

PARASOL™ CELLULAR SHADES WITH ACHIEVA™ CLUTCH SYSTEM INSTALLATION AND CARE INSTRUCTIONS



Thank you for choosing Parasol™ Cellular Shades with the Achieva clutch system option. With proper installation and care, your new Parasol shades will provide many years of beauty and performance.

To install Parasol standard shades, you will need a few tools:

Measuring Tape	Phillips Screwdriver
Power Drill and Bits	Scissors
Long Flat Blade Screwdriver	

In addition to the tools, you will need a supply of fasteners to attach the shade mounting hardware. Sheet metal screws work well with both wood and aluminum. Wall anchors or expansion bolts are recommended for non-solid surfaces, such as drywall or lath and plaster.

The mounting hardware you received with your Parasol shades was specified at the time the shades were ordered, based upon your particular installation needs. The hardware may include:

- Installation Brackets
- Projection Brackets
- Hold Down Brackets

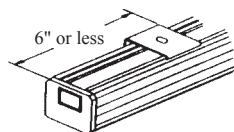
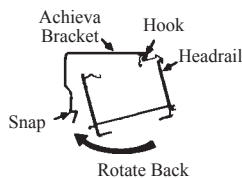


Installation brackets are attached either inside or outside the window casement, depending upon whether the shade was ordered as an inside mount or an outside mount. On outside mounts, projection brackets can be used with installation brackets to allow the shade to clear obstructions. Hold down brackets are optional installation components used to prevent the bottom of the shade from swaying.

Your Parasol shade installation is organized into simple steps. Before you begin, make sure you have all the tools and hardware needed to do the job right. And please read these instructions all the way through to acquaint yourself with the installation procedures.

1. ATTACH THE INSTALLATION BRACKET INSTALLATION BRACKET SPACING

Attach the mounting brackets to the shade, positioning them equally within 6" from each end of the headrail. On wide shades additional brackets are included. Place additional brackets evenly across the width of the headrail. Hook the top of the headrail in the bracket, rotate back until it snaps in.

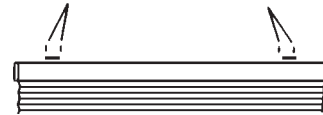


MARKING THE BRACKET LOCATION

Hold the shade up to the desired mounting position and make pencil marks on the window at each bracket location. Open the shade to check the position and to be sure the shade is level.

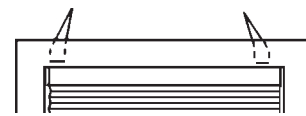
Be sure the shade will be mounted clear of window cranks, trim work, etc. Shade SHOULD NOT be mounted where it will hit ANYTHING while being lowered.

Pencil marks show location for mounting brackets to wall or window frame



OUTSIDE MOUNT

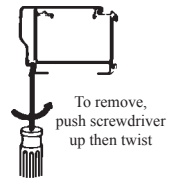
Pencil marks show location for mounting brackets to top sill



INSIDE MOUNT

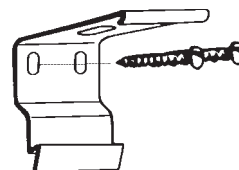
REMOVE MOUNTING BRACKETS FROM SHADE

Remove the mounting brackets from the shade. To remove, push a screwdriver up between the bracket and the back of the rail, twist screwdriver and headrail will release from snap. Then unhook the top of the rail from the bracket.



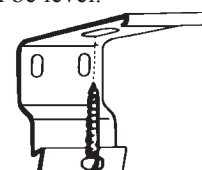
2. INSTALL THE SHADE ASSEMBLY ACHIEVA INSTALLATION BRACKETS

Mount the brackets to the window at each marked location. Use the #6 x 1 1/4" screws provided.



Outside Mount:
Drive screws through back of bracket.
Use 2 screws per bracket.

For Outside Mounts: Drive the screws through the back of the brackets into the window casing. Measure the height of each bracket from the floor before mounting to be sure the shade will be level.



Inside Mount:
Drive screws through top of bracket.
Use 1 screw per bracket.

For Inside Mounts: Drive the screw up through the hole at the top of the bracket into the top sill of the window opening.

To insure the bracket will work properly, screw must be used at EITHER the back OR the top of the bracket, NOT at both locations.

Place the shade up into the mounting brackets, center it over the window opening and snap the shade into the brackets.

TIPS FOR MOUNTING THE BRACKETS

Try to keep at least 1/4" from the edge of the wood to avoid splitting it. You may drill holes for the screws using a 5/64" drill bit, or if no drill is available, use a finishing nail and hammer or an awl to make small holes to start the screws.

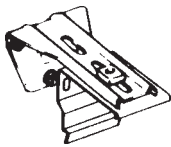
If the mounting surface is metal, you must pre-drill holes for the No. 6 screws. Use a No. 31 steel drill bit (.120" diameter)

If the surface is brick, tile, stone or concrete, it will be necessary to use a carbide drill bit and suitable anchors, plugs or screws.

