Serena™ Manual Cellular Shade

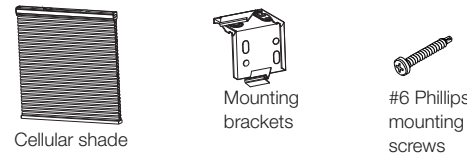**Installation Guide (please read before installing)**

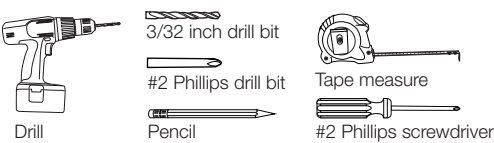*English*

Step 1: Review Included Components

Before you begin, open the box and make sure you have all the necessary parts: the shade, mounting brackets, and screws.

You will also need a cordless drill, a 3/32 inch drill bit, a #2 Phillips bit, a pencil, and a tape measure.

Included:

Cellular shade

Mounting brackets

#6 Phillips mounting screws

Tools required:

3/32 inch drill bit

#2 Phillips drill bit

Tape measure

Drill

Pencil

#2 Phillips screwdriver

Step 2: Installing Mounting Brackets

Your shade was manufactured according to the mounting option you chose when ordering your shade. Make sure you follow the appropriate mounting instructions: **Opt. A** inside mount, **Opt. B** outside mount on trim, or **Opt. C** outside mount above trim.
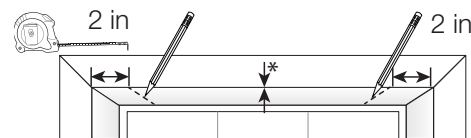
Important:
- Make sure you are screwing into wood studs.
- If you're not mounting the brackets into wood studs, you'll need to use appropriate fasteners for the mounting surface (not included).
- Make sure the brackets are aligned with each other. (If not, the shade may not properly snap into the brackets.)
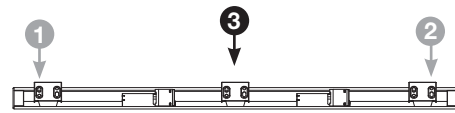
Option A: Inside Mount

A.1 Hold the shade up to the window to make sure it's the correct size.

A.2 Mark the center line for the two outside brackets, 2 inches in from each side of the window.
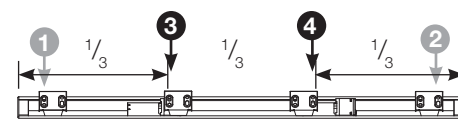
2 in

2 in

*NOTE: Shades wider than 45 inches (vinyl headrail) or 48 inches (aluminum headrail) will need a third bracket (❸) (included). Install this bracket in the center of the shade. (continued)
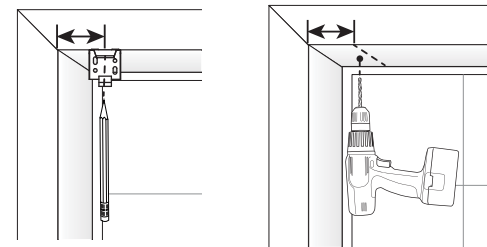
Top view of shade wider than 45 inches or 48 inches

If the shade is wider than 72 inches, you will need to install a third (❸) and a fourth bracket (❹) (included). Install each of these one-third of the way in from the outer brackets.
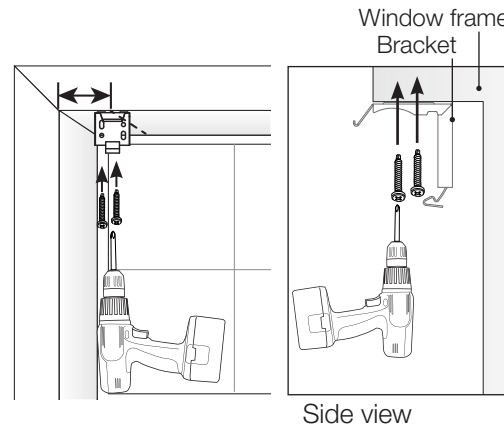
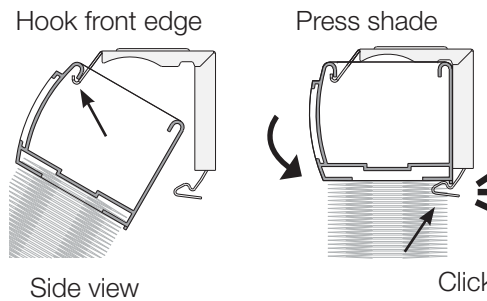$1/3$ $1/3$ $1/3$

Top view of shade wider than 72 inches

A.3 Center the bracket on the center line and align it with the front edge of the window trim. Mark hole locations and then pre-drill holes for the screws. (Repeat for all brackets.)

A.4 Install the mounting brackets, using the provided screws. Using the cordless drill, drive each screw through the holes in the top of the bracket.

