

# Comprehensive Roller Shade Installation Guide

## Basic Spring Motor Roller Shades

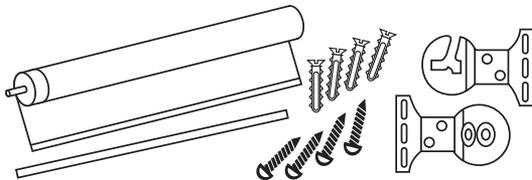
### ATTENTION!!! READ CAREFULLY!

This shade has a reliable long-lasting Spring Motor. The Spring Motor must have proper tension in order to function as intended. Handling in transit can effect spring tension. Therefore, please give special attention to Step 4 of these instructions to optimize the performance of your shade.

#### Step 1. Check Package Contents.

Mounting hardware kit includes the following:

Part	Quantity
a Shade	1
b Slat for Hem Pocket	1
c Brackets	2
d Mounting Screws	4
e Plastic Anchors	4 (For Drywall or Plaster Mounting)

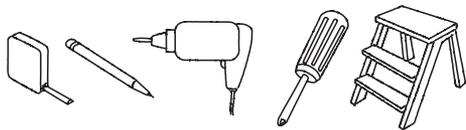


#### Step 2. Tools required

Screwdriver, tape measure, pencil, drill\*, step ladder.

\* Use 3/32" drill bit to predrill screw holes

• Use 1/4" drill bit for wall anchors

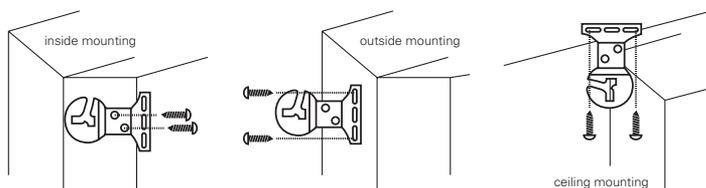


#### Step 3. Bracket Location and Installation

Your window shade can be installed either inside the window frame or outside the window frame or on the ceiling. When measuring and installing shades, make sure there is a "play" between the roller and the brackets. Shades mounted too tight in the brackets will not function properly. Attach brackets to inside or outside of casing or to the ceiling. The slotted bracket goes on the left side, the bracket with holes on the right.

#### For Outside Mounting / Ceiling Mount:

Hold shade to desired position, making sure it is level, and place pencil marks at base of pin at each end of the roller. Secure brackets. For outside mount, insert the round pin end into the inner hole of the right bracket. For ceiling mount, insert the pin into the outer hole. Then insert the other end of the shade into the slot of the left bracket.

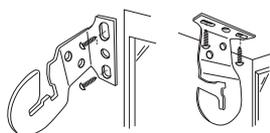


### For Inside Mounting:

Allow 1/4" clearance between top of frame and fully rolled-up shade. This will provide enough clearance to lift shade into slotted bracket. Spring loaded tip provides up to 3/8" extra width if needed. Always insert the pin end into the right side bracket first. If the brackets are installed as illustrated (facing out), place the pin into the inner hole of the right bracket. If the brackets are installed facing down (like Ceiling Mount), place the pin into the outer hole of the right bracket. Push into bracket to compress the spring, then place the metal tab on the left side of the shade into the slot of the left bracket. For standard shades, the slotted bracket goes on the left side, the bracket with holes on the right. For reverse-roll shades (inside mount only!), the slotted bracket goes on the right, and the open part of the bracket must face the window – the bracket can be mounted to the top or side of the window frame.

### Reverse Roll Mounting:

For reverse-roll shades (inside mount only!), the slotted bracket goes on the right, and the open part of the bracket must face the window – the bracket should be mounted to the top of the window frame [see illustration].



*Standard Shades [the shade cloth rolls off the back of the shade] – the slotted bracket goes on the left side of the window, and the slot opening faces up or out, toward the room.*



*(Inside Mount Only!) Reverse Roll Shades [the shade cloth rolls off the front of the shade] – the slotted bracket goes on the right side of the window opening, and the slot opening faces back toward the window.*

## Step 4. Adjust Spring Tension

Spring Tension should be adjusted to assure best performance and to suit personal preference.

