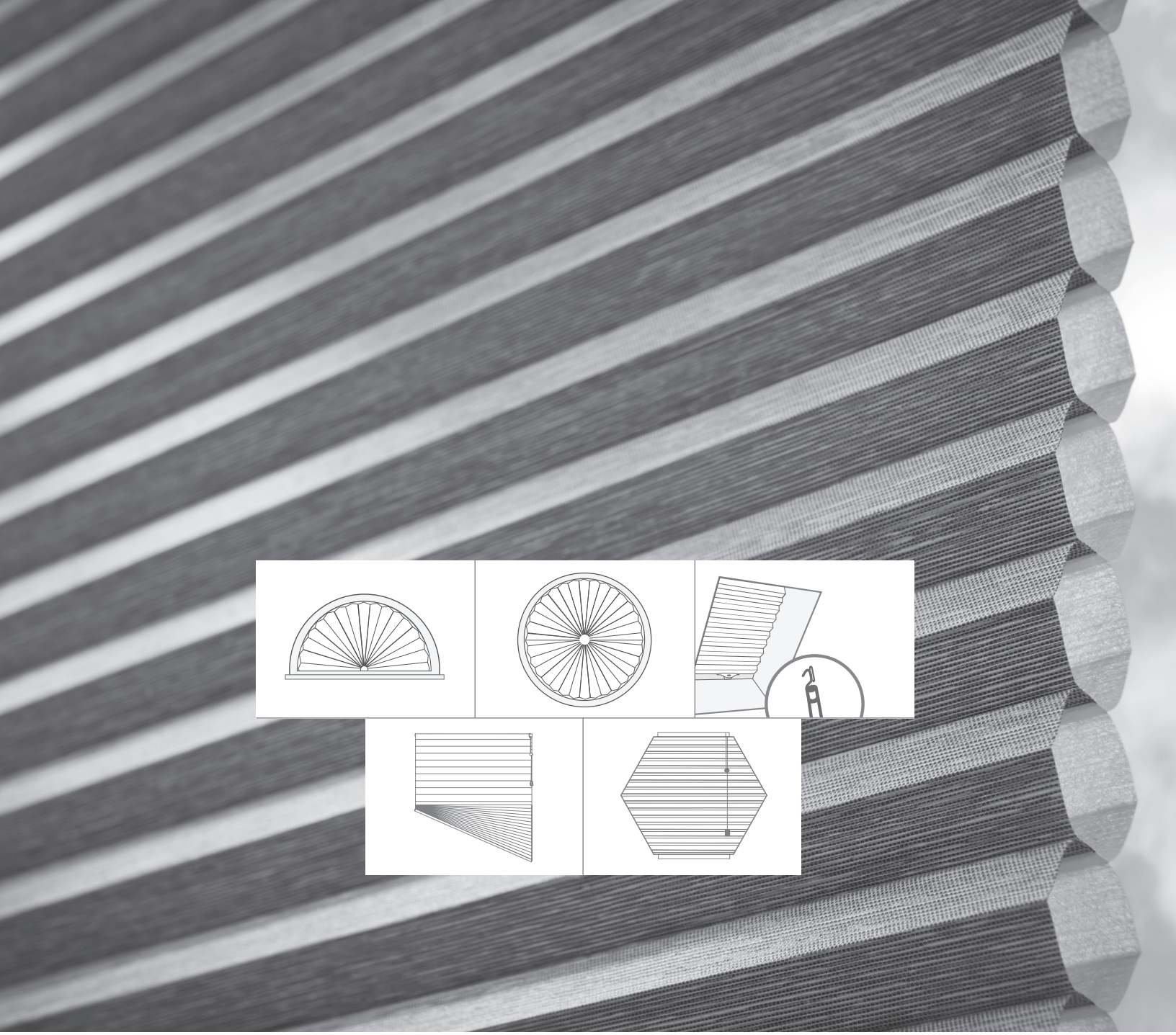


Specialty Shape Cellular Shades Installation Instructions

Arch, Circular, Skylight, Angle and Hexagon

LEVOLOR®

LEVOLOR

How to Install Custom Cellular Arch Shades

Before you begin your installation:

READ ALL INSTALLATION INSTRUCTIONS!

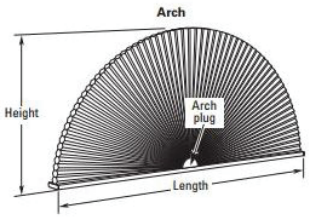
- Make sure that you have all tools and hardware needed for installation.
- Check the installation surface (wall, ceiling, or window frame) to ensure that you have suitable fasteners and tools for the material.
- Double check the headrail and shade for proper width and length. If you are installing several sets of shades, be sure to match them with the appropriate window.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.

