

# CORD LOOP

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Standard

Top Down - Bottom Up



# GETTING STARTED

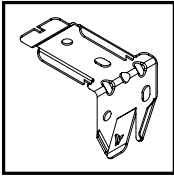
A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- 1/4" Hex head and/or Phillips driver bit
- Pencil



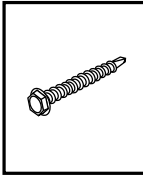
Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

PN: CS4051



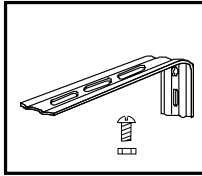
**Mounting  
Bracket**

PN: 20201012



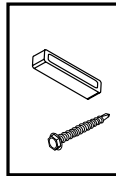
**1 1/4"  
Hex Head  
Bracket Screw**

PN: CS1000



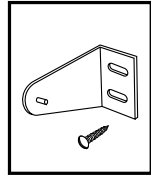
**Head Rail  
Extension  
and Side Mount Bracket**

PN: CS2000



**Spacer  
Block  
(optional)**

PN: CS1101(std rail)  
XCS1101 (lg. rail)



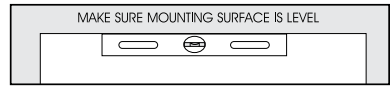
**Hold  
Down Bracket  
(optional)**

# STEP 1: BRACKET INSTALLATION

Shades are shipped with the required number of brackets for proper installation. End brackets should be located approximately 3" from either end. Depending on the width of the shade, additional brackets may be necessary, evenly spaced between the two end brackets.

Shade Width	# of Brackets
Up to 40"	2
>40" - 72"	3
>72" - 84"	4
>84" and up	5

Using the installation bracket as a template, measure to the edge of the bracket and mark the hole locations with a pencil for drilling.



Brackets must be in line and level. Shim brackets on inside mounts if necessary. The head rail must be level for the shade to operate properly.

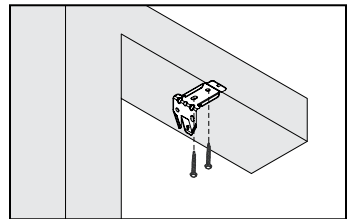
## INSIDE MOUNT

The minimum mounting depth for an inside mount is 1".

A minimum of 2 1/4" is needed to fully recess the shade.

Make sure that the brackets are level and aligned.

Attach each bracket using two screws.



### Inside Mount

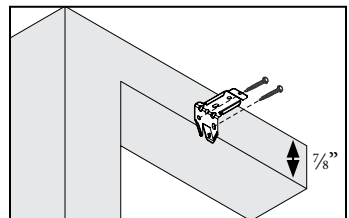
Shallow Mount - Minimum 1" surface  
Flush Mount - Minimum 2 1/4" surface

## OUTSIDE MOUNT

The minimum mounting height for outside mounted shades is 7/8".

Make sure that the brackets are level and aligned.

Attach each bracket using two screws.



### Outside Mount

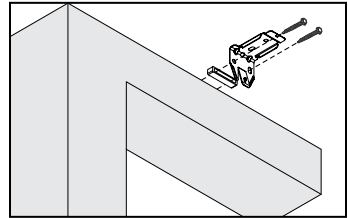
Minimum 7/8" surface

## SPACER BLOCKS (OPTIONAL)

Each spacer block projects brackets  $\frac{3}{8}$ " away from mounting surface.

Make sure that the brackets are level and aligned.

Attach each bracket using two screws. Screws should be long enough to secure the bracket to the mounting surface.

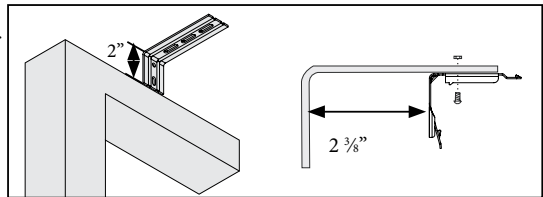


**Outside Mount with Spacer Blocks**

## EXTENSION BRACKETS (OPTIONAL)

Optional extension brackets are used to project the back of the shading up to  $2\frac{3}{8}$ " from the mounting surface.

Attach the mounting bracket to the extension bracket with the nut and bolt provided.



**Outside Mount with Extension Brackets**

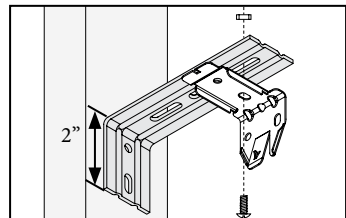
Minimum 2" surface

## SIDE MOUNT (OPTIONAL)

Measure from window sill up to desired mounting position on each side of the window frame. Mark position.

Mount side mount brackets on each side of window frame as shown. Make sure to confirm that head rail will sit perfectly level.

Once side mount brackets are installed and properly positioned, attach the mounting brackets using the nuts and bolts provided.



**Side Mount**

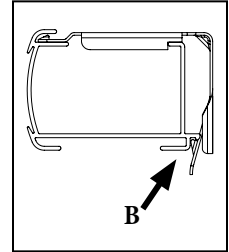
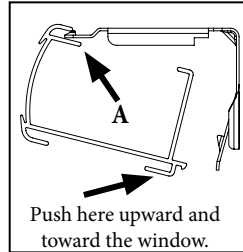
Minimum 2" surface

## STEP 2: SHADE INSTALLATION

First, lower the bottom and/or middle rails about an inch. This will help keep the fabric from getting caught between the brackets and the head rail.

Position the head rail with the front lip (A) resting on the top hooks of all the brackets.

While holding the fabric out of the way, push the bottom of the head rail upward and toward the window until the groove at the bottom of the head rail snaps into place, (B) as shown.



