CELLULAR SHADES ULTRAGLIDE NSTALLATION, OPERATION & CARE MANUAL

PRODUCT VIEW

Installation Brackets

End Cap

Stop-Ball

Fabric-Covered
Headrail

Tassel

Hold-Down
Bracket
(Optional)

Middle
Rail

Bottom Up

Top Down/Bottom Up

Bottom
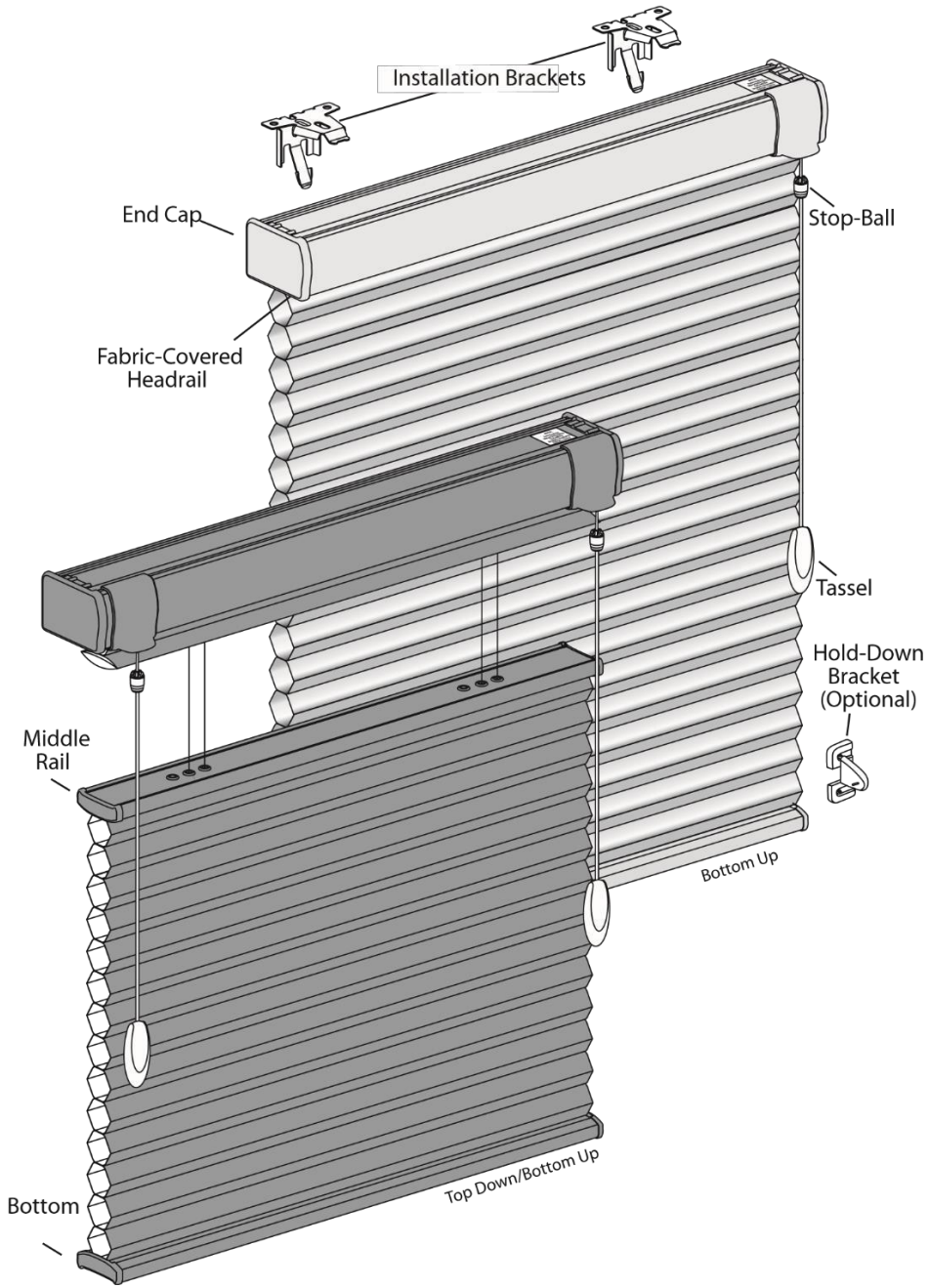
TOOLS AND FASTENERS NEEDED

- Flat blade and Phillips screwdriver
- Measuring tape and pencil
- Level (laser level is recommended)
- Power drill, 3mm drill bit, and a 6mm hex driver

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

- **#6 Hex Head Screws (Provided).**
  Two 38mm 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 shade, use two 38mm screws per installation bracket.