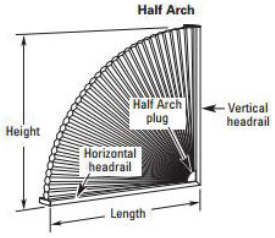
TOOLS YOU MAY NEED (NOT INCLUDED):

- Tape Measure
- Level
- Pencil
- Flat-blade or Philips Head Screwdriver
- Drill with Bits (1/16" drill be may be used to pre-drill pilot holes for screws)
- Drywall Anchors
- Safety glasses
- Ladder

PARTS LIST

- Arch/Half Arch Shade (keep banded until installed)
- Installation brackets
- Installation Bracket Screws
- End Caps
- T-Pins
- Arch/Half Arch Plug

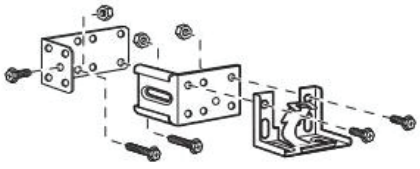




OPTIONAL BRACKETS

Extension brackets
(Offers clearance for obstructions)

Outside mounting extension brackets will provide 1–3" clearance between the headrail and mounting surface. Assemble extension bracket as shown. Secure a extension bracket to each standard mounting bracket



Spacers
(Projects to clear molding)

Outside mounting spacers will provide an additional 3/8" clearance as shown. If spacers are used, longer screws may be required to ensure a secure installation. Utilize one spacer behind each bracket.



Side-Mount Brackets

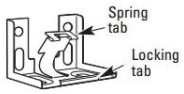
Alternative mounting method when no frame or wall is available above the window for mounting.



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STEP 1

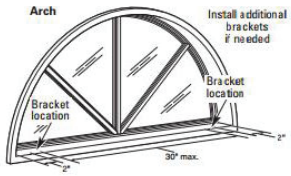
Mounting Brackets
Two mounting screws needed per bracket.

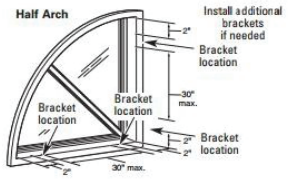


STEP 1A

Mark the bracket locations — inside mount installation (installation inside window casing)

- Divide the number of brackets evenly for use on the horizontal (arch and half arch) and vertical (half arch only) window casing sections.
- Verify that window casing has a minimum depth of 5/8".
- Place the bracket on the inside bottom of the window frame 2" in from each end of the casing (both vertical and horizontal headrail for half arch). Space any remaining brackets evenly across the headrail, no more than 30" apart.
- With a pencil, mark the mounting hole locations through the bottom holes of the bracket, two per bracket. Use a level to ensure bracket alignment.
- Go to Step 2A.

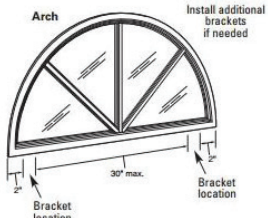


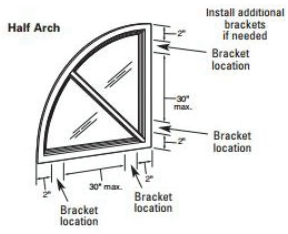


STEP 1B

Mark the bracket locations — outside mount installation (installation outside window casing)

- Divide the number of brackets evenly for use on the horizontal (arch and half arch) and vertical (half arch only) headrail.
- Determine the width and height (half arch only) of your shade.
- End brackets should be approximately 2" in from each end of the headrail (both vertical and horizontal headrail for half arch).
  Space any remaining brackets evenly across the headrail(s).
- With a pencil, mark the drill hole locations through the rear holes of the bracket, two per bracket. Use a level to ensure bracket alignment.
- Go to Step 2B.

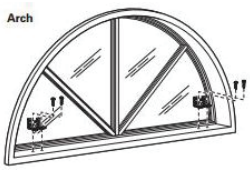


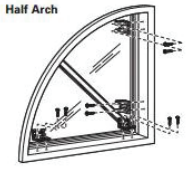


STEP 2A

Install the brackets — inside mount installation
(installation inside window casing)

- Using pencil marks as a guide, drill 1/16" pilot holes (wood and metal mounting surfaces only).
- Holding bracket in place, secure with screws, two per bracket.
- Repeat for each bracket, making sure that brackets are square with each other.
- Go to Step 3.

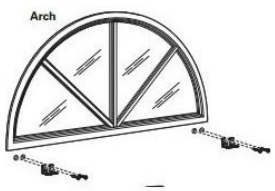


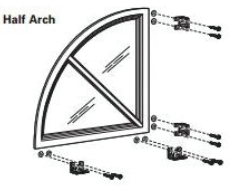


STEP 2B

Install the brackets — outside mount installation
(installation outside window casing)

- Using pencil marks as a guide, drill 1/16" pilot holes (wood and metal mounting surfaces only).
- Holding bracket in place, secure with screws, two per bracket.
- Repeat for each bracket.
- Use a level to confirm brackets are level and square.
- Go to Step 3.