The tension on the spring should be neither too loose nor too tight. When a window shade refuses to roll up, the spring is too loose. When it won't stay down the roller spring is too tight.

To Increase Tension: lower the shade about 18 inches from the top, and then remove it from the brackets. Roll-Up the shade all the way to the top by hand, and then place the shade back into the brackets as described in Step 3. Repeat as often as necessary to achieve desired tension.

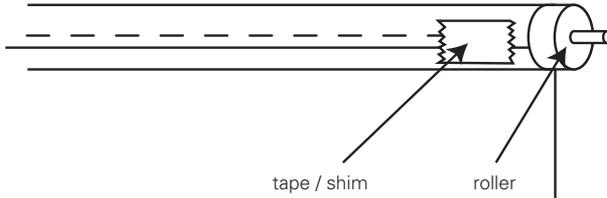
*Caution: over-winding may result in permanent damage to the spring motor.*

To Decrease Tension: remove the shade from the brackets, and then unroll about 18 inches of shade material, and then place the shade back into the brackets as described in Step 3. Repeat as often as necessary to achieve desired tension.

**Step 5. How to Operate**

If this shade does not roll straight, correct as follows:

Make sure brackets are mounted level, or the shade will not roll straight. If shade veers toward the right, correct by lowering shade completely and placing a piece of tape (multiple pieces may be necessary) as close to the left edge of the roller as possible. It will act as a shim.



If shade veers toward the left, correct by lowering shade completely and placing a piece of tape (multiple pieces may be necessary) as close to the right edge of the roller as possible. It will act as a shim.

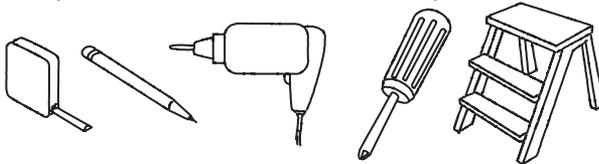
**Cleaning your Blinds**

Cleans easily with a damp sponge or soft cloth. Allow the shade to hang its full length for a minimum of 72 hours to minimize wrinkles and creases.

## Standard Cord Control Roller Shade

**Tools required**

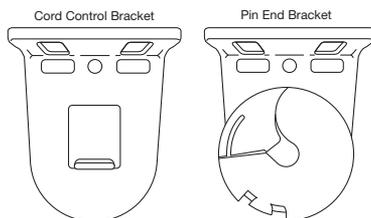
Tape measure, pencil, drill, drill bits, screw driver, step stool.



*Note: use a 5/64" drill bit to pre-drill the screw holes (for attachment to a wall stud or header board). Use a 1/4" drill bit for plastic anchors (for hollow dry wall or plaster mounting).*

**Step 1. Mount the Brackets**

Attach the brackets to the window frame, molding or ceiling. The bracket for the cord control end of the shade has a post that fits into the end of the cord mechanism (see illustration). The other bracket is for the pin end of the shade. Mark the screw locations with a pencil – pre-drill the screw holes using a 5/64" drill bit. If mounting to hollow drywall, use the wall anchors provided – pre-drill the holes with a 1/4" drill bit.



### **Step 2. Install the Shade**

Push the cord control mechanism onto the bracket post such that the cord hangs straight down. Slide the pin end of the shade into its bracket from the front such that it rests in the center recess.

### **Step 3. Attach the Safety Cord Guide**

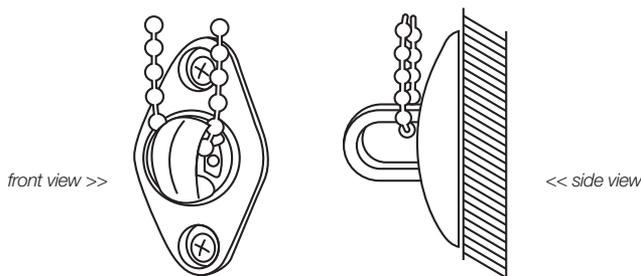
The cord guide must be attached per these instructions in order for your shade to function properly. The Cord Guide is pre-attached to the Cord Control, and must be attached inside or outside the window opening, to the window frame or wall as you prefer.

