Roller Shade Installation Instructions

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

**Hardware Included**

1. **Screws needed for installing**:
   - 1 1/4" Hexagon screw
   - 2" Flat head screw
   - 3/4" Round head screw

2. **Hardware for Regular Roller shade**
   - Shade Bracket
   - Shade Bracket
   - Bracket cover

3. **Hardware for Roller shade with Raceway System**
   - Mounting Bracket
   - Valance Bracket
   - Valance Clip
   - Square Fascia End Cap
   - Curved Fascia End Cap
   - Valance return connector
   - Valance return connector
   - Handle

**Hardware Drawing Usage**
- 1/4" Hexagon screw: Installing bracket
- 2" Flat head screw: Installing safety tension device
- 3/4" Round head screw: Installing hold down bracket
- Mounting Bracket: Installing Raceway (for inside mount)
- Valance Bracket: Installing Fascia / Valance (mounted on raceway)
- Valance Clip: Installing Fascia / Valance (placed on Fascia/Valance)
- Square Fascia End Cap: Used for Square Fascia
- Curved Fascia End Cap: Used for Curved Fascia
- Valance return connector: Connecting Fabric Valance returns
- Valance return connector: Connecting Wood Valance returns
- Handle: For cordless shades

**Shade Bracket Installation**

**For Inside-Top Mount & Side Mount:**
- When installing shade bracket, the distance from the front mounting hole of shade bracket to the front edge of window frame should be more than 3/4". Ensure both of shade brackets are at the same horizontal line. Each shade bracket needs two 1 1/4" hexagon screws for installation.

**For Outside Mount:**
- When installing shade bracket, the top of each shade bracket is parallel with the edge of the window frame. The distance from the mounting holes of the shade bracket to the front edge of the window frame should be more than 3/4". All shade brackets should be level and align. Each shade bracket needs two 1 1/4" hexagon screws for installation.

**For Coupled Shade:**
- Each shade bracket needs two 1 1/4" hexagon screws for installing. When installing the link bracket, make sure that the center of both link bracket and shade brackets are on the same level. As for the opening direction of Link bracket, it should be towards front for Inside Mount and towards up for Outside Mount. Coupled shades must need to install a 6mm Extension on the left & right shade brackets.

  - **Inside Mount:**
  - **Outside Mount:**
  - **Coupled Shade:**

**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 insert the End Plug end into the hole of bracket of the other side.
3. And then attach bracket covers to brackets. Finally remove paper band from shade. As shown below:

**Mounting Bracket Installation**

- When installing mounting bracket, the distance from the screw hole near the edge of window frame to the edge of window frame should be more than 3/4".

**Shade Installation or Removal**

- Below drawing is showing the location of each Mounting Bracket:
  - 38mm (1.5"
  - Divided evenly

**For Inside Mount**

- Aligning with the tongue of clutch bracket to install shade

**For Outside Mount**

- 6mm Extension

**Shade Bracket 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.
Shade Installation Tips:

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.

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.

Installation of Roller Shade with Raceway System:
Align raceway with mounting bracket first and then push it into the mounting bracket. Ensure the top front of raceway hangs on the mounting bracket and the back lip of raceway snap into the lug of mounting bracket. As shown drawing ①;

Removal of Roller Shade with Raceway System:
1. Use a tool to press the movable piece of mounting bracket inwards about 2mm, if it’s hard to press, please push raceway back first and then press movable piece. As shown drawing ②;
2. The lug of mounting bracket gets away from the raceway. As shown drawing ③;
3. Slide raceway outwards to make the back lip of Raceway away from the lug of mounting bracket. As shown drawing ④;
4. Finally remove shade from mounting bracket. As shown drawing ⑤.

Valance Bracket Installation:
After shade is installed into mounting bracket, avoiding mounting bracket location, align Valance Bracket with Raceway first and then push it onto the raceway. The top groove of Valance Bracket hooks onto the top of raceway and the bottom groove of Valance Bracket clip into the bottom rib of raceway. As shown below:

Valance Clip Installation:
Insert Valance Clip into the groove of aluminum strip; please notice the direction of Valance Clip before inserting it into aluminum strip. For Valance, the direction of Valance Clip is towards down and for Fascia, it is towards up. The location of Valance Clip should align with Valance Bracket. As shown below:

For Fabric /Wood Valance:

For Fascia:

For Fabric Valance:

For Wood Valance:

Attach Valance/ Fasica to Raceway:
1. Slide Valance Clip on Valance /Fascia to make it align with Valance Bracket on Raceway and then push Valance Clip into Valance Bracket.
2. The direction of Valance Clip is towards down.