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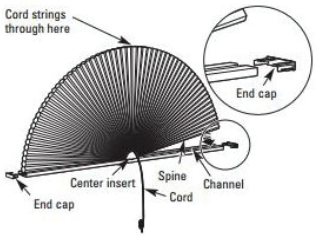
STEP 3

Install shade on bracket

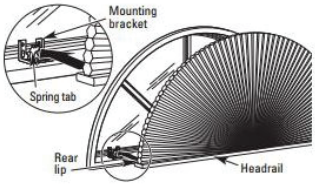
ARCH SHADE

Assembly and Installation

- Remove the rubber bands and fan open the shade.
- Install the center insert by placing it in the center of the headrail where the center hole of the shade will be.
- Slide the spine holding the shade fabric into the opposite end of the channel on the headrail.
- Press the end caps into the headrail ends until they are fully seated.



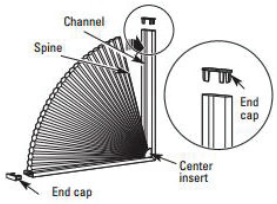
- Hook the rear lip of the headrail under the spring tab on the mounting brackets, then press the headrail back toward the window until the headrail locks into the brackets.
- Arrange the fabric for best appearance.
- Go to Step 4.



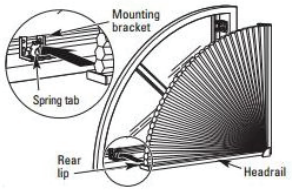
HALF ARCH SHADE

Installation

- Install the vertical headrail in position first.
- Fan open the shade.
- Slide the spine holding the shade fabric into the channel of the vertical headrail.
- Press the end caps into the headrail ends until they are fully seated.



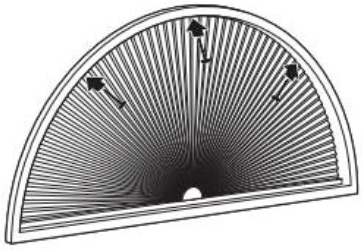
- Hook the rear lip of the headrail under the spring tab on the mounting brackets, then press the headrail back toward the window until the headrail locks into the brackets.
- Arrange the fabric for best appearance.
- Go to Step 4.



STEP 4

Install T-pins

- Metal arch T-pins are provided to hold fabric in position.
- Choose T-pin position based on whether the shades are installed inside or outside the window casing.
- Install the arch T-pins at regular intervals across the upper portion of the shade. Use clock positions (10, 11, 12, 1, 2) as a reference.
- Firmly press pin through the shade fabric and into the mounting surface. **Note pin position shown in drawing.**
- Tie cord on the T-pin in the 12 o'clock position.



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How to Install Custom Cellular Circle Shades

Before you begin your installation:

READ ALL INSTALLATION INSTRUCTIONS!

- Make sure that you have all tools and hardware needed for installation.
- Check the installation surface (wall, ceiling, or window frame) to ensure that you have suitable fasteners and tools for the material.
- Double check the headrail and shade for proper width and length. If you are installing several sets of shades, be sure to match them with the appropriate window.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.

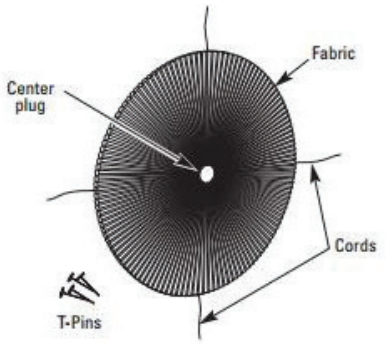
TOOLS YOU MAY NEED (NOT INCLUDED):

- Tape Measure
- Tack Hammer
- Pencil
- Safety glasses
- Ladder

IMPORTANT:

The four cords on your shade do not operate the shade. They are used to suspend the shade within a circular window, and are needed for final installation.

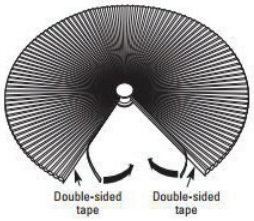
Do not remove them from the shade. If any of the cords fall out, simply fan the shade open and thread the cord(s) through the cells at an equal distance from each other.



STEP 1

Expand the Shade

- The fabric is cut to the proper length, with doublesided tape preinstalled on one end. Remove the backing from the double-sided tape.



- Being careful not to trap the strings in the tape, fan the shade open around the center plug to form a circle. Press the ends firmly together.



