Roller Shade Installation Instruction (without top treatment)

1. Screws needed for installing

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1/4” Hexagon screw</td>
<td></td>
<td>To install bracket</td>
</tr>
<tr>
<td>Round head screw</td>
<td></td>
<td>To install hold down bracket</td>
</tr>
<tr>
<td>Flat head screw</td>
<td></td>
<td>To install safety tension device</td>
</tr>
</tbody>
</table>

2. Hardware for single unit Roller shade

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shade bracket</td>
<td></td>
<td>To install shade (Clutch end/ Tension Dial end/Motor end)</td>
</tr>
<tr>
<td>Shade bracket</td>
<td></td>
<td>To install shade (End Plug end)</td>
</tr>
<tr>
<td>Shade bracket cover</td>
<td></td>
<td>Shade bracket cover</td>
</tr>
</tbody>
</table>

3. Extra hardware depending on extra ordered

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacer Block</td>
<td></td>
<td>Used for installing the bracket</td>
</tr>
</tbody>
</table>

Shade Bracket Installation

For Inside-Top Mount

Tear off double-sided tape on Installation Template and stick the Installation Template to the desired position on top of the window. Use a pencil to mark the installation position of screw hole, and then remove the Installation Template. Finally, install bracket by aligning with the marked hole position. Each bracket needs two 1 1/4” hexagon screws for installing. The distance from the bracket’s front mounting hole to the front edge of the window frame should be at least 3/4”. Make sure both shade brackets line up with each other horizontally.

For Outside Mount

When installing the shade bracket, the top of each shade bracket needs to be parallel with the edge of the window frame. The distance from the shade bracket’s mounting holes to the front edge of the window frame should be at least 3/4”. Make sure all the shade brackets are level and aligned with each other. Each shade bracket will require two 1 1/4” hexagon screws for the installation.

For Coupled Shade

Use Installation Template to mark the installation position of screw hole on the wall and then install bracket when installing the coupled shade link bracket, make sure that the center of both the link bracket and the shade bracket line up and are level with each other. For inside mount, make sure the link bracket’s opening faces the front. For outside mount, the link bracket opening needs to face up. Each shade bracket will require two 1 1/4” hexagon screws for the installation. Coupled shades must be installed with a 6mm extension on each of the brackets both the left and the right.

Recommended Tools

- Screw gun / Drill
- Tape Measure
- Screwdriver
- Level
- Pencil

Hardware Included

- 1 1/4” Hexagon screw
- Flat head screw
- Round head screw
- Installation Template
- Spacer Block

Hardware for Coupled Roller shade

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6mm Extension</td>
<td></td>
<td>Used for single unit to mark bracket installation position before installing bracket. * Not available for Inside-Side Mount</td>
</tr>
<tr>
<td>Link bracket</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Link rod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Link bearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Link adapter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shade Installation and Removal

Installation of Regular Roller Shade

1. First, insert the Clutch end/Motor end/Tension Dial end into the tongue of clutch bracket
2. Second, press the end plug and install the End Plug end into the hole of bracket of the other side.
3. And then locate the pin, which can be found on the bracket cover, and use it to join the bracket pieces and the shade.

Shade Installation Tips: After shade is installed into shade brackets, use a Level to check if the tube of shade is horizontal; if not, please adjust the position of shade brackets to keep the tube level.

Shade Brackets Installation Tips:

1. The top & bottom of left & right shade brackets should be at the same horizontal line.
2. The front & back of left & right shade brackets should be at the same horizontal line.

The tube of shade needs to be level.

The bracket covers must be attached to the bracket to prevent the shade from falling. Locate the pin, which can be found on the bracket cover, and use it to join the bracket pieces and the shade.
Motorized Operation

Removal of Regular Roller Shade

1. First remove bracket cover from bracket on the End Plug end
2. Then use a straight screwdriver to detach End Plug from bracket
3. Finally remove Clutch end from the bracket of the other side.

How to install or remove Handle for Cordless Shade

- Attach Handle to Hem Bar
  - Turn over hem bar and you can see a label attached at the center of hem bar. Align the center of the bottom of handle with the label and hook the handle to the hem bar from top to bottom.
  - Press the handle from top to bottom to make the top of handle clip into the hem bar.
  - Finally tear off the label from hem bar.

