a long pole (extends from 80" to 111").
 - Insert the end of the extension pole onto the control knob.
 - Align the socket with the control knob.
 - Insert the socket onto the control knob.



- Rotate the crank handle or the extension pole counterclockwise to lower the shade.
- Rotate the crank handle or the extension pole clockwise to raise the shade.
- If the shade does not operate correctly, see "Troubleshooting" on page 21.

Adjust the Shade (If Necessary)

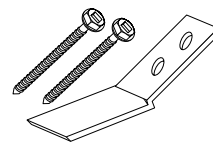
- Raise the moving rail approximately 12" above the bottom rail and check the level of the moving rail.
 - Measure the distance from the bottom rail to the moving rail on the left and right sides. If the distances are not equal, you must adjust the rail to level it.
- Adjust one side of the moving rail, if necessary.
 - Remove the bottom rail cover.
 - Loosen a locking collar on one side and slide the leveling socket off the shaft.
 - Adjust the moving rail on the side where the leveling socket is off the drive shaft.
 - After the moving rail is level, slide the leveling socket onto the drive gear shaft and tighten the locking collar.
 - Operate the shade to verify that the shade is level. Repeat the above steps, if necessary.
 - Reinstall the bottom rail cover.



INSTALLATION

Install the Shade — Inside Mount

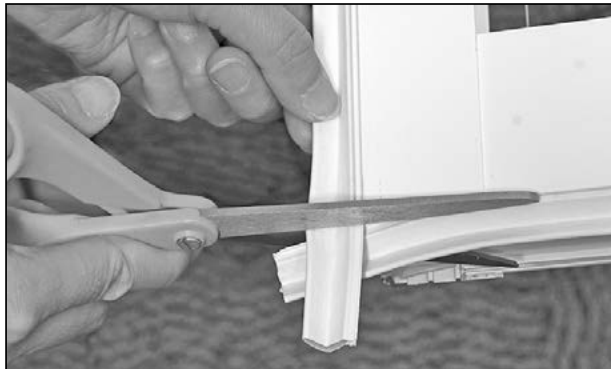
Your order will include four installation brackets per shade and two mounting screws per installation bracket, plus four extra screws.



Installation
Bracket

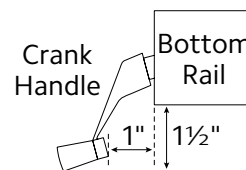
Trim the Light Gap Seals

- Trim the excess light gap seal at all four corners with sharp scissors.



Mount the Installation Brackets

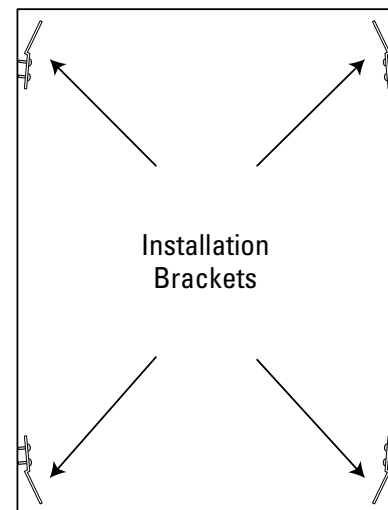
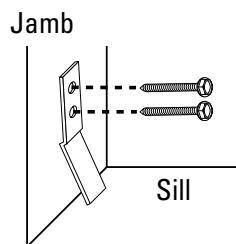
IMPORTANT: If you have an optional crank handle, you will need the clearance shown on the right to fully rotate the handle.



- Starting with the bottom right corner of the skylight opening, hold the provided Cellular Skylight Inside Mount Bracket Template with the arrow toward the glass.
- Line up the front edge of the jamb with the dotted line located at the 2 1/2" mark on the template.
- Mark the screw holes.
- Use the same side of the template for the top left corner of the skylight opening.