Make sure that no fabric is pinched between the brackets and the head rail.

## CHILD SAFETY - INSTALL TENSION DEVICE



### WARNING

To avoid entanglement and strangulation, keep cords out of reach of young children. Move cribs and furniture away from shade cords.

### TENSION DEVICE

The tension device reduces the hazards of strangulation and entanglement of young children by limiting access to the control cord.

The cord tensioner must be installed to make the shade fully operable.

**Read the instructions in the mounting hardware packet prior to installing the tensioner.**

## SAFETY LABELS

In compliance with WCMA/ANSI safety standards, the warning labels on the bottom rail are designed to be permanent. **DO NOT** remove the permanent warning label on the bottom rail. This assures that future owners of this product will be aware of potential dangers associated with this shade.

## OPERATION

Operate the shade by pulling down on one side of the cord. The front cord raises the shade, the rear cord lowers the shade.

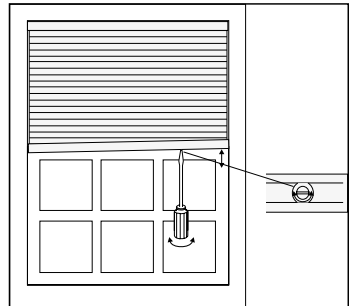
On top down - bottom up shades, the right cord controls the middle rail and the left cord controls the bottom rail.

Do not lift the bottom rail with your hands. Also, be careful not to place objects on the window sill that will interfere with operating the shade or cause it to hang unevenly.

## LEVEL THE MOVING RAILS (IF NECESSARY)

Cord loop shades use a system that allows easy leveling of the bottom rail or middle rail (no fabric on the top only, see next page to adjust the middle rail on a shade with fabric above the middle rail). It is designed to make slight adjustments (less than 1") to level the moving rails of your shade. It is not designed to make length adjustments.

Use a flat head screwdriver or a coin (a quarter works best) to turn the adjustment screw to raise or lower that side of the bottom/middle rail. The adjustment screw is on the underside of the bottom rail and on the top of the middle rail.



One quarter turn of the screw will move the bottom/middle rail up or down approximately  $\frac{1}{4}$ ".

**Over-turning the adjustment screw (more than 1" of adjustment) can cause the cord to tangle or wedge inside the rail. The screw should turn easily - DO NOT FORCE.**

## DAY/NIGHT MIDDLE RAIL EQ ADJUSTMENT

Day/Night (Dual Panel) shades middle rails do not use the Easy Level adjuster like on the bottom rail. Follow the instructions below to level the Day/Night Middle Rail.

### Shades under 60 inches wide with two cord sets:

1. Determine which side of the middle rail is higher than the other and remove the end cap from that side. The end cap is a friction fit and will pull straight out.
  2. Turn the end cap so it is oriented as shown in Fig.1.
  3. While holding the washer that is tied to the end of the cord, slide the end cap away from the shade about the same amount that the rail was high.
  4. Turn the end cap back to the normal orientation as shown in Fig.2. Put the washer and loose end of the cord back into the rail and reinstall the end cap.
- NOTE: The two short legs on the cap face up.**
5. If the adjusted side is now too low, repeat the process but move the cap toward the shade.

### Shades over 60 inches wide with three cord sets:

1. Determine which side of the middle rail is higher than the other and remove the end cap from that side. The end cap is a friction fit and will pull straight out.
  2. Turn the end cap so it is oriented as shown in Fig.1.
  3. While holding the washer that is tied to the end of the cord, slide the end cap away from the shade about the same amount that the rail was high.
  4. Turn the end cap back to the normal orientation as shown in Fig.2. Put the washer and loose end of the cord back into the rail and reinstall the end cap.
- NOTE: The two short legs on the cap face up.**
5. Remove the opposite sides end cap and slide the cap toward the shade the same amount that the other side was moved away from the shade.
  6. Turn the end cap back to the normal orientation as shown in Fig.2. Put the washer and loose end of the cord back into the rail and reinstall the end cap.
- NOTE: The two short legs on the cap face up.**

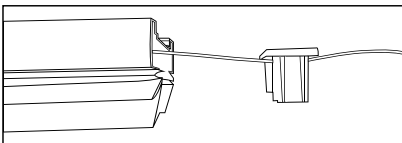


Fig.1

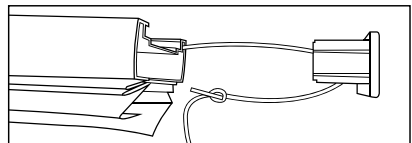


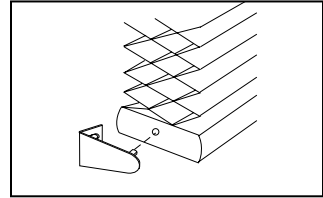
Fig. 2

## HOLD DOWN BRACKETS (OPTIONAL)

Optional hold down brackets are mounted with the supplied screws.

With the shade at its proper drop, place the pin of each hold down into the hole in each end cap and mark the screw holes. Make sure the pins are level and aligned.

Raise the shade, then screw the hold down bracket into the mounting surface. Slightly flex the hold down brackets to insert the pins into the endcaps.



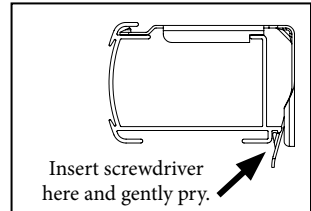
**Hold Down Bracket**

## SHADE REMOVAL

To remove a shade, insert a screwdriver between the head rail and the bottom back of the bracket (tab which extends out slightly from each bracket).

Gently pry the screwdriver to release the bracket from the head rail. Take care not to damage the painted finish of the head rail.

As you release the brackets, support the head rail to keep it from falling.



## CLEANING AND CARE

The shade fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.