Skylight
Manually Operated
Honeycomb Shades

CONTENTS

INTRODUCTION

Thank you for purchasing our product. Your new shade has been custom built for you from the highest quality materials. Once in your window, it will provide you with a lifetime of beauty and trouble-free use.

GETTING STARTED

CAUTION: Do not cut the shade packaging. This could damage the cable or support cords.

- Remove the shade from the package. Keep the packaging until the shade operates to your satisfaction.
- Check the "Materials Required" section to make sure you have the necessary parts.

CARE AND CLEANING

Our honeycomb shades are made of an anti-static, dust-resistant fabric which repels dirt and dust. For most honeycomb fabrics, the following options are available if your shade needs cleaning.

DUSTING

Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances.

VACUUMING

Use a hand-held vacuum with low suction for more thorough dust removal.

SPOT-CLEANING

- Prepare a solution of warm water and a mild detergent.
- Dampen a clean cloth in the solution and wring it out.
- Dab the spot with the dampened cloth until it is gone. ***DO NOT RUB THE FABRIC.***
- Allow the shade to dry in the completely lowered position.

CAUTION: Do not spot-clean Blackout fabrics.

DEEP CLEANING

Deep cleaning is not recommended for Skylight shades.

CAUTION: Do not immerse Blackout fabrics.

ULTRASONIC CLEANING

Ultrasonic cleaning is not recommended for Skylight shades.

INJECTION/EXTRACTION

Honeycomb fabrics can be professionally cleaned using the injection/extraction method. Avoid the headrail and side rails when using this method.
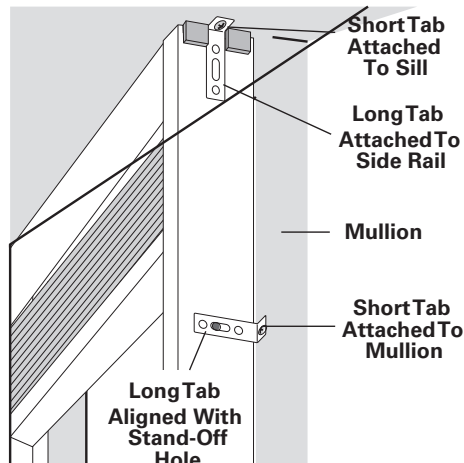
- A dry method of injection/extraction is required for Blackout and any opaque fabrics.
- If using injection/extraction for fabrics, specify that *NO CHEMICALS* are used (water only).

SAFETY

Inner cords can pull out to form a loop, which can STRANGLE a young child.

- Children can climb furniture to access inner cords. Move cribs, playpens,and other furniture away from window coverings.

- Beginning with one of the outer shades, snap the first shade into the installation brackets.
- Use the universal mounting brackets at the open side of the shade to attach the other side of the shade.
- Align one of the holes on the long end of the universal mounting bracket with the threaded stand-off hole and attach the short side of the bracket to the mullion.

Short Tab Attached To Sill

Long Tab Attached To Side Rail

Mullion

Short Tab Attached To Mullion

Long Tab Aligned With Stand-Off Hole

4. INSTALL THE REST OF THE SHADES IN THE SIDE-BY-SIDE

MOUNTING GROUP. Use stand-off screws to attach the connecting side rails into the threaded stand-offs.
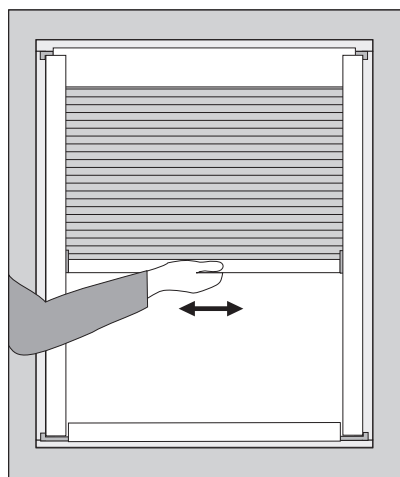
- Insert the stand-off screw through the hole in the side rail.
- Align the screw with the stand-off in the connecting side rail and tighten it securely. Be careful not to pinch or damage the cables.
- If you are attaching the shade to mullions, secure the shade using universal mounting brackets.

