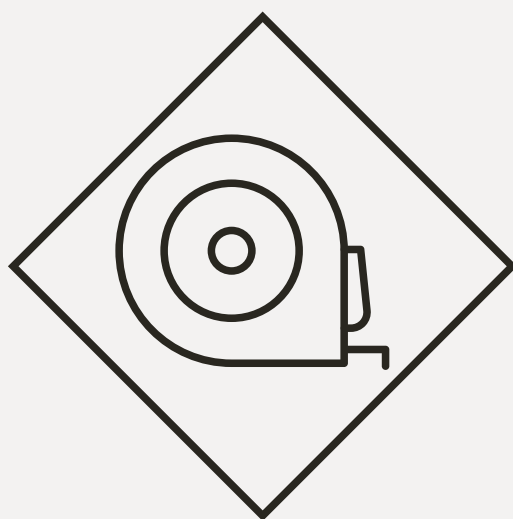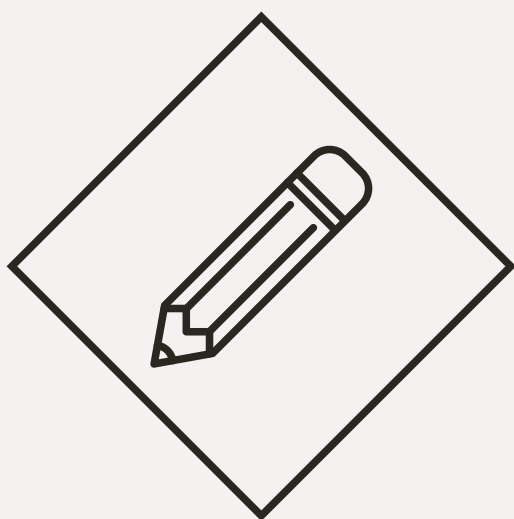# EVERHEM

Roller Shade
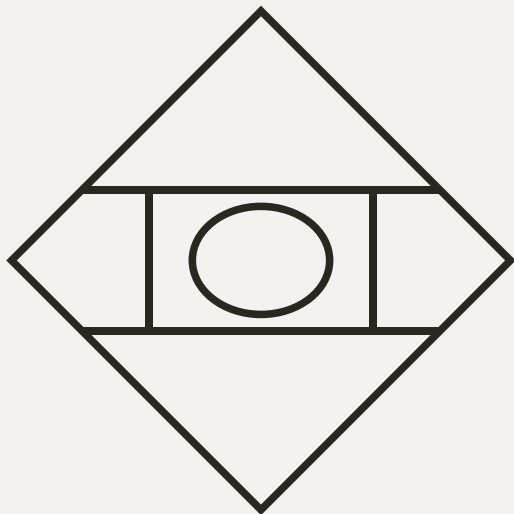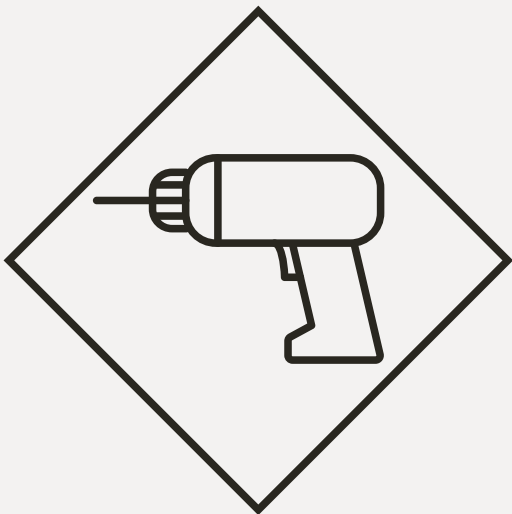*Installation Guide*
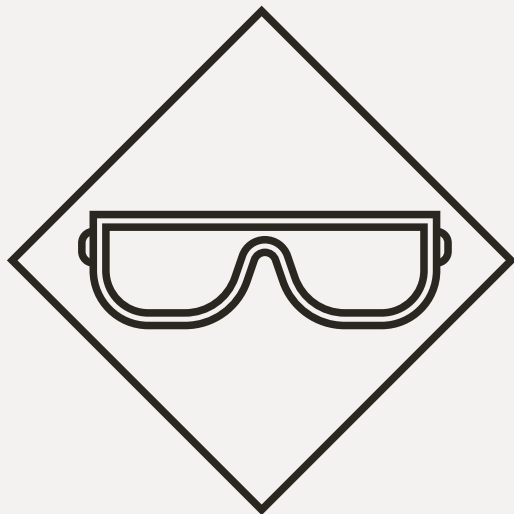*Outside Mount - Chain Loop*

