
INSTALLATION MANUAL

ROLLER SHADES

Thank you for purchasing your custom Roller Shades.

With proper installation, your shades should look beautiful and provide years of service. Please check all parts and review this manual before starting installation.

NOTE: If installing motorized shades, the motorization manual is provided separately. Please refer to that manual for instructions on programming and operating motorized shades.

CONTENTS:

Page 1: Shade Care and Cleaning

Pages 2 - 3: Cassette

Page 4: Standard Open Roll (clutch and motorized)

Page 5: Standard Open Roll (cordless)

Page 6: Dual Bracket

Page 7: Box Valance

Pages 8 - 9: Decorative Metal Brackets

Page 10: Exact Lift Troubleshooting

Page 11: Easy Lift Troubleshooting

Page 12: Shade Warranties

TOOLS THAT MAY BE REQUIRED:

Pencil, Tape Measure, Drill, Screw Driver, Level, and Step Stool

NOTE: For drywall (wallboard) or plaster, use anchors designed for hollow walls (not included). For concrete, stone, and brick, use a masonry drill bit and masonry anchors (not included).

SHADE CARE AND CLEANING:

We recommend gentle cleaning methods for the care and cleaning of your roller shades.

Roller Shades are decorative in nature and are primarily polyester or a blend of poly-cotton, poly-linen, or poly-PVC materials. The fabrics should not be treated with harsh chemicals.

When dusting is required, be sure to use something gentle. We recommend a vacuum brush or lightly dusting by hand.

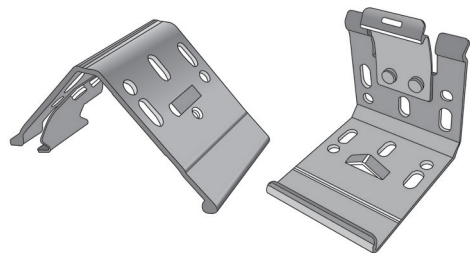
Light steaming may be used in the event of wrinkles. Please avoid contact with the fabric and hold the steamer at least 6" away.

If spot cleaning is required, use only water or a very mild detergent. Cleaning the shade in its entirety can cause it to shrink, leave water spots, or alter the color of the fabric.

Following these tips will help to extend the life of your shades and ensure that they stay beautiful for years to come!

CASSETTE INSTALLATION

MOUNTING HARDWARE:



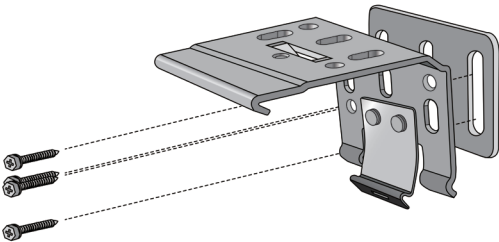
Universal Mounting Brackets
(for inside/top and outside/face mounting)

Ordered Width (Inches)	Brackets Supplied
Up to 55"	2 Brackets
Between 55" and 102"	3 Brackets
Between 102" and 110"	4 Brackets

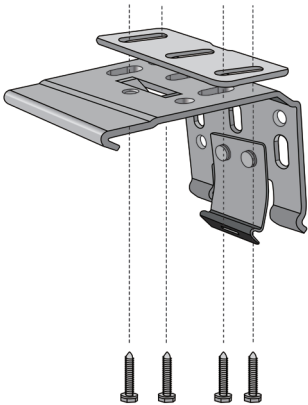
STEP 1: INSTALL BRACKETS

Brackets for roller shades with cassettes can be installed to the wall (face mount) or to the ceiling or underside of the window recess (top mount).

Note: Brackets must be installed level in order for the cassette to install properly. Use the provided bracket shims if installing to uneven surfaces.



Wall/Face Mount (with shims)



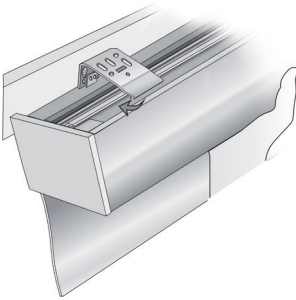
Ceiling/Top Mount (with shims)

CASSETTE INSTALLATION

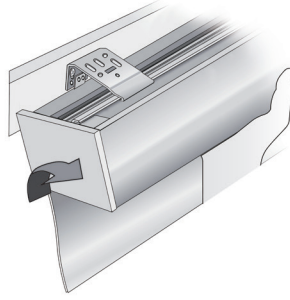
STEP 2: INSTALL SHADE

Position the lip of the bracket under the front rib on the cassette.

