

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, lightly dab with a damp sponge.
- 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

Corded

- Due to the fabric construction of cellular shades and the tightly packed manner in which the product is shipped, your new shade may not immediately drop to its full length. If this occurs, allow the shade to hang open to relax the fabric. You may need to gently pull down on the bottomrail while lowering in order for the shade to initially reach its full extension.
- With time, pleats may settle. Pleats at the bottom will be more full than those at the top. Shades that are raised regularly will be less subject to pleat settling and will maintain a more crisp appearance.

Cordless

- **Trouble lifting the shade** – Any time that the shade is left in one position for an extended period of time, you will need to raise and lower the shade several times to reset the spring and motion. For the best performance, it is recommended to raise and lower cordless shades once daily.
- **Shade hangs unevenly** – Pull the shade down completely. This will realign the cord inside the headrail for an even appearance. Prevention tip: Always lift your cordless shades from the center of the middle or bottomrail using the attached handle.

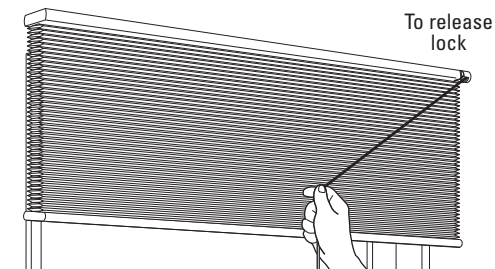
Operating your shades

Your cellular shade is designed for many years of trouble-free operation. Following these instructions will help you get the most from your investment.

Corded Shades:

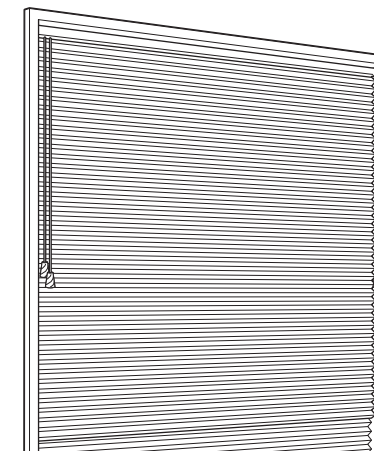
Pull cord in toward the center of the shade to release the lock; this allows you to raise and lower the shade. Once the shade is at the height you want, pull the cord away from the center to lock into position.

Standard Shade



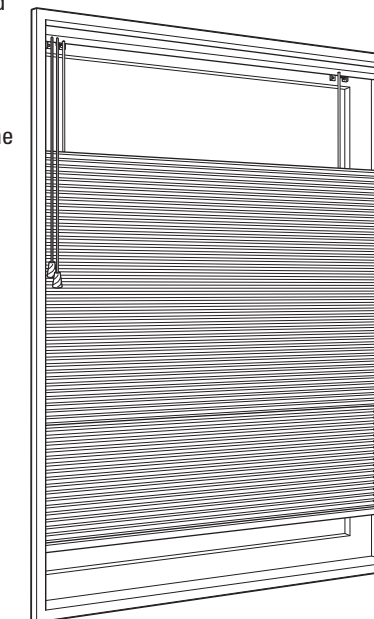
Transformations™

One cord operates the day to night fabric function. The other cord lifts and lowers the entire shade.



Top Down/Bottom Up Shade

The right cord operates the top-down function. The left cord lifts and lowers the entire shade.

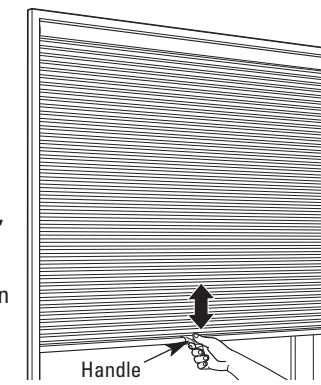


Operating your shades

Cordless:

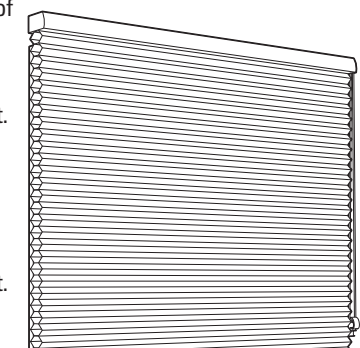
To lower your shade, place hand on the handle and pull down. Release and shade will stay in place.

