

# CORD LOOP

Head Rail, Fascia and No Head Rail



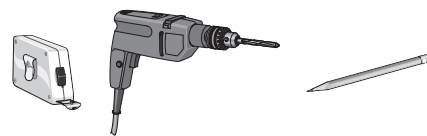
Installation & Care Instructions

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5/30/2017

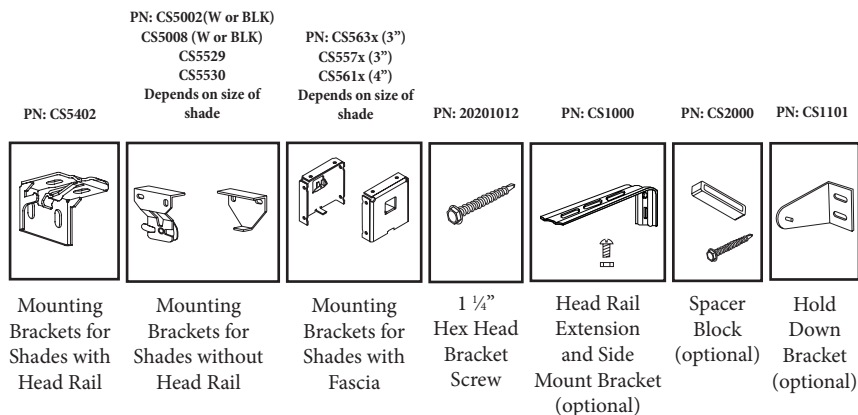
## GETTING STARTED

A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- 1/4" Hex head and/or Phillips driver bit
- Pencil



Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.



## STEP 1: BRACKET INSTALLATION

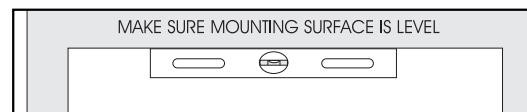
### SHADES WITH HEAD RAIL

Shades are shipped with the required number of brackets for proper installation. End brackets should be located approximately 3" from either end. Depending on the width of the shade, additional brackets may be necessary, evenly spaced between the two end brackets.

Using the installation bracket as a template, measure to the edge of the bracket and mark the hole locations with a pencil for drilling.

Brackets must be in line and level. Shim brackets on inside mounts if necessary. The head rail must be level for the shade to operate properly.

Shade Width	# of Brackets
Up to 40"	2
>40" - 72"	3
>72" - 84"	4
>84" and up	5



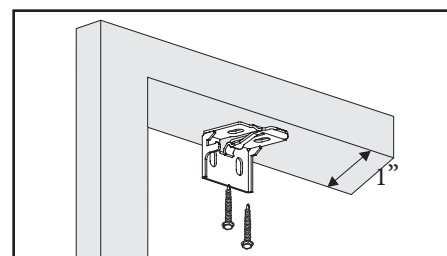
### INSIDE MOUNT

The minimum mounting depth for an inside mount is 1".

A minimum of 3 3/4" is needed to fully recess the shade.

Make sure the brackets are level and aligned.

Attach using two screws.



**Inside Mount**

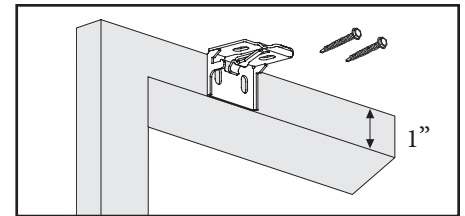
Shallow Mount - Minimum 1" surface  
Flush Mount - Minimum 3 3/4" surface

## OUTSIDE MOUNT

The minimum mounting height for outside mounted shades is 1".

Make sure the brackets are level and aligned.

Attach each bracket using two screws.



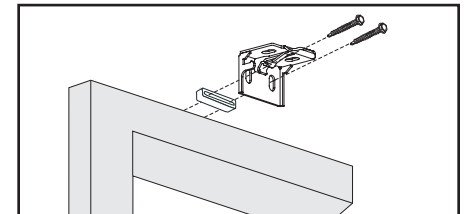
**Outside Mount**  
Minimum 1" surface

## SPACER BLOCKS (OPTIONAL)

Each spacer block projects brackets  $\frac{3}{8}$ " away from mounting surface.

