N301012-H

Roller Shade Installation Instructions
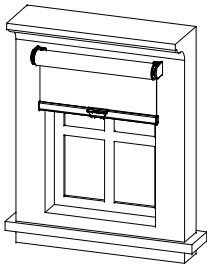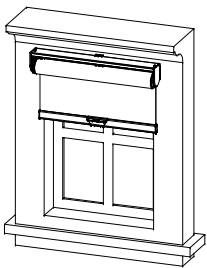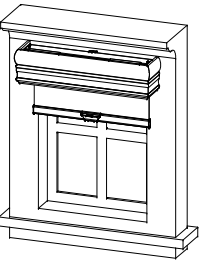
Regular	With Raceway
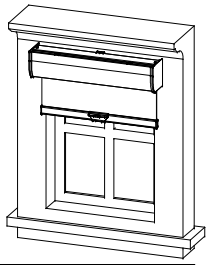
With Fascia	With Valance

Recommended Tools

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

Hardware Included

1. Screws needed for installing

Hardware	Drawing	Usage
1 1/4" Hexagon screw		To install shade brackets
2" Flat head screw		To install safety tension device for continuous cordloop
1 1/4" Round head screw		To install safety tension device for SmartRelease™
3/4" Round head screw		To install traditional hold down bracket
5/8" Flat head screw		To install magnet catch

2. Hardware for Regular Roller shade

Hardware	Drawing	Usage
Shade bracket		To install shade (on Control Side)
Shade bracket		To install shade (on End Plug side)
Bracket cover		Shade bracket cover (Pre-installed on the shade bracket)
Link bracket		For Coupled Shades

3. Hardware for Roller shade with Raceway System

Hardware	Drawing	Usage
Mounting Bracket		To install raceway (for inside mount)
		To install raceway (for outside mount)
Valance bracket		To install fascia / valance (mounted on raceway)
Valance clip		To install fascia / valance (placed on fascia/valance)
Square fascia end cap		For square fascia
Curved fascia end cap		For curved fascia
Valance return connector		To connect fabric valance returns
Valance return connector		To connect wood valance returns
Valance connector		To connect spliced wood valances

4. Other hardware

| Handle		For Cordless shades
Tension device cover		For SmartRelease™ outside mount
Tension device base		For SmartRelease™ inside mount
Traditional Hold Down Bracket		Optional
Magnet Catch		Optional (For magnetic hold down)
Spacer Block		Optional

5. Mounting Brackets and Spacer Block Qty

Shade Type		Shade width (X)	Mounting Brackets Qty	Spacer Block Qty -1 Layer	Spacer Block Qty -2 Layers
Without Raceway	Single Shades	All	2	2	4
	Coupled Shades	All	3	3	6
With Raceway	Single Shades / Dual Shades	8"≦X≦40"	2	2	4
		40"<X≦80"	3	3	6
		X>80"	4	4	8

Regular Shade Installation and Removal
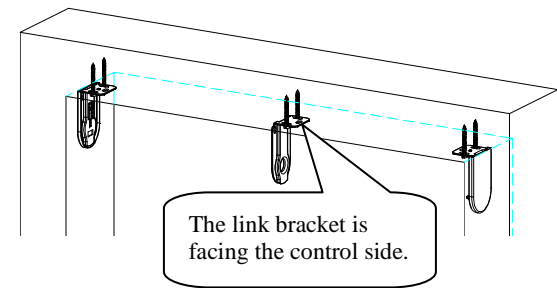
Installation of shade brackets

When installing the shade bracket, 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. Each shade bracket will require two 1 1/4" hexagon screws for the installation. For Inside Mount installation, first fit the shade bracket cover over the shade bracket, and then screw brackets into wall.

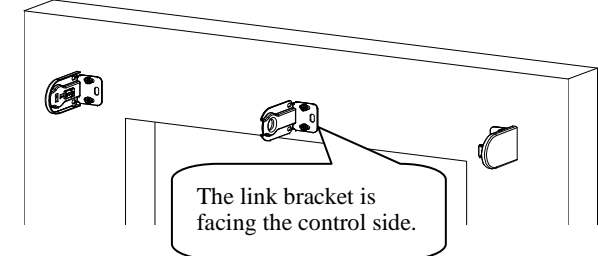

Inside Mount   Outside Mount
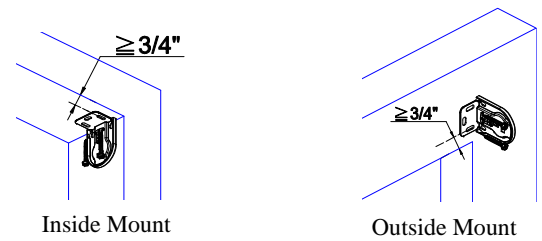
Installation of link bracket for Coupled Shades

When installing the coupled shade link bracket, make sure that the center of both the link bracket and the shade brackets line up and are level with each other. Each shade bracket will require two 1 1/4" hexagon screws for the installation.
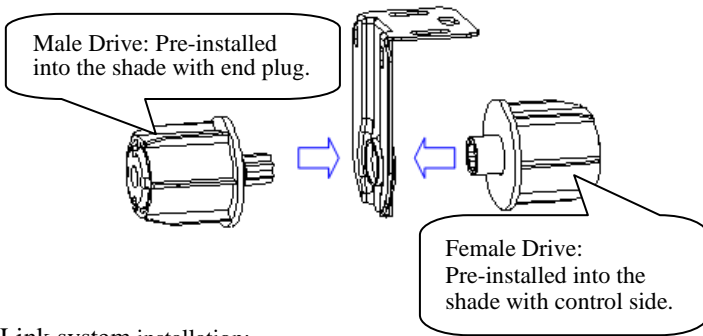Please ensure the link bracket is facing the control side.

Inside Mount

The link bracket is facing the control side.

Outside Mount

The link bracket is facing the control side.

Link system

Male Drive: Pre-installed into the shade with end plug.

Female Drive: Pre-installed into the shade with control side.

