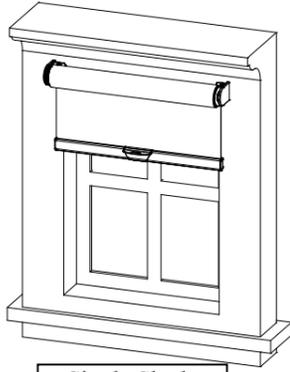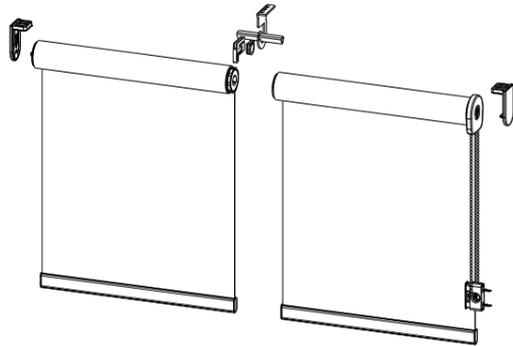# Roller Shade Installation Instructions
(Without Top Treatment)

Single Shade

Coupled Shades –
Features two shades operated by one control.

Recommended Tools

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

Hardware Included

1、Screws needed for installing

Hardware	Drawing	Usage
1 1/4" Hexagon screw		To install shade brackets
2" Flat head screw		To install safety tension device
3/4" Round head screw		To install hold down bracket & plastic bracket

2、Hardware for single unit Roller shade

Hardware	Drawing	Usage
Shade bracket		To install shade (on Clutch end / Tension Dial end / Motor end)
Shade bracket		To install shade (on End Plug end)
Shade bracket cover		Shade bracket cover
Handle		For Cordless Shades

3、Hardware for Coupled Roller Shades

Hardware	Drawing	Usage
6mm Extension		Used for Coupled Shade
Link bracket		
Link rod		
Link bearing		
Link adapter		

4、Optional hardware

Hardware	Drawing	Usage
Spacer Block		Used for installing the bracket

5、Hardware for light guard system

| Hardware	Drawing	Usage
Plastic bracket		To install top light guard

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).


≥ 3/4"   ≥ 3/4"
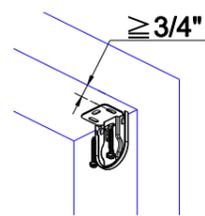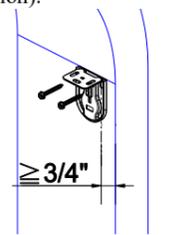
Inside-Top Mount   Inside-Side Mount

For Outside Mount

When installing the shade brackets, the top of each shade bracket needs to be parallel with the edge of the window frame. The distance from the shade bracket's mounting holes to the front edge of the window frame should be at least 3/4". Make sure all the shade brackets are level and aligned with each other. Each shade bracket will require two 1 1/4" hexagon screws for the installation.


≥ 3/4"
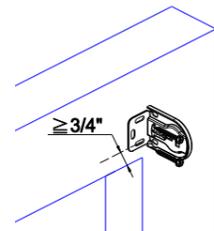
For Coupled Shades

When installing the coupled shade link bracket, make sure that the center of both the link bracket and the shade bracket line up and are level with each other. For inside mount, make sure the link bracket's opening faces the front. For outside mount, the link bracket opening needs to face up. Each shade bracket will require two 1 1/4" hexagon screws for the installation. Coupled shades must be installed with a 6mm extension on each of the brackets (both the left and the right).
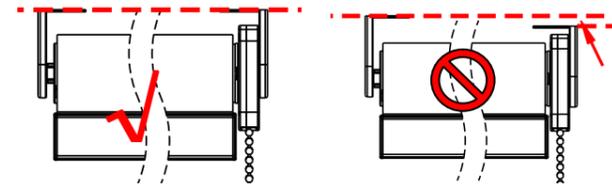
Inside Mount