The base of the Cord Guide can be attached vertically, horizontally or at an angle. Note that the 'U' shaped guide that the chain passes through swivels and can be set in any position to facilitate smooth operation.

Attach the Cord Guide with the 1-1/4" screws provided. Pre-drill the screw holes using a 3/32" drill bit if mounting to a solid surface.

If the Cord Guide is attached to hollow drywall, please use the wall anchors provided. Use a 1/4" drill bit to drill the holes for the anchors.

### **DO NOT PUT TENSION ON THE CORD/BEAD CHAIN!**



Install the Cord Guide such that the cord hangs loosely – this optimizes the performance of the clutch, and assures that the Cord Connector will pass through the Cord Guide with relative ease. Do not twist or cross the control cord/bead chain. In order to position the base properly, adjust the cord so that the Cord Guide is at the bottom of the cord loop and let it hang freely. Compress the spring by hand so that the chain moves freely through the 'U' channel.

Hold the tension device and the bracket against the window frame or wall and then move it upward at least 1/4" - mark the position of the bracket (mark the location of the screw holes with a pencil). Insert and secure two screws through the holes in the base of the Cord Guide.

**Step 4. Operating the Shade**

Pulling gently on the cord in one direction lifts the shade; pulling it in the other direction lowers it.

**Cleaning the Shades**

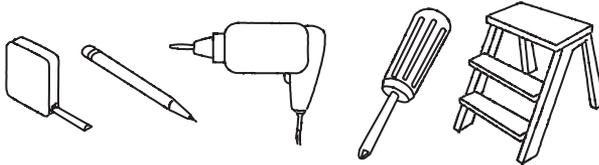
Dusting: Vacuum using the soft brush attachment.

Washing: Use a cloth, sponge or soft brush and a mild detergent. Use warm or cold water, not hot water. Place towel on the floor or window sill and wash the blind in sections.

## Premium Cord Control Roller Shade *(for Wide Shades)*

**Tools Required:**

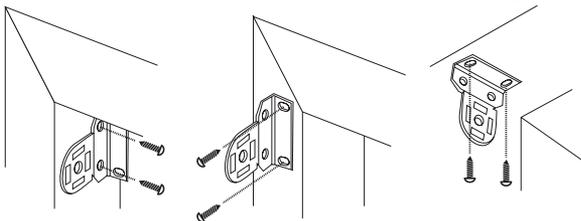
Tape measure, pencil, drill, drill bits, screw driver, step stool.



*Note: use a 5/64" drill bit to pre-drill the screw holes (for attachment to a wall stud or header board). Use a 1/4" drill bit for plastic anchors (for hollow dry wall or plaster mounting).*

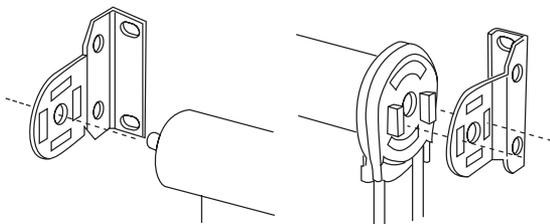
**Step 1. Mount the Brackets**

attach the brackets to the window frame, molding or ceiling as shown. The brackets are "universal" – there are no "right" and "left" brackets. Mark the screw locations with a pencil – pre-drill the screw holes using a 5/64" drill bit.

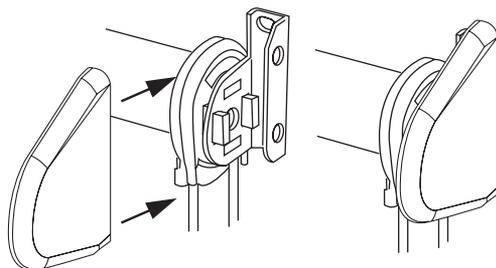
**Step 2. Install the Shade**

Put the spring loaded pin into the round hole of the bracket, push the spring loaded tip into the bracket, and then insert the hook arms on the opposite side of the shade into the two hook arm receiver holes of the bracket. Once the two hook arms are through the holes, gently pull down until the two hook arms have locked securely to the bracket.