Link system installation:
Step 1: Install the control side into the bracket for the control side.
Step 2: Press the female shaft and put it into the opening of the link bracket.
Step 3: Insert the male drive into the shaft of the female drive.
Step 4: Install the end plug into the bracket for the end plug.
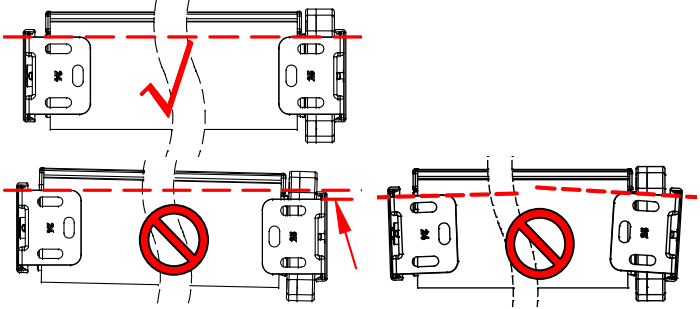Step 5: Slide down the lock pin into the end plug.
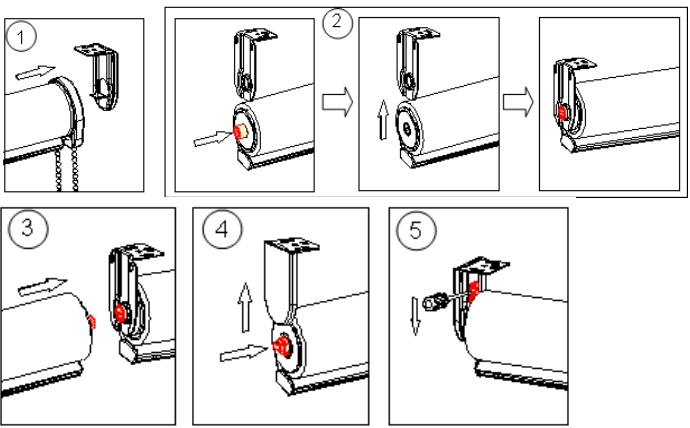
Shade Bracket Installation Tips

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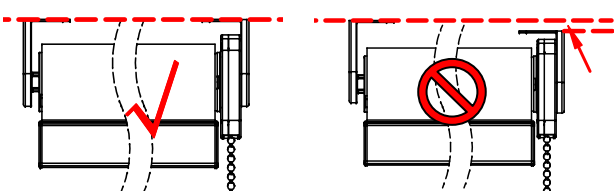
② The front & back of left & right shade brackets should be at the same horizontal line.

Installation of the Shade

① First, insert the control side into the tongue of the bracket for the control side.
② Second, press the end plug and insert the end plug into the hole of the bracket on the other side.
③ Third, slide the lock pin in the shade bracket downward into the end plug to prevent the shade from falling.
④ Finally remove the paper band from the shade.

Align control side of the shade with the tongue of the bracket for the control side.

Slide the lock pin in the shade bracket downward into the end plug to prevent the shade from falling.
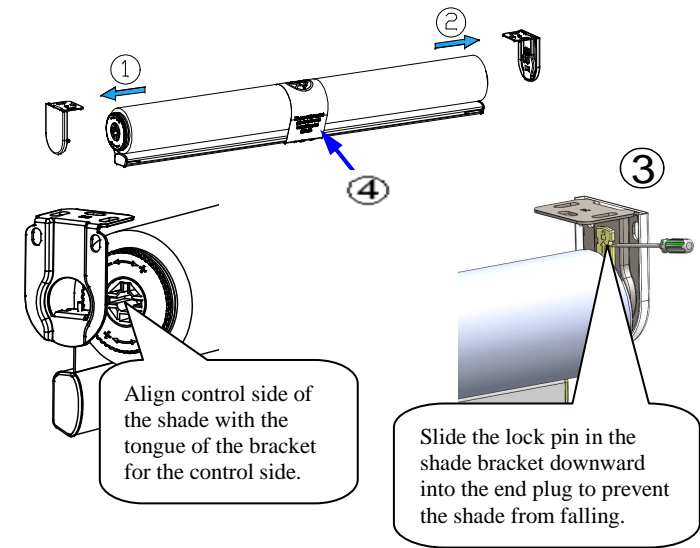
N301012-H

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

The shade needs to be level.

3/16"

The gap on the end plug side needs to be about 3/16".
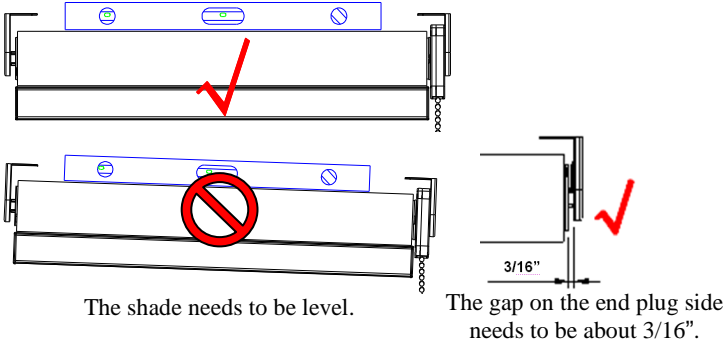
Removal of the Shade
1. Use a tool to push the lock pin on the end plug bracket upward.
2. Use tool to draw back the end plug from bracket.
3. Finally, remove shade from mounting bracket on the other side.

① ② ③
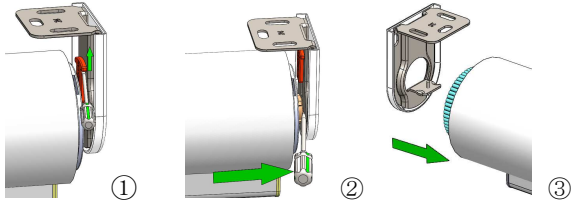
Raceway System Installation and Removal

### Installation of mounting brackets

When installing the mounting bracket, 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 all brackets line up with each other horizontally. Each bracket will require two 1 1/4" hexagon screws for the installation. Brackets position:

