Roller Shade Installation Instructions

No Raceway or Top Treatment	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 and housing
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
M4 x 1/4" screw bolt		To connect raceway of coupled shades

2. Hardware for Regular Roller shade (No Raceway)

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 outside mount)
Shade bracket		To install raceway (for inside mount)
Raceway bracket clip		To install shade bracket into raceway (for inside mount, pre-installed on the shade bracket)
Valance bracket		To install fascia / valance (mounted on raceway)
Valance clip		To install fascia/wood valance/ 7" fabric valance (placed on fascia/ valance)
Elongated Valance clip		To install 4.5" fabric valance (placed on valance)
Square Fascia end cap		For square fascia
Curved Fascia end cap		For curved fascia
Valance return connector		To connect 7" fabric valance returns
Valance return connector		To connect wood valance returns
Valance connector		To connect spliced wood valances
Raceway connector		To connect raceway of coupled shades (for inside mount)
Raceway connector		To connect raceway of coupled shades (for outside mount)

### 4. Other hardware

Hardware	Drawing	Usage
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

Regular Shade (No Raceway) Installation and Removal
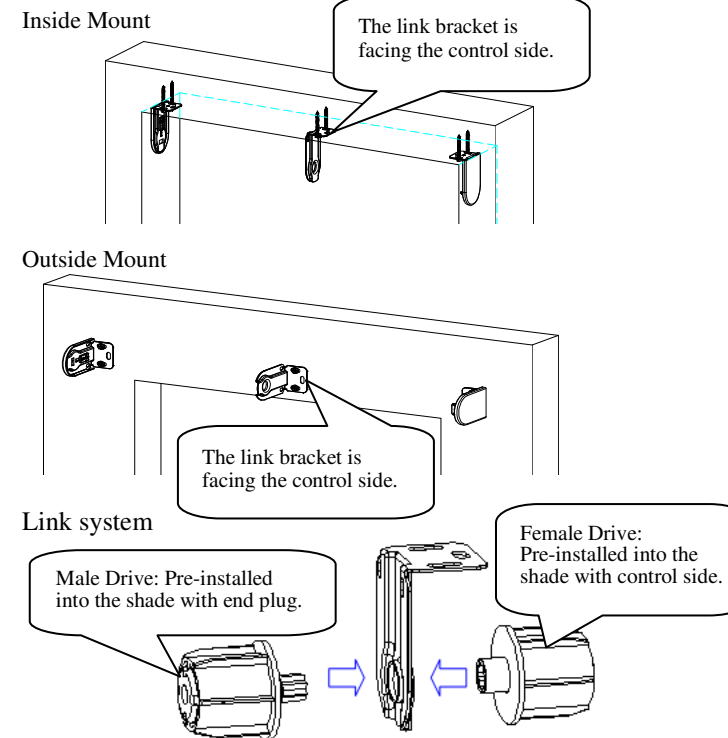
Installation of shade brackets

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 bracket cover over the shade bracket, and then screw brackets into wall.

| Inside-Top Mount	Inside-Side Mount	Inside-Back Mount	Outside Mount
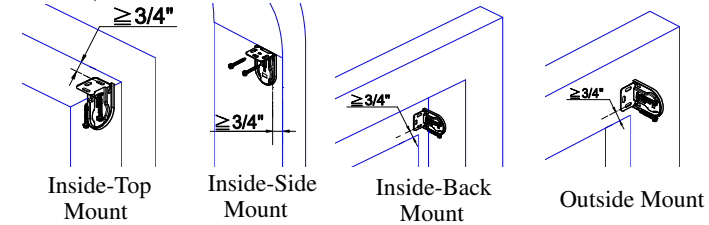
Installation of link bracket for Coupled Shades

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 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 side.
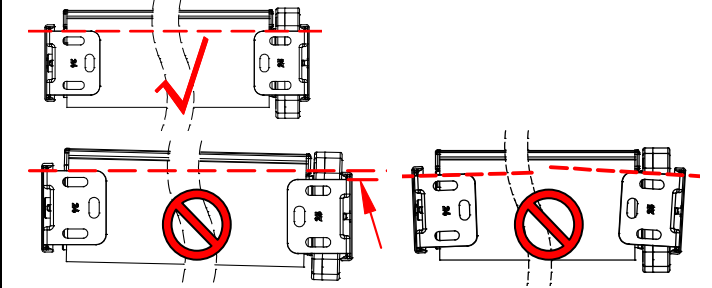Step 5: Slide down the lock pin into the end plug.
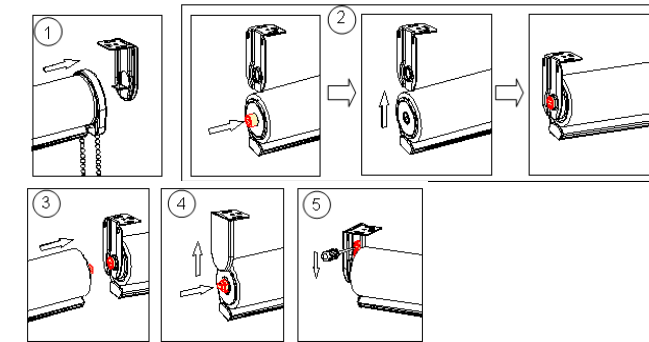
Shade Bracket Installation Tips

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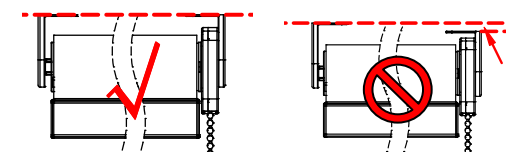
② The front & back of left & right shade brackets should be at the same horizontal line.

