LEVOLOR®

How to Install Custom Natural Shades

Before you begin your installation:

READ ALL INSTALLATION INSTRUCTIONS!

- Make sure that you have all tools and hardware needed for installation.
- Check the installation surface (wall, ceiling, or window frame) to ensure that you have suitable fasteners and tools for the material.
- Double check the headrail and shade for proper width and length. If you are installing several sets of shades, be sure to match them with the appropriate window.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.
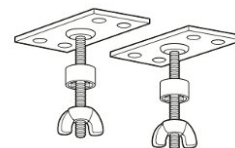
TOOLS YOU MAY NEED (NOT INCLUDED):

- Tape Measure
- Level
- Pencil
- 3/8" Wrench
- Flat-blade or Philips Head Screwdriver
- 1/4" Nutdriver
- Drill with Bits
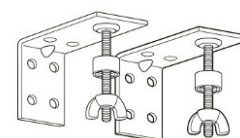- Scissors or Utility Knife
- Safety glasses
- Ladder

STEP 1

Mounting Bracket

There are two types of brackets used for installing woven wood shades. Bracket quantity may vary depending on shade width. Bracket type (inside- or outside-mount) is specified when ordered. In some cases, both types may be included. Only two screws are required per bracket.

NOTE: Depending on the width of your custom shade, additional brackets may be included; refer to the holes in the headrail for mounting locations.
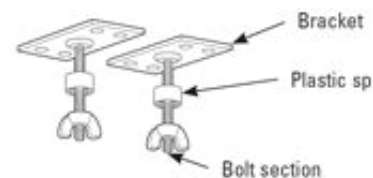

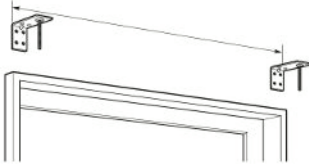Inside Mount

Outside Mount

STEP 2

Using the bracket spacers

If your shades include spacers, slip the spacers over the bolt section of each bracket at this time.

Bracket

Plastic sp

Bolt section

STEP 3A

Mark the bracket locations — outside-mount installation

- Using the notches in the head rail as a guide for bracket placement, mark the locations of the bracket mounting holes. Only two screws are needed per bracket.
- Use a level to check for levelness.
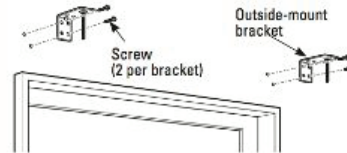- Continue to step 4A.

STEP 4A

Install the brackets — outside-mount installation

Example: Installation using included screws and any needed fasteners or wall anchors.

- Using the marks made in step 3 as a guide, attach the brackets, using two screws per bracket.
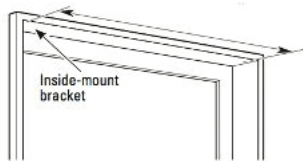- Continue to step 5.

STEP 3B

Mark the bracket locations — inside-mount installation

The shade has been custom-measured and assembled to fit inside the window casements.

- Position the inside-mount brackets at each end of the headrail.
- Using the notches in the headrail as a guide for bracket placement, mark the locations of the bracket mounting holes, making sure they are square and evenly spaced from the window. Only two screws are needed per bracket.
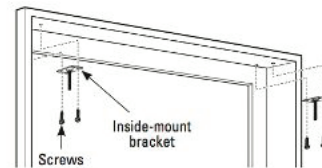- Continue to step 4B.

STEP 4B

Install the brackets — inside-mount installation

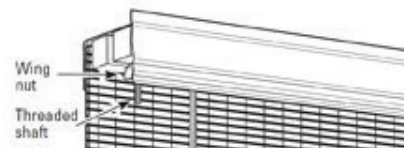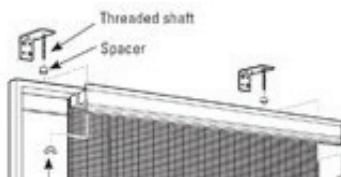Example: Installation in a window frame using the included screws.

- Using the marks made in step 3 as a guide, attach the brackets, using two screws per bracket.
- Continue to step 5.

STEP 5

Attach the headrail to the mounting brackets

- Make sure the wing nuts are removed from the screws.

- The threaded shafts on the brackets slide through the slots on the headrail, and the headrail is secured by the wing nuts.
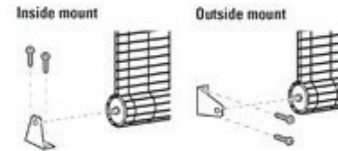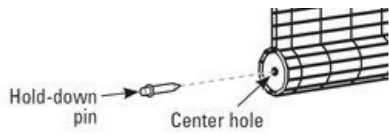
STEP 6

Attach the optional hold-down brackets (on some styles)

NOTE: Some styles may have the hold-down pins built into the bottom rail.
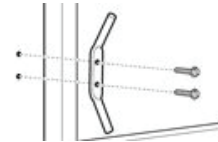
- Tap the hold-down pin into the center hole on the bottom rail.

- Attach the hold-down brackets at the bottom of the window with the included screws, as shown for your installation type.
- Slip the hold-down pin into the hole in the bracket.

Hold-down pin
Center hole

Inside mount   Outside mount

STEP 7

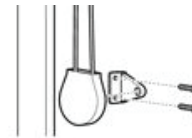Install the cord cleat or cord guide (on some styles)

- Using the included screws, attach the optional cord cleat to the wall or window frame on the side with the draw cord, as shown.
- Excess cord may be wrapped around the cleat when the shade is raised.

STEP 8

Attach the tension device (cord/chain control only)

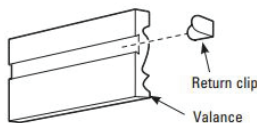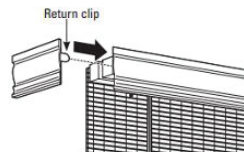Refer to instructions in the hold-down tension device.

STEP 9

Attach the optional valance returns (outside mount only)

Wood Valance

- Insert the clips into the groove on the back side of the valance and then rotate the clip 90°.
- Insert return clips as far as they will go into each end of the valance.
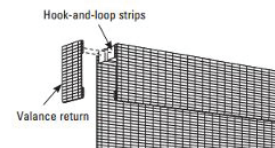
- Align the return clips with the slots on the headrail and slide into place.

Classic Valance and No Valance

- Align the valance return with the end of the headrail, with the hook-and-loop strips at the top.
- Firmly press the valance return into place so that the hook-and-loop strips engage.

Return clip
Valance

Return clip

Hook-and-loop strips
Valance return

Shade adjustment and alignment

Your shade has been carefully inspected and adjusted by the factory, but minor adjustments may be necessary once it has been installed. The yarns in your shade are flexible enough to permit minor adjustment horizontally and vertically for proper alignment on your window. If the bottom of your shade becomes uneven, pull either side to stretch the yarn and align the shade.

If your shade doesn't lie flat against the wall or window, roll the shade tightly from the bottom and twist roll clockwise on one side and counterclockwise on the other. This will align the yarns and slats.

Should a strand of yarn slip off the edge of the shade, remove the strand from top to bottom; doing so will in no way affect the strength of the shade.