NOTE: If the screws do not line up with the stand-offs, check to make sure the correct side rails are matched.
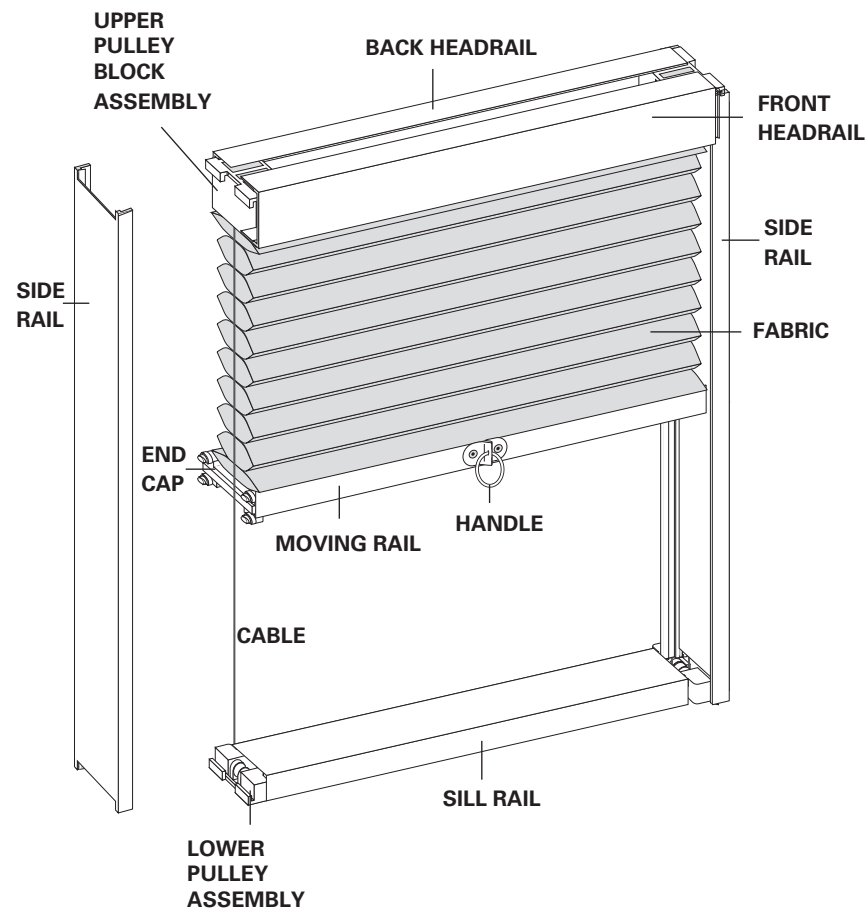
7. INSPECT THE SHADE

SHADE OPERATION
- Raise and lower the shade.
- If the shade does not operate smoothly, check to make sure the cable is not caught or twisted anywhere in the side rails.
- If the moving rail does not hold its position, adjust the cable tension and level the moving rail as described in Step 4 on page 10.
- Slide the moving rail from side to side while you raise and lower the shade.
- If the rail binds or falls out of the side rails, adjust the screws that secure the side rails to the mounting surface.
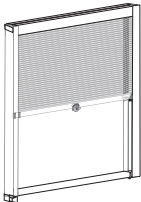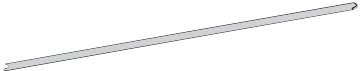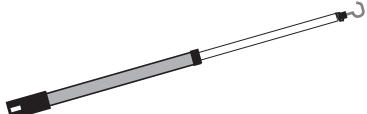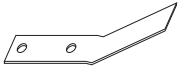
UPPER PULLEY BLOCK ASSEMBLY

BACK HEADRAIL

FRONT HEADRAIL

SIDE RAIL

SIDE RAIL

FABRIC

END CAP

HANDLE

MOVING RAIL

CABLE

SILL RAIL

LOWER PULLEY ASSEMBLY
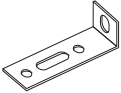
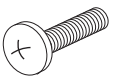## MATERIALS REQUIRED

MATERIALS SUPPLIED WITH THE ORDER
Check to make sure you have all the materials listed for the number of shades you are installing and for the type(s) of installation. The contents of your hardware package may vary depending upon how the shade was ordered and whether the shade is mounted inside or outside the window opening.

PART / COMPONENT	NUMBER SHIPPED	APPEARANCE
Skylight Shade	Depends On Order	
Rail Seal	4 Seals Per Shade	
Skylight Extension Pole	Optional	
Installation Brackets (Inside Mount)	4 Per Shade	
Universal Mounting Brackets (Outside Mount And Side-By-Side Mount)	6-8 Per Shade, Depending On Shade Size	
Side Rail Screws (Outside Mount)	1 Per Side Rail Hole	
Headrail Screws	8-12 Per Shade, Depending On Shade Size	
Stand-Off Screws	1 Per Threaded Stand-Off	

2. CHECK THE ARRANGEMENT OF THE SHADES.

With the shades assembled and open all the way (fabric stack compressed), make sure the connecting pair of side rails are next to each other. The connecting side rails are labeled at the top with the shade number and will indicate left or right placement. With each connecting pair of side rails, one rail will have threaded stand-offs installed and the other will not. Also, one rail of each connecting pair should have the rail seal attached, preventing light leaks between the shades.

