BLINDS TO GO™

Roller Shade Installation Guide

Important: If you have ordered a valance for your shade, you must first read the Valance Installation Guide found in your box.

We make it easy!

Before starting

Your new Blinds To Go® roller shade is custom made to your specifications from the finest material available. The installation should be easy and the shade should fit beautifully.

Mounting Options

Inside mount: Shade is mounted inside the window frame, either to the top of the frame or to the sides.

**Outside mount:** Shade is mounted either on or outside the window frame.

Note: Mounting screws provided are suitable for most mounting surfaces. Please see below for additional notes.

For wallboard or plaster: Use hollow wall anchors for added support.

For concrete, stone, brick or tile: Use an appropriate drill bit and appropriate anchors before fastening the screws.

For metal surfaces: Pre-drill holes before fastening the screws.

Optional Hardware *(only provided when ordered)*
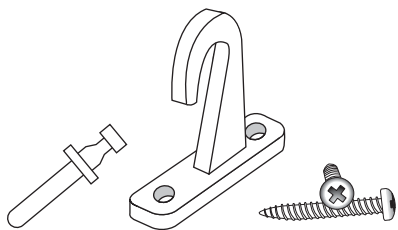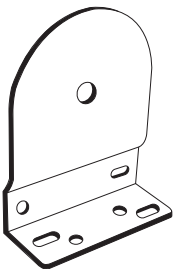

Hold down bracket, pin and screws
Quantity: 2 sets

Suggested Tools

• Drill
• Level
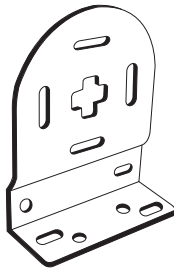• Pencil
• Screwdriver
• Tape measure

Installing Roller Shade with *Sidewinder Mechanism*

If you have ordered your shade with *Spring Roller mechanism*, please proceed to page 5 "Installing Roller Shade with *Spring Roller Mechanism*".
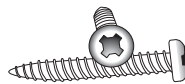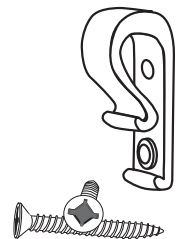
Parts

Pin bracket
Quantity: 1

Tab bracket
Quantity: 1

Mounting screws
Quantity: 2 per bracket

Tie-down device and screws
Quantity: 1 set

1

Getting started

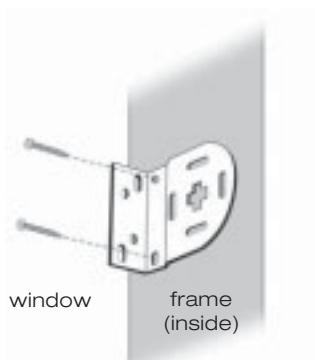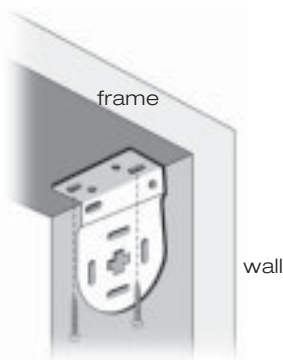## Step 1. Mounting brackets *(for most shades, 2 people are required for this step)*

1. **First, mount the tab bracket.** Fit the tab bracket onto the end of shade with the clutch and chain. Hold the shade with the bracket, **fabric rolled up from back of the shade**, to where you want to mount it and make mark for the bracket.

