N300774
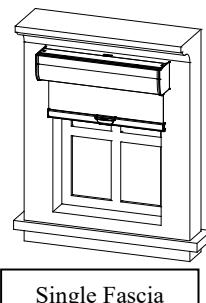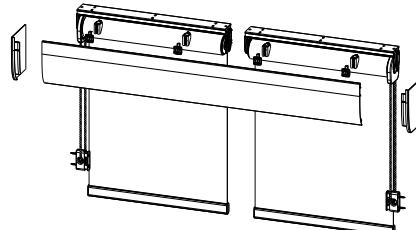# Roller Shade Installation Instructions (With Top Treatment)

Single Fascia

Common Fascia
Cover two individual shades with one top treatment

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

2、Hardware for Roller shade with top treatment

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
Shade bracket extension		To install shade bracket into Raceway
Center support bracket		To install Raceway (for outside mounts, to support middle of raceway when length is over 40")

Hardware	Drawing	Usage
Mounting bracket		To install Raceway (for outside mount)
Valance bracket		To install Fascia / Valance (mounted on raceway)
Valance clip		To install Fascia / Valance (placed on Fascia/Valance)
Square Fascia end cap		For Square Fascia
Curved Fascia end cap		For Curved Fascia
Valance return connector		To connect fabric valance returns
Handle		For Cordless Shades

3、Optional hardware

Hardware	Drawing	Usage
Spacer Block		Used for installing the bracket

4、Hardware for light guard system

| Hardware	Drawing	Usage
Top Light Guard Holder		To install top light guard into raceway

Shade Bracket Installation

※Installation of Raceway System for inside mount

Attach the shade brackets and extensions into the two ends of the raceway. Make sure the extension bolt locks into the raceway's dedicated hole. Install the raceway system in the window opening. Secure screws into the middle holes of the raceway to make sure the raceway location can be adjusted to left or right. Use a level to help adjust as necessary, after the raceway has been located at proper position, and then secure the screws into the remaining holes. Ensure the distance between the front screw and the window edge is at least 3/4".
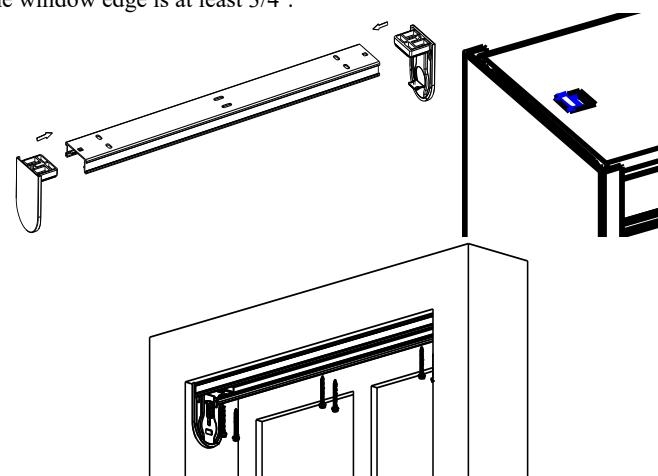
※Installation of Raceway System for outside mount

Attach the shade brackets and extensions into the two ends of the raceway. Make sure the extension bolt locks into the raceway's dedicated hole. If there are center support brackets, install them first and then install end installation brackets to the wall. The screws should be at least 3/4" above the window edge.

Center Support Bracket
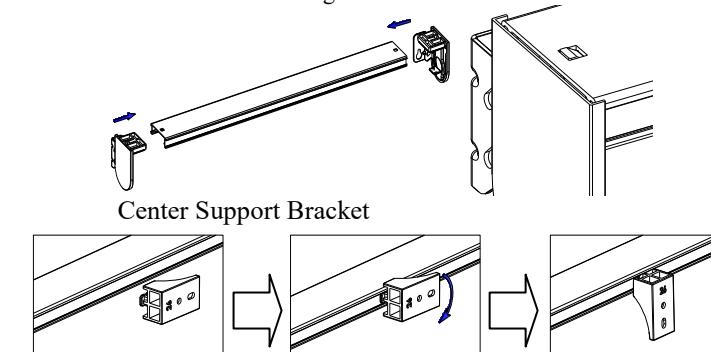
The space between each mounting bracket should be divided evenly as pictured. Center support brackets should be installed before the shade brackets on the raceway ends.