Threaded Stand-Offs

Connecting Pair Of Side Rails
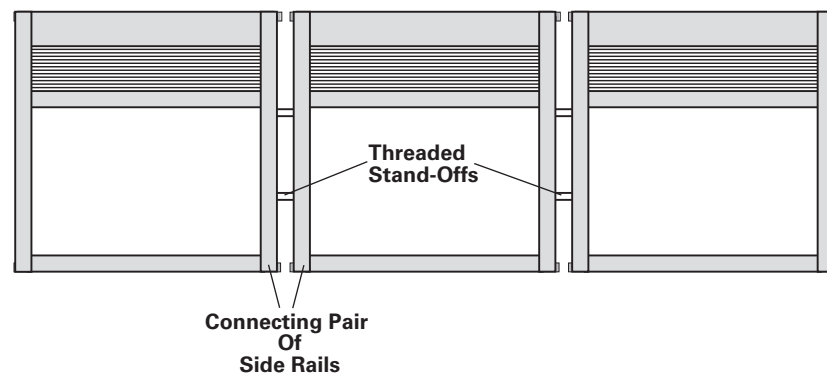
3. INSTALL THE FIRST SHADE.

Outside Mount:

- Measure the overall width of the mounting group.
- Mark the mounting surface so the outer shades will extend evenly beyond the window opening.

Inside Mount:

- Attach the installation brackets in the four corners of the overall window opening as described on page 12.


INSTALLATION BRACKET PLACEMENT
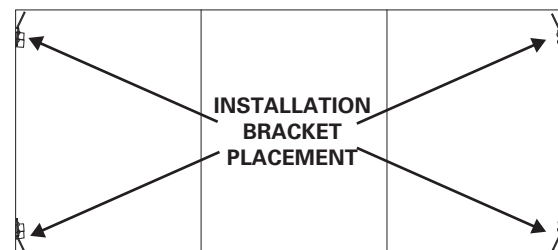
4. INSTALL THE SHADE.

If the short tabs of the mounting brackets are exposed:

- Raise the shade to its final location.
- Attach the universal mounting brackets to the mounting surface with hex head mounting screws.

If the short tabs of the mounting brackets are hidden:

- Raise the shade to its final location and use the mounting brackets to mark where they will attach to the mounting surface.
- Remove the brackets from the shade.
- Attach the brackets to the mounting surface using hex head screws.
- Reattach the shade to the brackets using the headrail screws.

BRACKETS INSTALLED (SHORT TAB HIDDEN)
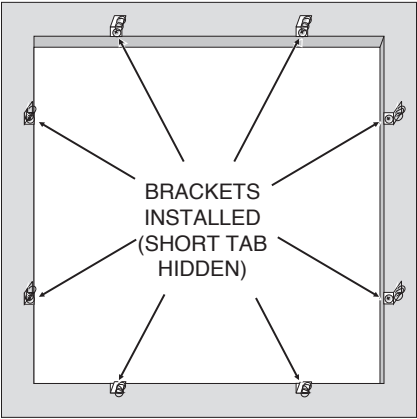
6. MOUNT THE SHADE (SIDE-BY-SIDE CONFIGURATION)

1. PLAN THE INSTALLATION.

Each shade in a side-by-side mounting group is installed one at a time. The side rails will be attached together as the shades are mounted in the window opening.

Universal Mounting Brackets have two possible uses:

- To attach the shade to vertical mullions (see figure at right) at the threaded stand-off locations.
- To hold the corners of a shade in place for an inside mount.
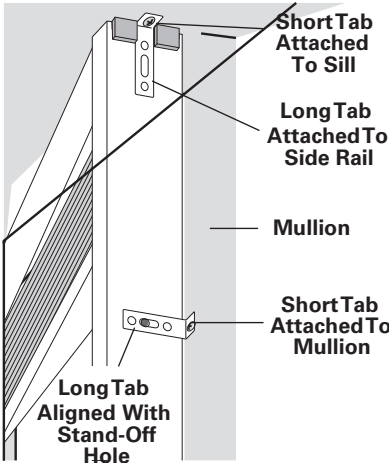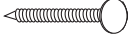
Installation Brackets

- For an inside mount: You will mount the installation brackets in the four corners of the overall window opening.
- For windows with vertical mullions: You must determine how far to recess the installation brackets. When the shades are installed, the threaded stand-offs must align with one of the holes in the long side of the universal mounting brackets attached to the mullions.