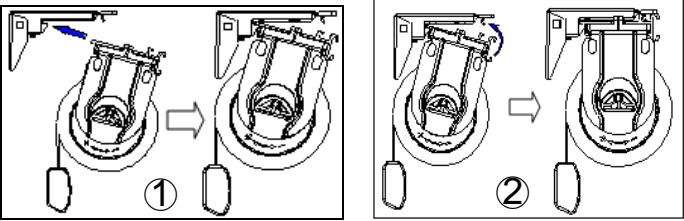2"~4"   Divided Evenly   Divided Evenly   2"~4"
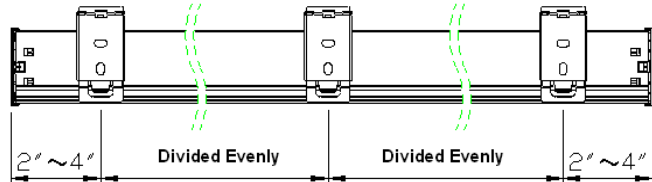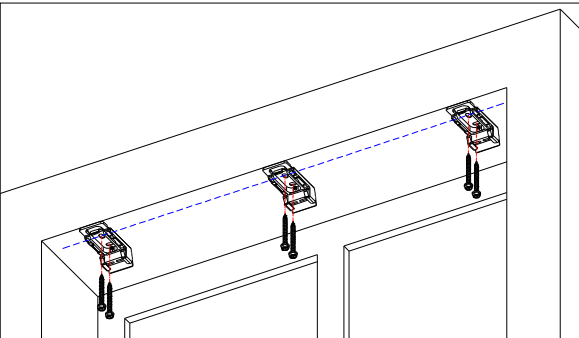
Inside Mount:

Outside Mount:
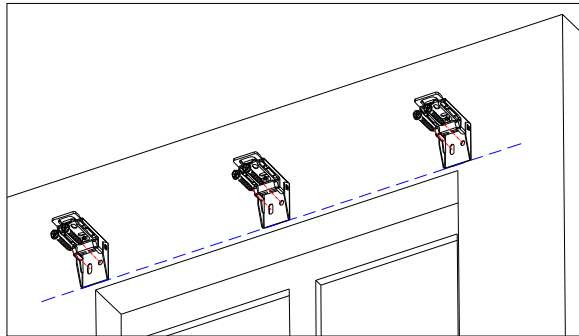
Installation of shade

There are two installation methods.

1. Insert the back edge of the raceway into the back plastic part of the bracket, and then turn the raceway upwards so that the front rib of the raceway snaps into the bracket.

①   ②

2. Snap the front rib of the raceway into the bracket, and then turn the raceway backwards and upwards so that the back of the raceway is stuck to the back plastic part of the bracket.

①   ②
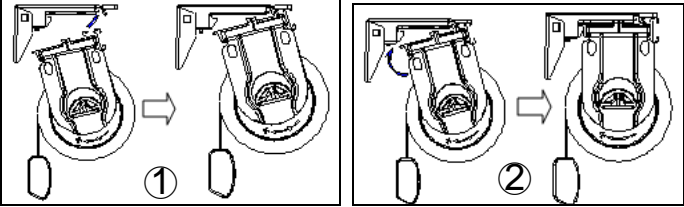
Removal of Shade

Use a tool to push back the front or back plastic part of the brackets, and then turn the back side of the raceway downward so that it detaches from the bracket.
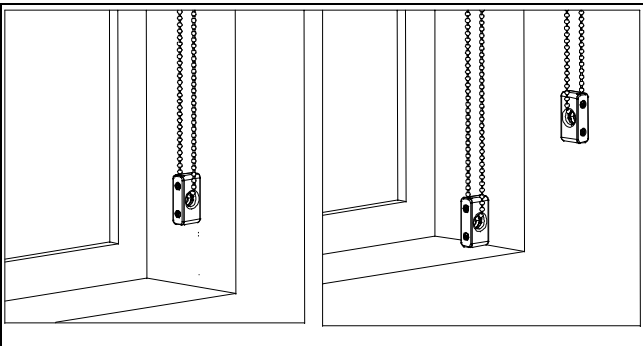Finally remove the raceway by pulling downward from the brackets.
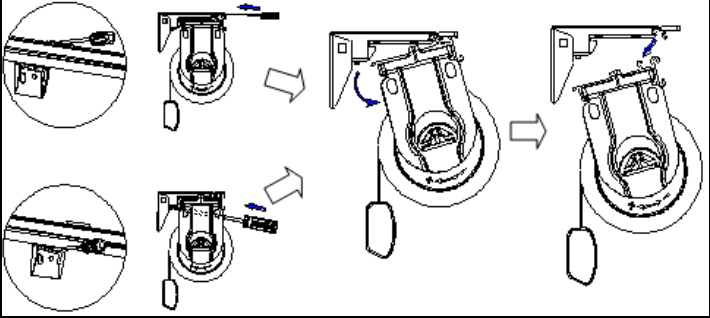
Continuous Cordloop & SmartRelease™ Installation

Safety Tension Device Installation

A. For Continuous Cordloop Shades
Use two 2" flat head screws to install the safety device.
The bead chain should be fully extended upon installation of the device.

### B. For SmartRelease™ Shades

Installation:
· Ensure the tension device rests at the very bottom of the bead chain loop. If not, insert the slotted screwdriver into the hole of the tension device and rotate the locking mechanism up to adjust.
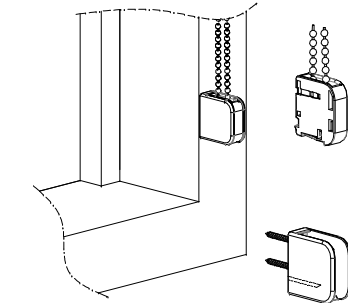
Inside Mount   Outside Mount
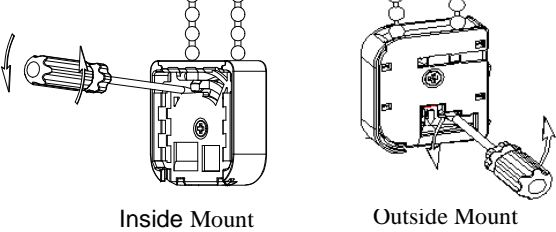
· In determining the location of the tension device, ensure the bead chain tension is taut but has a small amount of slack. Do not overly tighten the bead chain.
· Use 2pcs 1 1/4" round head screws to mount the tension device cover / base to the surface where you need to secure the tension device.
· Insert the tension device into the cover / base to operate the bead chain.
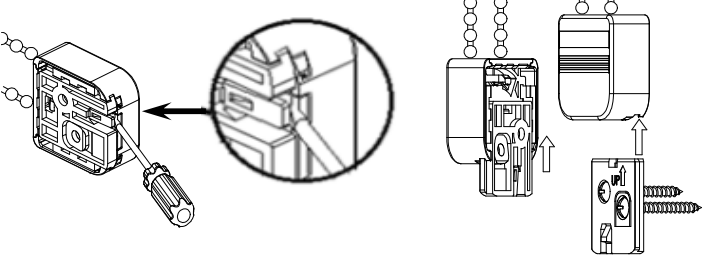
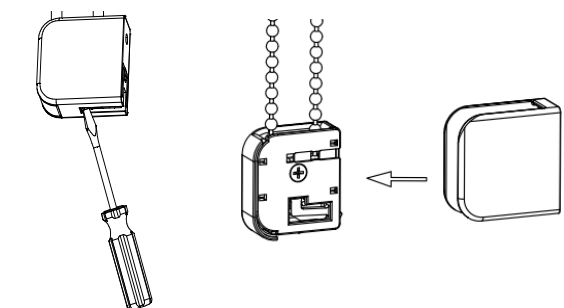Inside Mount:

