DUAL SHADES
INSTALLATION INSTRUCTIONS

DESIGNED WITH CHILD SAFETY FEATURES

100%
100% Canadian Owned & Operated

⚠ **WARNING** STRANGULATION HAZARD
Young children can be strangled by cords. Immediately remove this product if a cord longer than 22 cm or a loop exceeding 44 cm around becomes accessible.

⚠ **MISE EN GARDE** RISQUE D'ÉTRANGLEMENT
Les enfants en bas âge peuvent s'étrangler avec des cordes. Enlevez immédiatement ce produit si une corde mesurant plus de 22 cm devient accessible ou si le contour d'une boucle de plus de 44 cm devient accessible.

Getting Started

A few simple tools are required:

- Measuring tape
- Power drill, drill bits (1/16") and/or screw drivers
- Phillips driver bit
- Pencil
- Level

Additional fasteners other than those sent with your shade may be required depending on the mounting surface.

Wallboard and plaster require the use of anchors such as expansion toggle bolts.

Brick, tile or stone need special plugs and drill bits.

Remember to always pre-drill holes in wood to avoid splitting.

Installation Bracket

Bracket Installation

Shades are shipped with the required number of brackets for proper installation.

End brackets should be located approximately 3" from either end.

Depending on the width of the shade, additional brackets may be necessary, evenly spaced between the two end brackets.

Shade Width	# of Brackets
Up to 40"	2
40"- 72"	3
72"- 84"	4
84" and up	5

Using the installation bracket as a template, measure to the edge of the bracket and mark the hole locations with a pencil for drilling.

Brackets must be in line and level. Shim brackets on inside mounts if necessary. The head rail must be level for the shade to operate properly.
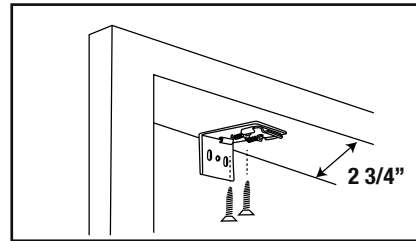
Make Sure Mounting Surface is Level

Mounting Options & Instructions

Inside Mount
A minimum of **2 3/4"** is needed to fully recess the shade.

Make sure the brackets are level and aligned.
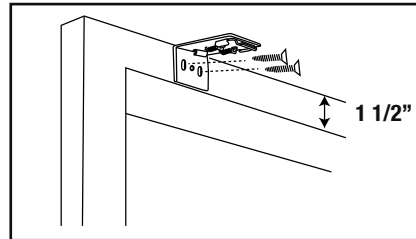
Attach each bracket using two screws.

Outside Mount
The minimum mounting height for outside mounted shades is **1 1/2"**.

Make sure the brackets are level and aligned.
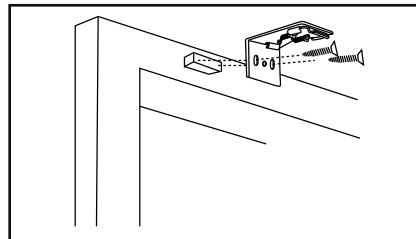
Attach each bracket using two screws.

Spacer Blocks (optional)
Each spacer block projects brackets **3/8"** away from mounting surface.

Make sure the brackets are level and aligned.

Attach each bracket using two screws. Screws should be long enough to secure the bracket to the mounting surface.
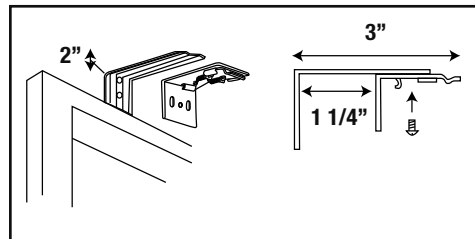
Extension Brackets (optional)
Optional extension brackets are used to project the back of the shade up to **3"** from the mounting surface.

