

# Cordless & Deluxe Cordless Top Down / Bottom Up Pleated Shades

**BLINDSTER**

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Mon - Fri 8am - 7pm (CT)

## Installation Instructions

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Congratulations on purchasing a Cordless Pleated Fabric Shade from Blindster. To properly install your new shade and maintain its appearance and function for years to come, please follow the instructions below as closely as possible.

### Step 1: Verifying the contents of your hardware mounting kit.

Your shade is shipped with a hardware mounting kit that includes the components you'll need to attach it to your window frame or wall. Before you begin the installation process, make sure you received the following items:

Part	Quantity
Mounting Brackets	2 (for 18" to 36 7/8" wide shades) 3 (for 36" to 47 7/8" wide shades) 4 (for 48" to 72" wide shades)
1 1/8" Screws	2 per bracket
Handle for bottom rail	1 (for shades up to 59 7/8" wide) 2 (for shades 60" to 72")
Hold down brackets	2 (outside mount only)
3/8" screws for hold down brackets	4

**Note:** One extra screw of each size is included with the hardware mounting kit.

### Step 2: Gathering the required tools.

With the required components in hand, you should next gather the tools you'll need to complete the job. Locate the following tools and keep them handy while you install your new shade from Blindster:

- **Screwdriver**
- **Tape measure**
- **Pencil**
- **Drill**
- **Drill bits**
- **Step ladder**

**Note:** If installing your shade into dry wall or plaster, use #6 plastic anchors (not included).

**Drill bits:** If using screws, use a 3/32" drill bit. If using wall anchors, use a 1/4" drill bit.

### Step 3: Preparing for installation.

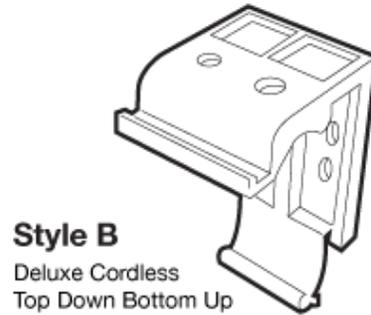
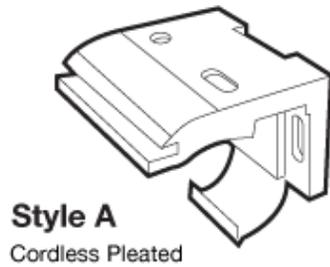
Your shade is designed to be installed either inside your window frame or above your window on your wall.

To prepare your shade for installation, place a mounting bracket about 1" to 6" from the ends of the head rail. If your shade requires more than two mounting brackets, place any additional brackets as evenly as possible between the outer two brackets. When placing the brackets, make sure they don't interfere with the cords or any moving parts inside the head rail.

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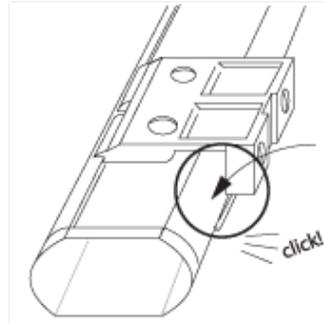
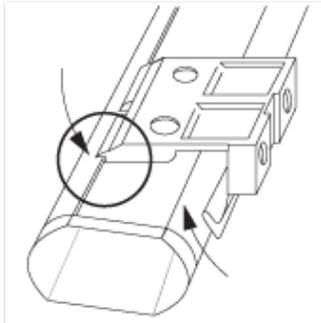
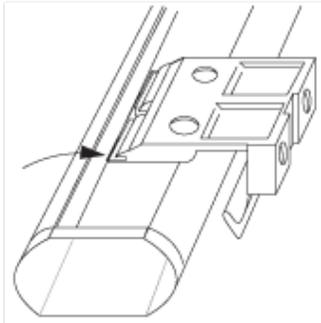
## Step 4: Attaching the mounting brackets

The shapes of head rails and mounting brackets depends on the type of shade you ordered and its size.