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MOUNTING OPTIONS

Your shade can be installed as either an:

Inside mount (2A) — the entire shade fits inside the window casing, or an

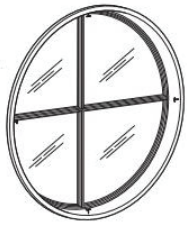
Outside mount (2B) — the shade attaches to the wall around the window.

The mounting type is specified when ordering the shade, and determines where the T-pins are installed.

STEP 2A

Installing the T-pins – inside mount

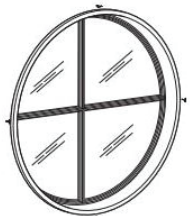
- Using the tape measure and pencil, mark mounting locations for the T-pins at the top, bottom, and each side of the window casing. Be sure to space them at an equal distance from each other and from the window.
- Using a tack hammer, attach the T-pins at the marked locations.



STEP 2B

Installing the T-pins – outside mount

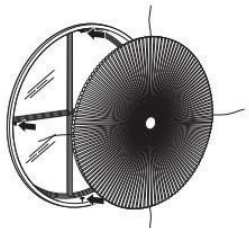
- Measure the diameter of the shade.
- Using the tape measure and pencil, mark mounting locations for the T-pins at the top, bottom, and each side around the window. Space them evenly around the window at distance slightly smaller than the diameter of the shade.
- Using a tack hammer, attach the T-pins at the marked locations. Once the shade is installed, the pins will be concealed behind the shade.



STEP 3

Attach the shade to the T-pins

- Position the shade in the window and use the four cords to center it between the T-pins.
- Once the shade is in the desired location, tie the cords to the T-pins.



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How to Install Custom Cellular Skylight Shades

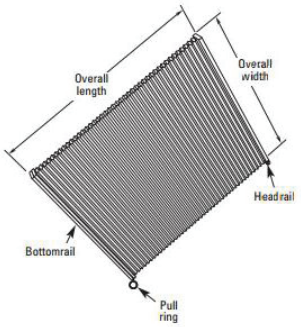
Before you begin your installation:

READ ALL INSTALLATION INSTRUCTIONS!

- Make sure that you have all tools and hardware needed for installation.
- Check the installation surface (wall, ceiling, or window frame) to ensure that you have suitable fasteners and tools for the material.
- Double check the headrail and shade for proper width and length. If you are installing several sets of shades, be sure to match them with the appropriate window.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.

TOOLS YOU MAY NEED (NOT INCLUDED):

- Level
- Pencil
- Flat-blade or Philips Head Screwdriver
- Drill with Bits (1/16" drill be may be used to pre-drill pilot holes for screws)
- 1/4" Nutdriver
- Drywall Anchors
- Safety glasses
- Ladder

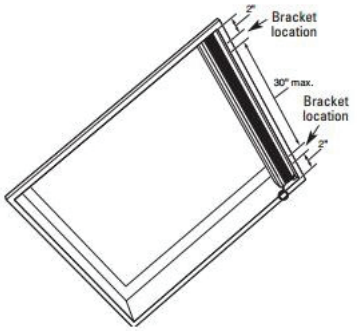


STEP 1

Mark the headrail mounting bracket locations

- Make sure that the skylight casing has a minimum depth of 5/8" to ensure sufficient clearance.
- Use a pencil to mark bracket locations 2" in from each end of the headrail. Space any remaining mounting brackets evenly between the ends, no more than 30" apart.
- With a pencil, mark the mounting screw locations through the holes of the bracket. Use a level to ensure bracket alignment.

NOTE: For the headrail to fit flush with the wall and inside the molding around the skylight, the sill depth must be greater than 2-3/8" (2-1/8" for 7/16" and 9/16" cell sizes).

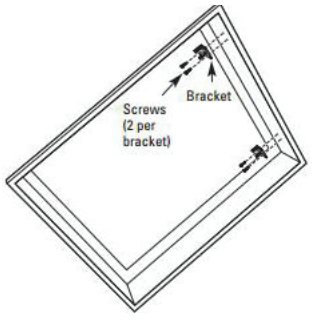


STEP 2

Install the headrail mounting brackets

- Using pencil marks as a guide, start the screw hole by pre-drilling a 1/16" pilot hole (wood and metal mounting surfaces only).
- Hold bracket with surface marked “top” facing up. Holding bracket in place, secure with screws, two screws per bracket.
- Repeat for each bracket.
- Use a level to confirm brackets are level.

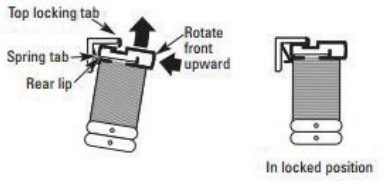
Example: Installation on a wood sill using the included screws.