To raise your shade, place hand on the handle and push up until desired location is reached. Release and shade will stay in place.



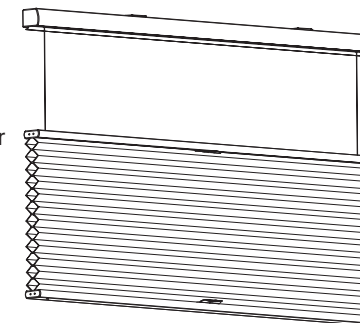
Continuous Cordloop:

- Pull one side of cordloop to lower the shade to the desired height.
- Pull the other side of the cordloop to raise the shade to the desired height.



Cordless Top Down/Bottom Up:

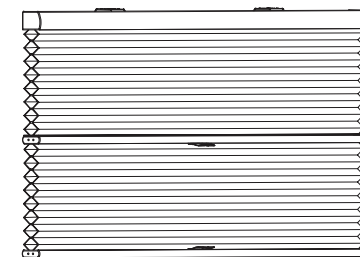
- **To raise or lower the middle rail,** place hand on the handle and push up or pull down. Release and shade will stay in place.



- **To raise or lower the bottom,** place hand on bottomrail near the center or on the handle and push up or pull down. Release and shade will stay in place.

Cordless Transformations:

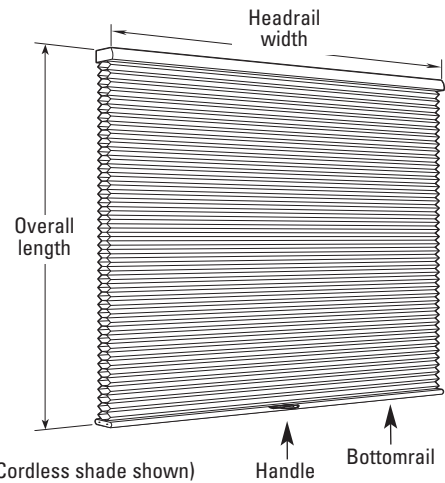
- **To raise or lower the middle rail,** place hand on the handle and push up or pull down. Release and shade will stay in place.
- **To raise or lower the bottom,** place hand on bottomrail near the center or on the handle and push up or pull down. Release and shade will stay in place.



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 window.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.



(Cordless shade shown)

Recommended Tools

- Phillips head screwdriver
- Pencil
- Level
- Tape measure
- Safety glasses
- Drill/drill bits (1/16" drill bit may be used to pre-drill for screws)
- Wrench (if using extension brackets)
- 1/4" hex nutdriver (optional for mounting screws)
- Drywall anchors

Optional Brackets

Extension Brackets

(Offers clearance for obstructions)

Outside mounting extension brackets will provide 1–3" clearance between the headrail and mounting surface. Assemble extension bracket as shown. Secure an extension bracket to each standard mounting bracket.

Spacers

Outside mounting spacers will provide an additional 3/8" clearance as shown. If spacers are used, longer screws may be required to ensure a secure installation. Utilize one spacer behind each bracket.

Hold-Down Brackets

(Eliminates Sway)

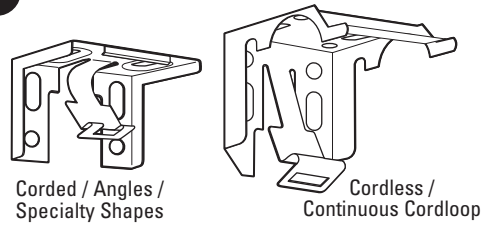
Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottomrail.