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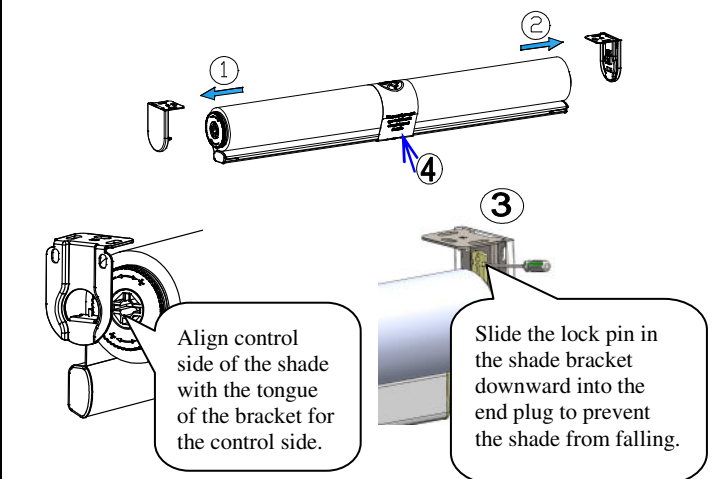
Shade Installation Tips: After shade is installed into shade brackets, use a Level to check if the fabrics roll is horizontal; if not, please adjust the position of shade brackets to keep the fabrics roll level.

The shade needs to be level.

The gap on end plug side needs to be about 3/16".
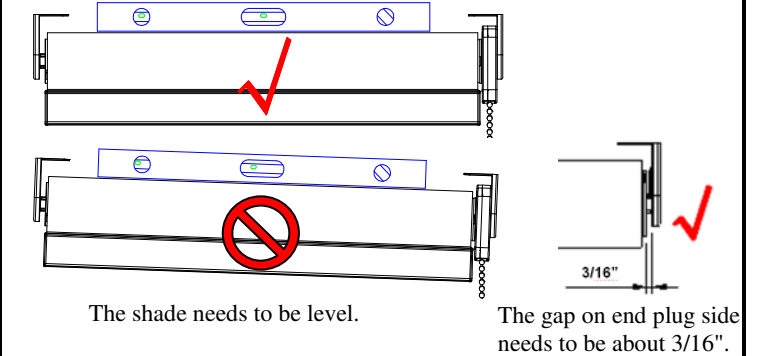
Removal of the Shade

① Use a tool to push the lock pin on end plug bracket upward.
② Use tool to draw back the end plug from bracket.
③ Finally remove shade from mounting bracket. As shown in drawing.
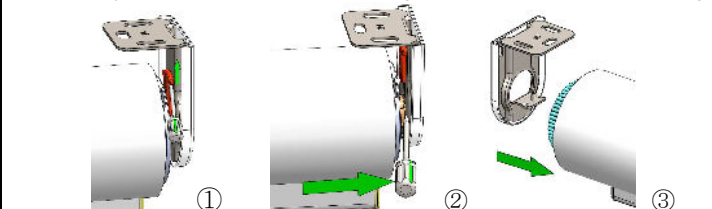
## Raceway System Installation and Removal

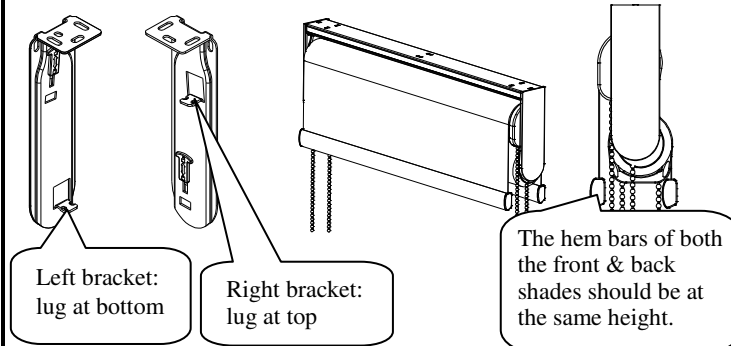### Installation of mounting / shade brackets

Inside Mount

Attach the shade brackets and raceway bracket clips into the two ends of the raceway. Make sure the raceway bracket clip's bolt locks into the raceway's dedicated hole.

Install the raceway into the window opening. We recommend securing the screws into the middle holes of the raceway first. This would allow you to adjust the raceway left or right if required. Once the correct position has been located, secure the screws for the holes. Take care that the distance between the 1st screw and the window edge is at least 3/4".
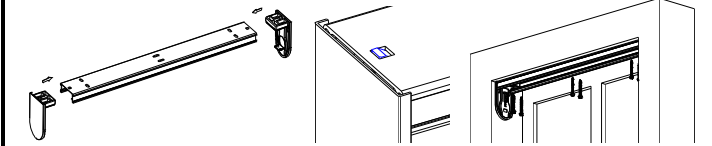
For dual shade, installation of the shade brackets & raceway is the same as it is for a single shade. However, dual shade brackets are different. See instructions below to locate the correct brackets. Always start with the back shade before installing the front shade.

Left bracket: lug at bottom

Right bracket: lug at top

The hem bars of both the front & back shades should be at the same height.

For coupled shade, installation of the shade brackets & raceway is the same as it is for a single shade. However the raceway of coupled shades is supplied in two separate pieces. Before installing the raceway to the wall / mounting brackets, please connect the two raceways together by raceway connector and 1/4" screw bolt and link bracket according to below steps.

For IM raceway

① ② ③ ④

For OM raceway

① ② ③ ④
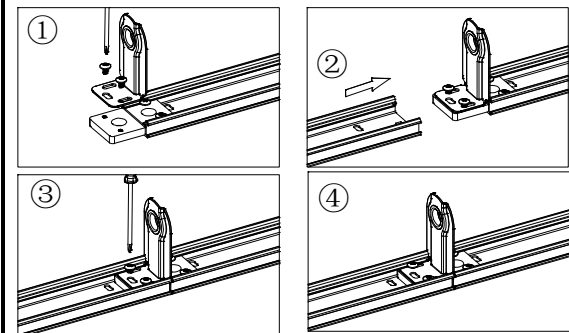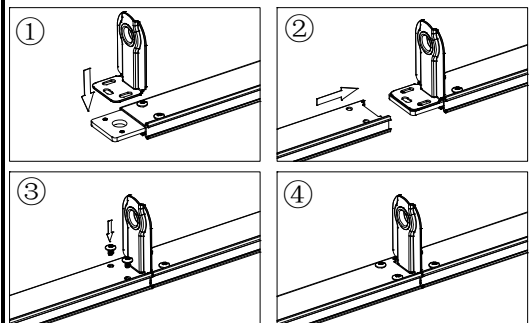
Outside Mount