STEP 3

Attach the headrail to the brackets

- Do NOT remove the rubber bands on the shade at this time.
- Hook the rear lip of the headrail on the mounting bracket spring tab.
- While pushing back against the bracket, rotate the front of the headrail upward to engage the top locking tab of the mounting bracket. The shade will easily snap onto the bracket.
- Remove banding from the shade.

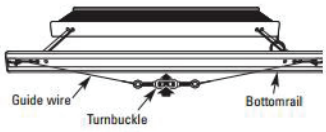


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STEP 4

Attach the headrail to the brackets

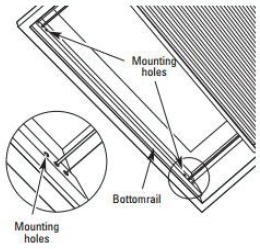
- Unroll the bottomrail until the guide wires and cords are fully extended.
- **IMPORTANT:** The guide wires must be taut when the bottomrail is fully extended without putting excessive pull on the headrail. Use the turnbuckle to lengthen or shorten the guide wires, if needed.



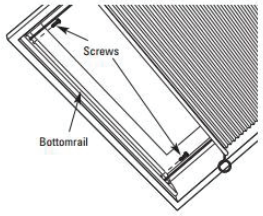
STEP 5

Install the bottomrail

- Hold the bottomrail in the desired mounting location on the skylight casing, making sure it is level and centered. **NOTE:** For a flush fit, the sill depth must be greater 1-5/8".
- Using a pencil, mark the location of the two EMPTY mounting holes (with no strings or wires) as shown below.



- Move the bottomrail aside and check the marked locations to be sure they are level and even.
- Drill 1/16" pilot holes (wood and metal mounting surfaces only) at the marked locations.
- Secure the bottomrail in place with two screws.

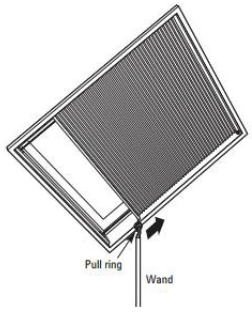


OPERATING YOUR SHADES

Your Accordia™ shade is designed for many years of trouble-free operation. Following these instructions will help you get the most from your investment.

Hook the pull ring on the shade with the wand and pull the center rail to the desired position.

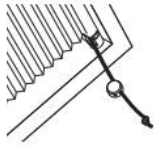
CAUTION: Avoid excessive downward pull on the ring. Excessive downward force will cause the support wires to stretch, requiring additional adjustment.



HELPFUL TIPS

Adjusting Tension and Squareness

If the shade does not operate properly, the cord tension may need to be adjusted. To adjust the tension, tie the cords together in a loop, about 4" from the cord lock, and follow the appropriate procedure below:



- **Center rail does not stay in position** – There is not enough tension on the cords. To increase tension, pull the cords by hooking your finger through the loop made by the tied-off cords.
- **Center rail is difficult to move** – There is too much tension on the cords. To reduce tension, hook your finger through the loop made by the tied-off cords and pull toward the center of the skylight. This unlocks the cord lock and reduces tension on the cords. Be careful not to pull the cords down toward the room.
- **The shade does not move squarely** – The tension on the cords is not equal from left to right. To equalize the cord tension, hook your finger through the loop made by the tied-off cords. Pull the cords toward the center of the skylight to unlock the cord lock. Then retension the cords by pulling on the loop Be careful not to pull the cords down toward the room.

Once you are satisfied with the shade tension, cut the excess cord below the knot and hide the cord loop behind the headrail.

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How to Install Custom Cellular Angle Shades

Step 1 – Getting Ready

Read the instructions entirely before beginning.

Gather the proper screws for your surface:

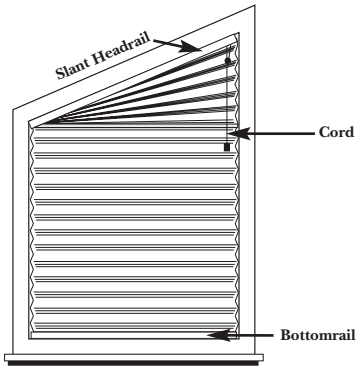
Surface Type	Screw Type
Studs	#6 Screws (provided)
Aluminum	Self Drilling Hex Head
Concrete	Sheet Metal Screw
Wood or Aluminum	#8 Metal Screws
Lath, Plaster, Drywall	Toggle Bolts

Gather the Recommended Tools:
- Screws from above
- Phillips head screwdriver
- Pencil
- Level
- Tape Measure
- Safety Glasses
- Drill/Drill bits (1/16" drill bit may be used to pre-drill for #6 screws)
- Wrench (if using projection brackets)
- 1/4" hex nutdriver (optional for mounting screws)

Parts Enclosed
- Assembled Shade *(keep banded until installed)*
- Installation Brackets
- Installation Bracket Screws
- Cord Cleat

