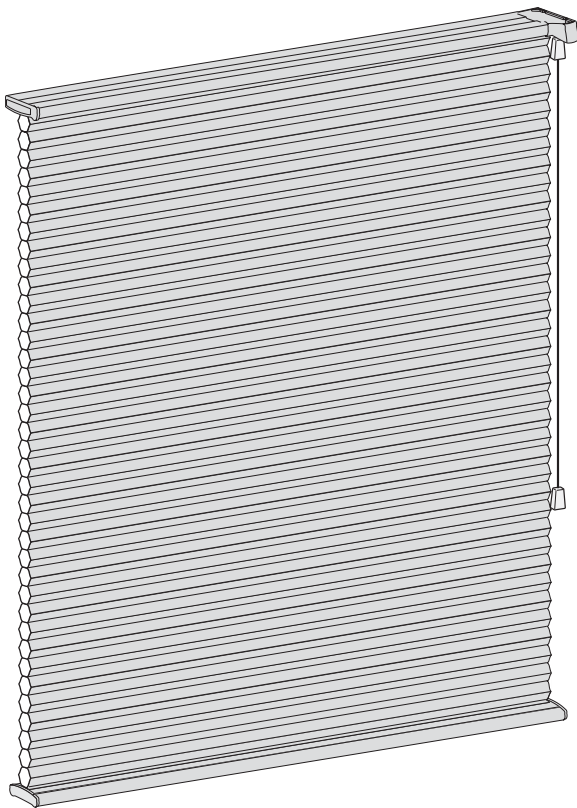# Installation and Care Instructions

Duette® Cordlock Shades
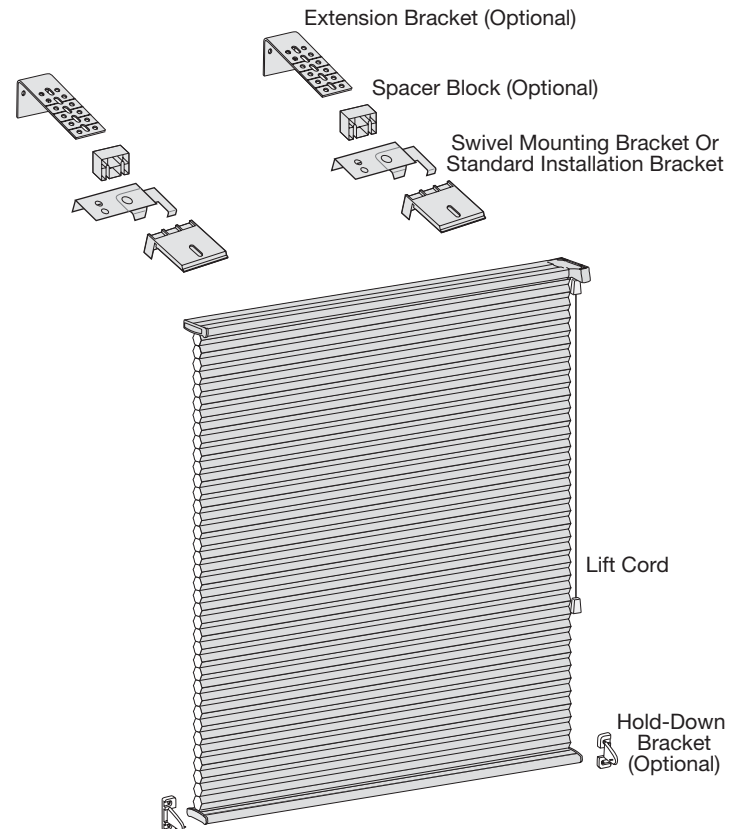
Standard Rectangular Shades

HunterDouglas

THANK YOU for purchasing a Hunter Douglas product. Your new shade has been custom built for you from the highest quality materials. Once in your window, it will provide you with a lifetime of beauty and trouble-free use.

Getting Started

- Remove the shade from the package. Keep the packaging until the shade operates to your satisfaction.
- Check the diagram to make sure you have the necessary parts.