- **Speed Nuts and Screws (Provided).**
  Extension brackets come with speed nuts and screws.

- **Drywall Anchors (Not Provided).**
  Use drywall anchors when mounting into drywall.

#6 x 38mm Hex Head Screw (Provided)

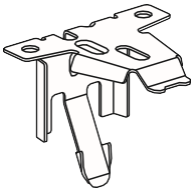Longer #6 Hex Head Screw for Use with Spacer Blocks (Not Provided)

#6 Flat Head Screw for Use with End Mount (Provided)

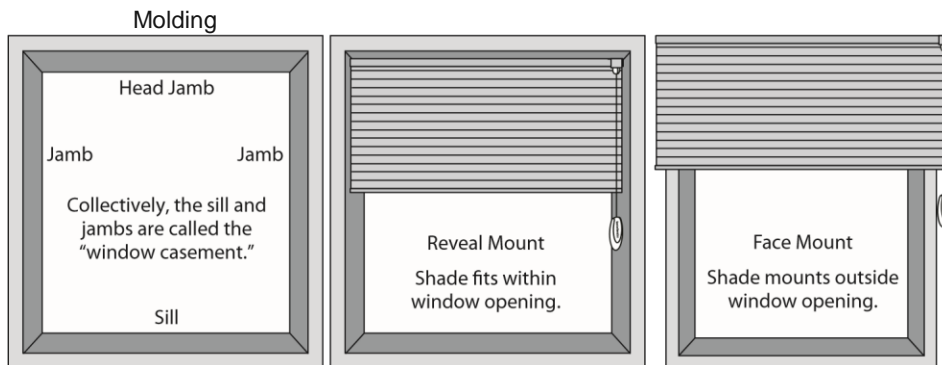Speed Nut and Screw (Provided with Each Extension Bracket)

INSTALLATION OVERVIEW

■ Your order will include the correct number of installation brackets for your shade width, as shown in the table.

Installation Bracket

10mm and 20mm

| Shade Width (mm)	Brackets Required
310 – 915	2
916 – 1830	3
1831 – 2745	4
2746– 3040	5
3041– 4420	6

Mounting Types and Window Terminology

If the installation brackets are mounted correctly, the rest of the installation process follows very easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below. ■ Refer to the appropriate page below based on your order:

Molding

Head Jamb

Jamb   Jamb

Collectively, the sill and jambs are called the "window casement."

Sill

Reveal Mount

Shade fits within window opening.

Face Mount

Shade mounts outside window opening.

MOUNT THE INSTALLATION BRACKETS — REVEAL MOUNT

■ Measure 50mm from each jamb for bracket location.

  ■ If more than two installation brackets came with your order, space additional bracket(s)evenly between the two end brackets and mark their location. Mount into wood whenever possible.
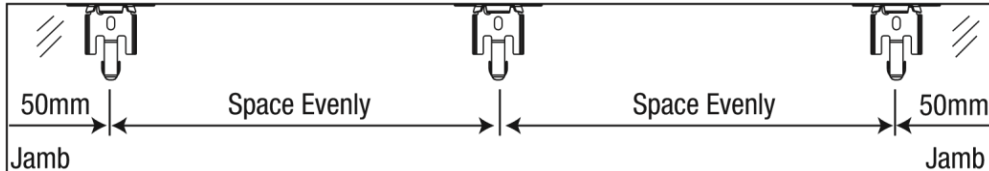

■ Center the brackets on your marks, then mark the screw holes.

  ■ The minimum casement depth for mounting the installation brackets is 10mm. Mark both of the winged screw holes with shallow mounting depths.