When installing the mounting brackets, 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″
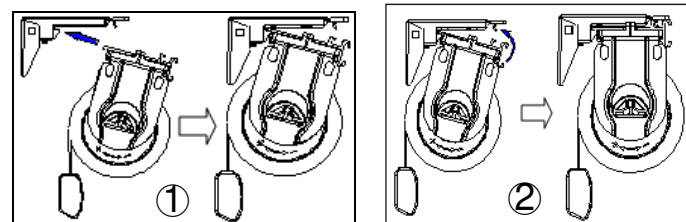
Scan to watch
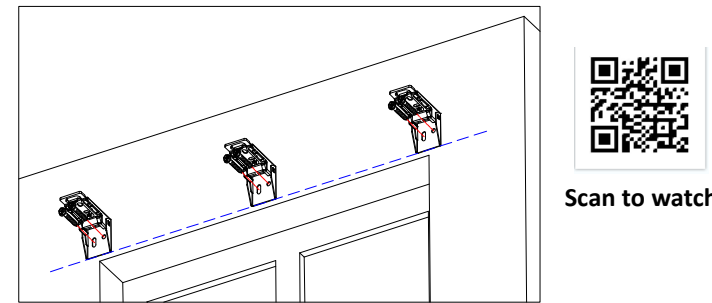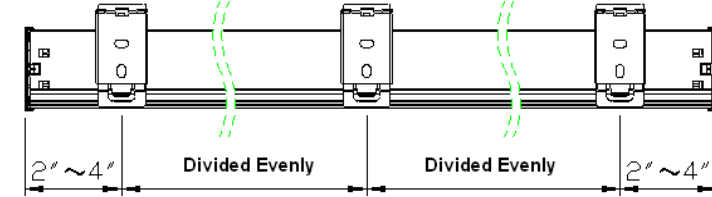
Installation of shade

For inside mount, the shade installation is the same as a regular shade. Refer to the previous regular shade installation instructions for details.

For outside mount, before installing the shade into the mounting brackets, please locate the lock pin in the shade bracket on the end plug side. Slide the pin downward into the end plug to prevent the shade from falling.
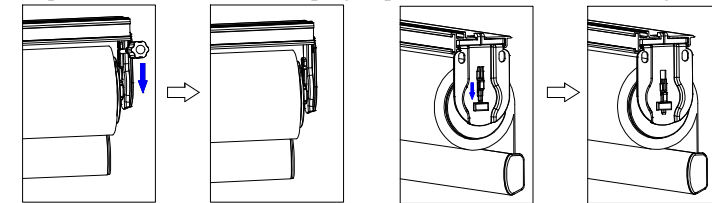
Insert the back edge of the raceway into the back plastic part of the bracket, and then turn the raceway upwards so that the front rib of the raceway snaps into the bracket.

① ②

Removal of Shade

For inside mount, the shade removal is the same as a regular shade. Refer to the previous regular shade removal instructions for details.

For outside mount, 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.
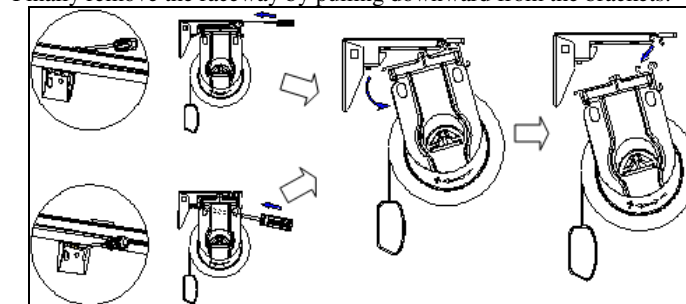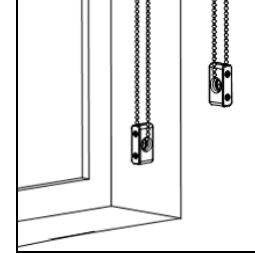
Continuous Cordloop & SmartRelease™ Installation

Install Safety Tension Device

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.
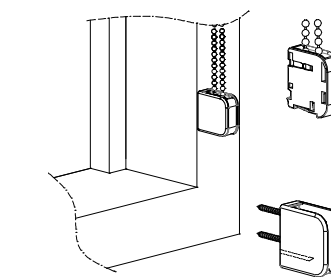
Inside Mount   Outside Mount
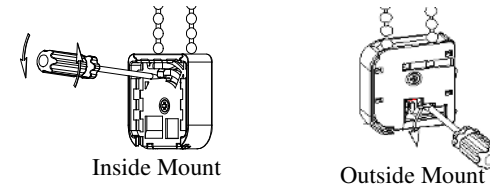
· In determining the location of the tension device, ensure the bead chain tension is taut but has a small amount of slack. Do not overly tighten the bead chain.
· Use 2pcs 1 1/4" round head screws to mount the tension device cover / base at the place where the tension device is in free hanging position.
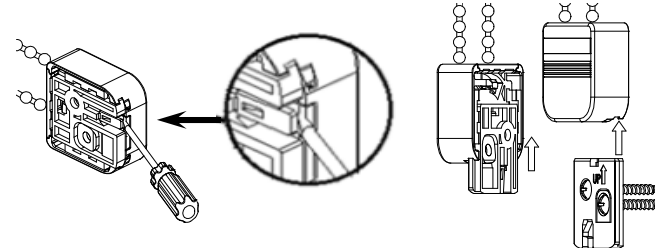· Insert the tension device into the cover /base to operate the bead chain.