Divided evenly   Divided evenly   Divided evenly
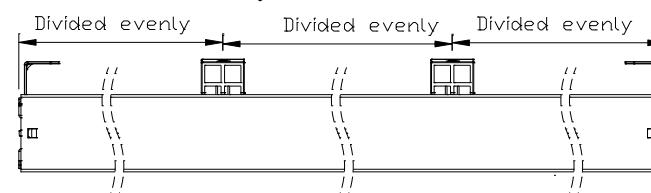
Install the brackets into the wall:
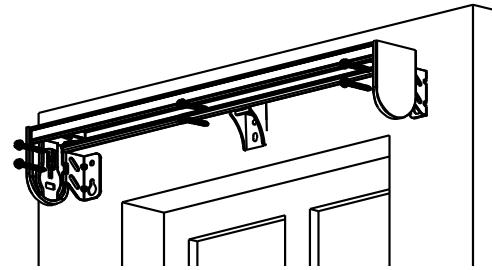
## Shade Installation and Removal

※ 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.
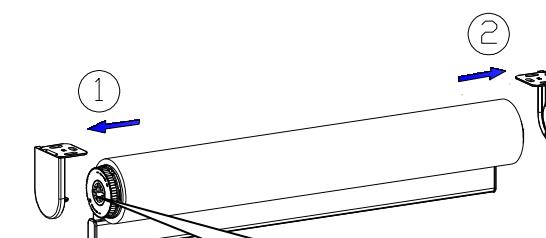
①   ②

Align Clutch end/Motor end/Tension Dial end of the shade with the tongue of the clutch bracket.
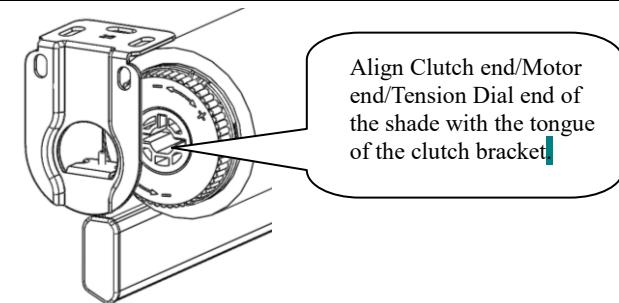
Align Clutch end/Motor end/Tension Dial end of the shade with the tongue of the clutch bracket.
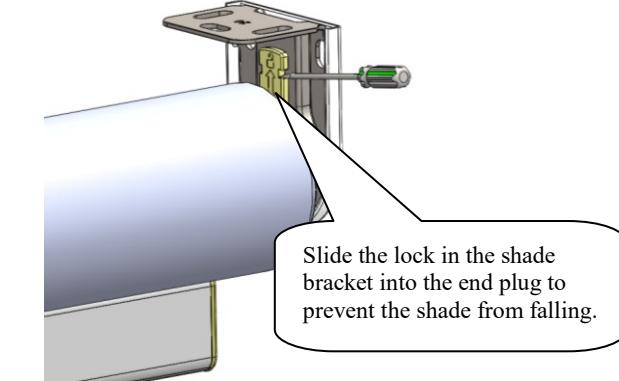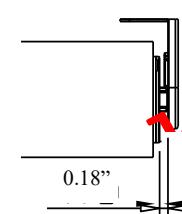
Slide the lock in the shade bracket into the end plug to prevent the shade from falling.

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.
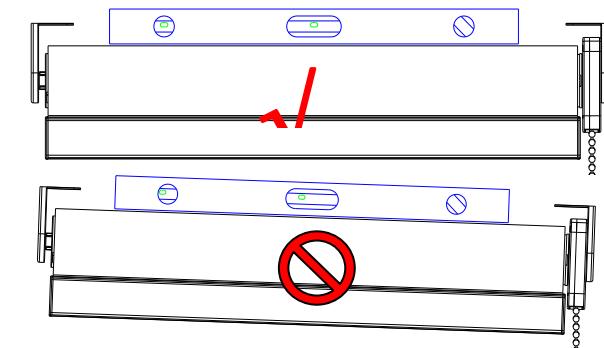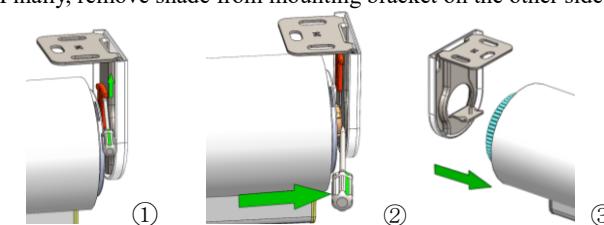
The shade needs to be level.

0.18"

