

To Replace or Re-Orient Fabrics on a 4" or 5 ½" Box Shade  
You must have a smooth, clean, flat surface that is twice as wide as  
your shade

1. Remove tek screws from the hood and remove front of box
2. Remove the eyelets from the bottom rail by loosening set screws and pulling eyelets out from the bottom rail. Leave eyelets on the cables.
3. Make sure fabric is completely rolled up, and remove roller tube with fabric from box.
4. Roll fabric down all the way.
5. Slide roller tube off the fabric. Do not pull the fabric off. It is better for the fabric to pull the roller off. You do not need to remove either end pin from the roller.

**If putting on new fabric:**

1. Remove the spline from the old fabric piece and run it through the top pocket of the new fabric.
2. Slide the roller u-channel onto the fabric pocket (use dry silicon spray if you encounter resistance)
3. New fabric that was shipped folded in a box may have some folds (wrinkles) in it that will take some time, possibly several weeks, to smooth out from hot sun.

**If re orienting the same fabric so that the operator end moves to the other side**

1. Rotate the tube so that the operator end is where you want it
2. Slide the roller u-channel onto the fabric pocket (use dry silicon spray if you encounter resistance)

**If remounting the fabric so that the bottom pocket attaches to the roller (for instance if you have a small hole or cut in the fabric at the bottom of the shade)**

1. Carry the roller to the bottom end of the fabric (do not drag fabric around.)
2. Slide the roller u-channel onto the fabric pocket (use dry silicon spray if you encounter resistance)

6. Roll fabric up on tube
7. Reinstall tube with fabric into shade housing box
8. Replace front of housing box and secure with tek screws
9. Put the bottom bar back in the bottom pocket. Replace the eyelets into the bottom rail and tighten set screws.