Fabric

2" at least
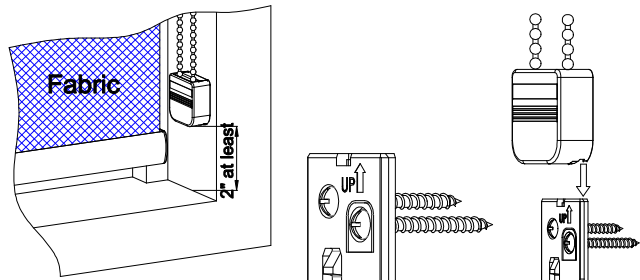
Outside Mount:

Removal:
Hold the tab up with a small screwdriver and slide out of the retainer.
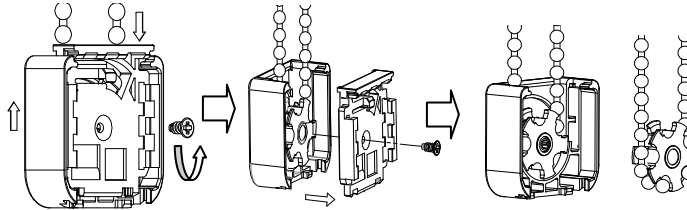
Inside Mount:

Outside Mount:

Exchange of Safety Tension Device:

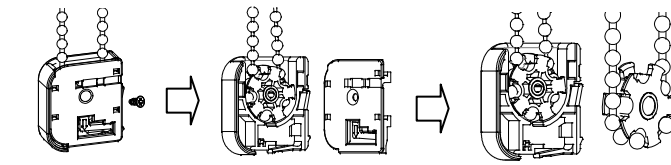**Disassembly of the safety tension device:**
Inside mount:
Step 1: Loosen the screw.
Step 2: Move the top cover up, away from the bottom slot, and then remove it from the bottom cover.
Step 3: Remove the wheel and chain out of the bottom cover.
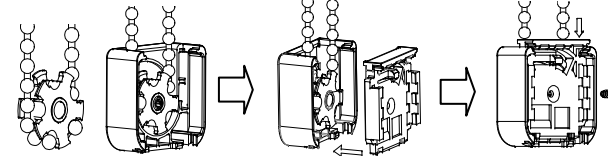
Outside mount:
Step 1: Loosen the screw.
Step 2: Move the top cover down, away from the bottom slot, and then remove it from the bottom cover.
Step 3: Remove the wheel and chain out of the bottom cover.

Assembly of the safety tension device:
Inside mount:
Step 1: Put the wheel and chain into the bottom cover.
Step 2: Put the top cover into the bottom cover, and then move it down into the bottom slot.
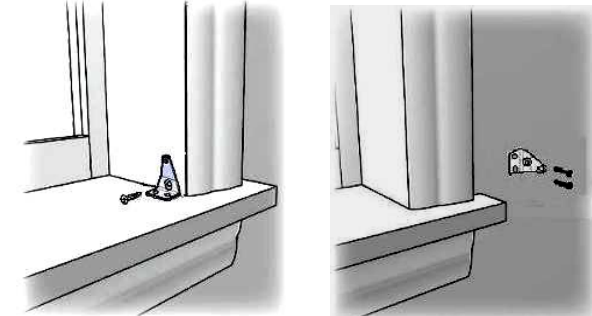Step 3: Install the screw.

Outside mount:
Step 1: Put the wheel and chain into the bottom cover.
Step 2: Put the top cover into the bottom cover, and then move it up into the slot.
Step 3: Install the screw.
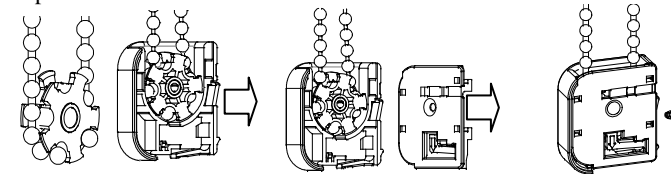
Hold Down Brackets Installation (optional)
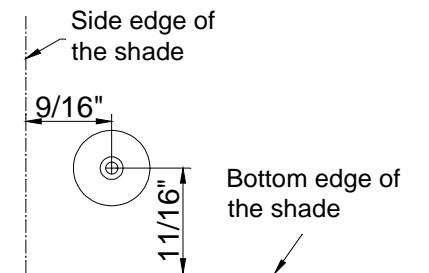
A. Traditional Hold Down Bracket
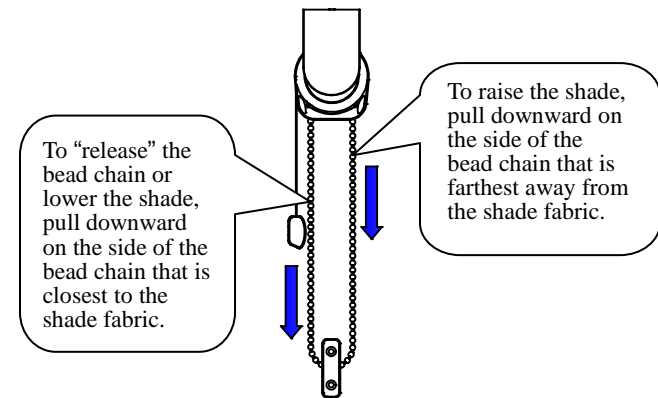Use 3/4" round head screw to secure each bracket.

B. Magnetic Hold Down

Use 5/8" flat head screw to secure the magnet catch at the below location. Make sure the magnet catch aligns with the pre-installed magnet on the bottom rail of the shade.