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

※Removal of the Shade

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

①   ②   ③

Fascia & Valance Installation

### Valance Bracket Installation

Install fascia or valance after the shade is mounted. Align the valance bracket with the raceway first. Avoid center support brackets when installing the valance brackets and then push the bracket onto the raceway. The top groove of the valance bracket should hook onto the top of the raceway while the bracket's bottom groove clips into the bottom rib of the raceway, as shown below.
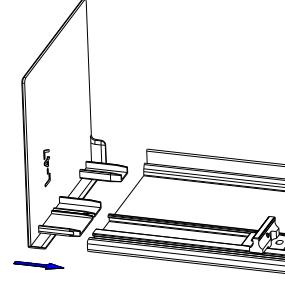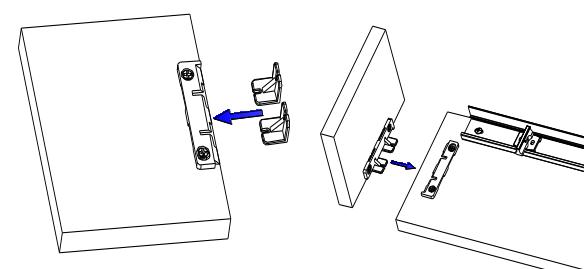
Valance Bracket on Raceway:
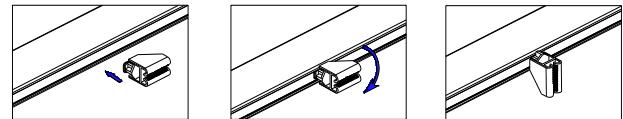
The drawing below shows the valance brackets installed in an ideal position. They are placed far enough apart so that the space is divided evenly, and without interference from the center support brackets. To ensure the location of the mounting brackets will not conflict with that of the valance brackets, the valance brackets should be offset by 2".

Divided evenly   Divided Evenly
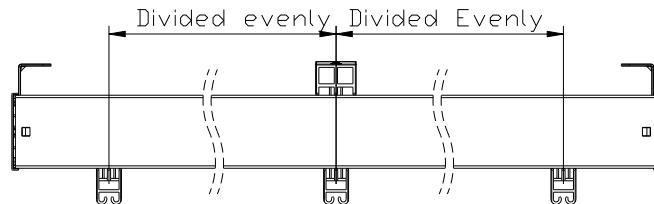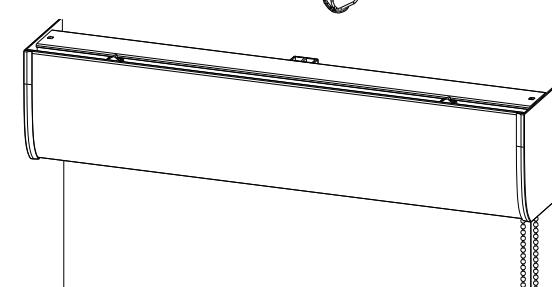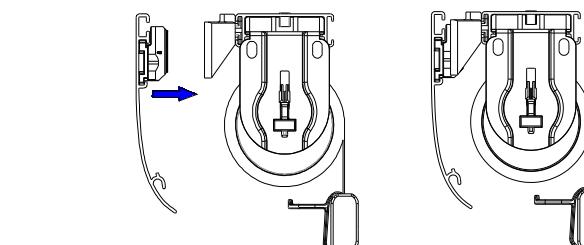
Valance Clip Installation

Insert the valance clip into the dedicated groove on the aluminum strip, paying special attention to the direction the valance clip. Valance clips should face upward for a fascia. For a fabric valance, valance clips should face downward. The valance clip location should align with the valance bracket as pictured below.

For Fascia:

This valance clip is facing upward.
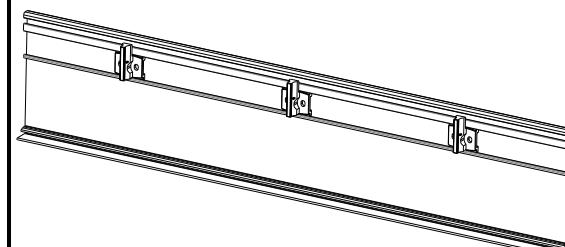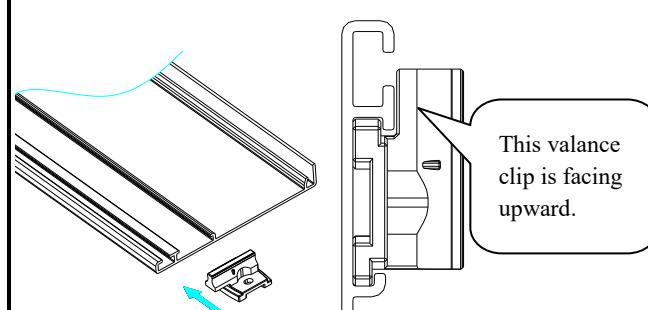
For Fabric Valance (Dual Shades only):

The direction of this valance clip is facing downward.
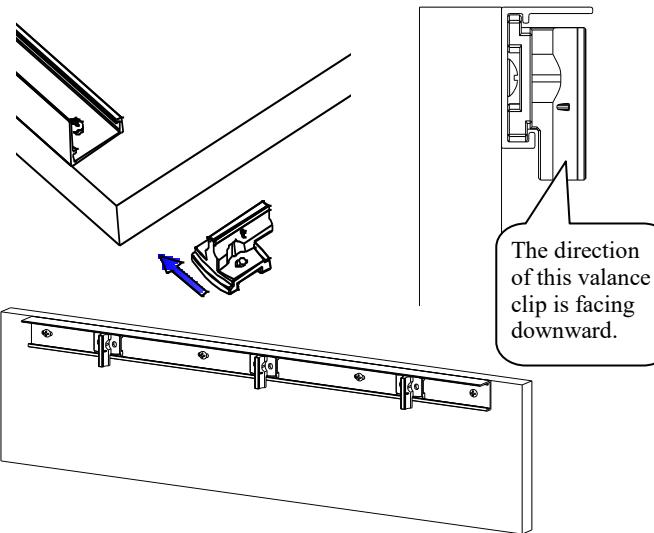
## Optional: Attach Valance Return to Valance

Insert valance return connector to return. Then attach return to valance.

