



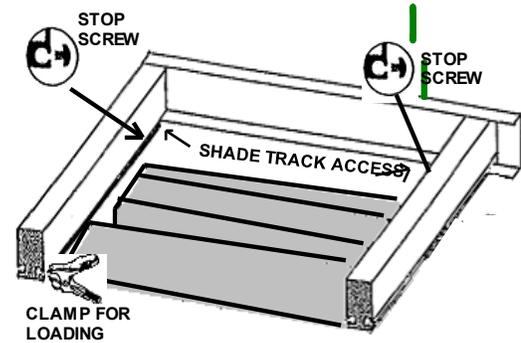
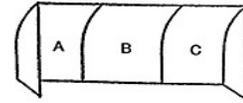
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Installation Instructions For Four Seasons Manual Shades

1. Install the Shades into Track

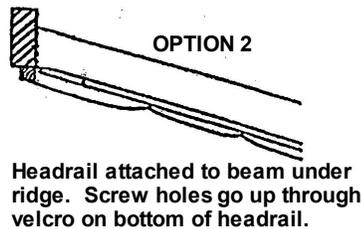
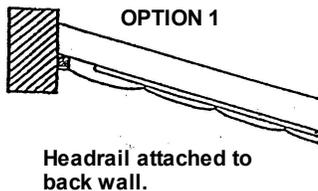
- Shades are labelled in alpha order from left to right (Inside Looking Out).
- Clean track of dirt and debris. Use brush provided or other soft material. Do not use tools that can scratch track surfaces.
- If installing from a ladder, rest the rolled-up shade on top to hold it while loading into track. The shipping boxes with sides cut off may make a convenient tray for this.
- Place clamp in track 2 feet below top to keep shade in place while loading.
- Before loading shade: If tracks do not have an opening at ridge, drill wheel access holes in tracks at least 5/16" wide using the countersink bit provided, 3" inches below the ridge. Clean shavings from tracks with brush. On wood models, remove the plastic access inserts from tracks near the ridge to load wheels.
- After loading shade, attach shade stop screws just below each access opening. Pre-drill holes using 1/8" bit provided. Attach stop screws at the same location in each track in every bay.



2. Install Shade Headrails

Shades attach to headrails, mounted at the top of the room, which have Velcro bottoms for the top shade pleat and pulleys for shade cord operation.

- Attach headrails directly below glazing bars by screwing them into back wall or up into beam or other structure. Mount low enough so pulley and shade cords have a clear path underneath glazing bars. Velcro side faces down. Screw hole placement on headrails will indicate mounting point options:

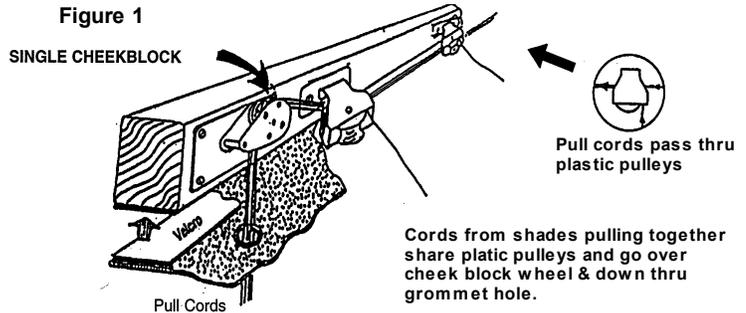


Headrails with adjustable, slotted brackets on top are designed for inside mount between glazing bars. The bracket is adjustable if necessary by loosening the screw attaching it to the headrail.

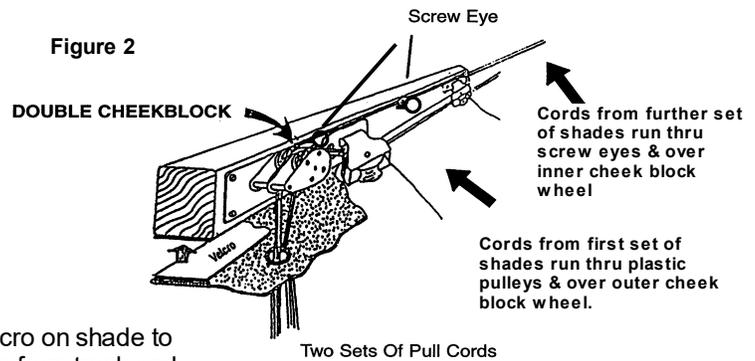
3. Cords and pulleys

- Unwrap pull cords and drape them over top of shade.
- Lift top of shade to ridge and attach the spring clamp to one of the tracks beneath the top shade pleat. This will hold the shade up while working with the cords.
- Run cords through plastic pulleys on headrail in pre-determined pull direction. Cords go up through bottom of pulleys, over pulley wheel and out the side opening. Cords then run over a cheek block wheel at edge of headrail and down through grommet hole in top corner of shade...

- For one set of shades pulling together (for example, shades A, B & C pull together), all cords pass through plastic pulleys together, then over cheek block wheel at the end of headrail A, and through grommet hole in shade A. (Figure 1)



- For a second set of shades pulling together in the same direction (for example, shades A & B pull together, then C & D follow), run cords from A & B over outer cheek block wheel on headrail A to grommet hole. Run cords from C & D through screw eyes on headrails B & A, then over inner cheek block wheel on headrail A to grommet hole. (Figure 2) (The furthest set of cords runs over inner cheek block wheel.)

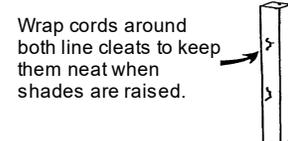


- For a third set of shades pulling in the same direction, a larger cheek block with a third wheel and additional screw eyes are provided. (Again, the furthest set of cords runs over inner cheek block wheel)
- As you finish cords for each shade, attach velcro on shade to velstick on bottom of headrail. Remove clamp from track and gently lower shade.

4. Final Steps: Lubricate Tracks, Tie Cords

- Lubricate tracks using foam brush: Spray silicone on edges of brush, run brush up and down length of tracks. Pull shades up and down to verify smooth operation. Reapply silicone if needed. Notes: Silicone can be messy and slippery so do not spray brush directly over flooring or furnishings. NEVER use other lubricants such as WD-40 or Triflow as these collect dirt.
- With SHADES COMPLETELY LOWERED, cut excess cord to desired length. DO NOT cut cords with shade raised to any height.

- With each set of pull cords, tie a knot 4" below grommet hole in shade. Braid cords for neatness if desired.
- Slip a tassel onto braided cords and tie a knot just below tassel. Cut cords below tassel, pull tassel over knot.
- Mount cord cleats at desired wall location about 12" apart so that cords can be neatly wrapped using both cleats.



- Shade Operation: Gently raise and lower shades using smooth action on the cords to prevent wheels from bending or breaking. Reapply silicone annually for lasting, smooth operation.