Attach the mounting bracket to the extension bracket with the nut and bolt provided.
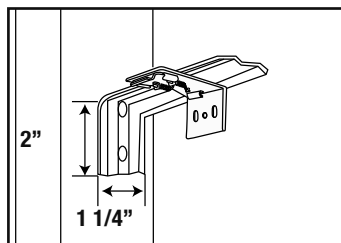
Side Mount (optional)
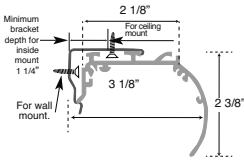Measure from window sill up to desired mounting position on each side of the window frame. Mark position.
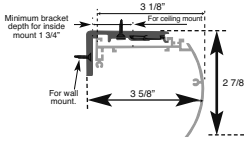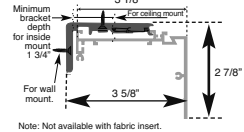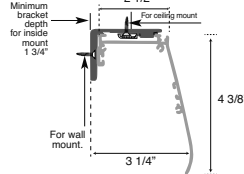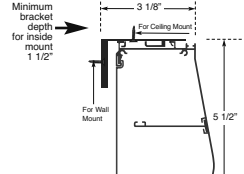
Mount side mount brackets on each side of window frame as shown. Make sure the head ail will sit perfectly level.

Once side mount brackets are installed and properly positioned, attach the mounting brackets using the nuts and bolts provided.

Inside Mount
Minimum 2 3/4" Surface

Outside Mount
Minimum 1 1/2" Surface

Outside Mount with Spacer Blocks
Additional 3/8" Projection

Outside Mount with Extension Brackets
Minimum 2" Surface
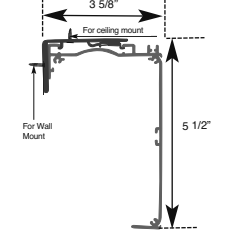
Side Mount
Minimum 2" Surface Height
Minimum 1 1/4" Surface Depth

Choose Cassette/Headrail and Follow Instructions

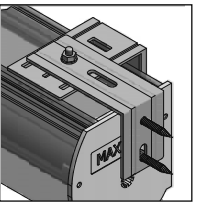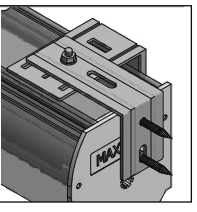| CASSETTE/FASCIA VALANCE/BRACKET	REQUIRED TOOLS & MATERIALS	MOUNT	INSTRUCTIONS	REFERENCE	REFERENCE
Small Cassette With universal ceiling or wall bracket *Minimum bracket depth for inside mount 1 1/4"* *2 1/8"* *For ceiling mount* *3 1/8"* *2 3/8"* *For wall mount.*	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Compact Cassette With universal ceiling or wall bracket *Minimum bracket depth for inside mount 1 3/4"* *3 1/8"* *For ceiling mount* *3 5/8"* *2 7/8"* *For wall mount.*	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Square Cassette With universal ceiling or wall bracket *Minimum bracket depth for inside mount 1 3/4"* *3 1/8"* *For ceiling mount* *3 5/8"* *2 7/8"* *For wall mount.* Note: Not available with fabric insert.	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Opera-S Cassette With universal ceiling or wall bracket *Minimum bracket depth for inside mount 1 3/4"* *2 1/2"* *For ceiling mount* *3 1/4"* *4 3/8"* *For wall mount.*	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Opera-M Cassette With universal ceiling or wall bracket *Minimum bracket depth for inside mount 1 1/2"* *3 1/8"* *For Ceiling Mount* *For Wall Mount* *5 1/2"*	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		

Choose Cassette/Headrail and Follow Instructions

CASSETTE/FASCIA VALANCE/BRACKET	REQUIRED TOOLS & MATERIALS	MOUNT	INSTRUCTIONS	REFERENCE	REFERENCE
Large Cassette With universal ceiling or wall bracket 	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Grande-O Cassette With universal ceiling or wall bracket 	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Grande-M Cassette With universal ceiling or wall bracket 	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Grande-S Cassette With universal ceiling or wall bracket 	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Insert installation screws into open holes/slots. 2. Mount and secure brackets to ceiling or wall. Brackets are universal and can accommodate both mounting methods. 3. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		
Side Mount Bracket 	1. Drill or Screw Driver 2. Installation Screws (provided with product) 3. Installation Bracket (provided with product)	1. Combine the regular bracket with the side mount "L" bracket 2. Insert installation screws into open holes/slots. 3. Mount and secure brackets to ceiling or wall. 4. Verify brackets are secure on left and right side.	1. Click bracket into headrail to lock into position. 2. Make sure brackets are secured on both left and right side.		