The Tools You'll Need

TAPE MEASURE

STEP LADDER

PENCIL

LEVEL

POWER DRILL

SAFETY GOGGLES
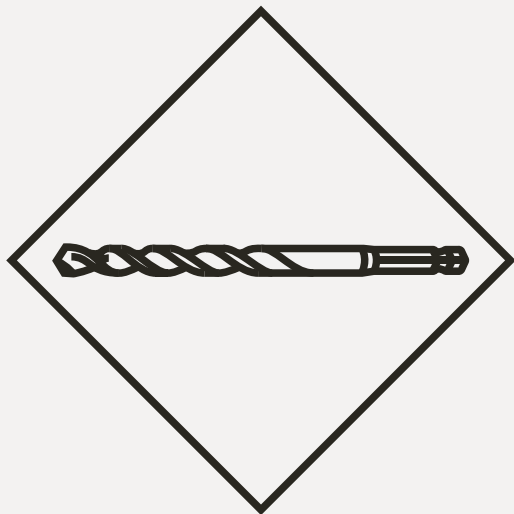
⁷⁄₆₄" DRILL BIT
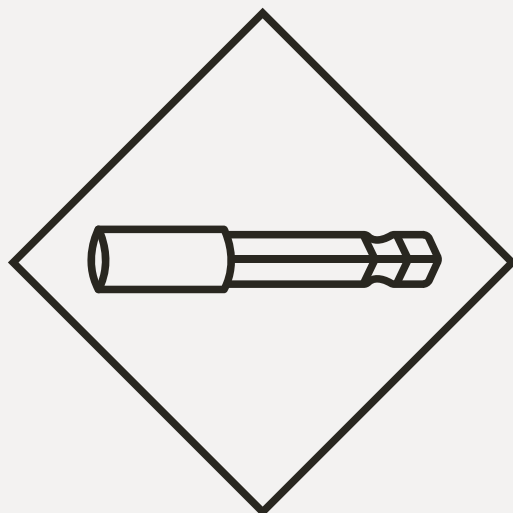
¼ HEX SOCKET BIT
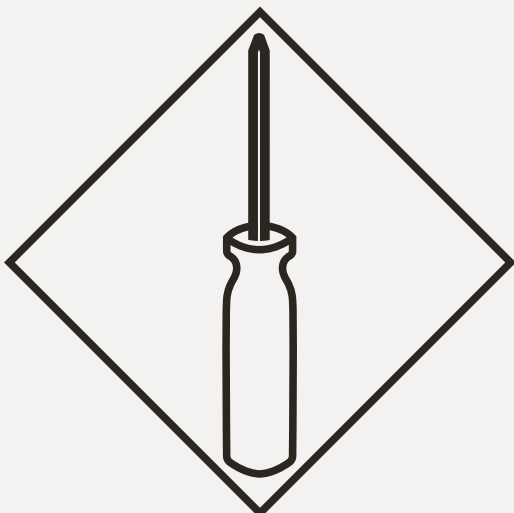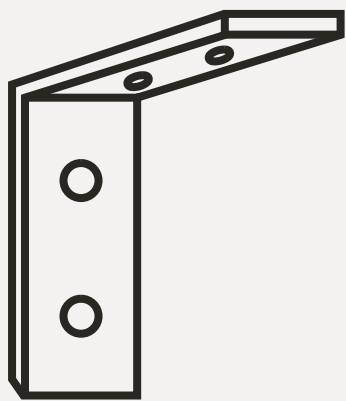
PHILLIPS HEAD SCREWDRIVER
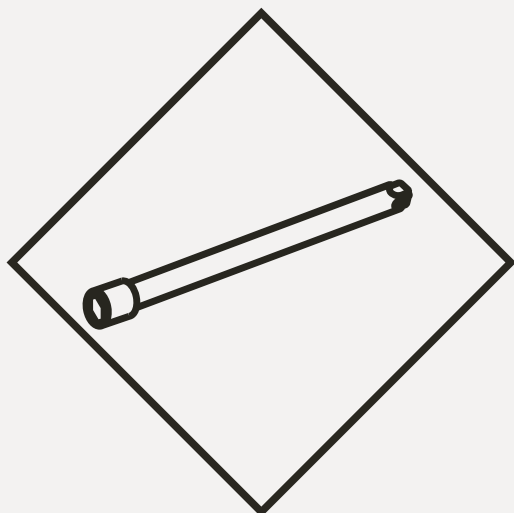
¼ HEX EXTENDER TIP