Once in position, push the back of the shade up into the tab of the installation bracket. You will hear a click once the back of the cassette and tab of the bracket are engaged.

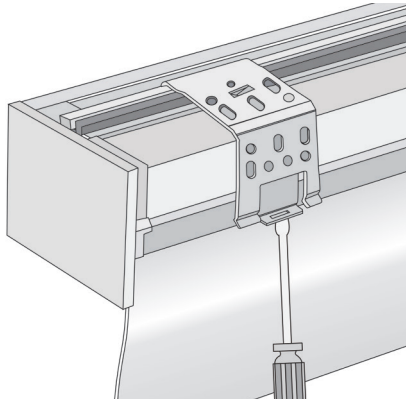


Position Lip of Bracket under Front Rib of Cassette



Click Bottom of Cassette into Bracket Tab

If your shade requires removal after installation, use a flat head screwdriver to unhook the tab on the cassette installation bracket from the bottom of the cassette.



Cassette Removal

NOTE: CHAIN TENSIONER INSTALLATION

Shades with clutch controls come with a continuous chain loop, which **MUST** be secured to the wall with the included chain tensioner.

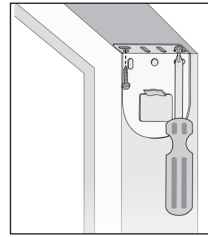
See separate instructions for Chain Tensioner Installation.

STANDARD OPEN ROLL (CLUTCH OR MOTORIZED)

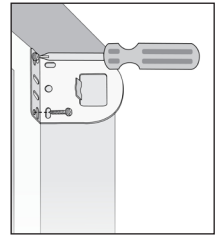
STEP 1: INSTALL BRACKETS

Roller shade brackets can be installed to the wall (face mount) or to the ceiling or underside of the window recess (top mount).

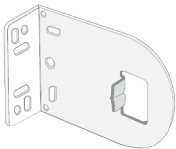
Determine the desired location for the brackets. Mark the position of the brackets and make sure they are the correct distance apart and that they are level and in line with each other.



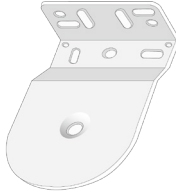
Top Mount



Face Mount

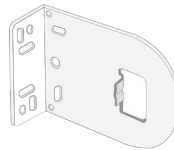


**Control
End**

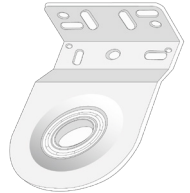


**Idle
End**

Mounting Brackets (Clutch)



**Control
End**



**Idle
End**

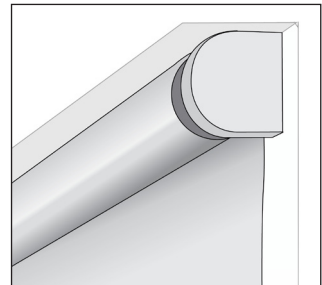
Mounting Brackets (Motorized)

STEP 2: INSTALL SHADE

Insert the control side of the shade into the control end bracket, ensuring the lug on the bracket fits into the slot.

For Clutch, push in the pin on the idle end of the shade and move the shade up so that the pin engages with the hole in the idle end bracket. When the pin snaps into the bracket, the shade is securely installed.

For Motorized, the idle end of the shade has a dial which can be turned to retract the idle end post. Once the post is retracted, the idle end can be aligned with the opening of the idle end bracket. Once in place, turn the dial to release the idle end post to hold the shade in place.



Shade Installed

NOTE: CHAIN TENSIONER INSTALLATION

Shades with clutch controls come with a continuous chain loop, which **MUST** be secured to the wall with the included chain tensioner.

See separate instructions for Chain Tensioner Installation.

STANDARD OPEN ROLL (CORDLESS)

STEP 1: INSTALL BRACKETS

The cordless roller shade must be mounted using the aluminum head rail. The head rail can be mounted either to the wall (face mount) or to the ceiling or underside of the window recess (top mount).