Chain Cover/Shroud
Installation & Operation Instructions

Chain Cover/Shroud - Summary

- Chain Cover/Shroud is placed over the control chain.
- Chain Cover/Shroud is kept in a closed position by gravity.
- Chain Cover/Shroud is manually lifted/raised by hand to expose a small amount of control chain.
- Chain Cover/Shroud must continue to be held in a raised/opened position by hand.
- Small amount of exposed control chain can be to used manually to operate (raise/lower) products as required.
- Once released, gravity will automatically close Chain Cover/Shroud once again.

Easy to Install and Operate

Magnet	8" or Less	Hold →	8" or Less
Magnet			Lower
Magnet	Lift/Raise	8" or Less / Operate	
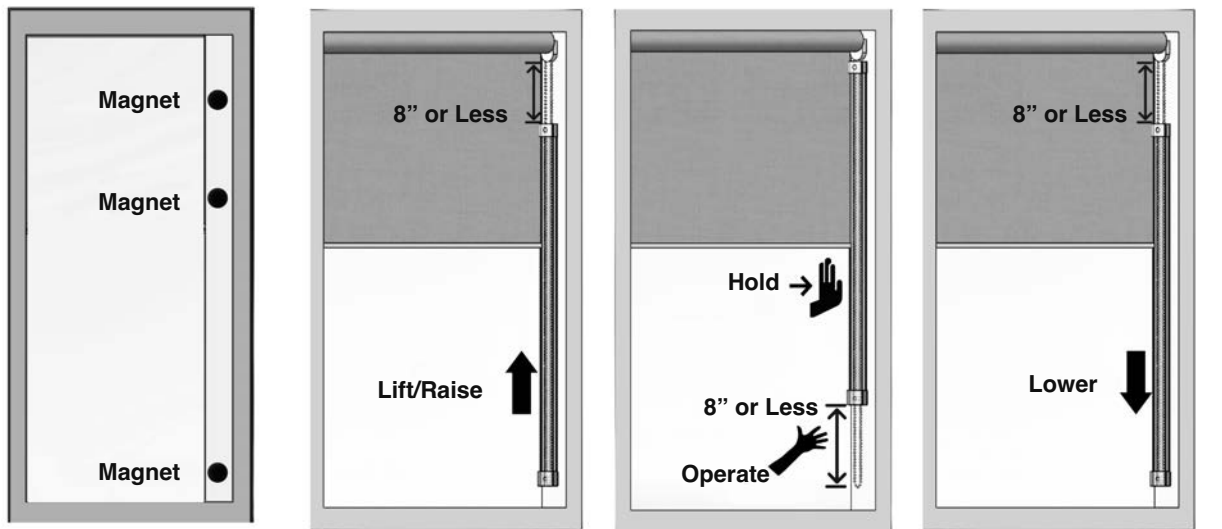
1. Optional magnetic tabs/catches/plates included with product can be attached to the window, wall or opening. Suggested but not required.

2. Lift up Chain Cover/Shroud to access control chain and operate.

3. Pull Chain up or down as desired to operate shade.

4. Release once done and Chain Cover/Shroud will return to child-safety position.

NOTE:
All products, operating, or lift systems must comply with following the warning stated below. Chain Cover/Shroud must be used for all applications. A product cannot be considered properly/safely installed unless this installation/operating rule is strictly followed. Please follow the instructions for both "Inside" and "Outside" mounted products. Extension brackets are suggested for outside mounted products.

Cordless

For Regular Shades

Insert **3 mm Allen Key (A)** into the slot **(B)** on the side of the shade. Turn CLOCKWISE to give more tension or COUNTER-CLOCKWISE to loosen tension on the shade.

Turn clockwise to give more tension

A

B

Turn counter clockwise to loosen tension

For Opera/Double Shades

Insert **3 mm Allen Key (A)** into the slot **(B)** on the side of the shade. Turn COUNTER-CLOCKWISE to give more tension or CLOCKWISE to loosen tension on the shade.