Optional Parts *(if ordered)*
- 3/8" spacers
- Projection brackets
- Hold Down brackets

Anatomy of a Shade

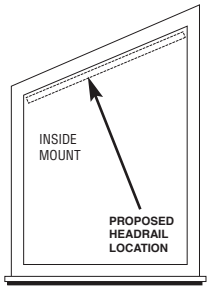


Step 2 – Choose Mounting Type

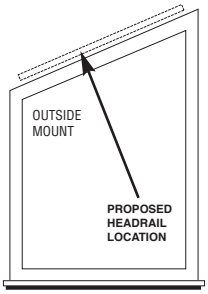
You have two choices when installing a blind/shade. Your blind was ordered as either an inside or outside mount:

Inside Mount (IM)
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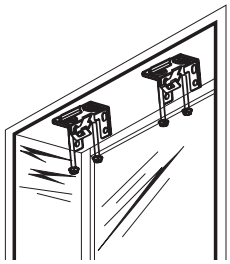
Go to Step 3A

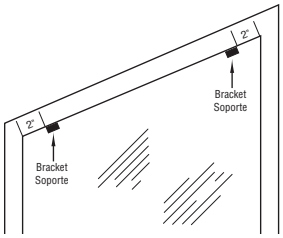


Go to Step 3B

Step 3A – Installing Inside Mount Brackets (IM)

- Verify window casing has a minimum depth of 5/8".
- Place the bracket flush on the inside roof of the window frame 2" in from each side of the casing. Space any remaining brackets evenly across the proposed headrail location.
- Use a pencil to mark the hole placement in the top of the bracket to identify where you will need to drill. Use level to ensure bracket alignment (refer to placement diagram below).
- Using pencil marks as a guide, start the screw hole by pre-drilling (wood and metal mounting surfaces only). Then, holding bracket in place, drill screws into window frame.
- Repeat for each bracket.
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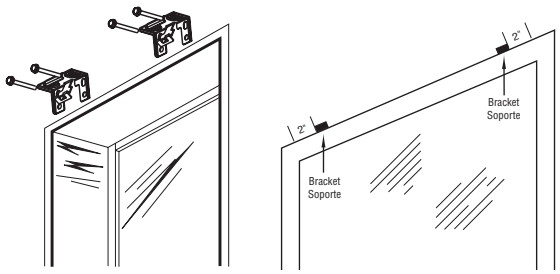




Step 3B - Installing Outside Mount Brackets (OM)

Determine the width of your shade
- End brackets should be approximately 2" in from the end of each side of the headrail. Space any remaining brackets evenly across the headrail.
- Use a pencil to mark the hole placement in the back of the bracket to identify where you will need to drill. Use level to ensure bracket alignment (refer to placement diagram below).
- Using pencil marks as a guide, start the screw hole by pre-drilling (wood and metal mounting surfaces only). Then, holding bracket in place drill screws.
- Repeat for each bracket.
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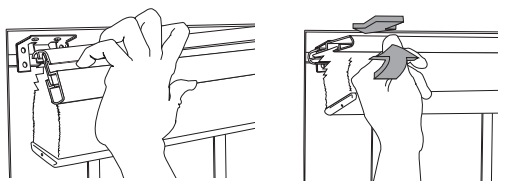
For instructions on Outside Mounting, Projection Brackets or Spacers, see Appendix.



Step 4 – Install Shade on Brackets

- Start by hooking the rear lip of the headrail on the mounting bracket spring tab. Rotate the front of the headrail up, and then push back on the front of the headrail at each bracket location to engage the lock on the mounting bracket.
- The shade will easily snap onto the bracket.
- Remove banding from the shade and lower to position.
- **Caution:** Be sure the bracket and headrail are properly secured before lowering the shade.

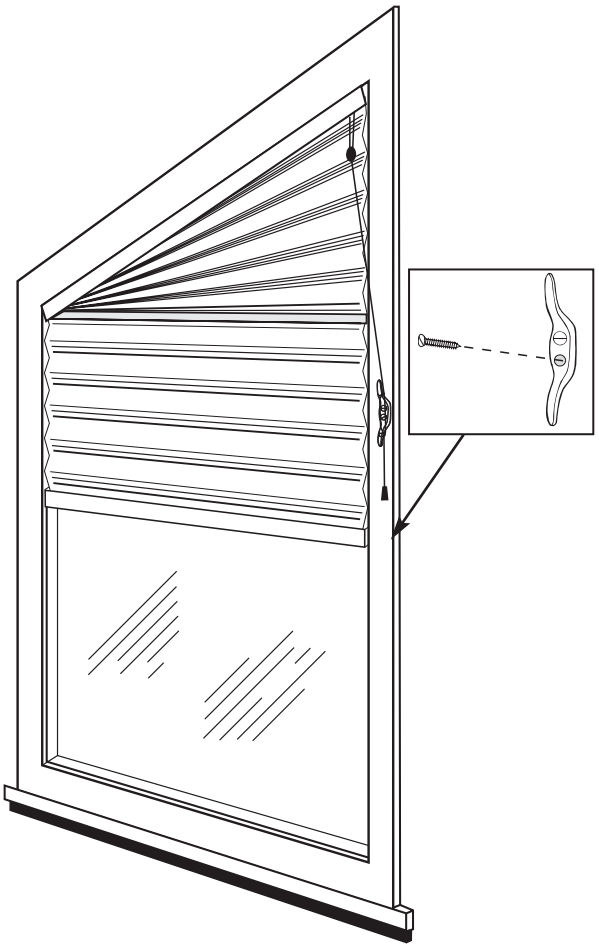
- **Note:** This shade has a nonoperational cordlock.



