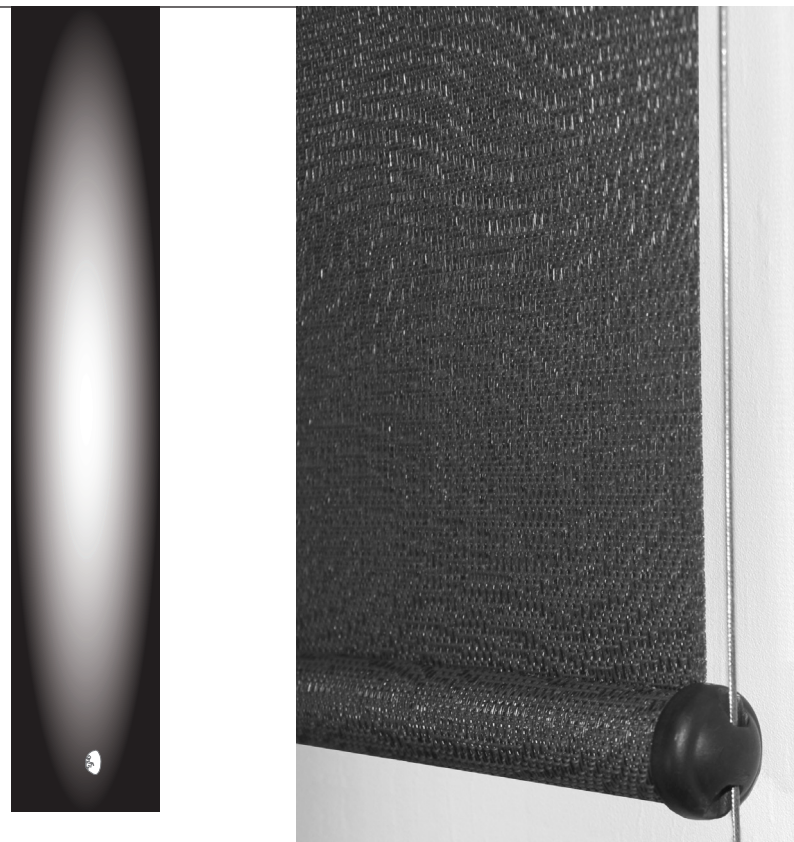# Screen Shades

Installation, Operation and Care Instructions

Patio Shade
Cable Guide System with Beaded Cord Loop

CONTENTS

PATIO SHADES

⚠ **WARNING: Wind forces can cause the shade to move unpredictably and could pose a risk of injury or property damage. To reduce such risk, the shade should be rolled up when air movement is present and especially when unattended.**