Note: The shade illustrated is with clutch and chain on the right en If you have ordered your shade with clutch and chain on the left end, the tab bracket should be mounted on the left end.
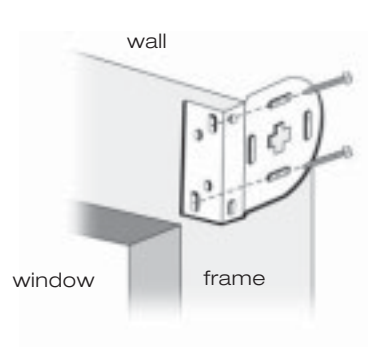

pencil mark

fabric

frame
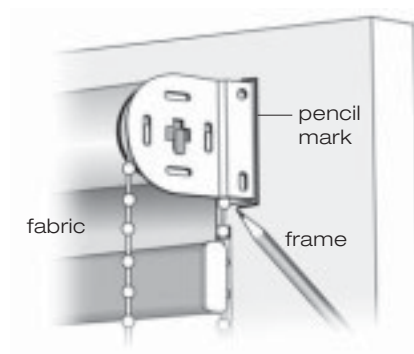
2. Using the pencil mark as a guide, mount the bracket with 2 screws.

inside mount   *outside mount*
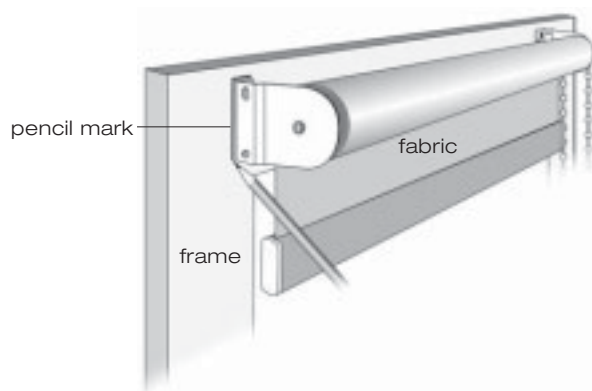

frame

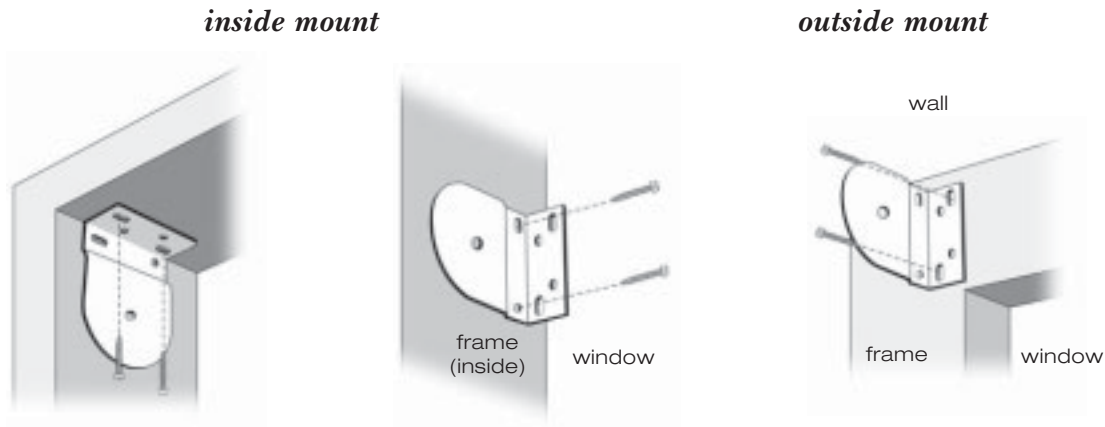wall

window   frame (inside)

wall

window   frame

3. **Second, mount the pin bracket.** Hold the shade in the mounted bracket and fit the pin bracket onto the other end of the shade with round pin. **Press in about 1/8" for necessary tension**. Position the pin bracket so that the fabric hangs straight and make mark for the bracket.

   Important: To ensure the fabric rolls down evenly, it is critical that both brackets are level.


pencil mark

fabric

frame

4. Mount the bracket with 2 screws.

inside mount   *outside mount*

wall

frame
(inside)   window   frame   window

Step 2. Fitting the shade into the brackets

Important: Before fitting the roller into the brackets, make sure that: **(1)** the fabric is fully rolled up evenly. **(2)** the chain stopper is at the closest location in the REAR of the chain (Fig. B).

1. **First slide the end with pin into the pin bracket.** See Fig. A.

