Custom Roller Shades

Thank you for making Levolor a part of your home. You have chosen the finest roller shades available, backed by the world renowned Levolor name. Learn more about Levolor and discover a resource of information, ideas, and support at *www.levolor.com*.

Read all installation instructions before installation.

LEVOLOR®

⚠ DANGER
STRANGULATION HAZARD

- **Keep cords out of the reach of children.**

- **Move cribs and furniture away from cords.**

- **Remove objects below windows.**

- **Loops will appear when the shade is in the raised position.**

- **Do not tie cords together.**

- **Install a cord tensioner or cord cleat.**

EMERGENCY FIRST AID FOR STRANGULATION.

- **Remove cord from child's neck**
- **Call 911 or Emergency Center**
- **Clear throat**
- **Check breathing and heart beat**
- **Begin CPR**

Contacting Us

To contact Levolor customer service regarding any questions or concerns you may have about your new shades, you may reach us at:
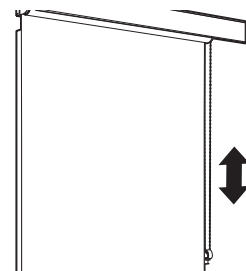
1-800-LEVOLOR (9:00 am – 6:00 pm EST)

www.levolor.com

Additional Parts and Services

- **Purchasing extra or replacement parts**
  Should the need arise, you may have your Levolor shades repaired or restrung through our repair center. Please contact Levolor customer service through *www.levolor.com* for a return authorization number.

Operate the roller shade

Pull gently on the chain in one direction to lower the shade; pull in the other direction to raise the shade.

Care and cleaning

Using a soft cloth or sponge, dab with a mild soap and water solution. Do NOT use abrasive or harsh cleansers; they can damage the surface finish. Dry with a cloth towel to prevent water spots.

Troubleshooting

If shades don't roll up straight
The roller shade must be level. If it is not level, it will not align correctly when being raised, and the fabric will veer to one side or the other.
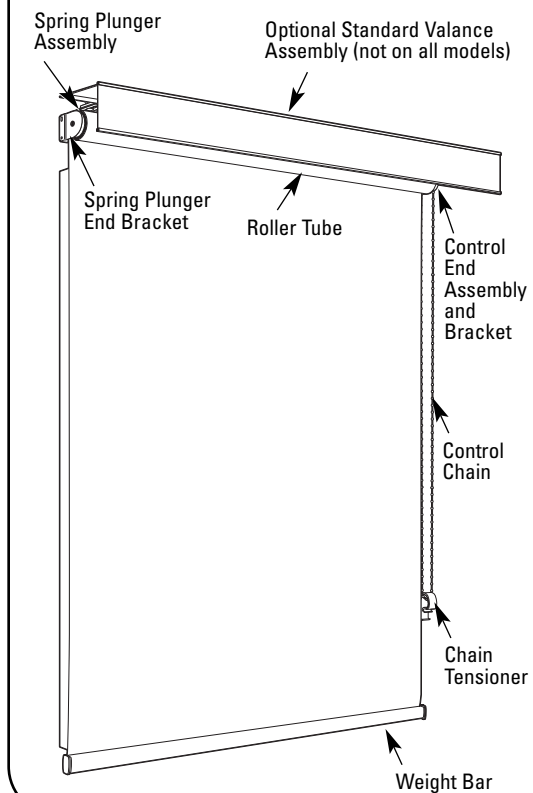
You can correct small alignment problems with tape:

1. Lower the shade completely.
2. If the shade veers to the **right**, place a piece of tape as close as possible to the **left** end of the roller. Test the shade, and add pieces of tape until it raises straight (multiple pieces may be necessary).
3. If the shade veers to the **left**, place a piece of tape as close as possible to the **right** end of the roller. Test the shade, and add pieces of tape until it raises straight (multiple pieces may be necessary).

Before you begin your installation:

Read all installation instructions before you begin!