For cord control shades, the bottom of the clutch should always point straight down.



**Step 3. Install the Bracket Covers – For Outside Mount Shades Only!**  
Bracket covers slide onto the brackets as shown until they snap into position.



#### **Step 4. Attach the Safety Cord Guide**

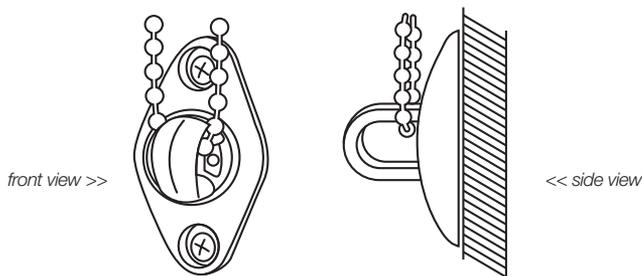
The cord guide must be attached per these instructions in order for your shade to function properly. The Cord Guide is pre-attached to the Cord Control, and must be attached inside or outside the window opening, to the window frame or wall as you prefer.

The base of the Cord Guide can be attached vertically, horizontally or at an angle. Note that the 'U' shaped guide that the chain passes through swivels and can be set in any position to facilitate smooth operation.

Attach the Cord Guide with the 1-1/4" screws provided. Pre-drill the screw holes using a 3/32" drill bit if mounting to a solid surface.

If the Cord Guide is attached to hollow drywall, please use the wall anchors provided. Use a 1/4" drill bit to drill the holes for the anchors.

**DO NOT PUT TENSION ON THE CORD/BEAD CHAIN!**



Install the Cord Guide such that the cord hangs loosely – this optimizes the performance of the clutch, and assures that the Cord Connector will pass through the Cord Guide with relative ease. Do not twist or cross the control cord/bead chain. In order to position the base properly, adjust the cord so that the Cord Guide is at the bottom of the cord loop and let it hang freely. Compress the spring by hand so that the chain moves freely through the ‘U’ channel.

Hold the tension device and the bracket against the window frame or wall and then move it upward at least ¼” - mark the position of the bracket (mark the location of the screw holes with a pencil). Insert and secure two screws through the holes in the base of the Cord Guide.

### **Step 5. Operating the Shade**

#### **Cordless Shades**

Raise the Shade: Grip the center of the bottom hem (do not release your grip until you have set the shade at the desired height) – pull the shade away from the window sill, if necessary – pull straight down to release the spring motor that controls the movement of the shade – allow it to rise to any desired point, then pull downward gently to stop/set the shade.

Lower the Shade: pull straight down and stop/set the shade as described above.

Adjusting Spring Roller Tension: to tighten (increase tension!), lower the shade about 18” from the top, and then remove the shade from the window brackets. Roll up the shade by hand, and then replace in the brackets. Repeat as necessary to get the desired tension.

To loosen (decrease tension!), raise the shade to the top, and then remove the shade from the brackets. Unroll the shade about 18”, and then replace in the brackets.

The spring roller should not be too tight. Remember, when the window shade will not roll up, the spring is too loose. When it won’t stay down, the roller spring is too tight.

Caution: over-winding may result in permanent damage.

#### **Cord Control Shades**

Pulling gently on the cord in one direction raises the shade; pulling it in the other direction lowers it. On shades where the fabric rolls against the window, the front cord lifts the shade. On shades where the fabric rolls toward the room, the rear cord lifts the shade.

#### **Motorized Shades**

See the separate sheet of instructions that describes the programming of the remote control(s).