The Hardware We Provide

WALL MOUNTING SCREWS
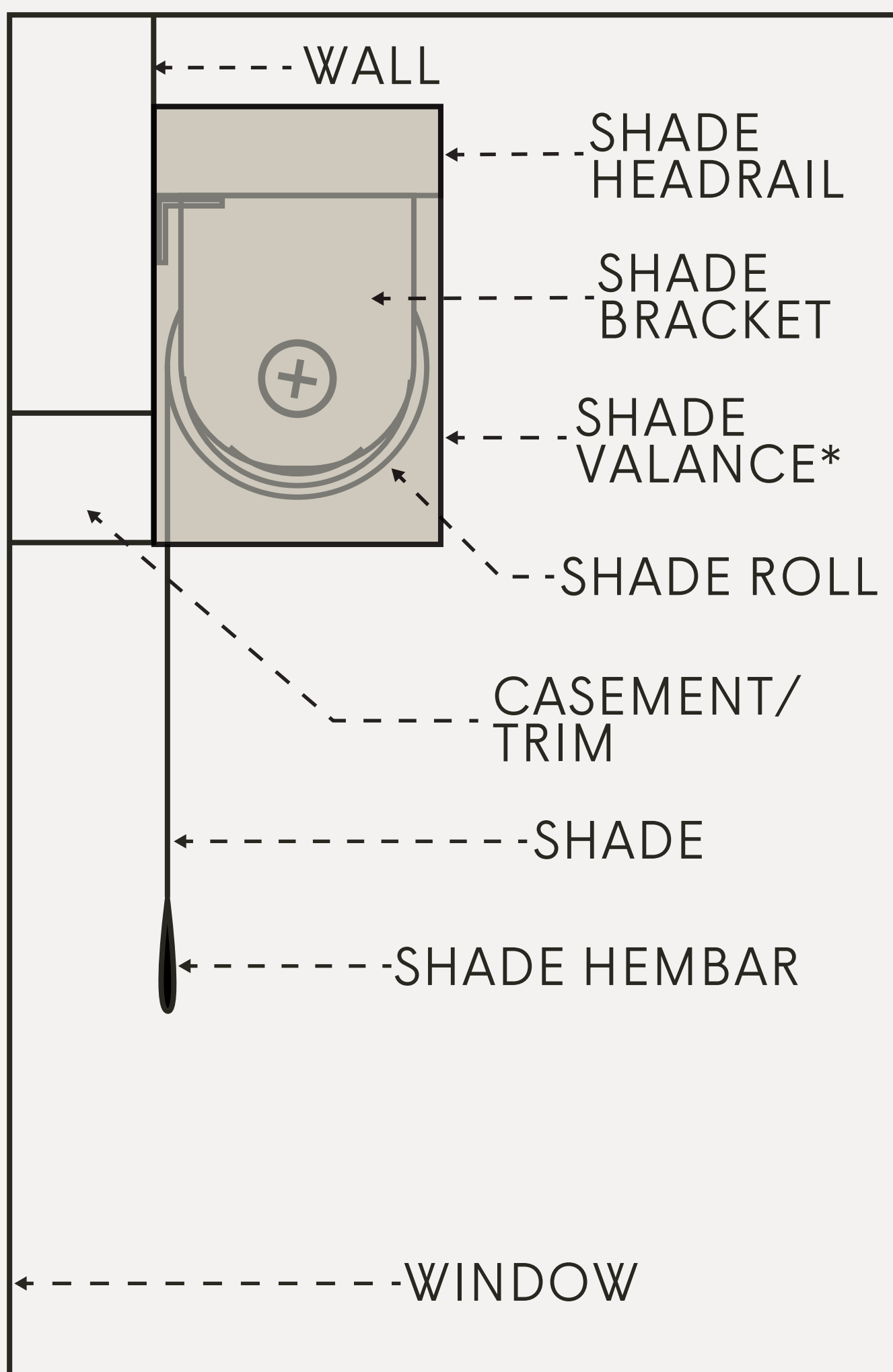
WALL MOUNTING BRACKETS

HEADRAIL MOUNTING SCREWS

WALL ANCHORS

Step 1

Determine shade's mounting height. The length of your shade is written on its packaging and is based on your custom measurements. To determine your shade's mounting height, deduct 1" from your shade's length to account for the height of the headrail. If you ordered a 36'' W x 48'' L shade, your shade's length is 48''. Your shade's mounting height is 47".