- 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 width of the shade. If you are installing several shades, be sure to match them with the appropriate window.
- Check the parts list 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.
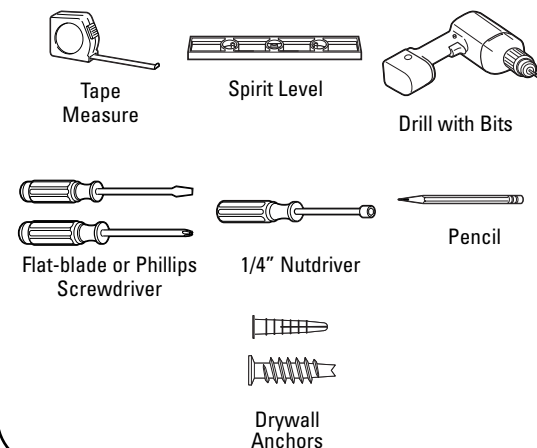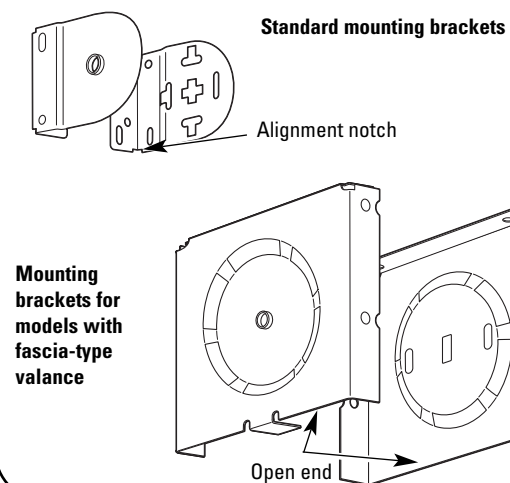
Key Parts

Spring Plunger Assembly

Optional Standard Valance Assembly (not on all models)

Spring Plunger End Bracket

Roller Tube

Control End Assembly and Bracket

Control Chain

Chain Tensioner

Weight Bar

Tools you may need (not included)

The tools you will need for installing your blinds will vary, depending on the installation surface, and mounting bracket type.

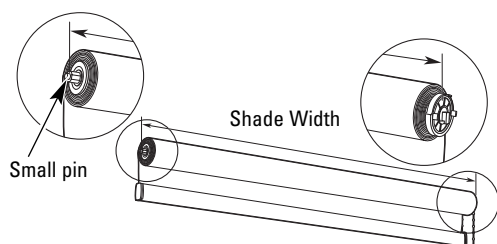Tools typically used for installation include:

Tape Measure

Spirit Level

Drill with Bits

Flat-blade or Phillips Screwdriver

1/4" Nutdriver

Pencil

Drywall Anchors

Roller shade mounting brackets

Standard mounting brackets

Alignment notch

Mounting brackets for models with fascia-type valance
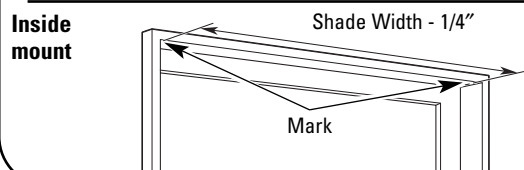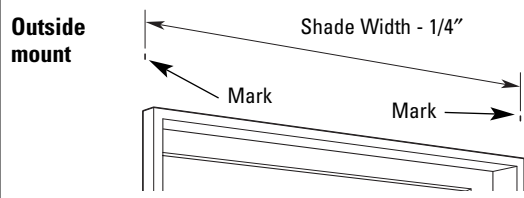
Open end

1 Mark the bracket locations

- Carefully measure the length of the shade from the flat surface of the control end to the base of the small pin on the spring plunger end. Deduct off approximately 1/4" to ensure proper tensioning of the roller in the brackets.

Small pin

Shade Width

- 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.
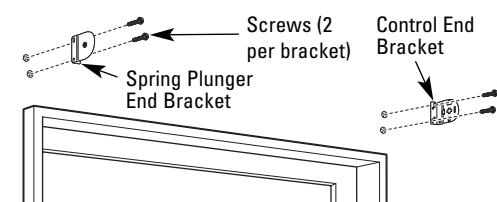
Outside mount

Shade Width - 1/4"

Mark   Mark

Inside mount

Shade Width - 1/4"

Mark

STOP *For standard outside mount installations, go to step 2A.*
For standard inside mount installations, go to step 3A.
For fascia-type valance and brackets, go to step 4.

