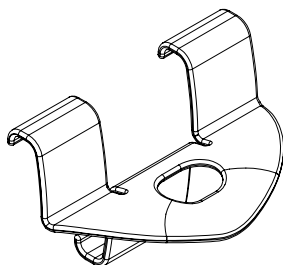
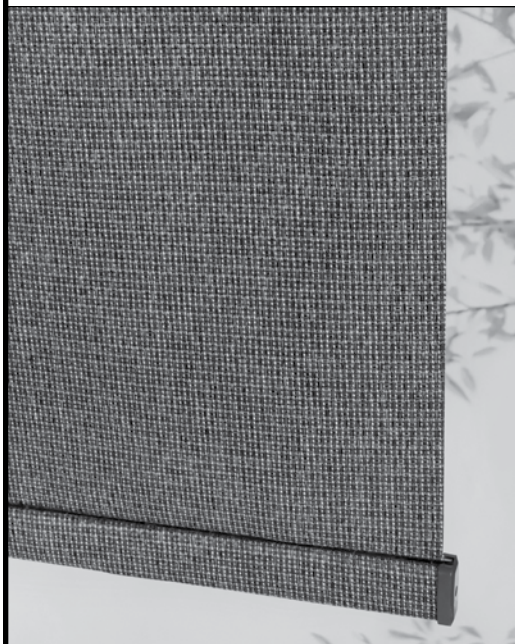


# LEVOLOR®

## Roller Shades—Fabric/Solar Cortinas enrollables: en tela / solares Stores à enroulement automatique – Tissu/solaire

INSTALLATION • OPERATION • CARE  
INSTALACIÓN • MANEJO • CUIDADO  
INSTALLATION • UTILISATION • ENTRETIEN



## Cordless Lift Control—Open Roll

Control de elevación sin cordón: rodillo abierto  
Commande de levage sans cordon – Rouleau ouvert

## CONTENTS

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### Window and Shade Terminology

Mounting Types and Window Terminology .....	3-4
---	-----

### Getting Started

Components Included .....	5
Tools and Fasteners You May Need .....	6

### Installation

Inside Mount .....	7-8
Outside Mount .....	9-10

### Installation—Additional Components

Cordless Operating Handle(s) .....	11
Hold-Down Brackets (Optional) .....	11

### Operation

Operating the Shade .....	12
---------------------------	----

### Uninstall

Removing the Shade .....	13
--------------------------	----

### Cleaning and Care..... 14

### Additional Information and Support

Troubleshooting .....	15
Warranty .....	15
Customer Service Support .....	15

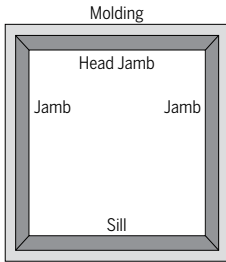
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# WINDOW AND SHADE TERMINOLOGY

Thank you for purchasing LEVOLOR® Roller Shades. With proper installation, operation, and care, your new roller shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

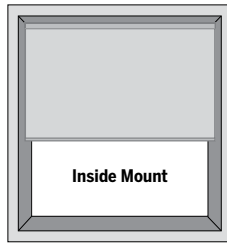
## MOUNTING TYPES AND WINDOW TERMINOLOGY

If the installation brackets are mounted correctly, the rest of the installation process follows easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.



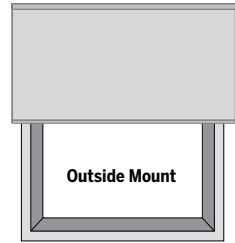
### Window Components Terminology

- Collectively, the sill and jambs are called the "window casement" or "frame".



### Inside Mount

- Shade fits within window opening.
- Great for windows with beautiful trim.



### Outside Mount

- Shade mounts outside window opening.
- Increased light control and privacy.

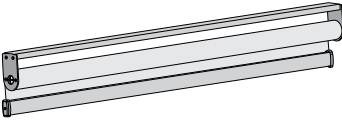
# WINDOW AND SHADE TERMINOLOGY

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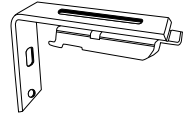
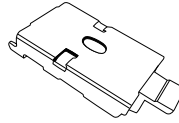
## INSTALLATION OVERVIEW

- **Leaving the shade rolled up completely will ease installation.**
- Confirm that the headrail and shade are the proper width and length.
- If installing several sets of shades, be sure to match them with the appropriate window.
- Check the installation surface to ensure that you have suitable fasteners and tools.
- Lay out and organize all parts and components.
- Proper shade direction during installation:
  - For Traditional Roller Shades, fabric will hang off the back of the shade, closest to the window.
  - For Optional Reverse Roller Shades, fabric will hang off the front of the shade.

Installation Brackets	
Your order will include the correct number of installation brackets for your shade width, as shown in the table below	
Shade Width (inches)	Number of Brackets per Shade
Up to 36	2
36 to 54	3
54 to 72	4
72 to 108	5
108 to 144	6
2-on-1 Headrail Shades	2 additional brackets provided

**COMPONENTS INCLUDED IN THE BOX**

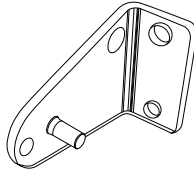
Roller Shade



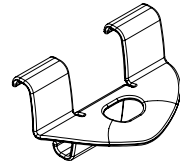
Mounting Brackets  
(L bracket only required  
on outside mount)



Hex Head Screws



Hold Down Brackets  
(optional)



Cordless Handle  
(optional)

- Shade
- Mounting Brackets
- Installation Hardware

Optional items will be included, if selected at time of shade order.

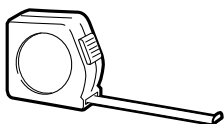
## GETTING STARTED

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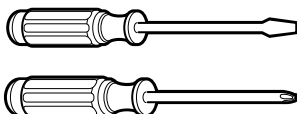
### TOOLS AND FASTENERS YOU MAY NEED (not included)

The tools you will need for installing your shade will vary, depending on the installation surface and mounting bracket type.

Tools typically used for installation include:



Metal Tape Measure



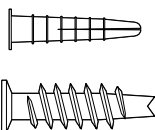
Screwdrivers  
(both flat and Phillips head)



1/4" Nutdriver



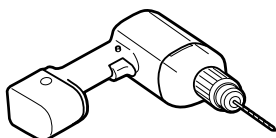
Safety Glasses



Drywall Anchors



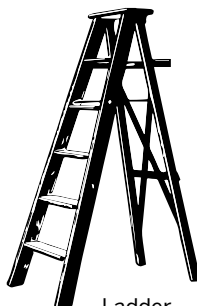
Pencil



Drill with Bits



Level



Ladder



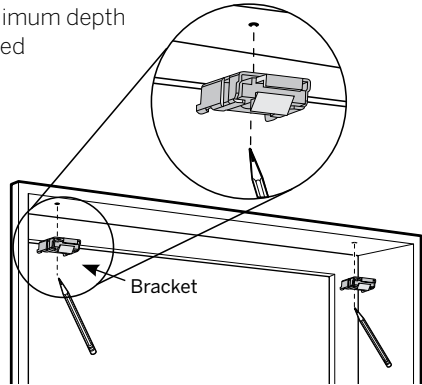
**CAUTION:** Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

## **INSIDE MOUNT (IM)**

### **STEP 1: MARKING THE BRACKET LOCATIONS**

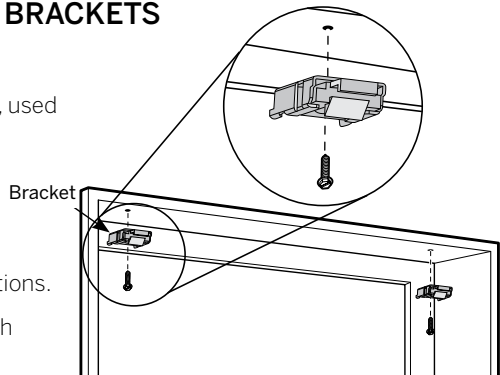
**IMPORTANT:** Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of 1 ½" which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of 2 ½" is required.
- Place brackets at either end of inside mount frame.
- Mark screw location for each end bracket.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart.



### **STEP 2: INSTALLING THE BRACKETS**

- Pre-drill screw holes.
  - If installing brackets into wood, use supplied screws.
  - If installing into drywall, use anchors in combination with supplied screws.
- Screw in brackets at marked locations.
- Ensure all brackets are square with each other.