Short Tab Attached To Sill

Long Tab Attached To Side Rail

Mullion

Short Tab Attached To Mullion

Long Tab Aligned With Stand-Off Hole

- Carpenter's Level
- Flat Blade, Hex Head, and Phillips Screwdrivers
- Pencil
- Rubber or Plastic Mallet
- Tape Measure
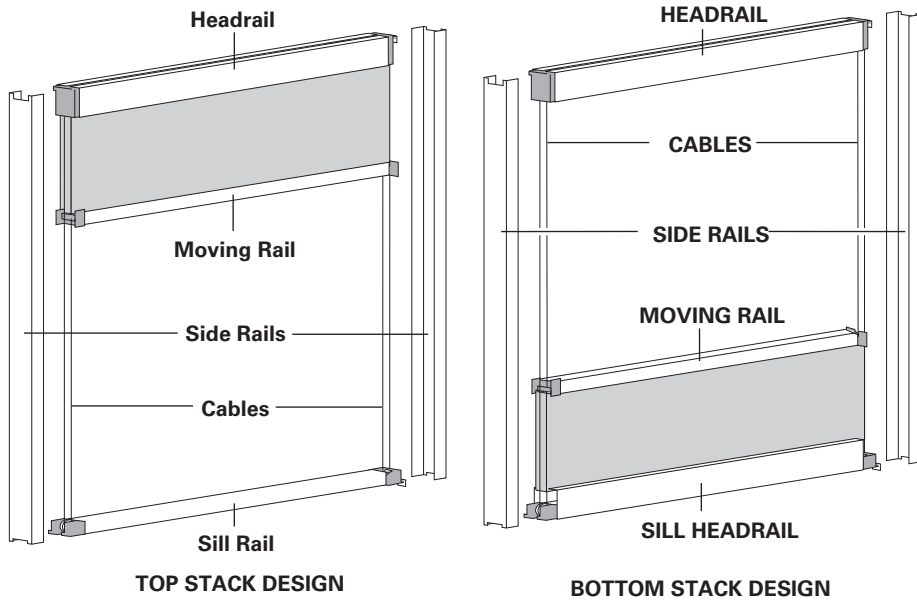- Variable Speed Drill with Assorted Drill Bits
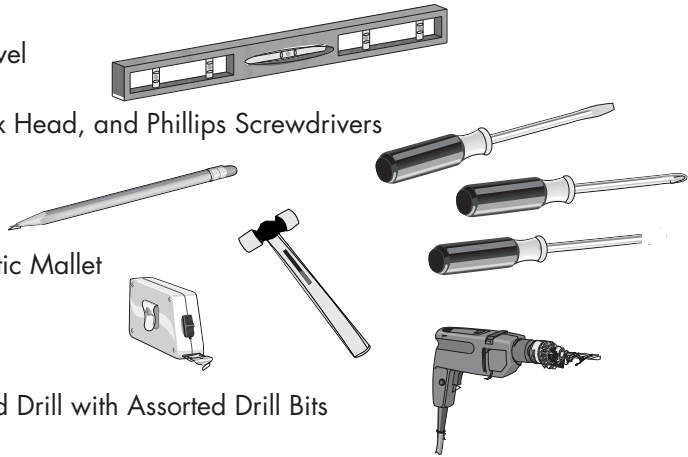
In addition, you will need fasteners designed to work with your specific mounting surfaces.

MOUNTING SURFACE	FASTENER
Wood	No. 6 Hex Head Screws (Provided)
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not Provided)
Metal	Sheet Metal Screws (Not Provided)

INSTALLATION

1. ARRANGE THE SHADE COMPONENTS FOR ASSEMBLY

- Remove all packing carefully.
- Clear a space on the floor at least as large as the shade dimensions and read these instructions all the way through to acquaint yourself with the installation procedures.
- Determine which Skylight design you are installing: Top Stack or Bottom Stack.
- Position the components on the floor as shown below.

TOP STACK DESIGN

Headrail
Moving Rail
Side Rails
Cables
Sill Rail

BOTTOM STACK DESIGN

HEADRAIL
CABLES
SIDE RAILS
MOVING RAIL
SILL HEADRAIL

- Place the headrail assembly at one end with the front of the fabric facing up.
- Lift the sill rail to straighten the cables and place it at the other end.
- Make sure the spring-loaded pulleys on the sill rail face the headrail.
- Make sure the cables do not cross.
- Place the side rails on each side of the shade. For inside mount applications, rail seal will be on the side rails. Position the rails so the curve of the rail seal matches the rail seal on the headrail and sill rail.