Make sure the brackets are level and aligned.

Attach each bracket using two screws. Screws should be long enough to secure the bracket to the mounting surface.

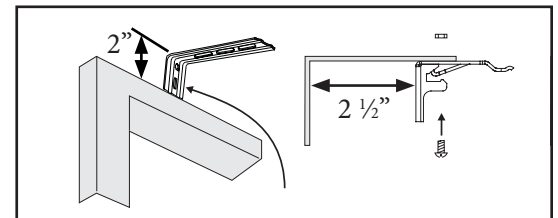


**Outside Mount with Spacer Blocks**

## EXTENSION BRACKETS (OPTIONAL)

Optional extension brackets are used to project the back of the shade up to 2 1/2" from the mounting surface.

Attach the mounting bracket to the extension bracket with the nut and bolt provided.



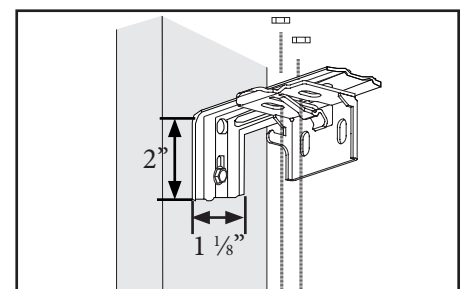
**Outside Mount with Extension Brackets**  
Minimum 2" surface

## SIDE MOUNT (OPTIONAL)

Measure from window sill up to desired mounting position on each side of the window frame. Mark position.

Mount side mount brackets on each side of window frame as shown. Make sure to confirm the head rail will sit perfectly level.

Once side mount brackets are installed and properly positioned, attach the mounting brackets using the nuts and bolts provided.



**Side Mount**  
Minimum 2" surface height  
Minimum 1 1/8" surface depth

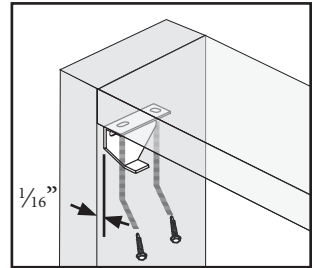
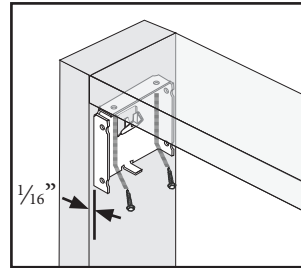
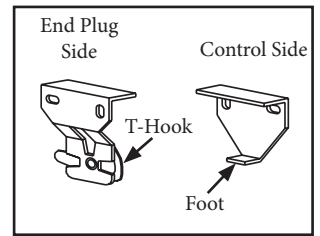
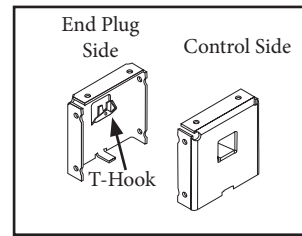
## SHADES WITH FASCIA OR NO HEAD RAIL

The installation brackets are always mounted so that the inner surfaces face each other.

Brackets must be in line and level. Shim brackets on inside mounts if necessary. The head rail must be level for the shade to operate properly.

### INSIDE MOUNT

A deduction has been made on your inside mount shade to make sure that there is enough clearance to fit inside the window opening. In most cases the brackets will need to be placed approximately  $\frac{1}{16}$ " in from the window casing. Make sure that the brackets are placed so that the shade is securely engaged with the tabs on the brackets.



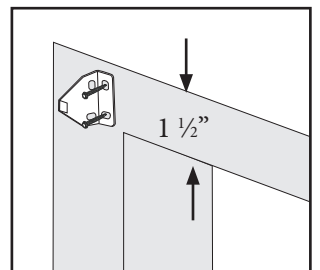
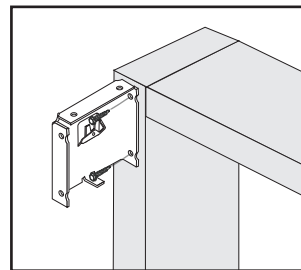
**Inside Mount**  
Minimum  $1\frac{1}{2}$ " surface

### OUTSIDE MOUNT

Outside mount brackets should be installed so that the measurement from the outside of the left bracket to the outside of the right bracket is the ordered shade width plus  $\frac{3}{16}$ ".