Notes

Product View

Clutch-Side
Installation
Bracket

Beaded
Cord
Loop

Idler-Side
Installation
Bracket

Cord
Tensioner
and
Bracket

Cable

Cassette
Bracket

Standard Patio
Shade with Cable
Guide System

Cassette
and Cassette
End Plates

Patio Cassette Shade with Cable Guide System

End Cap

Hold-Down
Bracket
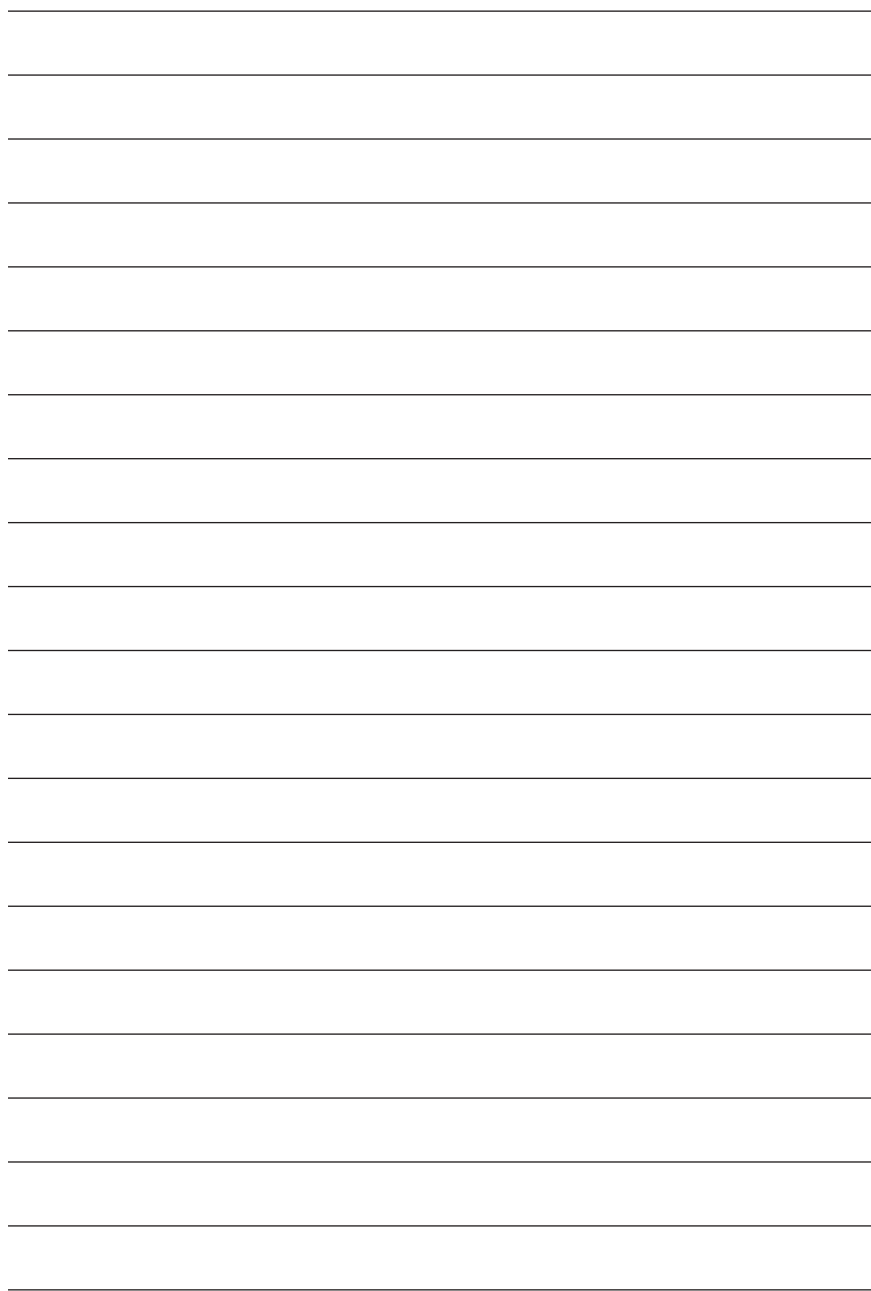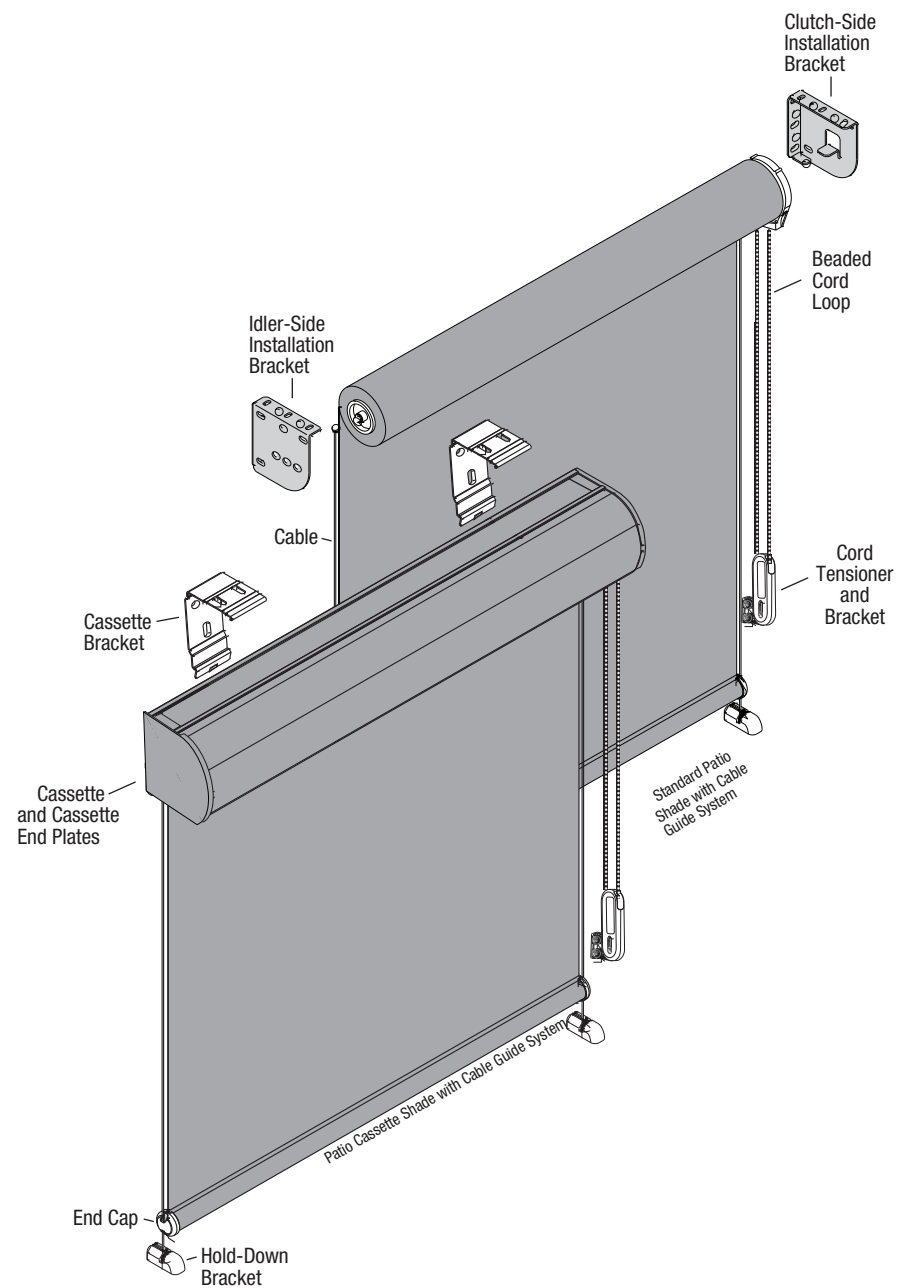
Thank you for purchasing a Patio Shades with Cable Guide System. With proper installation, operation, and care, your new shades will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning the installation.