Extension Bracket (Optional)

Spacer Block (Optional)

Swivel Mounting Bracket Or Standard Installation Bracket

Lift Cord

Hold-Down Bracket (Optional)

Tools needed for installing your shade:

- Level
- Measuring tape
- Needlenose pliers
- Pencil
- Phillips screwdriver
- Power drill, $1/4$" hex driver, and drill bits
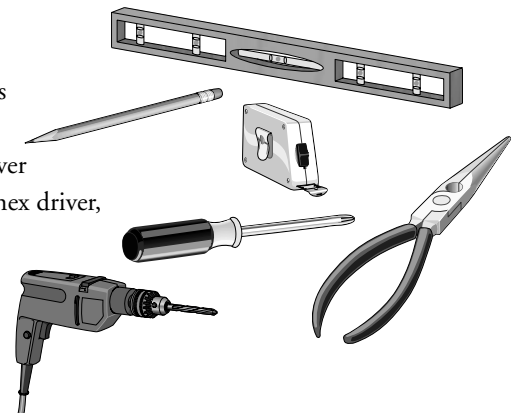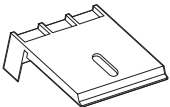
In addition, you will need fasteners designed to work with your specific mounting surfaces:

Mounting Surface	Fastener
Wood	No. 6 Hex Head Screws (Provided)
Drywall, Plaster	Wall Anchors, Expansion Bolts (Not Provided)
Metal	Sheet Metal Screws (Not Provided)

Contents of your hardware package may vary depending upon whether the shade is mounted inside or outside the window opening.

1 Mount The Installation Brackets

Bracket Requirements

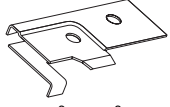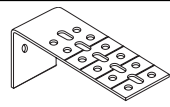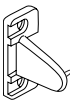| Bracket Type	Brackets Required For Headrail Width				
	Up to 31"	31 $\frac{1}{8}$" to 79"	79 $\frac{1}{8}$" to 96"	96 $\frac{1}{8}$" to 139"	139 $\frac{1}{8}$" to 174"
$\frac{3}{8}$" & $\frac{3}{4}$"* Installation Bracket	2	3	4	5	6
Optional $\frac{3}{8}$" & $\frac{3}{4}$"* Swivel Installation Bracket	2	3	4	5	6
Optional Extension Bracket	2	3	4	5	6
Optional Spacer Block	1-3 per bracket				
Optional Hold-Down Bracket	2				

*Double and Triple Honeycomb included

Bracket Placement

- Measure 3" in from the ends of the headrail and mark the bracket location on the mounting surface.
- Bracket placement is the same for inside and outside mounts.

3" | Space Evenly | Space Evenly | 3"

Installation Brackets
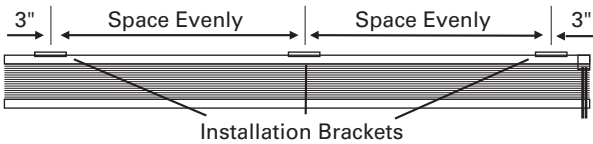
Inside Mount Applications

The depth required for a fully recessed mount depends upon the application.

NOTE: Add the dimension of obstructions such as window cranks or handles to the minimum depth.

Depth Chart For Bracket Placement

| Bracket Type	Minimum	Fully Recessed
$\frac{3}{8}$" Standard	1"	1 $\frac{5}{8}$"
$\frac{3}{4}$" Standard*	1"	2 $\frac{3}{8}$"
$\frac{3}{8}$" Swivel	$\frac{1}{2}$"	1 $\frac{1}{4}$"
$\frac{3}{4}$" Swivel*	$\frac{1}{2}$"	2"

*Double and Triple Honeycomb use 3/4" bracket.

Use one mounting screw to attach each installation bracket to the top sill of the window opening.

The $\frac{3}{4}$" swivel installation bracket has two holes in the bracket:
- Use the front hole if a 1" mounting depth is available.
- Use the rear hole if the mounting depth is between $\frac{1}{2}$" and 1".

