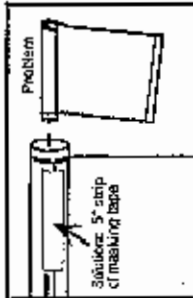
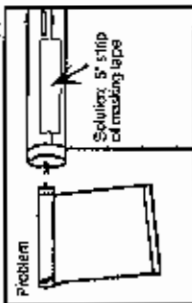


## SHADE MAINTENANCE

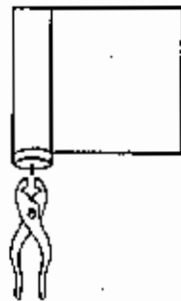
### Leveling a Crooked Shade

1. Pull down shade until roller is exposed. Do not pull further to avoid pulling cloth off roller.
2. Stick a 5" strip of masking tape into the roller at opposite side from where it is going crooked. Place as close to edge as possible.
3. Roll up shade. If it is still going crooked:
  - A. If shade is still crooked to the same side, add another strip of tape on top of the first one to and repeat.
  - B. If shade is crooked to the opposite end, tear off



**REMEMBER:** After making above correction, your hand is still the best guide to rolling a shade straight. Watch the end of the roller as you roll up shade to see if shade is going even.

### Pin adjustment, if shade is too narrow



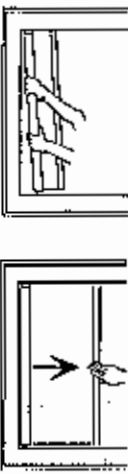
If the shade is too narrow to fit between the mounting brackets, a slight adjustment can be made on the pin side.

Use a pliers to pull the pin out from the end, turn the pin while pulling out. This adjustment can make the shade up to 3/8" wider.

## SHADE MAINTENANCE

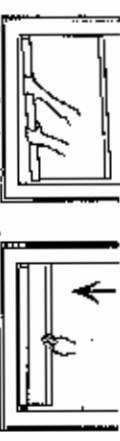
### Adjusting Spring Roller Tension

When shade does not roll up, the spring is too loose.



1. Draw shade about 18 inches and remove from brackets.
2. Roll up shade by hand and replace in brackets. Repeat until proper tension is reached.

When the shade won't stay down, the spring is too tight.



1. Raise shade at the way up and remove from brackets.
2. Unroll shade about 18 inches and replace in brackets. Repeat until proper tension is reached.

### Adjusting the Cord Loop (Clutch)

The up and down limits on your clutch operated roller shade have been set at the factory, however, if the chain stop on the shade will not allow the shade to raise or lower all the way, an adjustment on the shade will need to be made.

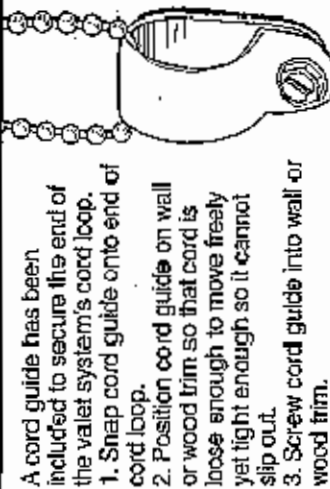
If the shade will not raise all the way up due to the chain stop, take the shade out of the brackets and roll up the shade by hand and replace in brackets. The shade will now raise all the way.

If the shade will not lower all the way down due to the chain stop, take the shade out of the brackets and unroll the shade to the desired position. Place the shade into the brackets. The shade will now lower all the way.

### Wrinkled Shade

Light wrinkles in a shade can be removed by lowering the shade and leaving in this position for 5 to 7 days. The wrinkles will smooth out from the warmth of the sun.

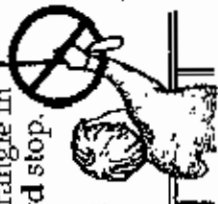
## Installing Cord Guide (For Clutch Shades Only)



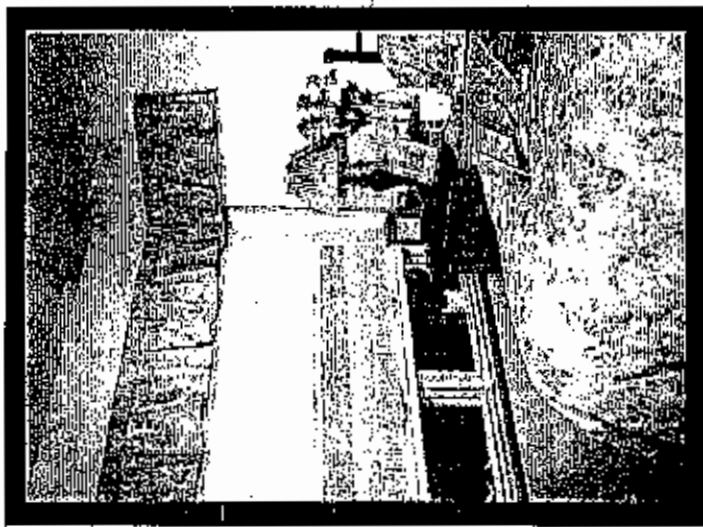
- A cord guide has been included to secure the end of the vallet system's cord loop.
1. Snap cord guide onto end of cord loop.
  2. Position cord guide on wall or wood trim so that cord is loose enough to move freely yet tight enough so it cannot slip out.
  3. Screw cord guide into wall or wood trim.

## WARNING

Young children can strangle in the loop above the cord stop.