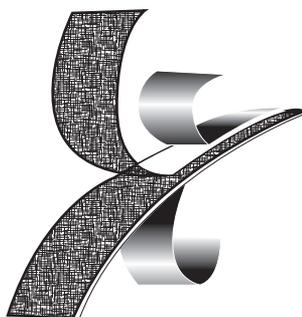
### **Step 6. Hold-Down Fasteners for Outdoor Shades**

If you purchased a shade for outdoor use, Reclosable Snap-Together Fasteners are included to help control movement of the shade in windy conditions.

Peel the cover from one side of each fastener set to expose the adhesive.

Attach both to the bottom hem of the shade. Then peel the cover from the other side and attach to the sill or wall to hold the bottom of the shade in place. Pull the hem away from sill/wall to separate the fasteners. Press in place to re-attach.

If your shade has a decorative external hem bar, cut the fasteners in half lengthwise, and then attach to the hem bar.



### Cleaning the Shades

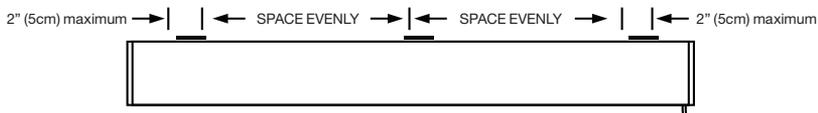
Dusting: Vacuum using the soft brush attachment.

Washing: Use a cloth, sponge or soft brush and a mild detergent. Use warm or cold water, not hot water. Place toweling on the floor or window sill and wash the blind in sections.

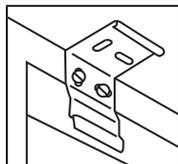
## Cassette Valance System

### Step 1. Mount The Brackets

Mount the brackets to the wall or window frame, with the outside brackets no further than 2 inches (50mm) from the ends of the headrail. On wide shades, space the additional bracket(s) at equal intervals.

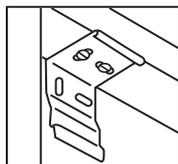


### Cassette 80



For **wall or outside mounts**, use the rear bracket holes.

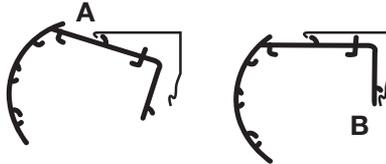
Make sure the release tab is always mounted on the bottom.



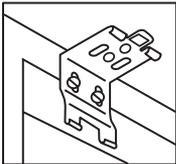
For **inside ceiling mounts**, use the top bracket holes.

Make sure the release tab is always mounted on the bottom.

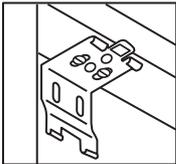
Mount the headrail. Position the headrail with the front panel (A) resting on the top lip of the brackets. Push the bottom front of the headrail firmly backwards and toward the window until the lip on the rear of the headrail engages the bracket and snaps into place, (B) as shown.



## Cassette 120

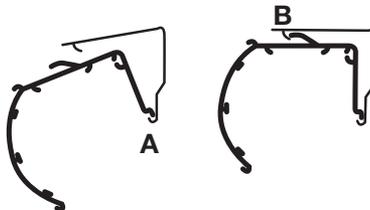


For **wall or outside mounts**, use the rear bracket holes. Make sure the release tab is always mounted on the top.



For **inside ceiling mounts**, use the top bracket holes. Make sure the release tab is always mounted on the top

Mount the headrail. Position the headrail with the back panel (A) resting on both bottom hooks of all brackets. Push the front of the headrail firmly upwards and toward the window until the groove at the top of the headrail snaps into place, (B) as shown.



## Step 2. Removing the Shade

**Cassette 80:** From the bottom rear of the headrail, insert a flathead screwdriver in between the head rail and release the tab. Gently twist the screwdriver and pry open the bracket to release the head rail. As you release the brackets, support the headrail to keep it from falling.

**Cassette 120:** from the top of the head rail insert a flathead screwdriver in between the headrail and release the tab. Gently twist the screwdriver and pry open the bracket to release the head rail. As you release the brackets, support the headrail to keep it from falling.