

# Roller Shade with Snap-On Fascia Installation Instructions

CCO and Motorized Lifting Systems  
Inside or Outside Mount

## Tools Required

- Metal measuring tape
- Level
- Awl or pencil
- Ladder or stepstool
- Motor tester (if shade is motorized). A motor tester can be purchased from the shade supplier
- Power drill with the following bits:
  - 1/16" wood drill bit
  - 3/16" metal drill bit
  - Masonry drill bit (if drilling into concrete or brick)
  - 1/4" and 7/16" hex drivers
  - Standard and Phillips screwdrivers

## Special Fasteners

The brackets must be securely attached to the mounting surface, preferably by drilling the screws into wood studs. If studs are not available, you will need special fasteners designed for your mounting surface (not included).

### *Tips on Special Fasteners*

- When drilling into drywall or plaster, use a fastener designed for hollow wall applications.
- When drilling into concrete, stone, brick, or tile, use appropriate plugs, anchors, or screws.
- When drilling into metal, use the included tack screws.
- When selecting your fastener, make sure it is designed to support the weight of the product being installed. Follow the fastener manufacturer's instructions carefully.

## Before you begin: Separate and Identify All Components

The brackets are packaged together with the shade, but in a separate portion of the plastic. A yellow component list is packed with the brackets.

Remove the shade from its packing, but leave it rolled up. Do not remove the straps until the shade is installed in the brackets.

**Components**

- Shade
- Fascia
- 2 brackets—designed to accommodate the shade lifting system. Brackets are *universal*, meaning they can be mounted to the wall, the ceiling, or the sides of the window frame.
- Screws
- Cardboard shims



Figure 1 Fascia—4"



Figure 2 Fascia—3"

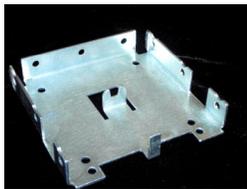


Figure 3  
CCO Clutch Bracket—4"

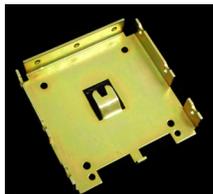


Figure 4  
CCO Idler Bracket—4"



Figure 5  
CCO Clutch Bracket—3"



Figure 6  
CCO Idler or  
400 Series Motor Idler  
Bracket—3"

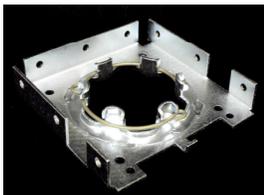


Figure 7  
Motor Bracket—4"



Figure 8  
Motor Idler Bracket—4"



Figure 9  
CCO R8 Clutch or  
400 Series Motor  
Bracket—3"

## **General Instructions for All Lifting Systems**

### **Step 1: Determine Shade and Installation Bracket Locations**

**Important:** For the shade to operate properly, the brackets must be perfectly level. Use a level when marking the bracket locations.

#### *Inside Mount*

The brackets can be mounted either to the sides of the window frame (preferred) or to the upper or back inside surface. Use the cardboard shim provided to create a ¼" gap between the top of the bracket and the upper surface of the window frame to leave room to snap on the fascia.

- (Conditional) If you are mounting 3" brackets to the sides of the window frame, you will need to drill mounting holes through the back plates of the brackets. Drill a 3/16" hole in each corner of the bracket.
- Use a level to check whether the upper surface of the window frame is level. If it is not level, find and mark bracket positions that will be perfectly level.
- Hold each bracket in position and mark the positions of the mounting holes on the window frame.

#### *Outside Mount*

- Temporarily place the brackets on the un-mounted shade, and measure the distance between the outside edges of the brackets.
- Measure and mark the bracket locations on the wall, making sure the shade will be centered over the window and the brackets will be perfectly level.
- Remove the brackets from the shade, hold each bracket in position, and mark the positions of the mounting holes on the wall.

### **Step 2: Attach the Brackets**

- Drill 1/16" starter holes at each bracket hole location.
- Use the hex head screws provided to attach the brackets to the wall or window frame. Be sure you are placing the motor or CCO bracket on the correct side so that the shade will hang from the back of the roll. If you do not reach wood or other solid backing, use secure fasteners (not included).

*Complete the installation by following the steps that apply to the lifting system of the shade you are installing.*

## **Shades with Motorized Lifting Systems**

*Begin with Steps 1 and 2 under General Instructions for All Lifting Systems.*

### **Motorized Step 3: Attach the Shade**

#### *400 Series Motors*

- Attach the motor end of the shade by pushing it onto the motor bracket spear.
- Lift the idler end up over the bracket notch, rotating as needed, and drop the idler end pin into the idler bracket.

### 500 Series Motors

- Place the idler end of the shade in the idler end bracket.

Align the motor end to the motor bracket with the limit switches facing down, and allow it to spring into place. Push the motor end firmly into the bracket so it snaps into the locking ring.

**Note:** If you need to remove the motor end after locking it into place, use a screwdriver to pry the ring out and push it back on the bracket.

### Motorized Step 4: Test the Shade and Set Limit Switches

- Connect the motor tester by clamping each lead onto the motor wire of the same color, and then test the motor to verify correct operation.
- Raise and lower the shade and check to see that it tracks properly and the lower edge is level. See Troubleshooting on page 6 if the shade telescopes to either side or does not raise and lower evenly.
- Check that the shade raises and lowers to the correct positions. If it does not, adjust the motor limit switches (instructions included separately).
- Have the electrical wiring done (wiring diagrams included separately).

