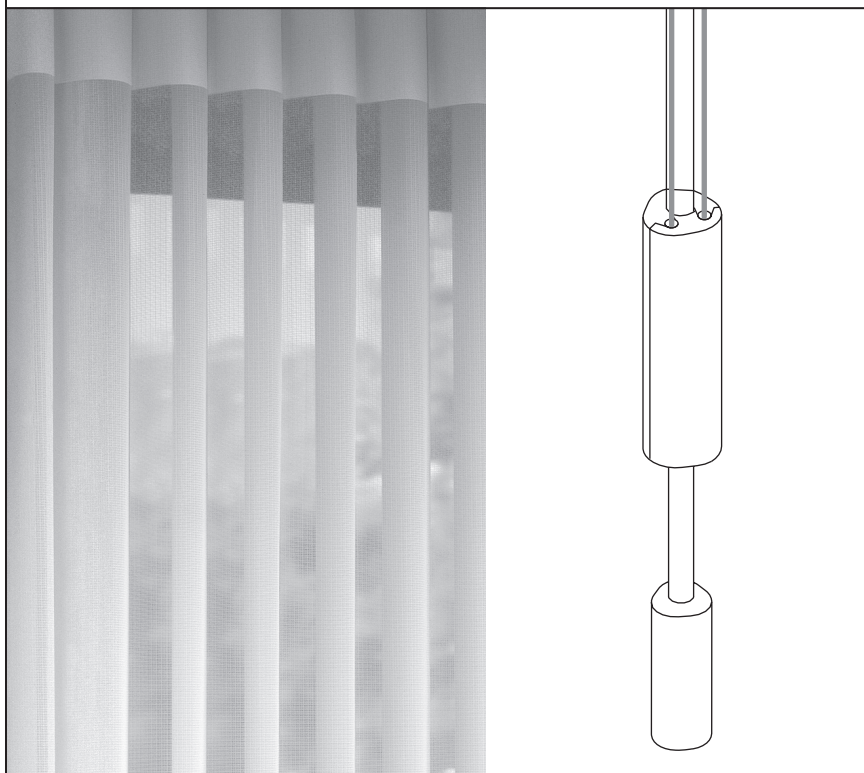


# Vertical Sheer Shadings

Installation, Operation and Care  
Instructions



Side Stack and Split Stack  
Designs

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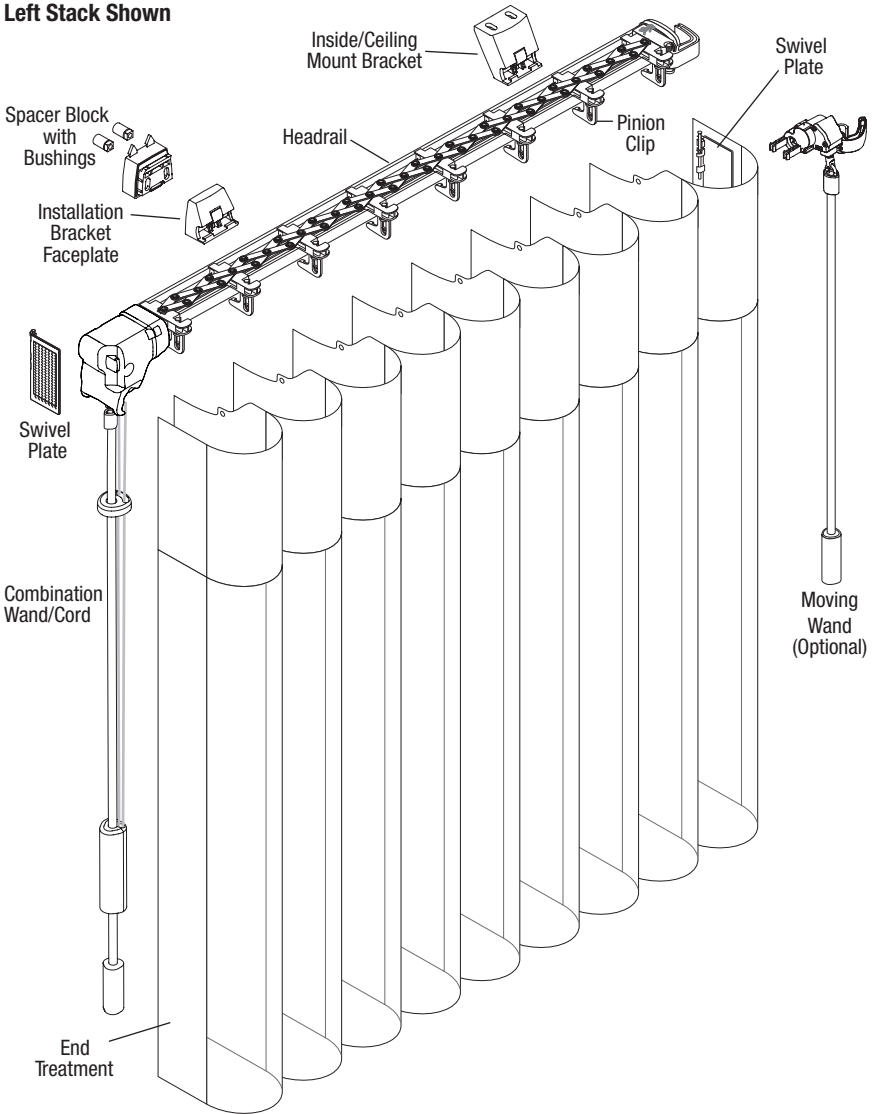
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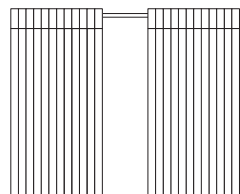
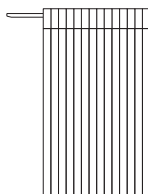
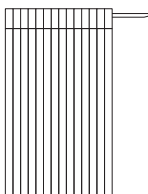
**Product View**  
**Left Stack Shown**



Left Stack

Right Stack

Split Stack



## GETTING STARTED

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Thank you for purchasing Vertical Sheer Shadings. With proper installation, operation, and care, your new window fashions will provide years of beauty and performance.

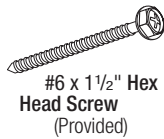
Please thoroughly review this instruction booklet and the packing list included with your order before beginning the installation.

### Tools and Fasteners Needed

- Flat blade and Phillips screwdrivers
- Measuring tape and pencil
- Power drill,  $\frac{3}{32}$ " drill bit, and  $\frac{1}{4}$ " hex driver
- Level (laser level is recommended)
- Needle-nose pliers
- Utility knife and scissors

In addition, you will need fasteners designed to work with your specific mounting surface(s).

