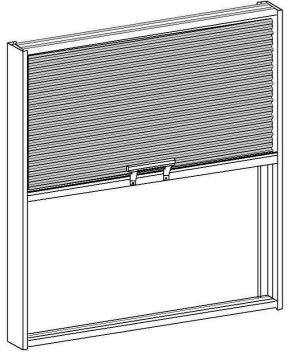


# Installation & Care Instructions



# **Tools Required**

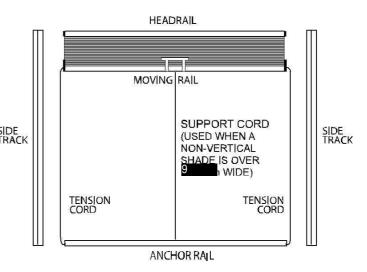
To install CELLULAR SHADES Skylight Shades, you will need a few basic tools:

- Measuring Tape
- Power Drill and Drill Bits
- Long Flat Blade Screwdriver
- Phillips Screwdriver

In addition to the tools, you will need a supply of fasteners to attach the installation brackets and side tracks. Sheet metal screws work well with both wood and aluminum mounting surfaces. Expansion or toggle bolts are required with surfaces such as gyprock and plaster.

#### First Things First

Study the illustration below to acquaint yourself with the shade terminology used in these instruct tions. Notice that five rails are used in these instructions: headrail, moving rail, anchor rail, and two side tracks. All but the moving rail are attached to the mounting surface, either directly or via installation brackets. The side tracks and rails can be positioned inside or outside the window opening, depending upon whether the shade was ordered as reveal (inside mount) or face (outside mount).



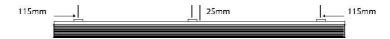
The CELLULAR SHADES Skylight installation is

organized into five easy steps. Please read these instructions all the way through and make sure you have all the necessary materials before you begin to work.

# 1. Attach the Installation Brackets

# **Bracket Spacing**

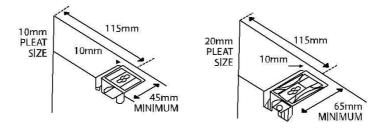
Two installation brackets are positioned so that their centerlines will be 115mm from the ends of the headrail. If a support cord is used, a third bracket is positioned 25mm to the left of the center of the headrail. Measure and mark all bracket centerlines.



With face fit (outside mounts), installation brackets are used for the anchor rail, as well as the headrail. Bracket spacing is the same for both. Usually, reveal (inside mounted) anchor rails are screwed directly to the sill.

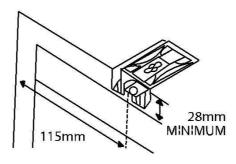
#### Reveal Fit (Inside Mount) Applications

To fully recess the shade, the flat surface of the sill must be at least 45mm deep for 10mm pleat sizes or 65mm deep for 20mm pleat sizes (more depth may be required to clear any obstruction to shade movement such as a window crank or handle). Attach the installation brackets to the top sill of the window opening, as shown. Locate the screws on the centerlines you marked and align the brackets so that their front edges are recessed 10mm. If the anchor rail does not have mounting holes punched into it, attach installation brackets to the bottom sill, as well as, directly under the brackets on the top sill.



# Face Fit (Outside Mount) Applications

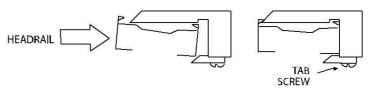
Face fit (outside mounts) require a flat vertical surface at least 28mm wide all around the window opening. Installation brackets are attached at both the top and bottom. Centre the brackets on the centerlines you marked and attach each bracket using two fasteners. The headrail and anchor rail brackets must be perfectly parallel and separated by a distance equal to the length of the side tracks. Be sure the brackets for each rail are aligned at the same height.