  ■ The minimum casement depth for a fully recessed mount is 60mm for 10mm and 20mm cell sizes. Mark the center screw hole when depth permits.
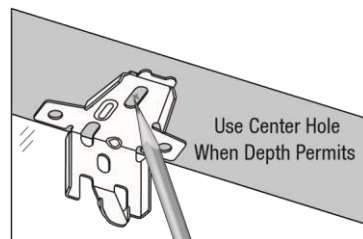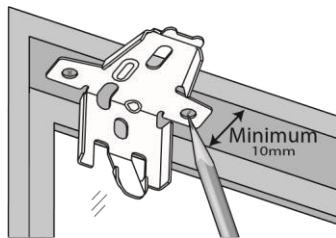
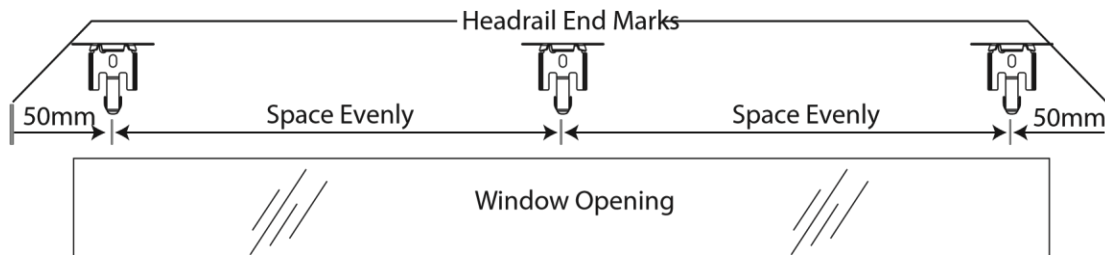   **IMPORTANT:** The front edges of the brackets must be level and aligned to each other.

■ Drill the screw holes using a 3mm drill bit.

  IMPORTANT: Use drywall anchors when mounting into drywall.

■ Use a level to check that the mounting surface is level. Shim the brackets if necessary.

■ Attach the installation brackets using the screws provided.
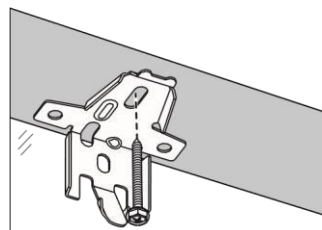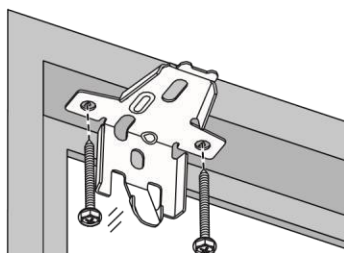
MOUNT THE INSTALLATION BRACKETS — FACE MOUNT

■ Center the shade over the window opening at the desired height. Use a pencil to lightly mark each end of the headrail on the mounting surface.

  ■ Alternatively, measure the width of the headrail and use that width to mark the headrail end points over the window opening.

■ Mark 50mm from each end of the headrail.

  ■ If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location.


■ Center the installation brackets on your marks and mark where to drill the screw holes.

  ■ A minimum flat vertical surface of 30mm for installation brackets or extension brackets is required.

  ■ The top of the installation brackets or extension brackets should be at the desired height. The brackets should be level and aligned.

  ■ When using extension brackets, mark two screw holes per bracket.

  CAUTION: The rear of the brackets must be flush against a flat mounting surface. Do not mount brackets on curved molding.
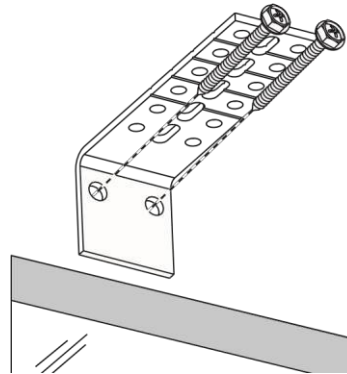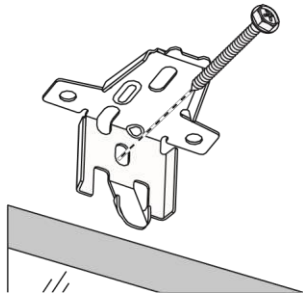
■ Drill the screw holes using a 3mm drill bit.

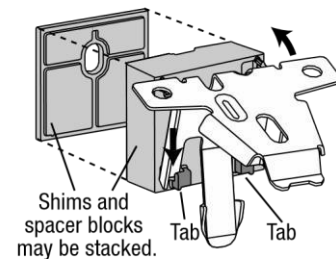 **IMPORTANT:** Use drywall anchors when mounting into drywall.
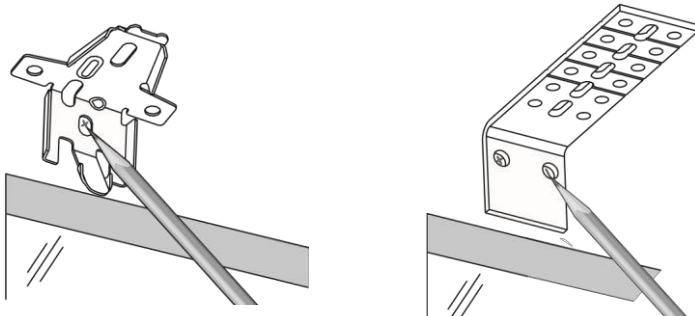
■ Attach the installation or extension brackets using the screws provided.

