

# LEVOLOR®

Roller Shades—Fabric/Solar/Banded

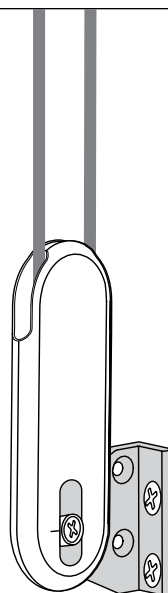
Cortinas enrollables: en tela / solares / en franjas

Stores à enroulement automatique – Tissu/solaire/rubané

INSTALLATION • OPERATION • CARE

INSTALACIÓN • MANEJO • CUIDADO

INSTALLATION • UTILISATION • ENTRETIEN



Continuous Cord Loop

Lift Control—Cassette Valance

Control de elevación del circuito de  
cordón continuo: cenefa de cassette

Commande de levage avec cordon à  
boucle continue – Cantonnière à cassette

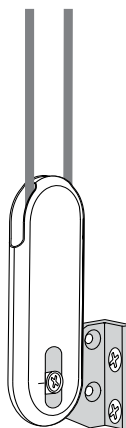
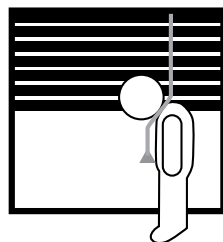


Young children can **STRANGLE** in cord loops. They can also wrap cords around their neck and **STRANGLE**.

- Always keep cords out of the reach of children.
- Move cribs, playpens and other furniture away from cords. Children can climb furniture to get to cords.

### Cord Loop Tension Device

- Attach the tension device on the cord loop to the wall or window casement. See “Install the Tension Device” on page 11. This can prevent children from pulling cord loops around their necks.
- For the shade to operate properly, the cord tensioner must be correctly mounted and secured.
- Fasteners provided in this kit may not be appropriate for all mounting surfaces. Use appropriate anchors for mounting surface conditions.
- Only supplied tension device and hardware should be used. Replacement parts may be obtained by contacting Customer Service at 1-800-538-6567.



**Canadian Residents Only:** For more safety information: 1-866-662-0666 or visit [www.canada.ca](http://www.canada.ca), search "blind cords".



**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.

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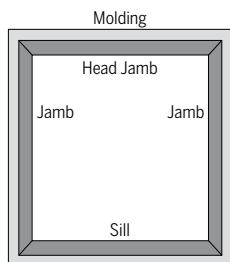
# WINDOW AND SHADE TERMINOLOGY

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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.

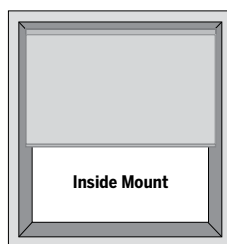
## MOUNTING TYPES AND WINDOW TERMINOLOGY

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.



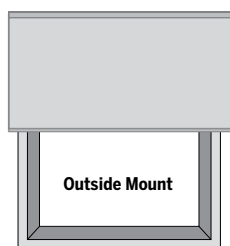
### Window Components Terminology

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



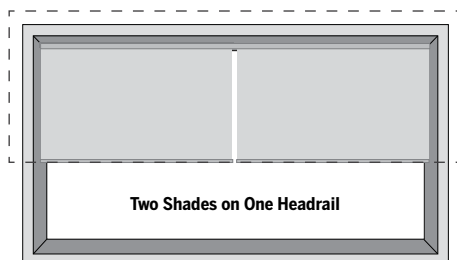
### Inside Mount

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



### Outside Mount

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



### Two Shades on One Headrail

- Provides the clean appearance of a single shade with the ability to operate each shade independently.
- Can be mounted inside or outside.

