

How to Install Custom Cellular Skylight Shades

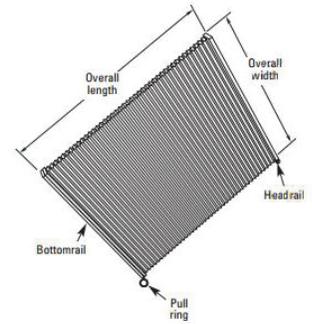
Before you begin your installation:

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 bit may be used to pre-drill pilot holes for screws)
- 1/4" Nutdriver
- Drywall Anchors
- Safety glasses
- Ladder

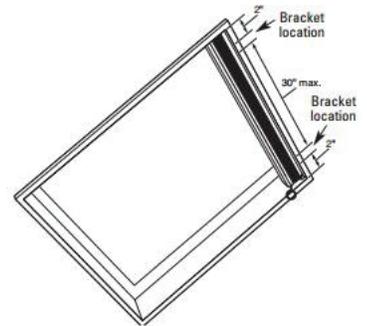


STEP 1

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).

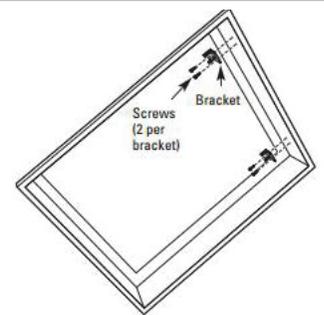


STEP 2

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.

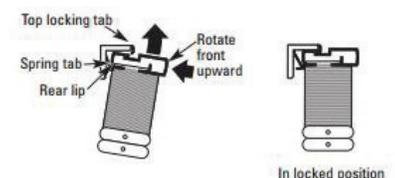
Example: Installation on a wood sill using the included screws.



STEP 3

Attach the headrail to the brackets

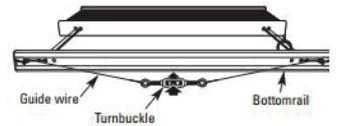
- Do NOT remove the rubber bands on the shade at this time.
- Hook the rear lip of the headrail on the mounting bracket spring tab.
- While pushing back against the bracket, rotate the front of the headrail upward to engage the top locking tab of the mounting bracket. The shade will easily snap onto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



STEP 4

Attach the headrail to the brackets

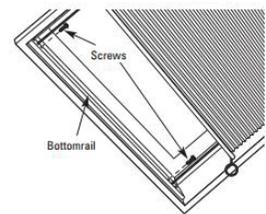
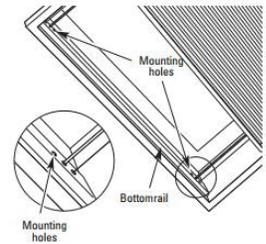
- Unroll the bottomrail until the guide wires and cords are fully extended.
- **IMPORTANT:** The guide wires must be taut when the bottomrail is fully extended without putting excessive pull on the headrail. Use the turnbuckle to lengthen or shorten the guide wires, if needed.



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.

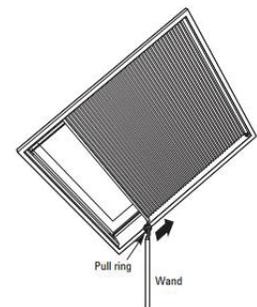


OPERATING YOUR SHADES

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.

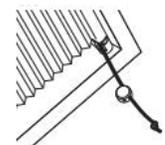


HELPFUL TIPS

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.