2A Install the brackets— outside mount

- Align the notch on each bracket with the marks from Step 1, making sure they are square and level.
  IMPORTANT: Be sure to note the correct location of each bracket; the brackets are not interchangeable.
- Mark the bracket mounting hole locations (use of the slotted holes is recommended), two screws per bracket.
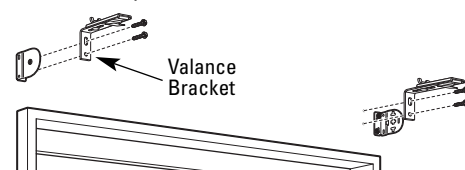- Attach the brackets to the wall or window frame using suitable fasteners.

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

Screws (2 per bracket)
Spring Plunger End Bracket
Control End Bracket

2B Install the valance brackets for outside-mount installations

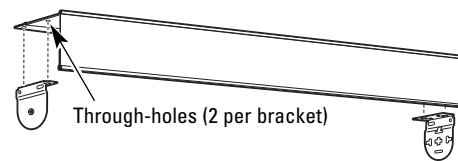**NOTE:** This step is for outside-mount installations using a standard valance ONLY.
- Install the valance mounting brackets, spacing the brackets approximately 3" in from the shade brackets and making sure they are level. Any additional brackets should be spaced evenly between the ends.
- Make sure there will be sufficient clearance between the roller shade and the valance.
- Proceed to Step 5.

Valance Bracket

3A Prepare the valance for inside-mount installations

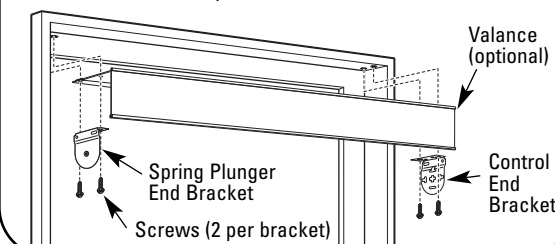**NOTE:** This step is for inside-mount installations using a standard valance ONLY.
- Mark the inside surface of the valance top in the same way as described in Step 1 for inside mount.
- Align the notch on each bracket with the marks, making sure they are square and equally spaced from the front of the valance.
  IMPORTANT: Be sure to note the correct location of each bracket; the brackets are not interchangeable.
- 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.

Through-holes (2 per bracket)

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.
- Mark the bracket mounting hole locations (use of the slotted holes is recommended), two screws per bracket.
- 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.

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

Valance (optional)
Spring Plunger End Bracket
Control End Bracket
Screws (2 per bracket)

4 Special instructions for fascia-type valances

This step is for installing roller shades with fascia-type valances only. For all other installations, please proceed to Step 3 or 4.
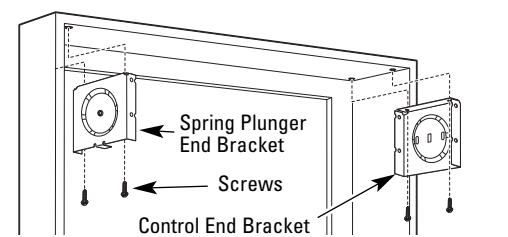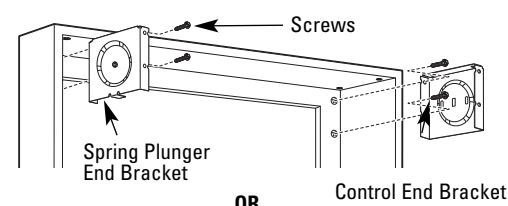**NOTE:** Brackets are predrilled for top or back mounting. If you are mounting them to the sides of the window frame, you must drill mounting holes in the brackets. Use at least two mounting screws per bracket and make sure that screw heads will not interfere with roller shade operation.
- Align the shade mounting surface (the raised center portion) of each bracket with the marks, making sure each bracket is square and level.
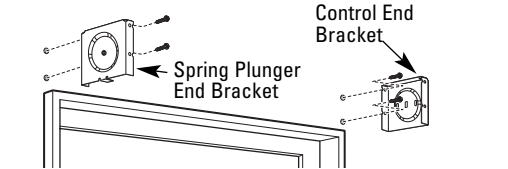 **IMPORTANT**: Be sure to note the correct location and orientation of each bracket. The brackets are not interchangeable, and the open side must face down.
- Mark the bracket mounting hole locations, two per bracket.
- Attach the brackets to the wall or window frame using suitable fasteners, two per bracket.
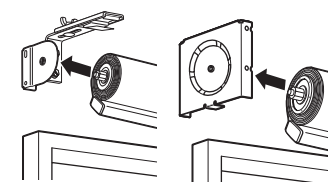
Inside Mount