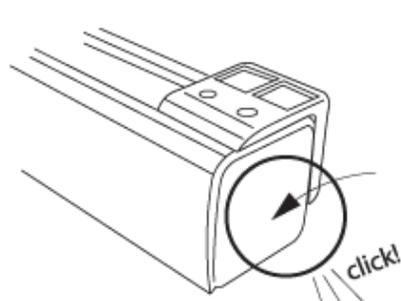
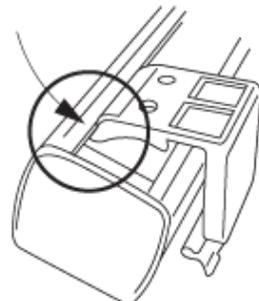
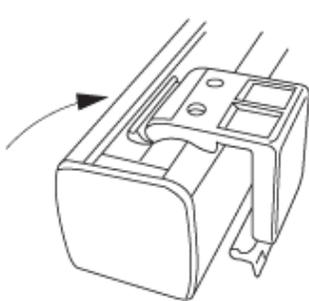


To attach the mounting brackets to your shade, lift the head rail into position so that its inner front edge slides into the slot at the front of each bracket. Then, push the head rail up until the tab at the bottom of each mounting bracket snaps into place at the back of the head rail. After the head rail is in place, gently pull on it to make sure it is secured.

### Style A



### Style B

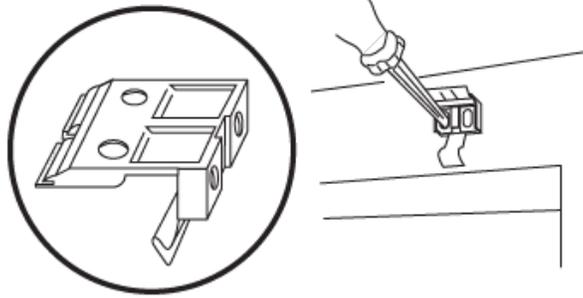


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## Instructions for Outside Mounts

If you're installing your shade outside of your window, clip the brackets onto the head rail as outlined in the steps above. Then, hold the shade at the height you wish to install it and center it over the window opening. Using a pencil, mark the areas where the mounting brackets contact the wall. Then, remove the brackets from the head rail and position them directly on the marked locations.

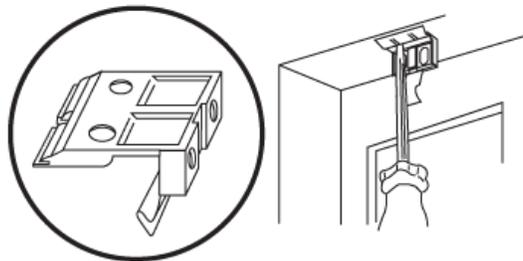
Using your drill, pre-drill holes using a 3/32" drill bit and secure the mounting brackets using the included 1" screws before reattaching the head rail.



## Instructions for Inside Mounts

If you're installing your shade inside your window, clip the brackets onto the head rail as described in the steps above. Then, hold the shade in place at the top of the window frame and flush against the surface. Using a pencil, mark the locations where the mounting brackets contact the inside of the window frame.

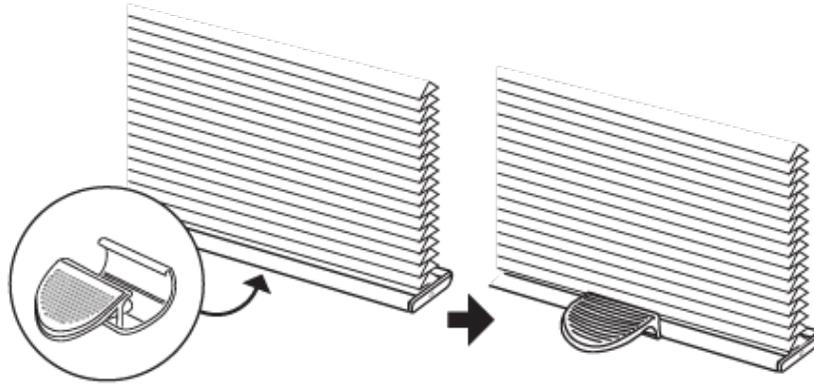
Next, remove the mounting brackets from the head rail and pre-drill holes using your 3/32" drill bit in the marked locations. Finally, secure the brackets to the marked locations using the included 1" screws before reattaching the head rail.