Attach Fascia End Cap to Fascia

**For Fabric Valance:**

Attach Valance/Fascia to Raceway

Slide the valance clips to a position on the valance/fascia so that they are each aligned with a valance bracket on the raceway, and then push the valance clips into the valance bracket.

For Fascia:

**For Fabric Valance:**
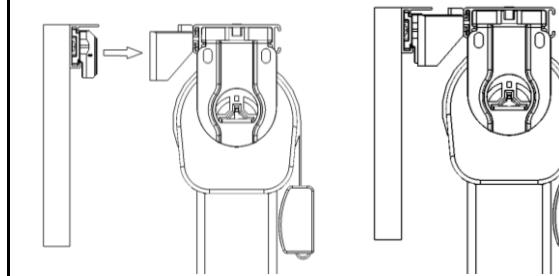
Fascia Keystone Installation

Keystones are for fascias that require splicing.

Keystone for Curved Fascia with Fabric Insert

Velcro

Velcro

Wrapped fabric

Curved fascia connector
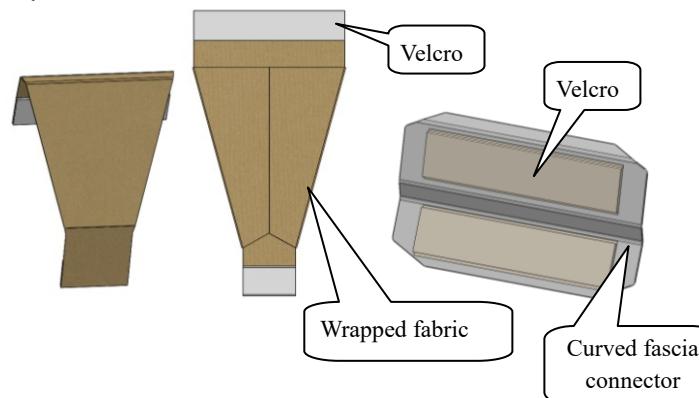
1) Align left and right fascia, and then slip the fascia connector from left fascia to right fascia, as shown in drawing①
2) Attach the Velcro on the top back of the wide side of the keystone to the fascia connector, as shown in drawing②
3) Finally, wrap the keystone to the front of the fascia, from the bottom edge of the fascia to the back, and attach the Velcro to the lower part of the fascia connector, as shown in drawing③

①

②

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③
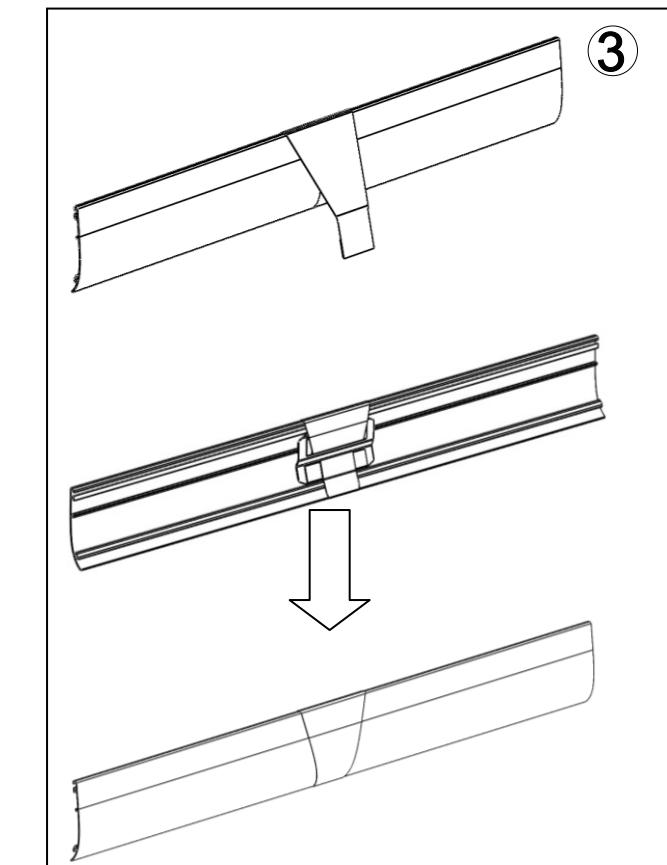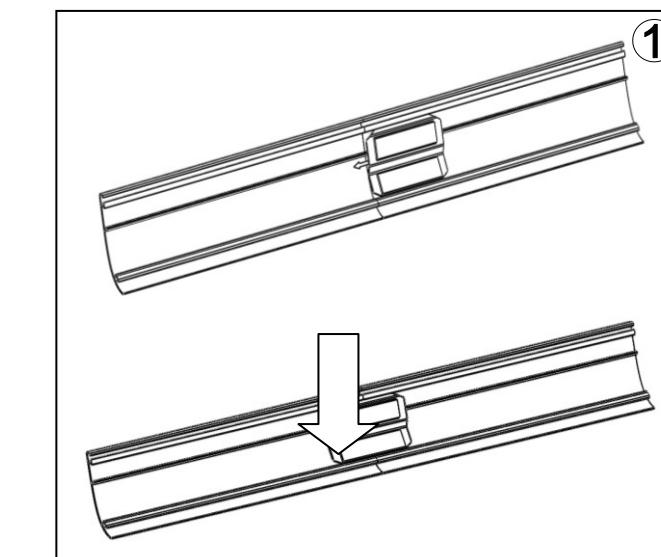
**Keystone for Square Fascia**

