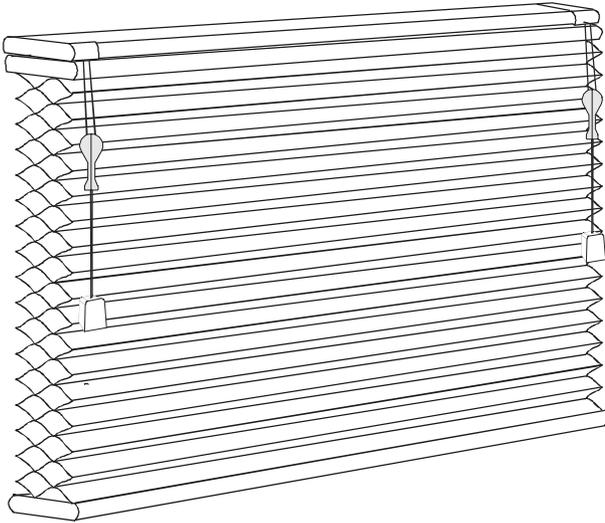


# Duo-Fold and Day/Night Shade Operating Instructions



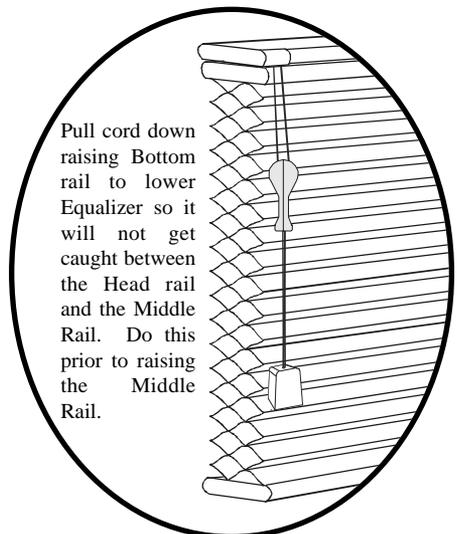
On a standard Duo-Fold or Day/Night shade, the Right Hand Cord operates the Middle Rail, while the Left Hand Cord operates the Bottom Rail.

## Cord Lock Operation

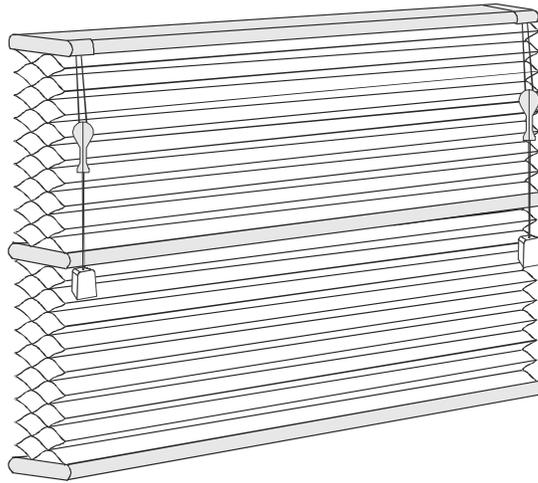
To Raise or Lock either the Middle Rail or Bottom rail of the shade, pull the cord straight down and outward toward the edge of the shade.

**NOTE:** When raising the Middle Rail all of the way to the Head Rail, you should raise the Bottom Rail a couple of inches. This will prevent pinching the Equalizer between the rails.

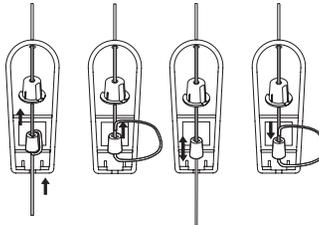
To lower or release either the Middle Rail or Bottom Rail of the shade, pull the cord inward towards the center of the shade.



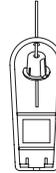
If bottom rail equalization adjustments are necessary, follow the procedure for adjusting the bottom plugs in the main installation instructions.



If middle rail equalization adjustments are necessary, open the breakthrough connector and pull the equalization plug out of the pocket. Adjust the position of the plug as necessary by loosening the cord on the plug.



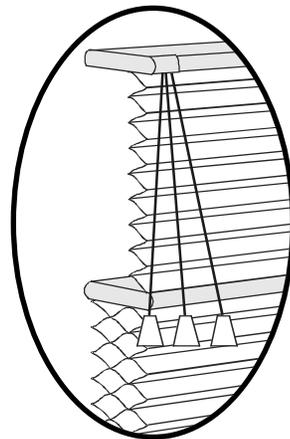
Feed the cord back through the equalization plug and push the plug back into the pocket.



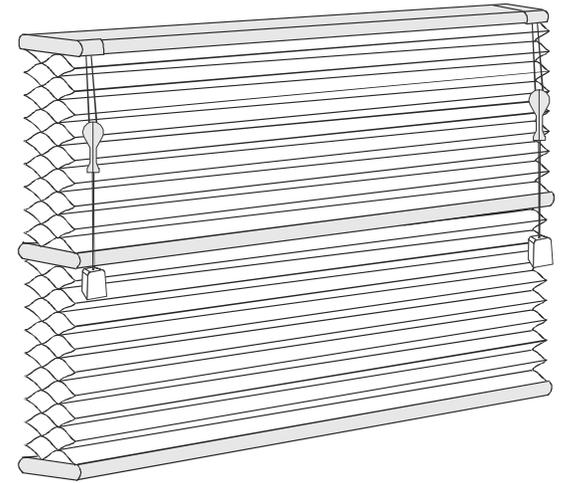
When middle rail adjustments have been made, wrap the excess cord around the pocket and insert the equalization pocket and plug back into the breakaway equalizer.

Following The Standard for Safety of Corded Window Products (ANSI/WCMA A100.1-2007), all shades with pleated fabric will have each cord individually tasseled.

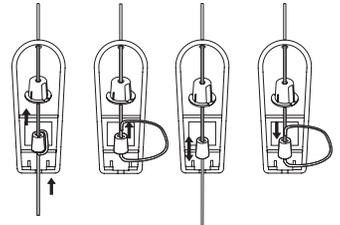
Operate the pleated shades the same as any other. Pull on all tassels evenly to raise or lower. If shade is uneven then pull on each cord individually to even out the rail.



If bottom rail equalization adjustments are necessary, follow the procedure for adjusting the bottom plugs in the main installation instructions.



If middle rail equalization adjustments are necessary, open the breakthrough connector and pull the equalization plug out of the pocket. Adjust the position of the plug as necessary by loosening the cord on the plug.



Feed the cord back through the equalization plug and push the plug back into the pocket.



When middle rail adjustments have been made, wrap the excess cord around the pocket and insert the equalization pocket and plug back into the breakaway equalizer.

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