Inside Mount:

Fabric

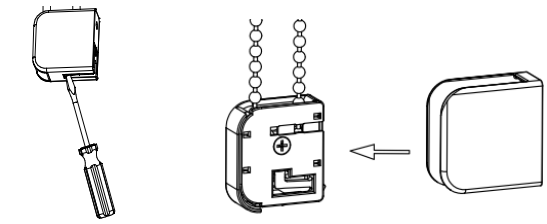2″ at least
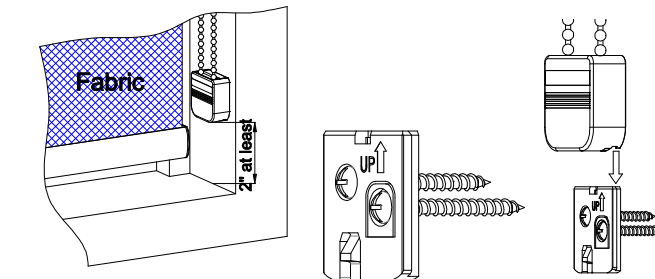
Outside Mount:

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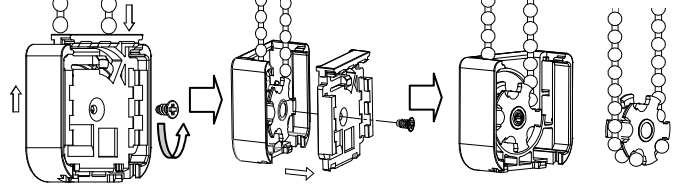
Inside Mount:

Outside Mount:

Exchange of Safety Tension Device
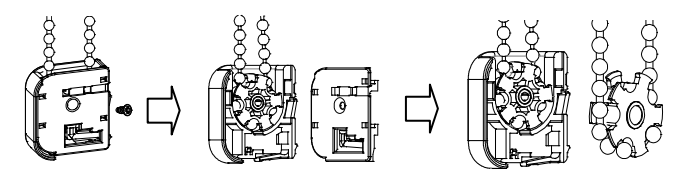
Disassembly of the safety tension device:

Inside mount:
Step 1: Loosen the screw.
Step 2: Move the top cover up away from the bottom slot, and then remove it out parallel.
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 slot, and then remove it out parallel.
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.
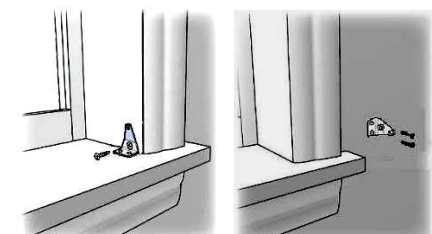Step 3: Install the screw.
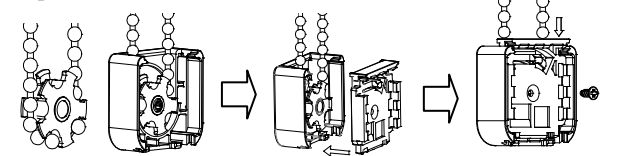
Outside mount:
Step 1: Put the wheel and chain into the bottom cover.
Step 2: Put the top cover into the bottom cover, and then move it up into the slot.
Step 3: Install the screw.
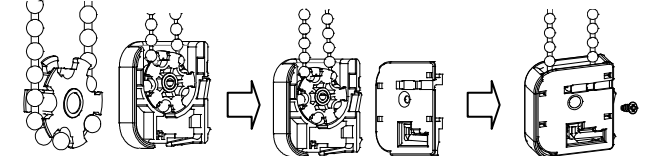
Hold Down Brackets Installation (optional)

A. Traditional Hold Down Bracket
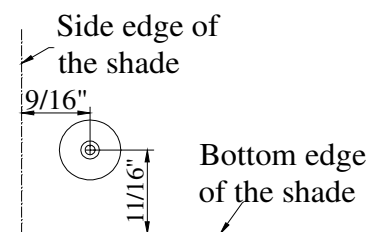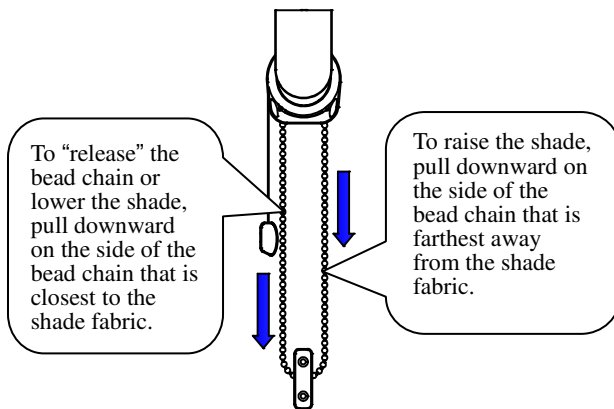Use 3/4" round head screw to secure each bracket.

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 shade bottom rail.

Side edge of the shade

9/16"

11/16"

Bottom edge of the shade

Continuous Cord Loop & SmartRelease™ Operation

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.