**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
108 to 144	6
2-on-1 Headrail Shades	2 additional brackets provided

## GETTING STARTED

---

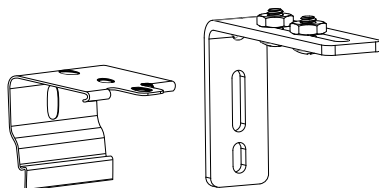
### COMPONENTS INCLUDED IN THE BOX



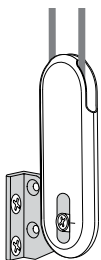
Roller Shade – Fabric/Solar



Roller Shade – Banded



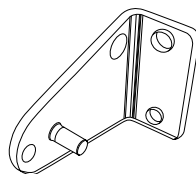
Mounting Brackets  
(L bracket only required on outside mount)



Cord Loop  
Tension Device



Hex Head Screws  
(2 per Bracket)



Hold Down Brackets  
(optional)

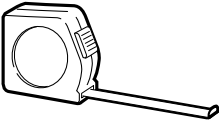
- Shade
- Mounting Brackets
- Installation Hardware

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

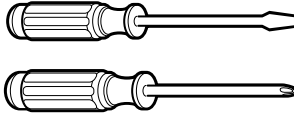
### TOOLS AND FASTENERS YOU MAY NEED (not included)

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



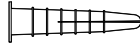
Screwdrivers  
(both flat and Phillips head)



1/4" and 3/8" Nutdriver



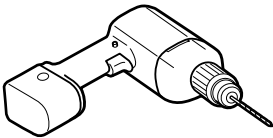
Safety Glasses



Drywall Anchors



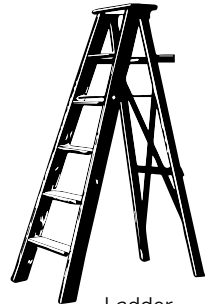
Pencil



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.

# INSTALLATION

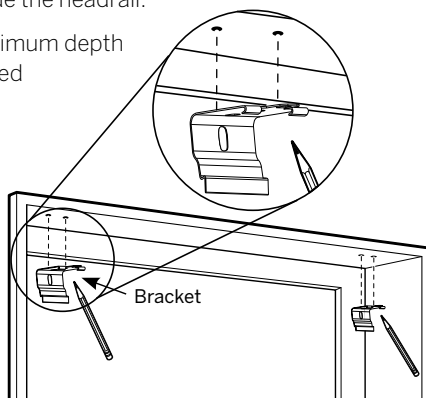
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## INSIDE MOUNT (IM)

### STEP 1: MARKING THE BRACKET LOCATIONS

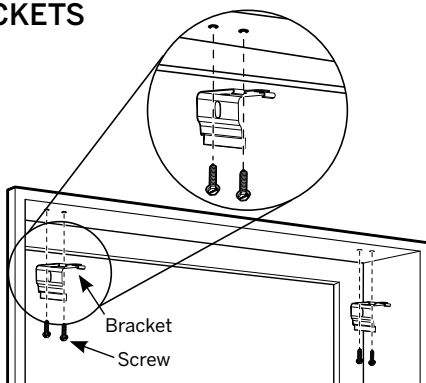
**IMPORTANT:** Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- Verify that your window casing has a minimum depth of 1 ¼" 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, 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.