Plaster and wall board need pre-drilled holes for anchors or plugs. Follow manufacturer's recommendations for these types of fasteners.

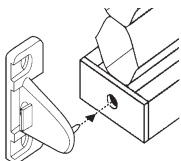
PROJECTION BRACKETS

If projection brackets were ordered to extend the shade out over a casing, first mount the projection brackets to the wall. Then assemble the brackets using one screw and one nut as shown. Be sure all the brackets are the same distance from the wall to the tip. Mount the shade in the same manner previously described.



OPTIONAL HOLD DOWN BRACKETS

Hold down brackets are used to prevent the bottom of the shade from swaying. To install hold down brackets, first press the pin of the bracket into the hole at the center of the bottomrail end caps to break the thin layer of plastic that covers the hold. Next, insert a bracket into each end of the bottomrail and mark the location where the brackets will be mounted. Mount each bracket at the marked location using 2 screws per bracket. Be sure to mount the brackets so they can flex to allow you to insert and remove the bottomrail.



OPERATION AND CARE

OPERATION

Pull one cord to lower shade and the other to raise it. Or pull just one cord, when your shade reaches the bottom, continue pulling the same cord and it will go back up.

Be sure the shade is mounted clear of window cranks, trim, etc.

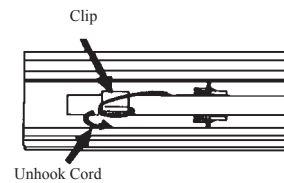
Shade SHOULD NOT be mounted where it will hit ANYTHING while being lowered.

If the shade hits something while being lowered, it may hang uneven. Simply remove obstruction and continue lowering it all the way to the bottom, then raise it. This will automatically straighten the shade.

TROUBLESHOOTING SHADE OPERATION

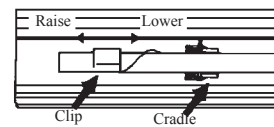
Problem: Bottom of shade is not level

1. Lower shade completely. If shade is an inside mount you may need to remove shade from brackets to get to the clips. Check to see if one of the lift cords is hooked over one of the clips. Simply unhook the cord from the clip. Raise and lower the shade several times to check operation.



**Top View
(Looking inside the top rail)**

2. Lower shade completely. If shade is an inside mount, you may need to remove shade from brackets to get to the clips. Slide one clip AWAY from cradle to RAISE or TOWARDS cradle to LOWER one side of the shade. Each clip should be the same distance from each cradle.



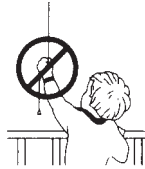
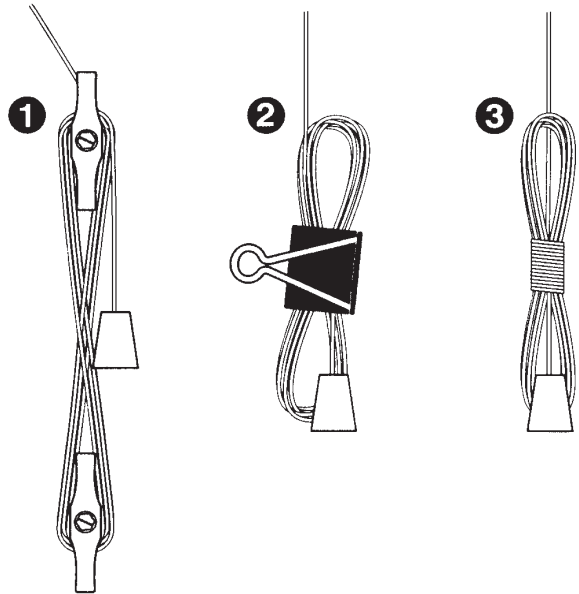
CARE AND CLEANING

Because the Parasol fabric is anti-static, it requires very little cleaning. A light sweep with your vacuum cleaner brush attachment is all that is needed to keep it dust-free. For a more thorough cleaning, the entire shade assembly may be gently wiped with a soft damp cloth using lukewarm water. Take special care when handling opaque fabrics to avoid creasing, and do not immerse in water. Professional ultrasonic cleaning is another option except for shades made with opaque fabrics. Only mild cleaning solutions should be used.

CHILD SAFETY

Warning: Keep cords out of the reach of children. There are three basic ways to implement this essential precaution:

1. **Cord Cleats.** Attach two cord cleats 6" to 12" apart at the height where they will be out of the reach of children. Be sure the cleats are firmly secured. Mount the fasteners into studs, where possible, or use plastic wall anchors when mounting into drywall. When planning the mounting height, take into account that a child may stand on a baby crib or other furniture in an attempt to reach the cords. Once the cleats are attached, simply wrap the excess cord around them after each use of the shade.
2. **Cord Clip.** Clip the cord to itself using a cord clip or other clamping device.
3. **Tie.** Wrap or tie the cord to itself.



WARNING: Young children can become entangled and strangle in cords. Keep all cords out of the reach of children. Lafayette provides cord cleats and we recommend their use.



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