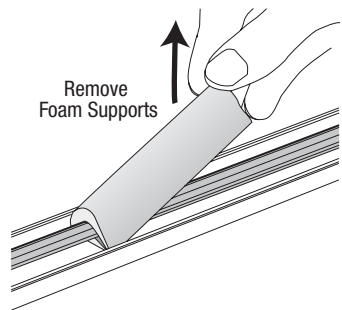
- **#6 Hex Head Screws (Provided).** Two  $1\frac{1}{2}$ " screws are provided per installation bracket.
- **Speed Nuts and Screws (Provided).** Extension brackets come with screws and speed nuts.
- **Drywall Anchors (Not Provided).** Use drywall anchors when mounting into drywall.



### Unpack the Components

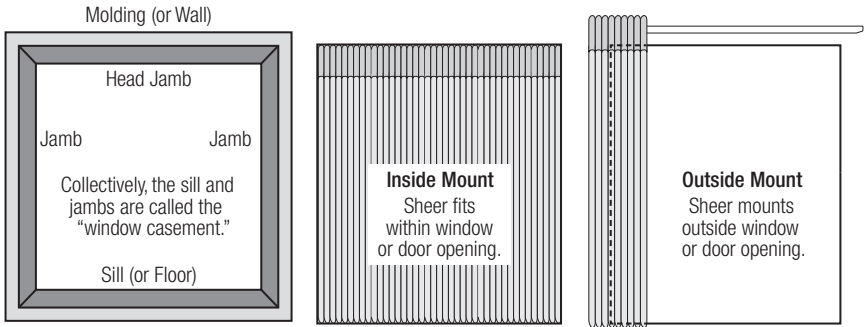
- Make sure you have clean hands or wear disposable gloves when handling the sheer fabric. To avoid wrinkling the fabric, do not fold it or drape it over furniture.
- One or more fabric panels may be packaged in a carton.
- The fabric panels are rolled around a cardboard tube. Do not remove the protective wrapping until starting the "Attach the Fabric Panel(s)" step on page 15.
- Remove the headrail and installation hardware from inside the carton.
- Remove the foam supports from the tilt shaft inside the headrail. Rotate the supports in either direction until they can be pulled off.

**IMPORTANT:** With wider fabrics, the headrail may be shipped separately.



## Mounting Types and Window Terminology

If the installation brackets are mounted correctly, the rest of the installation process follows easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.



- For proper operation, the fabric must clear all obstructions, including window cranks, handles, and moldings.
  - Replace protruding window cranks with T-cranks, as needed.
- Refer to the appropriate page below based on your order:
  - **Inside/Ceiling Mount — Page 4**
  - **Outside Mount — Page 7**

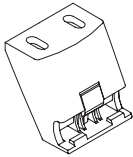
# INSTALLATION

## Mount the Installation Brackets — Inside/Ceiling Mount

If you are mounting on corner or bay windows, refer to "Bracket Locations — Corner and Bay Windows" on page 11 for specific bracket locations. Return to this page after identifying the location.

- Your order will include the appropriate number of inside/ceiling mount installation brackets. The number of installation brackets required varies with headrail width, as shown below.

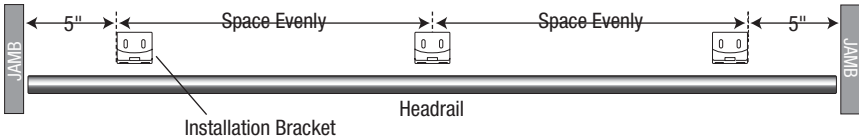
Inside/Ceiling Mount Installation Bracket



Headrail Width	Brackets Required
Up to 40"	2
40 $\frac{1}{8}$ " – 70"	3
70 $\frac{1}{8}$ " – 96"	4
96 $\frac{1}{8}$ " – 155"	6
155 $\frac{1}{8}$ " – 192"	8

## Measure and Mark Bracket Locations

- Mark 5" from each jamb on the mounting surface.



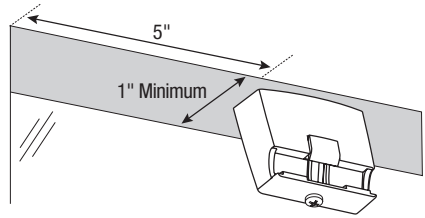
- If more than two installation brackets are required (see table above), mark the locations of additional bracket(s) spaced evenly between the two end brackets.

**CAUTION:** Installation brackets should be fastened into wood whenever possible. Use drywall anchors when mounting into drywall. When attaching brackets into drywall, additional brackets may be required to keep the headrail level after the fabric is attached.

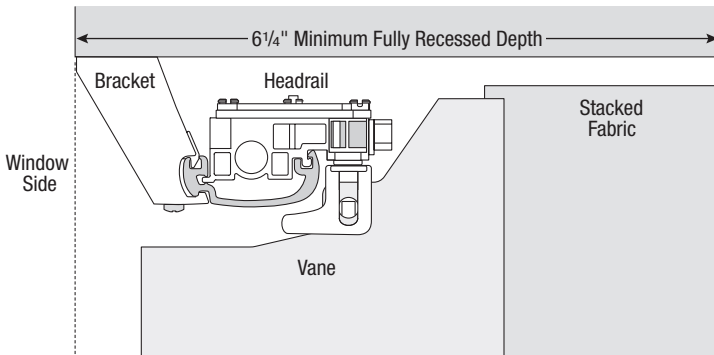
- Mark where to drill holes for the screws.

**IMPORTANT:** The front edges of the brackets must align to each other.

- Align the outside edge of the end brackets on your marks, then mark each of the screw holes. Center any additional brackets on the marks to mark their screw holes.
- The minimum mounting depth required is 1".
- To fully recess the fabric in the window casement, mounting depth required is 6¼". See the illustration below.



**Inside Mount  
Fully Recessed Mounting Depth**



## INSTALLATION

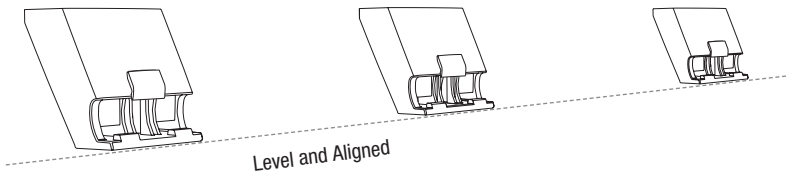
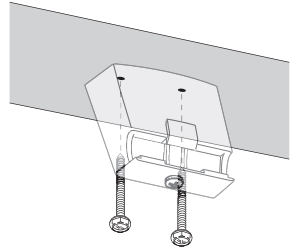
### Mount the Brackets

- Drill the screw holes using a  $\frac{3}{32}$ " drill bit.

