

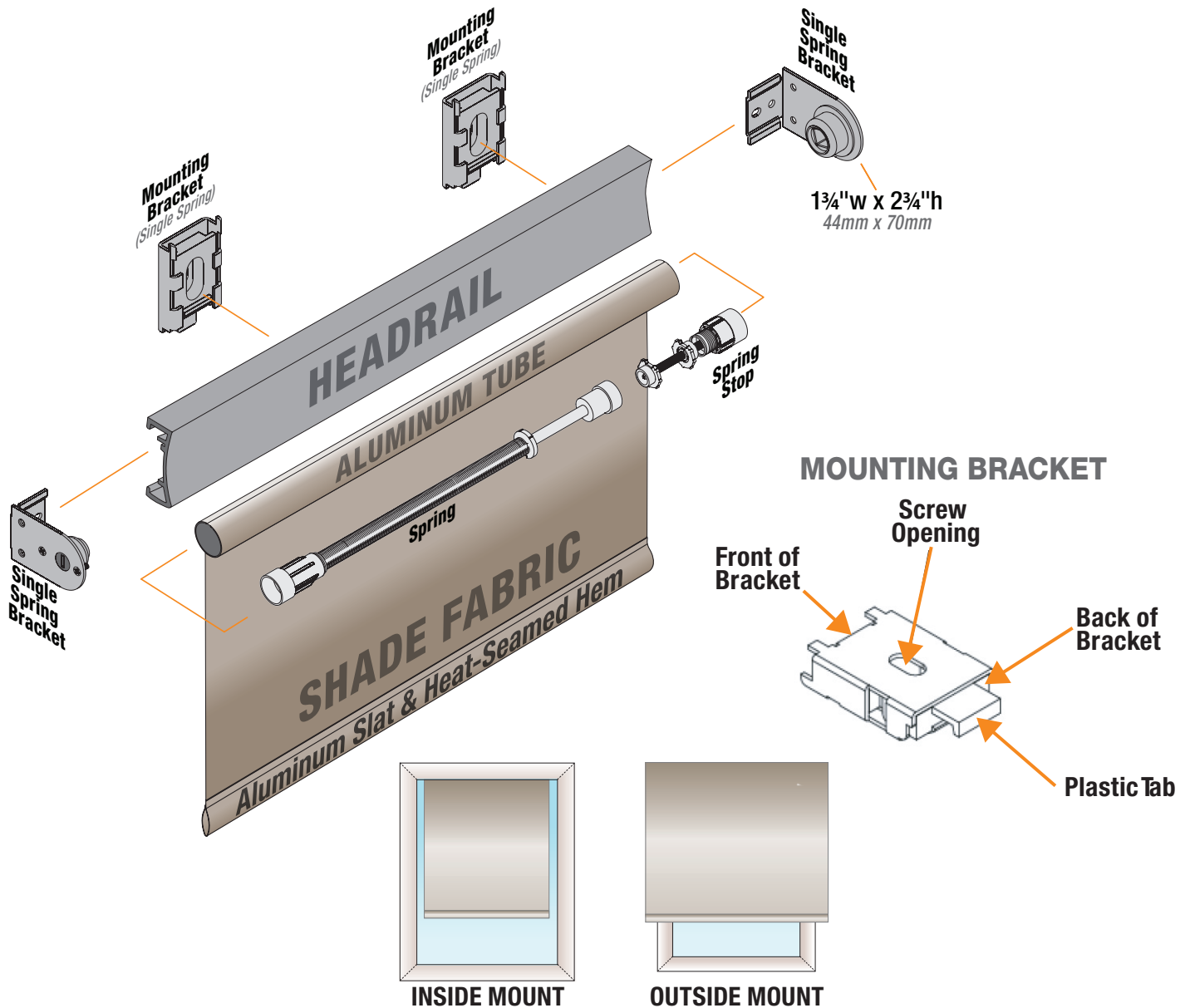
# Cordless FlexShade®

Cordless, manual roller shade with decorative headrail

## INSTRUCTIONS INSTALLATION & OPERATION

### CORDLESS FLEX

Components



PLEASE READ: Getting Started:

**Please Note:** Mounting Brackets are included.

**Please Note:** Brackets must be securely attached to the mounting surface. Installer is responsible for selecting mounting hardware appropriate for site conditions.

