SHADE RE-STRING INSTRUCTIONS

BEFORE YOU START:
You will need the following tools: scissors, flat head screwdriver and Phillips head screwdriver.

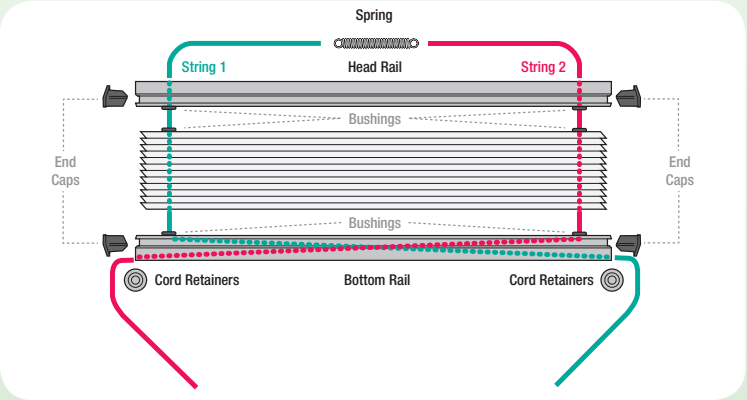
YOU WILL NEED TO DETERMINE

1) The type of shade: Day/Night, Night only or Day only.

2) The number of cords: two or four.

united shade
shades of excellence
2965 LaVanture Place • Elkhart IN 46514
800-837-2059 • www.unitedshade.com

VERSION 1. NIGHT SHADE ONLY, WITH 2 CORDS



1.1 Remove screws from cord retainers at bottom of the window. Next remove shade from window by unclipping brackets or removing screws from top rail. Set screws aside for later use.

1.2 Place shade on a dry, clean and flat workstation.

1.3 Pry the end caps loose on all rails with a flat head screwdriver. The rails slide off horizontally. Bottom rail might get hung up on knob rivet so be firm and it will eventually slide off.

1.4 Cut off or remove cord retainers.

1.5 Pull out current cord from top rail.

1.6 Remove two cords from kit. Attach one cord to each side of the spring by tying a double knot.

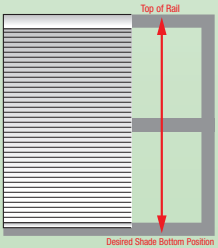
1.7 Inspect the cord bushings in the fabric and if broken or worn, replace with supplied bushings. Carefully thread cord through bushing noting that the cord coming from the left will run down through the left side of the material. The cord coming from the right will run down through the right side of the fabric.

1.8 The cords will cross in the bottom rail so that the cord that runs down the left-hand portion of the shade will cross over and now come out through the right-hand side of the bottom rail. Do the same procedure for the right-hand side of the shade. It will cross over in the bottom rail and come out through the left-hand side of the bottom rail.

1.9 Slide top rail back onto shade. Position the top rail so bracket groove is toward the front of the shade. Reinstall top rail end caps.

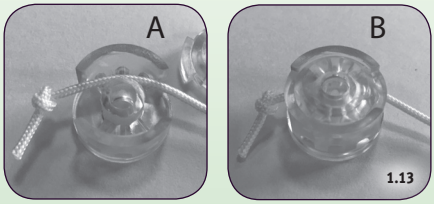
1.10 Slide bottom rail back onto shade making sure the cords remain crossed.

1.11 Thread cord through the bottom rail end caps. Reinstall end caps.



1.12 With a tape measure, measure from the top of the top rail to desired drop of shade. Tie knots in cord at that measurement.

VERSION 1. NIGHT SHADE ONLY, WITH 2 CORDS CONT.

