CORD LOOP

Head Rail, Fascia, No Head Rail and Dual Roller

Installation & Care Instructions

GETTING STARTED

A few simple tools are required:
- Measuring tape
- Power drill, drill bits
- ¼" Hex head and/or Phillips driver bit
- Pencil
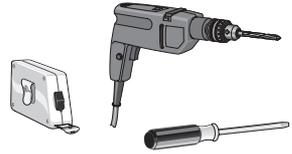
Additional fasteners other than those sent with your shade may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

PN: CKIT013Q2
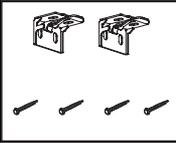
Mounting Brackets for Shades with Head Rail - 2 pack

PN: CKIT013Q3
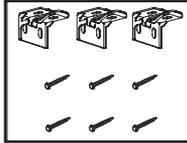
Mounting Brackets for Shades with Head Rail - 3 pack

PN: CKIT022Q2
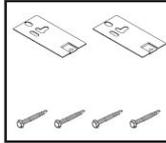
Mounting Brackets for Shades with Valance - 2 pack

PN: CKIT022Q3
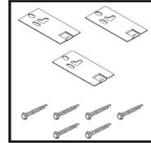
Mounting Brackets for Shades with Valance - 3 pack

PN: KIT2013
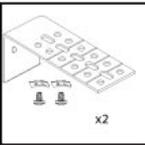
Head Rail Extension Bracket (optional) and Side Mount Bracket - 2 pack

PN: KIT2014
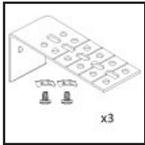
Head Rail Extension Bracket (optional) and Side Mount Bracket - 3 pack

PN: KIT2011
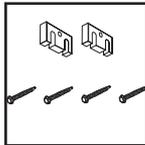
Spacer Block (optional) - 2 pack

PN: KIT2012
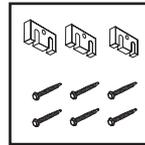
Spacer Block (optional) - 3 pack

PN: CKIT028
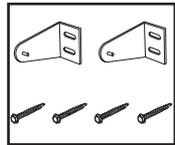
Hold Down Bracket (optional)

PN: CKIT051xx 2(sm)
CKIT054xx2 (lg)
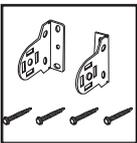
Mounting Brackets for Shades without Head Rail

PN: CKIT055x (sm)
CKIT056x (lg)
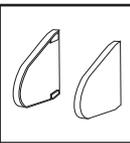
No Head Rail Bracket Covers (Outside mount or optional for inside mount)

PN: CKIT052x (sm)
CKIT053x (lg)
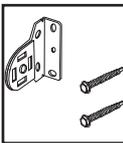
Intermediate Bracket for 2 on 1 No Head Rail Shades

PN: CKIT057x
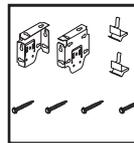
Mounting Brackets for Shades with Fascia

PN: CKIT058x
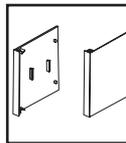
Fascia Bracket Cover (Outside mount only)

PN: CKIT048x
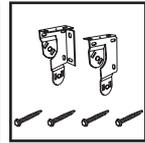
Mounting Brackets for Dual Roller Shades

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

MAKE SURE MOUNTING SURFACE IS LEVEL
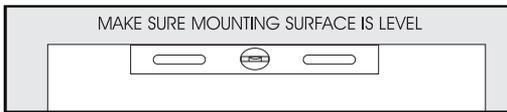
INSIDE MOUNT

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

A minimum of 3 ¾" is needed to fully recess the shade.

Make sure the brackets are level and aligned.

Attach using two screws.
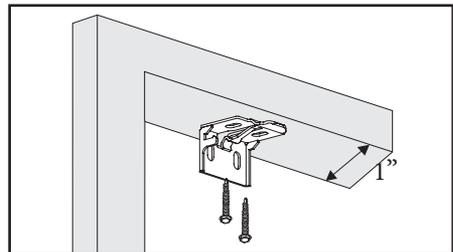
Inside Mount
Shallow Mount - Minimum 1" surface
Flush Mount - Minimum 3 ¾" surface

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.
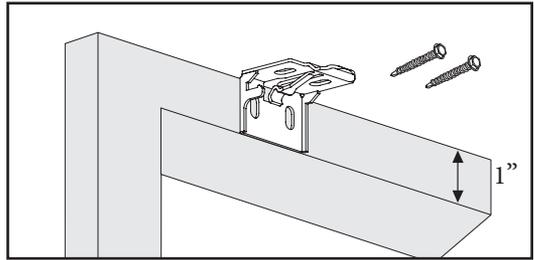
Outside Mount
Minimum 1" surface

SPACER BLOCKS (OPTIONAL)

Each spacer block projects brackets ⅜" 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.
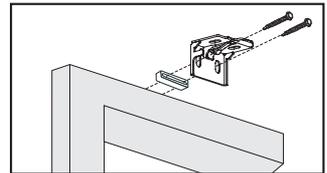
Outside Mount with Spacer Blocks

EXTENSION BRACKETS (OPTIONAL)

Optional extension brackets are used to project the back of the shade up to 2 ½" from the mounting surface.