- Sill rail (stack top only)

NOTE: If the sill rail is supported by a horizontal sill, it is not necessary to attach it unless support cords are used.

- Attach the universal mounting brackets to the sill rail. The minimum recommended clearance is 3/8", and the maximum is 5/8".

SILL RAIL MOUNTING BRACKETS

5/8" MAXIMUM   3/8" MINIMUM

- If necessary, you can trim a bracket to mount the sill rail. Attach the trimmed bracket to the sill rail using a headrail screw. Raise the shade into position and mark the bracket location on the sill. Remove the bracket from the sill rail. Mount the bracket to the sill, then attach the sill rail to the bracket.

(Top View: Window Sill)
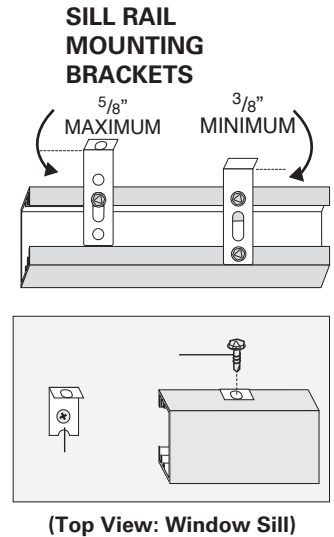
3. ATTACH THE RAIL SEAL TO THE BACK OF THE RAILS WHERE NECESSARY.

- Attach the rail seal so it curves toward the outside of the shade.
- Join the ends of the rail seal together for a tight fit.
- Apply the rail seal to the sill rail only if the side rails are flush with the mounting surface.
- Apply the rail seal to all rails if there is space between the side rails and the mounting surface.

Rail Seals
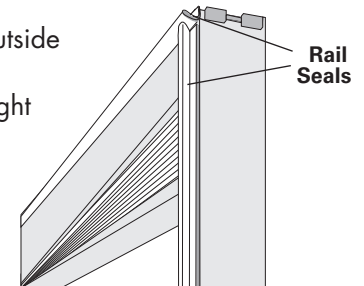
2. ATTACH THE UNIVERSAL MOUNTING BRACKETS TO

THE RAILS. Because of the different ways you can mount the rails, the space between the mounting surface and the back of the rails can vary.

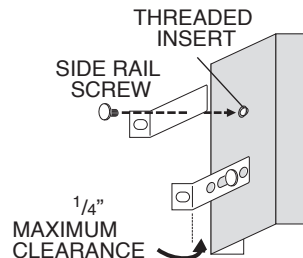| UNIVERSAL MOUNTING BRACKET	
Headrail	Back Headrail — Front Headrail (Top View)
Side Rail	
Sill Rail	
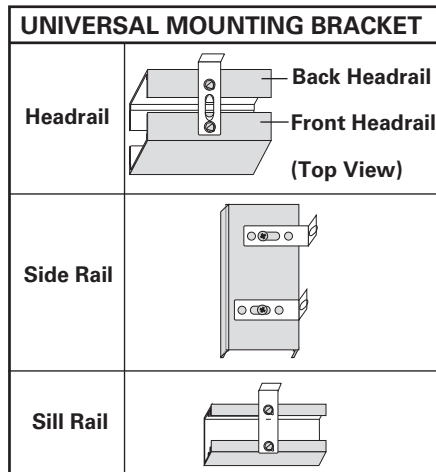
When you mount the side rails flush against the mounting surface, the back of the headrail will sit $1/8$" from the mounting surface, and the back of the sill rail will sit $3/8$" from the surface.

HEADRAIL   SIDE RAIL   SILL RAIL

Mounting Surface $1/8$" $3/8$"

FLUSH
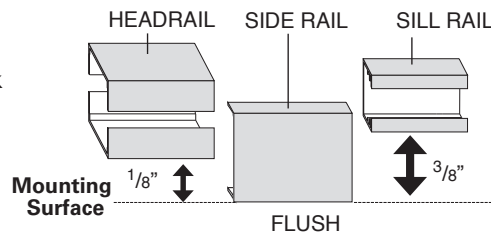
- Side rails (top stack and bottom stack)
    - The maximum recommended clearance between the short tab of the bracket and the back of the side rail is $1/4$".
    - The amount of clearance between the side rail and the mounting surface depends on where you place the long end of the bracket.
    - Position the brackets so that the side rails will mount flush with the mounting surface.