MOTORIZATION INSTRUCTION GUIDE

ORIGINAL GENERATION COOL MOTION

Original Generation Cool Motion
Operation & Programming Instructions

Specifications

Motor Load Torque: 0.7Nm/34rpm, 1.1Nm/25rpm, 2Nm/28rpm
Battery: Li-ion Battery, 2000mAH, 7.4V.
Note:

- The side of motor head with SETTING button should face towards you (towards the outside).
- Motor antenna should be as straight as possible in the position far away from metal objects. Direct contact with metal objects must be avoided, otherwise, the receiving distance will be seriously affected.
- Please charge the battery when motor alarm goes off or when motor begins to falter.

Cool Motion: Basic Operation and Troubleshooting

Command	Item	Key Combination	Description	Illustration
Program the First Transmitter with Motor		**Note:** Please skip this step and go to the next step if the manufacturer has programmed a transmitter with the motor before delivery.		
	1	Press **SETTING** button on motor head for **3 seconds**	Release button when motor jogs	
	2	Press the **CONFIRM** button on transmitter	The blind is in program mode	
Change Motor Rotation Direction	1	Press the **UP** button	If motor goes up: do nothing more. If motor goes down: proceed to the next step	
	2	Press **LIMIT + STOP** buttons for **3 seconds** untill the blind jogs	Release both buttons when motor jogs	
	3	Press the **UP** button	Motor goes up, its rotation direction has been revised	
Setting Lower Limit		The whole limit must be finished at one time.		
	1	Keep pressing **LIMIT** button on any programmed transmitter	Release button when motor jogs	
	2	Press the **DOWN** button on transmitter	Motor runs down	
	3	Press the **STOP** button when motor running close to the end point of bottom limit	Motor stops	
	4	Press either **UP** or **DOWN** button	Motor runs step by step to adjust bottom limit accurately	
	5	Press the **CONFIRM** button on transmitter once	Motor jogs up and down. Limit Setting has been set	

Cool Motion: Basic Operation and Troubleshooting Continued

Command	Item	Key Combination	Description	Illustration
Setting Upper Limit	6	Press **UP** button on transmitter	Motor runs up	
	7	Press **STOP** button when motor gets close to end-point of upper limit	Motor stops	
	8	Press either **UP** or **DOWN** button	Motor runs step by step to adjust upper limit accurately	
	9	Press the **CONFIRM** button on transmitter	Motor jogs up and down. Limit Setting has been set	
Setting Favourite Position		**This can only be performed after setting motor limit.**		
	1	Press **UP or DOWN** button	Move blind to desired favourite position	
	2	Press and hold **LIMIT** button and **UP** button at same time until motor jogs	Favourite position has now been set	
	3	**STOP** button now functions as favourite	Motor will run to the favourite position and stops	
Program Transmitter using a Programmed Transmitter		**Skip this step and proceed to the next one if the subsidiary transmitter is not needed.**		
	1	Keep pressing **LIMIT** button on the first programmed Transmitter A, then press **CONFIRM** button	Motor will jog, then release both buttons	
	2	Press **CONFIRM** button on Transmitter B	Motor will jog again: Transmitter B has been programmed	
Delete all Original Transmitters	1	Keep pressing **LIMIT** button on Transmitter A, then press **DOWN** button	Release both buttons once motor jogs: now all transmitters have been deleted except for Transmitter A	
Delete itself from Motor	2	Press **CONFIRM** button 3 times to jog	This Transmitter has been deleted from the motor	
Charging		**The motor works with a Li-ion battery, please charge it when the motor alarm goes off or when the motor begins to falter. Please charge the motor using professional charger CH-8, 4V/1A. Charging time: up to 4 hours or when indicator light turns green. Please disconnect from charger when done.**		
FAQ		**If nothing works, please check that the battery is fully charged** **If the motor keeps running in the same direction continually, the setup limit needs to be re-set.**		

Original Generation Cool Motion
Rechargeable Bluetooth Battery Motor
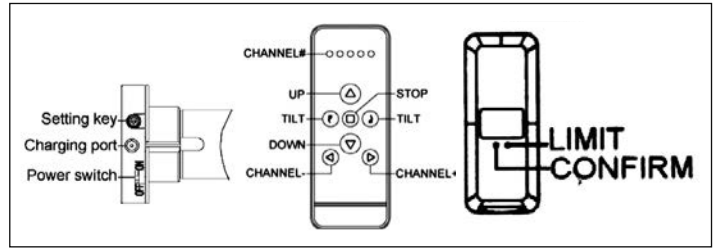## Operation & Programming Instructions

