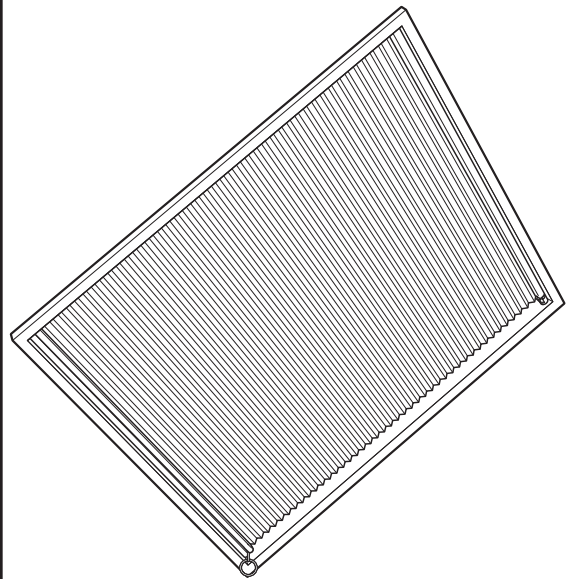




Skylight Accordia™ Cellular Shades

Thank you for making Levolor a part of your home. You have chosen the finest cellular shades available, backed by the world renowned Levolor name. Learn more about Levolor and discover a resource of information, ideas, and support at www.levolor.com.

**Read all
installation instructions
before installing.**

LEVOLOR®

DANGER STRANGULATION HAZARD

- Keep cords out of the reach of children.
- Move cribs and furniture away from cords.
- Remove objects below windows.
- Loops will appear when the shade is in the raised position.
- Do not tie cords together.
- Install a cord tensioner or cord cleat.



EMERGENCY FIRST AID FOR STRANGULATION.



- Remove cord from child's neck
- Call 911 or Emergency Center
- Clear throat
- Check breathing and heart beat
- Begin CPR

Contacting Us

To contact Levolor customer service regarding any questions or concerns you may have about your new shades, you may reach us at:

1-800-LEVOLOR (9:00 am – 6:00 pm EST)

www.levolor.com

Additional Parts and Services

- **Purchasing extra or replacement parts**
Should the need arise, you may have your Levolor shades repaired or restrung through our repair center. Please contact Levolor customer service through www.levolor.com for a return authorization number.

Care and cleaning

- Like any piece of fine furniture, your shade should be dusted regularly. Use a brush-type vacuum attachment or feather duster for dusting; stroke lightly over the shade.
- To clean with water, use a damp sponge and lightly dab.
- Avoid contact with window cleaning products.
- Do not immerse shade in water.

Important Information

Please read the Window Covering Manufacturers Association, Inc. warning included in these instructions, on the tag attached to the lift cords (corded shades only) and on the permanent label on the bottomrail of your shade. Do not remove the permanent label. This assures that future owners of this product will be aware of potential dangers associated with shade cords and children.

Warranty:

Please refer to the enclosed pamphlet for warranty information. **NOTE:** A sales receipt is required for all claims.

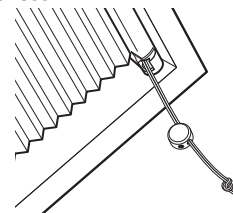
Brand label removal:

- Peel back the label slowly.
- Do not use a sharp instrument to remove the label; it may scratch the surface of the shade.
- If adhesive residue remains on the shade, we recommend removing the adhesive with soap and warm water.

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.

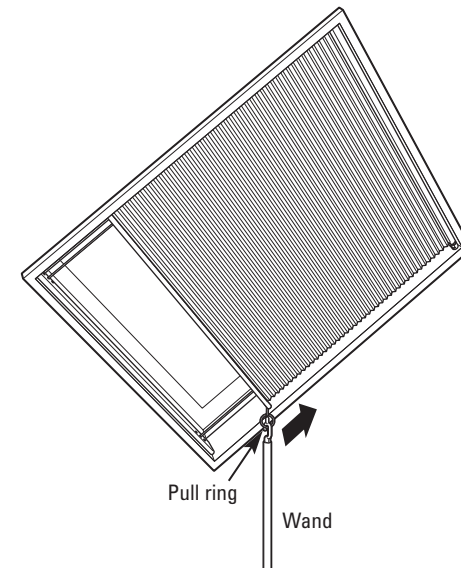
Once you are satisfied with the shade tension, cut the excess cord below the knot and hide the cord loop behind the headrail.

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.

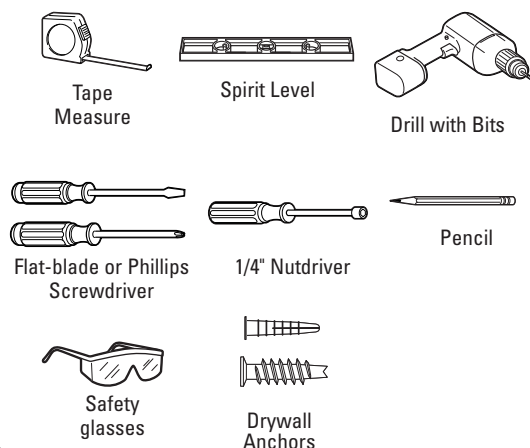
CAUTION: Avoid excessive downward pull on the ring. Excessive downward force will cause the support wires to stretch, requiring additional adjustment.



Tools you may need (not included)

The tools you will need for installing your shade will vary, depending on the installation surface, and mounting bracket type.