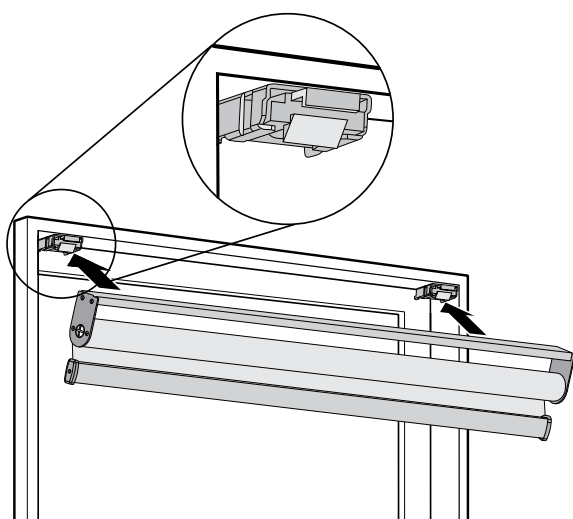
## INSTALLATION

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### INSIDE MOUNT (IM)

#### STEP 3: INSTALLING THE SHADE

- Attach open edge of the headrail into metal grooves.
- Rotate shade away from window, into brackets.
  - Bracket should snap securely into headrail grooves.



**CAUTION:** Be sure the brackets are properly engaged before operating the shade. Failure to do so may result in the shade falling and possible injury.

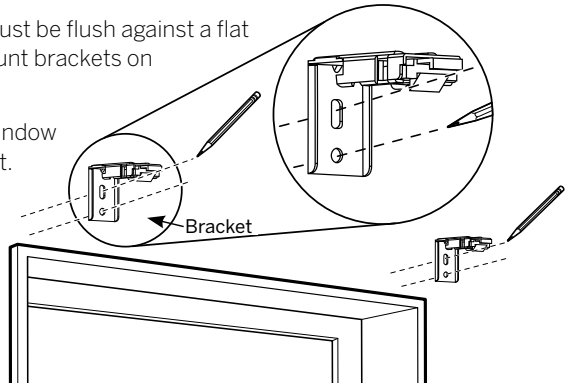


## OUTSIDE MOUNT (OM)

### STEP 1: MARKING THE BRACKET LOCATIONS

**IMPORTANT:** The brackets must be flush against a flat mounting surface. Do NOT mount brackets on curved molding.

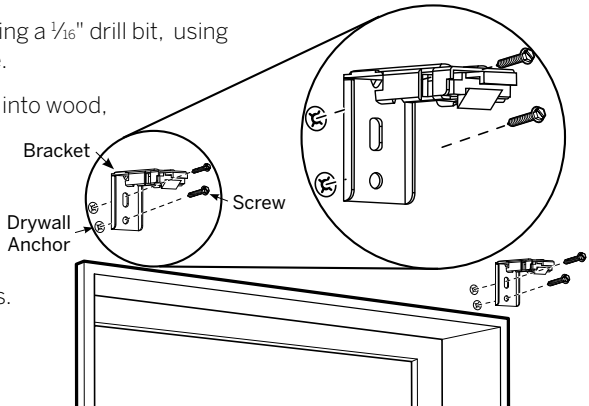
- Center the shade over the window opening at the desired height.
- Mark screw location for each end bracket, 2 holes per bracket.
  - Use a level to ensure all brackets are aligned.



- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart.

### STEP 2: INSTALLING THE SHADE BRACKETS

- Pre-drill screw holes using a  $\frac{1}{16}$ " drill bit, using pencil marks as a guide.
  - If installing brackets into wood, use supplied screws.
  - If installing into drywall, use anchors in combination with supplied screws.
- Screw in brackets at marked locations, 2 screws per bracket.
- Ensure all brackets are square with each other.



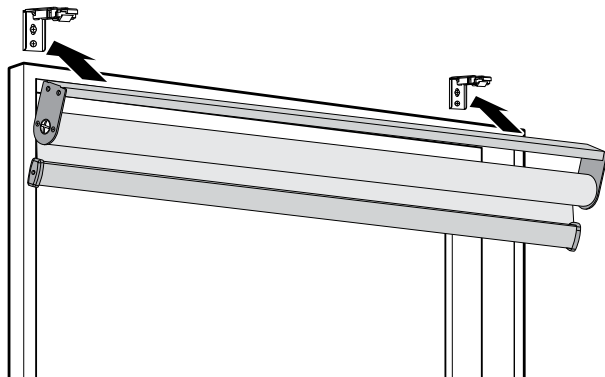
## INSTALLATION

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### OUTSIDE MOUNT (OM)

#### STEP 3: INSTALLING THE SHADE

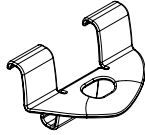
- Attach open edge of the headrail into metal grooves of installation bracket.
- Rotate shade away from window, into brackets.
  - Shade is secure when it snaps securely into headrail grooves.



**CAUTION:** Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

### INSTALL BOTTOM RAIL OPERATING HANDLE(S)

- Locate optional bottom rail handle that arrived with your shade.
- Insert front lip of the bottom rail handle into the top of the bottom rail of the shade. The handle will snap into place.
  - Optional bottom rail tassel will come attached to shade.



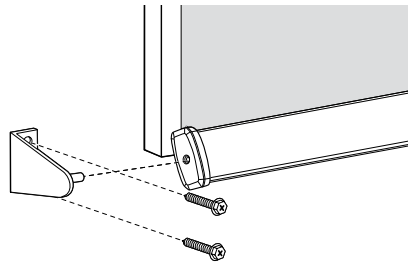
Roller Shade  
Bottom Rail Clip



Roller Shade  
Tassel

### HOLD-DOWN BRACKETS (optional)

- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.
- Position hold down brackets against wall / frame, mark screw hole locations.
- Screw into marked hole locations.

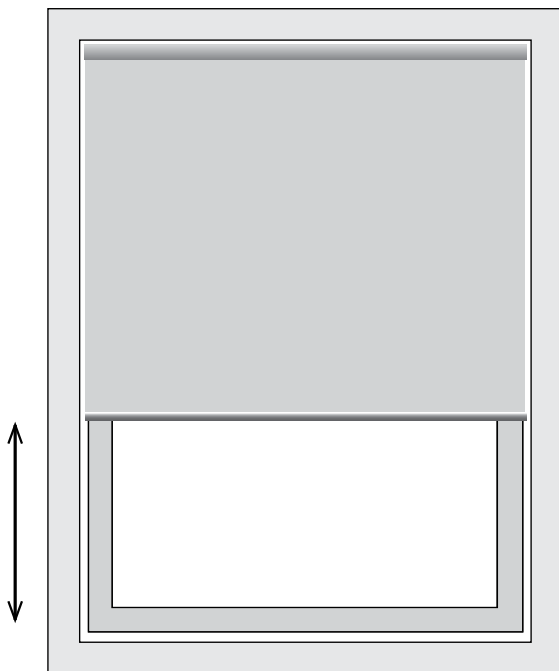


## OPERATION

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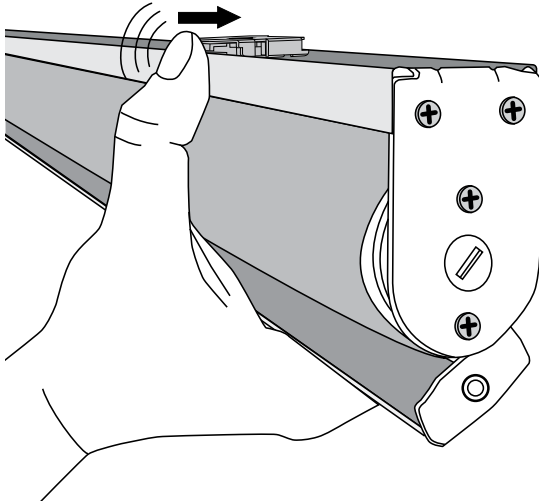
### CORDLESS

- Pull the bottom rail of shade towards bottom of window frame to the desired height.
  - Optional bottom rail handles may be used.
- Gently pull bottom rail and release shade, and it will raise fully unless stopped at a new height.



## REMOVING THE SHADE

- Fully raise the shade.
- Press in the clear tab on the shade bracket.
- Release one edge of the headrail from the bracket.
- Rotate the shade to release the other edge of the headrail from the bracket.
- Uninstall remaining brackets if necessary.



**CAUTION:** Hold shade firmly when removing. Failure to do so may result in the shade falling and possible injury.

## CLEANING AND CARE

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### CLEANING PROCEDURES

All LEVOLOR Roller Shades have multiple cleaning options.

**NOTICE:** Avoid contact with window cleaning products. Improper cleaning may void warranty.



#### DUSTING

Use a feather duster for regular cleaning.



#### FORCED AIR

Blow away dirt and debris using clean compressed air.