Specifications

Motor Load Torque: 1.1Nm **/ Speed:** 28rpm
Battery: DC7.4V/2000mAH
Note:

- The side of motor head with SETTING button should face towards you (towards the outside).
- Motor antenna should be as straight as possible in the position far away from metal objects. Direct contact with metal objects must be avoided, otherwise, the receiving distance will be seriously affected.
- Please charge the battery when motor alarm goes off or when motor begins to falter.
- Please change switch from OFF to ON, after which, the motor will begin to work after one beep.

Cool Motion Rechargeable Bluetooth Battery Motor: Basic Operation & Troubleshooting

Command	Item	Key Combination	Description	Illustration
Program the First Transmitter with Motor		**Note:** **Please skip this step and go to the next step if the manufacturer has programmed a transmitter with the motor before delivery.**		
	1	Press **SETTING** button on motor head for **3 seconds**	Release button when motor jogs and beeps	
	2	Press the **CONFIRM** button on transmitter	The blind is in program mode	
Change Motor Rotation Direction	1	Press the **UP** button	If motor goes up: do nothing more. If motor goes down: proceed to the next step	
	2	Press **LIMIT + STOP** buttons for **3 seconds** untill the blind jogs	Release both buttons when motor jogs and beeps	
	3	Press the **UP** button	Motor goes up, its rotation direction has been revised	
Setting Lower Limit		**The whole limit must be finished at one time.**		
	1	Keep pressing **LIMIT** button on any programmed transmitter	Release button when motor jogs and beeps	
	2	Press the **DOWN** button on transmitter	Motor runs down	
	3	Press the **STOP** button when motor is close to the end point of bottom limit	Motor stops	
	4	Press either **UP** or **DOWN** button	Motor runs step by step to adjust bottom limit accurately	
	5	Press the **CONFIRM** button on transmitter	Motor jogs up and down. Limit Setting has been set	

Cool Motion Rechargeable Bluetooth Battery Motor: Basic Operation & Troubleshooting Continued
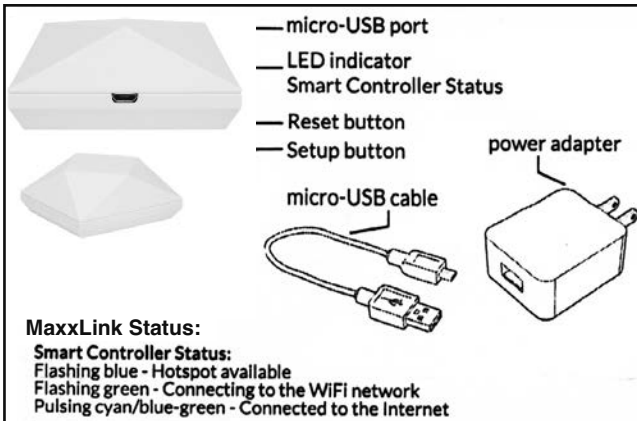
Command	Item	Key Combination	Description	Illustration
Setting Upper Limit	6	Press **UP** button on transmitter	Motor runs up	
	7	Press **STOP** button when motor gets close to end-point of upper limit	Motor stops	
	8	Press either **UP** or **DOWN** button	Motor runs step by step to adjust upper limit accurately	
	9	Press the **CONFIRM** button on transmitter	Motor jogs up and down. Limit Setting has been set	
Setting Favourite Position		**This can only be performed after setting motor limit.**		
	1	Press **UP or DOWN** button	Move blind to desired favourite position	
	2	Press and hold **LIMIT** button and **UP** button at same time until motor jogs	Favourite position has now been set	
	3	**STOP** button now functions as favourite	Motor will run to the favourite position and stops	
Program Transmitter using a Programmed Transmitter		Skip this step and proceed to the next one if the subsidiary transmitter is not needed.		
	1	Keep pressing **LIMIT** button on the first programmed Transmitter A, then press **CONFIRM** button	Motor will jog, then release both buttons	
	2	Press **CONFIRM** button on Transmitter B	Motor will jog again: Transmitter B has been programmed	
Delete all Original Transmitters	1	Keep pressing **LIMIT** button on Transmitter A, then press **DOWN** button	Release both buttons once motor jogs: now all transmitters have been deleted except for Transmitter A	
Delete itself from Motor	2	Press **CONFIRM** button 3 times to jog	This Transmitter has been deleted from the motor	
Bluetooth Operation	1	Download APP from Apple Store or Google Play and use key words **3L SMART BLIND**. New users need to register a new account and follow step 2 below. Subsequent users can share the same account: App settings via "Sync with existing account" - see menu under **SETTINGS**.		
	2	Press **SETTING** button on motor 3 times - when motor beeps, the motor is reset and in discoverable mode. Pease follow all of the APP's instructions to continue program or operations.		
Charging		**The motor works with a Li-ion battery, please charge it when the motor alarm goes off or when the motor begins to falter. Please charge the motor using professional charger CH-8, 4V/1A. Charging time: up to 4 hours or when indicator light turns green. Please disconnect from charger when done.**		
FAQ		**If nothing works, please check:** • whether power switch on motor is switched to ON. • whether Bluetooth has been reset to discoverable mode. • whether Cellphone Bluetooth is on and enabling access. • If the motor keeps running in the same direction continually, the setup limit needs to be re-set.		