Attach Fascia End Cap to Fascia:
1. Attach Fascia End Cap to Fascia
2. The direction of Valance Clip is towards up.

Attach Valance Return to Valance:
Note: please skip this step if there is no return.
1. First insert Valance Return Connector to return.
2. Then attach return to valance

Attach Fascia End Cap to Fascia:

Note: please skip this step if there is no return.
Keystones are needed on Wood & Fabric Valances that require splicing.

- **Keystone for Fabric Valance**

  For inside mount:
  1. First, attach one piece of Valance to Raceway (as shown in drawing 1).
  2. Second, put the Keystone on the joint of Valances and then make the top & bottom of Keystone go around to the back of Valance (as shown in drawing 2).
  3. Finally, stick the Velcro on top & bottom of Keystone together.

  For outside mount:
  1. Attach each piece of Valances to Raceway first (as shown in drawing 3).
  2. Second, put the Keystone on the joint of Valances and then make the top & bottom of Keystone go around to the back of Valance (as shown in drawing 4).
  3. Finally, stick the Velcro on top & bottom of Keystone together.

Note: Spliced valance is composed of two pieces of valance (the left & right ones). The end far away from Aluminum Strip is the joint of these two pieces of Valance.

- **Keystone for Wood Crown Valance**

  Tear off double-sided tape on Keystone first, then align the left & right Valance with the Keystone and stick them firmly to the Keystone. Finally, use 4 screws to secure the Valance on the Keystone. As shown below.

- **Keystone for Wood Modern Valance**

  Place the end of two pieces of Valance on the center of Keystone and use 4 screws to secure Valance on the Keystone. As shown below:

  - **Valance/Fascia Removal**

    First, remove Valance/Fascia together with Valance Clip from Valance Bracket.
    
    Take down shade from Mounting Bracket before removing Valance Bracket from Raceway. There are 2 ways to remove Valance Bracket.
    
    **option 1:** Slide out Valance Bracket from both sides of Raceway, as shown below.
    
    **option 2:** Use a tool to pry the top & bottom clips of Valance Bracket and then Valance Bracket can be taken off from raceway.
Note: The installation & removal for all Fascias & Valances are the same.

**Dual Shade Installation**

- The installation for Mounting Brackets & Raceway is same as Single shade.
- Please refer to “Valance Installation” to install valance.
- After installing dual shades and removing paper band from shades, please retrace Hem Bar of front shade by half-turn to make it align with the Hem Bar of back shade (as shown below).

**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:**
  - The center of Handle should be aligned with the label.
  - The Hem Bar of both front & back shades should be at the same height.

**Battery Wand Installation:**

- Battery wand can be installed horizontally or vertically. First fix the battery wand onto the wall. These two clips must be at the same line.
- Load 8 AA batteries into battery wand and snap the battery wand into clips.
- After both the shade and battery wand are installed, connect the power cord of the motor and the battery wand.

**Roller Shade Operation**

**Continuous Cord Loop & Smart Release Operation:**

- Pull bead chain which is close to the shade fabric downwards and the shade will be raised.
- Pull bead chain which is away from the shade fabric downwards and the shade will be lowered.

- For the operation of Smart Release, please gently pull the bead chain which is close to the shade fabric downwards about 40mm (1.5”) and the shade will lower automatically. If there is a need to stop the shade during lowering, please pull the bead chain which is away from the shade fabric and then the shade will stop. If the shade cannot lower automatically when gently pull the bead chain which is close to the fabric, please pull the bead chain which is away from the fabric first, and then pull bead chain on the other side.

**Cordless Operation:**

- If the shade slides down automatically or fails to roll up, please follow the “+” direction to rotate the Tension Dial to fix this issue. If the shade cannot stop at the desired location and roll up automatically, please follow the “-” direction to rotate the Tension Dial to fix this issue.

**Motorized Operation:**

- Pull the handle downwards or upwards and the shade will be lowered or raised.

**Attention:**

Shade is heavy. Be careful during installation.