Tools and Fasteners Needed

- Flat blade and Phillips screwdriver
- Measuring tape and pencil
- Level (laser level is recommended)
- Power drill, $\frac{1}{8}$" drill bit and $\frac{1}{4}$" hex driver

In addition, you will need fasteners designed to work with your specific mounting surface(s).
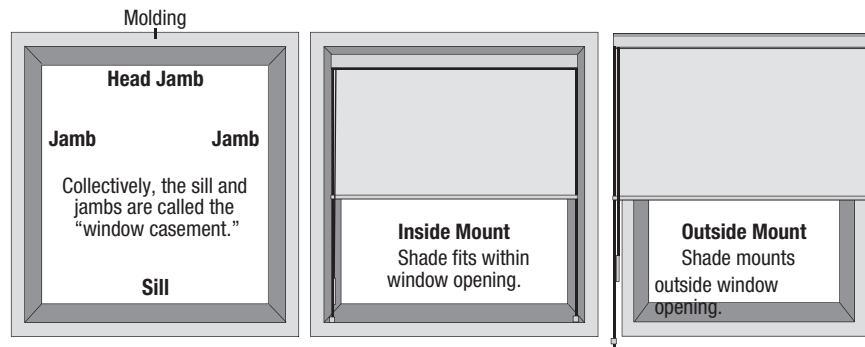
 # 8 Hex Head Screws (Provided). Three 1 1/4" screws are provided per installation bracket. Two 1 1/4" per hold-down bracket.

Do not mount into drywall, only mount into studs.

#8 x 1¼" Hex Head Screw (Provided)

Mounting Types and Window Terminology

If the installation brackets are mounted correctly, the rest of the installation process will follow easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.

Molding

Head Jamb

Jamb   Jamb

Collectively, the sill and jambs are called the "window casement."

Sill

Inside Mount
Shade fits within window opening.

Outside Mount
Shade mounts outside window opening.

- Refer to the appropriate page below based on your order:
  - ➤ **Inside Mount for Standard Shades — page 3**
  - ➤ **Outside Mount for Standard Shades — page 4**
  - ➤ **Inside Mount for Cassette Shades — page 5**
  - ➤ **Outside Mount for Cassette Shades — page 6**

⚠ WARNING 🚫

Young children can STRANGLE in cord loops. They can also wrap cords around their necks and STRANGLE.