Window frame

Bracket

Side view

A.5 Install the shade in the brackets. Holding the shade in both hands, tilt the top of the shade slightly away from you and hook the front edge into the brackets. Then gently tilt the shade down and press the bottom of the headrail until you hear it click into place.
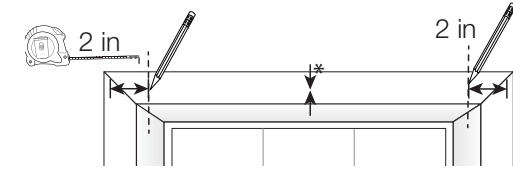
Hook front edge

Press shade

Side view

Click

Important:
Be sure not to catch any fabric cells in the brackets.

Option B: Outside Mount On Trim

B.1 Hold the shade up to the window to make sure it's the correct size. Center the shade and mark the trim at each end of the shade.
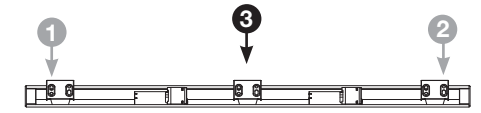
B.2 Mark the center line for the two outside brackets, 2 inches in from the marks you made in step B.1.
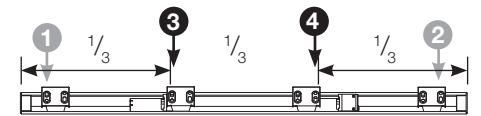
2 in

2 in

*NOTE: Shades wider than 45 inches (vinyl headrail) or 48 inches (aluminum headrail) will need a third bracket (❸) (included). Install this bracket in the center of the shade.

If the shade is wider than 72 inches, you will need to install a third (❸) and a fourth bracket (❹) (included). Install each of these one-third of the way in from the outer brackets.
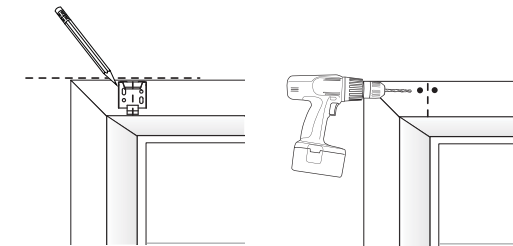
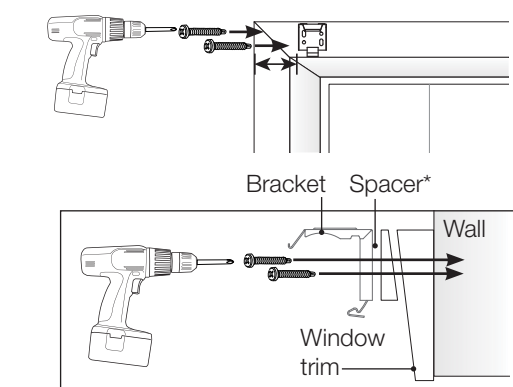Top view of shade wider than 45 inches or 48 inches

$1/3$ $1/3$ $1/3$

Top view of shade wider than 72 inches

B.3 Align the top of the brackets with the top of the trim and the center line. Mark the hole locations and then pre-drill holes for the screws.

B.4 Install the mounting brackets using the provided screws. Place each bracket flush against the trim (using spacers* behind brackets if needed) and using the cordless drill, drive each screw through the holes in the bracket.
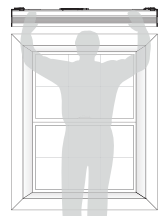
Bracket   Spacer*

Wall

Window trim

Side view

*NOTE: If window trim is angled, or not level vertically, place an angled spacer (not included) behind each bracket. Ensure that the shade is level before placing the bracket flush against the trim. Pre-drill a hole through the spacer as well.
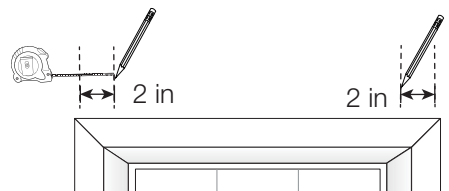
B.5 Refer to step A.5 to install the shade in the brackets.
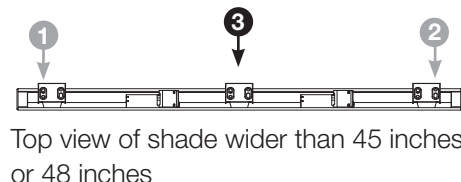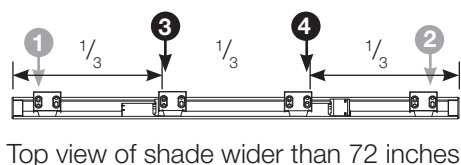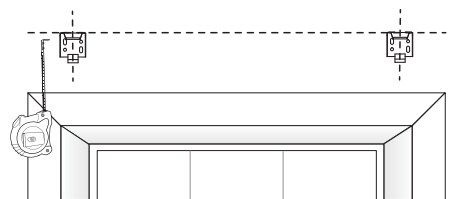
Option C: Outside Mount Above Trim

C.1 Hold the shade up to the window to make sure it's the correct size. Center the shade and mark the trim at each end of the shade.