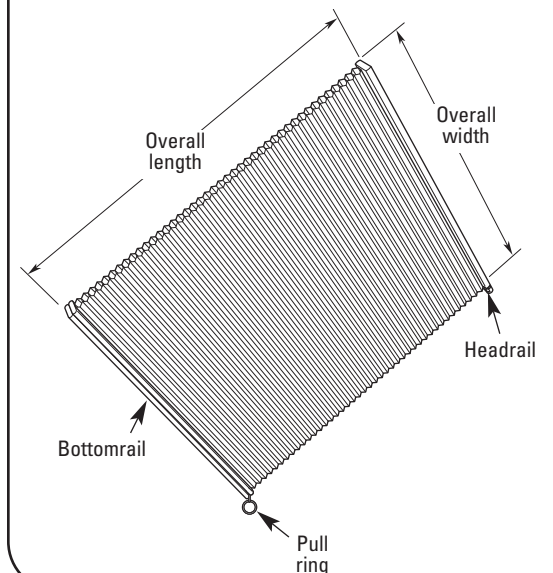
Tools typically used for installation include:



Before you begin your installation:

Read all installation instructions before you begin!

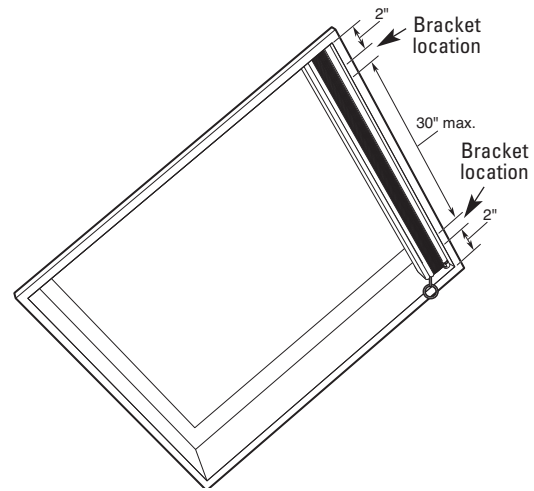
- Make sure that you have all tools and hardware needed for installation.
- Check the installation surface (wall, ceiling, or window frame) to ensure that you have suitable fasteners and tools for the material.
- Double check the headrail and shade for proper width and length. If you are installing several sets of shades, be sure to match them with the appropriate skylight.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.



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.

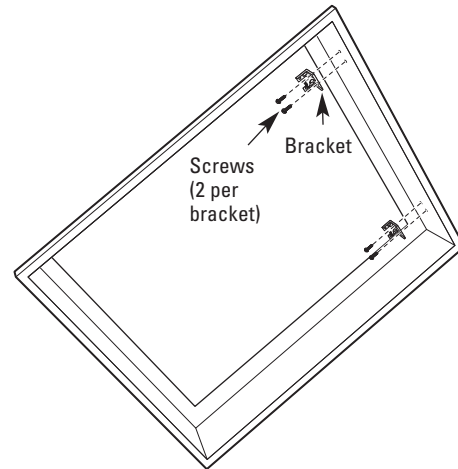
NOTE: For the headrail to fit flush with the wall and inside the molding around the skylight, the sill depth must be greater than 2 3/4" (2 1/4" for 7/16" and 9/16" cell sizes).



2 Install the headrail mounting brackets

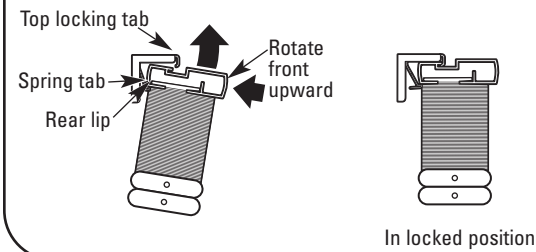
- Using pencil marks as a guide, start the screw hole by pre-drilling a 1/16" pilot hole (wood and metal mounting surfaces only).
- Hold bracket with surface marked "top" facing up. Holding bracket in place, secure with screws, two screws per bracket.
- Repeat for each bracket.
- Use a level to confirm brackets are level.

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



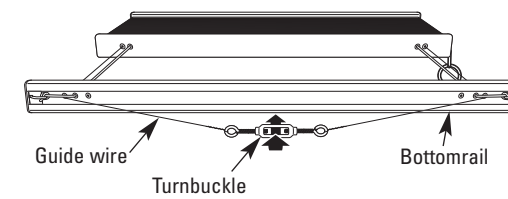
3 Attach the headrail to the brackets

- 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.



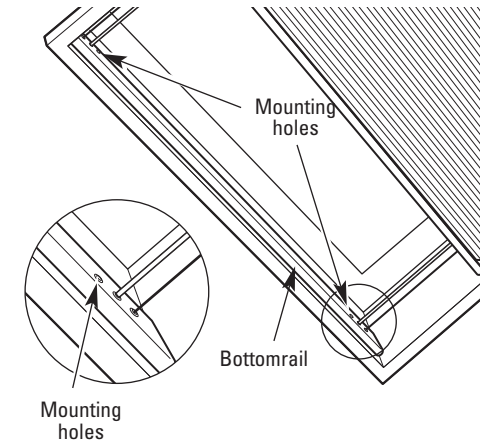
4 Adjust guide wire tension

- 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.



5 Install the bottomrail

- Hold the bottomrail in the desired mounting location on the skylight casing, making sure it is and level and centered. **NOTE:** For a flush fit, the sill depth must be greater than 1 1/4".
- 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.

