



Roller Shades

INSTALLATION INSTRUCTIONS

FIRST THINGS FIRST

Thank you for choosing **Kensington Roller Shades**. With proper installation and care, your new shades will provide many years of beauty and performance.

Important: Please read these instructions all the way through before beginning the installation process.

TOOLS NEEDED

To install Kensington Roller Shades, you'll need a few basic tools:

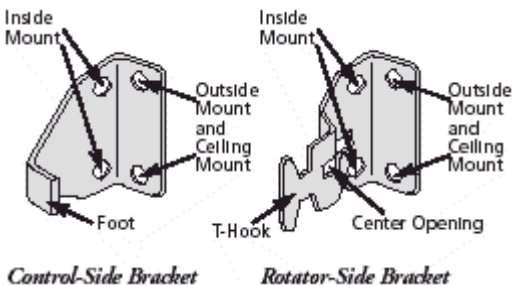
- Measuring Tape
- Power Drill and Drill Bits
- Phillips and Flat Blade Screwdrivers
- Carpenter's Level

Important: The shade is shipped completely rolled up and wrapped. To keep the fabric roll in its proper relationship to the "stops" the beaded cord, do not unroll the shade until after you finish installing it.

MOUNTING THE INSTALLATION BRACKETS

The installation brackets are supplied in pairs. One bracket in each pair is used for the control side of the shade (the side with the beaded cord) and the other bracket is used for the rotator side. Roller Shades can be mounted inside or outside the window casement, or they can be mounted to the ceiling. Depending upon the type of mounting, different holes are used to attach the brackets, as shown in the above illustrations. The bracket parts labeled "foot," "T-hook," and "center opening" are the parts of the bracket that hold the shade.

The installation brackets are always mounted so that their inside surfaces face each other, as shown in the next illustration. It is very important that the brackets be mounted so that the shade is level when installed. On inside mounts, allow enough room so that the shade clears the upper jamb.



With inside mounts, the brackets are attached to the side jambs (inside

the window casement). With outside mounts, the brackets are attached to the wall or window frame (outside the casement). And with ceiling mounts, the brackets are attached to the ceiling.

CONTROL-SIDE INSTALLATION BRACKET

The triangular control-side bracket is attached first. Fit the foot of the control-side bracket into the slotted center hole of the clutch. If the shade will be inside or outside mounted, the foot should be inserted so that the triangular shape points toward the front. If the shade will be ceiling mounted, the foot should be inserted so that the triangle points down.

With the foot of the control-side bracket in the clutch center hole, hold the shade in its desired position at the window and mark the bracket location on the mounting surface. Remove the shade from the window and drill the bracket mounting holes.

Use two screws (and anchors, if needed) to attach the control-side bracket to the mounting surface.

ROTATOR-SIDE INSTALLATION BRACKET

On the rotator side of the shade, there is a "pin" on the rotation end piece. This pin fits into the rotator-side installation bracket.

If the shade will be inside or outside mounted, the pin fits into the T-shaped hook on top of the bracket. If the shade will be ceiling mounted, the pin fits into the bracket's center opening.

To correctly position the rotator-side bracket, first support the shade at the window by remounting its clutch end onto the control-side bracket foot. Then, fit the rotator side bracket on to the rotator pin in the correct way for the mounting style. Place the bracket against the mounting surface. Before marking the bracket location, first use a carpenter's level to make sure the shade is perfectly horizontal. (If mounting the brackets to the ceiling, you may need to shim one of them to level the shade.)

When the shade is level, mark the rotator-side bracket location on the mounting surface. Remove the shade from the window and drill the bracket mounting holes.

Use two screws (and anchors, if needed) to attach the rotator-side bracket to the mounting surface.

INSTALL THE SHADE ASSEMBLY

With the shade rolled up all the way, hold the shade so that the bottom of the clutch faces the floor and the beaded cord hangs straight down.

First, install the clutch end of the shade onto the control-side bracket by sliding the center hole of the clutch over the bracket foot. Then, fit the rotator pin onto the rotator-side bracket in the correct way for the mounting style.

ROLLER SHADE ADJUSTMENT

Using the beaded cord, lower the window shade to its full drop. Discard the protective wrapping that had been rolled up with the shade. Then raise the shade slowly and observe how the fabric winds on the roll. If the fabric roll winds unevenly and starts to gather toward one side, first check that the shade is level. Level mounting is essential for proper operation. If the shade is not level, remove it from the installation brackets and shim or re-install the brackets, as necessary.

Important: If the shade became unrolled before being installed, it may not raise and lower to the right points. To correct this:

1. remove the shade from the mounting brackets;
2. roll up the shade until the bottom rod is about even with the bottom of the clutch; and
3. re-install the shade.

SHADE LENGTH ADJUSTMENT

If your shade is slightly long or a little too short for your window opening, the "drop" can be adjusted in the following manner:

1. Raise shade completely (until connector touches back of clutch).
2. Pry open second connector with small thin screwdriver. Take extra care not to let the blade slip!
3. Move connector two to four beads up for a shorter "drop" or two to four beads down for a longer "drop." (Max. adjustment is 1 3/4"