2. Hold the roller against the pin bracket so the end pin is depressed (a) while fitting the locating hook of the sidewinder into the tab bracket. **Allow the locating hook to drop downward (b) so that it locks into place in the bracket.** See Fig. B.

end pin

locating
hook

chain
stopper

(Fig. A)   *(Fig. B)*
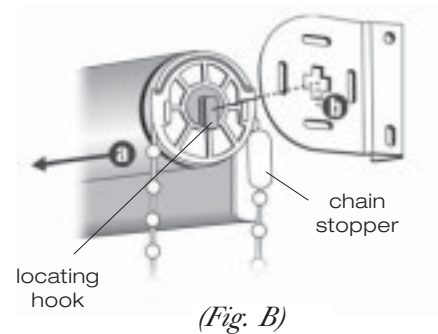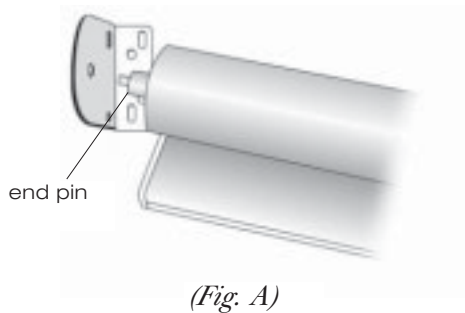
To remove shade from the brackets, lift the locating hook from locking position and reverse 1 and 2.

## Step 3. Securing the chain loop

To ensure maximum efficiency of the Sidewinder System and to protect small children from strangulation, you need to secure the cord loop that raises and lowers the shade by using the attached plastic tie-down device.

1. Pull the tie-down device down so that there is no slack in the chain, but not so tight as to impede the chain.

2. Attach the tie-down device to the wall/window frame with flat head screws provided.
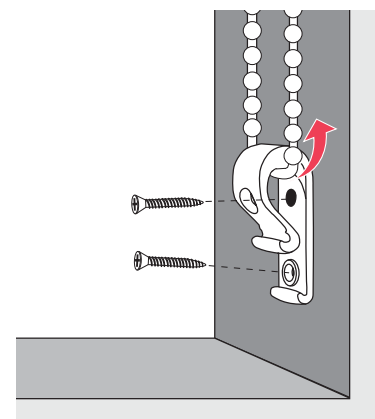
1. Lower the shade to the desired height.
2. Insert plastic pins into the holes at each end of the bottom rail.
3. Position the hold down brackets so that the pins of the end caps fit into the hooks.
4. Mount the brackets with screws provided.

or
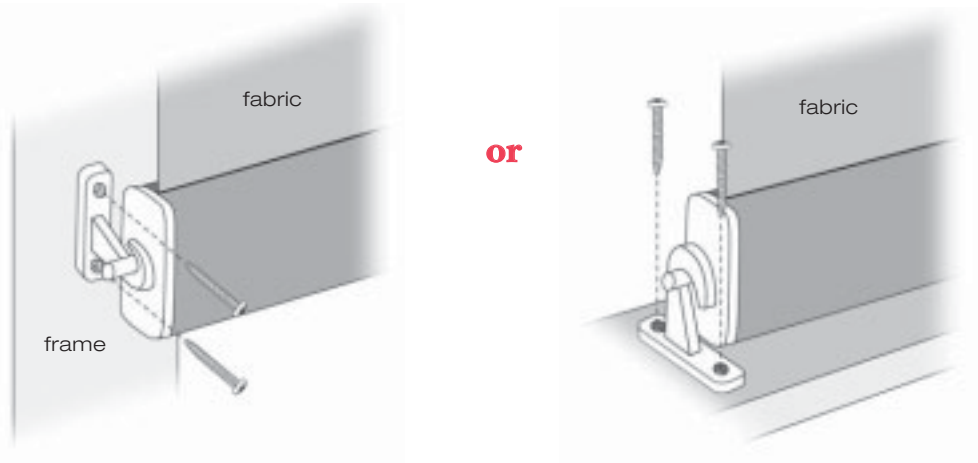
Troubleshooting

The chain stoppers are pre-positioned to prevent damage to the shade due to excessive pulling. Improper actions during the installation process could result in mis-positioning of the chain stoppers.

