Roller Shade Installation Instructions (Without Top Treatment)

3. Hardware for Coupled Roller Shades

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6mm Extension</td>
<td><img src="image1.png" alt="Image" /></td>
<td>Used for Coupled Shade</td>
</tr>
<tr>
<td>Link bracket</td>
<td><img src="image2.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Link rod</td>
<td><img src="image3.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Link bearing</td>
<td><img src="image4.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>Link adapter</td>
<td><img src="image5.png" alt="Image" /></td>
<td></td>
</tr>
</tbody>
</table>

4. Optional hardware

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacer Block</td>
<td><img src="image6.png" alt="Image" /></td>
<td>Used for installing the bracket</td>
</tr>
</tbody>
</table>

5. Hardware for light guard system

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic bracket</td>
<td><img src="image7.png" alt="Image" /></td>
<td>To install top light guard</td>
</tr>
</tbody>
</table>

Shade Bracket Installation

- **For Inside-Top Mount & Side Mount**
  - When installing the shade brackets, the distance from each 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-Side Mount, put the shade bracket covers over the brackets first, and then screw the brackets into the wall. (Bracket covers will be screwed in during installation).

Shade Installation and Removal

- **Installation of the Shade**
  1. First, insert the Clutch end/Motor end/Tension Dial end into the tongue of clutch bracket.
  2. Second, press the end plug and insert the End Plug end into the hole of the bracket on the other side.
  3. Finally, slide the lock pin into the End Plug bracket downward into the end plug to prevent the shade from falling.

- **Removal of the Shade**
  1. Use a tool to push the lock pin on the end plug bracket upward.
  2. Use tool to draw back the end plug from bracket.
  3. Finally, remove shade from mounting bracket on the other side.

Recommended Tools
- Screw gun / Drill
- Tape Measure
- Screwdriver
- Level
- Pencil

Hardware Included

1. Screws needed for installing

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1/4&quot; Hexagon screw</td>
<td><img src="image8.png" alt="Image" /></td>
<td>To install shade brackets</td>
</tr>
<tr>
<td>2&quot; Flat head screw</td>
<td><img src="image9.png" alt="Image" /></td>
<td>To install safety tension device</td>
</tr>
<tr>
<td>3/4&quot; Round head screw</td>
<td><img src="image10.png" alt="Image" /></td>
<td>To install hold down bracket &amp; plastic bracket</td>
</tr>
</tbody>
</table>

2. Hardware for single unit Roller Shade

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Drawing</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shade bracket</td>
<td><img src="image11.png" alt="Image" /></td>
<td>To install shade (on Clutch end / Tension Dial end / Motor end)</td>
</tr>
<tr>
<td>Shade bracket</td>
<td><img src="image12.png" alt="Image" /></td>
<td>To install shade (on End Plug end)</td>
</tr>
<tr>
<td>Shade bracket cover</td>
<td><img src="image13.png" alt="Image" /></td>
<td>Shade bracket cover</td>
</tr>
<tr>
<td>Handle</td>
<td><img src="image14.png" alt="Image" /></td>
<td>For Cordless Shades</td>
</tr>
</tbody>
</table>

Shade Bracket installation tips

- Ensure the right set of shade brackets is being used. Please note that bracket sizes will vary based on order size.
- Make sure the top and bottom of the brackets align on both sides.
- Make sure the front and back of the brackets align on both sides.

Shade installation tips:

- After shade is installed into shade brackets, use a level to check if the fabric roll is horizontal; if not, please adjust the position of shade brackets to keep the fabric roll level.

The shade needs to be level.

The gap on End Plug end needs to be about 0.18".
**How to install or remove handle for Cordless Shades**

- **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: Pry 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.

- **Remove handle from hem bar**
  
  Use flathead screwdriver to pry the bottom of the handle from hem bar, so then the handle can be removed.

- **Install Safety Tension Device**
  
  Use two 2” flat screws to install the safety device. The chain should be fully extended upon installation of the device.

- **Install Top Light Guard**
  
  Insert top light guard into the back of the plastic brackets, and make sure the top light guard meets the top of the window firmly.

**Installation of PVC Light Guard**

- Fully lower the shade down and place the wide side of the light guard next to the back of shade fabric.
- Tear off the double-sided tape on the narrow side and stick the light guard to the window frame.
- For better light blocking, the top of the light guard should be placed next to the shade fabric and the bottom of the light guard should be installed sloping to the front.

**Roller Shade 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 furthest away from the shade fabric.

**Continuous Cord Loop 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 has been tending 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 “-” to decrease the tension.

**Motorized Operation**

- All motorized shades are pre-programmed before shipping. Operating channel numbers have been pre-set based on customer’s request. All units can also be controlled via Channel “0”.

**How to Care for Your Shades**

- Pull the handle downward or upward and the shade will be lowered or raised.
- Place the U-shaped 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.

**How to Install Light Guard System**

- **Light Guard System drawing**
  
  Plastic Bracket
  
  Top Light Guard
  
  PVC Light Guard
  
  3/4" Round head screw

**Install Top Light Guard**

- Each plastic bracket needs one 3/4" round head screw for installation.
- This part can be broken off if needed.

**Install Plastic Brackets**

- 3"(76mm) Divided evenly
- 3"(76mm) Divided evenly

**Top Light Guard**

- The center of the handle should be aligned with the label.
Dusting: Regular light dusting with a feather duster is recommended. Do NOT wash or use strong detergents and spot removers. Dry cleaning is not recommended.

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

CAUTION: DO NOT use abrasive or harsh chemicals which will damage the surface of the shade. Be careful not to bend the fabric while cleaning.

Need Assistance?

Customer service is available by calling 1-855-558-1222 or send an email to help@venetawindowfashions.com.