Side-Mount Brackets

(Ideal for windows below transoms and arches)

Alternative mounting method when no frame is available above the window for mounting. Use only if shade dimensions fall within 6" W x 6" L (corded) or 12" W x 12" L (cordless) to a maximum of 48" W x 72" L.

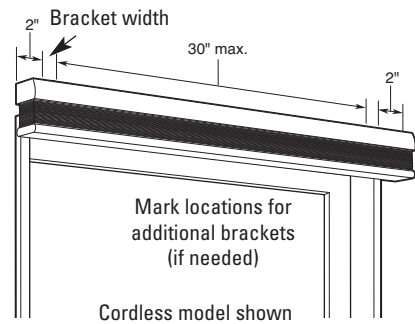
1 Mounting brackets



Two mounting screws needed per bracket.

1A Mark the bracket locations—outside mount installation (installation outside window casing)

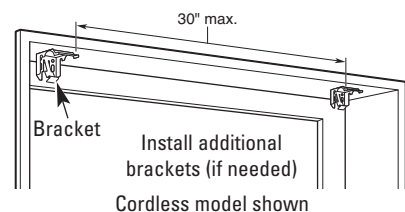
- Measure headrail width.
- End brackets should be approximately 1"-2" in from each end of the headrail. Space any remaining brackets evenly across the headrail, no more than 30" apart – motor location on cordless.
- **NOTE: Ensure that bracket placement will not interfere with any components inside the headrail.**
- With a pencil, mark the mounting screw locations through the rear holes of the bracket, 2 per bracket. Use a level to ensure bracket alignment.
- Go to Step 2.



Cordless model shown

1B Mark the bracket locations—inside mount installation (installation inside window casing)

- Verify that window casing has a minimum depth of 5/8" for corded and 1/2" for cordless shades.
- Place the bracket on the inside top of the window frame, 1"-2" in from the ends. Space any remaining brackets evenly across the proposed headrail location, no more than 30" apart.
- If flush mount is desired, place the bracket 2/4" back from the inside top of the window frame.
- With a pencil, mark the drill hole locations through the top holes of the bracket, 2 per bracket.
- Go to Step 2.

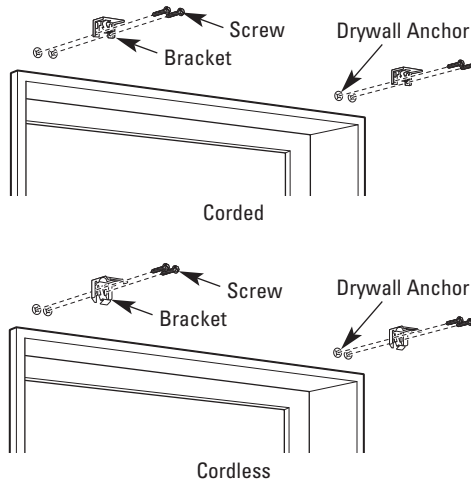


Cordless model shown

2A Install the brackets—outside mount installation (installation outside window casing)

- Using pencil marks as a guide, start the screw hole by pre-drilling (wood and metal mounting surfaces only).
- Hold bracket with surface marked "top" facing up. Holding bracket in place, secure with screws, 2 per bracket.
- Repeat for each bracket.
- Use a level to confirm brackets are level.

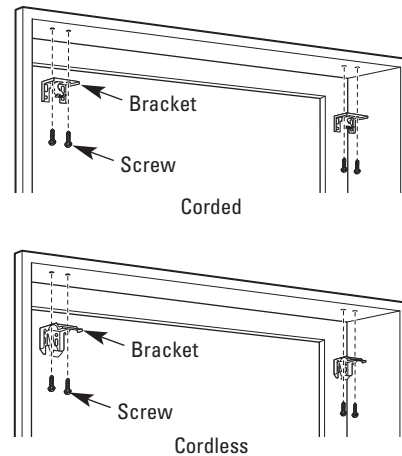
Example: Installation on drywall using drywall anchors and included screws.