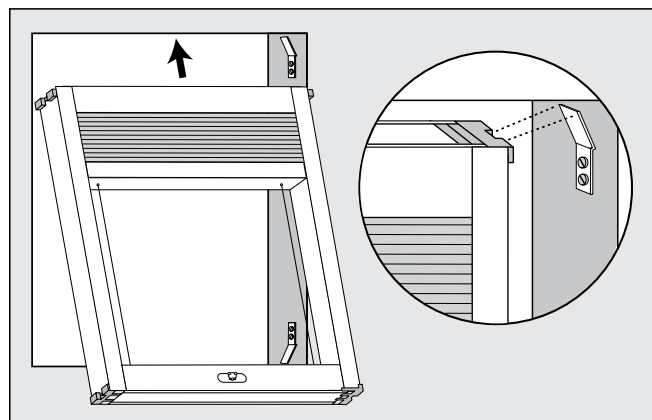


- Flip the template and use the backside for the top right and the bottom left corners.
- After marking all four corners, drill the screw holes using a 3/32" drill bit.
- Attach the installation brackets using the screws provided.

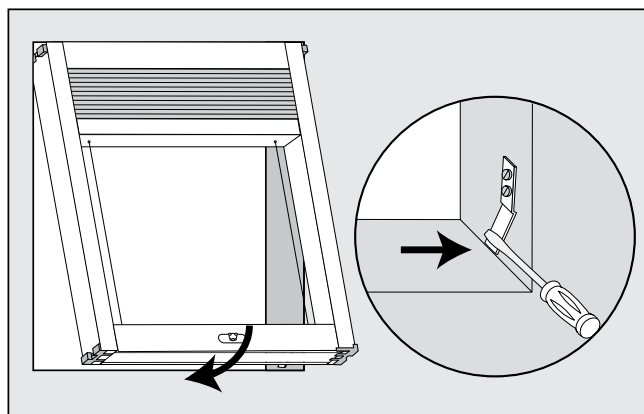


Mount the Shade

- Slip the upper portion of the shade into the window frame. Make sure the installation brackets fit into the notches on the plastic hooks (inset).

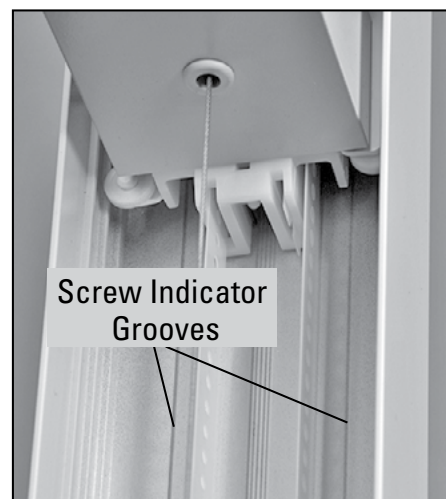


- Slip a screwdriver behind the shade and push back the brackets to install the lower end of the shade.



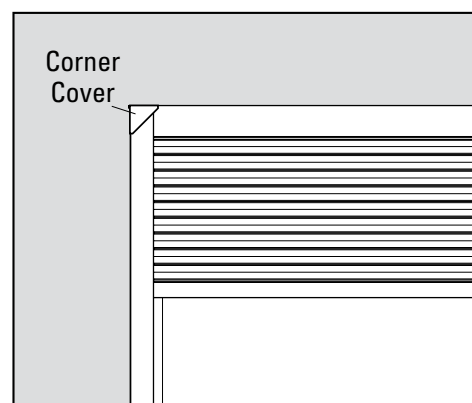
NOTE: Additional holes are punched in the side rails 8" from each corner. You may attach the side rails to the window frame using the provided extra screws. Do not overtighten these screws. Doing so can cause the side rails to bow in and prevent the shade from operating correctly.

NOTE: Additional screws can be added to secure the larger shades. If you choose to use more screws, drill installation holes on the screw indicator grooves in the side rails.



Attach the Corner Covers

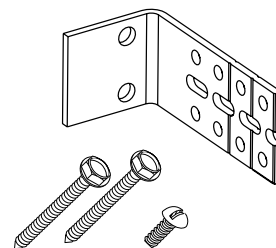
- Remove the adhesive backing from the corner covers.
- Press a cover onto each shade corner, extending them to the window frame to cover the light gap.