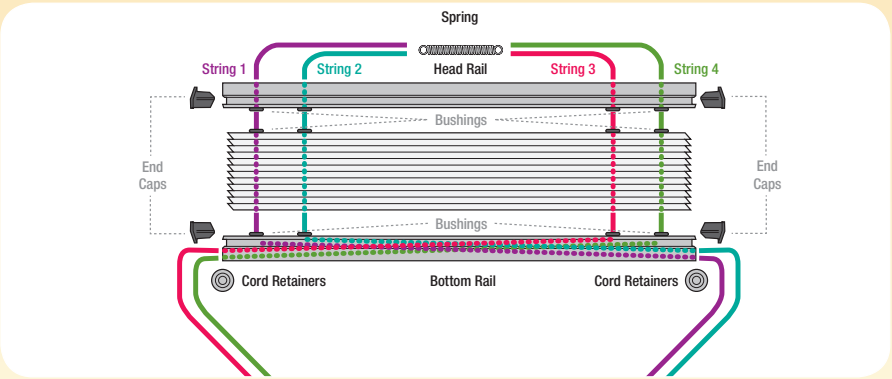


1.13 A After knot is tied, place in groove of cord retainer top. B Take cord retainer base, teeth side down, and align base tabs with top openings and clip in place. After you hear a click and cord retainer is secured around cord, pull cord through until the knot in your cord is inside the cord retainer.

1.14 Reinstall shade in window. Let entire shade drop. Grab one cord retainer and while maintaining moderate tension on cord and cord retainer base against the wall, screw each cord retaining into wall.

1.15 If shade does not stay in the upright position, you may need to increase the tension of the cords. Increase tension by retying knot in shorter position.

VERSION 2. NIGHT SHADE ONLY, WITH 4 CORDS



2.1 Remove screws from cord retainers at bottom of the window. Next remove shade from window by unclipping brackets or removing screws from brackets. Set screws aside for later use.

2.2 Place shade on dry, clean and flat workstation.

2.3 Carefully pry the end caps loose with a flat head screwdriver so as not to damage the plastic cap. Set aside for reassembly later. Slide rails off horizontally. Bottom rail might get hung up on a knob rivet so be firm and it will eventually slide off.

VERSION 2. NIGHT SHADE ONLY, WITH 4 CORDS CONT.

2.4 Cut off or remove cord retainers.

2.5 Pull out current cord from top rail.

2.6 Remove four cords from kit. Attach two cords to each side of the spring by tying a double knot.

2.7 Inspect the cord bushings in the fabric and if broken or worn, replace with supplied bushings. Carefully thread both cords through bushing noting that the cord coming from the left will run down through the left side of the material. The two cords coming from the right will run down through the right side of the fabric.

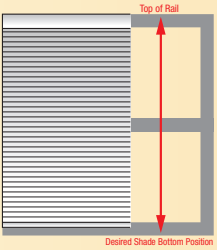
2.8 The cords will cross at the bottom of rail so that the two cords that run down the left-hand portion of the shade will cross over and now come out through the right-hand side of the bottom rail. Do the same procedure for the right-hand side of the shade. Cords will come out each side of the bottom rail.

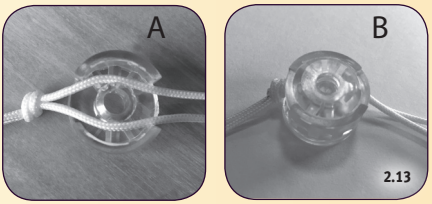
2.9 Slide top rail back onto shade. Position the top rail so bracket groove is toward the front of the shade. Reinstall top rail end caps.

2.10 Slide bottom rail back onto shade making sure the cords remain crossed.

2.11 Thread both left cords through bottom rail end caps and both right cords through bottom rail end caps. Reinstall end caps.

2.12 With a tape measure, measure from the top of the top rail to desired drop of shade. At that desired length tie both left cords into one knot and both right cords into one knot.