Side edge of the shade

9/16"

11/16"

Bottom edge of the shade

Continuous Cord Loop & SmartRelease™ Operation

To raise the shade, pull downward on the side of the bead chain that is farthest away from the shade fabric.

To "release" the bead chain or lower the shade, pull downward on the side of the bead chain that is closest to the shade fabric.

For the operation of SmartRelease™, gently pull the bead chain that is closer to the shade fabric downwards about 1 1/2" and the shade will lower automatically. If there is a need to stop the shade while it is lowering, pull the bead chain that is farther away from the shade fabric and the shade will stop. If the shade cannot lower automatically after gently pulling the bead chain that is closer to the fabric, pull the bead chain that is farther away from the fabric first, and then pull the bead chain on the other side.
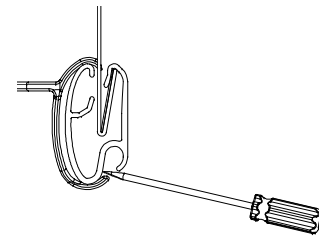
Cordless Installation

Handle installation

Step 1: Turn over hem bar and you can see a label attached at the center of the hem bar.
Step 2: Align the center of the bottom of the handle with the label.
Step 3: Hook the handle to the hem bar from top to bottom.
Step 4: Press the handle from top to bottom to make the top of the handle clip into the hem bar.
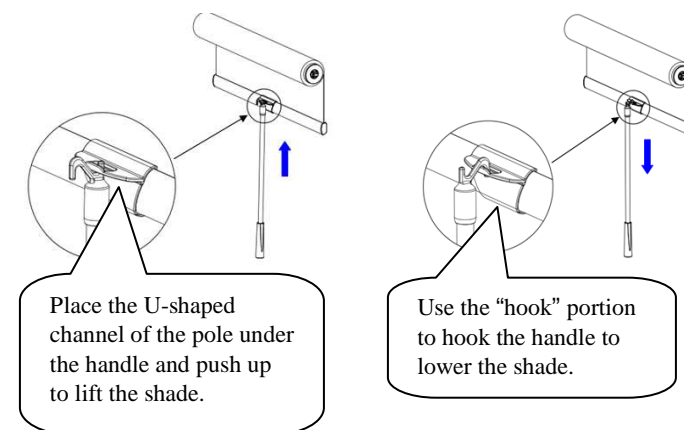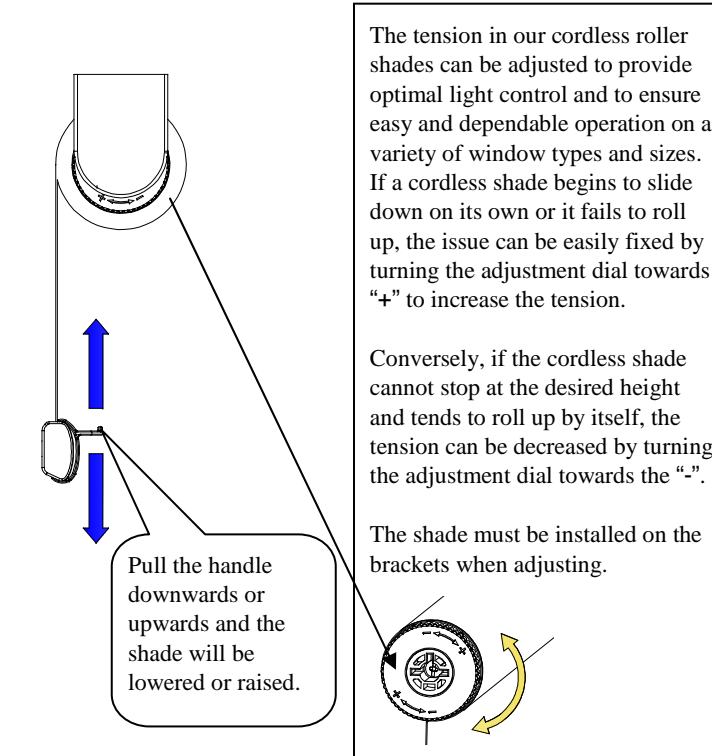Step 5: Tear off the label from hem bar.

Label ①

② The center of handle should be aligned with the label.

③ ④ ⑤
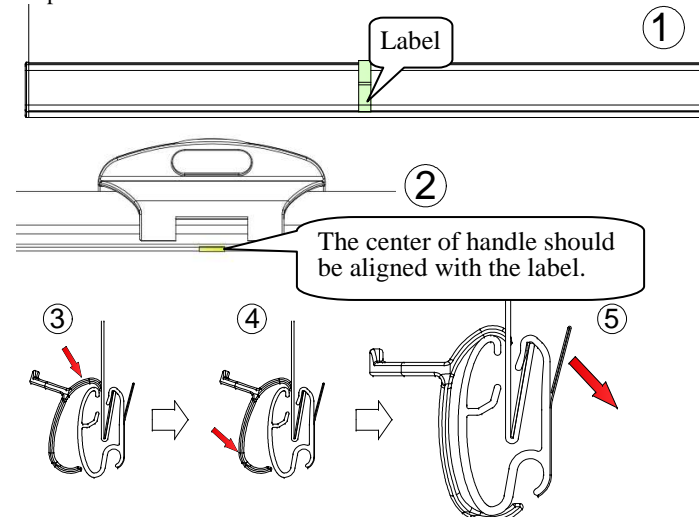
● **Remove handle from hem bar**
Use straight screwdriver to pry the bottom of handle from hem bar, so then the handle can be removed.

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 begins 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 "**-**".

The shade must be installed on the brackets when adjusting.

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

Place the U-shaped channel of the pole under the handle and push up to lift the shade.

Use the "hook" portion to hook the handle to lower the shade.

Motorized Installation

Battery Wand Installation

Battery wands for motorization can be installed horizontally or vertically. They easily install with the affixing of two battery wand clips, both of which should be lined up with each other on the wall so that the battery wand can easily snap into place. Each wand requires 8 AA batteries (not supplied). If your motorization package has the optional AC adapter, it plugs into the motor wire directly in place of the battery wand.