#### PROFESSIONAL INJECTION/EXTRACTION CLEANING

Call local on-site blind/shade cleaner that injects a cleaning solution into the fabric and extracts the dirty solution at the same time. The service is typically performed at home so you do not need to remove your window treatments.



#### VACUUMING

Use a low suction vacuum with a brush-type cleaner attachment; stroke lightly over the shade to clean.



#### SPOT-CLEANING/STAIN REMOVAL AT HOME

Use warm water and a mild soap, like Woolite® or Scotchgard®, if needed. Do not immerse shade in water.

### TROUBLESHOOTING TIPS

- Do not lower the shade past the ordered length. (If it is lowered beyond the limit, the tube underneath the roller will be exposed and fabric damage could occur.)

### WARRANTY

For complete warranty information visit [LEVOLOR.com](http://LEVOLOR.com) or call Customer Service at 1-800-LEVOLOR or 1-800-538-6567.

### CONTACTING US

To contact LEVOLOR Customer Service regarding any questions or concerns you may have about your new shades, you may reach us at: 1-800-LEVOLOR (8:30 am – 6:30 pm EST)

[www.LEVOLOR.com](http://www.LEVOLOR.com)

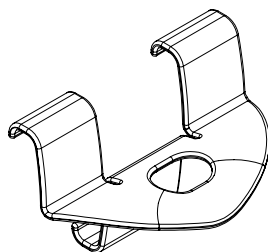
### ADDITIONAL PARTS AND SERVICES

Additional or replacement parts can be ordered, or shades can be repaired or restrung through our repair center. Please contact LEVOLOR customer service through [www.LEVOLOR.com](http://www.LEVOLOR.com) for a return authorization number.

# LEVOLOR®

Roller Shades–Fabric/Solar  
Cortinas enrollables: en tela / solares  
Stores à enroulement automatique – Tissu/solaire

INSTALLATION • OPERATION • CARE  
INSTALACIÓN • MANEJO • CUIDADO  
INSTALLATION • UTILISATION • ENTRETIEN



Cordless Lift Control–Standard Valance  
Control de elevación sin cordón: cenefa estándar  
Commande de levage sans cordon –  
Cantonnière standard



# CONTENTS

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## Window and Shade Terminology

Mounting Types and Window Terminology ..... 3–4

## Getting Started

Components Included ..... 5

Tools and Fasteners You May Need ..... 6

## Installation

Inside Mount ..... 7–8

Outside Mount ..... 9–10

## Installation–Additional Components

Hold-Down Brackets (Optional) ..... 11

## Operation

Operating the Shade ..... 12

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Removing the Shade ..... 13

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..... 14

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Troubleshooting ..... 15

Warranty ..... 15

Customer Service Support ..... 15

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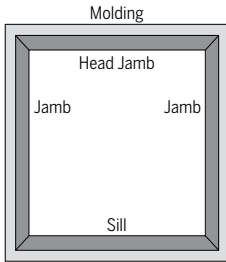
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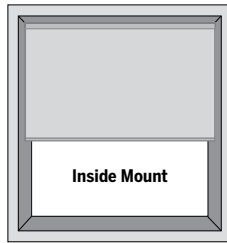
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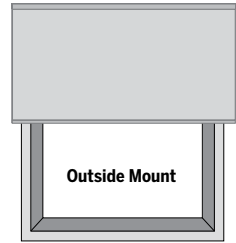
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- Collectively, the sill and jambs are called the "window casement" or "frame".



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- Great for windows with beautiful trim.



### Outside Mount

- Shade mounts outside window opening.
- Increased light control and privacy.

# WINDOW AND SHADE TERMINOLOGY

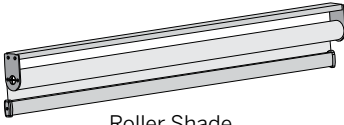
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## INSTALLATION OVERVIEW

- **Leaving the shade rolled up completely will ease installation.**
- Confirm that the headrail and shade are the proper width and length.
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- Check the installation surface to ensure that you have suitable fasteners and tools.
- Lay out and organize all parts and components.
- Proper shade direction during installation:
  - For Traditional Roller Shades, fabric will hang off the back of the shade, closest to the window.
  - For Optional Reverse Roller Shades, fabric will hang off the front of the shade.

Installation Brackets	
Your order will include the correct number of installation brackets for your shade width, as shown in the table below	
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Up to 36	2
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2-on-1 Headrail Shades	2 additional brackets provided

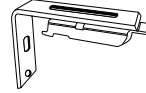
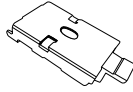
### COMPONENTS INCLUDED IN THE BOX



Roller Shade

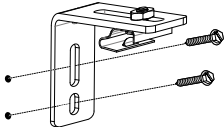


Valance

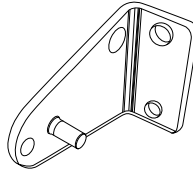


Mounting Brackets  
(L bracket only required  
on outside mount)

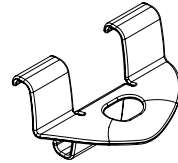
Hex Head Screws



Mounting Brackets-Valance  
(outside mount only)



Hold Down Brackets  
(optional)



Cordless Handle  
(optional)

- Shade
- Mounting Brackets, Shade and Valance
- Installation Hardware

Optional items will be included, if selected at time of shade order.

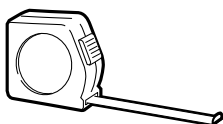
## GETTING STARTED

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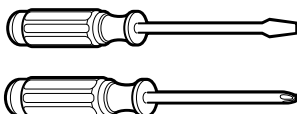
### TOOLS AND FASTENERS YOU MAY NEED (not included)

The tools you will need for installing your shade will vary, depending on the installation surface and mounting bracket type.

Tools typically used for installation include:



Metal Tape Measure



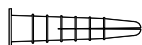
Screwdrivers  
(both flat and Phillips head)



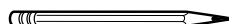
1/4" and 3/8" Nutdrivers



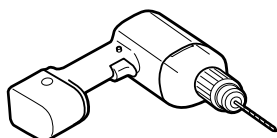
Safety Glasses



Drywall Anchors



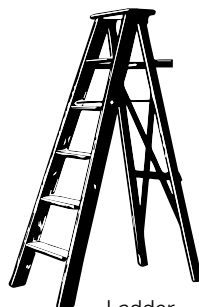
Pencil



Drill with Bits



Level



Ladder



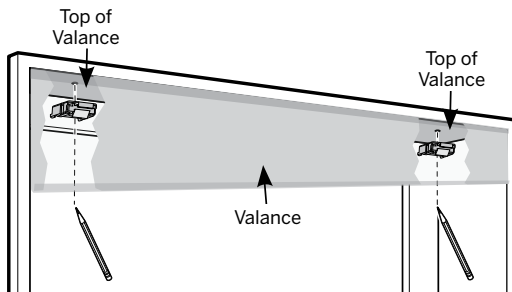
**CAUTION:** Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

## **INSIDE MOUNT (IM)**

### **STEP 1: MARKING THE BRACKET LOCATIONS**

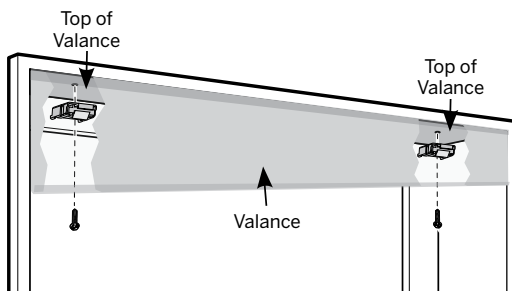
**IMPORTANT:** Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of 1 ½" which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of 3 ¼" is required.
- Place brackets on inside surface of valance, flush with the edge at either end.
- Mark screw locations for each end bracket onto the valance.



### **STEP 2: INSTALLING THE BRACKETS**

- Put the valance in the window frame and using the marks, pre-drill screw holes through the valance into the frame.
  - If installing brackets into wood, use supplied screws.
  - If installing into drywall, use anchors in combination with supplied screws.
- Screw in brackets through valance into the window frame at marked locations.
- Ensure all brackets are square with each other.