- **Always keep cords out of the reach of children.**
- **Move cribs, playpens and other furniture away from cords. Children can climb furniture to get to cords.**

Cord Loop Shades

- **Attach the cord tensioner on the cord loop to the wall or window casement. See "Attach the Universal Cord Tensioner (UCT)" on page 10. This can prevent children from pulling cord loops around their necks.**
- **A cord tensioner installation kit is provided with each cord loop shading, which includes instructions for attaching the cord tensioner. For the shading to operate properly, the cord tensioner must be correctly mounted and secured.**
- **Fasteners provided in this kit may not be appropriate for all mounting surfaces. Use appropriate anchors for the mounting surface conditions.**
- **Only supplied cord tensioners and hardware should be used. Replacement parts may be obtained by contacting your window coverings dealer.**

Cleaning Procedures

Screen Shades are made from anti-static, dust-resistant materials which repel dirt and dust. The following options are available if your shade needs cleaning.

Dusting

■ Regular light dusting with a feather duster is all the cleaning needed in most circumstances.

Vacuuming

■ Use a hand-held vacuum with low suction for more thorough dust removal.

Compressed Air/Hair Dryer (Cool Setting)

■ Use compressed air or a hair-dryer on a cool setting, to blow dust and dirt off of shades.

Spot Cleaning

■ Prepare a solution of warm water and a mild detergent.

■ Dampen a clean cloth in the solution and wring it out.

■ Dab the spot with the dampened cloth until it is gone. Do not rub the fabric.

■ Allow the shade to dry in the completely lowered position.

Mount the Standard Installation Brackets — Inside Mount Installation

Brackets. The installation brackets are supplied in pairs. One bracket is used on the clutch side with the beaded cord loop and the other bracket is used with the idler side of the shade.
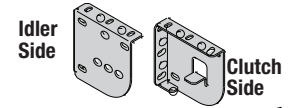
The installation brackets are always mounted so that the inner surfaces face each other, as shown. The brackets must be mounted so the shade is level when installed.

■ Place the idler-side bracket against the jamb of the window opening. Mark the screw holes.

➤ The minimum depth required for mounting is 2". The fully recessed depth is 3½".

■ Place the clutch-side bracket against the jamb of the window opening. Mark the screw holes.

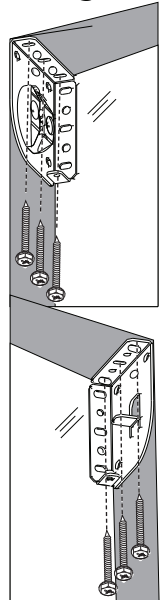**IMPORTANT:** The front edges of the installation brackets must be level and aligned to each other.

■ Use a 1⁄8" drill bit to drill the screw holes.

IMPORTANT: Do not mount into drywall, only mount into wood.

■ Check that the mounting surface is level. Shim the brackets, if necessary. Shims are not provided.

■ Attach the installation brackets using the screws provided.

➤ If the shade is end mounted, the screws are placed horizontally when mounting the bracket to the side jamb.

Mount the Standard Installation Brackets — Outside Mount

Installation Brackets. The installation brackets are supplied in pairs. One bracket is used on the clutch side with the beaded cord loop and the other bracket is used with the idler side of the shade.

Idler Side

Ceiling Mount Holes

Clutch Side

Outside Mount Holes

The installation brackets are always mounted so that the inner surfaces face each other, as shown. The brackets must be mounted so the shade is level when installed.

■ Center the shade over the window opening at the desired height and make a mark on the end of the clutch side of the shade.

■ Measure the width of the shade fabric. Mark the width of the fabric plus 1 ¼" from the previously made mark.

Measure Add 1¼"
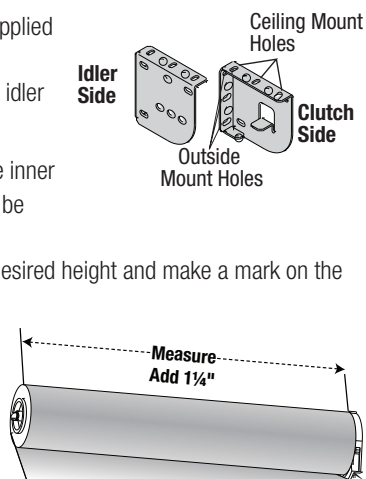
■ Place the outside edge of the clutch-side bracket on the first mark, then mark the location of the screw holes.

