

## How to Install Custom Roller Shades

Before you begin your installation:

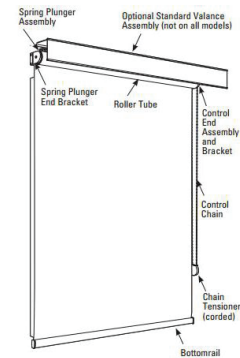
### READ ALL INSTALLATION INSTRUCTIONS!

- 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. 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.
- Do not remove the wrap on the roller until you have completed the installation. Leaving the shade rolled up completely will ease installation and reduce the risk of damage.
- For standard roller shades, the fabric will hang off the BACK of the shade, closest to the window. For optional reverse roller shades, the fabric will hang off the front of the shade. Be sure to note this when installing the mounting brackets.
- Cassette Valances come attached to the shade. Standard Valances require some assembly.

### TOOLS YOU MAY NEED (NOT INCLUDED):

- Tape Measure
- Level
- Pencil
- Flat-blade or Philips Head Screwdriver
- Drill with Bits  
(1/16" drill bit may be used to pre-drill pilot holes for screws)
- Drywall Anchors
- Safety glasses
- Ladder

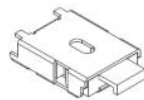
### KEY PARTS



### MOUNTING BRACKETS



Corded, No Cassette Valance



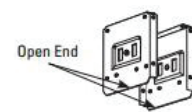
Cordless, No Cassette Valance



Large Cassette  
Cassette Valance



Small Cassette

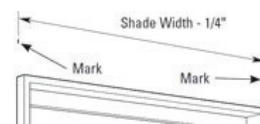
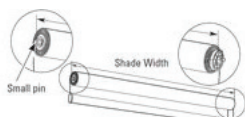


Open End  
Mounting Brackets for Models with Fascia Type Valances

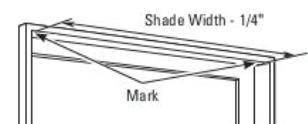
### STEP 1

Mark the bracket locations

- Carefully measure the length of the shade from tip to tip. Deduct off approximately 1/4" for corded and 4" for cordless to ensure proper tensioning of the roller in the brackets.
- Make sure that there is enough clearance for the rolled up shade and that it will not rub or catch on the window, window frame or any obstructions when fully rolled up.
- Mark this distance on the mounting surface at the desired bracket height so that it is centered in the window opening.



Outside Mount



Inside Mount



**For outside mount installations, go to step 2A.**  
**For inside mount installations, go to step 3A.**  
**For cassette valance installations, go to step 4.**

## STEP 2A

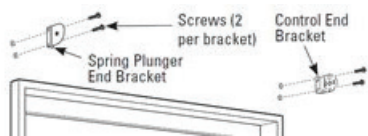
Install The Brackets — Outside Mount

- Align the notch on each bracket with the marks from Step 1 making sure they are square and spaced equally from the window.

**IMPORTANT:** Be sure to note the correct location of each bracket; the brackets are not interchangeable for corded.

- Mark the bracket mounting hole locations.
- Attach the brackets to the wall or window frame using suitable fasteners.

Corded Example: Installation on drywall using the included screws and drywall anchors (not included).

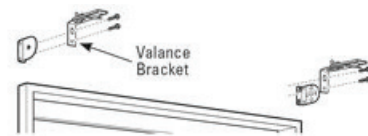


## STEP 2B

Install the valance brackets for outside-mount installations

**NOTE:** This step is for outside-mount installations using a standard valance ONLY.

- Install the valance mounting brackets, spacing the brackets approximately 3” in from the shade brackets and making sure they are level. Any additional brackets should be spaced evenly between the ends.
- Make sure there will be sufficient clearance between the roller shade and the valance.
- Proceed to Step 5



## STEP 3A

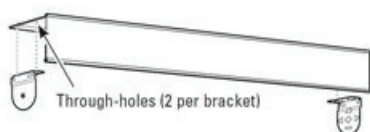
Prepare the standard valance for inside-mount installations

**NOTE:** This step is for inside-mount installations using a standard valance ONLY.

- Mark the inside surface of the valance top in the same way as described in Step 1 for inside mount.
- Align the notch on each bracket with the marks, making sure they are square and equally spaced from the front of the valance