6mm extension
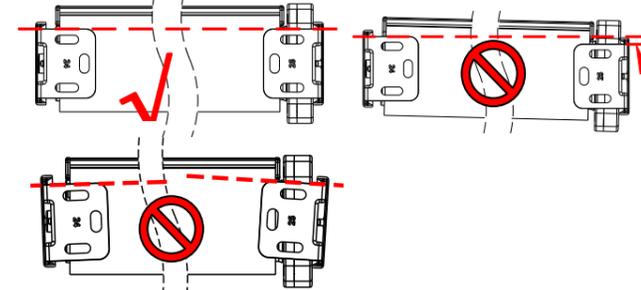
Outside Mount

6mm extension
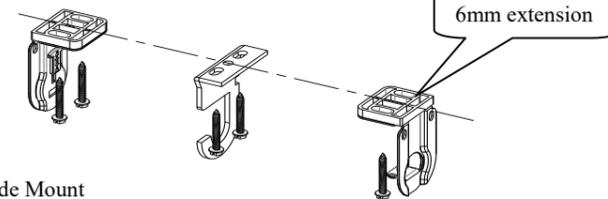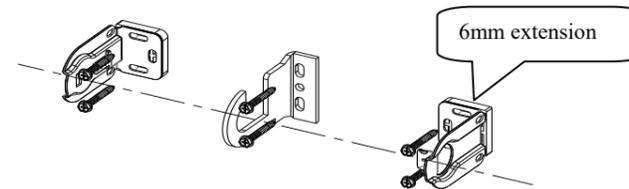
Shade Bracket installation tips

Ensure the right set of shade brackets is being used. Please note that bracket sizes will vary based on order size.

① Make sure the top and bottom of the brackets align on both sides.


② Make sure the front and back of the brackets align on both sides.

### 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 in the End Plug bracket downward into the end plug to prevent the shade from falling.

Align Clutch end/Motor end/Tension Dial end of the shade with the tongue of the clutch bracket

Align Clutch end/Motor end/Tension Dial end of the shade with the tongue of the clutch bracket.

Slide the lock in the shade bracket into the end plug to prevent the shade from falling.
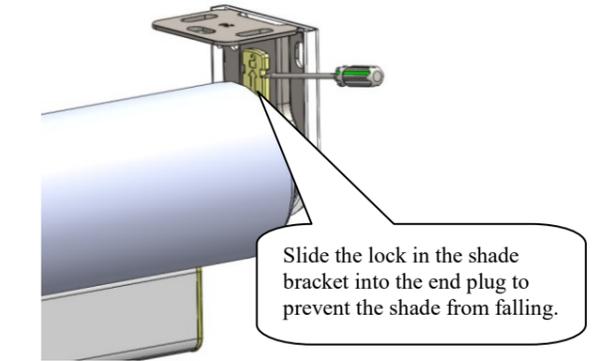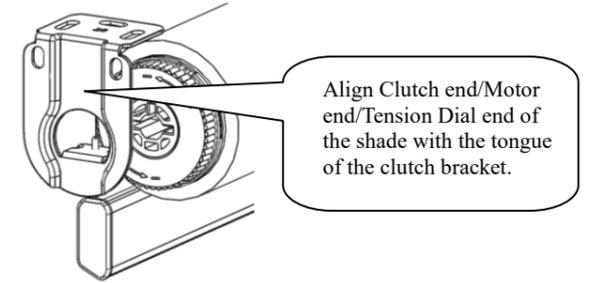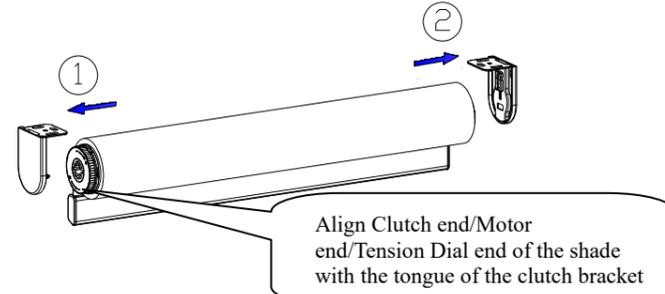
Shade installation tips: After shade is installed into shade brackets, use a level to check if the fabric roll is horizontal; if not, please adjust the position of shade brackets to keep the fabric roll level.
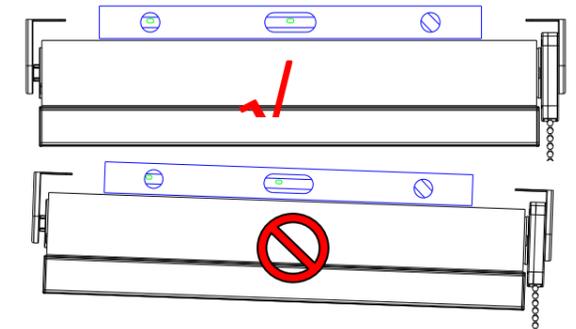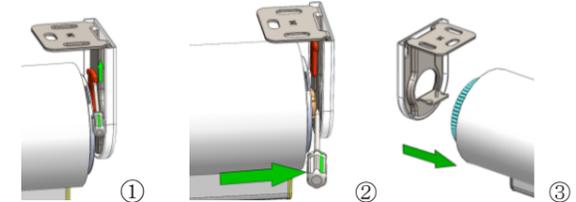