**CAUTION:** Use drywall anchors when mounting into drywall.

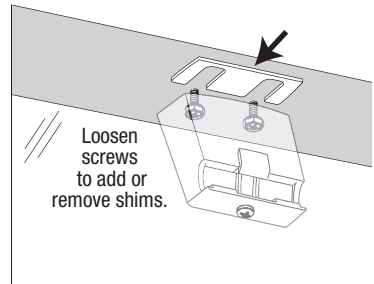
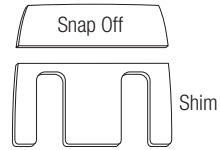
- Attach the installation brackets using the screws provided.

**IMPORTANT:** For proper operation, the headrail must be mounted level. Use a laser level to check that the installation brackets are level and aligned. Shim the brackets if necessary. The brackets may also need to be shimmed if the mounting surface is heavily textured.



### To Shim the Brackets:

- Snap off the top of the shim for use with inside/ceiling mount brackets.
- Use the shims, as needed, between the mounting surface and the inside/ceiling mount brackets. Use a laser level as reference.
- To make further adjustments, you may add or remove shims by loosening the installation bracket screws.



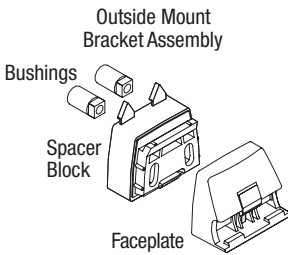
Proceed to "Install the Headrail" on page 12.



## Mount the Installation Brackets — Outside Mount

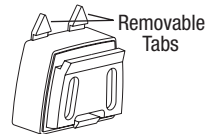
If you are mounting on corner or bay windows, refer to “Bracket Locations — Corner and Bay Windows” on page 11 for specific bracket locations. Return to this page after identifying the bracket locations.

- Your order will include the appropriate number of installation bracket assemblies. The number of assemblies required varies with headrail width, as shown below.



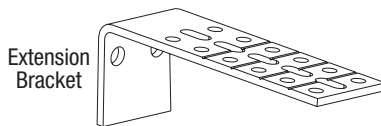
Headrail Width	Bracket Assemblies Required
Up to 40"	2
40 $\frac{1}{8}$ " – 70"	3
70 $\frac{1}{8}$ " – 96"	4
96 $\frac{1}{8}$ " – 155"	6
155 $\frac{1}{8}$ " – 192"	8

**IMPORTANT:** The spacer blocks have tabs that prevent the brackets from being mounted too close to the ceiling. If the shading is not going to be mounted at ceiling level, the tabs can be removed.



### Adding Clearance

- Use spacer blocks to add additional clearance. Spacer blocks add clearance in  $\frac{1}{2}$ " increments.
  - One spacer block with the faceplate is required for standard installation. Three additional spacer blocks may be added for an extra  $1\frac{1}{2}$ " clearance.
- Use optional extension brackets to add more clearance.
  - Extension brackets can provide up to  $3\frac{1}{2}$ " clearance.
  - Indentations are stamped into the extension brackets between each set of holes. Using the indentations as a guide, you may cut off any unneeded length before mounting the extension brackets. Each two-hole section is  $\frac{1}{2}$ " in length.

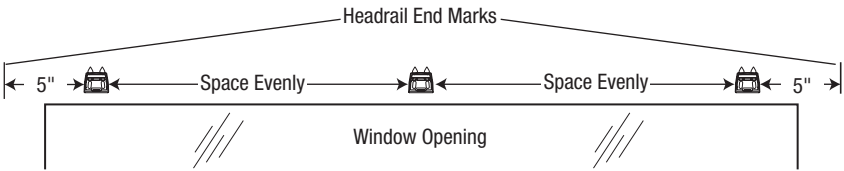


# INSTALLATION

## Measure and Mark Bracket Locations

- Position the headrail over the window or door opening at the ordered height, found on the headrail label. Use a pencil to lightly mark each end of the headrail.
  - Alternatively, measure the width of the headrail and use that width to mark the headrail end points over the opening.

**IMPORTANT:** Typically, split stack designs are centered over the opening. However, side stack designs may be offset to one side if the fabric was intended to stack partially or completely off the window or door opening. The intended stackback must be taken into account when marking the headrail end points.



- Mark 5" from each end of the headrail.
  - If more than two installation brackets are required (see table on previous page), mark the locations of additional bracket(s) spaced evenly between the two end brackets.

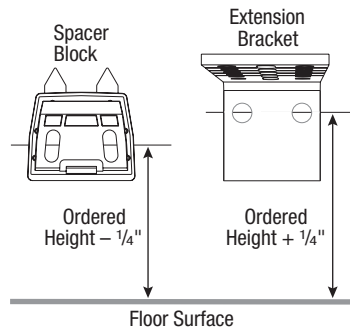
**CAUTION:** Installation brackets should be fastened into wood whenever possible. Use drywall anchors when mounting into drywall. When attaching brackets into drywall, additional brackets may be required to keep the headrail level.

- Mark the bracket mounting height to allow proper floor clearance for the fabric when attached to the headrail. This method provides a minimum of 1/2" floor clearance.
  - Locate the ordered height on the headrail label.

- **Spacer Blocks:** Measure the ordered height minus 1/4" from the floor surface. Mark this height at each bracket location.

- **Extension Brackets:** Measure the ordered height plus 1/4" from the floor surface. Mark this height at each bracket location.

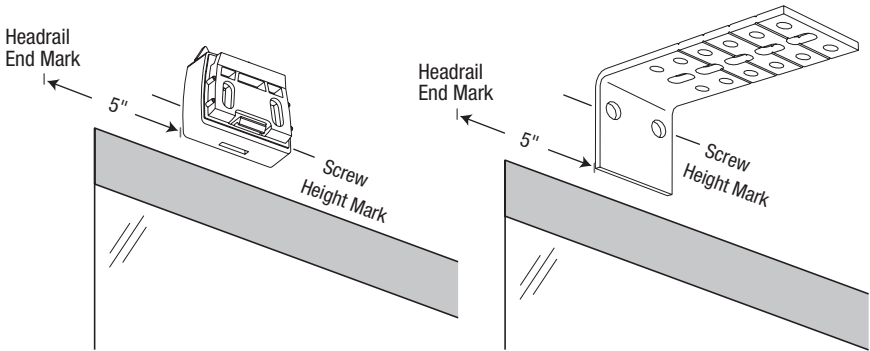
**IMPORTANT:** Mount the screws at the height indicated, or higher for additional floor clearance. Be sure to clear all floor obstructions such as carpet, vents, rugs, etc.