Standard Bracket

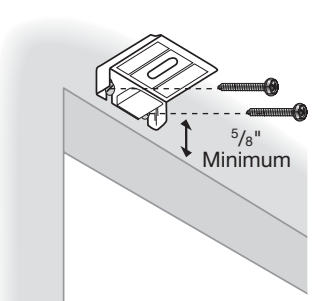
3"

See Chart For Depth

Swivel Bracket

3"

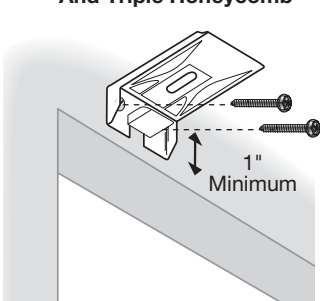See Chart For Depth
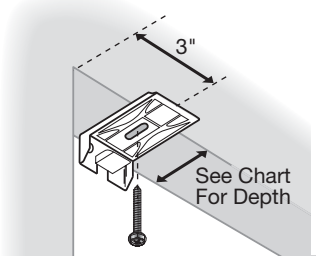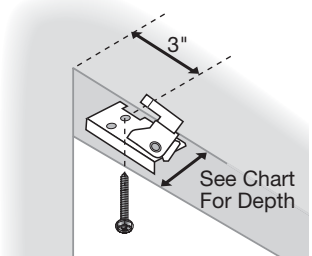
Outside Mount Applications

Use a level to align the brackets. Use two screws for each bracket. Minimum height requirements:
- $\frac{5}{8}$" for $\frac{3}{8}$" brackets
- 1" for $\frac{3}{4}$" brackets

Standard Bracket For $\frac{3}{8}$" And $\frac{1}{2}$" Pleat Size

$\frac{5}{8}$" Minimum

Standard Bracket For $\frac{3}{4}$" Pleat Size, Double And Triple Honeycomb

1" Minimum

Spacer Blocks (Optional)

Each spacer block projects brackets $\frac{1}{2}$" away from the mounting surface.

- Mount spacer blocks with the solid side facing the mounting surface.
- Use two mounting screws. Screws should be long enough to secure the bracket to the mounting surface.
- Use a maximum of three spacer blocks per bracket.

Spacer Blocks
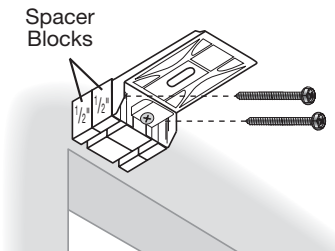
Extension Brackets (Optional)

Extension brackets project installation brackets up to $2^1/_2$" away from the mounting surface. Allow additional clearance for obstructions such as window cranks or handles.

Extension Bracket

- Use pliers or, if necessary, a metal saw to shorten extension brackets at indentations.
- Use two screws.
- Align and level brackets with a level.
- Attach installation brackets to the underside of extension brackets using the provided screws and nuts.
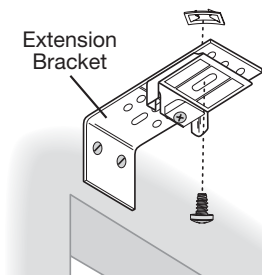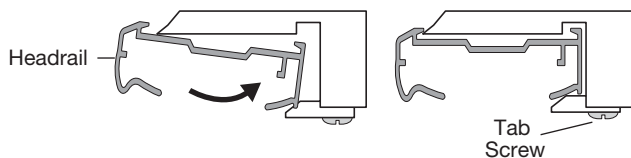
NOTE: Use the same screw holes on each extension bracket to ensure brackets are projected an equal distance from the mounting surface.

End Mount Applications

For specific installation instructions, see the *Honeycomb Shades End Mount Installation Instructions*.

2 Install The Shade

Standard Installation Brackets

Headrail

Tab
Screw

- Position the shade so the colored side of the fabric faces you.
- Insert the headrail at an angle and rotate upward to snap into place.
- Tighten tab screw on each bracket until snug. Do not overtighten.

Swivel Brackets

- Place the swivel brackets in the open position as illustrated.
- Place the headrail against the back of the installation brackets.
- Rotate the swivel arm to snap the locking tab under the headrail.
- The shade is locked when the push tab is against the headrail.