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## Step 5: Attaching the handle.

Your shade uses a handle for raising and lowering. To attach the handle, refer to the illustration below.



Handles are designed to reduce the amount of contact with the fabric needed to raise or lower the shade. When raising or lowering your shade, do so slowly to make sure the pleated fabric stacks neatly. This ensures your shade will hold its appearance and function for a long period of time.

If your shade is wider than normal, it may have two handles. To properly install multiple handles, divide the total width of the shade by four—then, attach each handle that same distance from the outside edges.

When raising or lowering extra wide shades, always use both handles.

## Step 6: Operating your shade

Proper operation of your shade requires following a few important guidelines and tips. Read these instructions carefully to ensure your shade maintains its appearance and function for years to come.

Before operating your shade, make sure the handles are properly attached and secured.

To maintain the function of your shade's springs, always lift your shade through its full range of motion—all the way raised and lowered—at least once per day.

If your shade has a single handle, make sure it is centered on the bottom rail and always lift the shade slowly and evenly without one side becoming higher or lower than the other.

If your shade uses a double set of handles, hold both handles and lift the slowly and evenly when raising or lowering it.

If your shade becomes difficult to lift, it may have been left in one position for too long (raised or lowered). If that happens, raise and lower the shade multiple times to regain its original function.

### Standard shade operation instructions

When raising and lowering your shade, always do so slowly and make sure the pleats stack neatly.

### Lowering the shade

To lower your shade, simply grip the bottom rail and gently pull straight down until it reaches the desired height.

### Raising the shade

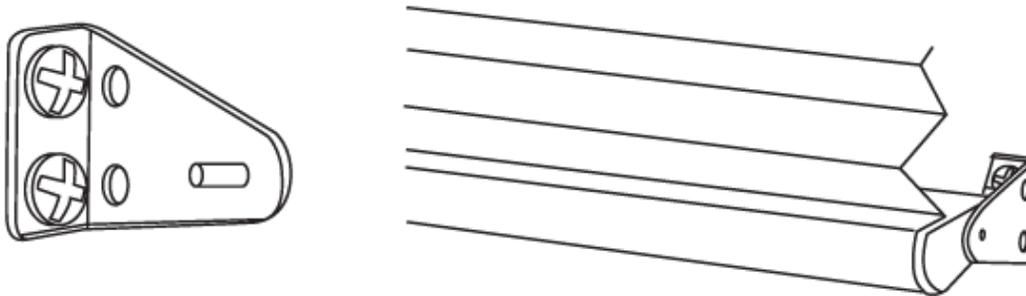
To raise your shade, grip the bottom rail and slowly push up until it reaches the desired height.

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## Step 7: Installing the hold-down brackets

Hold down brackets are optional components that keep shades in place during movement of windows and doors. These brackets should only be installed if you plan on keeping your shade locked into a permanently lowered position.

To install hold-down brackets, fully lower your shade and make pencil marks at the outside ends of the bottom rail. Line up the brackets with the pencil marks and screw them into place using the included 3/8" screws. Insert the pins that protrude from the brackets into the holes on both ends of the bottom rail (see the illustration below).



## Step 8: Cleaning your shade

Your shade from Blindster requires regular cleaning to look it best at all times. To clean your shade and remove dirt, dust, and pet hair, use a damp sponge and wipe the vinyl head rail and bottom rail. To clean the shade's fabric, use a feather duster or a vacuum's soft brush attachment.

## Troubleshooting

Please allow the shades to relax down to the full length. This sometimes will take up to a week for them to fully relax down. We suggest that you do leave them in the down position for a couple hours each day.

Customers can also massage the material down to help relax the shades. You just take the material from front to back and massage it down between your hands, do not pull too hard on the material. If you have any other concerns please let us know at (888) 256-8672.