

# Pleated Shades with Corded Top Down / Bottom Up Option

## Installation Instructions

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**BLINDSTER**

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Congratulations on purchasing Pleated Shades with Top-Down/Bottom-Up Option from Blindster. These highly versatile shades are designed to provide excellent insulation and privacy for any room in your home while offering the ease and convenience of top-down/bottom-up operation.

To properly install your new shade, please follow the instructions below.

### Step 1: Gather the Tools You'll Need

Before you begin the installation process, take the time to gather the following tools that you'll need to get the job done:

- Hex head & Philips Screwdriver
- Drill and drill bits
- Tape measure
- Level
- Pencil
- Step stool

In addition to these tools, you also may need to use additional fasteners beyond those that come in your hardware mounting kit depending on the type of wall surface where you will mount your shade.

Wallboard and plaster mounts require expansion or toggle bolt anchors, while brick, tile, or stone mounts require special plugs and drill bits designed for those materials.

**Note:** When mounting in wood, always pre-drill holes to prevent splitting the wood.

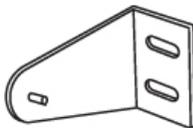
Bugle head/dry wall screw for shallow mount back holes only



Hex head screw for any other mounting hole



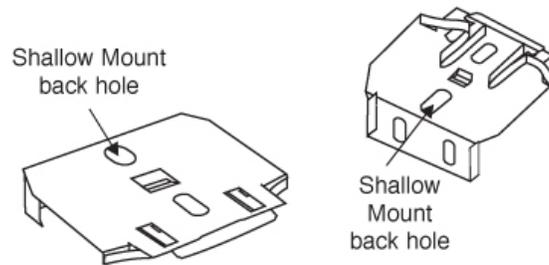
Hold down bracket (optional component)



Extension bracket (optional component)



Blindster's top-down/bottom-up shades are designed to be attached either inside your window frame or on the wall above your window. Extension brackets and hold down brackets are optional accessories designed to allow the installation brackets to clear obstructions and to keep the shade from swaying when mounted on doors respectively.



## Step 2: Determine the Number of Brackets Needed

After you've collected the tools you'll need to install your shade, you should check your included mounting kit to determine how many brackets your shade requires. When installing brackets, place center them 2 ½" from each end of the head rail. If your shade is wider than normal, it may require additional brackets. See the chart below to determine how many brackets your shade requires:

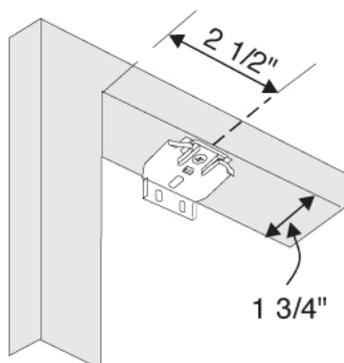
Shade width	Number of brackets
Up to 40"	2 brackets
40" to 72"	3 brackets
72" to 84"	4 brackets
84" and up	5 brackets

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When mounting your installation brackets on your wall or window frame, always make sure they are aligned and level.

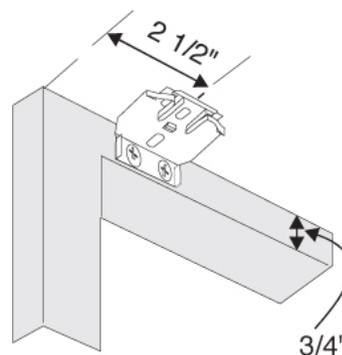
### Inside Mount Instructions

If you're installing your shade inside your window frame, hold the installation brackets flat against the top of the window sill surface. Then, place a bugle head screw through the hole at the front of the bracket. Fully recessed installation inside window frames requires a flat surface at least  $1\frac{3}{4}$ " deep, while shallow mounting requires  $\frac{1}{2}$ " of depth.



### Outside Mount Instructions

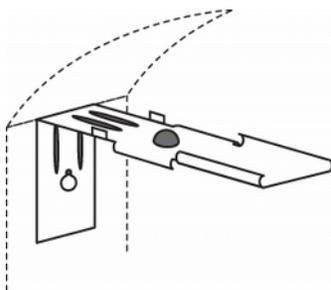
If you're installing your shade above your window, attach it to the wall using two bugle head screws through the back end of the bracket with it resting flat against the window molding or wall. Proper installation requires a minimum surface at least  $\frac{3}{4}$ " high.