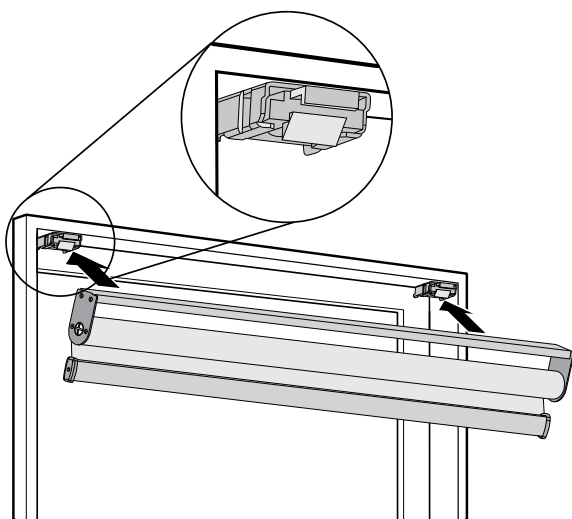
## INSTALLATION

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### INSIDE MOUNT (IM)

#### STEP 3: INSTALLING THE SHADE

- Attach open edge of the headrail into metal grooves.
  - Bracket should snap securely into headrail grooves.



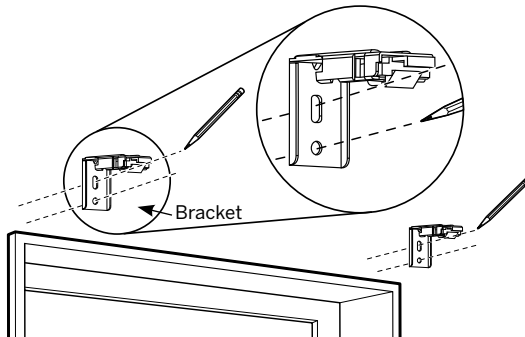
**CAUTION:** Be sure the brackets are properly engaged before operating the shade. Failure to do so may result in the shade falling and possible injury.

## **OUTSIDE MOUNT (OM)**

### **STEP 1: MARKING THE BRACKET LOCATIONS**

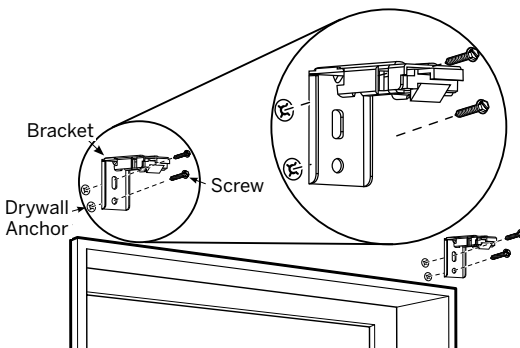
**IMPORTANT:** The brackets must be flush against a flat mounting surface. Do NOT mount brackets on curved molding.

- Center the shade over the window opening at the desired height.
- Mark screw location for each end bracket, 2 holes per bracket.
  - Use a level to ensure all brackets are aligned.



### **STEP 2: INSTALLING THE SHADE BRACKETS**

- Pre-drill screw holes using a 1/16" drill bit, using pencil marks as a guide.
  - If installing brackets into wood, used supplied screws.
  - If installing into drywall, use anchors in combination with supplied screws.
- Screw in brackets at marked locations, 2 screws per bracket.
- Ensure all brackets are square with each other.



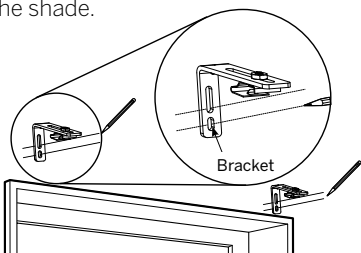


## INSTALLATION

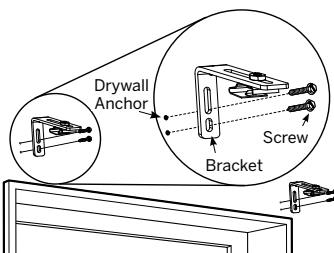
### OUTSIDE MOUNT (OM)

#### STEP 3: INSTALLING VALANCE BRACKETS

- Place valance mounting brackets approximately 3" in from either end bracket for the shade.



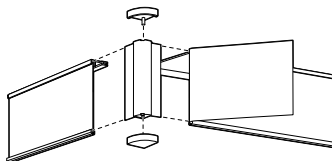
- Mark screw locations for a level valance.



- Screw valance brackets into the wall.

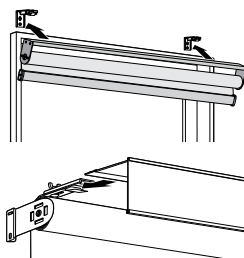
#### STEP 4: ASSEMBLING VALANCE

- On both ends, attach valance returns.
  - Slide the corner clip onto a return panel.
  - Slide assembled return panel onto the ends of the valance.
- On both ends, attach fabric.
  - Ensuring fabric extends equally over the ends, wrap the fabric around the end of the return panel.
  - Pull tight to remove wrinkles.
  - Remove masking tape and apply to fabric on back of valance.
  - Press the caps into place.



#### STEP 5: INSTALLING THE SHADE AND VALANCE

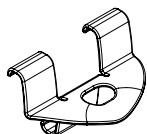
- Attach open edge of the headrail into metal grooves.
  - Bracket should snap securely into headrail grooves.
- Align the valance so the top of the valance can slide into valance bracket.
  - Valance spacing from the wall can be adjusted by loosening hex nut, adjusting, and retightening.



**CAUTION:** Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

### INSTALL BOTTOM RAIL OPERATING HANDLE(S)

- Locate optional bottom rail handle that arrived with your shade.
- Insert front lip of the bottom rail handle into the top of the bottom rail of the shade. The handle will snap into place.
  - Optional bottom rail tassel will come attached to shade.



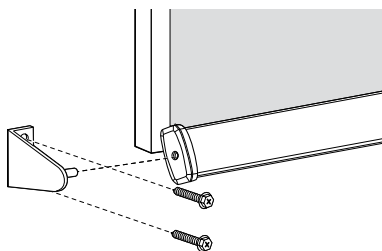
Roller Shade  
Bottom Rail Clip



Roller Shade  
Tassel

### HOLD-DOWN BRACKETS (optional)

- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.
- Position hold down brackets against wall / frame, mark screw hole locations.
- Screw into marked hole locations.

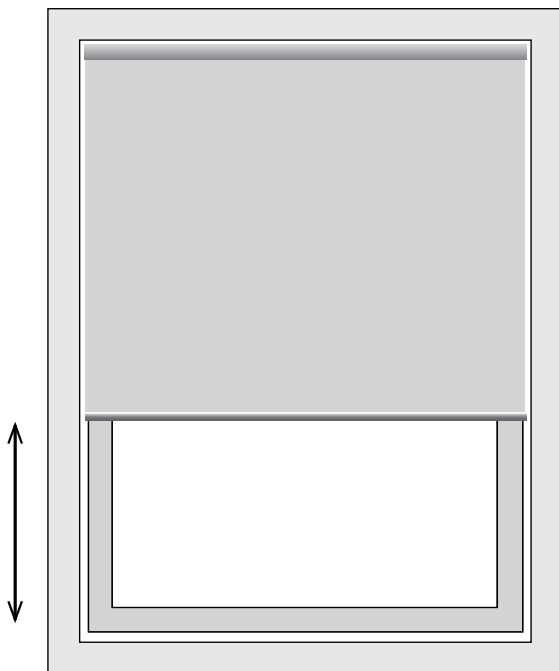


## OPERATION

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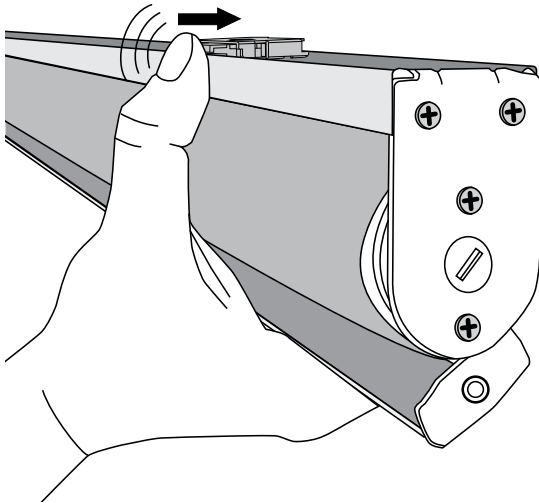
### CORDLESS

- Pull the bottom rail of shade towards bottom of window frame to the desired height.
  - Optional bottom rail handles may be used.
- Gently pull bottom rail and release shade, and it will raise fully unless stopped at a new height.



## REMOVING THE SHADE

- Fully raise the shade.
- Press in the clear tab on the shade bracket.
- Release one edge of the headrail from the bracket.
- Rotate the shade to release the other edge of the headrail from the bracket.
- Uninstall remaining brackets if necessary.