■ Place the outside edge of the idler bracket on the second mark, then mark the location of the screw holes.

➤ The top of the installation brackets should be at the desired height. The brackets should be level and aligned.

IMPORTANT: The front edges of the installation brackets must be level and aligned to each other.

■ Use a 1/8" drill bit to drill the screw holes.

IMPORTANT: Do not mount into drywall, only mount into studs.

■ Use a level to check that the mounting surface is level. Shim the brackets if necessary. Shims are not provided.

■ Attach the installation brackets using the screws provided.

➤ If the shade is ceiling mounted, the screws are placed vertically when mounting the bracket to the ceiling.

Removing the Shade (Only If Necessary)

■ Remove the cover from hold-down bracket.

■ Remove the cable from the clamp on the hold-down bracket.

➤ Loosen the set screw then pull the cable from the clamp.

NOTE: A new cable may be necessary to reinstall securely.
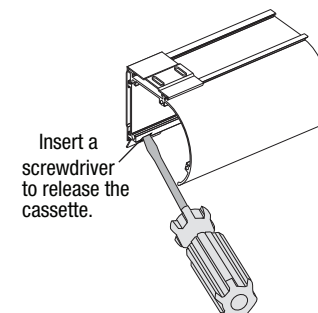
Pull to Remove   Turn to Loosen
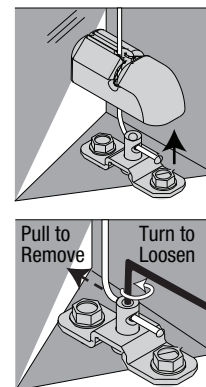
Standard Shades

■ Place a screwdriver into the channel of the idler-side bracket.

■ While holding the shade, turn the screwdriver to release the shade from the bracket.

View Looking Up to Shade

Channel

Place screwdriver into channel and turn.
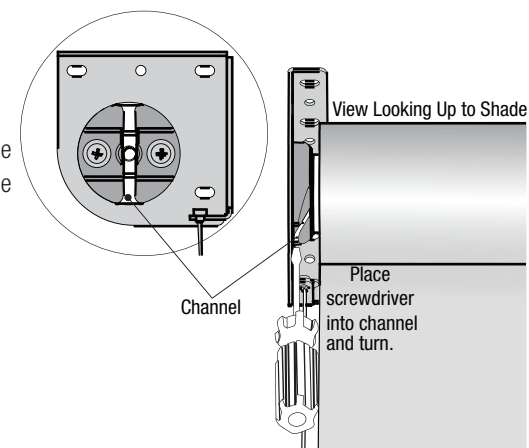
Cassette Shades

■ Insert the tip of a flat head screwdriver into the screwdriver slot provided on the bracket.

■ Press down to release the cassette.

■ Roll the cassette forward and then down to remove.

Insert a screwdriver to release the cassette.

Problem	The shade fabric winds unevenly on the roll.
Solution	Check that the shade is level. Using the beaded cord loop, completely lower the roller shade. If the fabric winds unevenly and begins to telescope to one side, check to insure that the shade is level. If the shade is not level, remove it from the installation brackets and shim or re-install the brackets, as necessary. **IMPORTANT:** If the shade was unrolled before being installed, it may not raise/lower to the right points. To correct this: Remove the shade from the mounting brackets. Roll the shade up until the bottom rod is even with the bottom of the clutch. Re-install the shade.
Problem	The shade is slightly long or short.
Solution	Raise the shade completely (until the bead stop touches the back of the clutch). For a shorter drop, move the bead stop two to four beads up. For a longer drop, move the bead stop two to four beads down. **IMPORTANT:** Maximum adjustment is 1¾", or eight to nine beads.

## Mount the Cassette Installation Brackets — Inside Mount

Installation Brackets for Cassette Shades. The number of installation brackets required varies depending on the shade width, as shown in the table.