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

■ If using spacer blocks, first attach the installation bracket to the 13mm spacer block before stacking additional spacer blocks together.

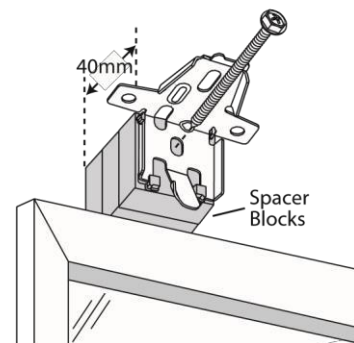 ■ Insert the legs of the installation bracket into the tabs on the spacer block.

  ■ Then rotate the installation bracket back.

■ Attach the spacer block and installation bracket to a flat vertical mounting surface with a #6 mounting screw long enough for a secure installation.

  ■ A maximum of 40mm of spacer blocks per installation bracket is recommended.

  ■ The top of the spacer blocks should be at the desired shade height.

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

  IMPORTANT: Use drywall anchors when mounting into drywall.

■ If using extension brackets, attach an installation bracket to the underside of each extension bracket using the provided screws and speed nuts.
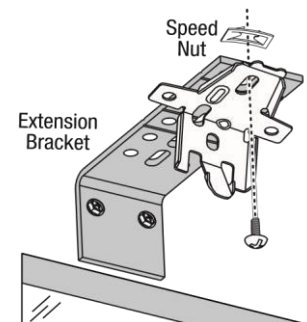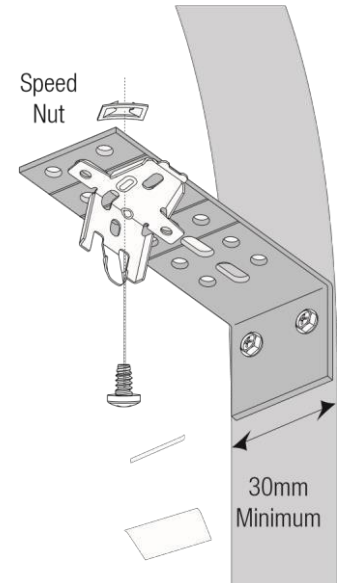
MOUNT THE INSTALLATION BRACKETS — END MOUNT

End mount the headrail when conventional mounting techniques will not work — for example, in an arched window opening.

■ Position the end mount brackets so that the top of the attached installation brackets equal the ordered height of the shade.

   CAUTION: Both brackets must be installed at the same depth and height.

■ Mark both screw holes.

   ■ The mounting surface must be vertical and flat, not part of an arched curve.

   ■ Minimum mounting depth is 30mm for 20mm and 10mm cell sizes . Minimum mounting depth for a fully recessed end mount is 60mm for 20mm and 10mm cell sizes.

■ Drill the holes using a 3mm drill bit.

■ Attach the end mount installation brackets using the flat head screws provided.

   IMPORTANT: Drywall mounting is not recommended.

Speed Nut

30mm Minimum

INSTALL THE SHADE

■ Hold the shade so that the front of the headrail (colored fabric) faces you.

■ Slip the headrail onto the installation brackets, so that the

front of the bracket fits under the groove of the headrail. ■

Push the headrail up and back until it snaps into place.

■ Inspect the installation brackets to verify the back of the headrail is securely snapped into the base of each bracket. Also, the front edge of 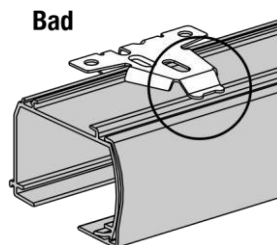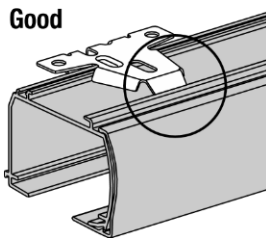each bracket must be in the groove of the headrail. If any brackets are not installed correctly, release the shade and reinstall. See "Removing the Shade (If Necessary)" on page 13.