**CAUTION:** Hold shade firmly when removing. Failure to do so may result in the shade falling and possible injury.

## CLEANING AND CARE

---

### CLEANING PROCEDURES

All LEVOLOR Roller Shades have multiple cleaning options.

**NOTICE:** Avoid contact with window cleaning products. Improper cleaning may void warranty.



#### DUSTING

Use a feather duster for regular cleaning.



#### FORCED AIR

Blow away dirt and debris using clean compressed air.



#### PROFESSIONAL INJECTION/EXTRACTION CLEANING

Call local on-site blind/shade cleaner that injects a cleaning solution into the fabric and extracts the dirty solution at the same time. The service is typically performed at home so you do not need to remove your window treatments.



#### VACUUMING

Use a low suction vacuum with a brush-type cleaner attachment; stroke lightly over the shade to clean.



#### SPOT-CLEANING/STAIN REMOVAL AT HOME

Use warm water and a mild soap, like Woolite® or Scotchgard®, if needed. Do not immerse shade in water.

### TROUBLESHOOTING TIPS

- Do not lower the shade past the ordered length. (If it is lowered beyond the limit, the tube underneath the roller will be exposed and fabric damage could occur.)

### WARRANTY

For complete warranty information visit [LEVOLOR.com](http://LEVOLOR.com) or call Customer Service at 1-800-LEVOLOR or 1-800-538-6567.

### CONTACTING US

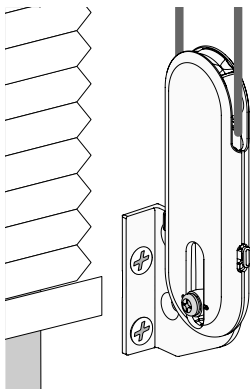
To contact LEVOLOR Customer Service regarding any questions or concerns you may have about your new shades, you may reach us at: 1-800-LEVOLOR (8:30 am – 6:30 pm EST)

[www.LEVOLOR.com](http://www.LEVOLOR.com)

### ADDITIONAL PARTS AND SERVICES

Additional or replacement parts can be ordered, or shades can be repaired or restrung through our repair center. Please contact LEVOLOR customer service through [www.LEVOLOR.com](http://www.LEVOLOR.com) for a return authorization number.

# Installation Instructions



## Universal Cord Tensioner

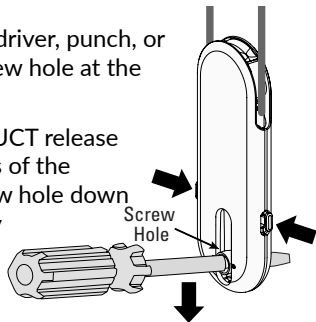
### Inside Mount or Outside Mount Installations

Para Español, vea la página 17.

## Getting Started

Before doing anything, you must first slide the Universal Cord Tensioner (UCT) to the bottom of the cord loop.

1. Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the UCT.
2. While pressing the UCT release buttons on the sides of the UCT, move the screw hole down to release the safety mechanism.
3. Slide the UCT down to the bottom of the cord loop.
4. Install the window covering.
5. Use the following instructions to secure the UCT.

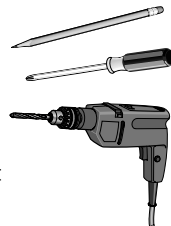


**WARNING:** A damaged, loose, or missing tension device poses a strangulation risk to children. Remove from use and repair or replace if tension device is damaged, loose, or missing.

**CAUTION:** The window covering will not operate properly unless the UCT is secured.

## Required Tools

- Pencil
- Small-tip Phillips screwdriver
- Power drill with two drill bit sizes:
  - For applications not requiring wall anchors, use a  $1/8$ " drill bit and drill  $1 1/4$ " deep.
  - For applications requiring anchors, use a  $7/32$ " drill bit.



**CAUTION:** Use wall anchors if the mounting screws will not be secured into wood or metal. For metal surfaces, sheet metal screws are recommended.

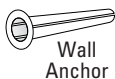
### IMPORTANT

Install the UCT in a location that minimizes access by children and pets. Locate the UCT where it will not interfere with window covering operation.

Only the supplied UCTs and UCT hardware should be used.



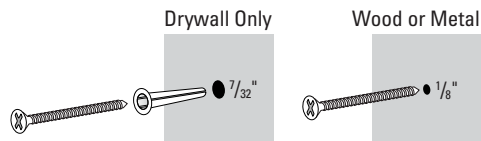
## Wall Anchors



If only drywall is available for mounting, a wall anchor is required to ensure a secure attachment of the UCT. If the screw or screws can be fastened into wood or metal (even if the wood is behind drywall), a wall anchor is not necessary.

1. If no wood or metal is available to hold the screw, mark the hole position as shown in the procedures below.
2. Drill a  $7/32$ " pilot hole through the drywall for each wall anchor at the locations you marked.
3. Tap each wall anchor into its pilot hole until the flange of the anchor is flush with the drywall.
4. Align the UCT or bracket holes to the anchors.
5. Attach the tensioner or bracket using the provided  $1\frac{1}{2}$ " screws.

**NOTE:** When mounting into wood or metal, drill  $1/8$ " pilot holes.



## Choose a Mounting Option

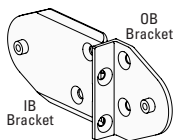
The Universal Cord Tensioner (UCT) can be mounted in one of three ways:

- For outside mount (OB) products:
    - "Outside Mount" on page 6. This attaches the UCT to a bracket secured to the wall outside the window casement.
  - For inside mount (IB) products, you have two choices:
    - "Inside Mount with a Bracket" on page 10. This attaches the UCT to a bracket secured to the inside of the window casement.
    - "Inside Mount without a Bracket" on page 13. This attaches the UCT directly to the inside of the window casement.
- NOTE:** If mounting to a textured or uneven surface, use the provided mounting bracket.

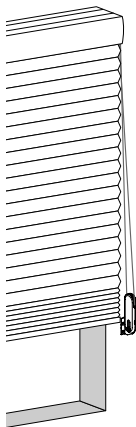
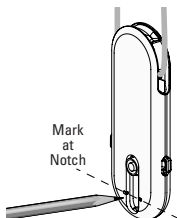
**IMPORTANT:** For all mounting options, locate the UCT as close to the window glass as possible to minimize accessibility by children and pets. **Be sure the UCT is not placed in the path of the bottom rail or fabric.**

# Outside Mount

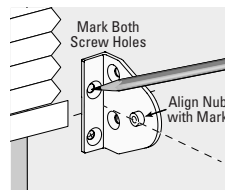
1. Break off the Outside Mount (OB) bracket.



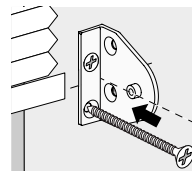
2. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
3. Mark the wall at the notch in the UCT.



4. Hold the OB bracket with its center hole aligned with the mark and mark both screw hole locations.

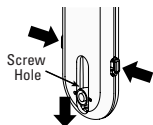


5. Drill the screw holes.
  - Determine whether or not wall anchors are required (see "Wall Anchors" on page 4) and drill either  $1/8$ " pilot holes (no wall anchor) or  $7/32$ " pilot holes (with wall anchor).
6. Mount the UCT bracket.
  - a. If wall anchors are required, first tap them into the pre-drilled holes.
  - b. Use a Phillips screwdriver and the longer screws provided to attach the bracket to the wall.

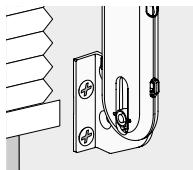


7. Attach the UCT to the bracket

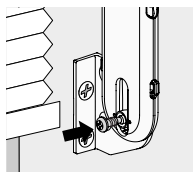
- a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.



- b. Insert the nub on the inside mount bracket into the back of the screw hole in the UCT.



- c. Insert the small provided screw into the nub through the front of the screw hole and tighten it to secure the UCT to the bracket.



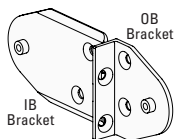
8. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT ( $\pm 1/8$ ").

- If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
- If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

**CAUTION:** Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

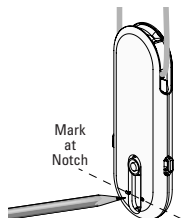
# Inside Mount with a Bracket

1. Break off the Inside Mount (IB) bracket

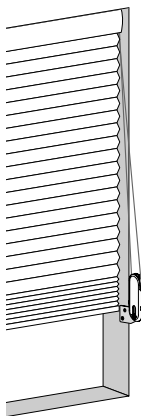
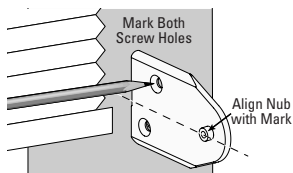


2. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.