1. Before installing the brackets, check the fit with the top of the head rail. The bracket engages and disengages by pressing in the clear plastic tab at the back.
2. To install the brackets, decide if top- or face-mount is required.
3. Position the brackets at a convenient distance from the end of the head rail and mark the desired bracket locations with a pencil. Make sure the brackets are level and in line with each other, or the head rail may not engage correctly.
4. Pre-drill mounting holes into the mounting surface and screw the brackets into place. Check that the brackets are level.



Cordless head rail & bracket



Top Mount



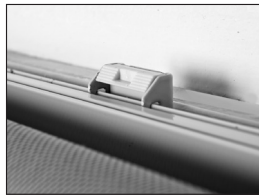
Face Mount

STEP 2: INSTALL SHADE

Hold the shade against the brackets and push in the clear tab on the back of each bracket to allow the head rail to snap into place.



Top Mount



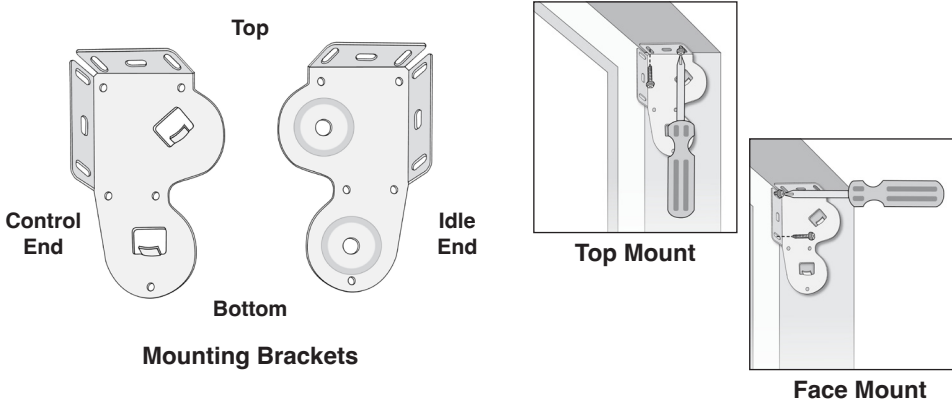
Face Mount

DUAL BRACKET

STEP 1: INSTALL BRACKETS

Dual roller shade brackets can be installed to the wall (face mount) or to the ceiling or underside of the window recess (top mount).

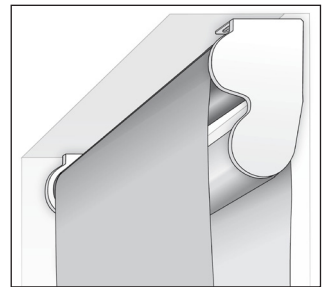
Determine the desired location for the brackets. Mark the position of the brackets and make sure they are the correct distance apart and that they are level and in line with each other.



STEP 2: INSTALL SHADE

Install the bottom shade followed by the top shade. The shade installed on the bottom of the bracket will always be standard roll. The shade installed on the top of the bracket will always be reverse roll.

Insert the control side of the shade into the control end bracket, ensuring the lug on the bracket fits into the slot. Then, push in the pin on the idle end of the shade and move the shade up so that the pin engages with the hole in the idle end bracket. When the pin snaps into the bracket, the shade is securely installed.



NOTE: CHAIN TENSIONER INSTALLATION

Shades with clutch controls come with a continuous chain loop, which **MUST** be secured to the wall with the included chain tensioner.

See separate instructions for Chain Tensioner Installation.

BOX VALANCE INSTALLATION

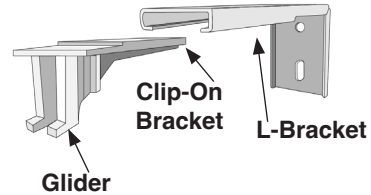
STEP 1: INSTALL SHADE BRACKETS

See bracket installation instructions on previous pages for installing shade brackets.