Attach the mounting bracket to the extension bracket with the nut and bolt provided.
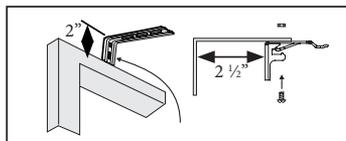
Outside Mount with Extension Brackets
Minimum 2" surface

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.
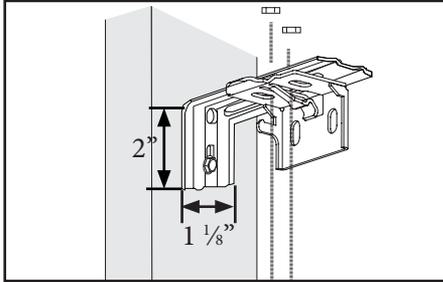

Side Mount
Minimum 2" surface height
Minimum 1 ⅛" surface depth

## SHADES WITH FASCIA OR NO HEAD RAIL

The installation brackets are always mounted so that the short legs face in. Brackets must be in line and level. Shim brackets on inside mounts if necessary. The roller must be level for the shade to operate properly.

No Head Rail

Fascia

Dual Roller

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INSIDE MOUNT

Attach each bracket using two screws either up through the top (A) or through the side (B).
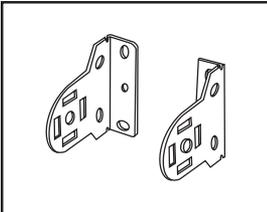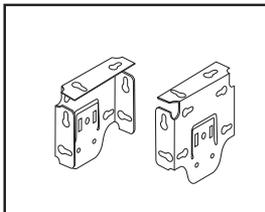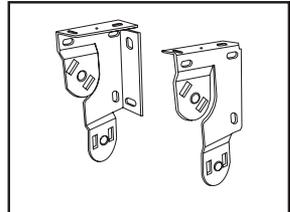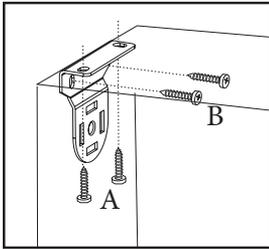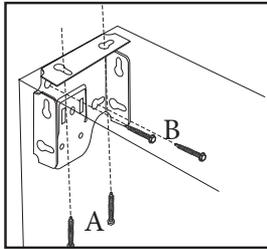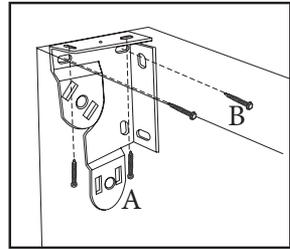
No Head Rail	**Fascia**	**Dual Roller**

INSIDE MOUNT NO HEAD RAIL WITH BRACKET COVERS

Place the brackets ¹⁄₁₆" from the window casing. This will create a gap for the bracket cover.

Attach each bracket using two screws through the top holes. **Do not use side holes.**
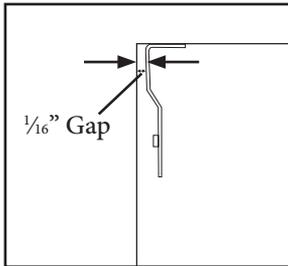
¹⁄₁₆" Gap
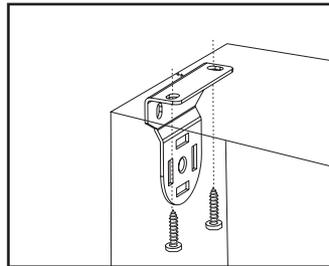
No Head Rail with Bracket Covers

INSIDE MOUNT NO HEAD RAIL WITH OPTIONAL VALANCE

(AVAILABLE WITH SPECIFIC FABRICS ONLY)

Install your brackets with the screws provided.
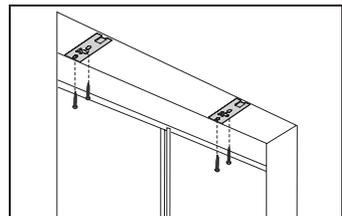
Inside Mount

OUTSIDE MOUNT

Outside mount no-head rail or fascia 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 minus ⅛".