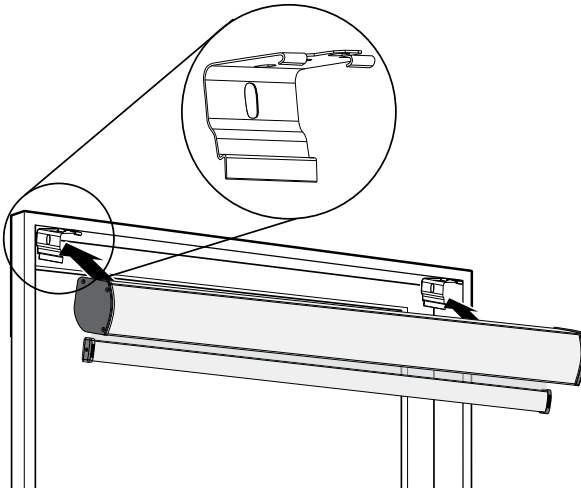




### INSIDE MOUNT (IM)

#### 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.

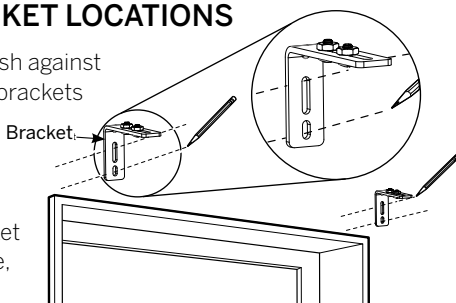
# INSTALLATION

## OUTSIDE MOUNT (OM)

### STEP 1: MARKING THE BRACKET LOCATIONS

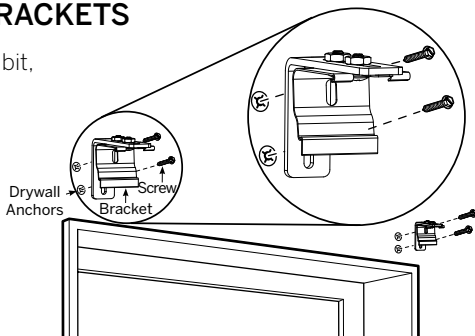
**IMPORTANT:** The brackets must be flush against a flat mounting surface. Do NOT mount brackets on curved molding.

- Center the headrail 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 will be in alignment.
- 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.



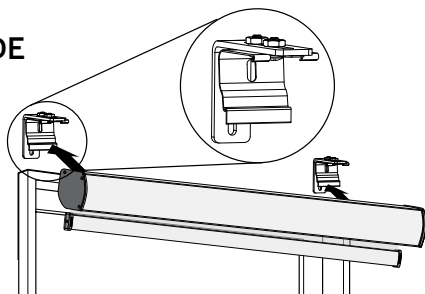
### STEP 2: INSTALLING THE BRACKETS

- 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 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.



### 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.

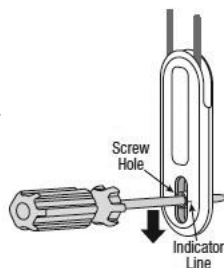
### CONTINUOUS CORD LOOP CORD TENSION DEVICE

- Continuous Cord Loop Shades will arrive with the tension device mounted to the shade.
- Use the included screws to secure the hold-down tension device to the mounting surface, ensuring that the cord loop is taut.
- **SEE WARNING LABEL ON SHADE**

### INSTALL THE TENSION DEVICE

**IMPORTANT:** Before you proceed, you must first slide the cord tensioner to the bottom of the cord loop.

- Insert a small screwdriver, punch, or awl through the screw hole at the bottom of the cord tensioner.
- Move the screw hole down to the indicator line to release the safety mechanism.
- Slide the cord tensioner down to the bottom of the cord loop.
- Attach the cord tensioner according to the instructions provided with the Universal Cord Tensioner Installation Kit.



**WARNING:** It is imperative that the cord tensioner be properly secured to the wall or window frame to reduce children's access to the cord loop. Young children can strangle in cord loops. They can also wrap cords around their necks and strangle.



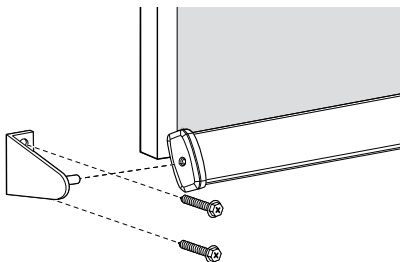
**CAUTION:** The shading will not operate properly unless the cord tensioner is secured. A universal Cord Tensioner Installation Kit has been included with your shading. Follow the instructions in the kit to correctly secure the cord tensioner.

## INSTALLATION—ADDITIONAL COMPONENTS

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### 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

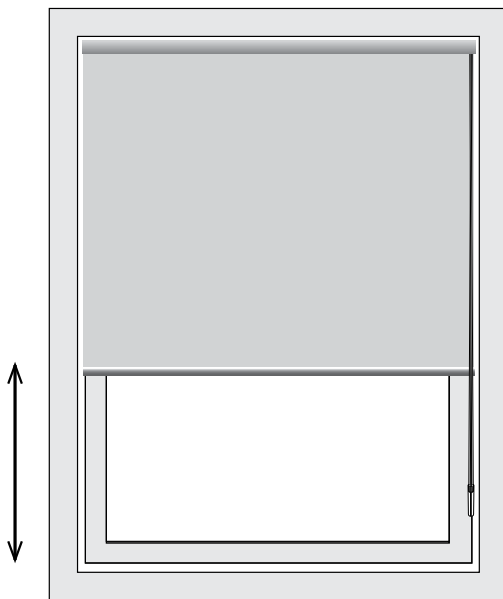
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### CONTINUOUS CORD LOOP

- Pull the rear cord of the cord loop to lower the shade to the desired height.
- Pull the front cord of the cord loop to raise the shade to the desired height.