Make sure the brackets are level and aligned.

Attach each bracket using two screws.



**Outside Mount**  
Minimum  $1\frac{1}{2}$ " surface

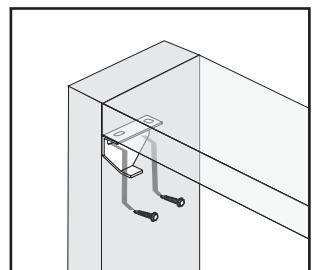
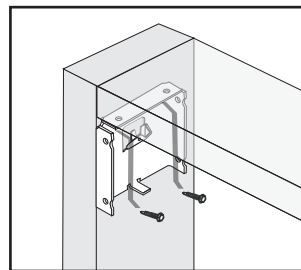
### EXTENSION BRACKETS (OPTIONAL)

Optional extension roller brackets are used to provide additional clearance.

Mount in the same manner as above.

### SIDE MOUNT/EXACT (OPTIONAL)

Use this method only if shade was ordered as a side mount/exact.



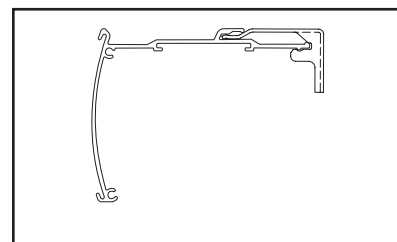
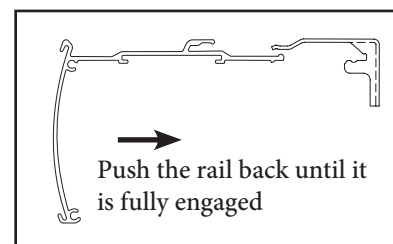
**Side Mount**



## STEP 2: SHADE INSTALLATION

### SHADES WITH HEAD RAIL

Center the shade in the window opening and push the head rail into the mounting brackets as shown.

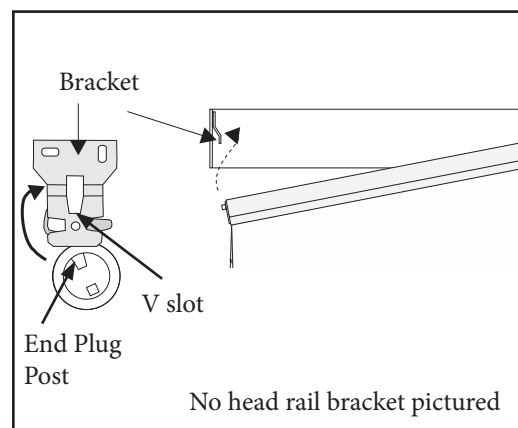


### SHADES WITH FASCIA OR NO HEAD RAIL

Once the brackets are secured and level, the fabric roll can be inserted. Make sure your hands are clean to avoid soiling the fabric.

While facing the inside of the shade, be sure the clutch and roller end plug are inserted into the roller. Hold the shade with the bottom of the clutch facing the floor, and the beaded cord hanging straight down. Be sure the shade is fully rolled on the tube.

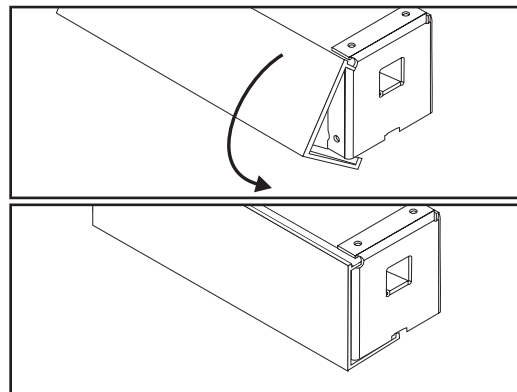
Insert the foot of the control-side bracket into the slotted center hole of the clutch. Set the post of the end plug into the V of the support bracket. Rotate the T-hook on the support bracket to lock in the post and secure the fabric roll.