STEP 2: INSTALL VALANCE

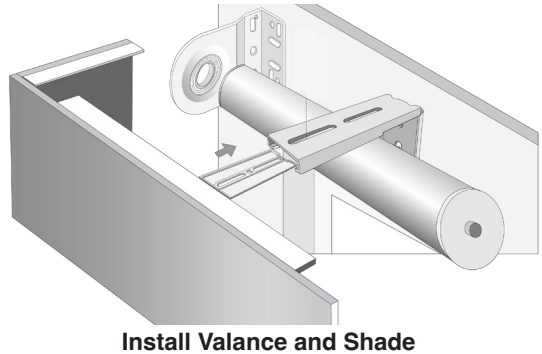
Valance brackets have 3 parts: L-bracket, clip-on bracket, and glider. All three parts should be used for inside and outside mount to provide the proper support for the valance.

L-brackets should be installed to the mounting surface first. Once installed, the clip on brackets can be snapped onto the glider in the valance track and then inserted into the L-bracket.



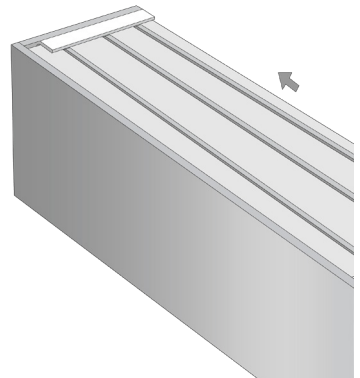
STEP 3: INSTALL SHADE

See bracket installation instructions on previous pages for installing shades to shade brackets.



STEP 4: INSTALL DUST COVER

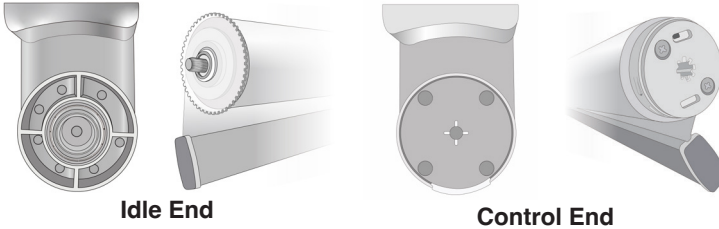
Valances may be ordered with a dust cover. The dust cover should have the edges installed under the return channels. The dust cover rests on top of the channel attached to the back of the valance and the brackets.



DECORATIVE METAL BRACKETS

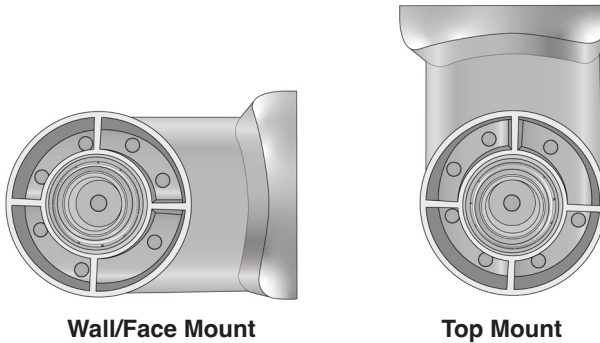
STEP 1: INSTALL BRACKETS

1. The installation brackets are equipped to fit either the idle end or control end of your shade.

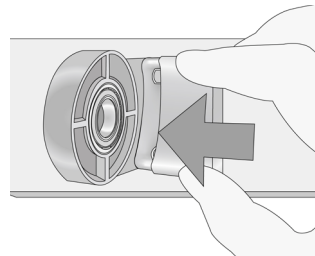


2. The brackets can be installed to the wall (face mount) or to the ceiling or underside of the window recess (top mount). To top mount the brackets, turn them 90 degrees.

Note: If installing brackets with wand motors, brackets must be installed top mount.



3. Determine the location for the brackets and the mounting style. Mark the position of the brackets and confirm they are the correct distance apart. Confirm brackets are level and in line.
4. Once the brackets are installed, cover the foot of the bracket using the bracket foot cover.



Bracket Foot Cover

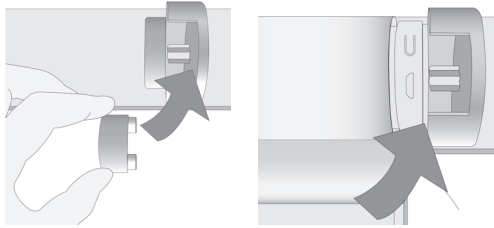
DECORATIVE METAL BRACKETS

STEP 2: INSTALL SHADE

1. Insert the motor head into the control end bracket. A silicon plate will sit between the motor head and the inside edge of the bracket.