Problem: chain stopper prevents the shade from going up.

1. Pull on the chain until the chain stopper hits **rear top** of the chain and stops the shade from going up.
2. Remove the shade from brackets and manually roll the fabric up evenly until it is fully rolled up.
3. Fit the shade into the brackets as illustrated in Step 2 on page 3.
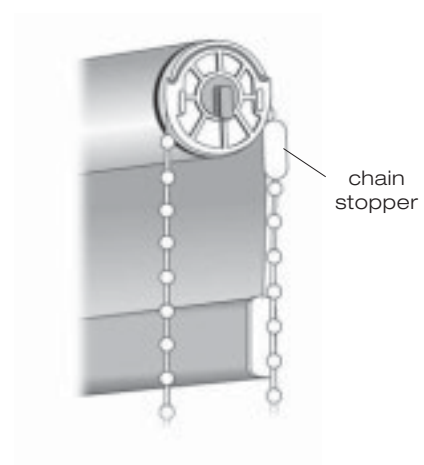
Problem: chain stopper prevents the shade from going down.

1. Pull on the chain until the chain stopper hits **front top** of the chain and stops the shade from going down.
2. Remove the shade from brackets and manually roll the fabric down evenly to the desired full length. **Caution:** Never unroll completely, always leave at least two turns of fabric around the roller.
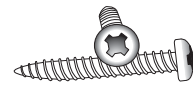3. Fit the shade into the brackets as illustrated in Step 2 on page 3.
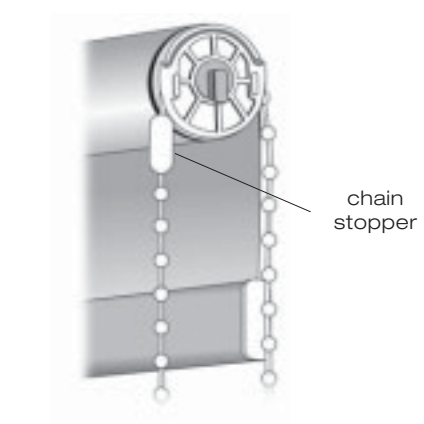
Installing Roller Shade With *Spring Roller Mechanism*

Parts
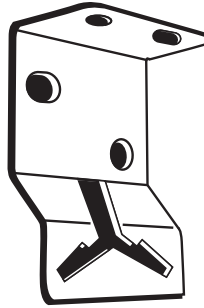
Mounting brackets
Quantity: 2 (identical)

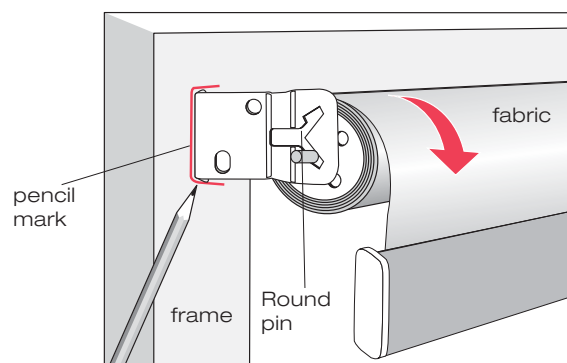Screws
Quantity: 2 per bracket

Step 1. Mounting the brackets *(for most shades, 2 people are required for this step)*

1. **First fit lower slot of the bracket DIRECTLY over the end of the Round pin.** Hold the shade with the bracket to where you want to mount it and trace a mark.