Bracket ❶

Headrail

❷ Snap in Place
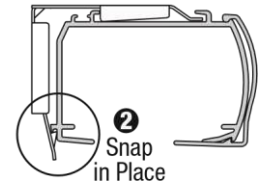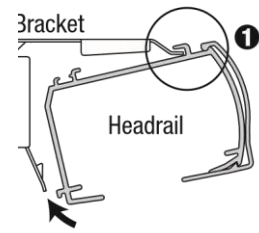
The back of the headrail snaps into the bracket.

Good

Bad

Attach Hold-Down Brackets (Optional)

Hold-down brackets provide stability and prevent swaying by securing the bottom rail (often used in French door applications). Hold-down brackets can only be used on outside mount shades.

■ Lower the shade and place the pins from the hold-down

The front of the bracket fits under the groove.

brackets into the bottom rail end caps.

■ On the mounting surface, mark the screw holes.

■ Drill the screw holes using a 3mm drill bit.

■ Check that the brackets are level and aligned.

■ Attach the hold-down brackets to the mounting surface using the screws provided.
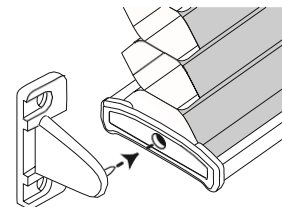
LEVEL THE BOTTOM RAIL (IF NECESSARY) - EASY ADJUST

■ Lift the bottom rail to locate the pockets on the underside of the rail.

■ Gently pull down on the bottom rail to fully insert the 3mm Allen wrench key into the pocket. The key is fully inserted when the ring on the key abuts to the pocket.

    ■ Lift up the bottom rail slightly before turning the Allen wrench key.
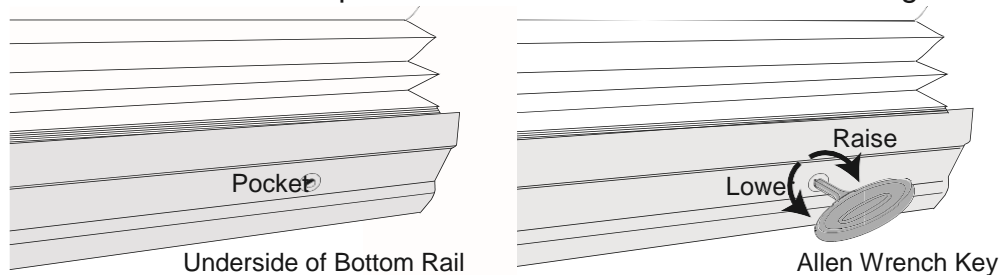   • Turn the key 3mm clockwise to raise that side of the bottom rail
        • Turn the key 3mm counter-clockwise to lower it

    ■ One quarter turn of the key equals approximately 6mm.

    IMPORTANT: The Allen wrench key must be fully inserted to avoid stripping the mechanism. Do not pull down on the bottom rail while turning the key.


Underside of Bottom Rail   Allen Wrench Key

■ **Adjust the end pockets first.** Then adjust any additional pockets as necessary to maintain equal tension across the bottom rail.

LEVEL THE BOTTOM RAIL (IF NECESSARY) - NON EASY ADJUST

Shade height and adjustments to level the bottom rail can be made by adjusting the cord on the underside of the bottom rail. Locate the ferrule, seated in a pocket in the bottom rail. Remove the ferrule by pulling on the excess cord. If the cord has been trimmed, you will need to use needlenose pliers to access it.

• To shorten the cord, hold the cord tight under the ferrule. Then slide the ferrule up toward the pocket. Image

• To lengthen the cord, hold the cord tight between the pocket and the ferrule. Then slide the ferrule down.

• After adjusting, place the ferrule fully back into the pocket. Once you are certain of the final adjustments, tape the extra cord length to the bottom rail, or into the groove on the bottom rail (for future adjustments).