Install the Shade — Outside Mount

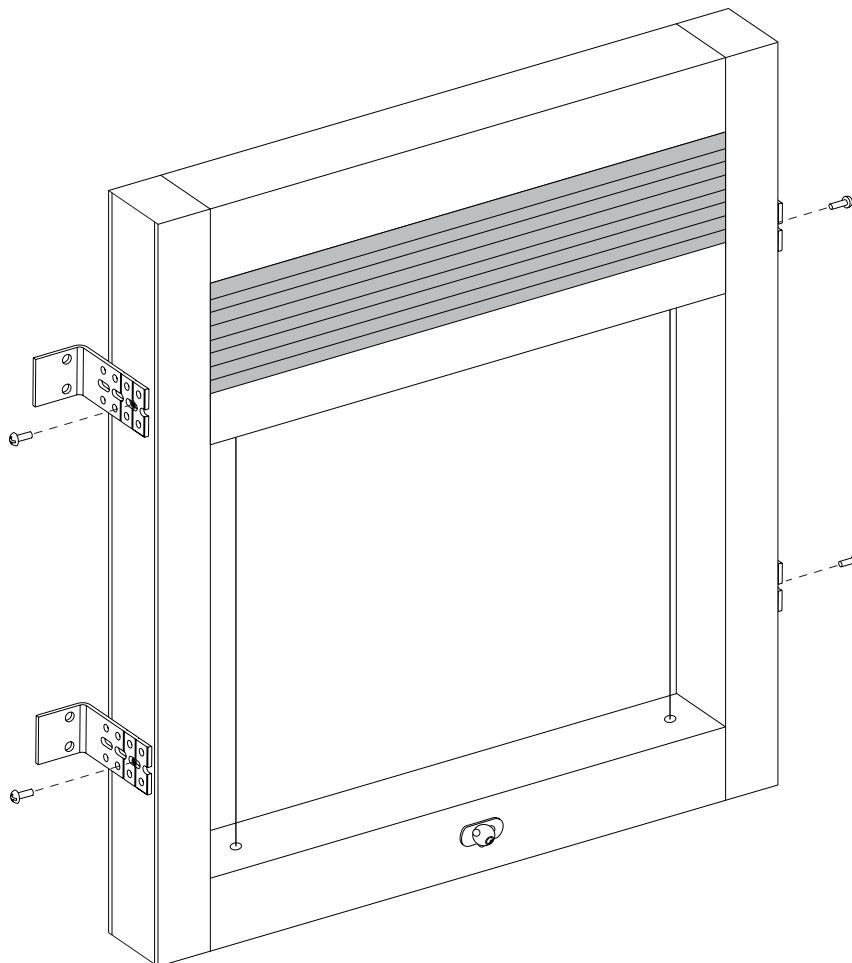
Your order will include four installation brackets (two for each side rail) as well as one $\frac{3}{8}$ " screw and two $1\frac{1}{2}$ " screws per installation bracket.

IMPORTANT: You may need another person to assist you with this installation.