There are two connecting methods.
Method 1 – Recommended for inside mount. Insert the left & right fascias into the keystone, as shown in below drawing.

Back

Front
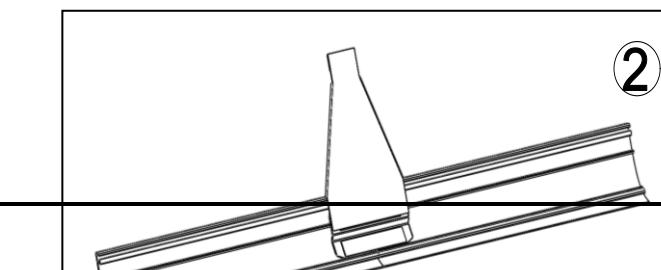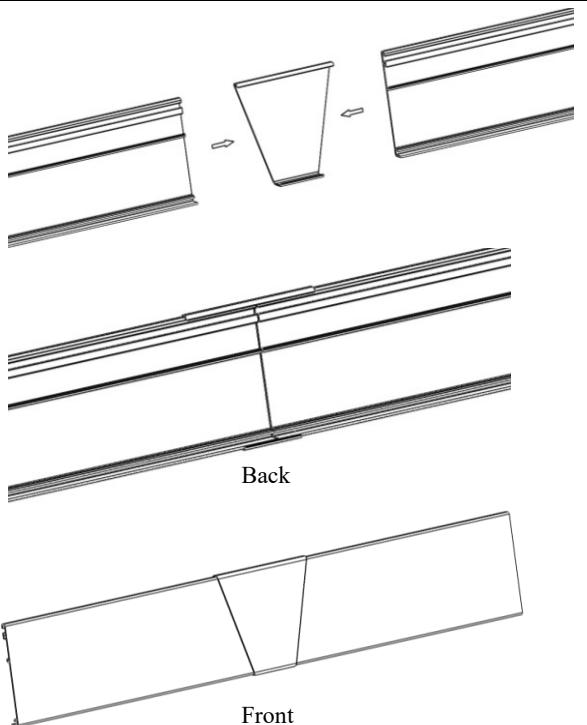
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Method 2 –Suggested for semi-inside mount and outside mount. Place the keystone onto the joint where the two valance pieces meet, and hook the top of the keystone around the top edges of the fascia. Then push the bottom edge of the keystone into the bottom edges of the fascia, as shown in the drawing below.
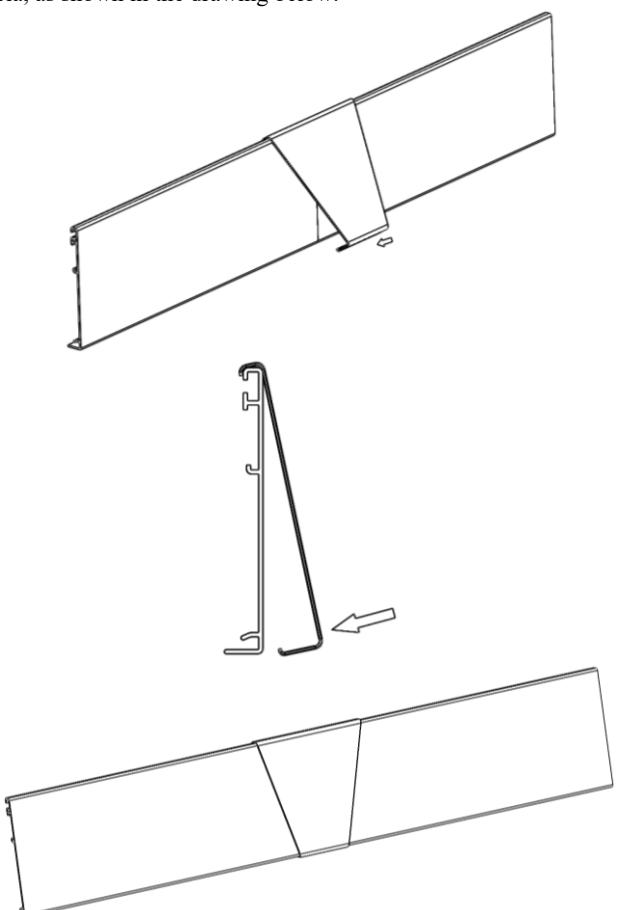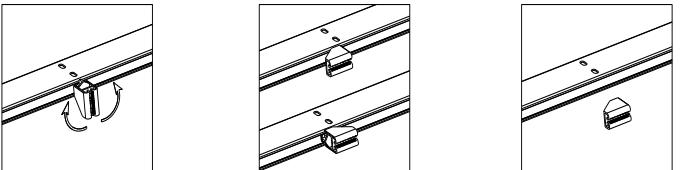
Valance/Fascia Removal

