

ENGINEERING CHANGE ORDER

Hemtack

REQUEST DATE	3/7/2	2024	REQUES	TED BY	D BY H. AMEZQUITA			REQU RELEA			3/13/2024 E		ECO #	CO # ECO-00125			
AFFECTED PRODUCT LINES CORDLESS CELLULAR SHADES (938, 916, 940, 941, 923, 942, 943)																	
REASON FOR CHANGE OBSOLETE INSTRUCTION SHEET																	
DESCRIPTION OF CHANGE INSTRUCTION SHEET IS NO LONGER NECESSARY SINCE NEW REVISION IS PROVIDED BY THE SHADE MANUFACTURER AND INCLUDE										CLUDES	SAME EX	ACT INFORM	ATION				
COST IMPACT N/A																	
DOCUMENT / OLD NEW PART NUMBER REV REV			DOCUMENT/ PART DESCRIPTION					CHANGE DESCRIPTION					F	FORM, FIT, OR FUNCTION AFFECTED Yes, or No COBSOLETE) (OBSOLETE) (OTHER) PART (USE AS IS) (REWORK) (REWORK) (OBSOLETE) (RETURN TO VENDOR (OTHER)			TION IS) IK) TE) TE) TENDOR)
MEET0108 1 -		-	ETIQUETA INSTRUCCION CUIDADO					OBSOLETE PART NUMBER						NO SCRA		Р	
ADDITIONAL INFORMATION																	
AFFECTED DOCUMENTS / PROCESSES (CHECK ALL THAT APPLY)																	
BOM /	PRODU				PART		ASSEMBLY DRAWING			INST							
CONFIG	PART S	PEC _	CHECKLIS		DRAWING					SHEE		VISUAI	LAIDS		INST	RUCTIONS	
ECO APPROVALS ROUTING APPROVAL APPROVAL																	
APPROVER			REQUIRED	APPROVER NAME			APPROVAL STATUS		ON		NOTES						
PHASE II MANAGEMENT (US - DL)				T. DAVIDSON		APPROVED		03/07/2024									
PHASE II PROD DEV (US - NY)			\boxtimes	L. HUNT		APPROVED		03/26/2024									
MANAGEMENT (MX)			\boxtimes	L. MONTEJO		APPROVED		04/1	04/19/2024								
QC / ENG (MX)			\boxtimes	H. AMEZQUITA		AP	APPROVED		03/07/2024								
IT (MX)		\boxtimes	E. CASTELLANOS		AP	APPROVED		03/0	03/07/2024								
PRODUCTION (MX)																	
MATERIALS (MX)																	

ACTIONS REQUIRED						
BOM / CONFIG		NILL BE MODIFIED BY IT (MX)				
PRODUCT / PART SPEC	\boxtimes	WILL BE MODIFIED QC / ENG (MX)				
QC CHECKLIST	\boxtimes	WILL BE MODIFIED QC / ENG (MX)				
PART DRAWING		WILL BE MODIFIED QC / ENG (MX)				
ASSEMBLY DRAWING		WILL BE MODIFIED QC / ENG (MX)				
INSTR SHEET	\boxtimes	WILL BE MODIFIED PHASE II (USA)				
PROCESS VISUAL AIDS	\boxtimes	WILL BE MODIFIED QC / ENG (MX)				
WORK INSTRUCTIONS		WILL BE MODIFIED QC / ENG (MX)				

PICTURES, DRAWINGS, ETC.

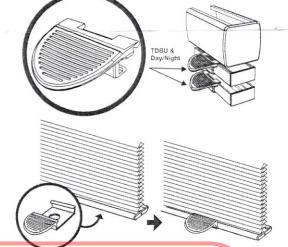
IMPORTANT: Operating & Care Instructions for Cell Shades

READ CAREFULLY

Attach the Handle to the bottom rail as illustrated. The handle is designed to minimize contact with the shade fabric. Always raise and lower the shade SLOWLY(!) to assure that the pleated fabric stacks neatly.

Wider shades have (2) Handles – to precisely determine the correct position for each handle, divide the total width of the shade by 4, and then attach one handle that distance from each outside edge of the shade – always grasp both handles when lifting and lowering the shade.

For TDBU cordless shades, attach the 2nd handle to the Middle Rail as illustrated.



- Make sure that the Handles have been attached to the rail(s) as described above
- To maintain optimal performance of the springs that make your cordless shade function, lift and lower your shade through it full range of motion all the way up and down every day if possible.
- For shades with a single handle, which must be centered on the rail(s), lift or lower the shade slowly and evenly, keeping the rail(s) level, until the shade is positioned as desired.
- For wider shades with a double set of handles, grasp the handles using both hands and lift the shade slowly and evenly, being sure to keep the rail(s) level.
- If you have trouble lifting your cordless shade:

IF THE SHADE IS LEFT IN ONE POSITION FOR A LONG PERIOD OF TIME, IT MIGHT BE NECESSARY TO LIFT AND LOWER THE SHADE SEVERAL TIMES TO RESTORE NORMAL FUNCTION.

IF THE SHADE HAS BEEN FULLY RAISED FOR A LONG PERIOD OF TIME, IT MIGHT TEND TO SPRING-BACK (REBOUND) SLIGHTLY FROM THE DESIRED LENGTH POSITION. THIS CAN ALSO BE REMEDIED BY LIFTING AND LOWERING THE SHADE SEVERAL TIMES.

Standard Shade Always raise and lower the shade SLOWLY(!) to assure that the pleated fabric stacks neatly. To lower the shade: grip the bottom rail handle and slowly pull straight down. To raise the shade, grip the bottom rail handle and push up slowly. Always keep the bottom rail level.

Top-Down Bottom-Up & Day/Night Cordless Shades To raise and lower the shade from the bottom, follow the directions above. To lower and raise the shade from the top: grip the middle rail handle(s) and slowly pull straight down/up.



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