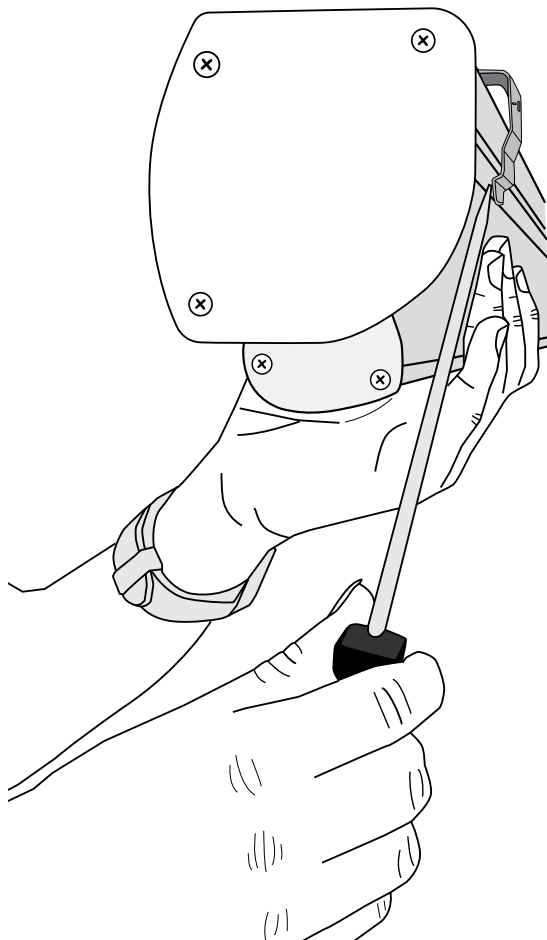


**WARNING:** If the tension device moves up the cord, you have not secured the tension device to the wall or window frame. You must do so for the shade to operate properly and to help protect young children from accidental strangulation.



## REMOVING THE SHADE

- Fully raise the shade.
- While holding the headrail, use a flathead screwdriver to engage the release tab on the bottom of all of the installation brackets.
- Rotate the bottom of the shade away from the window, fully releasing it from the brackets.
- 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.

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## ADDITIONAL INFORMATION

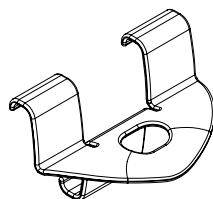
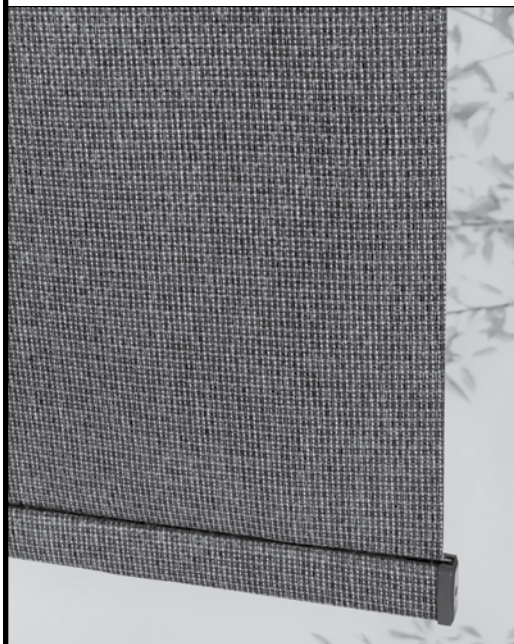
### TROUBLESHOOTING TIPS

- 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.)