➤ First, remove Valance/Fascia with valance clips from the valance brackets.
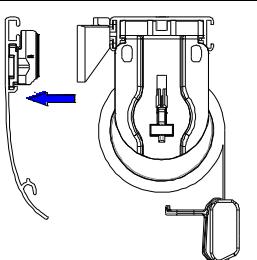
➤ Take shade down from mounting brackets before removing valance brackets from the raceway.
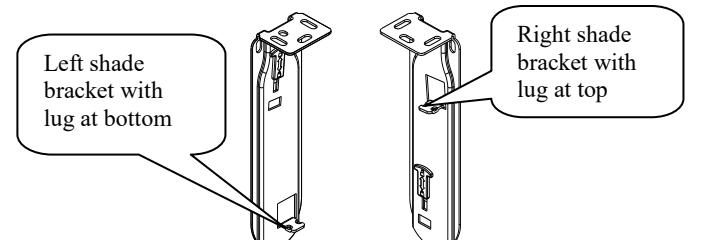➤ Turn the valance brackets 90 degrees, then take the brackets off of the raceway, as shown below.

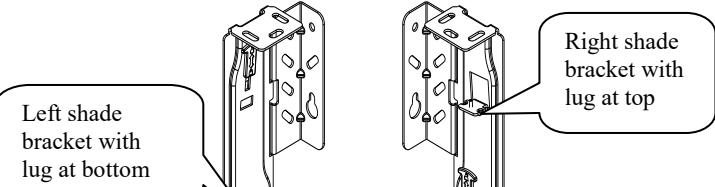Note: The installation & removal for all fascias & valances are the same.

Dual Shade Installation

Installation of the mounting brackets & raceway is the same for dual shades as it is for a single shade. However, dual shade brackets are different. See instructions below to locate the correct brackets. Always start with the back shade before installing the front shade. Refer to the previous single shade installation instructions for details.
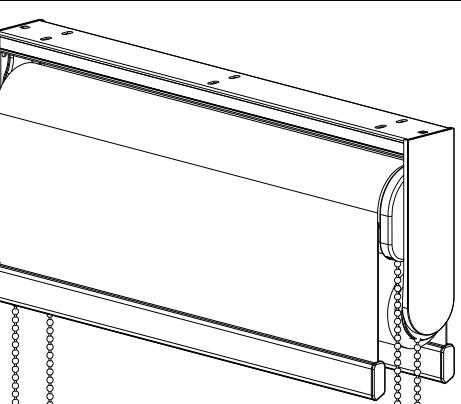
Inside Mount Dual Shade

Left shade bracket with lug at bottom

Right shade bracket with lug at top

Outside Mount Dual Shade

Left shade bracket with lug at bottom

Right shade bracket with lug at top

0.3" extension

When the fabric roll diameter is larger than 2.52", shade brackets will need to be installed with 0.3" extensions, two for each shade bracket.


The hem bars of both the front & back shades should be at the same height.

How to install or remove handle for Cordless Shade

● **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.
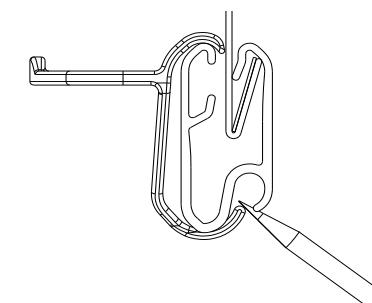Step 5: Tear off the label from hem bar.

