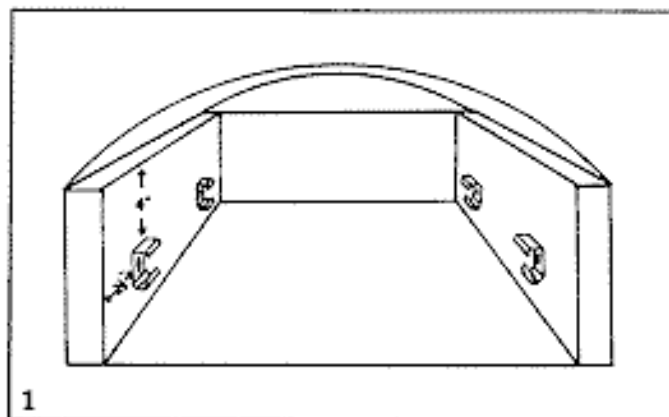


How to install your **OEM** Shades 275A Series Skylight Shade.

Installation instructions for well-mounted skylight shade

1. Mounting Clips

- ◆ Mounting clips fasten to the inside of the skylight well.
- ◆ Measure and mark mounting clip locations $2\frac{1}{2}$ " from the side walls and 4" or more from the top of the skylight well.
- ◆ For shades greater than 30" in width, center mounting clips are provided for proper shade support.
- ◆ Attach mounting clips in the skylight well with the screws provided.



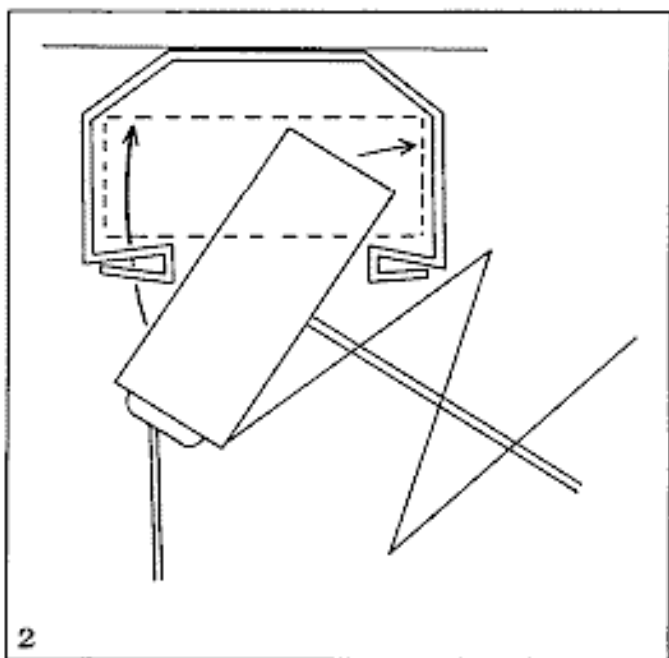
2. Pleated Shade Installation

- ◆ Carefully remove caution labels and unwrap cords. Be careful to prevent cords from tangling.
- ◆ Position the back part of the top rail into the upper clips. Push rail against the clips and upward so rail snaps into clips (Figure 2). Clips may have to be spread slightly for rail to fit in clip.

NOTE: • Ensure cord ducts face toward the room.

• Our pleated shades must be installed below liner box.

- ◆ Repeat procedure for opposite rail. Installation of opposite rail may require slight stretching of shade which provides proper tension on cords.



3. Tension Adjustment

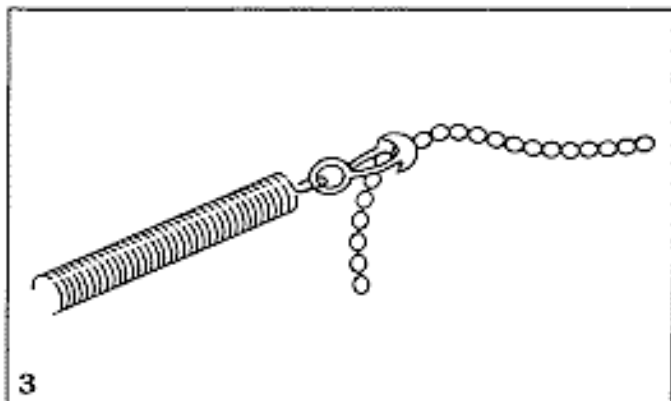
- ◆ Tension for these shades has been pre-adjusted. However, adjustments can be made while installing the shade.
- ◆ Tension should only be adjusted when shade is difficult to operate (too much tension) or when shade droops excessively (too little tension).
- ◆ Minor adjustment is made with the ball chain located in the bottom rail.