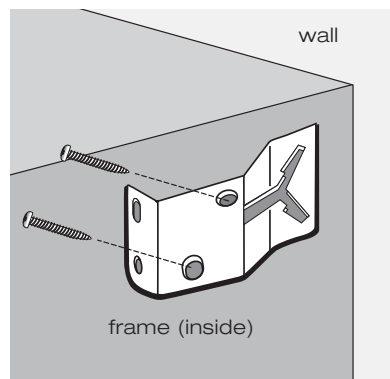**regular roller shade**
(fabric hanging from the back of the roller)

fabric

Round pin

pencil mark

frame
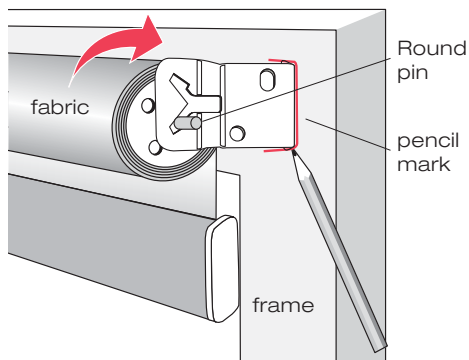
reverse roller shade (special order)
(fabric hanging from the front of the roller)

fabric

pencil mark

frame

Round pin

2. Mount the bracket with 2 screws. (*See page 6 No.4 for reverse mount*)

inside mount

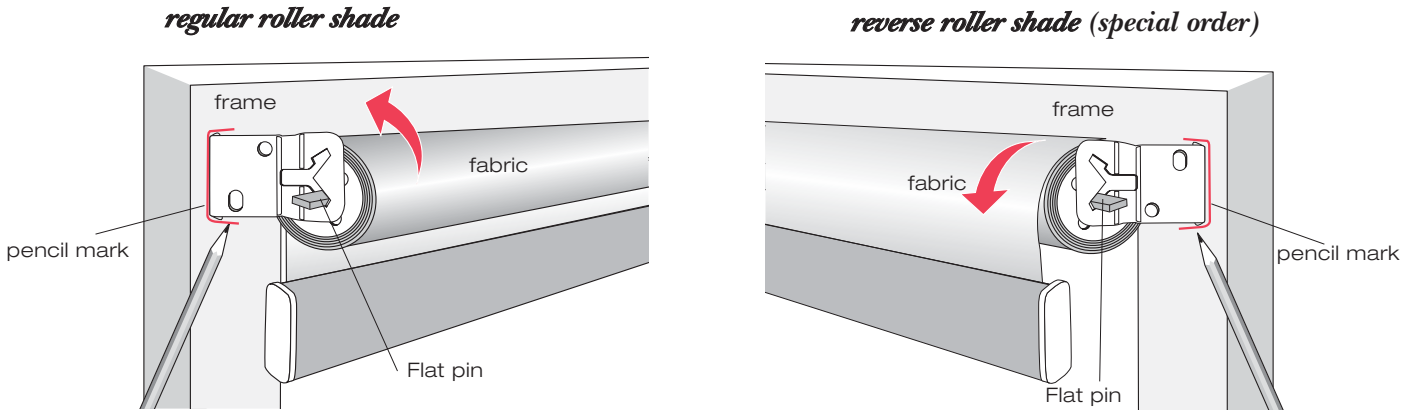wall

window

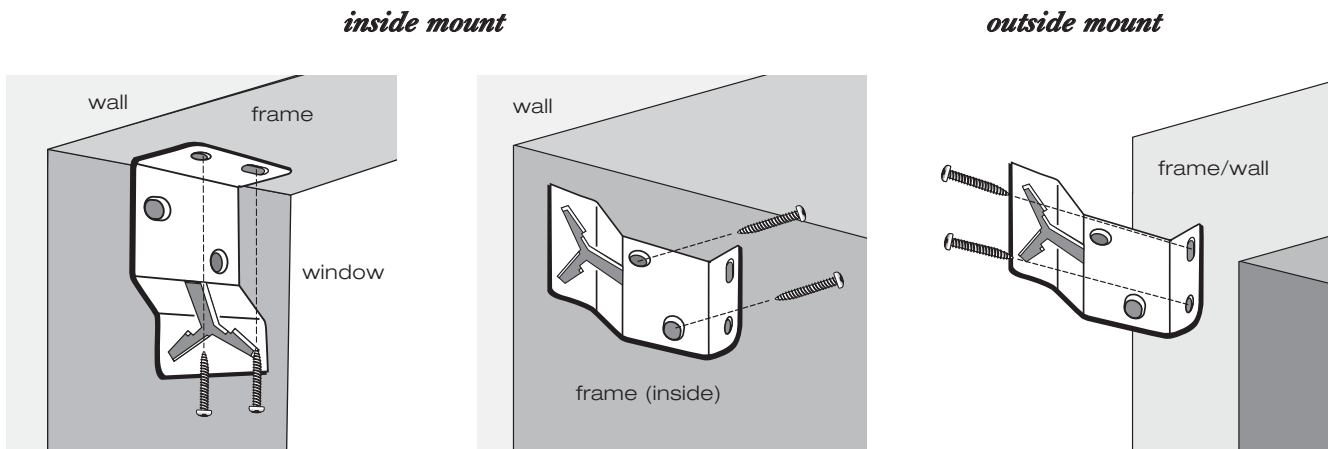frame

wall

frame (inside)

outside mount

frame/wall
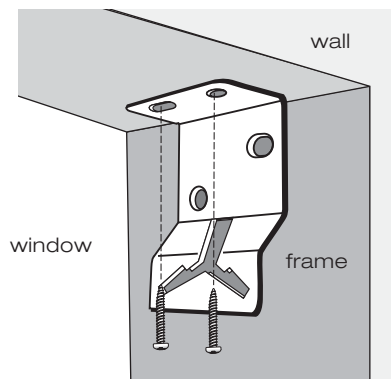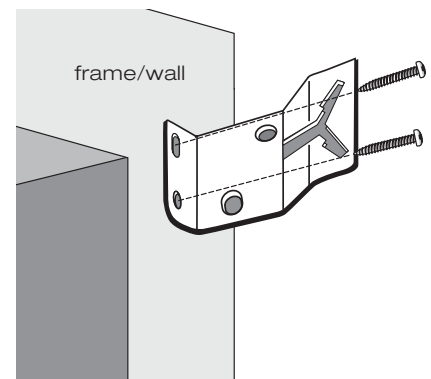
3. Reinsert the end of the ROUND pin directly into the lower slot of the first bracket, then fit the lower slot of the remaining bracket over the FLAT pin, as shown. Position the second pin bracket so that the fabric hangs straight and trace a mark.

> **Important:** To ensure the fabric rolls down evenly, it is critical that: **(1)** the shade is level; **(2)** there is a certain amount of "play" between roller and bracket.

regular roller shade

reverse roller shade (special order)

frame

fabric

pencil mark

Flat pin

frame

fabric

pencil mark

Flat pin

4. Mount the bracket with 2 screws. (*See page 5 No.2 for reverse mount*)

inside mount

outside mount

wall

frame

window

wall

frame (inside)

frame/wall

Step 2. Fitting the shade into the brackets

> **Important:** Before fitting the roller into the brackets, make sure the fabric is fully rolled up.

1. **First slide the end with round pin into the right bracket** (left bracket for *reverse roller shade*). See Fig. A.

2. Fit the end with flat pin into the left bracket (right bracket for *reverse roller shade*). See Fig. B.

(Fig. A)