Label ①

②
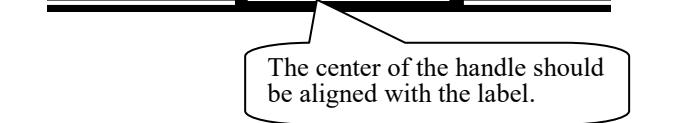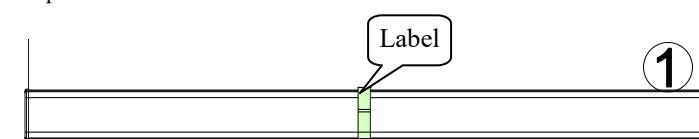
The center of the handle should be aligned with the label.
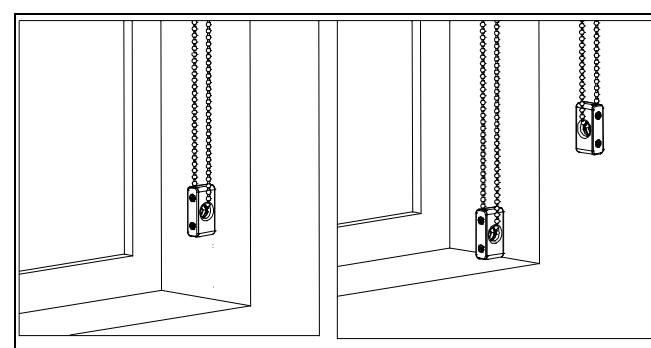
③

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④

⑤
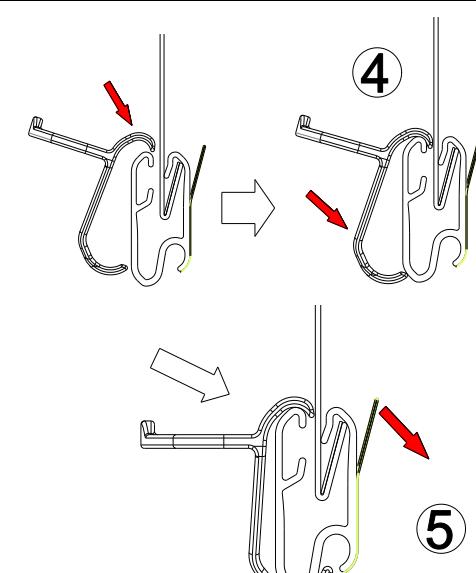
● **Remove handle from hem bar**

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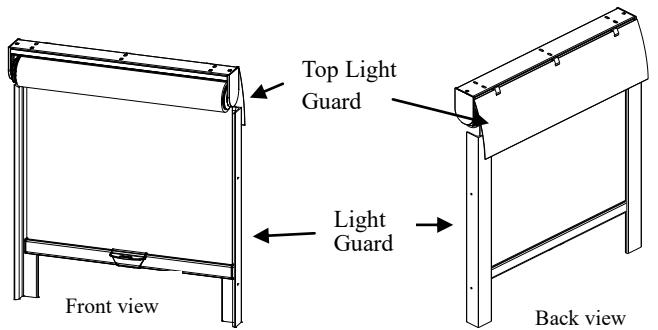
Install Safety Tension Device

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

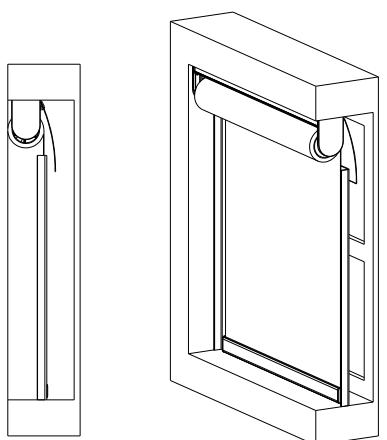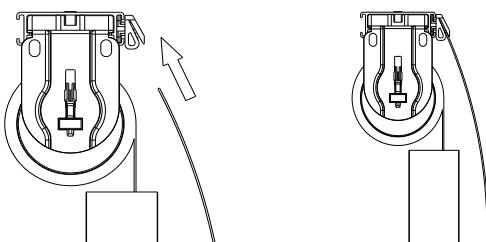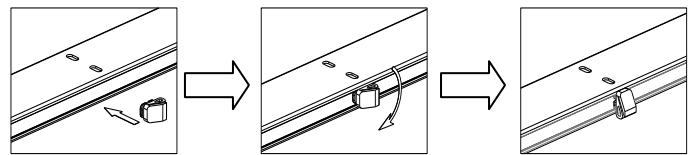The chain should be fully extended upon installation of the device.
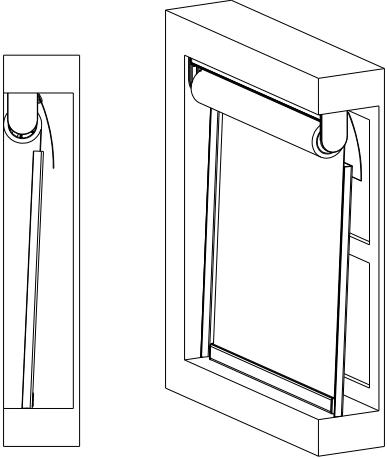
Install Light Guard System