## STEP 3: FASCIA INSTALLATION (IF ORDERED)

Attach the fascia by first hooking the top lip of the fascia panel onto the bracket as shown.

Swing the bottom of the fascia panel towards the bracket and gently press at the bottom of the panel until the lip on the fascia engages and snaps lock to the bracket.



## CHILD SAFETY - INSTALL TENSION DEVICE



### WARNING

To avoid entanglement and strangulation, **keep cords out of reach of young children**. Move cribs and furniture away from shade cords.

### TENSION DEVICE

The tension device reduces the hazards of strangulation and entanglement of young children by limiting access to the control cord.

The cord tensioner must be installed to make the shade fully operable.

**Read the instructions in the mounting hardware packet prior to installing the tensioner.**

### SAFETY LABELS

In compliance with WCMA/ANSI safety standards, the warning labels on the bottom rail are designed to be permanent. **DO NOT** remove the permanent warning label on the bottom rail. This assures that future owners of this product will be aware of potential dangers associated with this shade.

## OPERATION

Pulling down on the back cord will lower the shade. Pulling down on the front cord will raise the shade.

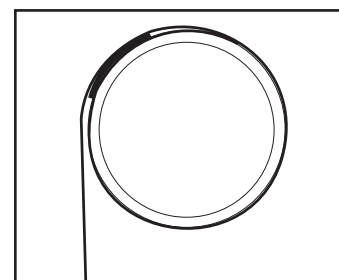
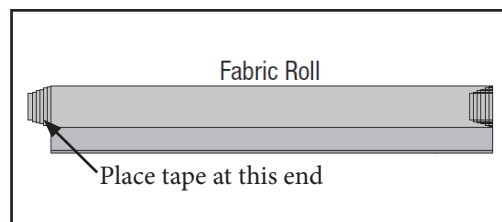
If shade was ordered as a reverse roll, the front cord will lower the shade and the back cord will raise the shade.

## SKIEW ADJUSTMENT (IF NECESSARY)

If the shade does not raise evenly, first make sure the mounting brackets are mounted level with each other.

If the shade is level and it still skews, operate the shade to the full down position. Prepare a strip of masking tape approximately 5" long. On the side of the shade opposite of the skewing direction, and as close to the end of the roller as possible, lift the fabric toward the back of the shade using your fingers and slide the tape with the sticky side facing the roller up as far as possible. The tape should be running parallel to the roller.

Roll the shade up and check for skewing. If the shade is still skewing, add another strip of tape on top of the first one. If the shade is now skewing in the opposite direction, tear off about 1" of tape from the last strip installed. Tear the tape off the end closest to the center of the shade.



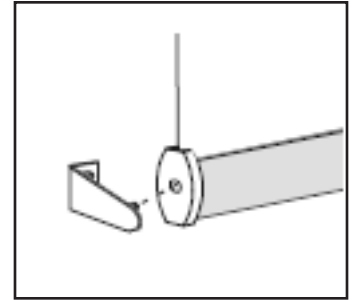
## HOLD DOWN BRACKETS (OPTIONAL)

Optional hold down brackets are mounted with the supplied screws.

With the shade at its proper drop, place the pin of each hold down into the hole in each end cap and mark the screw holes.

Make sure the pins are level and aligned.

Raise the shade, then screw the hold down bracket into the mounting surface.



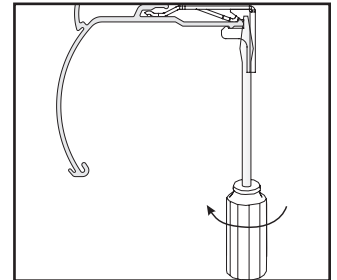
## SHADE REMOVAL

### HEAD RAIL

Partially lower the shade and insert a flat head screwdriver as shown.

Twist the screwdriver until the head rail disengages from the bracket.

As you release the brackets, support the head rail to keep it from falling.



### FASCIA OR NO HEAD RAIL

Rotate the T-hook on the support bracket. Lift the post up and off the support bracket.

## CLEANING AND CARE

The shade fabric is easy to care for. Regular dusting with a feather duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent. Before using anything stronger than mild detergent and lukewarm water, test an unobtrusive corner of the shade. If you have any questions, call your dealer for advice.