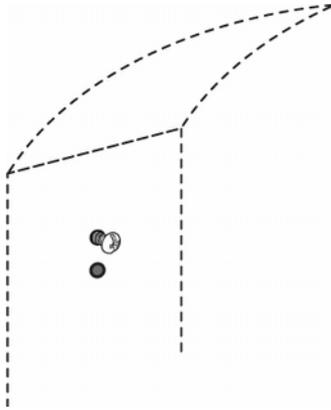
### Step 3: Installing Side Mount Brackets

Follow the instructions below to install and mount the brackets for your new shade.

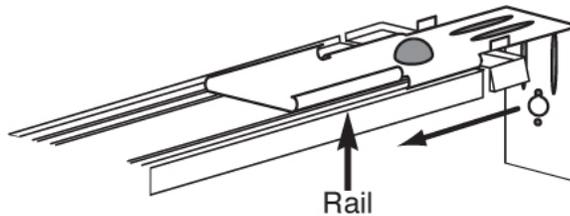
- First, line up the top of the bracket with the height you wish to install the head rail.



- Next, mark holes for where the screws will be placed using a pencil. Make sure the holes are level. Remove the brackets from the head rail and drill the holes into the mounting surface.
- Insert bugle head screws for keyhole slots only while making sure that  $\frac{1}{8}$ " of the screw is left protruding from the hole.



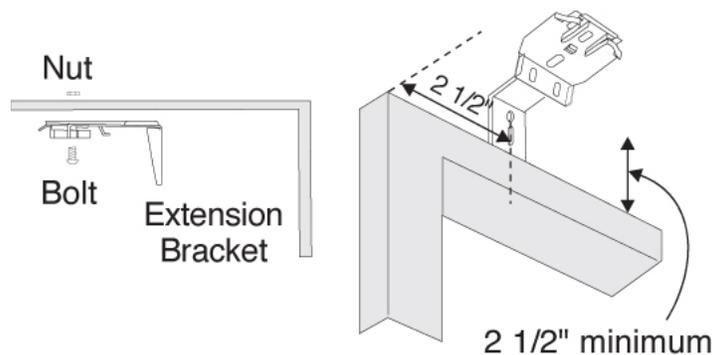
- Partially pull the cord lock assembly from the head rail and slide the bracket on the head rail as show in the illustration. Then, push the cord lock as assembly and bracket all the way into the rail to secure it.



- Remove the endcap from the opposite end of the head rail and slide the remaining side mount bracket onto the head rail. Make sure you replace the endcap before sliding the bracket all the way into the head rail.
- Using the keyhole slot, hook one mounting bracket onto the screw in the window frame—then, attach the mounting bracket on the other end of the head rail. Slide the head rail downward and push the bracket inward until the screws engage in the keyhole slots.
- Verify that the brackets are fully secured by gently pushing and pulling on the head rail. Then, install one screw in the bottom holes of each bracket and tighten them to complete the installation.

## Installing Optional Extension Brackets

If your head rail requires additional clearance so that your shade avoids possible obstructions, use the optional extension brackets. To install these components, attach them to your installation brackets using the included nut and bolts as seen in the picture below.

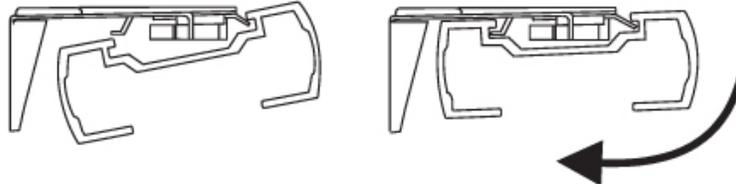


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## Step 4: Hanging the Shade

Before hanging the shade, first unwind the cord while keeping the rubber band around the shade stack.

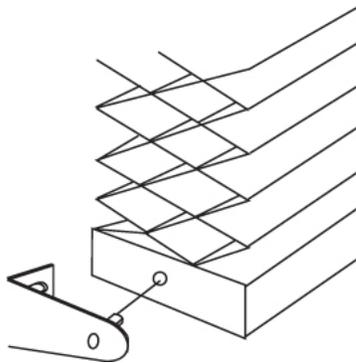
- First, hold the shade up near the brackets and insert the front clip of the bracket into the front groove of the head rail.
- Before proceeding, make sure that the shade is level and completely centered over the window opening.
- Then, push the rail back and up until the back clips of the bracket hook into the back groove of the head rail.
- If removing the shade is necessary for cleaning or repairs, simply follow these steps in reverse order.