3. Mark the window casement at the notch in the UCT.



4. Hold the IB bracket with its center hole aligned with the mark and mark both hole locations.

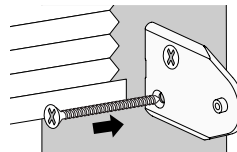


5. Drill the screw holes.

- Determine whether or not wall anchors are required (see "Wall Anchors" on page 4) and drill either a  $\frac{1}{8}$ " pilot hole (no wall anchor) or a  $\frac{7}{32}$ " pilot hole (with wall anchor).

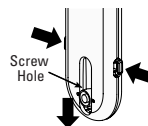
6. Mount the UCT bracket.

- a. If wall anchors are required, first tap them into the pre-drilled holes.
- b. Use a Phillips screwdriver and the longer provided screws to attach the bracket to the wall.

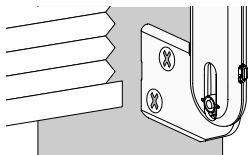


7. Attach the UCT to the bracket

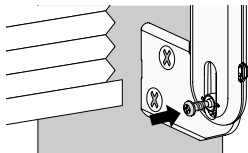
- a. Press the UCT release buttons on the sides of the UCT while pulling down on the spring-loaded screw hole.



- b. Insert the nub on the inside mount bracket into the back of the screw hole in the UCT.



- c. Insert the small provided screw into the nub through the front of the screw hole and tighten it to secure the UCT to the bracket.



8. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT ( $\pm 1/8"$ ).

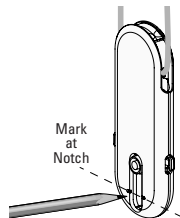
- If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
- If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

**CAUTION:** Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

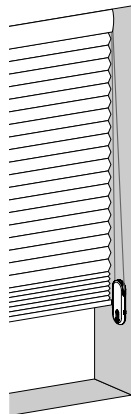
## Inside Mount without a Bracket

**NOTE:** If mounting to a textured or uneven surface, use the provided mounting bracket.

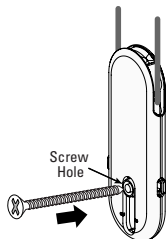
1. With the Universal Cord Tensioner (UCT) at the bottom of the cord loop, position it at the desired location.
2. Mark the window casement at the notch in the UCT.



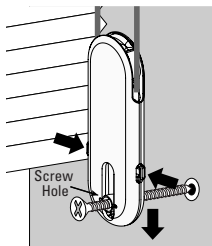
3. Mark and drill the screw hole.
  - Determine whether or not a wall anchor is required (see "Wall Anchors" on page 4) and drill either a  $1/8"$  pilot hole (no wall anchor) or a  $7/32"$  pilot hole (with wall anchor).
4. Mount the UCT
  - a. If a wall anchor is required, first tap the anchor into the pre-drilled hole.



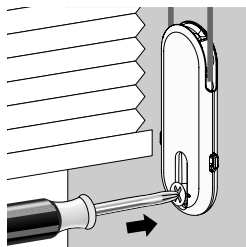
- b. Insert one of the longer provided screws into the screw hole in the UCT.



- c. Press in on the UCT release buttons and pull down on the screw hole to align the hole with the wall anchor or pilot hole.



- d. Attach the UCT directly to the wall.



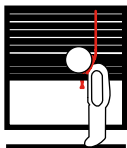
**CAUTION:** Do not overtighten the mounting screw. This can prevent the UCT from functioning properly and increase cord wear.

5. Ensure the cord can move freely through the UCT without engaging the lock. The center of the screw hole should be aligned with the notch in the UCT ( $\pm 1/8"$ ).

- If the cord does not move freely through the UCT, the cord is too tight and the UCT should be moved up.
- If the UCT locks onto the cord, the cord is too loose and the UCT should be moved down.

**CAUTION:** Do not pull the screw hole down to the bottom of the slot. This may cause the cord to become too tight, affecting window covering function and increasing cord wear.

# **WARNING**



## **Products with a Damaged, Loose, or Missing Tension Device Pose a Strangulation Risk to Children.**

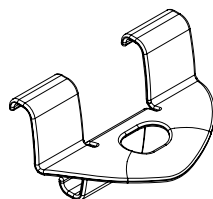
This Window Blind is equipped with a Tension Device.

- Remove from use and repair or replace if tension device is damaged, loose, or missing.
- Tension device must be securely attached to wall or floor.
- Children can climb on furniture to reach cords.
- Fasteners provided with tension device may not be appropriate for all mounting surfaces.
- Use appropriate anchors for mounting surface conditions.
- Tag to be removed only by end-user.

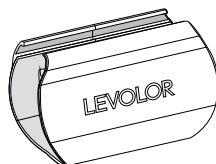
# LEVOLOR®

Roller Shades–Fabric/Solar/Banded  
Cortinas enrollables: en tela / solares / en franjas  
Stores à enroulement automatique – Tissu/solaire/rubané

INSTALLATION • OPERATION • CARE  
INSTALACIÓN • MANEJO • CUIDADO  
INSTALLATION • UTILISATION • ENTRETIEN



Cordless Handle Fabric/Solar  
Manija sin cordón En tela / solar  
Poignée sans cordon Tissu/solaire



Cordless Handle Banded  
Manija sin cordón En franjas  
Poignée sans cordon Rubané

Cordless Lift Control–Cassette Valance  
Control de elevación sin cordón: cenefa de cassette  
Commande de levage sans cordon – Cantonnière à cassette



CONTENTS

Window and Shade Terminology

Mounting Types and Window Terminology ..... 3–4

Getting Started

Components Included ..... 5

Tools and Fasteners You May Need ..... 6

Installation

Inside Mount ..... 7–8

Outside Mount ..... 9–10

Installation–Additional Components

Hold-Down Brackets (Optional) ..... 11

Operation

Operating the Shade ..... 12

Uninstall

Removing the Shade ..... 13

Cleaning and Care ..... 14

Additional Information and Support

Troubleshooting ..... 15

Warranty ..... 15

Customer Service Support ..... 15

CANADIAN RESIDENTS ONLY

- Control operation systems vary by country. Call 1-866-937-1875 for more information.
- For all safety related inquiries, call 1-866-662-0666 or visit [www.canada.ca](http://www.canada.ca), search "blind cords".



**WARNING STRANGULATION HAZARD –**

Young children can be strangled by cords. Immediately remove this product if a cord longer than 22 cm or a loop exceeding 44 cm around becomes accessible..



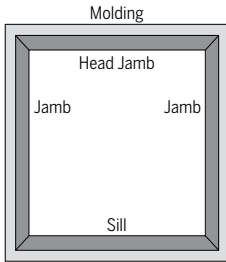
**WARNING:** Keep all small parts, components and packaging away from children as they pose a potential choking hazard which may result in serious injury or death. Please reference all warning tags and labels in the instructions and on the shade.

# WINDOW AND SHADE TERMINOLOGY

Thank you for purchasing LEVOLOR® Roller Shades. With proper installation, operation, and care, your new roller shade will provide years of beauty and performance. Please thoroughly review this instruction booklet before beginning installation.

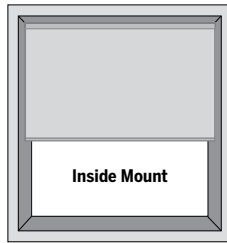
## MOUNTING TYPES AND WINDOW TERMINOLOGY

If the installation brackets are mounted correctly, the rest of the installation process follows easily. To prepare for this important first step, review the mounting types and basic window terminology illustrated below.



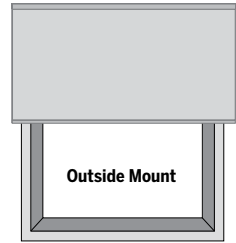
### Window Components Terminology

- Collectively, the sill and jambs are called the "window casement" or "frame".



### Inside Mount

- Shade fits within window opening.
- Great for windows with beautiful trim.



### Outside Mount

- Shade mounts outside window opening.
- Increased light control and privacy.

# WINDOW AND SHADE TERMINOLOGY

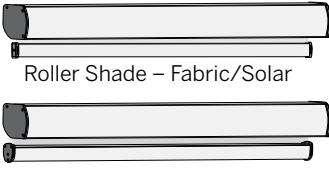
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## INSTALLATION OVERVIEW

- **Leaving the shade rolled up completely will ease installation.**
- Confirm that the headrail and shade are the proper width and length.
- If installing several sets of shades, be sure to match them with the appropriate window.
- Check the installation surface to ensure that you have suitable fasteners and tools.
- Lay out and organize all parts and components.