- For shade removal, while pushing back on the shade, rotate the front of the headrail down. Never extend the spring tab beyond the back of the bracket.

Step 5 – Installing Cord Cleat

A cord cleat will be needed to hold the shade in the raised position.
- Screw the cord cleat to the wall.
- Lift shade to desired height and wrap cord around cord cleat.



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Special Information About This Product

Thank you for purchasing this high quality shade. You have made a purchase that will add functional and fashionable beauty to your home. Please read the Window Covering Manufacturers Association, Inc. warning included in these instructions, on the tag attached to the lift cords, and on the permanent label on the bottomrail of your shade. Do not remove the permanent label. This assures that future owners of this product will be aware of potential dangers associated with shade cords and children.

Warranty
Please refer to the enclosed pamphlet for warranty information. **Note:** A sales receipt is required for all claims.

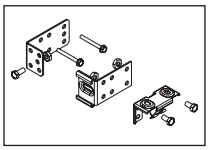
Cleaning
Like any piece of fine furniture, your shade should be dusted regularly. Use a brush-type vacuum attachment or feather duster for dusting; stroke lightly over the shade. To clean with water, use a damp sponge and lightly dab. Avoid contact with window cleaning products. Do not immerse shade in water.

Important Information
Due to the fabric construction of cellular shades and the tightly packed manner in which the product is shipped, your new shade may not immediately drop to its full length. You may need to gently pull down on the bottomrail while lowering in order for the shade to initially reach its full extension.

With time, pleats may settle. Pleats at the bottom will be more full than those at the top. Shades that are raised regularly will be less subject to pleat settling and will maintain a more crisp appearance.

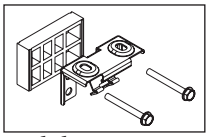
Appendix

Projection Brackets (optional)
(Offers clearance for obstructions)



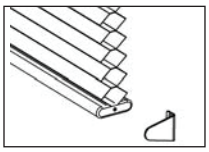
Outside mounting projection brackets will provide 1-3" of clearance between the headrail and mounting surface. Assemble projection bracket as shown. Secure a projection bracket to each standard mounting bracket.

Spacers (optional)
(Projects to clear molding)



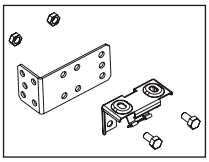
Outside mounting spacers will provide an additional 3/8" of clearance as shown. If spacers are used, longer screws may be required to ensure a secure installation. Utilize one spacer behind each bracket.

Hold Down Brackets (optional)
(Eliminates Sway)



Ideal for doors, hold down brackets prevent shade from swaying. Assemble as shown to each side of bottomrail.

Side Mount Brackets (optional)
(Ideal for windows below transoms & arches)



Alternative mounting method when no frame is available above the window for mounting. Use only if shade dimensions fall within 6"W x 6"L to a maximum of 48"W x 72"L (outside mount only).

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How to Install Custom Cellular Hexagon Shades

Step 1 – Getting Ready

Read the instructions entirely before beginning.

Gather the proper screws for your surface:

Surface Type	Screw Type
Studs	#6 Screws (provided)
Aluminum	Self Drilling Hex Head
Concrete	Sheet Metal Screw
Wood or Aluminum	#8 Metal Screws
Lath, Plaster, Drywall	Toggle Bolts

Gather the Recommended Tools:

- Screws from above
- Phillips head screwdriver
- Pencil
- Level
- Tape Measure
- Safety Glasses
- Drill/Drill bits (1/16" drill bit may be used to pre-drill for #6 screws)
- Wrench (if using projection brackets)
- 1/4" hex nutdriver (optional for mounting screws)