■ Mark where to drill holes for the installation screws.

- A minimum of 1 1/8" flat vertical surface is required for spacer block installation and 1 3/8" flat vertical surface is required for installation with extension brackets.
- Align the spacer blocks or extension brackets on your height marks.
- Align the outside edge of the end spacer blocks or extension brackets on your bracket location marks, then mark each of the screw holes. Center any additional brackets on the bracket location marks to mark their screw holes.

**CAUTION:** The rear of the spacer blocks or extension brackets must be flush against a flat mounting surface. Do not mount blocks/brackets on curved molding.



## Mount the Spacer Blocks or Extension Brackets

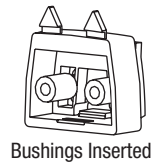
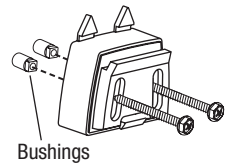
■ Drill the screw holes using a 3/32" drill bit.

**IMPORTANT:** Use drywall anchors when mounting into drywall.

■ Attach the spacer blocks or extension brackets using the screws provided.

- For the spacer block installation, first insert the square end of the bushings into the slots in the spacer block. Insert the screws through bushings.

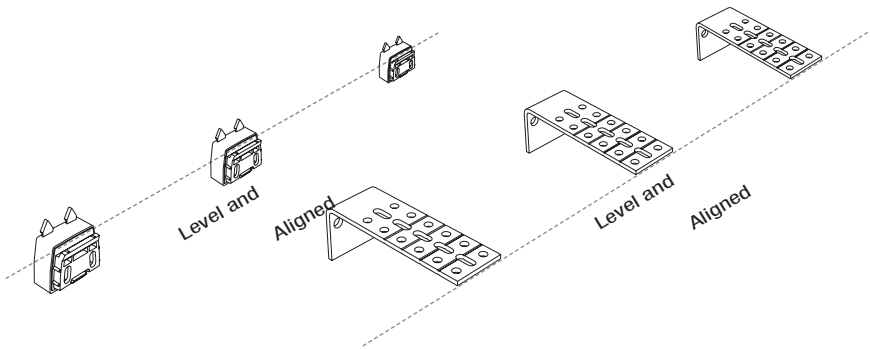
**IMPORTANT:** With spacer blocks, place the screws in the middle of the slots to make aligning the brackets easier.



## INSTALLATION

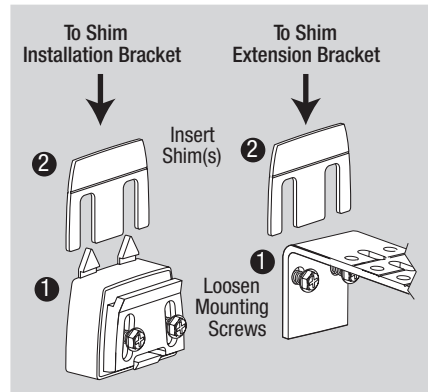
- For extension bracket installation, you may cut off any unneeded length (before mounting) at indentations stamped into the brackets between each set of holes. Each two-hole section is 1/2" in length.

**IMPORTANT:** For proper operation, the headrail must be mounted level. Use a laser level to check that the spacer blocks or extension brackets are level and aligned. Shim the brackets if necessary. The brackets may also need to be shimmed if the mounting surface is heavily textured.



### To Shim the Brackets:

- Loosen the installation screws securing the spacer block or extension bracket.
- Insert one or more shims between the spacer block or extension bracket and the mounting surface. Tighten the installation screws.



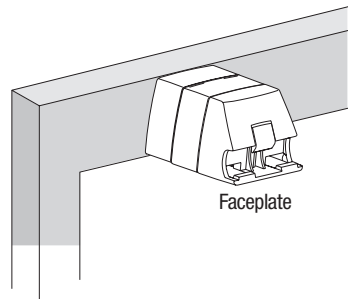
### Finish Bracket Assembly

#### Spacer Blocks

- Add any additional spacer blocks required.

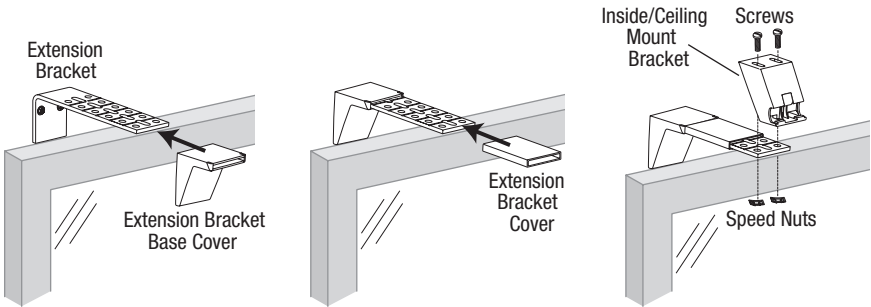
**IMPORTANT:** A maximum of four spacer blocks can be used.

- Hook the top of the faceplate to the front spacer block and snap it into place.



## Extension Brackets

- Slide the base covers onto each extension bracket.
- If necessary, use scissors to trim the flat bracket cover to length. Slide a cover onto each bracket.
- Attach inside/ceiling mount installation brackets using the screws and speed nuts provided.



Proceed to "Install the Headrail" on page 12.