Dual roller 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.

Make sure the brackets are level and aligned.

Attach each bracket using two screws.
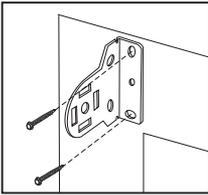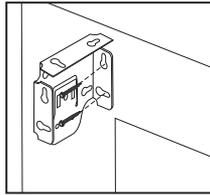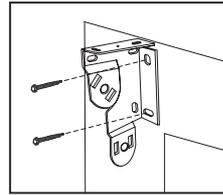
No Head Rail   **Fascia**   **Dual Roller**

2 ON 1 NO HEAD RAIL

Attach the left bracket as shown on page 3 for either inside or outside mount. Remember to leave a $\frac{1}{16}$" gap if using covers on an inside mount.

Measure from the outside edge of the left bracket and place a mark at the ordered width of the left shade plus $\frac{3}{16}$" for an outside mount or an inside mount without covers. For an inside mount with covers, place the mark at the ordered width of the left shade plus $\frac{1}{8}$".

Position the intermediate bracket so that the outside edge is on the mark. Attach with 2 screws.

Measure from the outside edge of the intermediate bracket and place a mark at the ordered width of the right shade minus $\frac{3}{16}$" for an outside mount or an inside mount without covers. For an inside mount with covers, place the mark at the ordered width of the left shade minus $\frac{1}{8}$".

Attach with 2 screws.

Make sure the brackets are level and aligned.

Ordered Width Left Shade plus $\frac{3}{16}$"
Ordered Width Right Shade minus $\frac{3}{16}$"
$\frac{1}{16}$"
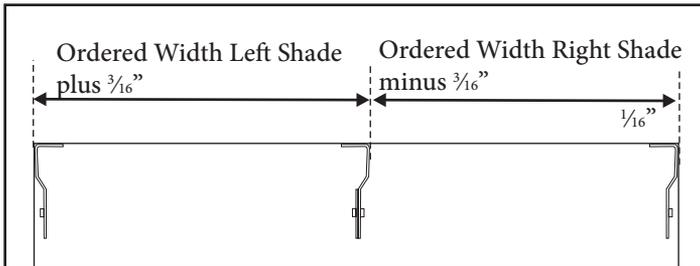
Inside Mount Without Covers or Outside Mount

$\frac{1}{16}$" Ordered Width Left Shade plus $\frac{1}{8}$"
Ordered Width Right Shade minus $\frac{1}{8}$"
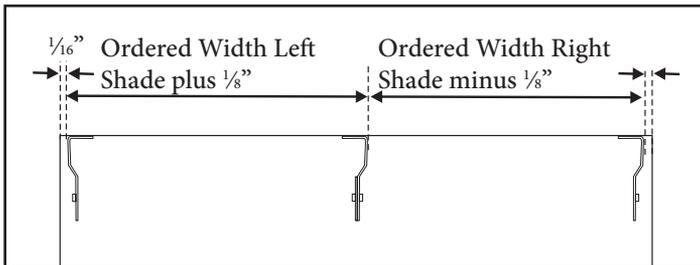
Inside Mount With Covers

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.

Push the rail back until it is fully engaged
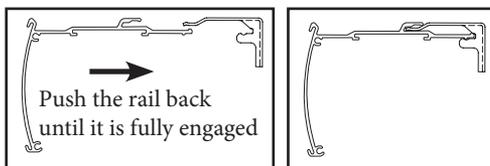
SHADES WITH FASCIA OR NO HEAD RAIL

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

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 onto the tube.

Insert the spring loaded pin end into the round hole of the bracket.

Push the clutch toward the pin end to compress the spring. Line up the hooks on the clutch with the two slots in the bracket. Allow the spring to release and let the hooks go into the slots.

Once the two hooks are through the slots, gently pull down on the clutch until the hooks lock securely to the bracket.
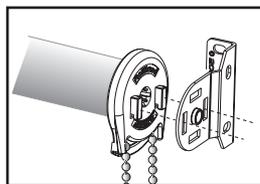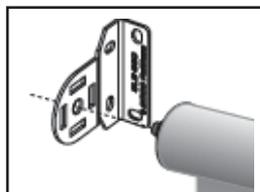
No Head Rail Brackets Pictured

2 ON 1 NO HEAD RAIL SHADES

The pin ends of both shades must go into the intermediate bracket. The clutches need to go in the outer brackets.