- Install Safety Tension Device
  - Use two 2" flat screws to install the safety device
  - The chain should be fully extended upon installation of the device

- Remove handle from hem bar
  - Use straight screwdriver to pry the bottom of Handle from hem bar and then handle can be removed.

- Install Safety Tension Device
  - Use two 2" flat screws to install the safety device
  - The chain should be fully extended upon installation of the device

Cordless Operation

- Pull the handle downwards or upwards and the shade will be lowered or raised.
- Place the U shape channel of Pole under the handle and push up to lift the shade.
- Use the “hook” portion to hook the handle to lower the shade.

Roller Shade Operation

- To “release” or lower the shade, pull the bead chain downward that is closer to the shade fabric
- To raise the shade, pull the bead chain downward that is further away from the shade fabric

Continuous Cord Loop & Operation

- To raise the shade, pull the bead chain downward that is further away from the shade fabric
- To “release” or lower the shade, pull the bead chain downward that is closer to the shade fabric

The tension in our cordless roller shades can be adjusted to provide optimal light control and to ensure easy and dependable operation on a variety of window types and sizes. If a cordless shade has been tending to slide down on its own or it fails to roll up, the issue can be easily fixed by turning the adjustment dial towards “-” to increase the tension. Conversely, if the cordless shade cannot stop at the desired height and tends to roll up by itself, the tension can be decreased by turning the adjustment dial towards the “+”.

Operating channel number has been pre-programmed in factory based on customer’s order request. When operating the motorized shade, the motor inside the tube will have a little thrilling.

N300722
**Roller Shade Installation Instruction With Top Treatment**

![Common Fascia](Image)

**Recommended Tools**
- Screw gun / Drill
- Tape Measure
- Screwdriver
- Level
- Pencil

**Hardware Included**
1. Screws needed for installing

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<tr>
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<tr>
<td>1 1/4” Hexagon screw</td>
<td><img src="Image" alt="Image" /></td>
<td>To install bracket</td>
</tr>
<tr>
<td>2” Flat head screw</td>
<td><img src="Image" alt="Image" /></td>
<td>To install safety tension device</td>
</tr>
<tr>
<td>3/4” Round head screw</td>
<td><img src="Image" alt="Image" /></td>
<td>To install hold down bracket</td>
</tr>
</tbody>
</table>

2. Hardware for Roller shade with top treatment

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<tbody>
<tr>
<td>Shade bracket</td>
<td><img src="Image" alt="Image" /></td>
<td>To install shade (on Clutch end/Tension Dia end/Motor end)</td>
</tr>
<tr>
<td>Shade bracket cover</td>
<td><img src="Image" alt="Image" /></td>
<td>To install shade (on End Plug end)</td>
</tr>
<tr>
<td>Shade bracket cover</td>
<td><img src="Image" alt="Image" /></td>
<td>Shade bracket cover</td>
</tr>
<tr>
<td>6mm Extension</td>
<td><img src="Image" alt="Image" /></td>
<td>Used for Coupled Shade</td>
</tr>
</tbody>
</table>

**Mounting Bracket Installation**
When installing the mounting bracket, the distance from the bracket’s screw hole near the edge of the window frame to the edge of the window frame should be at least ¾”.

- **Inside mount**
- **Outside mount**

**3 Hardware for Roller shade with Raceway System**

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mounting bracket</td>
<td><img src="Image" alt="Image" /></td>
<td>To install Raceway (for outside mount middle of raceway when raceway length is over 40”)</td>
</tr>
<tr>
<td>Valance bracket</td>
<td><img src="Image" alt="Image" /></td>
<td>To install Fascia / Valance (mounted on raceway)</td>
</tr>
<tr>
<td>Valance clip</td>
<td><img src="Image" alt="Image" /></td>
<td>To install Fascia / Valance (placed on Fascia/Valance)</td>
</tr>
<tr>
<td>Square Fascia end cap</td>
<td><img src="Image" alt="Image" /></td>
<td>For Square Fascia</td>
</tr>
<tr>
<td>Curved Fascia end cap</td>
<td><img src="Image" alt="Image" /></td>
<td>For Curved Fascia</td>
</tr>
<tr>
<td>Valance return connector</td>
<td><img src="Image" alt="Image" /></td>
<td>To connect fabric valance returns</td>
</tr>
<tr>
<td>Valance return connector</td>
<td><img src="Image" alt="Image" /></td>
<td>To connect wood valance returns</td>
</tr>
<tr>
<td>Handle</td>
<td><img src="Image" alt="Image" /></td>
<td>For Cordless Shades</td>
</tr>
</tbody>
</table>