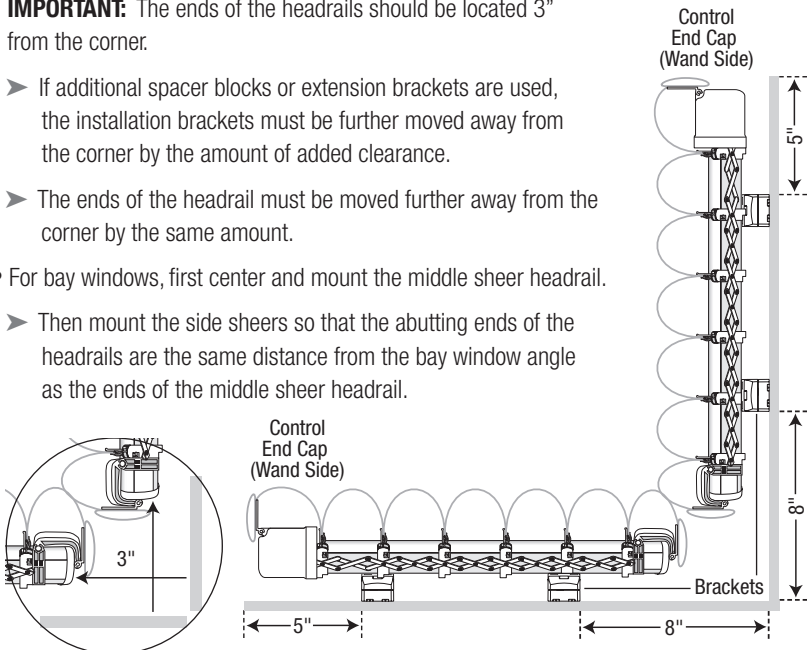
## Bracket Locations — Corner and Bay Windows

- For bracket placement, mount the spacer blocks 8" from the corner.

**IMPORTANT:** The ends of the headrails should be located 3" from the corner.

- If additional spacer blocks or extension brackets are used, the installation brackets must be further moved away from the corner by the amount of added clearance.
- The ends of the headrail must be moved further away from the corner by the same amount.

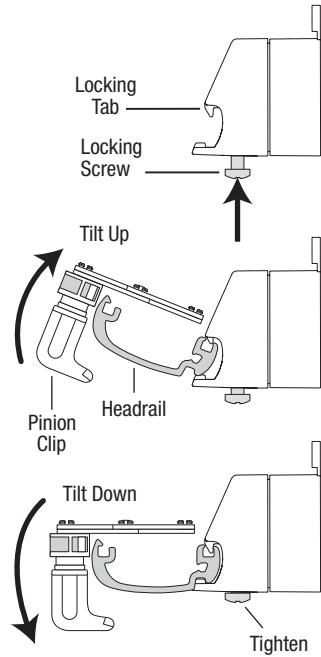
- For bay windows, first center and mount the middle sheer headrail.
  - Then mount the side sheers so that the abutting ends of the headrails are the same distance from the bay window angle as the ends of the middle sheer headrail.



# INSTALLATION

## Install the Headrail

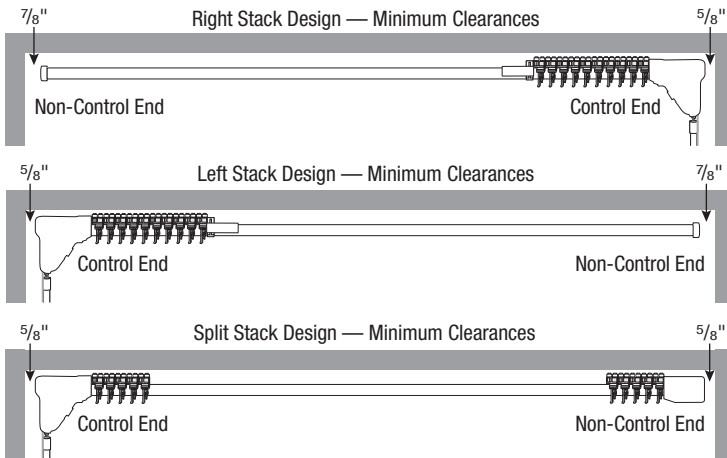
- Push up on the locking screws. This raises the locking tab and makes the headrail easier to install.
- The grooves on the back of the headrail are designed to snap into the locking tab on the faceplate and inside/ceiling mount bracket.
  - Tilt the front of the headrail (the side with the pinion clips) up so the top groove fits into the locking tab on each installation bracket.
- With the top groove in place on all brackets, tilt the headrail down so the bottom groove fits into the locking tabs on the installation brackets.
- Position/center the headrail and tighten the locking screws until snug. **Do not overtighten.**



## Inside Mount and Wall-To-Wall Outside Mount Installations

- After the headrail is installed into the installation brackets, check the clearance at each end and make any necessary adjustments.

**IMPORTANT:** The recommended amount of clearance varies according to the control end and stack design, as shown below.

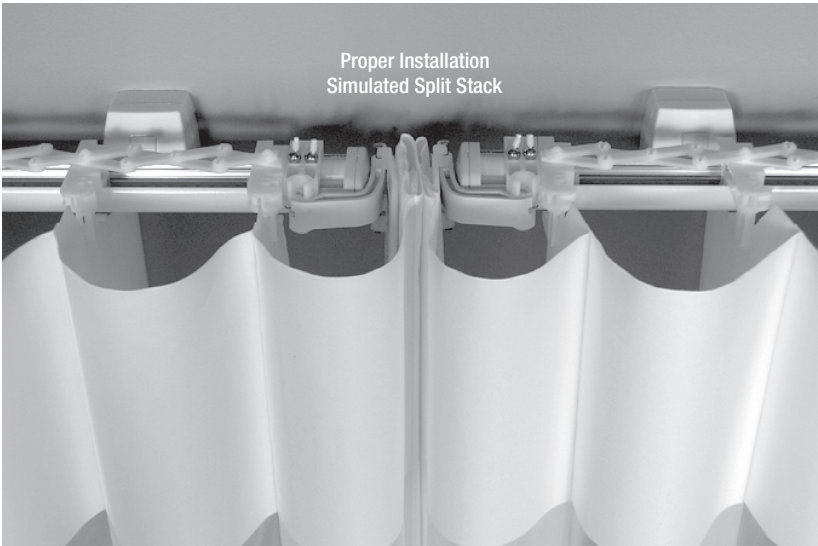
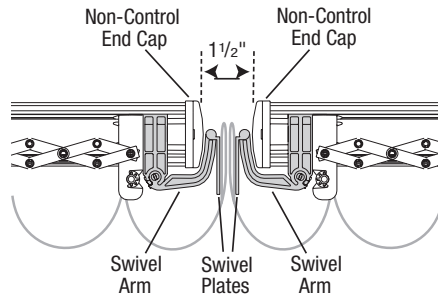


### Side-by-Side (Abutted) Installations (Simulated Split Stack)

A simulated split stack (the fabric opens in the center) is two side stack systems installed with the non-control ends side-by-side.

- Adjust the headrails according to the illustration for proper swivel arm operation.