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

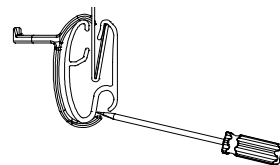## Cordless Installation

Handle installation and Removal

● **Attach Handle to Hem Bar**
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.
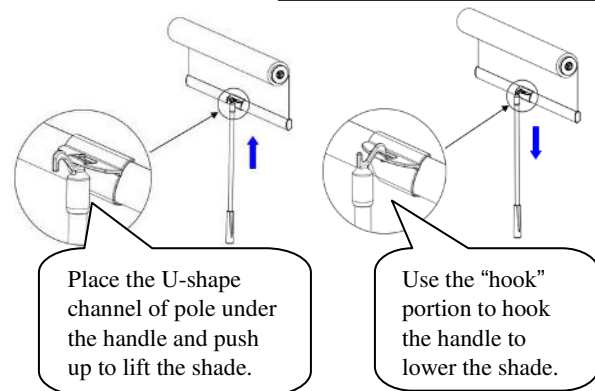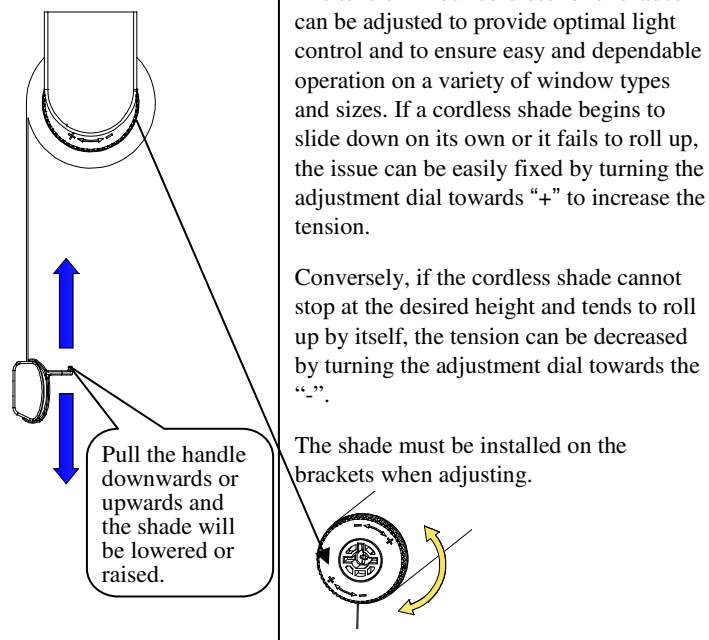Step 5: Tear off the label from hem bar.

Label ①

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

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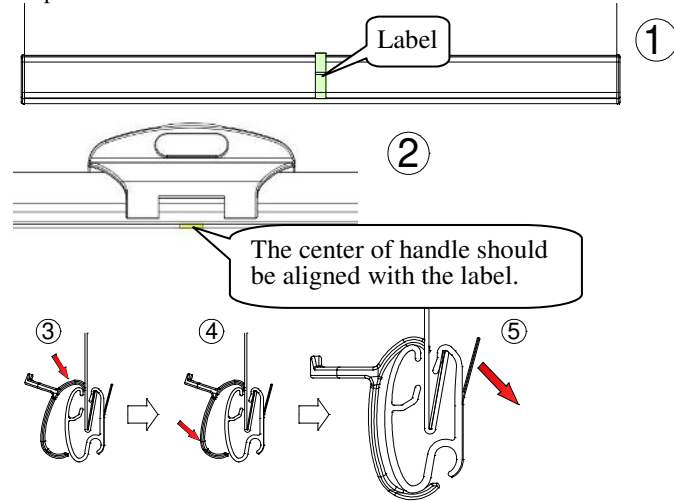
● **Remove handle from hem bar**
Use straight screwdriver to pry the bottom of Handle from hem bar and then the handle can be removed.

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-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.

Installation of Door Cassette System

Installation of the Housing
Install the housing to the wall with 1 1/4" hexagon screws. Check to see if the window header is level. If not, use shims to level the housing.
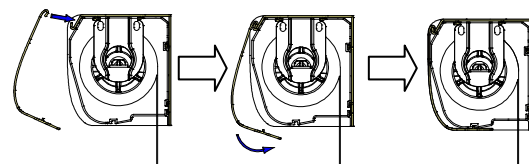
Inside Mount   Outside Mount
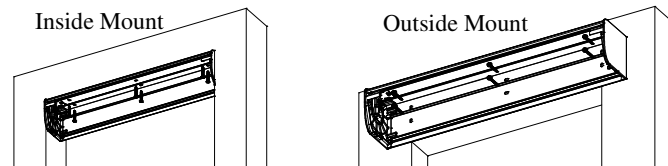
Installation of the shade
The shade installation is the same as a regular shade. Refer to the previous regular shade installation instructions for details.

### Installation of the Housing Cover
Note: Make sure the shade functions properly before installing the housing cover.

Hang the top edge of the housing cover on the housing, and then flip down the bottom of the housing cover into the end cap. Pay attention not to pinch the bead chain.

Removal of the Housing Cover

Flip down the bottom edge of the housing cover to detach from the housing end cap, and then remove the housing cover from above.
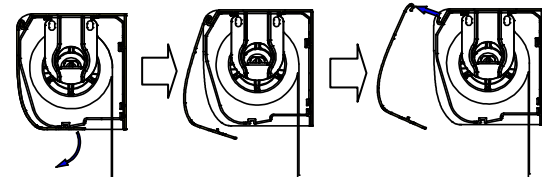
Note: The shade removal is the same as a regular shade. Refer to the previous regular shade installation instructions for details.
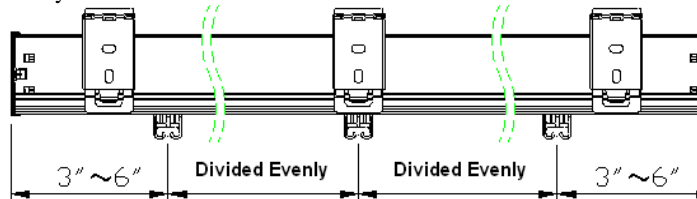
Fascia & Valance Installation

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.
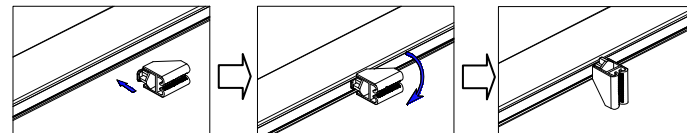
The drawing below shows the valance brackets installed in an ideal position. They are placed far enough apart so that the space is divided evenly.