**Shade Installation and Removal**

- **Installation of Roller Shade with Raceway System (Inside Mount)**
  Attach the shade brackets and extensions into the two ends of the raceway. Make sure the extension bolt locks into the raceway’s dedicated hole. Install the shade and raceway system into the window opening. Taking care that the distance between the 1” screw and the window edge is at least 3/4”.

- **Installation of Roller Shade with Raceway System (Outside Mount)**
  Attach the shade brackets and extensions into the two ends of the raceway. Make sure the extension bolt locks into the raceway’s dedicated hole. Install the shade and raceway system into the window opening. Taking care that the distance between the 1” screw and the window edge is at least 3/4”.

- **Removal of Roller Shade with Raceway System**
  - Use a tool to push the lock pin on end plug bracket upward.
  - Use tool to draw back the end plug from bracket.
  - Finally remove shade from mounting bracket. As shown drawing.

**Valance Bracket on Raceway**
Insert the valance clip into the dedicated groove on the aluminum strip, pictured below.

**Valance Clip Installation**
Insert the valance clip into the dedicated groove on the aluminum strip, paying special attention to the direction of the valance clip. For a valance, the valance clip should face downwards. For valance, it should face up. The valance clip location should align with the valance bracket as pictured below.

**Valance Bracket on Raceway**

**For Fascia:**

- **Shade Installation and Removal**
  Attach the valance clips to a position on the valance/fascia so that they are each aligned with a valance bracket on the raceway, and then push the valance clips into the valance bracket.

**For Fascia:**

- **Valance Bracket on Raceway**
  Attach the valance clips to a position on the valance/fascia so that they are each aligned with a valance bracket on the raceway, and then push the valance clips into the valance bracket.
Take down shade from mounting bracket before removing valance bracket from raceway, as shown below.

Note: The installation & removal for all fascias & valances are the same.

**Dual Shade Installation**

Installation of the mounting brackets & raceway is the same for dual shades as it is for single shades. Please install the back shade before install the front shade. Installation of the valance clips is also very similar. Please refer to the previous sections for single shades for more info. Please pay attention to distinguish the left and right shade bracket, refer the below instructions.

**How to install or remove Handle for Cordless Shade**

- **Attach Handle to Hem Bar**
  - Turn over hem bar and you can see a label attached at the center of hem bar. Align the center of the bottom of handle with the label and hook the handle to the hem bar from top to bottom.
  - Press the handle from top to bottom to make the top of handle clip into the hem bar.
  - **Finally tear off the label from hem bar**

- **Remove handle from hem bar**
  - Use straight screwdriver to pry the bottom of handle from hem bar and then handle can be removed.

- **Install Safety Tension Device**
  - Use two 2” flat screws to install the safety device. The chain should be fully extended upon installation of the device.

- **Roller Shade Operation**
  - Pull the handle downwards or upwards and the shade will be lowered or raised.

- **Cordless Operation**
  - The tension in our cordless roller shades can be adjusted to provide optimal light control and to ensure easy and dependable operation on a variety of window types and sizes. If a cordless shade has been tending to slide down on its own or it fails to roll up, the issue can be easily fixed by turning the adjustment dial towards “+” to increase the tension. Conversely, if the cordless shade cannot stop at the desired height and tends to roll up by itself, the tension can be decreased by turning the adjustment dial towards the “-”.

When the fabric roll diameter is larger than 64mm, shade brackets will need to be installed with 7.6mm extensions, two for each shade bracket.

The center of handle should be aligned with the label.

**Continuous Cord Loop & Operation**

To “release” or lower the shade, pull the bead chain downward that is closer to the shade fabric. To raise the shade, pull the bead chain downward that is further away from the shade fabric.