Cassette Installation Bracket
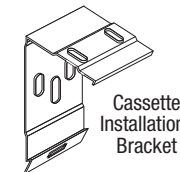
Cassette Shade	
Shade Width	**Brackets Required**
Up to 36"	2
36 $1/8$" – 72"	3
72 $1/8$" to 90"	4
90 $1/8$" to 120"	5

■ Mark 2½" in from each jamb for bracket location.

➤ If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location. Mount into wood whenever possible.

2½" — Space Evenly — Space Evenly — 2½"

Jamb — Installation Brackets — Jamb
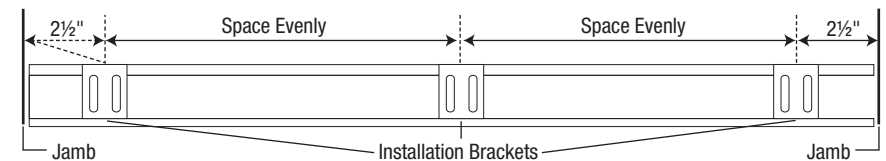
■ Center the brackets on your marks and mark the screw holes.

➤ The minimum depth required for mounting is 2¼". Fully recessed mounting requires 4¼" for the cassette to be flush with the front of the window opening.

IMPORTANT: The front edges of the installation brackets must be level and aligned to each other.

■ Drill the screw holes with a 3/32" drill bit.

IMPORTANT: Do not mount into drywall. Only mount into wood.

■ Use a level to check that the mounting surface is level. Shim the brackets if necessary. Shims are not provided.
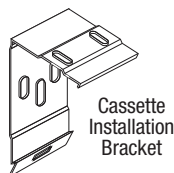
■ Attach the installation brackets using the screws provided.
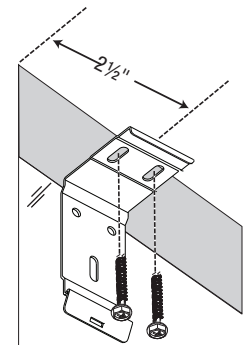
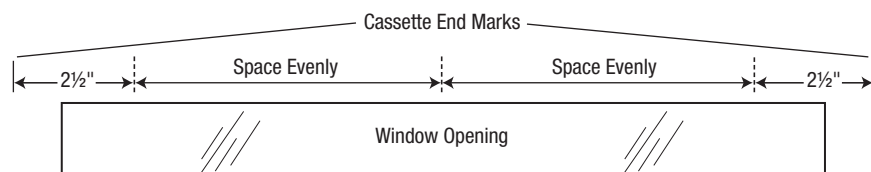## Mount the Cassette Installation Brackets — Outside Mount Installation

Brackets for Cassette Shades. The number of installation brackets required varies depending on the shade width, as shown in the table.

Cassette Installation Bracket

Cassette Shade	
Shade Width	Brackets Required
Up to 36"	2
36 $\frac{1}{8}$" – 72"	3
72 $\frac{1}{8}$" to 90"	4
90 $\frac{1}{8}$" to 120"	5

■ Center the cassette over the window opening at the desired height. Use a pencil to lightly mark each end of the cassette.
   Alternatively, measure the width of the headrail and use that width to mark the headrail end points over the window opening.

Cassette End Marks
2½" Space Evenly Space Evenly 2½"
Window Opening

■ Mark 2½" in from each end of the cassette.

➤ If more than two installation brackets came with your order, space additional bracket(s) evenly between the two end brackets and mark their location. Mount into wood whenever possible.

■ Center the brackets on your marks and mark the screw holes.

Outside Mount

2½"

➤ A minimum 4" fl at vertical surface is required to mount the brackets.

➤ The top of the installation brackets should be at the desired height. The brackets should be level and aligned.

IMPORTANT: The front edges of the installation brackets must be level and aligned to each other.

■ Drill the screw holes with a 3⁄32" drill bit.