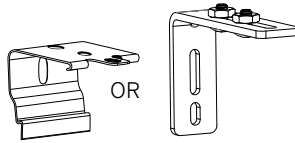
Installation Brackets	
Your order will include the correct number of installation brackets for your shade width, as shown in the table below	
Shade Width (inches)	Number of Brackets per Shade
Up to 36	2
36 to 54	3
54 to 72	4
72 to 108	5
2-on-1 Headrail Shades	2 additional brackets provided

### COMPONENTS INCLUDED IN THE BOX



Roller Shade – Fabric/Solar

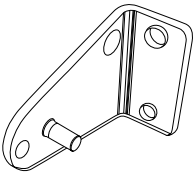
Roller Shade – Banded



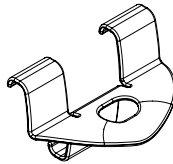
Mounting Brackets  
(L Bracket only required  
on outside mount)



Hex Head Screws  
(2 per Bracket)



Hold-Down Brackets  
(optional)



Cordless Handle – Fabric/Solar  
(optional)



Cordless Handle – Banded  
(optional)

- Shade
- Mounting Brackets
- Installation Hardware

Optional items will be included, if selected at time of shade order.

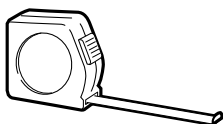
## GETTING STARTED

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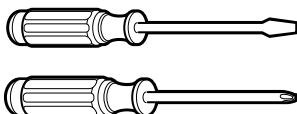
### TOOLS AND FASTENERS YOU MAY NEED (not included)

The tools you will need for installing your shade will vary, depending on the installation surface and mounting bracket type.

Tools typically used for installation include:



Metal Tape Measure



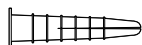
Screwdrivers  
(both flat and Phillips head)



¼" and ⅜" Nutdrivers



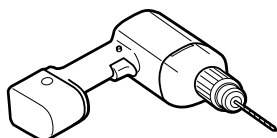
Safety Glasses



Drywall Anchors



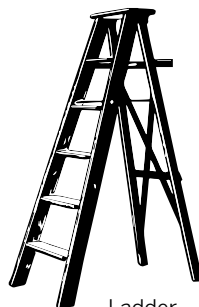
Pencil



Drill with Bits



Level



Ladder



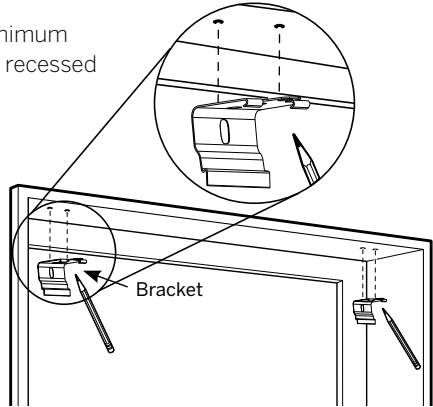
**CAUTION:** Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

## **INSIDE MOUNT (IM)**

### **STEP 1: MARKING THE BRACKET LOCATIONS**

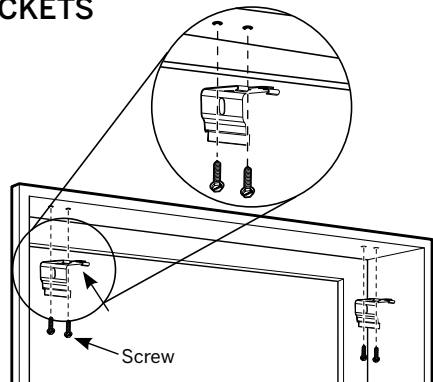
**IMPORTANT:** Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of 1 ¾" which allows for a partially recessed headrail mount.
- If flush mount (fully recessed mount) is desired, a minimum mounting depth of 3" is required.
- Mark approximately 1" from each jamb for bracket location.
- Mark screw locations for each end bracket, 2 holes per bracket.
- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart.



### **STEP 2: INSTALLING THE BRACKETS**

- Pre-drill screw holes.
  - If installing brackets into wood, used supplied screws.
  - If installing into drywall, use anchors in combination with supplied screws.
- Screw in brackets at marked locations, 2 screws per bracket.
- Ensure all brackets are square with each other.



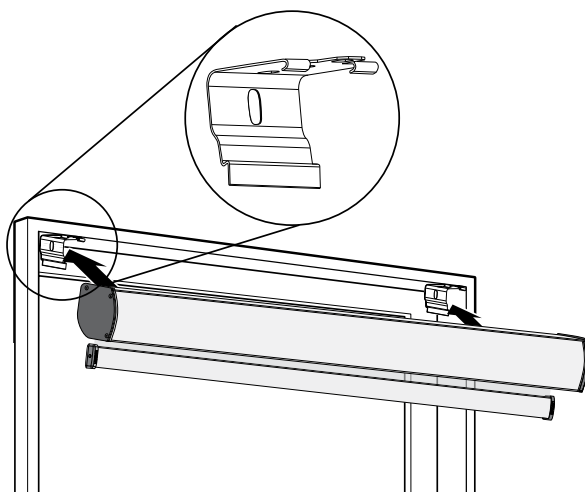
## INSTALLATION

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### INSIDE MOUNT (IM)

#### STEP 3: INSTALLING THE SHADE

- Hook the top, middle rib of the cassette valance onto all of the bracket hooks.
- Rotate the back of the cassette valance firmly upwards and toward the window until the groove at the bracket snaps into place.



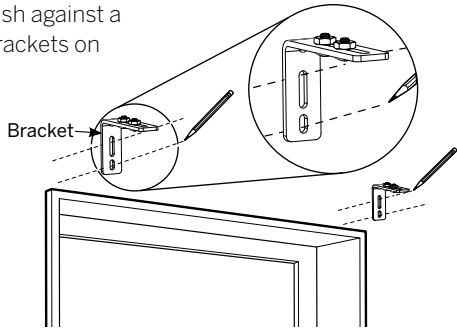
**CAUTION:** Be sure the brackets are properly engaged before operating the shade. Failure to do so may result in the shade falling and possible injury.

## OUTSIDE MOUNT (OM)

### STEP 1: MARKING THE BRACKET LOCATIONS

**IMPORTANT:** The brackets must be flush against a flat mounting surface. Do NOT mount brackets on curved molding.

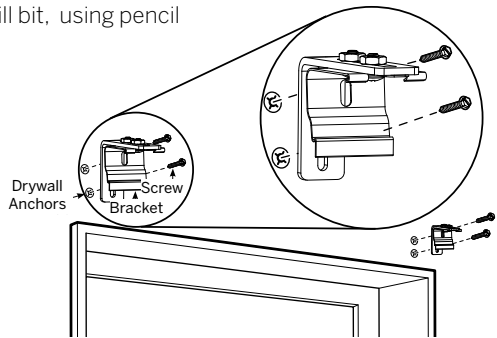
- Center the shade over the window opening at the desired height.
- Mark screw locations for each L bracket approximately 3" from end of cassette, 2 holes per bracket.
  - Use a level to ensure all brackets are aligned.



- If more than two installation brackets come with your order, space additional bracket(s) evenly between the two end brackets, no more than 30" apart.

### STEP 2: INSTALLING THE BRACKETS

- Pre-drill screw holes using a  $\frac{1}{16}$ " drill bit, using pencil marks as a guide.
  - If installing brackets into wood, use supplied screws.
  - If installing into drywall, use anchors in combination with supplied screws.
- Screw in L brackets at marked locations, 2 screws per bracket.
- Ensure all L brackets are square with each other.
- Attach cassette mounting bracket to L bracket using screws and hex nuts.
  - Make sure the release tab is always mounted on the bottom.





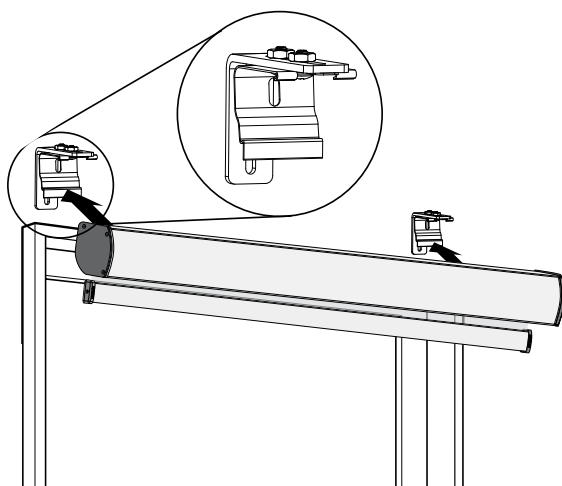
## INSTALLATION

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### OUTSIDE MOUNT (OM)

#### STEP 3: INSTALLING THE SHADE

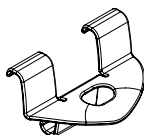
- Hook the top, middle rib of the cassette valance onto all of the bracket hooks.
- Rotate the back of the cassette valance firmly upwards and toward the window until the groove at the bracket snaps into place.