• If the ferrule has come of the cord, thread the end of the cord into the tapered end of the ferrule. Loop the end around the ferrule and back through the tapered end. Make sure the loop fits into the groove on the side of the ferrule.
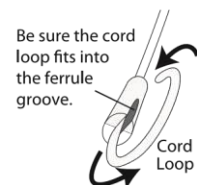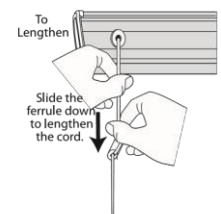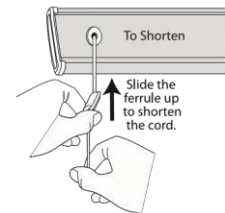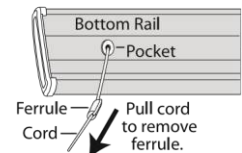
OPERATE THE SHADE

For smooth operation, keep the cord close to the fabric when raising and lowering the shade.
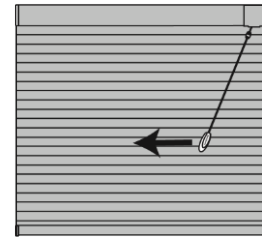
To Lower the Shade

To Lower: Pull the cord toward the center of the shade and release.

■ Pull the cord toward the center of the shade at about a 45° angle. A locking mechanism at the top of the cord releases with a "click." The shade lowers as you allow the cord to return to the vertical position. **IMPORTANT:** The cord must be pulled in towards the front

of the shade. Do not pull the cord out away from the shade.

■ To stop the shade while lowering, move the cord back toward the vertical position and give a slight downward pull, until the locking mechanism engages.

■ If the shade hits an obstruction as it is lowered, it will stop, which may cause the cords in each cord rout to become misaligned. This may cause the shade to be angled or tilted when fully raised. If this occurs, do the following:

  ■ Raise the shade slightly.

  ■ Lower the shade completely to the sill. In some cases, pull gently on the bottom rail to get it to drop completely.

  IMPORTANT: If the shade is tilted when fully raised, do not pull harder on the cord. It does not correct the tilt and may make it worse.

To Raise the Shade

■ Pull the cord straight down or slightly toward the outside.

  ■ With each stroke the shade partially raises.

  ■ Allow the cord to retract after each downward stroke.

  ■ Use multiple strokes until the shade reaches the desired position.
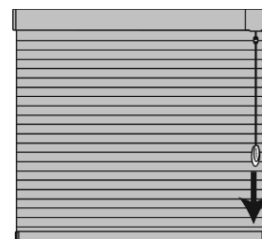
To Raise: Pull the cord straight down with short strokes.

Duolite and Top Down/Bottom Up Shades

■ To operate Duolite and Top Down/Bottom Up shades, the right cord operates the middle rail and the left cord operates the bottom rail (unless reverse controls were specified on the order).

  IMPORTANT: You must first lower the bottom rail before lowering the middle rail. Likewise, you must first raise the middle rail before raising the bottom rail.

This cord operates the middle rail.

TROUBLESHOOTING

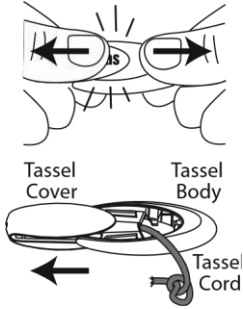|	
Problem	The shade is hard to raise or lower, or will not raise or lower.
Solution	Make sure that the shade fabric is not caught between the installation bracket and the headrail. Check that the headrail and installation brackets are level and aligned. Shim the installation brackets to level the headrail, if necessary. If hold-down brackets are used, make sure they have been released before operating the shade.
Problem	The shade raises or lowers unevenly or the bottom rail is uneven when fully raised.
Solution	Check that the headrail and installation brackets are level and aligned. Shim the installation brackets to level the headrail, if necessary. Check to see if there is an obstruction in the shade's path. If the shade hits an obstruction as it is lowered it will stop, but the cords in each cord rout may become misaligned. See "Operate the Shade". This may cause the shade to be angled or tilted when fully raised. If this occurs, do the following: ■ Raise the shade slightly. ■ Lower the shade completely to the sill. In some cases, pull gently on the bottom rail to get it to drop completely. **IMPORTANT:** If the shade is tilted when fully raised, do not pull harder on the cord. It does not correct the tilt and may make it worse. Adjust the shade. See "Level the Bottom Rail (If Necessary)".

Problem	The shade will not fit into the installation brackets.
Solution	Check that the installation brackets are level and aligned. Shim the installation brackets to level the headrail, if necessary. Be sure the heads of the screws are flush against the installation bracket. Check that the headrail is completely inserted into the installation brackets. See "Install the Shade".

Problem	The tassel cord is too long.
Solution	The tassel cord length is usually $^2/_3$ the length of the fully lowered shade.