The shade needs to be level.

0.18"
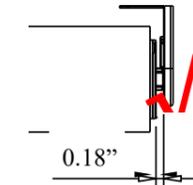
The gap on End Plug end needs to be about 0.18".

※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.

① ② ③

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: Press 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.

Label ①

②

The center of the handle should be aligned with the label.

③ ④

⑤
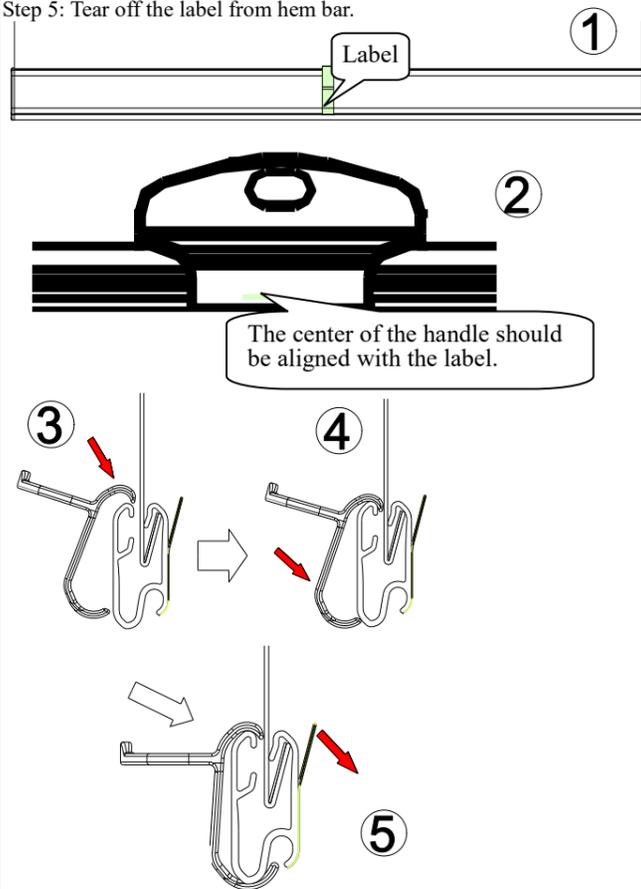
● **Remove handle from hem bar**
Use flathead screwdriver to pry the bottom of the handle from hem bar, so then the handle can be removed.
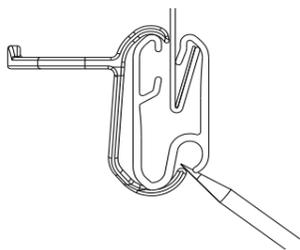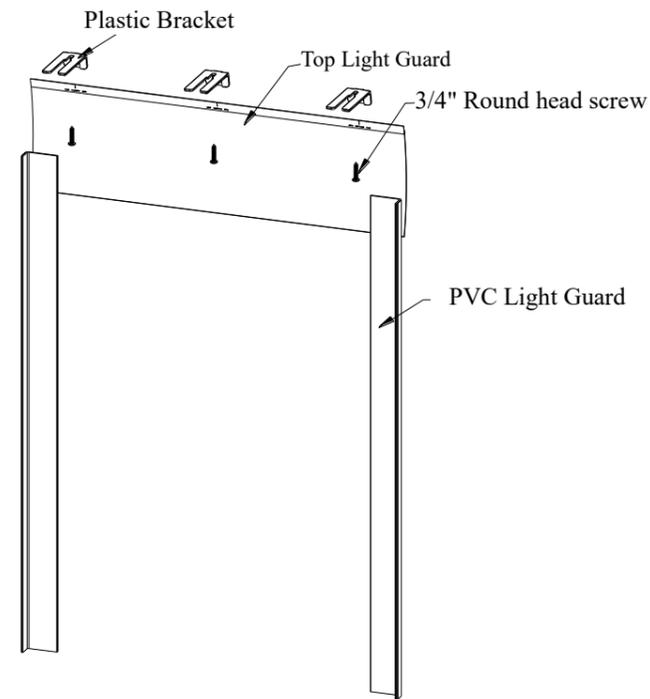
Install Safety Tension Device