Attach the Installation Brackets to the Shade

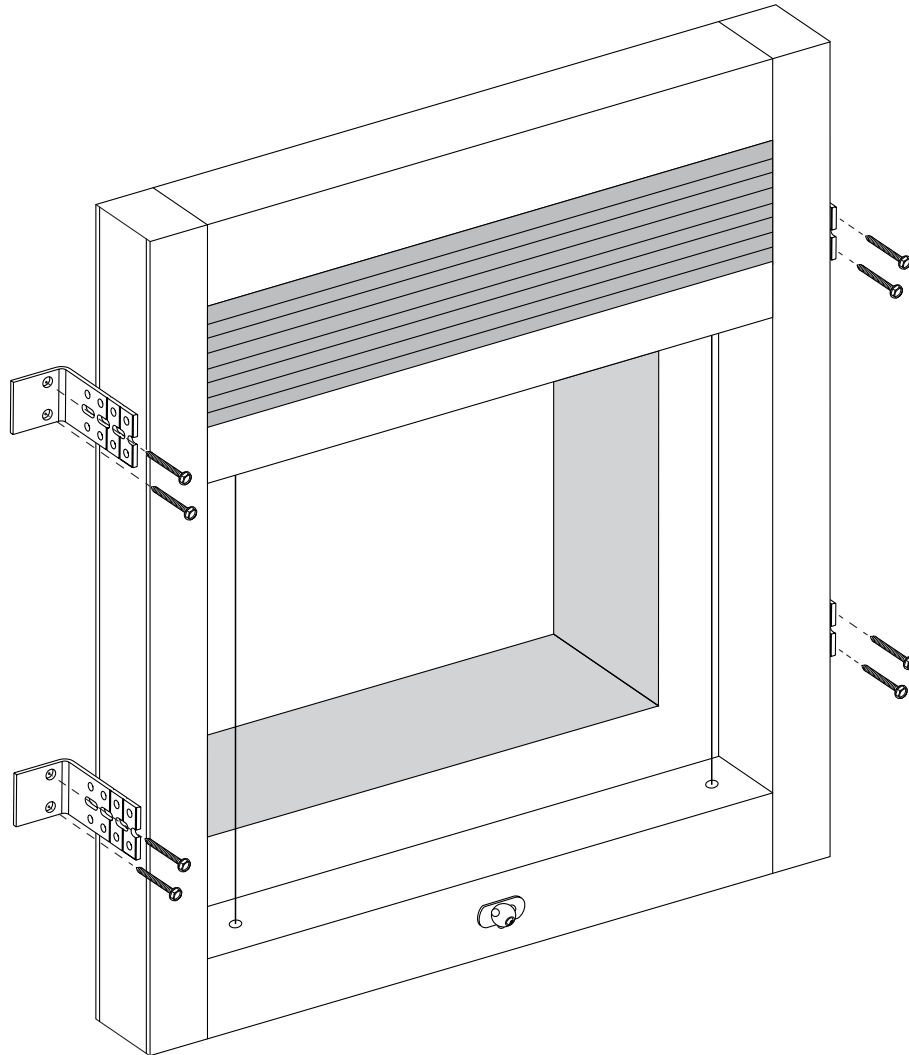
- Attach the installation brackets to the shade through pre-drilled holes on the side rails using the $\frac{3}{8}$ " screws provided.



Mount the Shade

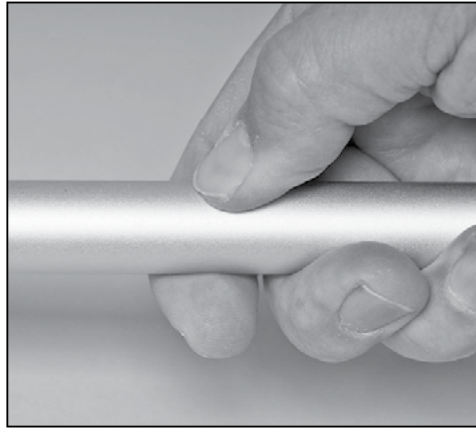
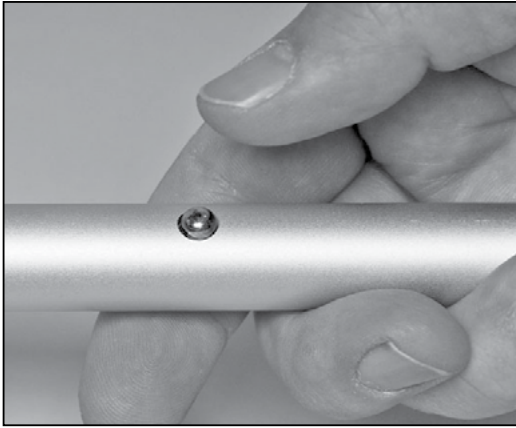
- Place the shade over the window opening at the desired location.
- Mark the screw holes and drill them using a $\frac{3}{32}$ " drill bit.

IMPORTANT: Use drywall anchors when mounting into drywall. Attach the installation brackets to the mounting surface using the 1½" screws provided.