2B Install the brackets—inside mount installation (installation inside window casing)

- Using pencil marks as a guide, start the screw hole by pre-drilling (wood and metal mounting surfaces only).
- Hold bracket with surface marked "top" facing up. Holding bracket in place, secure with screws, 2 per bracket.
- Repeat for each bracket.
- Make sure brackets are square with each other.

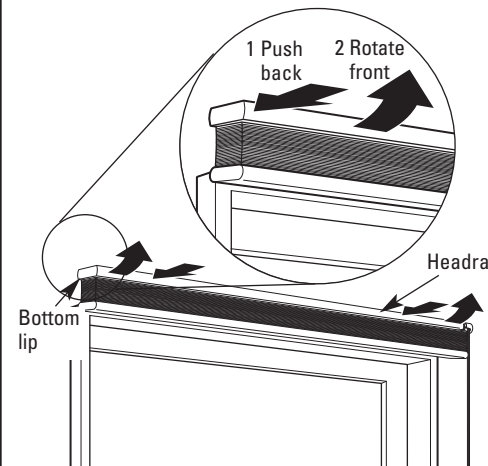
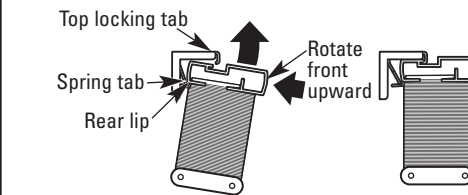
Example: Installation on a wood window frame using the included screws.



3A Install shade on brackets

Corded Shades/Angles/Specialty Shapes

- 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.
- **CAUTION:** Be sure the bracket and headrail are properly secured before operating the shade.



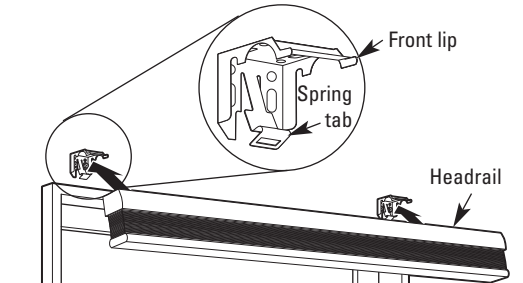
To remove the shade: While pushing back on the headrail, rotate the front of the headrail down. Never force the spring tab beyond the back of the bracket.

See 3B for installing cordless shades or continuous cordloop shades.

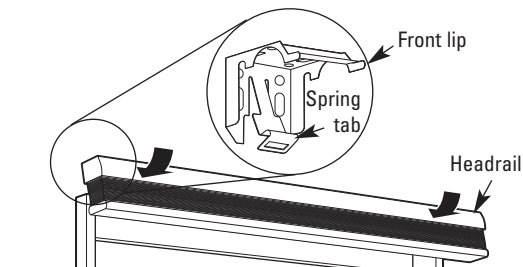
3B Install shade on brackets

Cordless/Continuous Cordloop Shades

- Hang the curved front side of the headrail on front lip of brackets.



- Rotate headrail backward toward window until a snapping sound is heard. This will let you know that the shade is engaged into brackets.

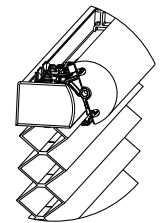


- **CAUTION:** Be sure that the bracket and headrail are properly secured before operating the shade.
- Use included hex-head screw (#8 X 1/4" long) to secure the shu-clip (attached to cordloop) to mounting surface, ensuring that the cordloop is taut.

To remove headrail from bracket: Insert flat head screwdriver into square opening on bracket tab. Push backward to disengage tab from headrail.

4A Install decorative drapery hardware valance (optional)

- Hook the valance on the front of the headrail and rotate downward until all snaps engage under the headrail.



- Screw the finials into the holes at each end of the valance.