Install Top Light Guard

Top Light Guard

Light Guard

Front view

Back view

Insert the top light guard holder horizontally into the groove at the backside of raceway and turn 90 degrees to lock in the raceway groove. Then insert the top light guard into the groove of the top light guard holder.
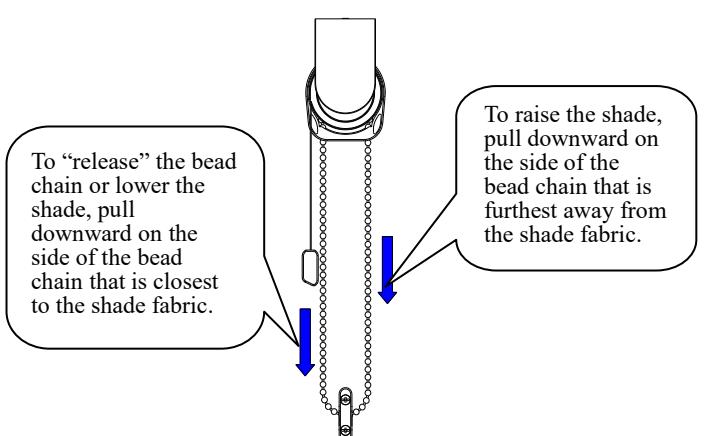
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Installation of PVC Light Guard

- ➤ Fully lower the shade down and place the wide side of the light guard next to the fabric of the back of the shade.
- ➤ 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.
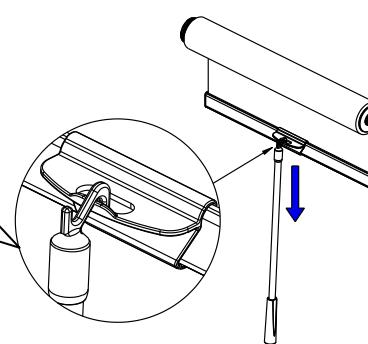
Conversely, if the cordless shade cannot stop at the desired height and tends to roll up by itself, the tension can be decreased by turning the adjustment dial towards the "-"
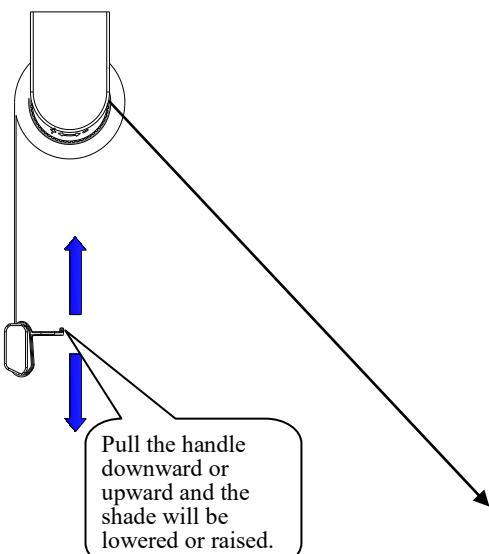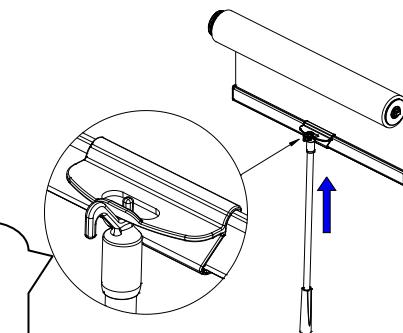
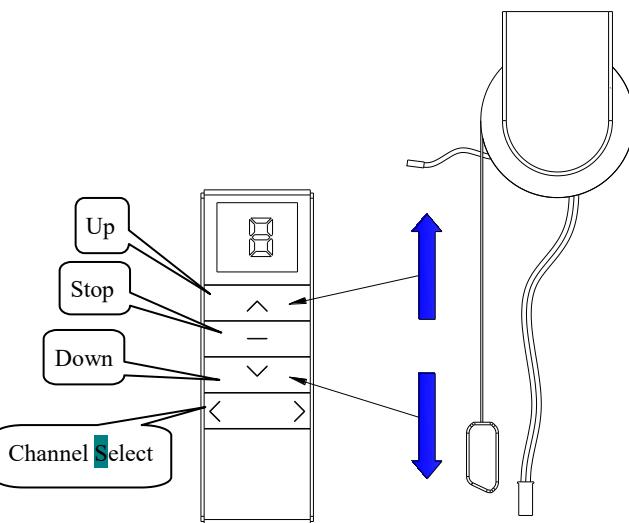Pull the handle downward or upward and the shade will be lowered or raised.
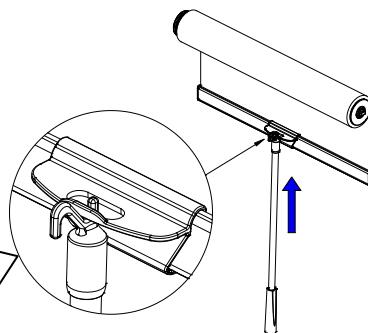
Place the U-shaped channel of pole under the handle and push up to lift the shade.

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 the customer's request. All

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.