Screw Holes

Locking Tab

BRACKET IN OPEN POSITION

Locking Tab

BRACKET IN LOCKED POSITION

Push Tab
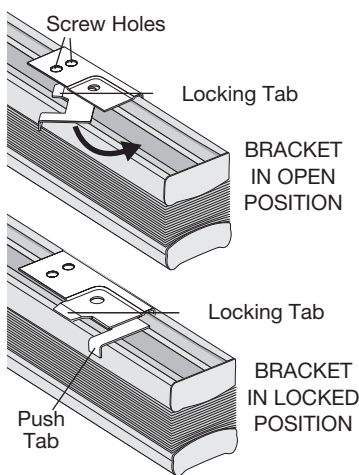
3 Operate The Shade

- Keep the cord close to the fabric when operating the shade.
- To raise or lower the shade, disengage the cordlock by moving the cord toward the center of the shade.
- Pull on the cord to raise the shade.
- Engage the cordlock by returning the cord to the original position.
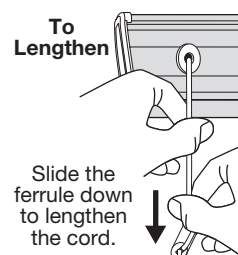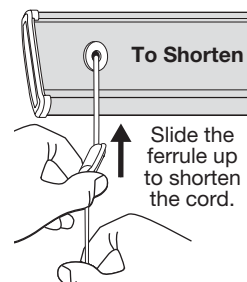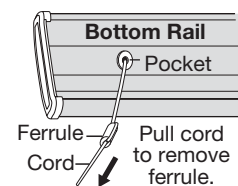
Cordlock

Disengaging Cordlock
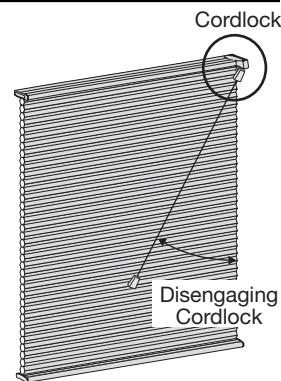
4 Adjust The Shade

Verify Shade Length

- Raise and lower the shade several times.
- If the length is incorrect or the bottom rail is not level, use the following steps to correct.

Shade Length Adjustment

Shade height and adjustments to level the bottom rail can be made by adjusting the cord on the underside of the bottom rail.

Bottom Rail
Pocket
Ferrule
Cord
Pull cord to remove ferrule.

- Locate the ferrule seated in a pocket in the bottom rail.
- Remove the ferrule by pulling on the excess cord. If the cord has been trimmed, you will need to use needlenose pliers to access it.
- To shorten the cord, hold the cord tight under the ferrule. Then slide the ferrule up toward the pocket.
- To lengthen the cord, hold the cord tight between the pocket and the ferrule. Then slide the ferrule down.
- After adjusting, place the ferrule fully back into the pocket.
- Once you are certain of the final adjustments, trim the cord flush with the ferrule and bottom rail.

To Shorten

Slide the ferrule up to shorten the cord.

To Lengthen

Slide the ferrule down to lengthen the cord.

Tassel Cord Length

The tassel cord length is usually $^2/_3$ the length of the fully closed shade. To shorten the tassel cord, slide the tassel up the cord revealing the knot. Make a new knot below the tassel at the desired location. Trim the excess cord below the knot. Slide the tassel back down over the the knot.

Tassel
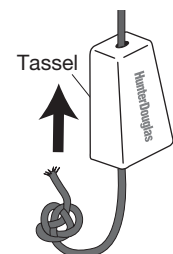
Attaching Hold-Down Brackets

Hold-down brackets can only be used on outside-mounted shades.

- Lower the shade and place the pins from the hold-down brackets into the bottom rail end caps.
- On the mounting surface, mark the bracket hole locations.
- Check that the brackets are level and attach them to the mounting surface using two screws.
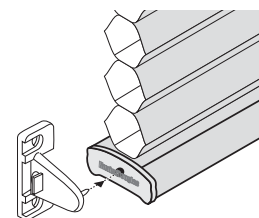
5 Remove The Shade

- Fully raise the shade.
- Unscrew the tab screw on each bracket to release the headrail.
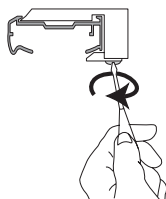
6 Care And Cleaning

Honeycomb shades are made of an anti-static, dust-resistant fabric which repels dirt and dust. For most honeycomb fabrics, the following options are available if your shade needs cleaning.