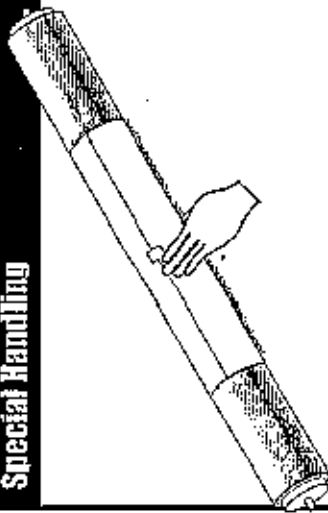
The cord stop will not separate if a young child gets caught in the loop. Always keep the cords out of reach of young children.



## INSTALLATION INSTRUCTIONS FOR

## Roller Shades

## Shades of Elegance™ Special Handling



Your new Shades of Elegance™ roller shades are wrapped at the factory with two layers of paper. The final inner paper wrap around the center of the shade is to protect the shade from damage and finger prints during installation. Only pick up the shade with the paper wrap and leave it on until the shade is fully installed up in the window.

## CLEANING INSTRUCTIONS

### Shades of Elegance™:

We suggest periodic vacuuming with a soft brush attachment. Wet cleaning of any shade is highly discouraged, especially those with cotton content.

### Siesta Shades (Mylar):

Clean with alcohol using a soft cloth that will not scratch surface. Clean as you would a glass window, but special care should be taken not to dent or wrinkle the shade.

## SPRING ROLLER SHADE Installation Instructions

There are several different brackets available for Spring Roller Shades. The correct type of bracket has been supplied for installing your shade.

### Bracket Identification:

Here are pictures and descriptions of the various types of roller shade brackets for identification.



**EXTENDED WALL BRACKET** For mounting on wall next to the trim. It projects the shade out far enough to clear standard trim.



**INSIDE MOUNT BRACKET** Used in most inside installations.



**WALL BRACKET** Used for mounting on woodwork or on floors.



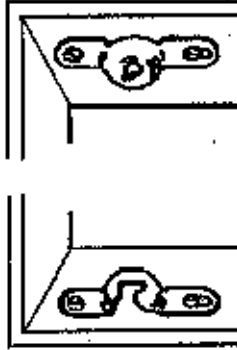
**FOOTLESS BRACKET** Used instead of inside bracket if window is not deep.



**CEILING BRACKET** For mounting up into the ceiling or soffit.

### Installation Notes:

- Make sure that the brackets are perfectly level with each other.
- For an **INSIDE MOUNT** allow 1/2" clearance between the top of the frame and the top of the fully rolled shade.
- The slotted bracket goes on the left. The bracket with the post hole goes on the right. Note: With reverse roll, the slotted bracket goes on the right and the bracket with the post hole goes on the left.
- Always allow a small amount of play between the brackets and the roller ends to ensure proper roller function.



## Clutch Roller Installation Instructions

The brackets for clutch roller shades are universal - you can use the same bracket for right, left, ceiling, wall or inside mount installations.

### Reel on the Right:

If your shade was made with the reel and chain on the right, the simple slot bracket goes on the right and the hinged bracket goes on the left. Like this:



### Reel on the Left:

If your shade was made with the reel and chain on the left, the simple slot bracket goes on the left and the hinged bracket goes on the right. Like this:



### Wall Mount:

If your shade is going to be mounted into the wall or on the trim around the window, use the screw holes in the foot of the bracket. Like this:



### Inside Mount:

If your shade is going to be mounted inside the window frame, use the screw holes in the side of the brackets. Like this:



### Ceiling Installation:

If your shade is going to be mounted upwards into the ceiling or soffit, position the brackets with the foot upwards and use the screw holes in the foot of the bracket. Like this:

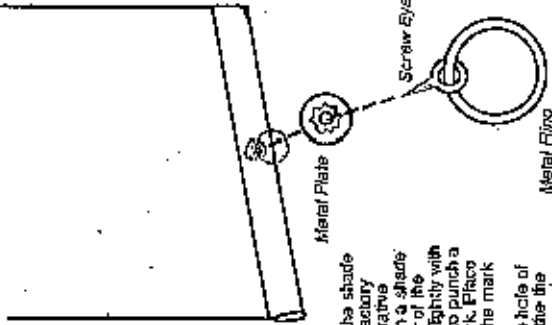


### Installation Notes:

- Make sure that the brackets are perfectly level with each other.
- After placing the shade into the brackets, turn the lever on the hinged bracket to secure the shade in place.
- After the shade is completely installed, carefully remove the paper wrap.

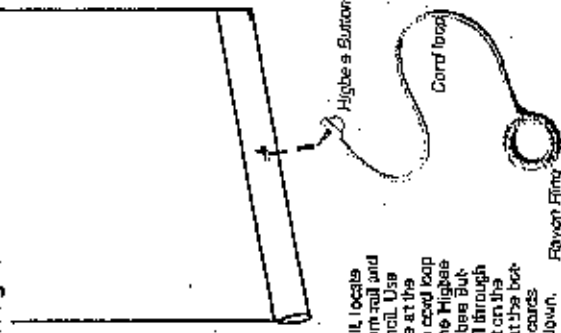
## Installing Decorative Shade pulls

### Decorative Metal Pull:



To avoid damage to the shade during shipping, the factory does not attach decorative shade pulls. To attach a shade pull, locate the center of the bottom rail and mark lightly with a pencil. Use an awl to punch a hole at the pencil mark. Place the metal plate over the mark and insert the screw eye through the hole of the plate. Screw into the wooden bottom rail through the fabric to secure the ring.

### Decorative Pull Ring or Tassel:



To attach a shade pull, locate the center of the bottom rail and mark lightly with a pencil. Use an awl to punch a hole at the pencil mark. Wrap the cord loop around the screw of the Higgbee Button. Screw the Higgbee Button into the bottom rail through the fabric until the slot on the back of the button is at the bottom of the shade, this course should hang straight down. Rayon Ring