Use two 2" flat screws to install the safety device.

The chain should be fully extended upon installation of the device.
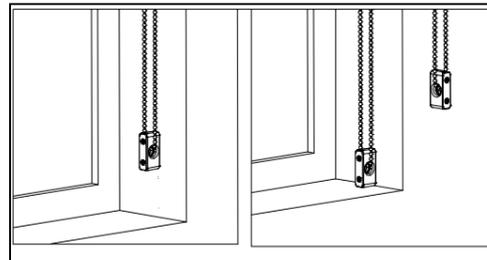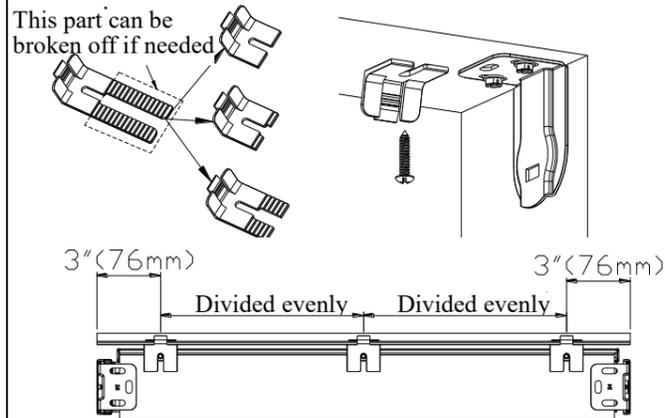

### Install Light Guard System

Light Guard System drawing

Plastic Bracket
Top Light Guard
3/4" Round head screw
PVC Light Guard

Install Top Light Guard

● **Install plastic brackets**
Each plastic bracket needs one 3/4" round head screw for installation.

This part can be broken off if needed
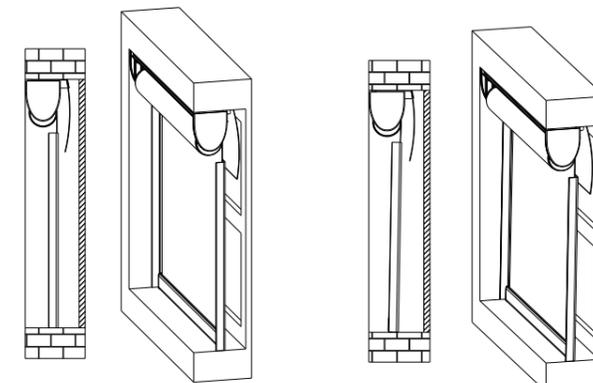
3"(76mm)   3"(76mm)
Divided evenly   Divided evenly

● **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.
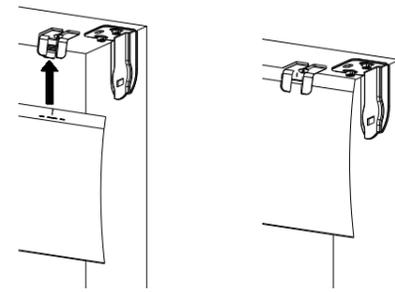
Installation of PVC Light Guard

