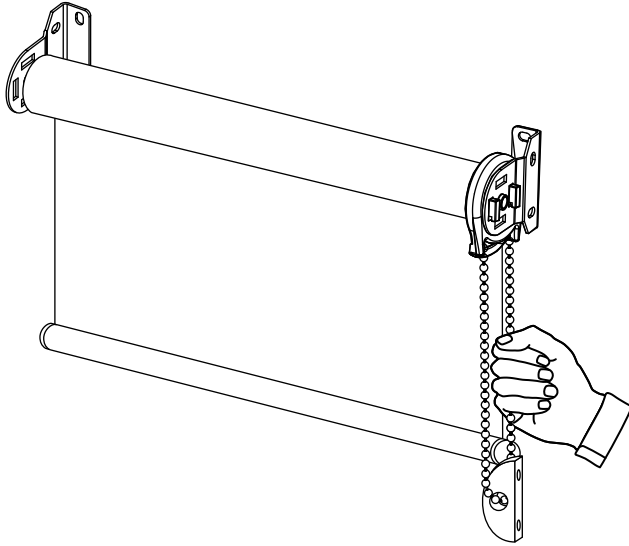


## RAS - Shade Operation and Cleaning Manual

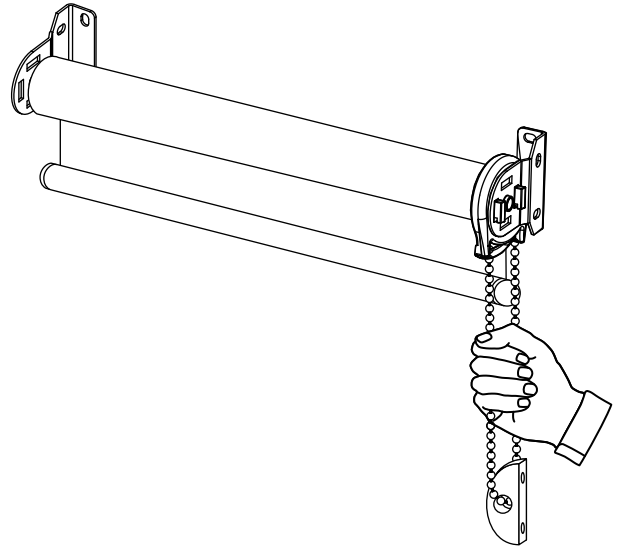
### Lowering the Shade

Pull the cord that is closest to the window down towards the floor or window sill until the shade has reached the desired position.



### Raising the Shade

Pull the cord that is farthest away from the window down towards the floor or window sill until the shade has reached the desired position.



### Warnings

- Pulling chain in the wrong direction with force may break clutch.
- Failure to use the tension device may cause injury or death. If tension device is missing contact Roll-A-Shade® immediately for replacement.
- Pulling on bottom of shade instead of chain will cause damage, fabric stretching and possible failure.

## Recommended Cleaning Methods

### Cleaning the Shade Material

- Dusting: Regular dusting maintains a like-new appearance of shades.
- Vacuuming: For deeper cleaning, vacuum gently with brush attachment.
- The best method of cleaning is by regular washing of the fabric using a solution of warm water and mild detergent.
- Removing window shades may void manufacturer's warranty.
- It is recommended that cleaning occurs at a time of day that allows the shades to dry while in the "down" position (overnight).

### Cleaning the Fascia & Bottom Rail

- Avoid temperature extremes. Heat accelerates chemical reactions and may evaporate water from solution. Extremely low temperature may give poor cleaning effects. Cleaning under adverse conditions may result in streaking or staining. Ideally, cleaning should be done at moderate temperature and out of direct sunlight.
- All surfaces should be cleaned using a soft cloth or sponge.
- To prevent marring, make sure cleaning sponges, cloth, etc, are grit-free.
- Over-cleaning or excessive rubbing can do more harm than good.
- Strong solvents or strong cleaner concentrations can cause damage to painted surfaces.
- Avoid abrasive cleaners. Do not use household cleaners that contain abrasives on painted surfaces.
- Abrasive materials such as steel wool, abrasive brushes, etc, can harm finishes.
- Never use paint removers, aggressive alkaline, acid or abrasive cleaners. Always do a test surface.
- Follow manufacturers recommendations for mixing and diluting any recommended cleaners. When using recommended solutions avoid drips and splashes. Remove run downs as quickly as possible.