**⚠ Caution:** According to the Window Covering Manufacturers Association Inc., all labels must not be removed from the product.

**⚠ Caution:** Mount shade to a level surface. If shade does not sit level, the fabric will not roll up evenly and damage the edges of the fabric.

### ⚠ CAUTION ⚠

Read and understand all warnings before beginning installation.

### TOOLS REQUIRED



If you have any difficulties installing or servicing your Cordless FlexShade®, call your dealer or Draper, Inc.

## PLEASE READ - Important Installation Information

### ⚠ Caution:

1. Inspect all boxes to make sure you have received the proper shades and parts. Controls may be shipped separately, or in same carton as shades.
2. Open cartons lengthwise, taking care not to cut into cardboard shipping container.
3. Before mounting shades, verify measurements on label provided with shade, and ensure unit is installed at correct width.
4. All hardware must be installed level. Shades must be level and square.
5. **Read the following installation guidelines thoroughly and follow them carefully. Failure to do so may cause product to fall or otherwise fail, and invalidates warranty.**
6. **Installer is responsible for selecting mounting hardware appropriate for site conditions.**

## PLEASE READ - Important Safety Information

### Important Safety Information



### Important Safety Information

**Improper installation and use of the Cordless FlexShade® can result in serious injury or death. Primarily, injuries can occur if the unit falls due to imprecise installation, mishandling of the shade during installation, or installation on an insufficient wall or ceiling structure. Please use extreme care.**

1. Please read the following installation guidelines thoroughly and follow them carefully. Failure to do so may cause product to fall or otherwise fail, and could result in serious injury.
2. Installation and calibration of the shade should only be performed by an authorized, qualified, and experienced professional.
3. Do not affix the unit to wall or ceilings that have inadequate strength to permanently hold the unit during use. It is the owner's and installer's responsibility to confirm the wall or ceiling to which the unit attaches is sufficient to permanently hold the weight and stress loads of the unit at all times. Draper®, Inc., is not responsible for improper installation, application, testing, or workmanship related to the product at place of installation.
4. It is the installer's responsibility to make sure appropriate fasteners are used for mounting.
5. All brackets, fascia, headboxes, pockets, wall clips, and other hardware must be installed level. Shade unit must be level and square.
6. Before testing or operation, carefully inspect the entire area and path of the shade and areas underneath the shade to be sure no persons or objects are in the area.
7. During testing or operation, carefully watch the surrounding area for any potential safety concerns including nearby persons or objects.
8. After installation, the entire system should be carefully tested to ensure safe and normal operation. Extreme care should be taken during testing to remain clear of moving parts to avoid possible injury.
9. Operation of shade should be performed only by authorized and qualified personnel, who have been trained in the safe and effective operation of the shade and understand its safety features.
10. The safety features of the shade should never be disabled, bypassed, or overridden. The system should not be operated until all safety features are properly and completely installed, calibrated, and tested.
11. Shade may need to comply with local, state, or district rules and regulations, in particular when installed in schools. All applicable rules and regulations should be reviewed before installation and use.
12. Failure to precisely follow installation guidelines invalidates all warranties.
13. Custom products/installations may not be reflected in this manual. Call Draper, Inc., if you have questions regarding your installation.

### Before Beginning Installation

1. Look for any job site conditions that could interfere with installation or operation of the system.
2. Read carefully and be sure to understand all installation instructions and all related operations manuals. These instructions are intended to serve as a guide for the installer and owner. They should be followed closely and combined with the expertise of experienced qualified installers. Draper, Inc., is not responsible for improper installation, application, testing, or workmanship related to the product at place of installation. Please retain all instructions for future use.
3. Open cartons lengthwise, taking care not to cut into cardboard shipping container.
4. Locate and lay out all pieces.
5. Inspect all boxes to make sure you have received the proper shade and parts. Controls may be shipped separately, or in same carton as shade.
6. If you have any difficulties with installing, servicing, or operating your shade, call your dealer or Draper, Inc., 765-987-7999.