**IMPORTANT:** Be sure to measure the spacing from end cap to end cap, not from the swivel arms.



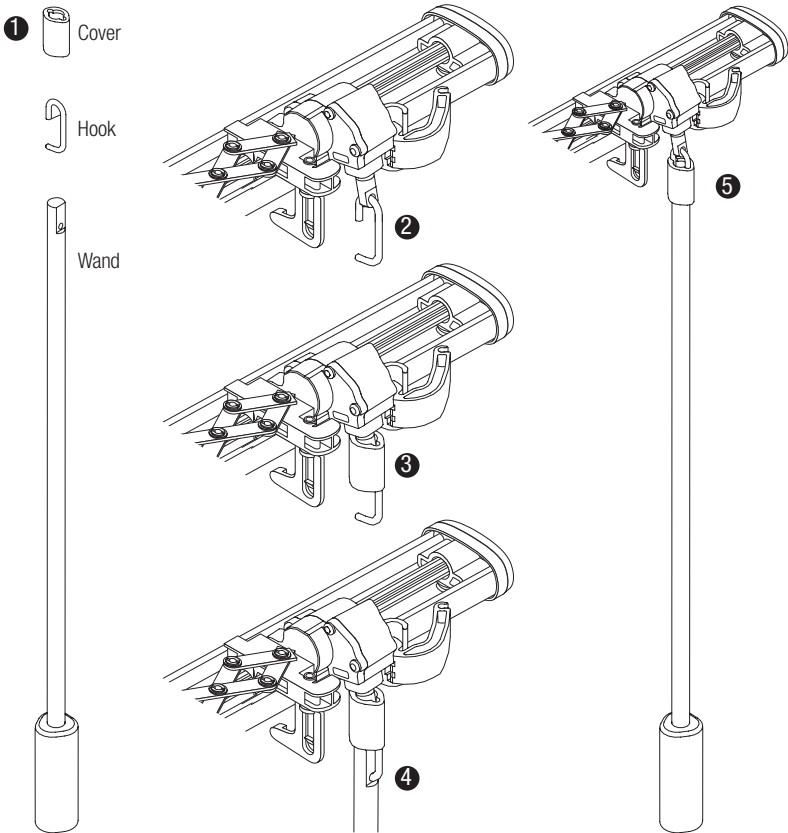
## INSTALLATION

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### Install the Optional Moving Wand (If Ordered)

If you ordered a moving wand, it may be necessary to attach the wand to the headrail.

1. Slide the cover off the top of the wand and remove the hook.
2. Attach the hook through the stem at the end of the scissors track.
3. Slide the cover up over the hook and stem.
4. Attach the wand to the bottom of the hook. Squeeze the flat part of the wand against the straight part of the hook.
5. Slide the cover down over the hook and the top of the wand.





## Attach the Fabric Panel(s)

### Preparations

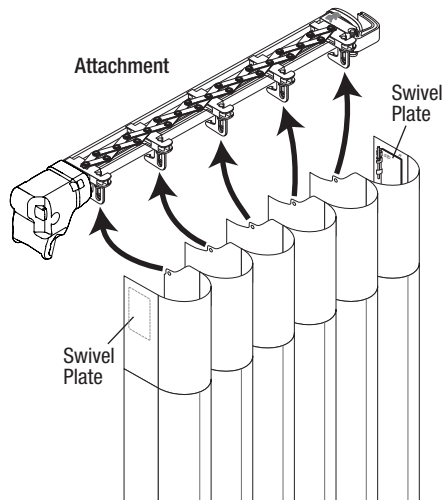
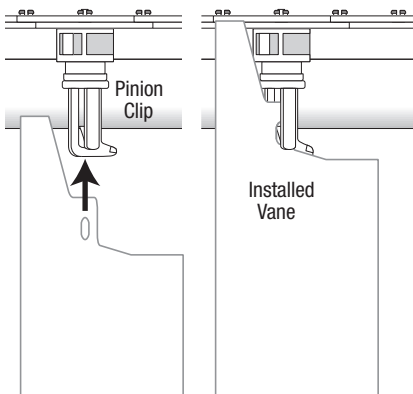
- Use the wand to rotate the pinion clips perpendicular to the headrail.
- Pull the cord to move the fabric carriers to the fully stacked position.
- Stand the tube on end on a clean surface with the valance at the top. Position the tube at the end of the headrail where the fabric stacks.
- If the tube is too long to stand on end, carefully and safely use a utility knife to trim the tube to an appropriate length. Do not unroll the fabric until you begin attaching the vanes to the pinion clips.

**CAUTION:** Be very careful when trimming the tube to avoid damaging the fabric in any way.

- Remove the protective wrapping from the fabric.

### Attach the Vanes to the Pinion Clips

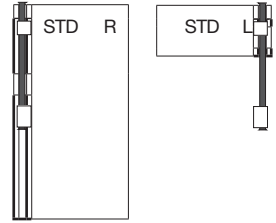
- Unroll the fabric to create enough slack to attach the first vane.
- To attach vanes, insert the vane attachment hole into the clip until it snaps securely in place.
  - Pull down gently on each vane to ensure that it is seated properly.
- Unroll the fabric as you clip the rest of the vanes into the pinion clips in sequence. Be careful not to skip any pinion clips or vanes.



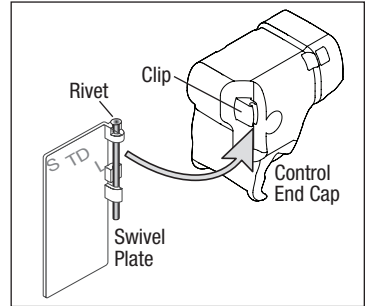
# INSTALLATION

## Swivel Plates

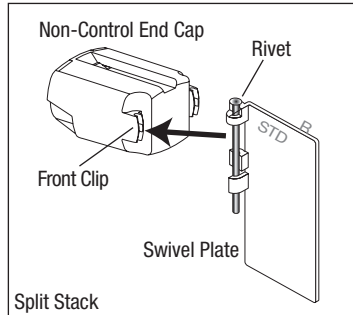
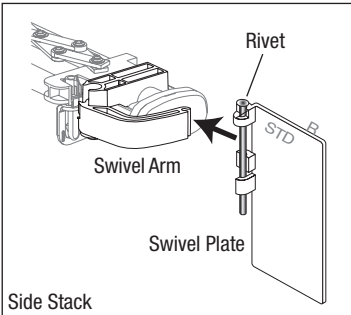
Swivel plates are right- and left-specific, marked by an R or an L. The swivel plates are packaged with the product's hardware.