SIDE RAIL MOUNTING BRACKETS

THREADED INSERT

SIDE RAIL SCREW

$1/4$"
MAXIMUM CLEARANCE

- Headrail (top stack) and sill headrail (bottom stack) - Space the brackets approximately 12" from each end of the rail. If necessary, space additional brackets evenly so they are no more than 36" apart. Only one bracket is necessary if the headrail is less than 36" wide.
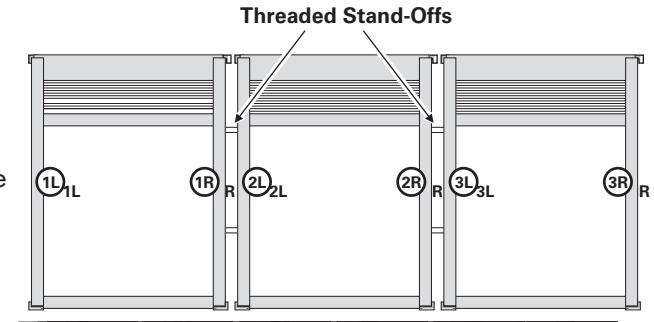
HEADRAIL MOUNTING BRACKETS

$3/8$"
MAXIMUM

$1/8$"
MINIMUM
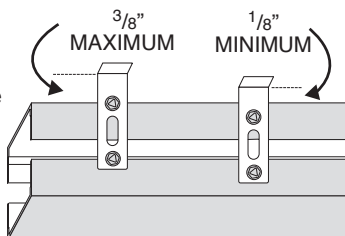
NOTE: For proper alignment of the shades, position the side rails correctly.

- If you are installing multiple shades side-by-side, arrange all shades as a group.

Threaded Stand-Offs

1L   1R   2L   2R   3L   3R

- During installation, the shades will be connected using the threaded stand-offs on the side rails.
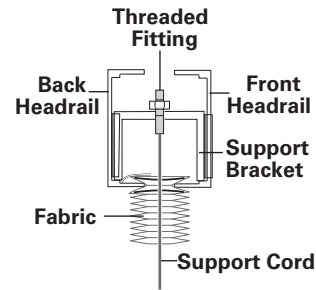
- The side rails are labeled at the top with the shade number
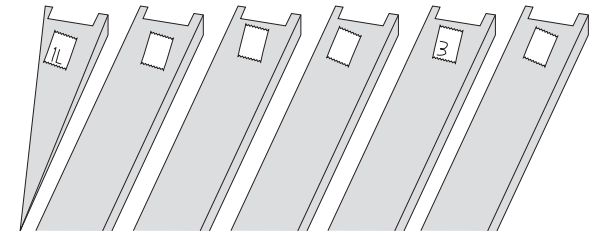
2. ATTACH THE SIDE RAILS

NOTE: If the shade has support cord(s), make sure the threaded fitting at the top of each cord is through the hole in the support bracket.

- Insert the top end of the left side rail at a 45° angle into the pulley block hook at the left end of the headrail.
- Push the side rail into the hook as you swing the bottom end toward the shade.
- Snap the bottom end into the hook on the pulley assembly, being careful not to pinch the cable between the rail and the pulley. If necessary, use a mallet to firmly seat the hooks onto the side rail.
- Attach the right side rail in the same manner on the right side of the headrail. Make sure the moving rail end caps fit inside the side rails.
- If the cable tension is too tight to insert the right side rail into the lower pulley hook, remove the left side rail from its lower hook and attach the right side rail first.
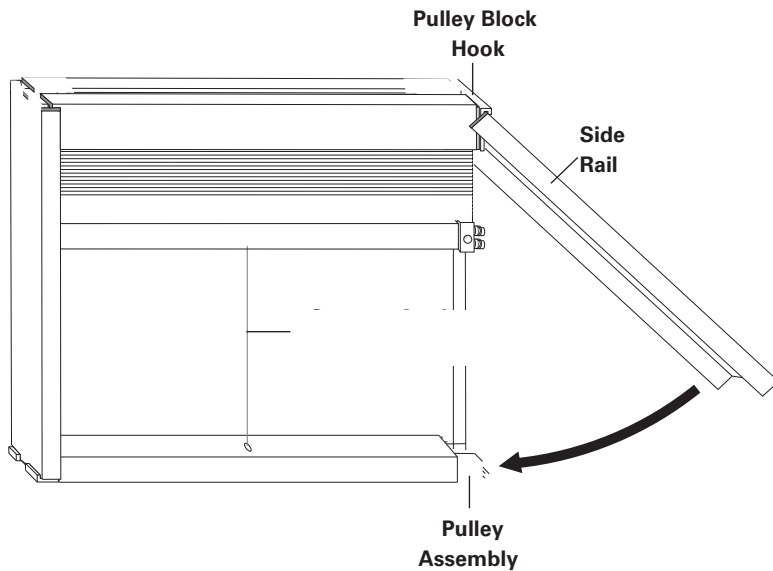
3. FIT THE BOTTOM OF THE SHADE INTO THE WINDOW FRAME.