Operate the Shade

- **If you have a crank handle:** See the operating instructions on 20.
- **If you have an extension pole:** Set the extension pole to the correct length, if necessary.
 - Locate the pole lock and press the lock in firmly.



- Slide the pole extension until it locks in place at the correct length.



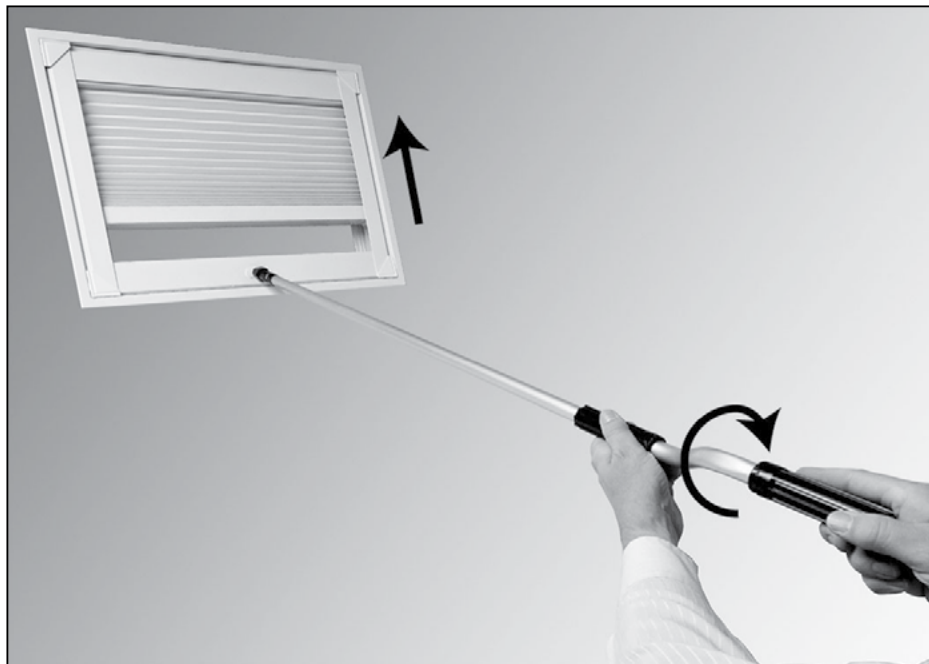
To Lower the Shade

- Rotate the crank handle or the extension pole counterclockwise to lower the shade.



To Raise the Shade

- Rotate the crank handle or the extension pole clockwise to raise the shade.



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 shade operates in the opposite direction.
Solution	Verify that the side rails are installed in the correct orientation.
Problem	The shade stops before hitting the bottom rail.
Solution	Adjust the tension brackets so that the tension cables are parallel to the side rails.
Problem	There is some slack in the drive belt.
Solution	The drive belt should have some slack when the shade is stacked. This is normal. Tightening the tension screws will not remove the slack.

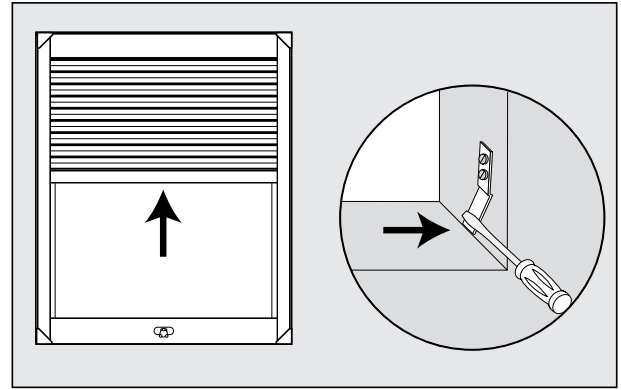
Removing the shade (If Necessary)

Inside Mount

- Raise the shade to the top.
- If there are screws attaching the side rails to the window frame, unscrew them.
- Insert a screwdriver at the lower corners of the shade.
- Push back the brackets to release the lower end of the shade.
- Pull and slide the shade out of the upper brackets.

Outside Mount

- Unscrew the installation screws from the mounting surface.



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 fabrics.

- 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.

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.