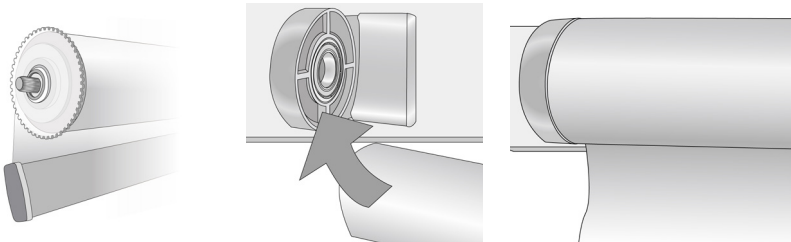
The control end bracket has a removable face plate, where the charging port and setting button can be accessed for remote motors and where the wand can hang for wand motors. Line up the motor head appropriately when installing.

Note: Wand controls must be installed to the motor head prior to installing the wand motor control side to the bracket.



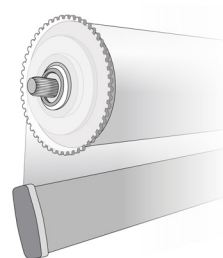
Face Plate and Motor Head Alignment

2. The idle end of the shade has a dial which can be turned to retract the idle end post. Once the post is retracted, the idle end can be aligned with the opening of the idle end bracket. Once in place, turn the dial to release the idle end post to hold the shade in place.



Idle Side Installation

3. If your shade requires removal after installation, turn the dial on the idle end to retract the idle end post and remove the shade from the brackets.



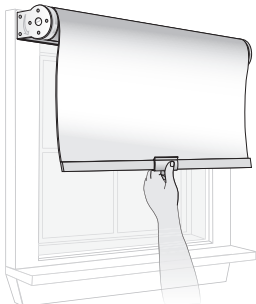
Shade Removal

CORDLESS TROUBLESHOOTING - EXACT LIFT

OPERATION

LOWER SHADE:

Pull straight down on the center of the bottom bar to lower the shade to exact desired position.



RAISE SHADE:

Push center of bottom bar up to exact desired position, then release shade.

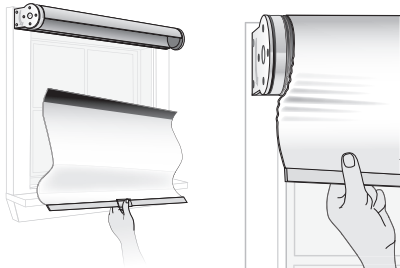
CORDLESS LIFT ASSIST:

This handle can be used to raise and lower Exact Lift shades.



IMPROPER USE WILL LEAD TO:

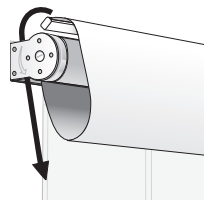
Separation of shade from roll, fraying edges or telescoping.



TROUBLESHOOTING*

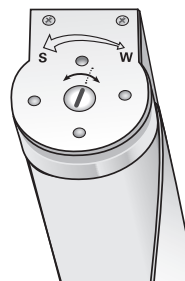
NOT RAISING FULLY:

Raise shade as far as it will go, then gently wrap the bottom bar up and around the shade roll once.



TENSION CONTROL*

This is a fine adjustment control; you may need to rotate the screw several times around to make desired changes.



Unable to raise:

If the shade stays put rather than raising, increase the tension by turning the screw on the right end of the shade counter-clockwise.

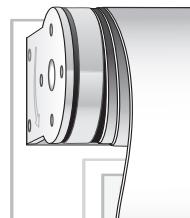
Tension Control; right (Counter-clockwise for stronger tension/speed)

Raises too far:

If the shade continues to raise after you position it, decrease the tension by turning the screw on the right end of the shade clockwise.

TELESCOPING:

If the shade is telescoping, resolve it by lowering the shade completely, and then slowly raising it completely from the center of the bottom bar. If necessary, also ensure that the shade is level.