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

Valance Clip Installation

Insert the valance clip into the dedicated groove, paying special attention to the direction of the valance clip. For a wood/7" fabric valance, the valance clip should face downwards. For fascia/4.5" fabric valance, it should face up. The valance clip location should align with the valance bracket as pictured below.
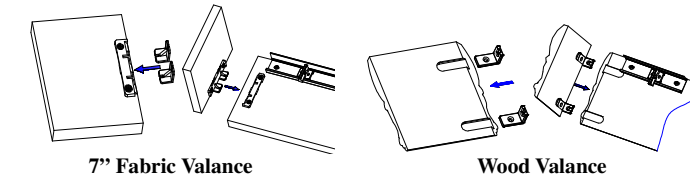
For Wood /7" Fabric Valance: Facing downward

For 4.5" Fabric Valance: Facing upwards

For Fascia: Facing upwards
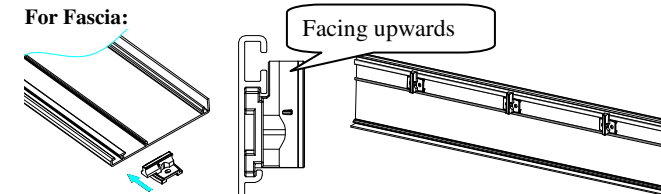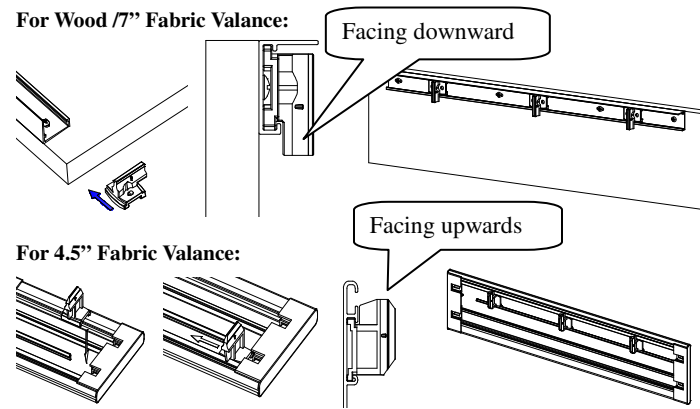
Attach Valance Return to Valance
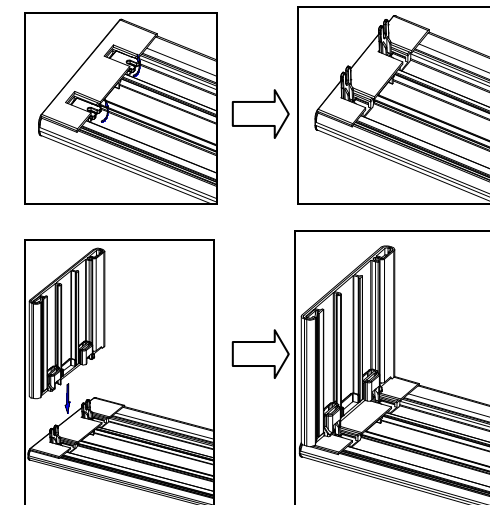Note: please skip this step if there is no return.

For wood valance and 7" fabric valance:
● First insert valance return connector to return.
● Then attach return to valance.

7" Fabric Valance   **Wood Valance**

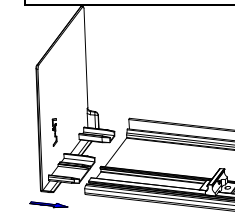**For 4.5" fabric valance:**
● First turn the return connectors in the back two end sides of valance to 90 degrees.
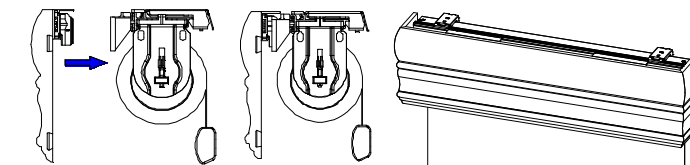● Then attach return to valance.

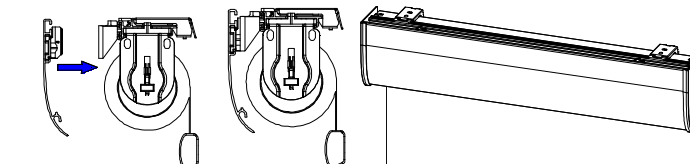### Attach Fascia End Cap to Fascia

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. When installed correctly, you will hear a clicking sound.
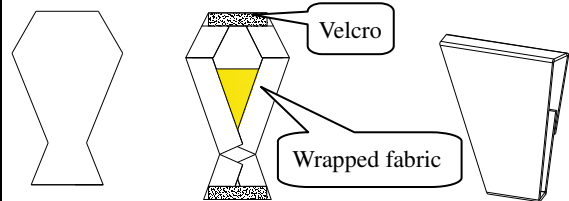
For Wood / 7" Fabric Valance:

**For Fascia / 4.5" Fabric Valance:**

Valance/Fascia Keystone Installation

Keystones are needed on wood & fabric valances and fascias that require splicing.

Keystone for Fabric Valance

Velcro

Wrapped fabric

➢ For inside mount
1) Firstly attach one piece of valance to raceway, as shown in drawing①.
2) Secondly insert the top of keystone into the gap between valance and window frame, as shown in drawing②.
3) And then attach another piece of valance to the raceway, as shown in drawing③.
4) Finally make the bottom of keystone go around to the back and stick the Velcro on bottom & top of keystone together, as shown in drawing④.

Note: spliced valance is composed of two pieces of valance (the left & right ones). The end far away from aluminum strip for 7" fabric valance is the joint of these two pieces of valance.

① ②
③ ④
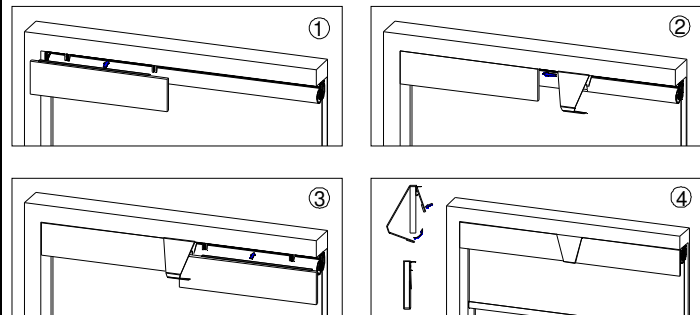
➢ For outside mount
1) Attach each piece of valances to the raceway, as shown in drawings①& ②.
2) Place the keystone onto the joint where the two valance pieces meet. Then wrap the top and bottom flaps of the keystone around the top and bottom edges of the valance, as shown in drawing③.
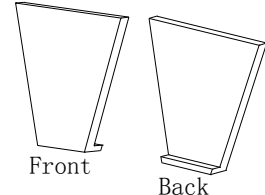3) Lastly, secure the keystone onto the valance with the included Velcro by affixing it toward the top and bottom of the keystone, as shown in drawing④.