Vertical   **Horizontal**

AC adapter

## Motorized Operation

Up
Stop
Down
Channel select
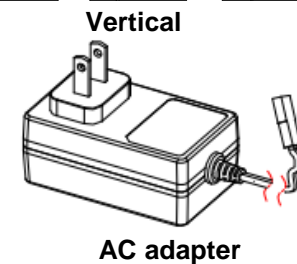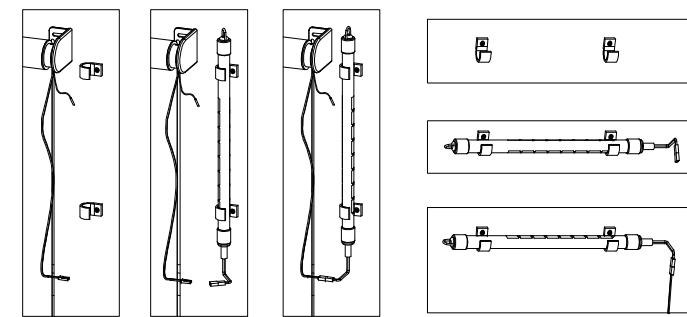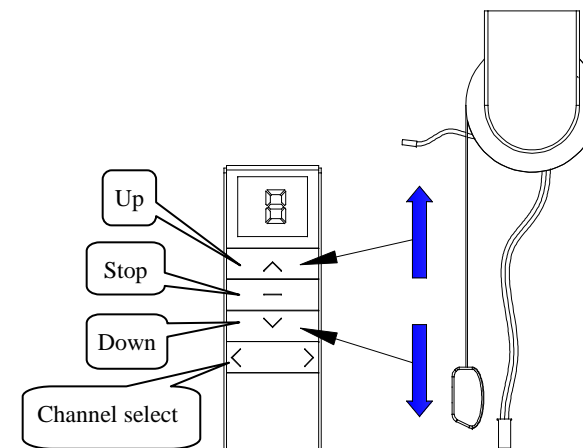
15-Channel Remote Control:

Use 1 Lithium cell battery CR2450 (3V) (not supplied). There is a total of 15 channels (channel #1–15) available. The shade will be pre-programmed to operate on channel 1 by default unless specified before shipping. The default setting from the factory for channel 0 is to operate all shades at once.
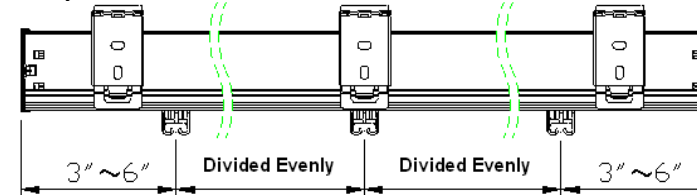
Fascia & Valance Installation

Valance Bracket Installation

After installing the shade and raceway, the brackets for the valance or fascia come next. Align the valance bracket with the raceway first and then push the bracket onto the raceway. The top groove of the valance bracket should hook onto the top of the raceway while the bracket's bottom groove clips into the bottom rib of the raceway, as shown below.
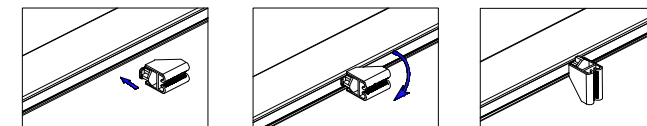
The drawing below shows the valance brackets installed in an ideal position. They are placed far enough apart so that the space is divided evenly.

3"~6"   Divided Evenly   Divided Evenly   3"~6"

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 a fascia, it should face upward. The valance clip location should align with the valance bracket as pictured below.
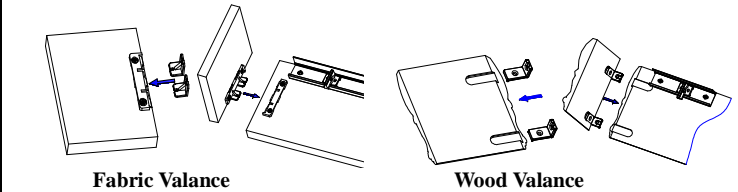
For Fabric/Wood Valance:

The direction of this valance clip is facing downward.

For Fascia:

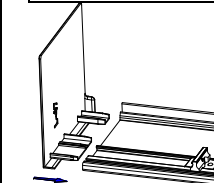The direction of this valance clip is facing upwards.
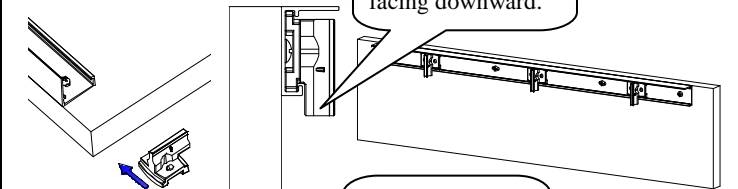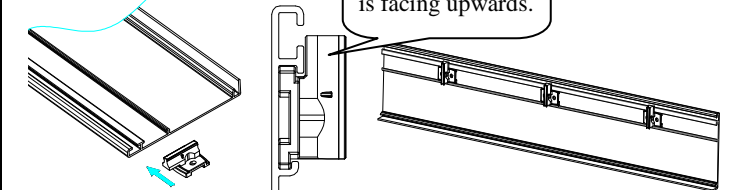
Attach Valance Return to Valance

Note: please skip this step if there is no return.

● First insert valance return connector to return.
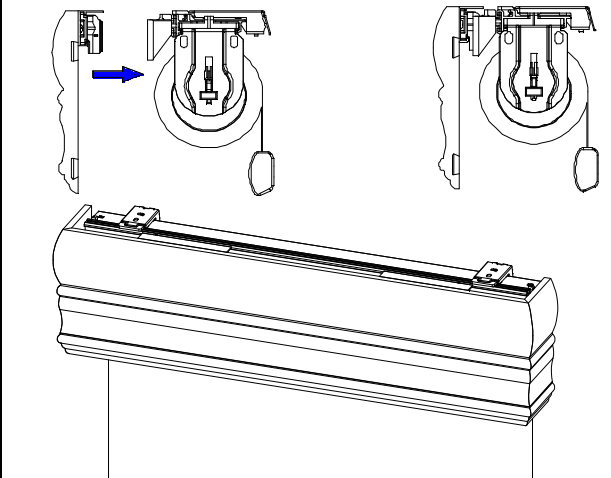● Then attach return to valance.