#### 2. Install the Headrail

The headrail, fabric, moving rail, and anchor rail are bundled together with rubber bands. Do not remove the rubber bands until after the side tracks are mounted (step #3). With the front (coloured) side of the fabric facing you, slip the headrail into the installation brackets. The front lips on the brackets fit into the front groove on the top of the rail. Push on the rail until it snaps

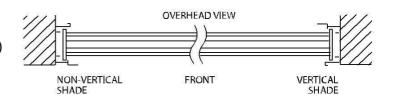
into place. Make sure no fabric is trapped between the headrail and the tabs on the installation brackets. Tighten the tab screw on each bracket until it is snug. Do not over tighten.



# 3. Mount the Side Tracks

#### Reveal Fit (Inside Mount) Application

The side tracks are screwed on the inside of the window well using the holes drilled on alternate sides of the track centerline. In non-vertical (sloped) installations, the wide flange is aligned flush with the front edge of the window opening. In vertical installations, the narrow flange is in front, flush with the

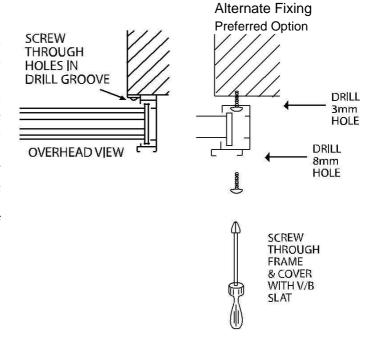


edge of the opening. The rails should be centered within the side tracks.

After mounting the side tracks, measure the distance between them at each end. They must not be more than 5mm out of parallel for proper shade operation. If necessary, install steel washers under the mounting screw locations, starting at the ends of the side tracks.

# Face Fit (Outside Mount) Applications

With face fit (outside mounts) the side tracks will have holes drilled in the groove near the edge of the wide flange. Attach the wide flange to the outside of the window well using the appropriate fasteners. The narrow flange on the side tracks should be at the front of the shade. whether the installation is vertical or nonvertical. After the side tracks are mounted, the distance between them should be equal at both ends. The ends of the rails should barely touch the side tracks.



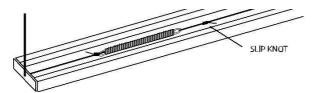
#### 4. Install the Anchor Rail

Cut the rubber bands holding the rails and fabric together, and lower the anchor rail to the bottom of the side tracks. Be careful not to tangle the cords. The open side of the anchor rail should be face up, with the spring and cords exposed. (The open side may be covered by a fabric strip; remove it to make any shade adjustments). With face fit (outside mounts), snap the anchor rail into the installation brackets the same way you installed the headrail (step #2). If necessary, installation brackets can also be used with reveal fit (inside mounts) but it is preferable to screw the anchor rail directly to the sill. Centre the rail within the side tracks before direct-mounting it.

# 5. Adjust the Shade

#### **Tension Cords**

The tension cords should be tight enough to hold the moving rail in position anywhere along the length of its travel. The moving rail should slide easily, yet not drift when it is released. In the anchor rail, move the slip knot to the right to increase tension or to the left to decrease tension. When increasing tension, do not stretch the spring to a length greater than 140mm.

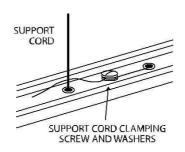


#### Moving Rail Position

The moving rail should be parallel to the anchor rail so that, when the shade is closed, the two rails make firm contact along their entire length. To adjust the moving rail position, loosen the cord clamping screw and slide the cord between the two washers. Then re-tighten the screw, making sure the cord is still between the two washers. Do not change the cord tension when making this adjustment.

# **Support Cord Tension**

If the shade has a support cord, it should be very taut when the shade is installed. To make an adjustment, loosen the support cord clamping screw, pull the cord through the two washers to the desired tension, then re-tighten the screw. Make sure the cord is held tightly between the two washers.



### **Final Assembly**

After making any necessary adjustments, fit the fabric strip into the anchor rail to cover the internal hardware. If the handle is not already on the moving rail, attach it using the screws provided.

# Care and Cleaning

Because the CELLULAR SHADES $_{\odot}$  fabric is anti-static, it requires very little cleaning. A light sweep with your vacuum cleaner brush attachment is all that is needed to keep it dust-free. For a more thorough cleaning, the entire shade assembly may be gently wiped with a soft damp cloth using lukewarm water.