## **Commercial Division**



Roller Shades: Operation & Maintenance Guide

## **Operation:**

Operating your roller shades carefully and correctly is important to prevent damages outside of the terms and conditions of the warranty.

**Manual Shades:** Use two hands to operate shades. Do not add any unnecessary force and hold the chain perpendicular when operating.

To raise the shade, gently pull the chain, in front, downward. To lower the shade, pull the chain, in back, downward.

Chains should have upper and lower limit beads. If not, make sure not to raise the hembar past the tube or lower the shade past the measure lower limit, exposing the tube.

**Motorized Shades:** Basic operation of motorized shades consist of either a handheld remote or a wall switch. Simply the shade or group of shade to operate, press the directional arrow and shade will go the upper or lower limit. If you wish to have the shade stop before it gets to its limit, simply press the stop button.

If a power outage occurs, this will affect the motor and wall switch if its power source is either low voltage or high voltage. This can also cause the motor and/or wall switch to lose its memory and will need to be reprogrammed. In this case, refer to the programming instructions.

**Cordless Shades:** To lower the shade, gently pull down on the shade hembar to the desired location. The spring tension will increase as the shade is lowered. To raise the shade to upper limit, gently tug on the shade hembar to release the locking mechanism. To stop before the shade gets to its upper limit, gently tug the hembar.

# **Cleaning Fabrics:**

A Better Blind uses multiple fabric suppliers to best fit all needs and/or requirements of our customers. Below are some operation and maintenance tips for our roller shade program. If you prefer brand specific operation and maintenance instructions, please contact our commercial division and we can assist in the name of the fabric and/or component brand.

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<u>Screen Shades:</u> Soft duster, low-suction vacuum or compressed air to remove dust. Sponge clean with mild dish soap and lukewarm water. A soft brush or cloth can also be used. Do not use paint solvents, as they will damage the fabric. Leave shade down to lower limit until fabric is completely dry.

<u>Translucent or Blackout Shades:</u> These fabrics are considered more sensitive than our screen fabrics. Gently wipe with sponge and lukewarm soapy water. Do not scrub, soak or use any paint solvents. Leave shade down to lower limit until fabric is completely dry.

<u>Metalized Fabrics</u>: The metalized coating on the back of these shades is fragile and needs to be handled with the utmost care. Feather duster or soft brush low suction vacuum to remove dust. If a deep clean is needed, a damp cloth can be used on the colored side. Do not scrub, soak or use any paint solvents. Leave shade down to lower limit until fabric is completely dry.

#### **Maintenance:**

Manual Roller Shades should require little to no maintenance when installed properly. Below is a list of maintenance for roller shades if the following were to occur:

<u>Broken chain:</u> Replacement chain will be needed. Raise shade in upper position and remove shade from brackets. Remove clutch and old chain. Feed new chain loop between the chain guard and pulley teeth, then loop over the barrel. Insert one bead into the teeth and start to rotate through the pulley while holding the base of the clutch until the chain is pulled all the way around. Add clutch back to the tube and reinstall shade.

<u>Component Squeaking</u>: A silicone spray can be used. Fabric needs to be protected, apply sparingly to the clutch or idler and wipe off any excess to prevent attracting dirt or dust.

<u>Fraying:</u> There is a small possibility of fraying after installation, especially in a high traffic area where objects are brushing up against the sides of the fabric or if shades are telescoping. Fraying will be more visible in darker colors since the core yarns are white. If this were to occur, it can be fixed by trimming with sharp pair of scissors and then apply a small amount of fabric glue to prevent further fraying. Brushing edges with a scour pad.

### **How To Obtain Additional Service:**

Contact the original place of purchase for assistance.

If you are not the original owner, and cannot locate the original place of purchase then please contact A Better Blind commercial division for assistance at <a href="mailto:commercial@abetterblind.com">commercial@abetterblind.com</a> or you can call us at (800)627-7117.