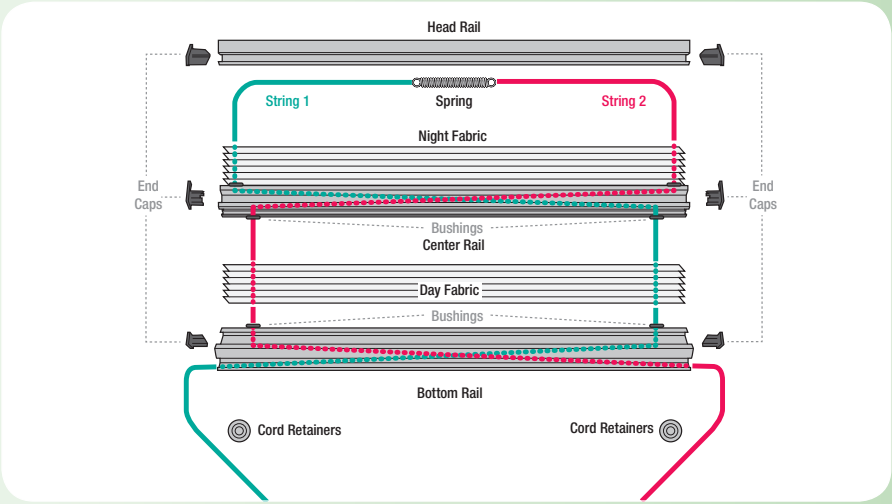


2.13 AAfter knot is tied, place cords in groove of cord retainer top. BTake cord retainer base, teeth side down, and align base tabs with top openings and clip in place. After you hear a click and cord retainer is secured around cords, pull cords through until the knot in your cords are inside the cord retainer.

2.14 Reinstall shade in window. Let entire shade drop. Grab one cord retainer and while maintaining moderate tension on cord and cord retainer base against the wall, screw each cord retaining into wall.

2.15 If shade does not stay in the upright position, you may need to increase the tension of the cords. Increase tension by retying knot in shorter position.

VERSION 3. DAY/NIGHT SHADE ONLY, WITH 2 CORDS



3.1 Remove screws from cord retainers at bottom of the window. Next remove shade from window by unclipping brackets or removing screws from brackets. Set screws aside for later use.

3.2 Place shade on dry, clean and flat workstation.

3.3 Carefully pry the end caps loose with a flat head screwdriver so as not to damage the plastic cap. Set aside for reassembly later. Slide top and bottom rails off horizontally. Bottom rail might get hung up on a knob rivet so be firm and it will eventually slide off. Slide day fabric off center rail while leaving the night fabric attached.

3.4 Cut off or remove cord retainers.

3.5 Pull out current cord from top rail.

3.6 Remove two cords from kit. Attach one cord to each side of the spring by tying a double knot.

3.7 Inspect the cord bushings in the fabric and if broken or worn, replace with supplied bushings. Carefully thread cord through bushing noting that the cord coming from the left will run down through the left side of the night material. The cord coming from the right will run down through the right side of the night material.

3.8 The cords will cross at the bottom of the center rail so that the cord that runs down the left-hand portion of the night material will cross over and now come out through the right-hand side of the bottom of the center rail. Do the same procedure for the right-hand side of the shade. Now thread the cord through the day portion of the shade. You will cross over the cords again in the bottom rail. Cords will come out each side of the bottom rail.

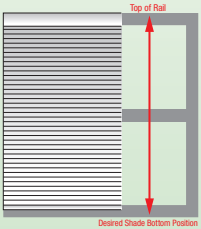
3.9 Slide top rail back onto the night fabric. Position the top rail so bracket groove is toward the front of the shade. Reinstall top rail end caps.

3.10 Slide day fabric onto center rail making sure the cords remain crossed.

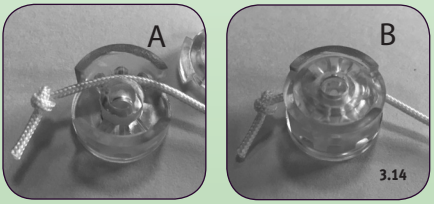
VERSION 3. DAY/NIGHT SHADE WITH 2 CORDS CONT.

3.11 Slide bottom rail back onto the bottom of the day fabric making sure the cords remain crossed.

3.12 Thread cord through the bottom rail end caps. Reinstall end caps.



3.13 With a tape measure, measure from the top of the top rail to desired drop of shade. Tie knots at that measurement.

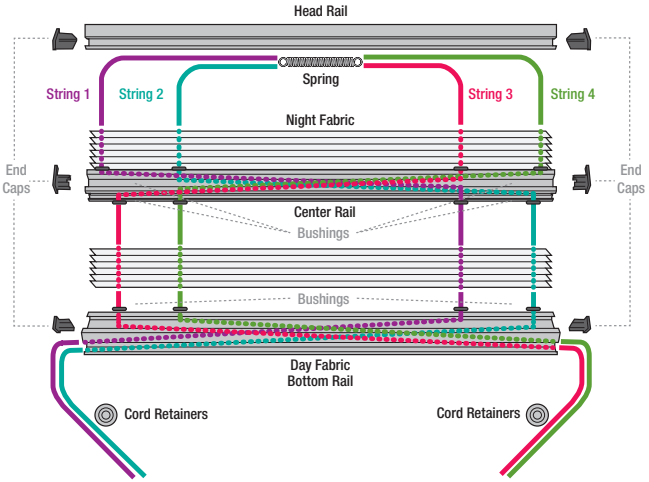


3.14 A After knot is tied,place in groove of cord retainer top. B Take cord retainer base, teeth side down, and align base tabs with top openings and clip in place. After you hear a click and cord retainer is secured around cord, pull cord through until the knot in your cord is inside the cord retainer.