- Slip a small screwdriver past the rail seal and push back the lower installation brackets and snap into place.
- If the shade height is greater than 48", attach the side rails to the window frame with mounting screws.
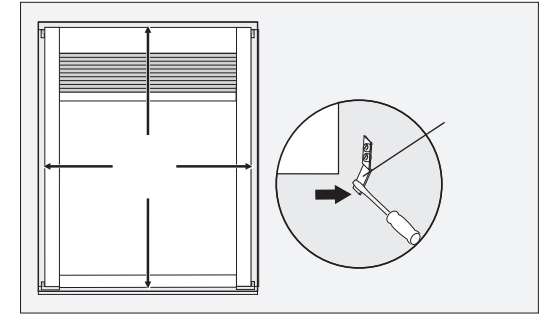
CAUTION: Do not overtighten the mounting screws, because this can distort the side rails.

- When the shade is properly installed, the rail seal should compress slightly, preventing light leaks and compensating for out-of-square windows.

OUTSIDE MOUNT

1. PLAN THE INSTALLATION.

- Use the universal mounting brackets to attach the headrail, sill rail, and side rails to the mounting surface.
- The long tab of the mounting bracket has three holes to accommodate for a variety of attachment options to allow clearance between the mounting surface and the shade.
- The mounting bracket can be attached to the mounting surface with the short tab either exposed or hidden by the rails. To hide the short tab, there must be enough clearance for the head of the mounting screw so it does not interfere with the shade.
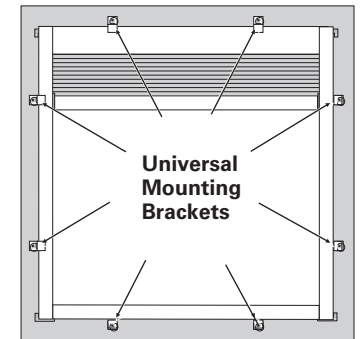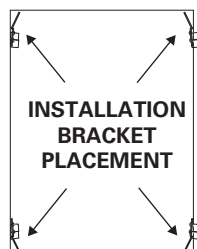
5. MOUNT THE SHADE (STANDARD CONFIGURATION)

NOTE: If you are installing multiple shades side by side, skip this step and go to Step 6 on page 16.

INSIDE MOUNT

1. ATTACH THE INSTALLATION BRACKETS.

- Align the bracket vertically.
- Place the long end of the bracket $1/8$" from the sill.
- Tilt the bracket so the holes touch the jamb.

INSTALLATION BRACKET PLACEMENT

NOTE: Make sure the end of the bracket can be pressed flat against the window jamb without touching the sill before securing the screws.

Jamb

1" Minimum

- Attach the brackets using two screws in each corner of the window frame.
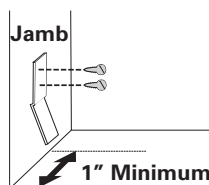
2. SLIDE THE TOP OF THE SHADE INTO THE WINDOW FRAME.

- Make sure the installation brackets fit into the plastic hook notches in the shade.

PLASTIC HOOK NOTCH
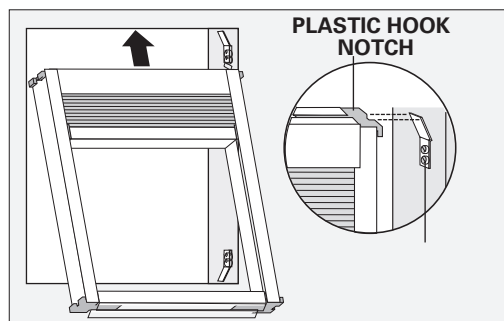
3. TEST THE SHADE BEFORE MOUNTING

CAUTION: Never use a lubricant of any kind on the Skylight system. Lubricants can cause operational failure and long-term component damage.

- Operate the shade on the floor as it will be mounted in the window.
- Raise and lower the moving rail several times. The shade should open and close smoothly, and the moving rail should maintain its position when you release it.
- Check to make sure the cable is not caught or twisted anywhere in the side rails.
- Check that the moving rail end caps stay within the side rails along the shade's full range of movement.