- Snap the rivet on the swivel plate into the clip on the front of the control end cap. Swivel plates attached on the left will have **STD L** stamped on the top. Swivel plates attached on the right will have **STD R** on the top.

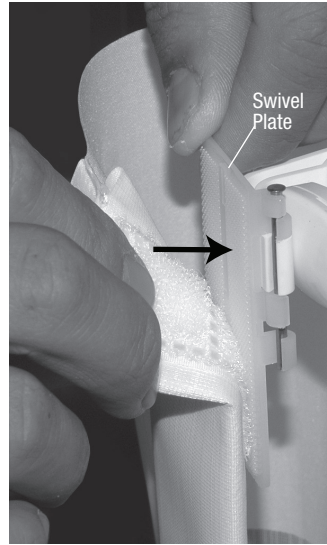


- Snap the rivet on the other swivel plate onto the swivel arm (side stack) or into the front clip on the non-control end cap (split stack). Swivel plates attached on the right will have **STD R** stamped on the top. Swivel plates attached on the left will have **STD L** on the top.



**Attach the End Treatment(s) to the Swivel Plate(s)**

- Hold the end treatment near the swivel plate at a height where the end vanes hang straight and the top of the end treatment is approximately  $\frac{1}{8}$ " above the top of the swivel plate.
- Attach the end treatment by pressing it onto the swivel plate.
- If the end treatment is not hanging straight, separate the swivel plate from the end treatment and reposition it. Separate the swivel plate by pulling up on the end treatment while holding the swivel plate in place.
- Re-attach the end treatment. Repeat the adjustment as necessary.



## OPERATION

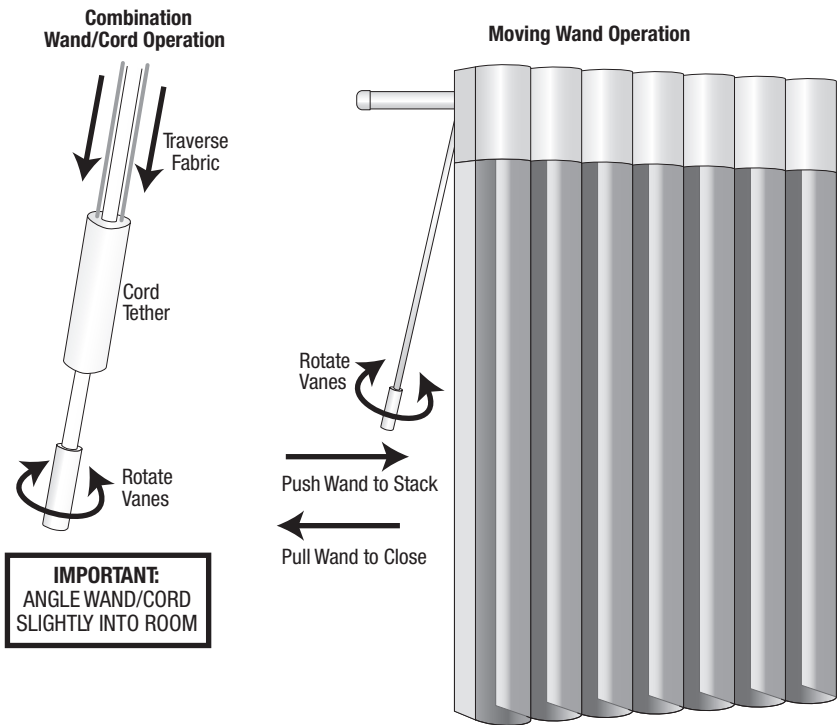
### Traverse the Fabric

**IMPORTANT:** The vanes must always be open when traversing the fabric.

- Use the operating cord or moving wand to traverse the fabric. Refer to the illustrations below.
- The fabric should move easily and not stick or jam at any point along the headrail.

### Rotate the Vanes

- With the fabric fully traversed across the headrail, use the wand to rotate the vanes.
    - If using the combination wand/cord, hold the cord tether with one hand and rotate the bottom of the wand with the other to rotate the vanes to the left and right.
- IMPORTANT:** For easiest operation, hold the combination wand/cord at a slight angle into the room.
- The vanes should be synchronized, opening and closing easily.



## Troubleshooting

<b>Problem</b>	The fabric does not traverse, or does not traverse easily.
<b>Solution</b>	Tilt the vanes to the fully opened position before traversing. Check that the installation brackets are level, their front edges are aligned, and there are no obstructions to the movement of the fabric (i.e., the cord is not caught in the brackets).
<b>Problem</b>	The fabric end treatment does not hang straight.
<b>Solution</b>	Separate the hook and loop strips. Reposition the end treatment on the swivel plate. Repeat as necessary until the end treatment hangs straight. See “Attach the End Treatment to the Swivel Plate” on page 17.
<b>Problem</b>	The vanes do not rotate or they rotate incorrectly.
<b>Solution</b>	Check that the fabric is fully traversed. Check that there are no obstructions to the movement of the vanes. Replace protruding window cranks with T-cranks.
<b>Problem</b>	A vane does not hang correctly.
<b>Solution</b>	Check that the vane is completely inserted into the pinion clip. See “Attach the Vanes to the Pinion Clips” on page 15.
<b>Problem</b>	A vane is out of alignment.
<b>Solution</b>	Using the wand, first rotate the vanes all the way to one side and then all the way to the other. The vane(s) will automatically realign. Manually turn the pinion clip to align it with the remaining pinion clips.
<b>Problem</b>	The end treatment arm does not swing around the end cap.
<b>Solution</b>	On inside mounts, check that there is clearance between the end of the headrail and the window casement. See “Install the Headrail” on page 12.
<b>Problem</b>	The two fabric panels on a split stack shadings don't quite meet in the center.
<b>Solution</b>	While up to a 1/4" gap is within product tolerances, you can usually ensure that the two lead vanes meet in the center by cupping them with clean hands and rounding them along the length of the fabric.



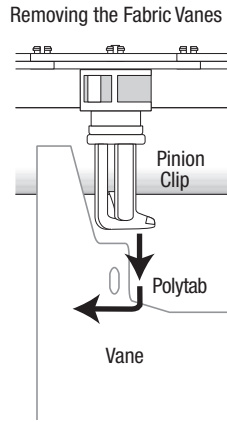
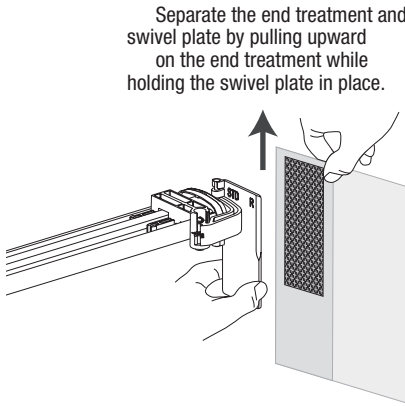
## Remove the Fabric/Headrail

Should you need to remove your fabric or headrail, refer to the following instructions.