Install shades into the brackets in the same manner as above.

DUAL ROLLER SHADES

Install shades into the dual roller brackets in the same manner as above.

Make sure that the fabric on the lower shade rolls off the back of the roller (standard roll) and that the fabric on the upper front shade rolls off the front of the roller (reverse roll).

Room Side

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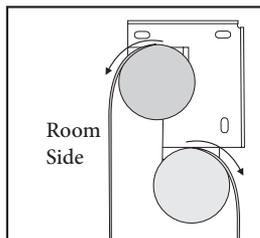
STEP 3: COVER INSTALLATION (IF REQUESTED ON NO HEAD RAIL SHADES)

Slide the bracket covers over the bracket until they snap into place.
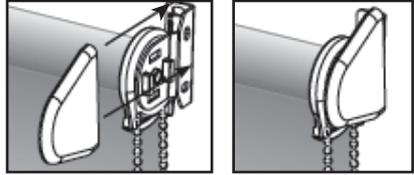
STEP 4: INSIDE MOUNT VALANCE INSTALLATION (AVAILABLE ON SPECIFIC FABRICS ONLY)

Align the valance with the valance brackets. Gently push at each bracket location until the valance is fully seated.
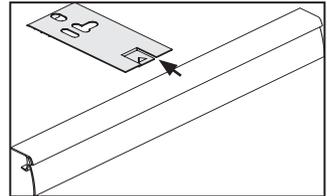
STEP 5: FASCIA INSTALLATION

Insert a fascia clip into the bottom front keyhole slot of each bracket.

Press the bottom firmly to lock into place.
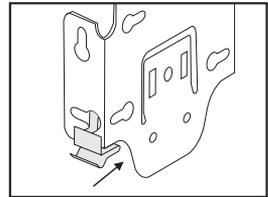
First, hook the fascia on the top of the bracket and then rotate downward.

Press until the bottom hook feature on the fascia engages and is locked to the fascia clip.

Press

Pull

"L" portion of fascia

"Locked"
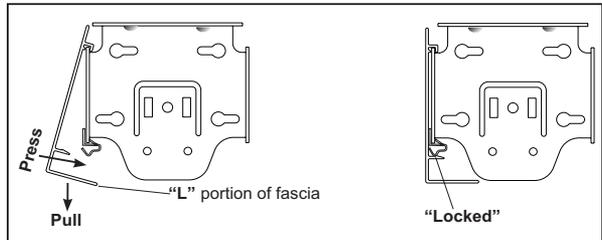
BRACKET COVERS - OUTSIDE MOUNT ONLY

Press the covers onto the brackets as shown.
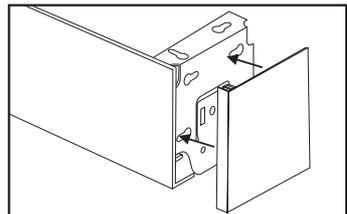
CHILD SAFETY - INSTALL TENSION DEVICE

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.

SKEW 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, roll the shade all the way down. 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, apply the tape with the sticky side facing the fabric. The tape should be placed on the back of the roller, out of sight. 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.

Fabric Roll

Place tape at this end
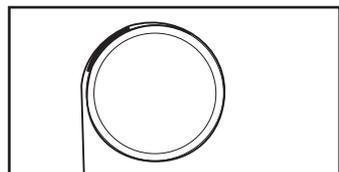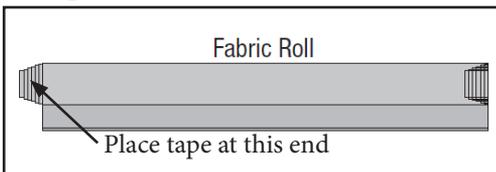
HOLD DOWN BRACKETS (OPTIONAL)

Optional hold down brackets are mounted with the supplied screws.

With the shade at its proper drop, place the pin 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.

Flex the hold downs out to reinsert the bottom rail.
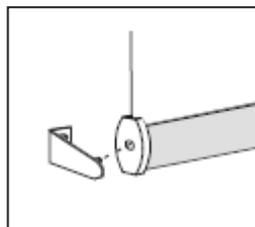
SHADE REMOVAL

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.
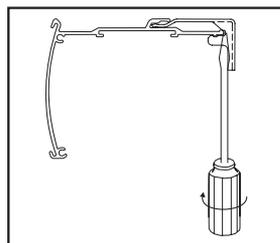
FASCIA OR NO HEAD RAIL
Lift the clutch to disengage the clutch hooks.

Push the roller tube toward the non-clutch to compress the spring loaded pin.

Slide the clutch hooks out of the bracket slots.

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.