Motorization: MaxxLink & Home Automation

MaxxLink

Control your blinds from anywhere using your phone or tablet. Voice commands are available if Integrated with **Amazon Alexa or Google Home (Google Assistant).**

— micro-USB port
— LED indicator
Smart Controller Status
— Reset button
— Setup button
power adapter
micro-USB cable

MaxxLink Status:
Smart Controller Status:
Flashing blue - Hotspot available
Flashing green - Connecting to the WiFi network
Pulsing cyan/blue-green - Connected to the Internet

System requirements

· A strong WiFi signal (3 bars or more) in the location where you will setup your Smart Controller.

· The MaxxLink only supports 2.4GHz WiFi(IEEE 802 11b/g/n), not SGHz.WiFi security needs to be set to WPA-PSK or WPA2·PSK.

· A smartphone or tablet running Android 5.0 (Lollipop) or higher, or IOS 8 or higher is needed.

Code for MaxxLink: M6707

Getting to know your MaxxLink

1. Download the Neo Smart Blinds app
Download the app to your phone or tablet by searching **Neo Smart Blinds on Google Play or the App Store.**
Note: Do not Install Neo Smart Blinds Blue

2. Plug in your MaxxLink in reach of your home WIFI
Choose a place not too far from your home router or a place you know has good WiFI signal strength. You will be able to change its location after, If necessary.

3. Create an account and choose the setup code written on the cover
After opening the app, tap on **Create one** to create a new account. Enter a valid **email address and choose a pass word,** select the **region time zone** from the place where the MaxxLink will be located. Choose the setup code written in the cover and tap on **Register**.

4. Follow the app step by step to add the MaxxLink
Have in hand the home WiFi password. It will be necessary to connect the MaxxLink to the Internet.

Note: Some Android users won't be connected quickly to the hotspot. If it is the case, please wait about 10 seconds before returning to the app. During this time, your device may notify you that the hotspot does not have Internet access, and will prompt you whether you want to remain connected. You need to select the option that will allow you to keep connected before returning to the app

Troubleshooting

1. The home WIFI doesn't appear in the step 4
Try rescanning, if the problem persists, you will need to reposition the MaxxLink to a place with stronger WiFi signal. In this case, exit the process (tap on the menu, then tap **Your Rooms**), replace the MaxxLink and start over.

2. The MaxxLink LED in the bottom is not blinking blue - **the process fails in the last step** Press the **S** button for 10 seconds, then press the **R** button once and start over. Pay special attention when typing the WiFi password.

Need more help?
Visit **neosmartblinds.com/smartcontroller** for detailed instructions about how to use the app and troubleshooting.

Integrations

1. Smart home devices
Visit **neosmartblinds.com/smartcontroller-integrations** for detailed information about connecting to Amazon Alexa, Google Home and other systems.

2. Control 4
Please send an email to **tech@neosmartblinds.com** with your name,your email and your company's name. This Information is necessary to always send to you any further driver update.