3.15 Reinstall shade in window. Let entire shade drop. Grab one cord retainer and while maintaining moderate tension on cord and cord retainer base against the wall, screw each cord retaining into wall.

3.16 If shade does not stay in the upright position, you may need to increase the tension of the cords. Increase tension by retying knot in shorter position.

VERSION 4. DAY/NIGHT SHADE WITH 4 CORDS



4.1 Remove screws from cord retainers at bottom of the window. Next remove shade from window by unclipping brackets or removing screws from brackets. Set screws aside for later use.

VERSION 4. DAY/NIGHT SHADE WITH 4 CORDS CONT.

4.2 Place shade on dry, clean and flat workstation.

4.3 Carefully pry the end caps loose with a flat head screwdriver so as not to damage the plastic cap. Set aside for reassembly later. Slide top and bottom rails off. Bottom rail might get hung up on a knob rivet so be firm and it will eventually slide day fabric off center rail while leaving the night fabric attached

4.4 Cut off or remove cord retainers.

4.5 Pull out current cord from top rail.

4.6 Remove four cords from kit. Attach two cords to each side of the spring by tying a double knot.

4.7 Inspect the cord bushings in the fabric and if broken or worn, replace with supplied bushings. Carefully thread both cords through bushing noting that the cords coming from the left will run down through the left side of the night material. The cords coming from the right will run down through the right side of the night material.

4.8 The cords will cross at the bottom of the center rail so that the two cords that run down the left-hand side of the night material will cross over and now come out through the right-hand side of the bottom of the center rail. Do the same procedure for the right-hand side of the shade. Now thread the cord through the day portion of the shade. You will cross over the cords again in the bottom rail. Cords will come out each side of the bottom rail.

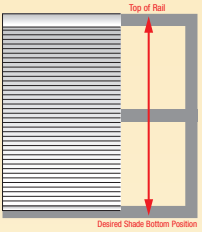
4.9 Slide top rail back onto night fabric. Position the top rail so bracket groove is toward the front of the shade. Reinstall top rail end caps.

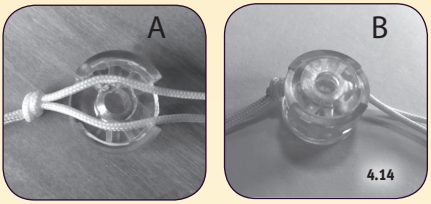
4.10 Slide day fabric onto center rail making sure the cords remain crossed.

4.11 Slide bottom rail back onto the bottom of the day fabric making sure the cords remain crossed.

4.12 Thread both left cords through bottom rail end caps and both right cords through bottom rail end caps. Reinstall end caps.

4.13 With a tape measure, measure from the top of the top rail to desired drop of shade. At that desired length tie both left cords into one knot and both right cords into one knot.





4.14 A After knot is tied, place cords in groove of cord retainer top. B Take cord retainer base, teeth side down, and align base tabs with top openings and clip in place. After you hear a click and cord retainer is secured around cords, pull cords through until the knot in your cords are inside the cord retainer.

4.15 Reinstall shade in window. Let entire shade drop. Grab one cord retainer and while maintaining moderate tension on cord and cord retainer base against the wall, screw each cord retaining into wall.

4.16 If shade does not stay in the upright position, you may need to increase the tension of the cords. Increase tension by retying knot in shorter position.

WARNING: Contains small parts, which could be a choking hazard. This shade repair kit should be stored in a safe place away from children and small animals.

ATTENTION : Contient des petites pièces pouvant présenter un risque d'étouffement. Ce kit de réparation de stores doit être rangé dans un endroit sûr, hors de portée des enfants et des petits animaux.

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