To Shorten the Tassel Cord

■ Grasp both parts of the tassel (the colored cover and the frosted body).

■ Squeeze the tassel cover with your thumb and forefinger.

■ Separate and slide the tassel cover off from the tassel body.

■ Pull out the knotted end of the tassel cord.

■ Retie the cord at the desired shorter length, using a double knot.

■ Trim the tassel cord.

■ Pull the trimmed knot up inside the tassel.

■ Squeeze the sides of the tassel cover together while sliding it back onto the tassel body.

IMPORTANT: After reassembling, be sure there are no gaps between the two components. Check that they do not pull apart easily. The tassel cover should be securely seated into the tassel body.

Removing the Shade (If Necessary)

■ Lower the shade approximately 100mm.

■ While holding the headrail, push back on the bottom tab of the installation bracket to release the bottom edge of the headrail.

■ After releasing the bottom edge, roll the back of the headrail down and out from the bracket.
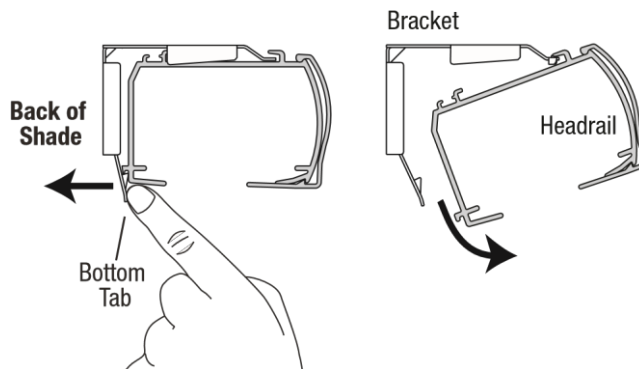
CLEANING PROCEDURES

NEW ZEALAND WINDOW SHADES® CELLULAR SHADES® shades are made of anti-static, dust-resistant fabric which repels dirt and dust. For most honeycomb fabrics, the following cleaning options are available.

Dusting

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

Vacuuming

CAUTION: Do not vacuum Architella Elan translucent or blockout 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

CAUTION: Do not spot-clean Batiste or the fabric-covered valance.

■ 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 gone. Do not rub the fabric.

■ Allow the shade to dry in the completely lowered position.

Bathtub Cleaning/Water Immersion

■ Caution: Do not immerse fabric-covered valance, Batiste, Architella Elan, Daybreak, Dusk, Architella Panache, Architella Aurora, Sunterra, Vintage and all blockout fabrics in all fabric ranges.

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

Ultrasonic Cleaning

CAUTION: Do not ultrasonically clean fabric-covered valances. Do not ultrasonically clean blockout fabrics.

■ Some honeycomb fabrics can be ultrasonically cleaned by a professional.

■ Specify that a mild detergent solution be used.

■ Never immerse the headrail into the solution.

■ Dry the shade completely in the lowered position.

PROTECTING YOUR CHILDREN

Please be aware that blind cords or chains pose a strangulation hazard for children. To reduce the risk of strangulation this internal window covering must be installed in such a way that a loose cord cannot form a loop 220 mm or longer at a height of less than 1600mm above floor level.

Your blind is provided with a cord cleat. It is essential that the following installation instructions are adhered to:

- If a cleat is used to secure the cord, it must be at least 1600mm above floor level to prevent children from unwinding the cord from the cleat.

Safety Device

This pack includes the following child safety device:
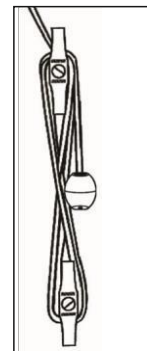
- Safety Cleat Pack – 26.228.000

NOTE: For your window covering to be child safe, the cord cleats must be correctly mounted and secured. See instructions below.

CHILD Safety Installation Instructions

- Be aware that it is possible for children to strangle in window covering cords. To reduce the possibility of such an accident, all cords and chains must be kept out of reach of children, including infants. Cord cleats and cord tensioners are an effective way to implement this essential precaution.

Install Cord Cleats

- Attach the cord cleats 153mm to 305mm apart at a height at least 1600mm above floor level to prevent children from unwinding the cord from the cleat. Take into account that a child may stand on a baby cot or other furniture in an attempt to reach the cords. Once the cleats are attached, simply wrap the excess cord around them after each use of the shade, as shown.

Cord Cleat