IMPORTANT: Use drywall anchors when mounting into drywall. Drywall anchors are not provided.
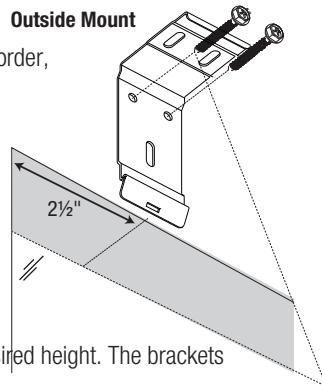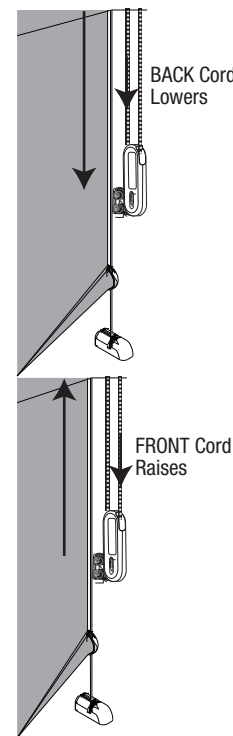
Operate the Shade

To Lower the Shade

■ Hold the BACK of the cord loop and pull down.

■ Pull until the shade is at the desired height.

To Raise the Shade

■ Hold the FRONT of the cord loop and pull down.

■ Pull until the shade is at the desired height.

BACK Cord Lowers
FRONT Cord Raises

Troubleshooting

| Problem	The shade raises or lowers unevenly.
Solution	Check that the installation brackets are level and aligned. Shim the brackets, if necessary. Shims are not provided.
Problem	The universal cord tensioner has climbed to the top of the shade.
Solution	Pull down on the spring to relieve tension and pull the universal cord tensioner to the bottom of the cord loop. Properly mount the cord tensioner. See **Universal Cord Tensioner Installation Instructions** in the kit included with your shade.
Problem	The universal cord tensioner grabs onto the cord upon operation.
Solution	Check that the universal cord tensioner is mounted properly. Reinstall, if necessary. See the **Universal Cord Tensioner Installation Instructions** that came with your Cord Tensioner Kit**.**

Attach the Universal Cord Tensioner (UCT)

Before doing anything, you **must** first slide the cord tensioner to the bottom of the beaded cord loop.

Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.

While holding the cord tensioner, move screw hole all the way down to the bottom of the cord tensioner to release the safety mechanism.

Slide the cord tensioner down to the bottom of the beaded cord loop.

Universal
Cord
Tensioner

Bottom
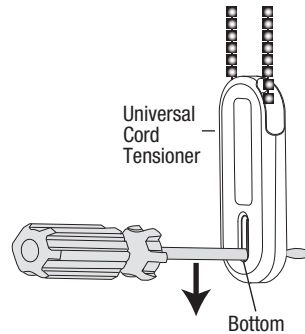
WARNING: It is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.

CAUTION: The shade will not operate properly unless the cord tensioner is secured. A cord tensioner installation kit has been included with your shade. Follow the instructions in the kit to correctly secure the cord tensioner.

■ Use a level to check that the mounting surface is level. Shim the brackets if necessary. Shims are not provided.

■ Attach the installation brackets using the screws provided.

Install the Cables

■ Thread all of the cable through the hole in each bracket or cassette (not shown) end plate.
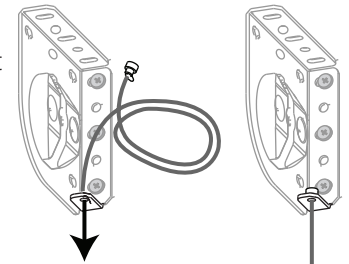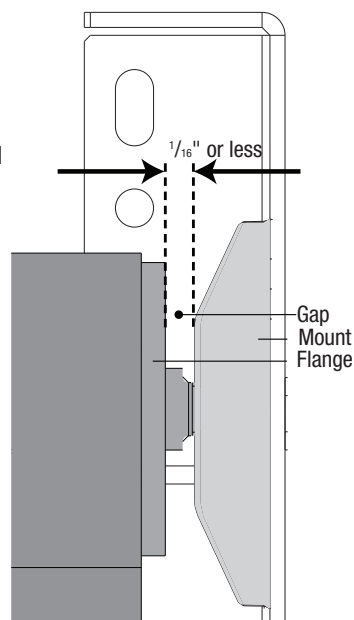
Install the Shade

Standard Shades

IMPORTANT: Do not remove the paper banding used to prevent shade from unrolling prematurely until after the shade is installed.

Tab

■ Hold the shade with the bottom of the clutch facing the floor, and the beaded cord loop hanging straight down.

■ Install the clutch end of the shade onto the tab on the clutch-side bracket.

■ On the idler-side, slide the spring pin up the channel until secured in the center hole of the channel.