IF YOU HAVE PROBLEMS:
- Proceed to Step 4 (on page 10) if any of the following problems exist:
  - The moving rail does not hold its position.
  - The moving rail is not level.
  - The support cord is too loose or too tight.
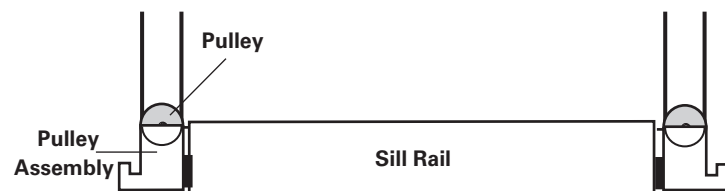
IF YOU DO NOT HAVE PROBLEMS:
- Skip Step 4 and proceed to Step 5 (on page 12).

4. MAKE ADJUSTMENTS

CABLE TENSION

NOTE: Before making any adjustments, check that the ends of the side rails are completely seated in the hooks.

- Position the moving rail in the middle of the shade.
- Set the cable tension so the spring-loaded pulleys are halfway up.

- Pull out the side rail while you push in and lift the left end of the moving rail.
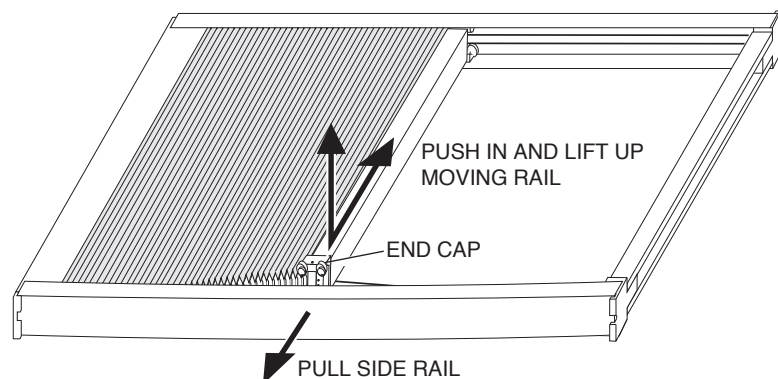
- With the cable ends pointing in opposite directions, loosen the screw in the end cap with a Phillips screwdriver.
- Keep the screwdriver in the screw to prevent the screw from being hidden by the side rail.
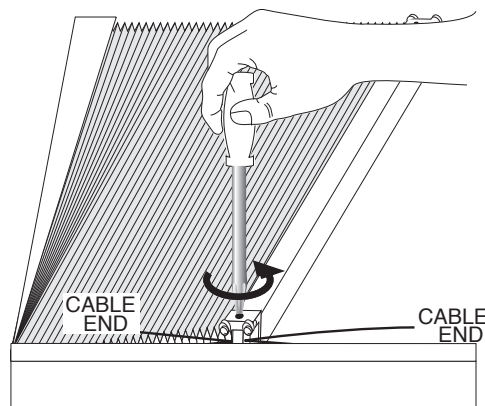
- Slip the left end cap back inside the side rail. Set the correct cable tension by pulling the cables in opposite directions. Maintain this tension by pulling the cables over the side rail and hold them with one hand. Tighten the screw with your other hand.
- Store both cable ends in the moving rail by inserting them into the side holes of the end cap.
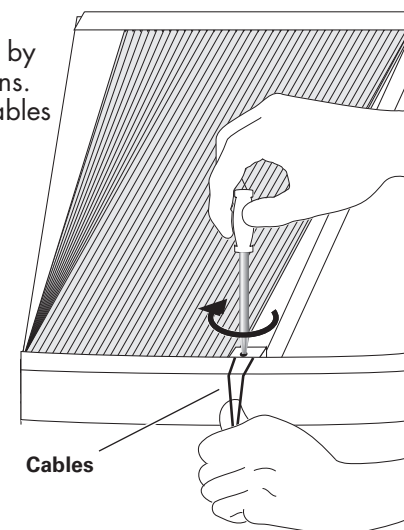
MOUNTING RAIL

- Determine if the moving rail is level by measuring the distance from the sill rail to each end of the moving rail.
- Adjust the rail by pulling out the right side rail while pushing in the moving rail to expose the screw in the right end cap.
- Loosen the set screw with the screwdriver. After adjusting the rail, retighten the set screw.
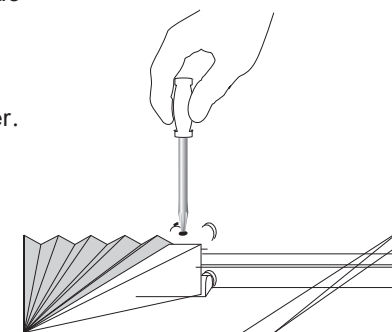
SUPPORT CORD TENSION

- After disconnecting the side rails, push the support cord to extend the nut and fitting out from the headrail assembly.
- Tighten the nut to increase tension on the support cord.