

# INSTALLATION INSTRUCTIONS FOR ROLLER SHADES (SCREEN & BLACKOUT)

## - METAL VALANCE HEADRAIL/FASCIA INCLUDED

Your shade were custom made to your specifications and with one of the finest window treatments available. When using tools, make sure you have proper eye protection. With careful installation and periodic cleaning, your shades will provide you with many years of trouble free service. Unpack your new shades and check the packaging carefully to assure all parts have been removed before discarding the shipping containers.

### Tools needed

1. Tape Measure (metal or wood)
2. Pencil
3. Screwdrivers (flat and phillips)
4. Carpenter's level
5. 1/4" Hex head

### All parts listed are not included with every shade

- A. Brackets
- B. Clutch Mechanism
- C. Beaded Cord Loop
- D. Fabric



**IMPORTANT NOTE:** Screws provided are for installation into wooden frames only. For metal surfaces, use suitable sheet metal screws and pre-drill holes. For concrete, stone, brick, or tile use a carbide drill and appropriate anchors and screws. For wallboard or plaster, use hollow wall anchors and/or longer screws to each framing or stud.

### Step 1. Determining Mounting Method

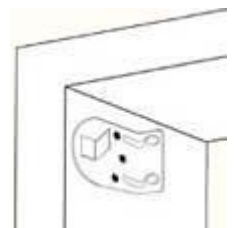
Your roller shade is custom made using the finest materials available. Each shade includes all necessary installation hardware and has been checked for operation and alignment. The following instructions are for the three most common installation types.



### Step 2. Attach Brackets to Mounting Surface

#### Inside Mount

The roller shade, when mounted should not make contact with the top of the window frame or any other obstruction when raised and lowered. Position the mount brackets inside the window frame. The brackets need to be aligned and level with one another. When the shade is installed it should move freely between the brackets.



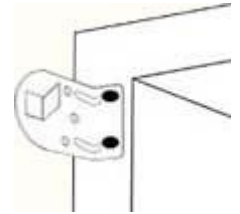
**Ceiling Mount**

The roller shade, when mounted should not make contact with the top of the ceiling or any other obstruction when raised and lowered. Position the mount brackets on the ceiling. The brackets need to be aligned and level with one another. When the shade is installed it should move freely between the brackets, be sure to allow 1/8" of additional space between the brackets so the mechanism will rotate freely.



**Outside Mount**

The roller shade, when mounted should not make contact with the top of the window frame or any other obstruction when raised and lowered. Position the mount brackets outside the window frame. The brackets need to be aligned and level with one another. When the shade is installed it should move freely between the brackets, be sure to allow 1/8" of additional space between the brackets so the mechanism will rotate freely.

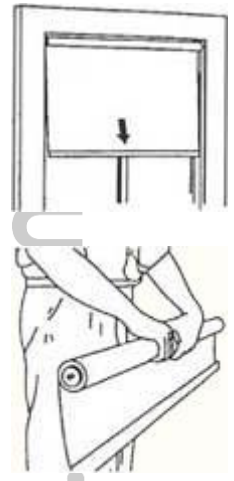


**Step 3. Roller Shade Operation & Adjustment**

**Shade Operation**

**Continuous Loop**

After mounting brackets, press the plastic inserts into the brackets. Place the shade in the plastic insert/bracket. Place the round pin of the roller into the plastic insert/ bracket.



**Shade Adjustment & Alignment**

**Continuous Loop**

The clutch cover may be removed to adjust the position of the chain stop.

**Mount the Headrail/ Fascia Metal Valance:**

Position the headrail with the front panel (A) resting on the top lip of all 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.

PUSH HEAD BACKWARDS AND TOWARD THE WINDOW