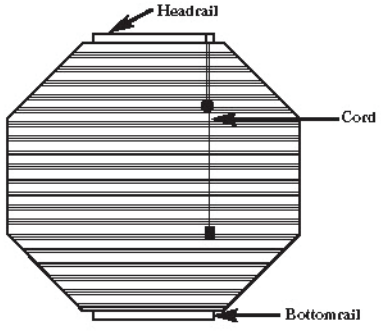
Parts Enclosed

- Assembled Shade *(keep banded until installed)*
- Installation Brackets
- Installation Bracket Screws

Optional Parts *(if ordered)*

- 3/8" spacers
- Projection brackets
- Hold Down brackets

Anatomy of a Shade

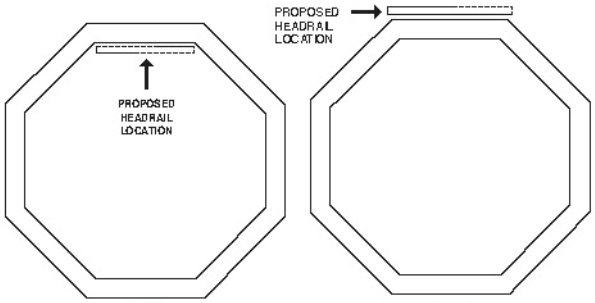


Step 2 – Choose Mounting Type

You have two choices when installing a blind/shade. Your blind was ordered as either an inside or outside mount:

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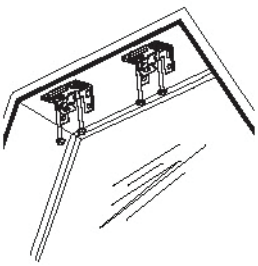


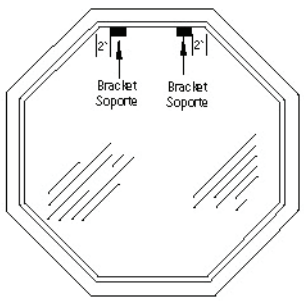
IM
Go to Step 3A

OM
Go to Step 3B

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- Use a pencil to mark the hole placement in the top of the bracket to identify where you will need to drill. Use level to ensure bracket alignment (refer to placement diagram below).
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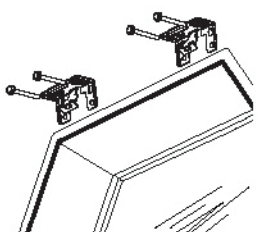


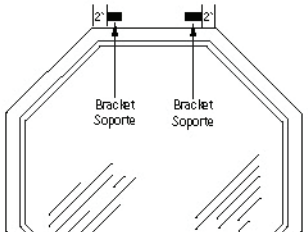
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Step 3B - Installing Outside Mount Brackets (OM)

- Determine the width of your shade.
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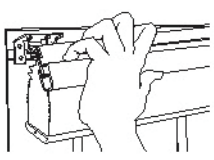


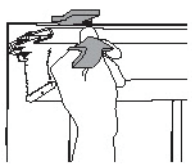
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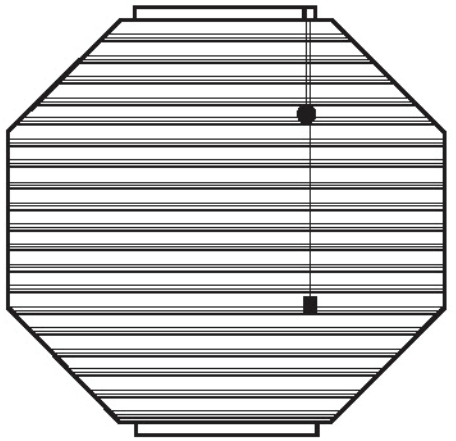
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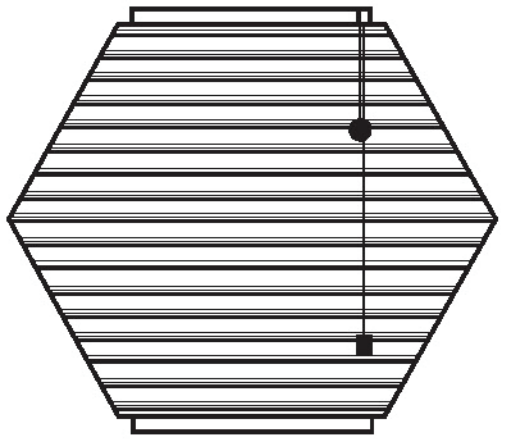


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Specialty Shapes



Octagon



Hexagon

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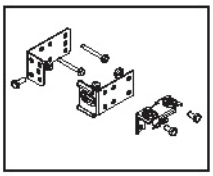
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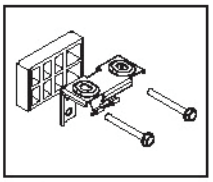
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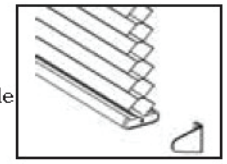
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