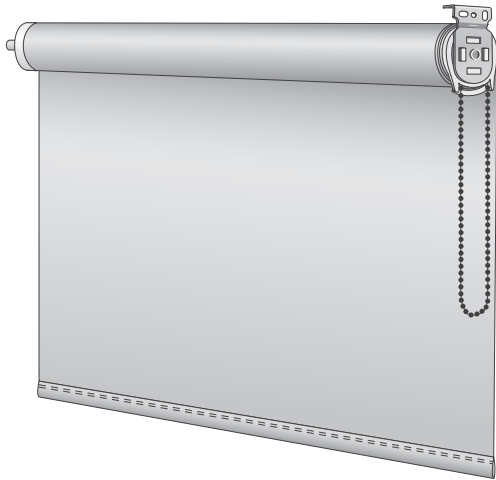# ROLLERSHADES
INSTALLATION INSTRUCTIONS
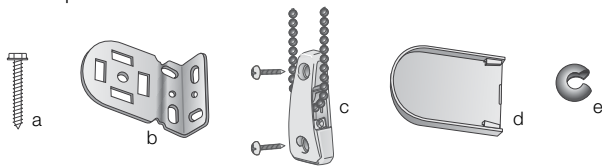

TOOLS REQUIRED

- Power Driver
- ¼" Hex Bit or Phillips Bit
- ¹⁄₁₆" Drill Bit
- Pencil
- Tape Measure
- Level
- Appropriate Wall Fasteners
- Pliers

INSTALLATION HARDWARE (INCLUDED)

Quantity and type of hardware included depends on shade width and specifications.

a. #8 x 1½" Wood Screws
b. Universal Brackets
c. Tension Device with 1¼" Screws
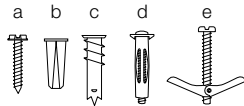d. Bracket Covers *(for outside mount only)*
e. Stop Ball

FASTENERS

Brackets and other hardware must be securely mounted to wall or other installation surface. Each installation surface is different and may require fasteners that are not provided. Please be sure to use appropriate fasteners for your situation.

Some common fasteners are:
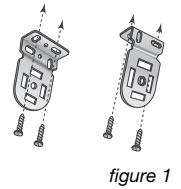a. #8 Screws for Wood *(provided)*
b. Plastic Insert Plugs *(drywall or plaster)*
c. Self Drilling Anchor *(drywall)*
d. Molly Bolts *(drywall)*
e. Toggle Bolts *(drywall, or lath & plaster)*

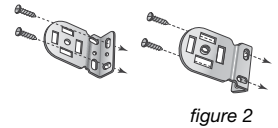## MOUNTING THE BRACKETS

TO INSTALL BRACKETS VERTICALLY

1. Measure the diameter of the rolled up shade.

2. Align brackets to ½ the roll diameter measurement plus ¼" for clearance.

3. Install brackets so that feet face inward using #8 x 1½" screws through the top holes *(figure 1)*. Use appropriate fasteners (not included).
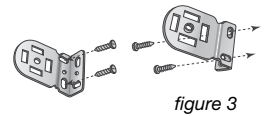

figure 1

TO INSTALL BRACKETS HORIZONTALLY:

1. Level brackets so that they are aligned.
   Note: use fully rolled up shade as a guide to determine if you need to allow for clearance from ceiling or casing and make adjustments as needed.

2 a. If installing to a wall: Install brackets so that feet face inward using #8 x 1 ½" screws through the top holes *(figure 2)*. Use appropriate fasteners (not included).
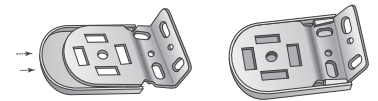

figure 2

b. If installing inside of a window frame: Install brackets so that feet face inward using #8 x 1 ½" screws through the side holes *(figure 3)*. Use appropriate fasteners (not included).
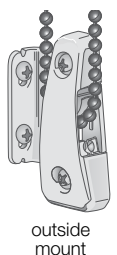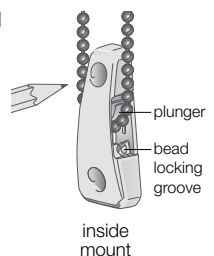

figure 3

INSTALLING THE SHADE

1. Review order and determine if the shade is clutch left or clutch right.

2. Lift shade up to brackets and insert the round, spring end opposite of the clutch into the hole in the far bracket.

3. Put pressure on the end of the bracket to depress the spring. Insert two rectangular plugs on clutch into rectangular holes on clutch side bracket so that the cord loop is hanging down and release.

4. On outside mount Rollershades, cover each bracket with bracket covers by sliding cover over the bracket *(figure 4)*.
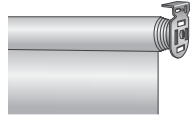

figure 4

SAFETY DEVICE INSTALLATION

Anchoring the tension device to the window casing or wall reduces the hazards of strangulation and entanglement of young children by limiting access to the cord loop. The tension device must be installed to make the shade fully operable and cannot be removed from the cord loop unless it is physically cut off.

1. Pull plunger away from bead chain.

2. Lift bead chain out of bead locking groove and slide tension device to bottom of chain loop.

3. Pull tension device down until bead chain is fully tensioned (plunger will be at the top). Do not twist or cross the cord loop.

4. Move tension device up approximately ⅛".

5. Mark screw hole locations on window casing or wall.

6. Pre-drill screw holes and install tension device with 2 provided screws.

plunger

bead locking groove
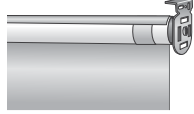
inside mount

outside mount

DRESSING YOUR PRODUCT

1. If the shade telescopes to the right when raised, hand roll shade around bottom rail about half way up the shade and twist material to the left. If the shade telescopes to the left *(figure 6)* when raised, hand roll shade around bottom rail about half way up the shade and twist material to the right.
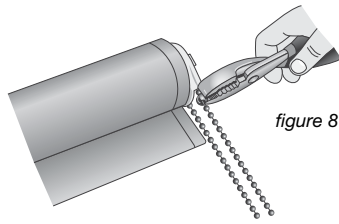

figure 6

2. If shade continues to telescope, lower shade until the tube is exposed. Wrap a small length of masking tape ($1\frac{1}{2}$" – 2") around the tube opposite the telescoping end *(figure 7)*. Raise and lower the shade to test. If the shade continues to telescope, repeat this step until the shade tracks evenly. The correct amount of tape needed is determined by trial and error.

figure 7

INSTALLING THE STOP BALLS

1. Raise installed shade to preferred top-most position.

2. Use pliers to crimp stop ball on at top of ball chain just before it enters the clutch on the up side *(figure 8)*.

figure 8

3. Lower shade to preferred lower-most position. Crimp stop ball at top of ball chain just before it enters the clutch on the up side.

HARTMANN&FORBES®

888.582.8780 | hartmannforbes.com