Screws
Spring Plunger End Bracket
Control End Bracket

OR

Spring Plunger End Bracket
Screws
Control End Bracket

Outside Mount

Control End Bracket
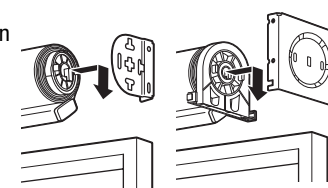Spring Plunger End Bracket
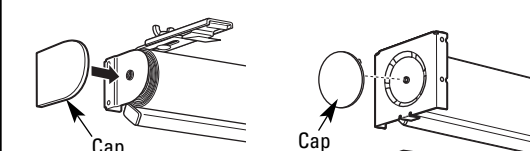
5 Install the roller shade on the brackets

- Insert the pin on spring plunger into the hole on the bracket and press the shade into the bracket, depressing the plunger.

- 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.
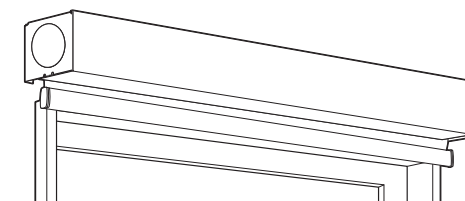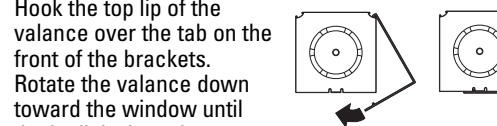

Cap   Cap

- Remove the shipping wrapper from the around the roller.

STOP *For fascia-type valances, go to step 6.*
For standard outside mount valances, go to step 7.

6 Install the fascia valance (not for all models)

- 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 it clicks into place on the tab on the bottom of the tensioner bracket.
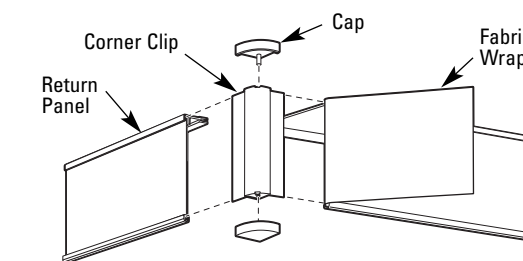

7 Install outside mount valances (not for all models)

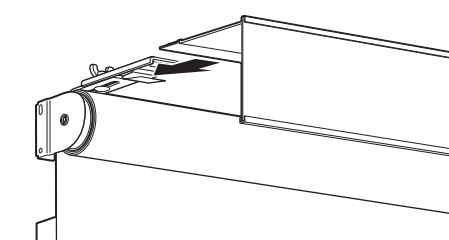**If your valance does not include returns, skip to "Attaching the valance to the valance brackets" below.**

A - 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.

Return Panel
Corner Clip
Cap
Cap
Fabric Wrap

B - 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.

8 Attach the chain guide

The chain guide reduces the hazards of strangulation or entanglement by limiting access to the chain and removing slack from the chain.

To Install:
Extend the chain fully downward and secure the guide to the wall or window frame with one of the included screws. The guide should be positioned so that the chain is fully extended without interfering with raising and/or lowering the shade.

NOTE: Too much tension on the cord chain will result in poor operation. Test the operation of the shade before fastening the chain guide.