① ②
③ ④
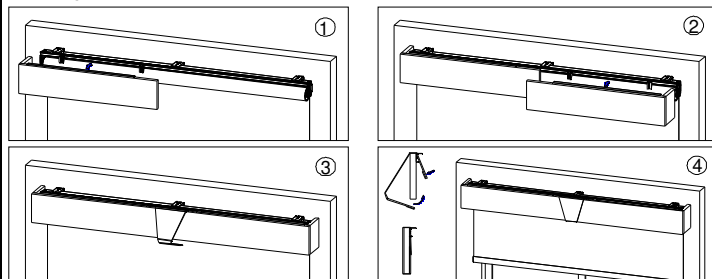
Keystone for Wood Crown Valance

➢ Insert the valance connectors into the keystone first, then align the left & right valances with the valance connectors and insert them to the keystone, finally use 2 screws to secure the valance on the keystone. As shown below:
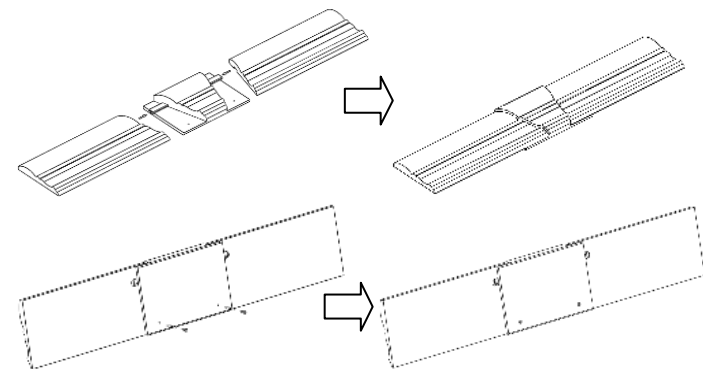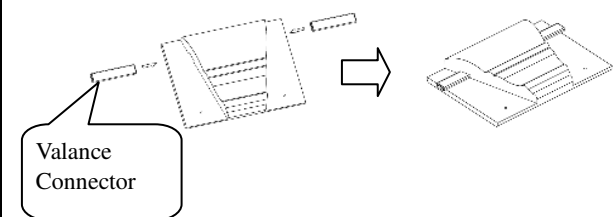
Valance Connector

Keystone for Wood Modern Valance

Front   Back

➢ Insert the valance connectors into the left & right valances first, then tear off the double-sided tape from the back of the keystone and stick it to the split position of the front side of the valances, finally use 2 screws to secure the valance on the keystone. As shown below:

Double-sided tape

Front   Back
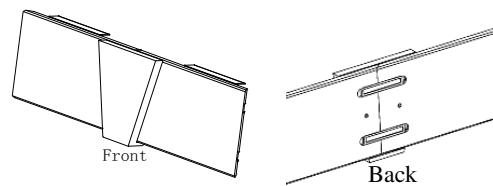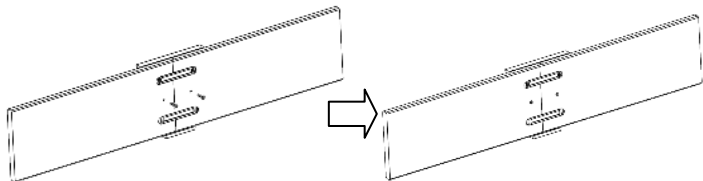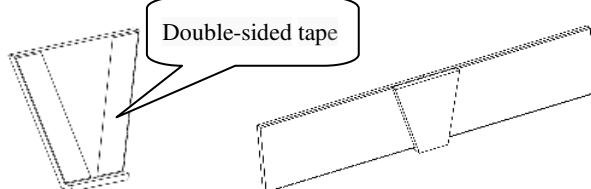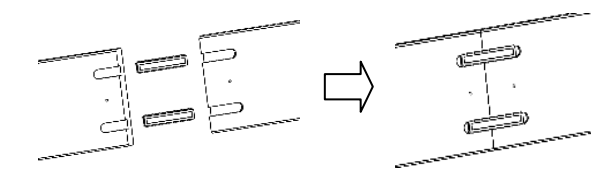
Keystone for Curved fascia with fabric inserted

Velcro   Velcro

Wrapped fabric

Curved fascia connector
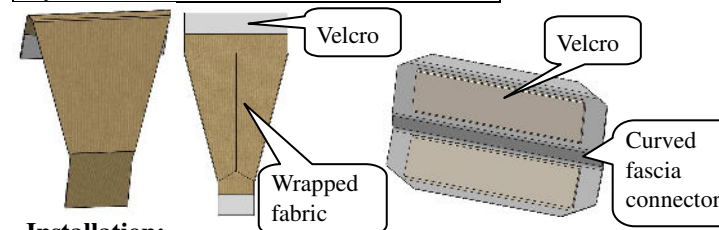
**Installation:**
1) Firstly align left and right fascia, and then slip the fascia connector from left fascia to right fascia, as shown in drawing①.
2) Secondly attach the Velcro on the top back of the wide side of the keystone to the fascia connector, as shown in drawing②.
3) Finally wind the keystone to the front of the fascia, from the bottom edge of the fascia to the back, and attach the Velcro to the lower part of the fascia connector, as shown in drawing③.