Remove bottom rail from clips.

To tighten, unhook ball chain and pull chain through coupler for proper tension. To loosen, unhook ball chain and release chain through coupler for proper tension (Figure 3).

(Do not disconnect cords from ball chain.)

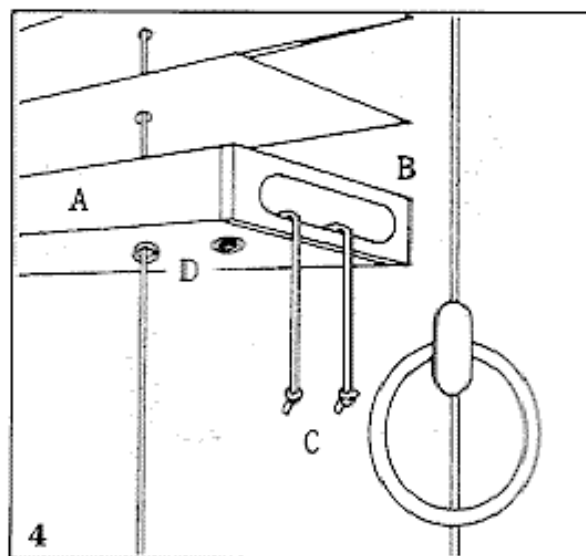
Remount rail in mounting clips and check adjustment. Repeat as necessary.



4. Full Cord Adjustment (Figure 4)

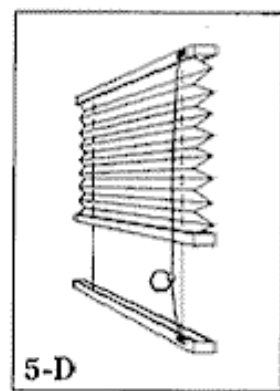
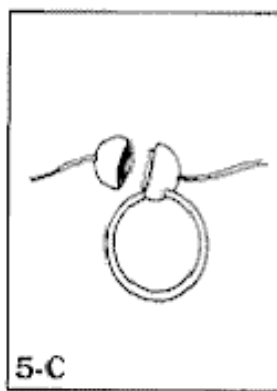
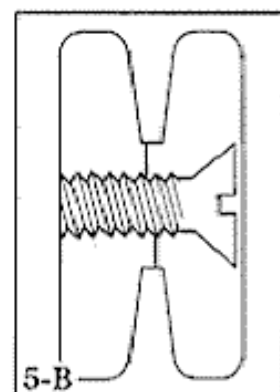
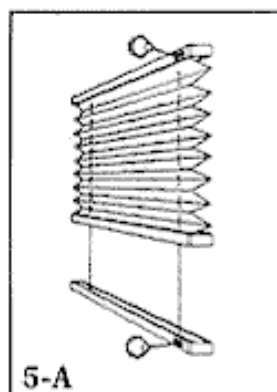
Adjustment is made to the operational cord loop at the tension end cap located in the moving rail on the cord ring side. Several inches of extra cord have been tucked inside the moving rail (A) and through the tension end caps (B).

- ◆ Use a small hook (even a turned out paper clip will suffice) to pull the cord ends (C) out of the moving rail.
- ◆ While holding the cord ends firmly, loosen the screw (D) on the bottom of the moving rail, releasing the pressure on the end.
- ◆ To add length to the operating cord, pull down slightly on the operating ring, feeding cord back into the rail by the tension end cap.
- ◆ To shorten the operating cord, pull cord out through tension end cap until desired length is obtained.
- ◆ When proper adjustment is reached, tighten the cord coupler screw (D), and insert excess cord back into the opening in the cord tension end cap.
- ◆ Pull up one-half the adjustment from each of the two tension end caps.



5. Options for shade operation.

- ◆ Separate pull cords. This offers the smoothest operation of the shade. (Figure 5-A). A cord cleat is included for hanging the pull rings. (Figure 5-B). Mount Cord cleat midway of window on side.
- ◆ The two pull cords can be coupled together by removing one-half of each aluminum cord connector and attaching them together. (Figure 5-C, 5-D).



6. Light Gap Cover - To cover the light gap at each side of your pleated shade, install an aluminum ceiling tile side diffuser strip, available from your local building supply dealer. (Figure 6).

7. Telescoping poles are available for shades installed in hard-to-reach locations.

8. Cleaning - An occasional light sweep or a vacuum is all that is needed. In the event of a mishap, Pleated Shades may be washed with a mild, non-colored detergent and water.