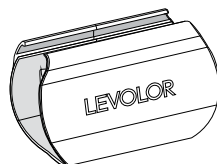
# LEVOLOR®

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  
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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

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#### **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.

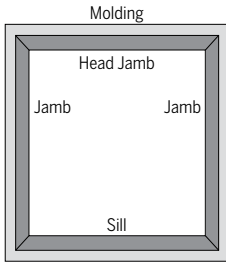


# WINDOW AND SHADE TERMINOLOGY

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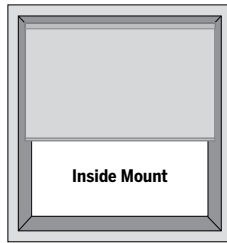
## MOUNTING TYPES AND WINDOW TERMINOLOGY

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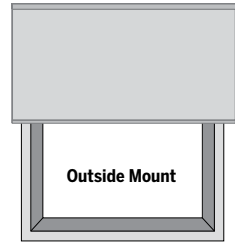
### Window Components Terminology

- 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

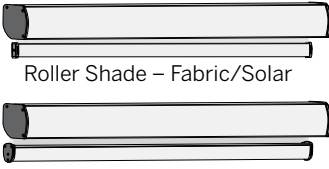
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## INSTALLATION OVERVIEW

- **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.

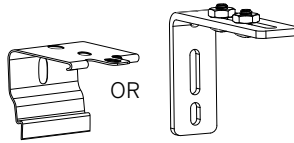
Installation Brackets	
Your order will include the correct number of installation brackets for your shade width, as shown in the table below	
Shade Width (inches)	Number of Brackets per Shade
Up to 36	2
36 to 54	3
54 to 72	4
72 to 108	5
2-on-1 Headrail Shades	2 additional brackets provided

### COMPONENTS INCLUDED IN THE BOX



Roller Shade – Fabric/Solar

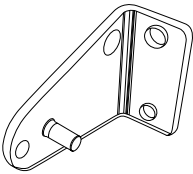
Roller Shade – Banded



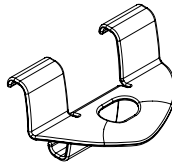
Mounting Brackets  
(L Bracket only required  
on outside mount)



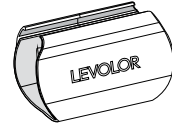
Hex Head Screws  
(2 per Bracket)



Hold-Down Brackets  
(optional)



Cordless Handle – Fabric/Solar  
(optional)



Cordless Handle – Banded  
(optional)

- Shade
- Mounting Brackets
- Installation Hardware

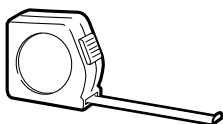
Optional items will be included, if selected at time of shade order.

## GETTING STARTED

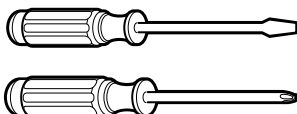
### TOOLS AND FASTENERS YOU MAY NEED (not included)

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



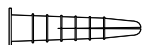
Screwdrivers  
(both flat and Phillips head)



¼" and ⅜" Nutdrivers



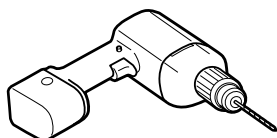
Safety Glasses



Drywall Anchors



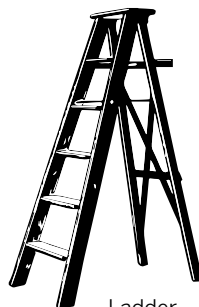
Pencil



Drill with Bits



Level



Ladder



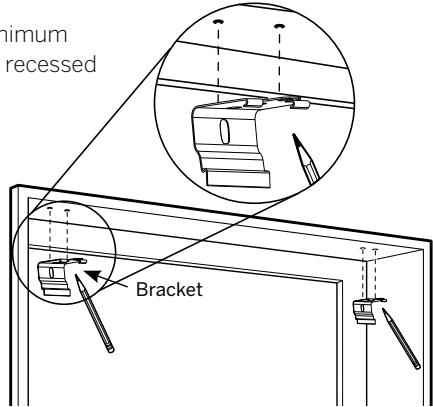
**CAUTION:** Use drywall anchors when mounting into drywall. (Not provided.) Failure to properly anchor shade could cause shade to fall possibly resulting in injury.