①
②
③
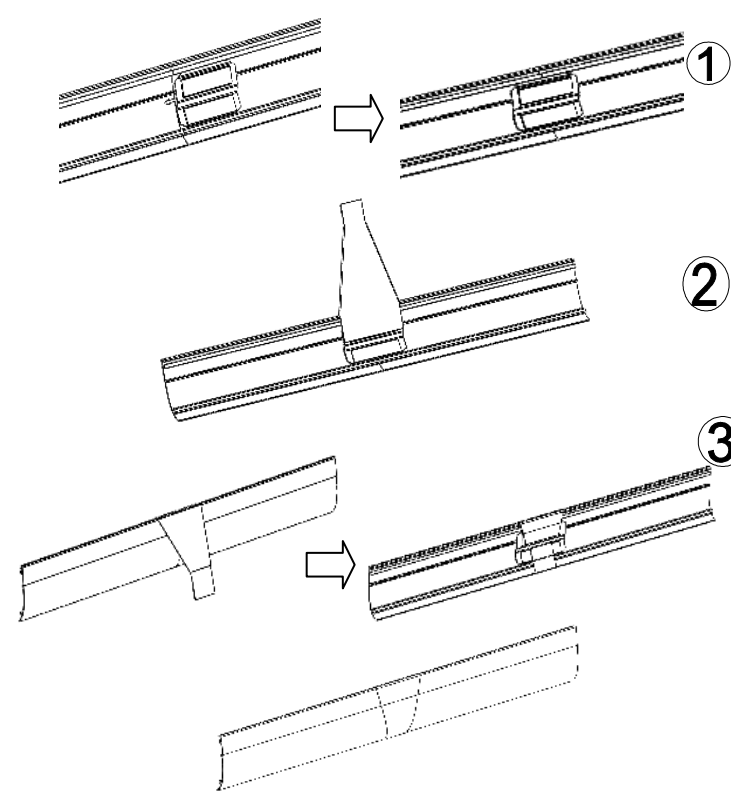
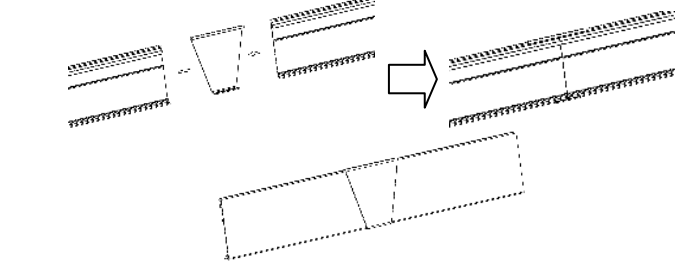### Keystone for Curved fascia without fabric inserted

**Installation:** Insert the left & right fascias into the keystone, as shown below.
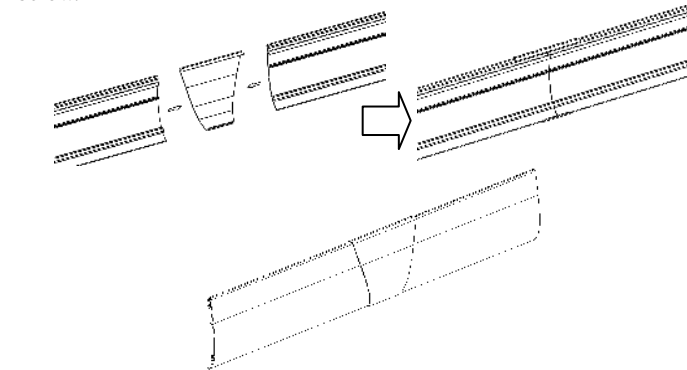
Keystone for Square Fascia
There are two connecting methods.

1. Insert the left & right fascias into the keystone, as shown below. (It is suggested to use for inside mount shade.)

2. Place the keystone onto the joint where the two valance pieces meet, hook the top of the keystone around the top edges of the fascia and then push the bottom edge of the keystone into bottom edges of the fascia, as shown below. (It is suggested to use for semi-inside mount and outside mount shade.)
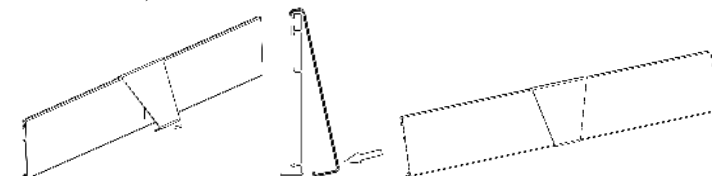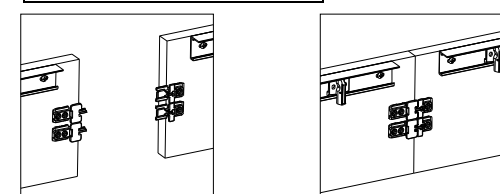
Valance Connector Installation

Wood Valance connector

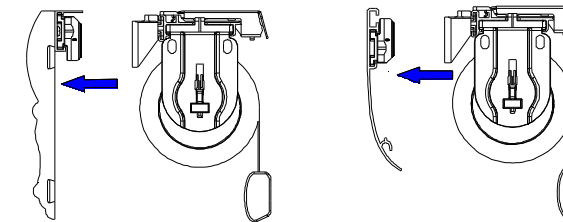Wood Modern Valance   Wood Crown Valance
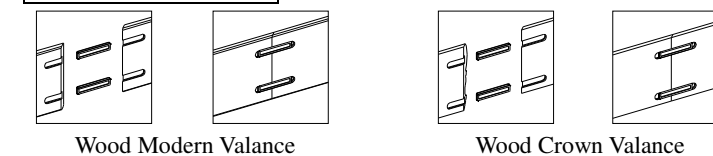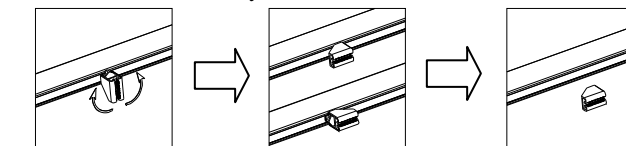
7" Fabric Valance Connector

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 off valance brackets from raceway, as shown below.

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