C.2 Mark the center line for the two outside brackets, 2 inches in from the marks you made in step C.1.

2 in   2 in

*NOTE: Shades wider than 45 inches (vinyl headrail) or 48 inches (aluminum headrail) will need a third bracket (❸) (included). Install this bracket in the center of the shade.

If the shade is wider than 72 inches, you will need to install a third (❸) and a fourth bracket (❹) (included). Install each of these one-third of the way in from the outer brackets.
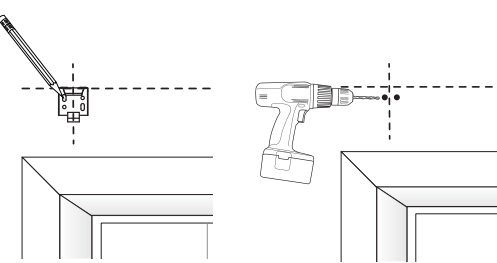
Top view of shade wider than 45 inches or 48 inches

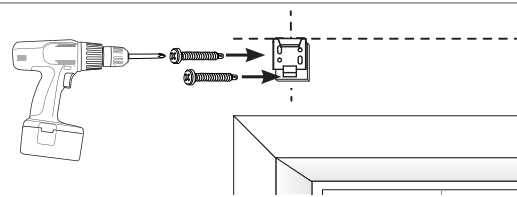1/3   1/3   1/3

Top view of shade wider than 72 inches

C.3 Center the brackets with the center line, align the top of the brackets with each other and mark their location, making sure they are level.
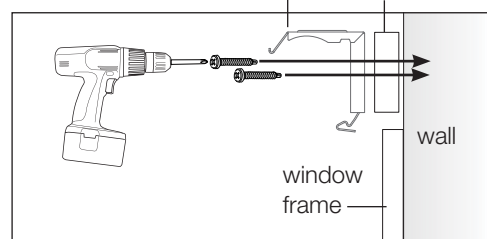
C.4 Hold the brackets in position, mark the hole locations and then pre-drill the holes for the screws. Place a spacer behind each bracket (to ensure that the shade clears the window trim, if trim is present).

C.5 Place the bracket flush against the spacer and the wall, aligning the holes. Drive a screw through the holes in the bracket and through the spacer.
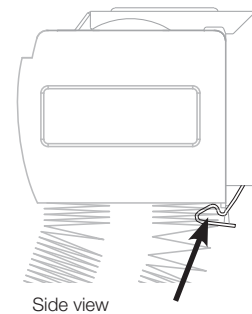
bracket   spacer

C.6 Refer to step A.5 to install the shade in the brackets.
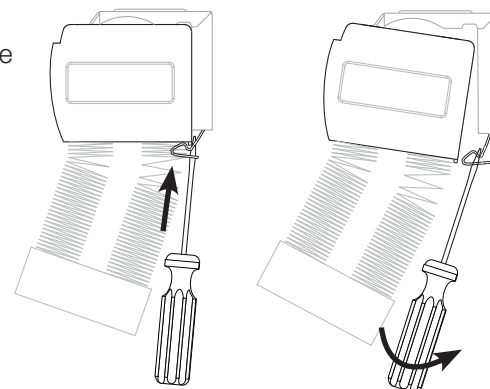
wall

window frame

Side view

Removing the Shade From the Brackets

1 To completely remove the shade from its brackets, first locate the metal tab on each bracket. The tab is located where the shade fabric meets the headrail on the side closest to the window.

Side view

2 Insert a small flathead screwdriver through the hole in the metal tab so the tip of the screwdriver is between the headrail and tab.
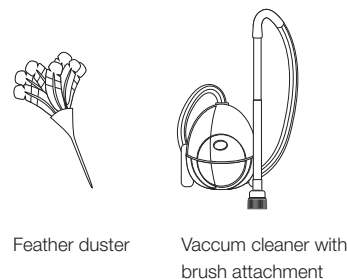
3 Rotate the screwdriver until the tab releases the headrail. Repeat for each bracket on the shade.

Once you have released all tabs, you can lift the shade off the brackets.
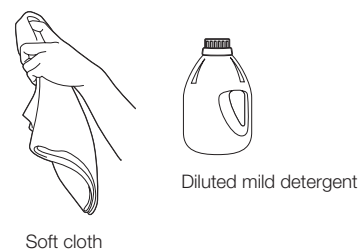
Cleaning the Fabric

1 To keep your cellular shades looking their best, regularly brush them with a feather duster or lightly vacuum them with a brush-type attachment.

Feather duster   Vacuum cleaner with brush attachment

2 If your shades get a spot of dirt or a stain on them, use a clean, soft cloth and a solution of mild detergent and warm water (1 part detergent to 3 parts water) to blot or lightly rub the spot or stain.

Diluted mild detergent

Soft cloth

Important:
Be extra careful if you're cleaning a blackout fabric because you could permanently crease the fabric.

Also, **do not** use strong detergents or spot removers, and **do not** have your shades professionally dry cleaned.

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