

**Roller**  

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**Shade**  

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**Installation**  

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**Guide**

owner's handbook



## 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.

Missing part? Call 800-264-1190



Mounting hardware kit includes the following:

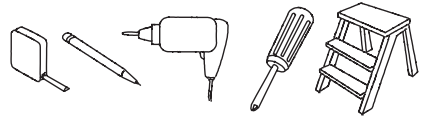
Part	Quantity
a Shade	1
b Slat for Hem Pocket	1
c Brackets	2
d Mounting Screws	4
e Plastic Anchors	4 (For Drywall or Plaster Mounting)

### 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

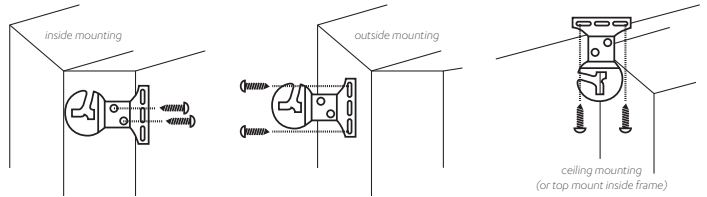


### Step 3. Bracket Location and Installation

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

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the left bracket. For standard shades, the slotted bracket goes on the left side, the bracket with holes on the right.

#### **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.

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 it's full length for a minimum of 72 hours to minimize wrinkles and creases.

#### **REPLACEMENT PARTS**

In the event that replacement parts are ever needed, you may call:

1-800-264-1190

Please be sure to provide the following information, if possible:

- The complete model or catalog number of your product
- A description of the product
- A description of the part needed