■ Remove the paper banding on the shade.

Spring
Pin
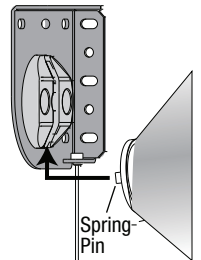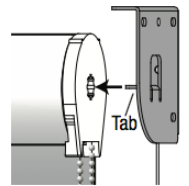
■ It is important to verify gap between idler flange and idler mount is $\frac{1}{16}$" or less. If the gap is greater, see "Removing the Shade (Only If Necessary)" on page 13. Loosen the screws on either or both brackets and slide the brackets closer together. Tighten screws and reinstall shade.
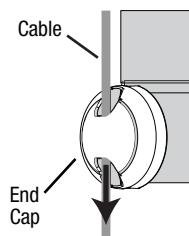
$\frac{1}{16}$" or less

Gap
Mount
Flange

Cassette Shades

■ Angle the cassette back and then bring the cassette forward to catch the front lip of the bracket.

■ Push the cassette back to snap it into the lower lip on the bracket.
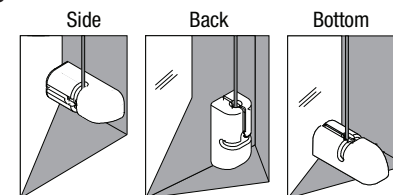
Front Lip

Cassette
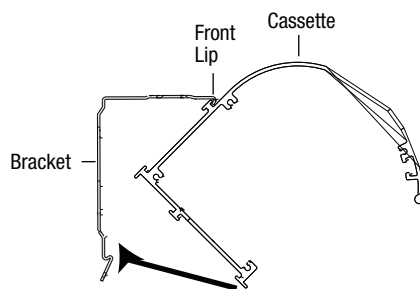
Bracket

Install the Cables into End Caps

■ Slide the cable through the bottom rail end cap.

Cable

End Cap

Attach the Cable Hold-Down Brackets

■ If not already, fully raise the shade.

■ Select one of the three mounting options:

Side   Back   Bottom

■ Place the hold-down bracket in the desired location, allowing $\frac{3}{8}$" clearance from the center of the screw hole for the top and sides. Mark the screw holes.
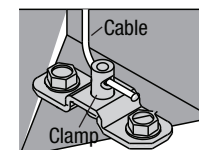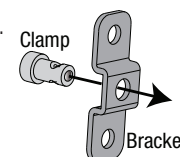
If using the back mount option, use a spacer behind the hold-down bracket.

Spacer

$\frac{3}{8}$"
$\frac{3}{8}$"

■ Use a 1/8" drill bit to drill the screw holes.

IMPORTANT: Do not mount into drywall, only mount into wood.

$\frac{3}{8}$"
$\frac{3}{8}$"
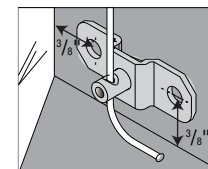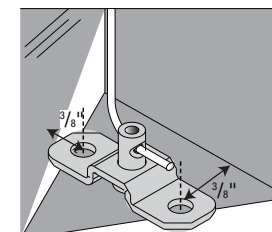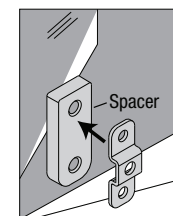
■ Install cable clamp into the hold-down bracket.

■ Attach the hold-down brackets using the screws provided.

■ Thread the cable into the cable clamp.

Clamp

Cable

Bracket

Clamp

■ Pull the cable taut and tightening the set screw with the Allen wrench provided.

■ If the cable is long, wrap the cable with electrical tape where you intend to cut it. A $\frac{1}{2}$" of cable can be left past the clamp for future adjustments. If the cable is left too long, the cover will not snap into place.

Turn to Tighten

Pull Cable
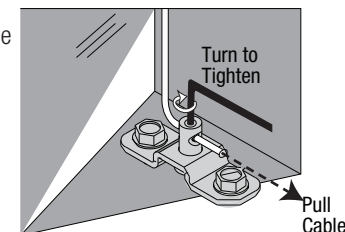
■ Slide the hold-down cover over the bracket with the cable in the top slot. Push the cover down to snap into place. You may need to spread the cover apart to snap it into place.

Spread