➤ 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.
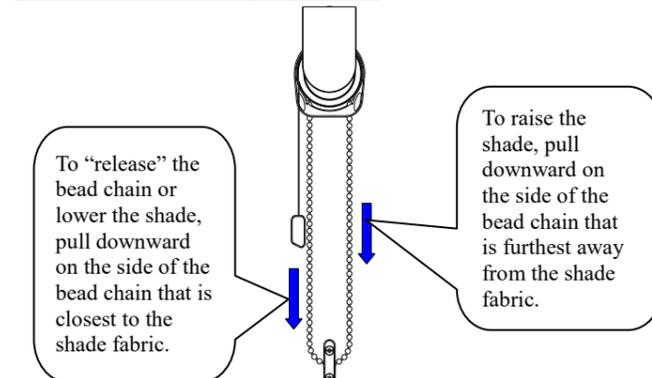
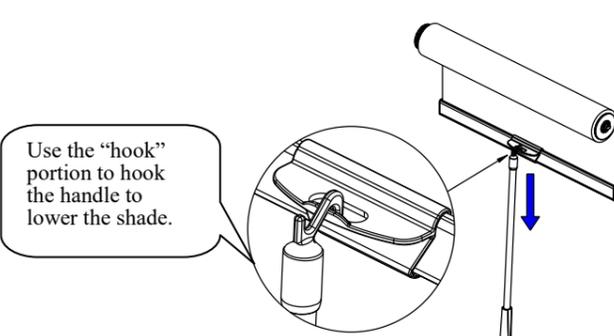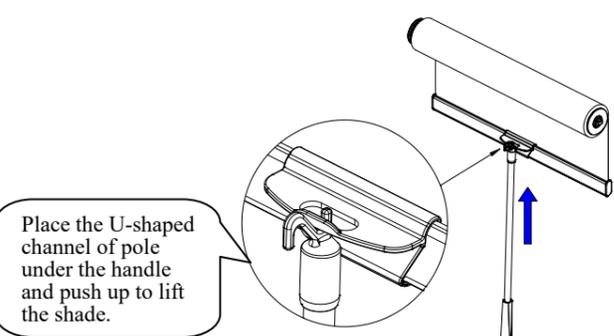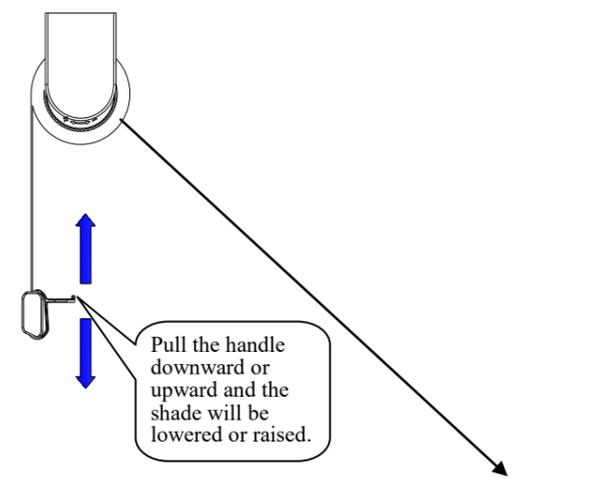Installed vertically   Installed sloping

Roller Shade Operation

Continuous Cord Loop 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.

Cordless 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 the "-".

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.

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".

Up
Stop
Down
Channel Select
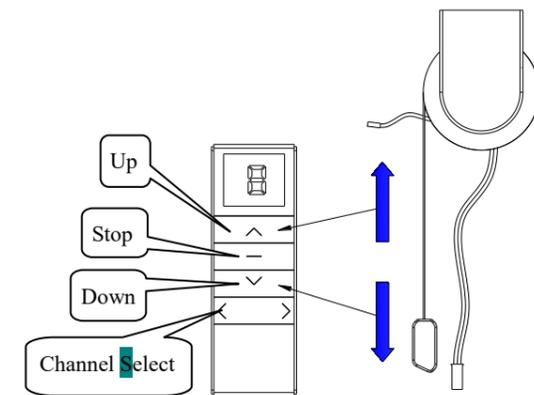
How to Care for Your Shades

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.