## Installing Optional Hold Down Bracket ( Outside Mount Only)

If you installed your shade on a door or window where it may move, an optional hold down bracket will hold the shade in place and restrict its movement. Follow the instructions below to install the optional hold bracket.

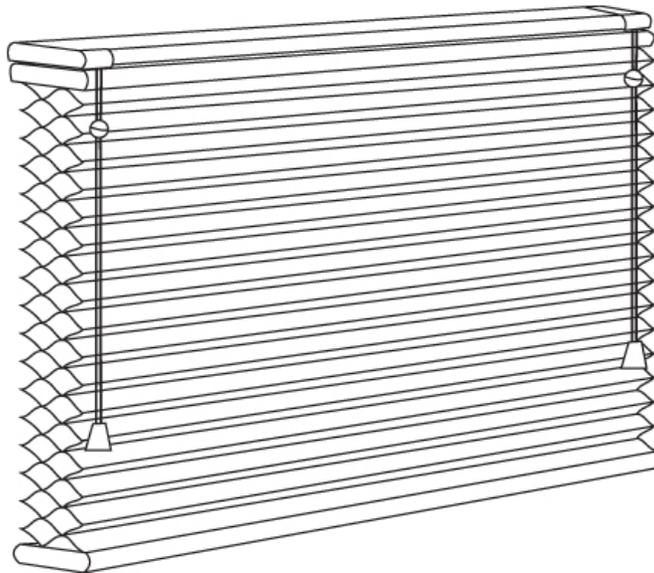
- First, lower the shade until it is fully extended to the bottom of the door or window.
- Then, place the pin of each hold down bracket into the holes in each of the end caps of the shade and mark the screw holes.
- Next, while making sure the pins are level and aligned, raise the shade and screw the hold down bracket into the marked areas on the mounting surface.



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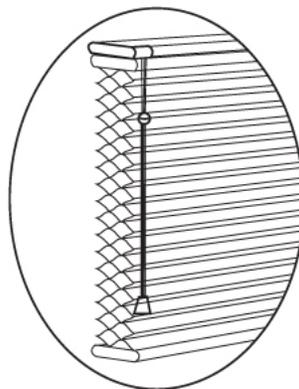
## Step 5: Properly Operating Your Shade

To maintain your shade's look and function for years to come, proper operation is required. Top-down/bottom-up shades are controlled by using the right hand cord to operate the middle rail, while the left hand cord operates the bottom rail.



### Cordlock Operation Tips

The cordlock allows you to raise or lower the middle and bottom rails of your shade. To raise or lower either rail, pull the specific cord down and toward the center of the shade.



Note: If you raise the middle rail to the top of the head rail, it's important to also raise the bottom rail a few inches. This helps prevent the equalizer between the two rails from getting pinched.

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To lower or release either rail, pull the cord straight down to release it from its locked position.

## Step 6: Protecting Children around Your Shade

Shades with cords and other moving parts represent possible strangulation hazards for small children. To protect children from injuries, keep all cords out of the reach of children at all times. The best way to do this is to use cord cleats, which are small pieces of plastic where you can wrap excess cord.

All orders from Blindster include cord cleats free of charge. Always mount these components at a safe height away from the reach of children. When mount cord cleats, take into account any furniture near your windows or shades that could allow children to reach the cords.

After each use of your shades, always wrap the excess cord around the cord cleat.



## Step 7: Cleaning and Caring for Your Shade

It's important to clean and dust your shade on a regular basis to maintain its appearance for years to come. Regular dusting with a feather duster or soft brush vacuum attachment will take care of most dust build-up, while light stains can be blotted with a damp sponge and mild detergent.

Deep or heavy stains can be cleaned by removing the shade from the installation brackets and soaking it in warm water. While the shade is still damp, raise it tightly to re-crisp the pleats.

Don't use any heavy-duty detergents or cleaners without first testing a small patch on the corner of the shade to make sure it doesn't stain or cause colors to run or bleed.