## PLEASE READ - Field Adjustments

Each Draper Solar Control Shade is tested to ensure proper operation. Even with this testing, some field adjustments may be needed for telescoping.

If the shade is telescoping, place a piece of high quality gaffer tape about 1" (25mm) wide on the exposed roller (where the fabric will cover it) on the side that the fabric will be drawn toward. For example: if the fabric is tracking to the left, place the tape on the right side.

## PLEASE READ - Cleaning and Maintenance

Window covering products manufactured by Draper, when properly installed, should require no operational maintenance or lubrication.

Most standard Draper fabrics may be cleaned at the window by vacuuming with a soft brush attachment. They also may be cleaned by using a sponge or soft cloth and mild solution of warm soapy water. A mild dishwashing liquid is recommended. A clean dry cloth is recommended for the metal finish.

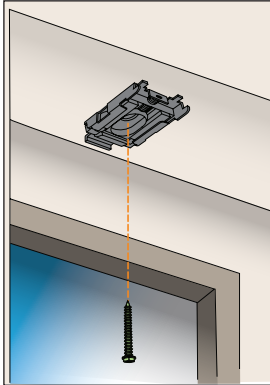
**Please Note:** Exceptions are GreenScreen Evolve, GreenScreen Revive, Flocké, and Phifer SW7000 fabrics, which must be cleaned with a dry art sponge. (Flocké® is a registered trademark of Mermet® USA. GreenScreen Revive®, GreenScreen Evolve® are registered trademarks of Phifer® Incorporated.)

## Section 1 - Installing Brackets

**⚠ CAUTION:** Before mounting shades, verify measurements on label provided with shade, and ensure unit is installed at correct width.

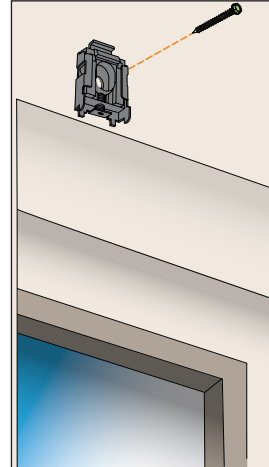
**Please Note:** Installer is responsible for selecting mounting hardware appropriate for site conditions.

### Installing Inside Mount Brackets



1. Attach brackets to the top of the window frame (or ceiling) as shown.
2. Install outermost brackets approximately 2" (51mm) in from the edge of the window frame. Evenly space any remaining brackets in between the outermost brackets.
3. Before drilling the screw in and securely tightening the bracket to the mounting surface, ensure that the plastic tab on the bracket is facing toward the back of the window.

### Installing Outside Mount Brackets:

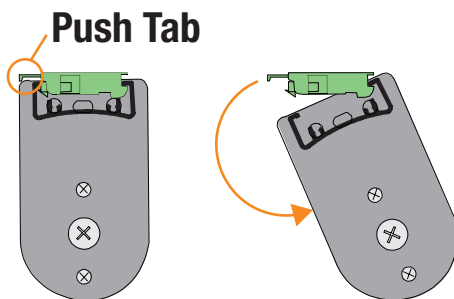


1. Attach brackets above the window frame as shown.
2. Install outermost brackets approximately 2" (51mm) in from the edge of the window frame. Evenly space any remaining brackets in between the outermost brackets.
3. Before drilling the screw in and securely tightening the bracket to the mounting surface, ensure that the plastic tab on the bracket is facing upward, toward the ceiling.

## Section 2 - Inserting Shade Into Brackets

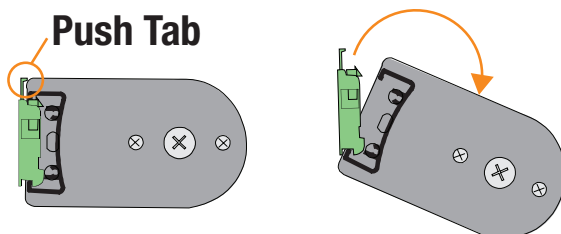
### Installing Inside Mount

1. Insert the rail into the front of the bracket.
2. Rotate shade until the back side of shade snaps into the back of the bracket.