### Motorized Step 5: Snap the Fascia onto the Brackets

- Position the lip of the fascia over the top front corners of the brackets. Rotate the fascia toward the wall and snap it onto both brackets. (See page 5 for photos of snapping on the fascia.)

### Motorized Step 6 (for 4" fascias outside mount only): Attach the End Covers

- On each end of the fascia, orient the end cover with the logo in the **lower front corner**. Align the pegs in the end cover with the holes in the bracket and push the end cover onto the bracket.

## Shades with CCO Lifting Systems

Begin with Steps 1 and 2 under General Instructions for All Lifting Systems.

### CCO Step 3: Attach the Shade

- Attach the clutch end by pushing the clutch onto the bracket spear with the chain facing the floor (Figure 10).
- Lift the idler end up over the bracket notch, rotate as needed, and drop the idler end pin into the bracket (Figure 11).



Figure 10 Clutch in Bracket



Figure 11 Idler in Bracket

### CCO Step 4: Adjust the Shade

- Remove the packing strap, and use the chain to raise and lower the shade. Check to see that it tracks properly and that the lower edge is level. See Troubleshooting on page 6 if the shade telescopes to either side or does not raise and lower evenly.

**Warning:** Do not lower the shade more than one inch below its finished height. For the shade to stay securely fastened, several inches of shade cloth must stay wrapped around the tube.

**CCO Step 5: Set the Lower Bead Stop**

A CCO lifting system has two chain stops to limit how far the shade can be raised or lowered. The chain stop for the upper limit, which also acts as the chain connector, is put in position at the factory; the lower stop is placed when the shade is installed, allowing it to be adjusted precisely for the window.

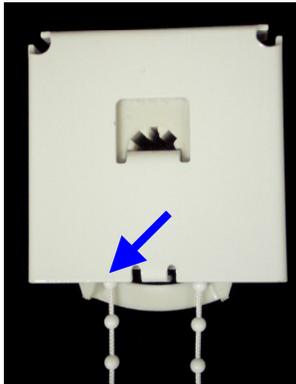


Figure 12 Clutch End

- Pull the back length of the chain down until the shade is at its lowest position in the window.
- Grasp the bead that is at the top front of the clutch (Figure 12), pull it down, and attach the bead stop at that bead. On a plastic chain, simply snap the bead stop onto the chain (Figure 13). For a metal chain, crimp the stop onto the chain with grooved pliers (Figure 14).



Figure 13 Plastic Chain Stop



Figure 14 Crimp the Metal Stop

**CCO Step 6: Snap the Fascia onto the Brackets**

- Position the lip of the fascia over the top front corners of the brackets. Rotate the fascia toward the wall and snap it onto the brackets.



Figure 15 Fascia Going onto Bracket



Figure 16 Fascia on Bracket

**CCO Step 7 (for 4" fascias outside mount only): Attach the End Caps**

- On each end of the fascia, orient the end cover with the logo in the **lower front corner**. Align the pegs in the end cover with the holes in the bracket and push the end cover onto the bracket.

## CCO Step 8: Attach the Chain Holder

**Important:** The chain holder is a necessary feature to avoid strangulation hazard and to prevent damage to the clutch. Do not omit this step.

- Hold the chain holder upright and position it against the wall or window frame, allowing enough slack so that the bead stops can rotate around the chain holder easily.
- Mark the location of the installation hole on the wall, and drill a 1/16" pilot hole.
- Attach the chain holder to the wall or window frame using the mounting screw provided. If you do not reach solid backing, use a secure fastener (not included).



Figure 17 Chain Holder

## Troubleshooting

**Important:** When troubleshooting, you might need to pull the shade down to expose part of the tube. However, only expose enough tube to be able to shim the shade, as explained below. If you allow the shade to unroll so much that the entire roll of fabric is falling from the back, the fabric might come off the tube.

### **Problem:**

The shade does not track properly, or rolls up unevenly.

### **Solution:**

The brackets may be installed unevenly. The shade will telescope toward the bracket that is lower. Use a level to check the bracket positions and adjust them using a shim as necessary.



Figure 18 Telescoping to the Left

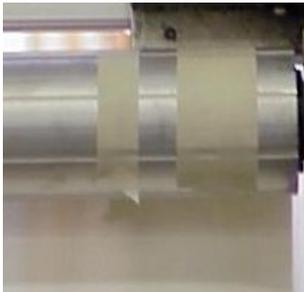


Figure 19 Masking Tape Shims

### **Problem:**

The shade does not track properly, but the brackets are perfectly level.

### **Solution:**

Lower the shade until a small part of the tube is exposed. Adjust the shade for telescoping by shimming with masking tape. Use a piece of masking tape on the side opposite the telescoping end; for example, if the shade telescopes to the left (Figure 18), place the masking tape on the right side of the shade (Figure 19). Raise and lower the shade to test for proper tracking. If the shade still does not

track properly, repeat the above procedure. The correct amount of tape needed is determined by trial and error.

### **Problem:**

The shade rolls up unevenly, but the brackets are perfectly level.

### **Solution:**

Lower the shade until a small part of the tube is exposed. Place one or two long strips of masking tape along about half the length of the tube on the side that hangs too low. Raise and lower the shade to see if it now rolls evenly. If the shade still does not roll evenly, repeat the above procedure. The correct amount of tape needed is determined by trial and error.