## INSIDE MOUNT (IM)

### STEP 1: MARKING THE BRACKET LOCATIONS

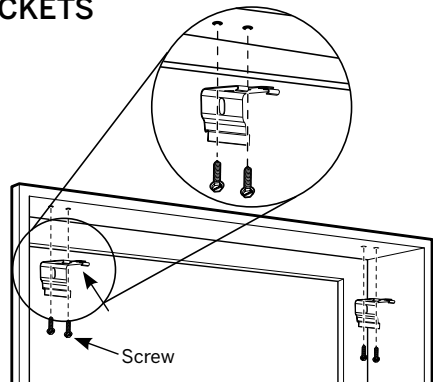
**IMPORTANT:** Before marking bracket locations, ensure that your bracket placement will not interfere with any components inside the headrail.

- 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.



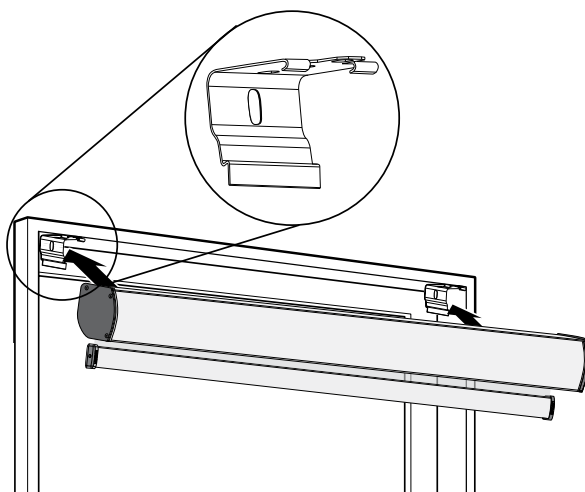
## INSTALLATION

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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.



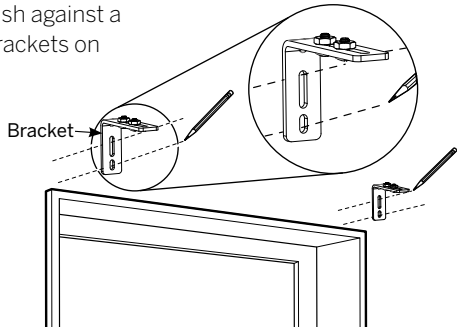
**CAUTION:** Be sure the brackets are properly engaged before operating the shade. Failure to do so may result in the shade falling and possible injury.

## 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.

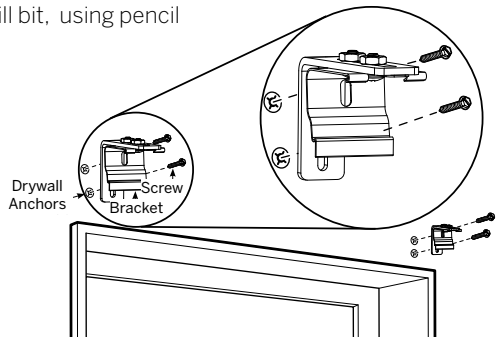
- Center the shade over the window opening at the desired height.
- Mark screw locations for each L bracket approximately 3" from end of cassette, 2 holes per bracket.
  - Use a level to ensure all brackets are aligned.



- 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.



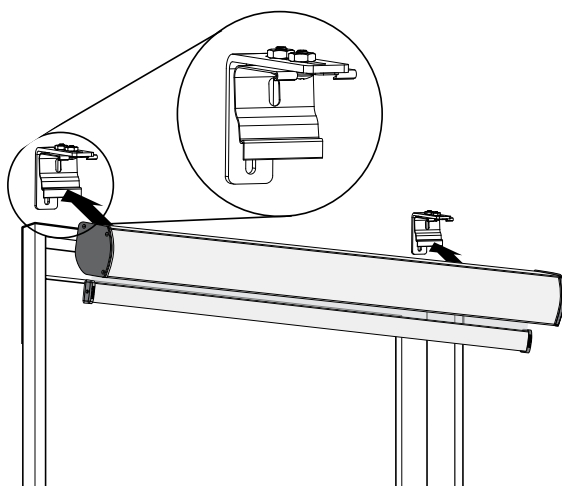
## INSTALLATION

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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.