**IMPORTANT:** Be sure to note the correct location of each bracket; the brackets are not interchangeable for corded.

- Mark the bracket mounting hole locations (use of the slotted holes in the brackets is recommended).
- Carefully drill a through-hole in the valance top at each marked bracket hole location



## STEP 3B

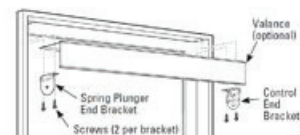
Install the brackets— inside mount

- Align the notch on each bracket with the marks, from Step 1 making sure they are square and spaced equally from the window.

**IMPORTANT:** Be sure to note the correct location of each bracket; the brackets are not interchangeable for corded.

- Mark the bracket mounting hole locations.
- Attach the brackets to the wall or window frame using suitable fasteners. If you are installing a valance, install it between the brackets and the mounting surface using the through-holes drilled in Step 3A.
- Proceed to Step 5

Corded Example: Installation on a wood window frame using the included screws and optional valance

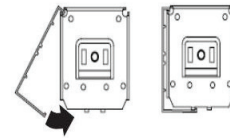
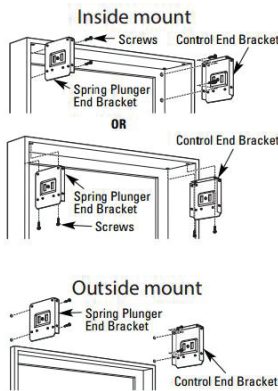


## STEP 3C

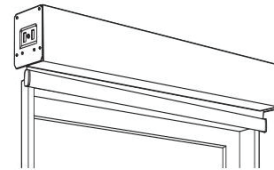
Special instructions for Fascia-Type Valance

This step is for installing roller shades with fascia-type valances only. For all other installations, please proceed to Step 4A.

- Align the shade mounting surface (the raised center portion) of each bracket with the marks, making sure each bracket is square and level.
- IMPORTANT:** Be sure to note the correct location and orientation of each bracket. The brackets are not interchangeable, and the open side must face down.
- Mark the bracket mounting hole locations, two per bracket.
- Attach the brackets to the wall or window frame using suitable fasteners two per bracket.



- Hook the top lip of the valance over the tab on the front of the brackets.
- Rotate the valance down toward the window until the valance clicks into place on the tab on the bottom of the tensioner bracket.



## STEP 4A

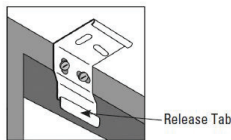
Special instructions for cassette valances

Mount the brackets to the wall or window frame, with the outside brackets no further than 2 inches (50 mm) from the ends of the headrail. On wide shades, space the additional bracket(s) at equal intervals

**NOTE:** Bracket is determined by shade size

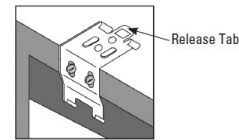
### CASSETTE 80 — Outside Mount

- Locate the rear bracket holes.
- Make sure the release tab is always mounted on the bottom.
- Proceed to step 4B.



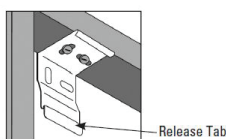
### CASSETTE 120 — Outside Mount

- Locate the rear bracket holes.
- Make sure the release tab is always mounted on the top.
- Proceed to step 4B.



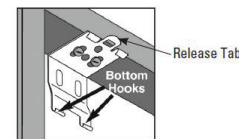
### CASSETTE 80 — Inside Mount

- Locate the top bracket holes.
- Make sure the release tab is always mounted on the bottom.
- Proceed to step 4B.



### CASSETTE 120 — Inside Mount

- Locate the top bracket holes.
- Make sure the release tab is always mounted on the top.
- Proceed to step 4B.



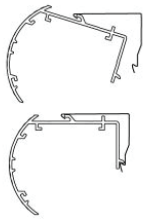
## STEP 4B

Special instructions for installing the roller shade headrail on cassette valance brackets

**NOTE:** Cassette valance size is determined by shade size.

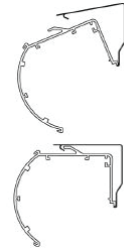
### CASSETTE 80

- Position the headrail with the front panel resting on the top lip of all brackets.
- Push the bottom front of the headrail firmly backwards and toward the window until the lip on the rear of the headrail engages the bracket and snaps into place.
- Proceed to step 7.