(Fig. B)
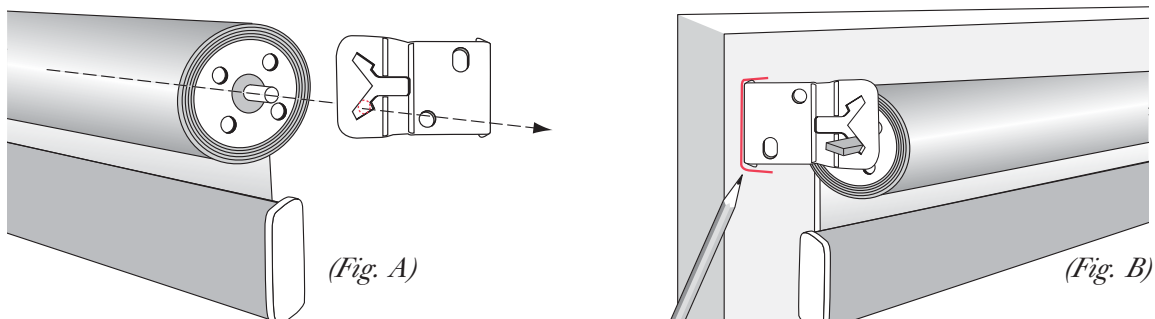
To remove the shade from the brackets, reverse 1 and 2.

Step 3. Mounting hold down brackets *(only if you have ordered hold down brackets)*

1. Lower the shade to the desired height.
2. Insert plastic pins into the holes at each end of the bottom rail.
3. Position the hold down brackets so that the pins of the end caps fit into the hooks.
4. Mount the brackets with screws provided.
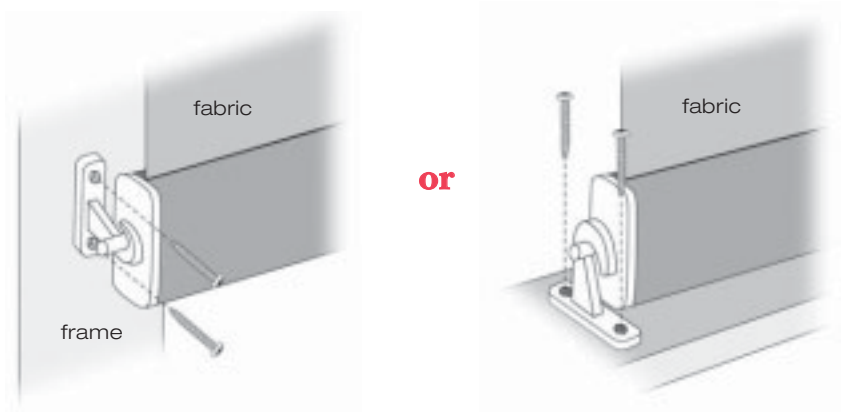
Increasing and Decreasing Spring Tension

CAUTION: To have the spring roller too tightly tensioned is most undesirable and can cause damage to the fabric. A tension sufficient to rewind the fabric gently back to the fully rolled up position is correct.

To increase tension in the spring roller:

1. Pull shade down approximately 18" and remove carefully from the brackets.
2. Manually roll up the fabric around the roller and refit the shade into the brackets.
3. If there is still insufficient tension, repeat 1 and 2 until tension is just right.
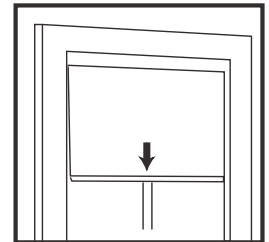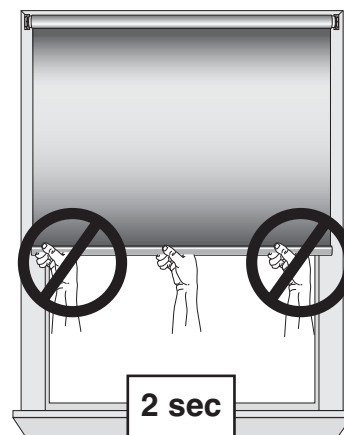
To reduce tension in the spring roller:

1. Pull the shade down 3" or 4" and lock in position.
2. Remove the shade from the bracket and unwind approximately 18" of fabric.
3. Refit unwound shade into the brackets.
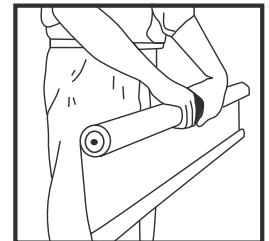
Important operating instructions