Fabric Valance   **Wood Valance**

Attach Fascia End Cap to Fascia
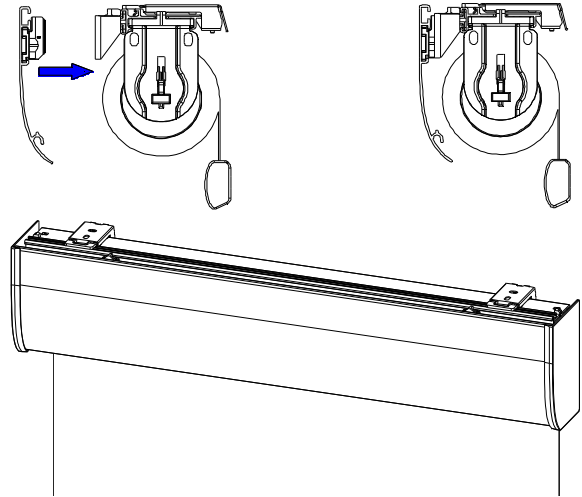
Attach Valance/Fascia to Raceway

Slide 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.
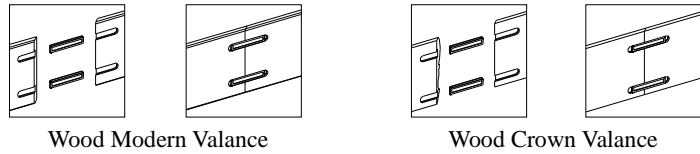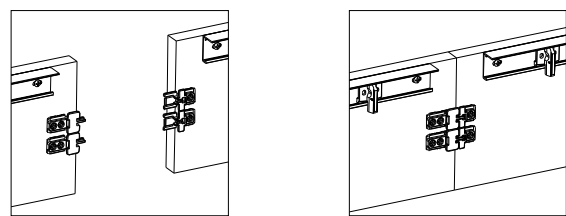
For Valance:

For Fascia:

Valance Connector Installation

Valance connectors are needed on fabric/wood valances that require splicing.
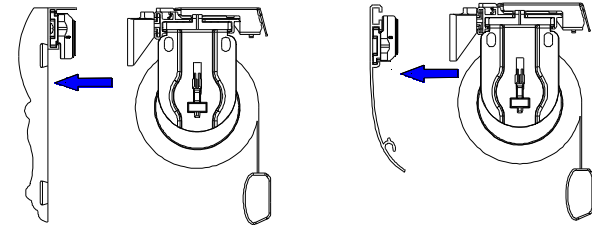
Wood Valance connector:

Wood Modern Valance

Wood Crown Valance

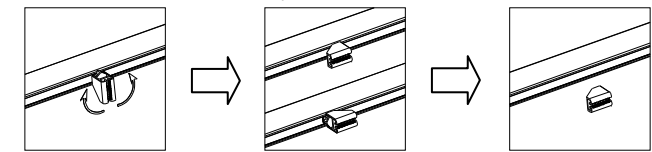**Fabric Valance Connector:**

Valance/Fascia Removal

➢ First, remove valance/fascia together with valance clips and detach them from the valance brackets.

➢ Take down shade from mounting brackets before removing valance brackets from raceway.

➢ Turn the valance brackets 90 degrees, and then take the valance brackets off of the raceway, as shown below.

Note: The installation & removal for all fascias & valances are the same.
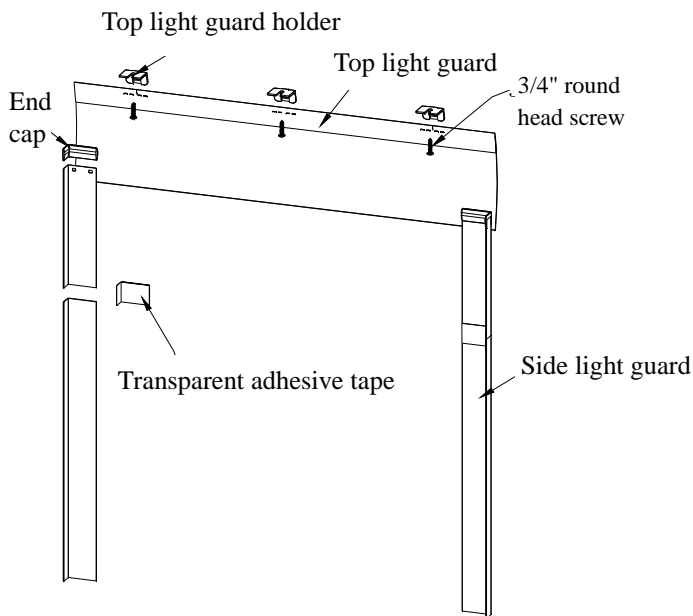
Light Guard System Installation
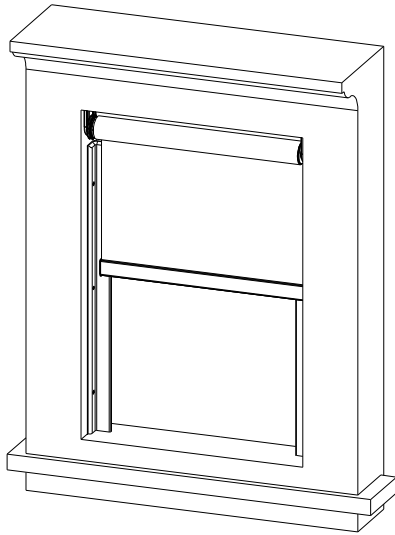
Note: please skip this step if there is no light guard.

Hardware included

| Hardware	Drawing	Usage
3/4" round head screw		To install top light guard holder
Top light guard holder		To install top light guard
Transparent adhesive tape		To join the spliced aluminum light guard
Aluminum light guard end cap		Pre-installed on the top of the aluminum light guard

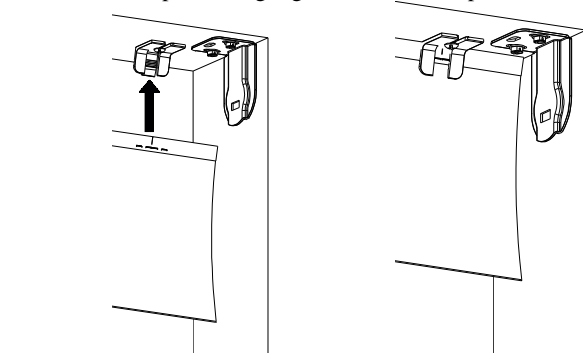## Installation of Top Light Guard

For regular roller shade

Top light guard holder

Top light guard

3/4" round head screw

End cap

Transparent adhesive tape

Side light guard

Install top light guard holder

Each top light guard holder needs one 3/4" round head screw for installation.