### CASSETTE 120

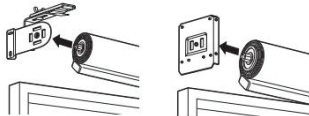
- Position the headrail with the back panel resting on both bottom hooks of all brackets.
- Push the front of the headrail firmly upwards and toward the window until the groove at the top of the headrail snaps into place.
- Proceed to step 7.



## STEP 5

Install the roller shade on the corded brackets

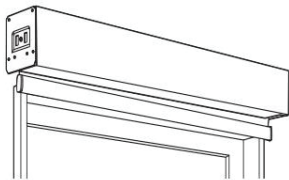
- Insert the pin on spring plunger into the hole on the bracket and press the shade into the bracket, depressing the plunger.
- If your roller shade includes bracket cover caps, press them onto the brackets as shown below.
- Specialty option for outside mount shades, chosen at time of purchase.



- Align the T-shaped holes in the control-end bracket with the tabs on the control end of the roller and the hook pointing down, as shown. Press down to lock the center hook into place.

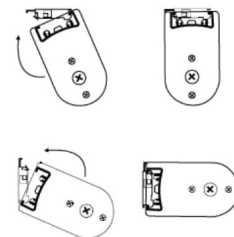


- If your roller shade includes bracket cover caps, press them onto the brackets as shown below.
- Specialty option for outside mount shades, chosen at time of purchase.



### Cordless Brackets

- Push the clear tab on the bracket and pop the headrail in.
- Remove the shipping wrapper from around the roller.





For outside mount standard valances, go to step 6.  
Otherwise go to step 7.

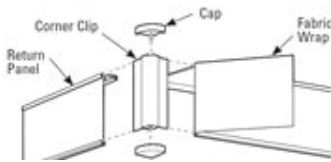
## STEP 6A

Install outside mount valances (not for all models)

**If your valance does not include returns, skip to 6B**

**For valances with wraparound returns:**

- Remove the tape from the fabric on the back of the valance and make sure the fabric extends equally on either end of the valance.
- Slide the corner clip onto a return panel. The tab will fit into the channels on the back of the return panel.
- Slide the assembled return panel onto one end of the valance. The tab will fit into the channels on the back of the valance, and the valance top will fit into the channel on the top of the return panel.
- Wrap the fabric around the end of the return panel.
- Press the caps into place.
- Repeat for the other end. Once both returns are installed, pull the fabric taut to remove wrinkles and secure to the backs of the returns with masking tape

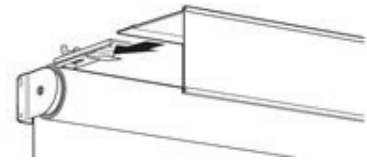


## STEP 6B

Install outside mount valances (for models without returns)

**Attaching the valance to the valance brackets**

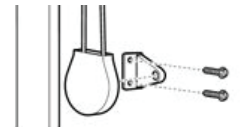
- Centering the valance over the roller shade, slide the top of the front valance panel into the valance clips until it locks into place. You can adjust the valance spacing from the wall by loosening the wingnuts on the valance brackets.



## STEP 7

Attach the tension device (corded only)

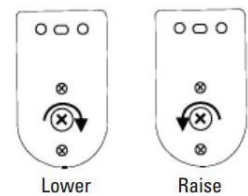
Refer to instructions in the hold-down tension device.



## STEP 8

Adjust bottomrail stop (cordless only)

With the shade fully retracted, use a flat head screwdriver to adjust the bottomrail to desired height. \*IMPORTANT: Make the adjustment on the right side for standard roll and left side for reverse roll.



## STEP 9

Install Cordless bottom rail handle (cordless control only)

- Locate the clear, cordless bottom rail handle that arrived with your shade.
- Insert the front lip of the bottom rail handle into the top of the bottom rail of the shade. The handle will snap into place.