### Remove the Fabric from the Headrail

**IMPORTANT:** Make sure you have clean hands or wear disposable gloves when handling the fabric. Select an area in the home where the fabric can be laid flat. To avoid wrinkling the fabric, do not fold the fabric or drape it over furniture.

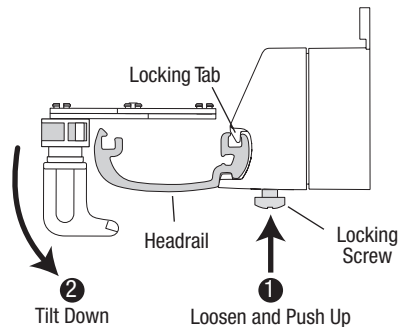
- Traverse the fabric to the fully stacked position.
- Detach both end treatments from the ends of the headrail, as shown.



- Remove the fabric from each pinion clip. Hold the top of the vane near the polytab, and pull down and to the left.
- Lay the fabric flat on a clean surface with the vanes facing in the same direction.
- If the original tube is available, gently roll the fabric onto it, making sure the fabric stays straight. Do not roll the fabric too tightly.

### Remove the Headrail

- With the fabric removed, loosen and push firmly up on the locking screw until the locking tab lifts from the headrail.
- Rotate the headrail down as shown, until the headrail pops free from the bracket.



## **Cleaning Procedures**

The fabric, valance, and vane fabric are 100% polyester. They are resilient, anti-static, and dust resistant. Periodic cleaning is recommended to help keep Vertical Sheer Shadings looking like new. For all cleaning applications, fabrics should remain hanging to minimize handling, wrinkling, or puckering.

**IMPORTANT:** Disposable gloves should be worn when handling fabrics.

**CAUTION:** Keep all cleaning solutions away from the headrail. Never immerse the headrail.

### **Routine Cleaning**

- Use a feather duster for regular light dusting.
- For more thorough dust removal, a hand-held vacuum with low suction may be used. When vacuuming, avoid pulling or stretching the fabric.
- Start in the upper left corner and work across the fabric using short horizontal strokes while steadying the fabric with your free hand. Each stroke should be approximately the width of two to three vanes. Do not use long horizontal or vertical strokes, as these actions will crease the fabric. Continue to the bottom of the fabric.

**CAUTION:** Do not use a brush attachment or rigorous vacuuming since either could distort the fabric.

### **Electrostatic Cleaning**

**CAUTION:** Do not use electrostatic cleaning devices on Vertical Sheer Shadings.

### **Spot-Cleaning**

To reduce the potential for permanent staining, spots should be treated and cleaned as soon as possible with a clothing stain pre-treatment solution.

- Apply the pre-treatment solution to a clean, white cloth.
- Support the fabric from behind using another clean, dry cloth. Clean the spot using a gentle blotting action. Avoid rubbing the fabric since any abrasive action may cause it to distort.
- Let the area air dry.
- After the area is dry, remove excess solution by blotting it with distilled or bottled water applied to another clean cloth.

### **Deep Cleaning**

For deep cleaning, both injection/extraction and ultrasonic cleaning methods are recommended.

**CAUTION:** Do not dry clean Vertical Sheer Shadings fabrics.

### Injection/Extraction Method

Professional injection/extraction cleaning injects a heated cleaning solution into the fabric and extracts the dirty solution in the same motion. This process is done in the home.

- Vacuum the fabric following the instructions under “Routine Cleaning” on the previous page, prior to the injection/extraction cleaning.
- Have your professional set and maintain their cleaning solution just below steaming.
- Make sure stains are pre-treated to maximize the benefits of cleaning.
- When cleaning the vanes from the back, use a 3" upholstery tool and start at the center of the fabric. Clean one vane at a time from top to bottom working out toward the edge of the fabric. Repeat for the other half of the fabric.

**IMPORTANT:** Both sides of each room-darkening vane need to be cleaned. This is not necessary on translucent vanes.

- When cleaning the face fabric from the front, close the vanes to the right and use a 4" upholstery tool. Start in the upper left corner, and using short, horizontal strokes (about the width of three vanes), move across the fabric. Clean from the top to the bottom.
- Allow the fabric to dry in the fully traversed position with the vanes opened.
- Steam out any wrinkles.

### Ultrasonic Method

Professional ultrasonic cleaning is a process in which the fabric is inserted into a tank of cleaning solution and then subjected to high frequency vibrations. Dirt is loosened from the fabric and carried away in the cleaning solution. This process is done outside the home.

- Ensure the supplier's ultrasonic tank is long enough to accommodate the full length of the fabric without folding the fabric or vanes.
- Ensure the fabrics are rolled onto a tube when being transported to and from the home. This reduces the chance of wrinkling and damage.
- Specify water that does not exceed 90° F throughout the process.

**CAUTION:** If water temperatures exceed 90° F, oxidation will damage any room-darkening vanes.

- Make sure stains are pre-treated to maximize the benefits of cleaning.
- Hang fabrics immediately after cleaning with the vanes open and the loops evenly spaced. Allow the fabric to drip dry completely.



## **Wrinkle and Crease Removal**

The steaming methods described below can be used to help minimize hard wrinkles or creases.

### **Hand Method**

- Rotate vanes to the fully opened position.
- Apply warm distilled or bottled water to a clean, white cloth.
- Support the fabric from behind using another clean, dry cloth.
- Blot the wrinkle or creased area with the wet cloth.
- Let the area air dry.

### **Steam Machine Method**

- Rotate vanes to the fully opened position.
- Steam from the back side of the fabric whenever possible. Set the steamer to its lowest possible setting, not to exceed 212° F (100° C).
- The steaming unit should never directly touch the fabric. Hold the wand 2" to 3" away from the fabric.
- Use slow, continuous vertical movements. Begin at the top of the fabric and work your way down.
- Let the area air dry.

### **A Note About Textiles**

As with all textiles, Vertical Sheer Shadings fabrics are subject to some variations.

- The fabric will change as its position changes.
- Minor wrinkles, puckers, or other variations can appear and are inherent to this textile product.
- Such variations, like those just mentioned, are normal, acceptable quality.