Dusting
Regular light dusting with a feather duster is all the cleaning that is needed in most circumstances.

Vacuuming
Use a hand-held vacuum with low suction for more thorough dust removal.

Spot-Cleaning
- Prepare a solution of warm water and a mild detergent.
- Dampen a clean cloth in the solution and wring it out.
- Dab the spot with the dampened cloth until it is gone. **Do not rub the fabric.**
- Allow the shade to dry in the completely lowered position.

CAUTION: Do not spot-clean Batiste, Opalessence™, or Royale fabrics.

Deep Cleaning
- Immerse the shade in a basin or bathtub filled with a mild detergent. Never immerse the headrail in the solution.
- Rinse with clean water.
- Fully raise the shade and tilt to eliminate excess water.
- Reinstall the damp shade, lower it, and let it dry completely.

CAUTION: Do not immerse opaque, Opalessence, Royale, Architella™ Panache Eclipse™, or Commercial fabrics.

Ultrasonic Cleaning
Some honeycomb fabrics can be ultrasonically cleaned by a professional.

- Specify that a mild detergent solution be used.
- Never immerse the headrail in the solution.
- Dry the shade completely in the lowered position.

CAUTION: Do not ultrasonically clean Architella Panache™, Commercial, Opalessence, or opaque fabrics.

Injection/Extraction
Honeycomb shades can be professionally cleaned using the injection/extraction method.

- A dry method of injection/extraction is required for Architella Panache, Commercial, Opalessence, Panache, and opaque fabrics.
- If using injection/extraction for Batiste fabrics, specify that no chemicals are used (water only).
- Never immerse the headrail in the solution.

For more comprehensive cleaning instructions, call the Hunter Douglas Customer Information Center toll free at:

1-888-501-8364

7 Child Safety

⚠ WARNING

Young children can STRANGLE in cord and bead chain loops and in the loop above the cord stop. They can also wrap cords around their necks and STRANGLE.

- Always keep cords and bead chains out of children's reach.
- Move cribs, playpens and other furniture away from cords and bead chains. Children can climb furniture to get to cords.

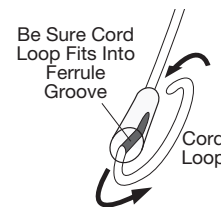Hunter Douglas provides cord cleats and we recommend their use.
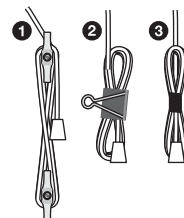
1. Cord Cleats. Attach two cord cleats 6" to 12" apart at a height where they will be out of the reach of children. Take into account that a child may stand on furniture attempting to reach the cords. Be sure the cleats are firmly secured. Once the cleats are attached, wrap excess cord around them after each use of the shade.

2. Cord Clip. Clip the cord to itself using a clamping device.

3. Tie. Wrap or tie the cord to itself.

8 Troubleshooting

Problem	Solution	
The shade does not raise and lower evenly.	• Check installation brackets. Make sure shade fabric is not caught between the bracket tab and the headrail. • Check inside the headrail. Make sure no obstructions keep the mechanism from turning. • Check that lift cords are not pinched or tangled.	
The shade will not snap into the mounting brackets.	• Make sure the mounting brackets are level. Loosen the tab screws slightly.	
The shade will not raise.	• If hold-down brackets are used, make sure they have been released.	
The ferrule has come off the cord. How do I rethread the ferrule?	Thread the end of the cord into the tapered end of the ferrule. Loop the end around the ferrule and back through the tapered end. Make sure the loop fits in the groove on the side of the ferrule.	Be Sure Cord Loop Fits Into Ferrule Groove Cord Loop

HunterDouglas

LIGHT CAN CHANGE EVERYTHING™