1. Always grab and pull shade in middle.
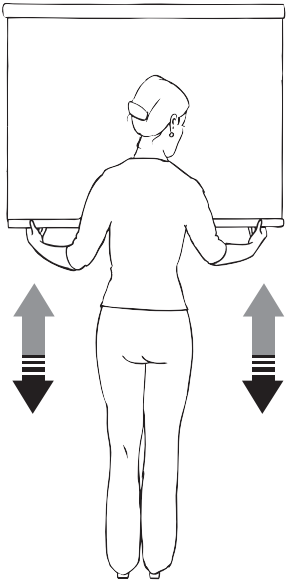2. To lock, hold in desired position for two seconds.

7

BLINDS TO GO™

EZ-Touch Cordless Roller Shade Addendum

First install shade following Spring Roller instructions in the supplied Roller Shade Installation Guide

## EZ-Touch Cordless Roller Shade Operation

Fig. a

To set the open position "memory":
(Level where the bottom bar will return each time the shade is raised)

**1.** Using the spring roller mechanism, gently raise the shade to the desired position *(fig. a)*:

Tip: Grasp the bottom bar evenly with two hands and pull down just enough so that the spring roller tension starts to lift the shade. Release, then stop the shade at the desired level. If it stops short of your intended level, try again, this time pulling down a little more before releasing.

Fig. b
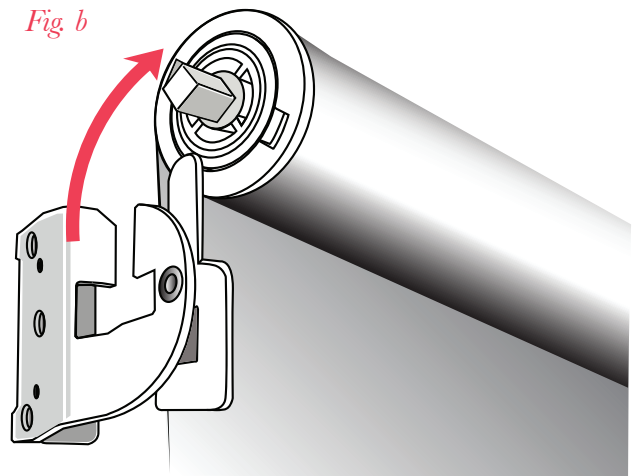
2. Remove the shade from the left bracket, allowing the roll to remain seated in the right bracket *(fig. b)*.

Fig. c
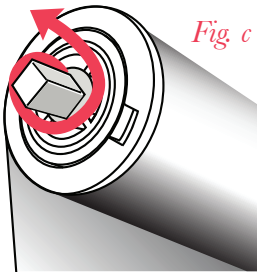
3. Using your fingers, wind the white, square pin (shade's left side) counter-clockwise, towards the window, until it stops and can no longer be turned *(fig. c)*.

4. Return the left end of the shade to its bracket and lock it *(fig. d)*.

5. Test by lowering the shade to the closed position, stop. Gentlly pull down the shade and release (see step 1), it should automatically stop within an inch of the desired level.
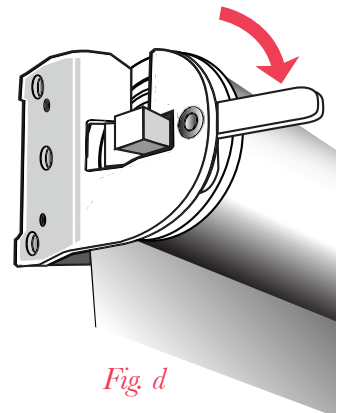
IMPORTANT:
Before removing your shade, ensure you retain the tension by **pulling the shade down 4" to 5"** to lock the spring mechanism. If you have already set the "memory" point, you must ensure the shade is first pulled down **4-5" below the set level**, otherwise the mechanism will not lock and the shade may lose its tension once it is removed. Should loss of tension occur, please call the store where you purchased the shade.

Fig. d