### Installing Outside Mount:

1. Insert the rail into the bottom of the bracket.
2. Rotate shade until back side snaps into the back of the bracket.

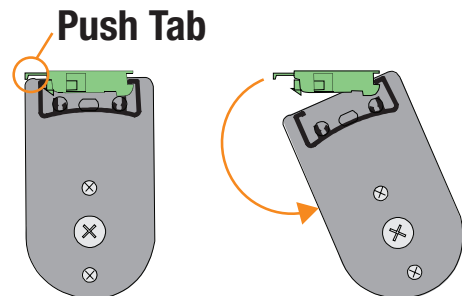


## Section 3 - Removing Shade from Brackets

**⚠ CAUTION:** Before attempting, hold shade securely to prevent falling.

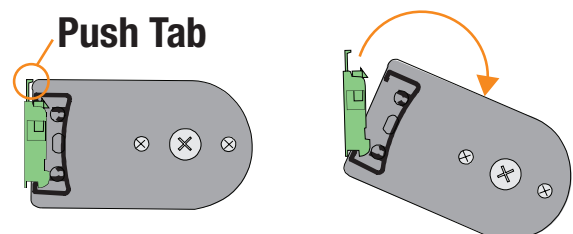
### Removing Inside Mount

1. Press the tab of the bracket in, either with fingers or a flat head screwdriver.
2. Rotate shade in (toward the room) until fully removed from the bracket.



### Removing Outside Mount:

1. Press the tab of the bracket down, either with fingers or a flat head screwdriver.
2. Once the tab has been pressed down, rotate shade down until fully removed from the bracket.



## Section 4 - Adjusting Stop Position

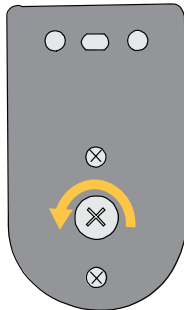
**Please Note:** If shade has too much tension (*springs up too quickly*) or too little (*does not reach the top*), tension level can be adjusted.

1. Locate the acrylic tension or adjustment screws on shade's headrail.
2. If shade is in a metal valance, **first** remove the endcap on the valance.
3. If shade is in an upholstered valance, it may be necessary to **first** remove the shade from the valance (*Section 3*).

### Regular Roll:

**Please Note:** Adjustments can be made to the screw to the **LEFT** hand side of shade.

1. Using a cross head or flat head screwdriver, turn the screw until the desired tension is reached.
2. Turning clockwise will **LOWER** the upper limit.
3. Turning counter clockwise will **RAISE** the upper limit.



### Reverse Roll:

**Please Note:** Adjustments can be made on the screw to the **RIGHT** hand side of shade.

1. Using a cross head or flat head screwdriver, turn the screw until desired tension is reached.
2. Turning clockwise will **INCREASE** tension.
3. Turning counter clockwise will **DECREASE** tension.



## Section 5 - Adjusting Shade Upper Limit

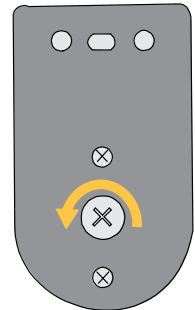
**Please Note:** Upon retracting shade, if it does not stop at a satisfactory upper limit, the upper limit can be adjusted.

1. Locate the acrylic tension or adjustment screws on shade's headrail.
2. If shade is in a metal valance, **first** remove the endcap on the valance.
3. If shade is in an upholstered valance, it may be necessary to **first** remove the shade from the valance (*Section 3*).

### Regular Roll:

**Please Note:** Adjustments can be made to the screw to the **RIGHT** hand side of shade.

1. Using a cross head or flat head screwdriver, turn the screw until the desired tension is reached.
2. Turning clockwise will **LOWER** the upper limit.
3. Turning counter clockwise will **RAISE** the upper limit.



### Reverse Roll:

**Please Note:** Adjustments can be made on the screw to the **LEFT** hand side of your shade.

1. Using a cross head or flat head screwdriver, turn the screw until desired tension is reached.
2. Turning clockwise will **LOWER** upper limit.
3. Turning counter clockwise will **RAISE** upper limit.