**CAUTION:** Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.

### INSTALL BOTTOM RAIL OPERATING HANDLE(S)

- For Fabric/Solar shades, insert front lip of the optional bottom rail handle into the top of the bottom rail of the shade. The handle will snap into place.
  - For Fabric/Solar shades, optional Tassel will come attached to shade.
  - For Banded shades, Bottom Rail Handle will come attached to shade.



Fabric/Solar  
Handle



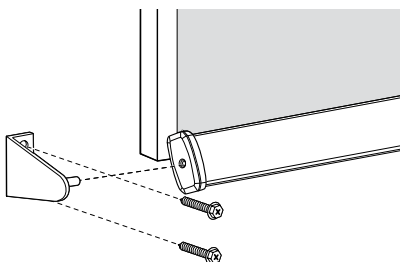
Tassel



Banded Handle

### HOLD-DOWN BRACKETS (optional)

- Ideal for doors, hold-down brackets prevent shade from swaying. Assemble as shown to each side of bottom rail.
- Position hold-down brackets against wall / frame, mark screw hole locations.
- Screw into marked hole locations.

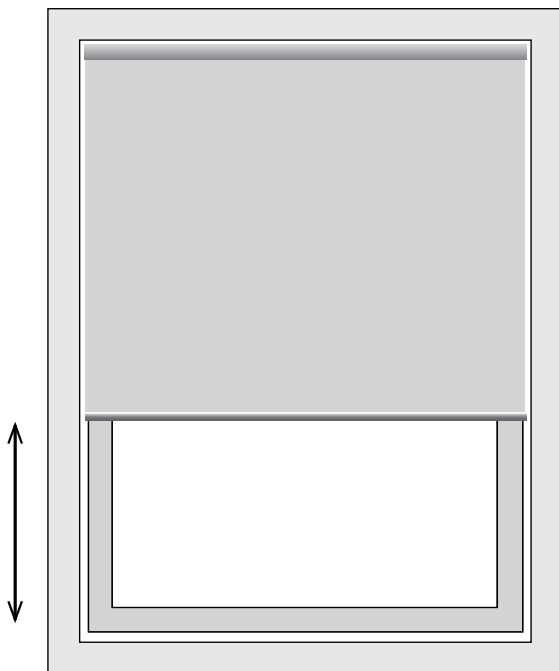


## OPERATION

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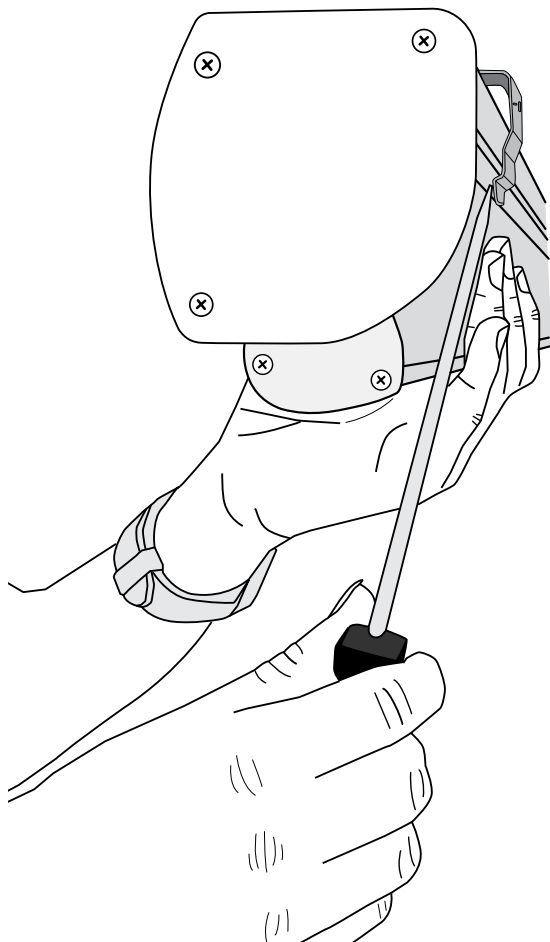
### CORDLESS

- Pull the bottom rail of shade towards bottom of window frame to the desired height.
  - Optional bottom rail handles may be used.
- Gently pull bottom rail and release shade, and it will raise fully unless stopped at a new height.



## REMOVING THE SHADE

- Fully raise the shade.
- Press in the clear tab on the shade bracket.
- Release one edge of the headrail from the bracket.
- Rotate the shade to release the other edge of the headrail from the bracket.
- Uninstall remaining brackets if necessary.



**CAUTION:** Hold shade firmly when removing. Failure to do so may result in the shade falling and possible injury.

## CLEANING AND CARE

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### CLEANING PROCEDURES

All LEVOLOR Roller Shades have multiple cleaning options.

**NOTICE:** Avoid contact with window cleaning products. Improper cleaning may void warranty.



#### DUSTING

Use a feather duster for regular cleaning.



#### FORCED AIR

Blow away dirt and debris using clean compressed air.



#### PROFESSIONAL INJECTION/EXTRACTION CLEANING

Call local on-site blind/shade cleaner that injects a cleaning solution into the fabric and extracts the dirty solution at the same time. The service is typically performed at home so you do not need to remove your window treatments.



#### VACUUMING

Use a low suction vacuum with a brush-type cleaner attachment; stroke lightly over the shade to clean.



#### SPOT-CLEANING/STAIN REMOVAL AT HOME

Use warm water and a mild soap, like Woolite® or Scotchgard®, if needed. Do not immerse shade in water.

### TROUBLESHOOTING TIPS

- Do not lower the shade past the ordered length. (If it is lowered beyond the limit, the tube underneath the roller will be exposed and fabric damage could occur.)

### WARRANTY

For complete warranty information visit [LEVOLOR.com](http://LEVOLOR.com) or call Customer Service at 1-800-LEVOLOR or 1-800-538-6567.

### CONTACTING US

To contact LEVOLOR Customer Service regarding any questions or concerns you may have about your new shades, you may reach us at: 1-800-LEVOLOR (8:30 am – 6:30 pm EST)

[www.LEVOLOR.com](http://www.LEVOLOR.com)

### ADDITIONAL PARTS AND SERVICES

Additional or replacement parts can be ordered, or shades can be repaired or restrung through our repair center. Please contact LEVOLOR customer service through [www.LEVOLOR.com](http://www.LEVOLOR.com) for a return authorization number.

### PROCEDIMIENTOS DE LIMPIEZA

Todas las persianas enrollables LEVOLOR tienen múltiples opciones de limpieza.

**AVISO:** evite el contacto con productos de limpieza de ventanas. La limpieza inadecuada puede anular la garantía.



#### LIMPIEZA DE POLVO

Use un plumero para la limpieza periódica.



#### VENTILACIÓN FORZADA

Elimine el polvo y la suciedad usando aire comprimido limpio.



#### LIMPIEZA PROFESIONAL DE INYECCIÓN/EXTRACCIÓN

Llame a un limpiador local de persianas/pantallas a domicilio que inyecte una solución de limpieza en la tela y extraiga la solución sucia al mismo tiempo. El servicio generalmente se realiza en el hogar, por lo que no es necesario que quite las decoraciones de la ventana.



#### ASPIRADO

Use una aspiradora de succión baja con un accesorio limpiador tipo cepillo; frote suavemente sobre la pantalla para limpiar.



#### LIMPIEZA/ELIMINACIÓN DE MANCHAS EN EL HOGAR

Use agua tibia y un jabón suave, como Woolite® o Scotchgard®, si es necesario. No sumerja la persiana en agua.

### INFORMACIÓN ADICIONAL

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#### GARANTÍA

Para obtener información completa sobre la garantía, visite [LEVOLOR.com](http://LEVOLOR.com) o llame al Departamento de Servicio al Cliente al 1-800-LEVOLOR o 1-800-538-6567.

#### CÓMO PONERSE EN CONTACTO CON NOSOTROS

Para ponerse en contacto con el Departamento de Servicio al Cliente de LEVOLOR con respecto a cualquier pregunta o inquietud que pueda tener sobre sus nuevas persianas, puede comunicarse con nosotros al 1-800-LEVOLOR (de 9:00 a.m. a 6:00 p.m., hora estándar del Este)

[www.LEVOLOR.com](http://www.LEVOLOR.com)