This part can be broken off if needed.

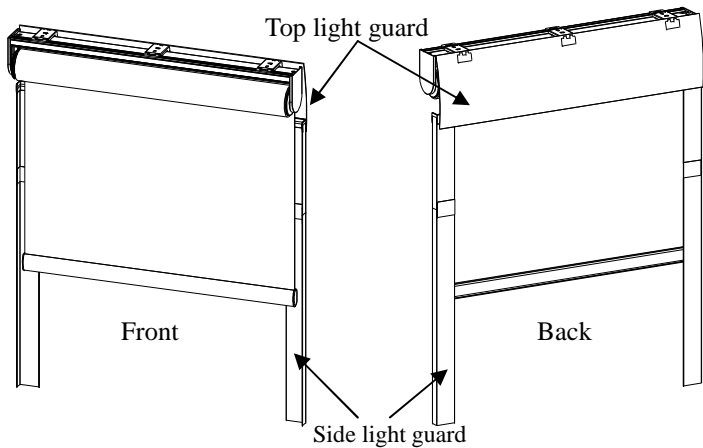3"(76mm)   Divided evenly   Divided evenly   3"(76mm)
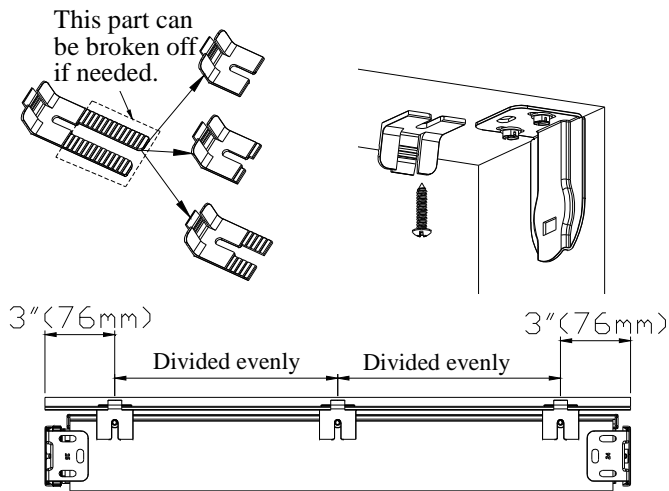
Install top light guard

Insert the top light guard into the back of the top light guard holder. Make sure the top of the light guard meets the top of the window firmly.
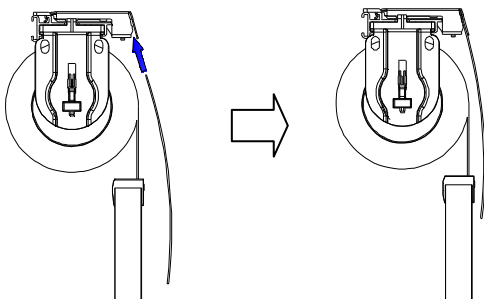
For roller shade with raceway system

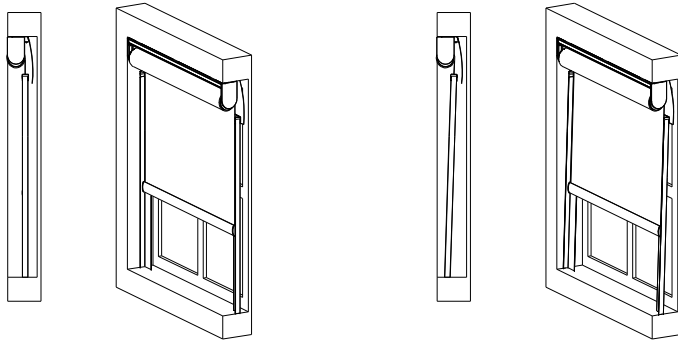Top light guard

Front

Back

Side light guard

Install top light guard

Insert the top light guard into the back groove of mounting brackets.

Installation of Side Light Guard

• Fully lower the shade and place the wider side of the light guard next to the back of the shade fabric.
• Tear off the double-sided tape on the narrow side, and stick the light guard to the window frame.
• For better light blocking, the top of the light guard should be placed next to the shade fabric, and the bottom of the light guard should be sloping, or angled, toward the front.

Installed vertically   Installed sloping

Installation of Transparent Adhesive Tape

Transparent adhesive tape is included for aluminum light guard length > 96" and spliced into 2 parts.

Installation: Align the double dotted line with the edge of the light guard, and fold the transparent adhesive tape on both sides, as shown in the next figure.

Transparent adhesive tape
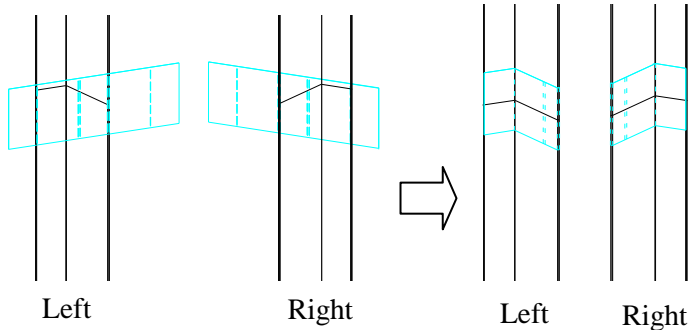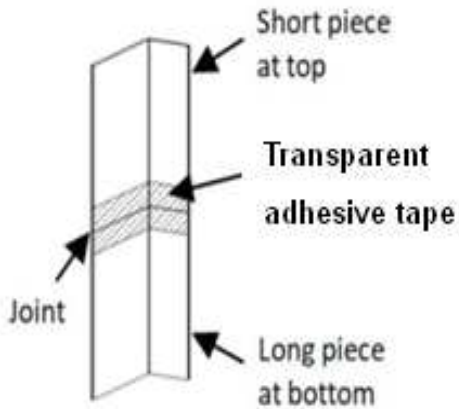
Left   Right   Left   Right

Short piece at top

Transparent adhesive tape

Joint

Long piece at bottom