LEVOLOR®

How to Install Custom Soft Vertical Shades

Before you begin your installation:

READ ALL INSTALLATION INSTRUCTIONS!

- 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 headrail and shade for proper width and length. If you are installing several sets of shades, be sure to match them with the appropriate window.
- Check the parts list shipped with the product to confirm that you have the correct number of brackets.
- **Please refer to the separate valance installation instructions included with your order.**

TOOLS YOU MAY NEED (NOT INCLUDED):

- Tape Measure
- Level
- Pencil
- 3/8" Wrench
- Flat-blade or Philips Head Screwdriver
- 1/4" Nutdriver
- Drill with Bits
- Drywall Anchors
- Scissors or Utility Knife
- Ladder

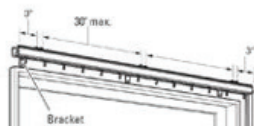## OPTIONAL BRACKETS:

Extension Brackets

(Offers clearance for obstructions) Outside mounting extension brackets will provide 1"–3" clearance between the headrail and mounting surface. Assemble extension bracket as shown. Secure an extension bracket to each standard mounting bracket.

STEP 1A

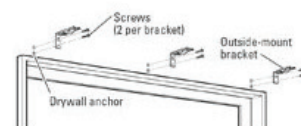Mark the bracket locations – outside mount installation

- Position one bracket at each end of the headrail, 3" in from the ends.
- Space any remaining brackets evenly, not more than 30" apart.
- Mark the bracket mounting hole locations at the desired height, making sure they are level and square. Allow at least 1/2" clearance for vanes above the floor or sill.

STEP 2A

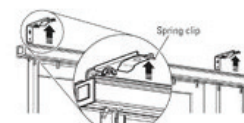Install the brackets — outside-mount installation

- If mounting into drywall or plaster, use 3/16" drill bit and insert wall anchors before inserting screws.

For models equipped with a valance, the valance mounting clips should be installed to the headrail at this time. Please refer to the installation instructions included with your valance before proceeding.

STEP 3

- Attach the headrail — outside- or inside-mount
- **NOTE: For wide windows and sliding glass doors, two people are recommended for installing the headrail.**
- With the bracket positioned as shown, fit the top front lip of the headrail into the front part of the spring clip.
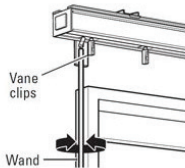- Tip the back of the headrail up into the spring clip until it locks with a clicking sound.

STEP 4

Center the Vane Rotation

Models With Wand

- Attach the wand.
- Rotate the wand so that the vane clips are at a right angle to the window.
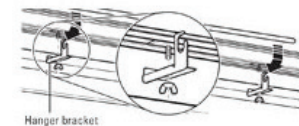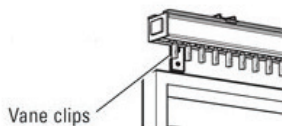

Models with Vane-Rotation Chains

- Adjust the vane-rotation chain so that it is centered (ends of chain should be even). Vane clips should be at a right angle to the window (open position).
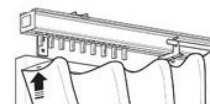

STEP 5

Using the vane pack hanger kit

- A vane pack hanger kit is included to simplify installation and support the vanes during installation. This kit will support the vane packs while the vanes are being transferred to the headrail. Pull the wand so that all of the vane clips are stacked at the ends of the headrail.

- Rotate the hanger plates into position in the headrail about 24–28 inches apart, near the vane clips.

- Attach the hanger brackets onto the screw posts of the hanger plates. Tighten the wingnuts securely on the screw posts. Insert the hanger bar into the hooks on the brackets, centering it on the brackets.

STEP 6

Attach the Vanes

- **WARNING: The vane packs can be heavy! Two people are recommended for installing the vane packs on larger windows!**
- Remove the twist tie(s) and any tape holding the vanes together and separate the vane packs, if you have two. Hook the vane pack onto the hanger bar using the plastic hooks as shown.
- **NOTE:** You may wish to thread the hanger bar through the hooks BEFORE hanging the vanes.

- Remove the foam shipping dividers between the vanes. One at a time, unhook the plastic hooks from the hanger bar and remove the hook from the vane by pressing it sideways.
- Starting at one end, align the slot on the vane with the vane clip and press the vane up into the clip until it clicks into place. Be careful not to trap the fabric under the clip.
- Repeat for the remaining vanes, being careful not to skip any clips.
- **HINT:** If you accidentally skip a clip, carefully slide a credit card or similar flat object under the clip to help disengage it from the vane.
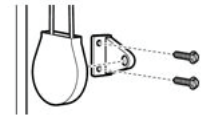

For models with dual stack:

Once all vanes have been attached on one end of the headrail, remove the vane pack hanger kit and repeat steps 5 and 6 with the other vane pack at the other end of the headrail.

After all vanes have been installed, remove the hanger kit and discard.

STEP 7

Attach the tension device (cord/chain control only)

Refer to instructions in the hold-down tension device.

STEP 8

Test the Vane Rotation

Turn the wand or pull the bead chain in alternate directions to ensure that the vanes rotate smoothly in both directions.

STEP 9

Test the Traverse

With the vanes in the open position (vanes at a right angle to the window), slide the wand or pull the cord in alternate directions to ensure that the vanes move smoothly in both directions.

STOP Please refer to the valance instructions for your valance style at this time to complete your installation.