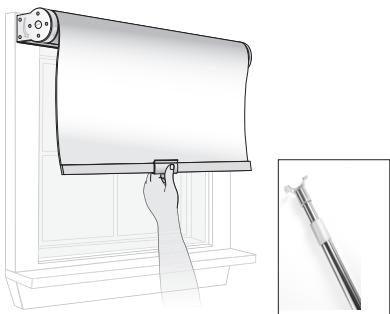
* If your shade is in a cassette, remove the right end cap to locate the tension control screw.

CORDLESS TROUBLESHOOTING - EASY LIFT

OPERATION

LOWER SHADE:

Pull straight down on the center of the bottom bar to lower the shade. If desired, a Cordless Lift Assist handle can be used.

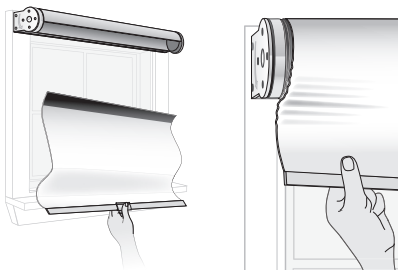


RAISE SHADE:

Gently pull straight down and release the shade; it will raise to the upper stop limit.

IMPROPER USE WILL LEAD TO:

Separation of shade from roll, fraying edges or telescoping.

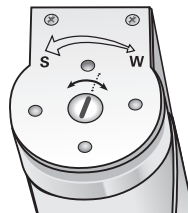


TROUBLESHOOTING*

Both the tension and stop limit are fine adjustment controls; you may need to rotate the screw several times around to make desired changes.

ADJUST TENSION:

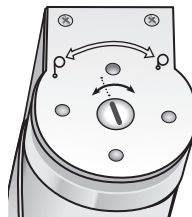
Control the shade speed by adjusting the spring tension screw on the right end. Turn counter-clockwise to increase the speed.



Tension Control; right (Counter-clockwise for stronger tension/speed)

CHANGE UPPER STOP LIMIT:

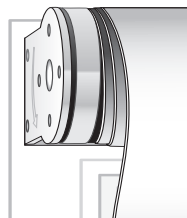
Change the upper stop limit by adjusting the screw on the left end of the shade. Turn clockwise to raise the upper stop limit.



Stop Limit; left (Clockwise to raise limit)

TELESCOPING:

If the shade is telescoping, resolve it by lowering the shade completely, and then slowly raising it completely from the center of the bottom bar. If necessary, also ensure that the shade is level.



* If your shade is in a cassette, remove the end cap to locate the tension or stop limit control screw.

SHADE WARRANTY

WHAT IS COVERED BY THIS WARRANTY?

This shade is warrantied against defects in materials and workmanship, provided that:

1. The product was installed according to the product instructions.
2. Our recommendations were followed regarding limitations and specifications of the product.

We reserve the right to determine if your shade warrants a repair or partial replacement of any parts. If necessary, we will replace your shade with a new shade of equal or superior value. This shall be your sole remedy under this warranty.

All motors, remote controls and wand motors are warrantied for a period of five years from the date of purchase.

WHO IS COVERED BY THIS WARRANTY?

This warranty applies only to the original retail purchaser with proof of purchase in the USA.

WHAT IS NOT COVERED BY THIS WARRANTY?

Your shade may also show some fading and discoloration over time. This is not considered a defect for the purposes of this warranty.

This warranty does not cover the removal or installation of original or replacement shades. This warranty does not cover damage or defects caused by, or resulting from improper maintenance, neglect or improper use, wear and tear, abuse, neglect, accidents, alteration, commercial use, installation, removal or reinstallation or exposure to excessive moisture.

Failure to follow the proper installation, charging and use instructions will invalidate the warranty for motors, remotes and wand motors.

YOUR RIGHTS UNDER STATE LAW

This warranty gives you specific legal rights. You may also have other rights which may vary from State to State. In no event shall we be liable for incidental or consequential damages or for any other direct or indirect damage, loss, cost, expense or fee. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty is exclusive and in lieu of all other obligations, liabilities or warranties.

If you have any questions or concerns, please contact Customer Service.