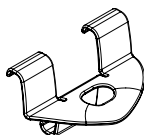


**CAUTION:** Be sure the bracket and headrail are properly secured before operating the shade. Failure to do so may result in the shade falling and possible injury.



### 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



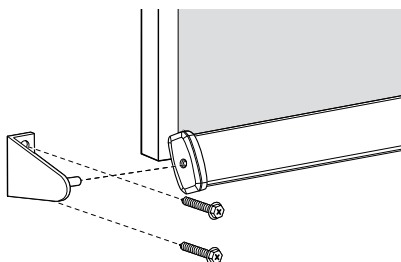
Tassel



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.

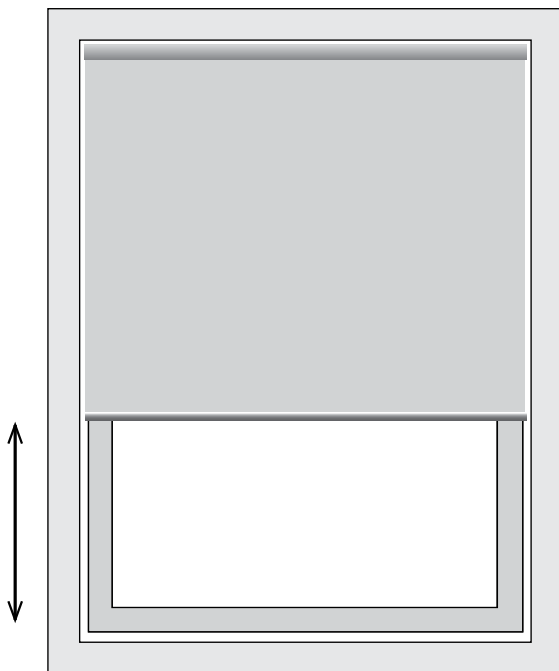


## OPERATION

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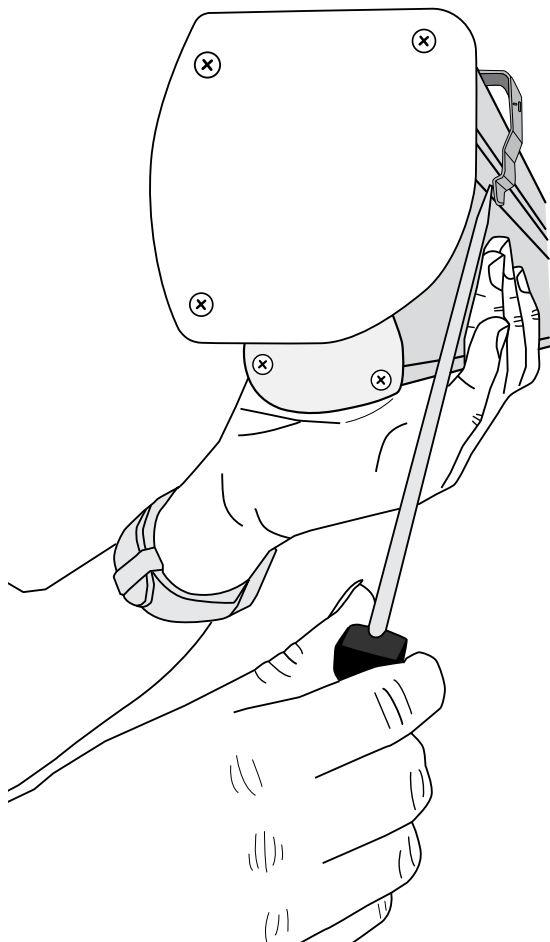
### CORDLESS

- 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.

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## ADDITIONAL INFORMATION

### 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.)