SIDE VIEW

FRONT VIEW

WALL

SHADE HEADRAIL

SHADE BRACKET

SHADE VALANCE*

SHADE ROLL

CASEMENT/ TRIM

SHADE

SHADE HEMBAR

WINDOW

VALANCE

SHADE

WINDOW

TRIM
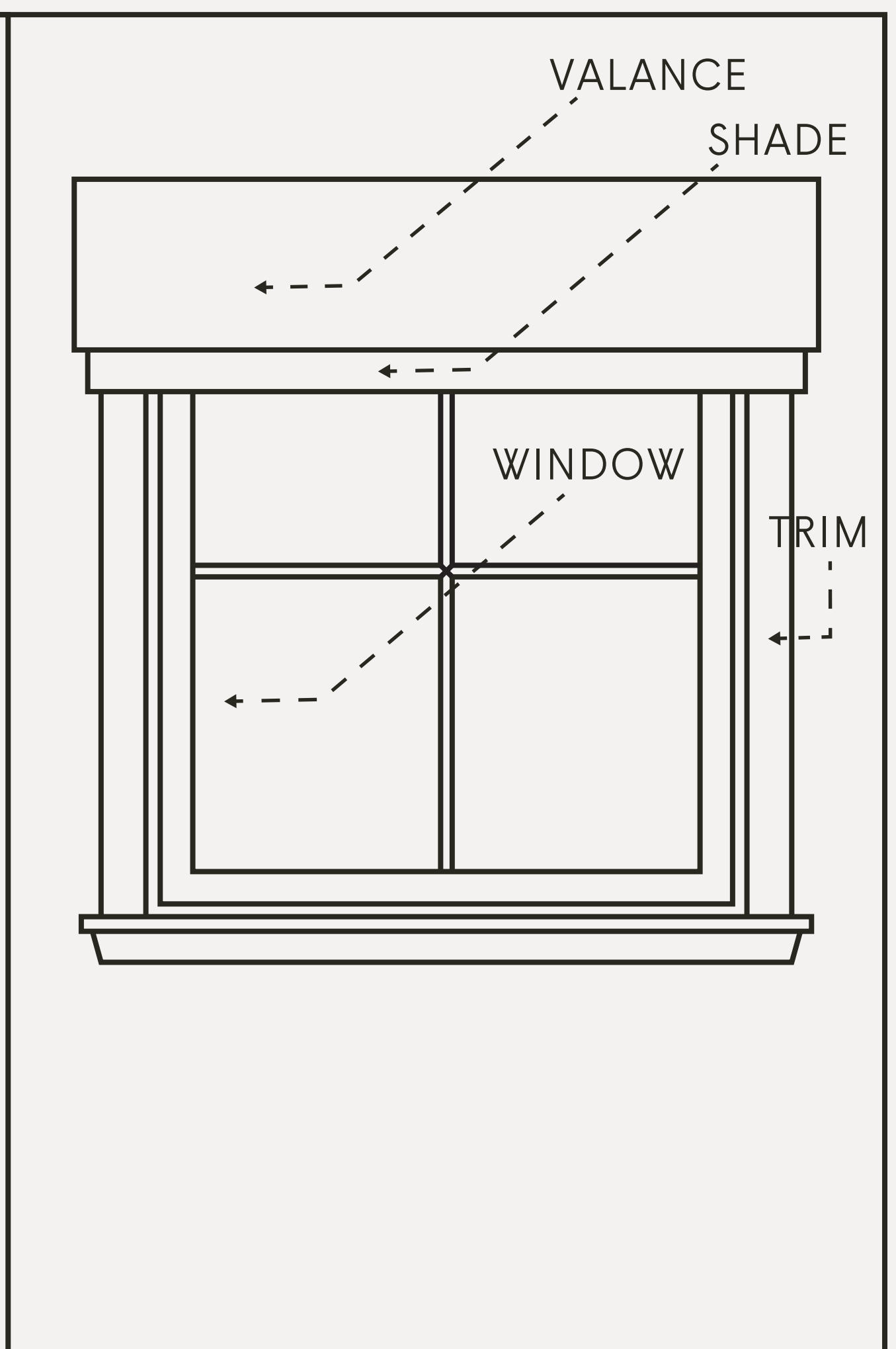
*The valance illustration uses transparency to provide a clearer view of the shade's inner structure.

Step 2

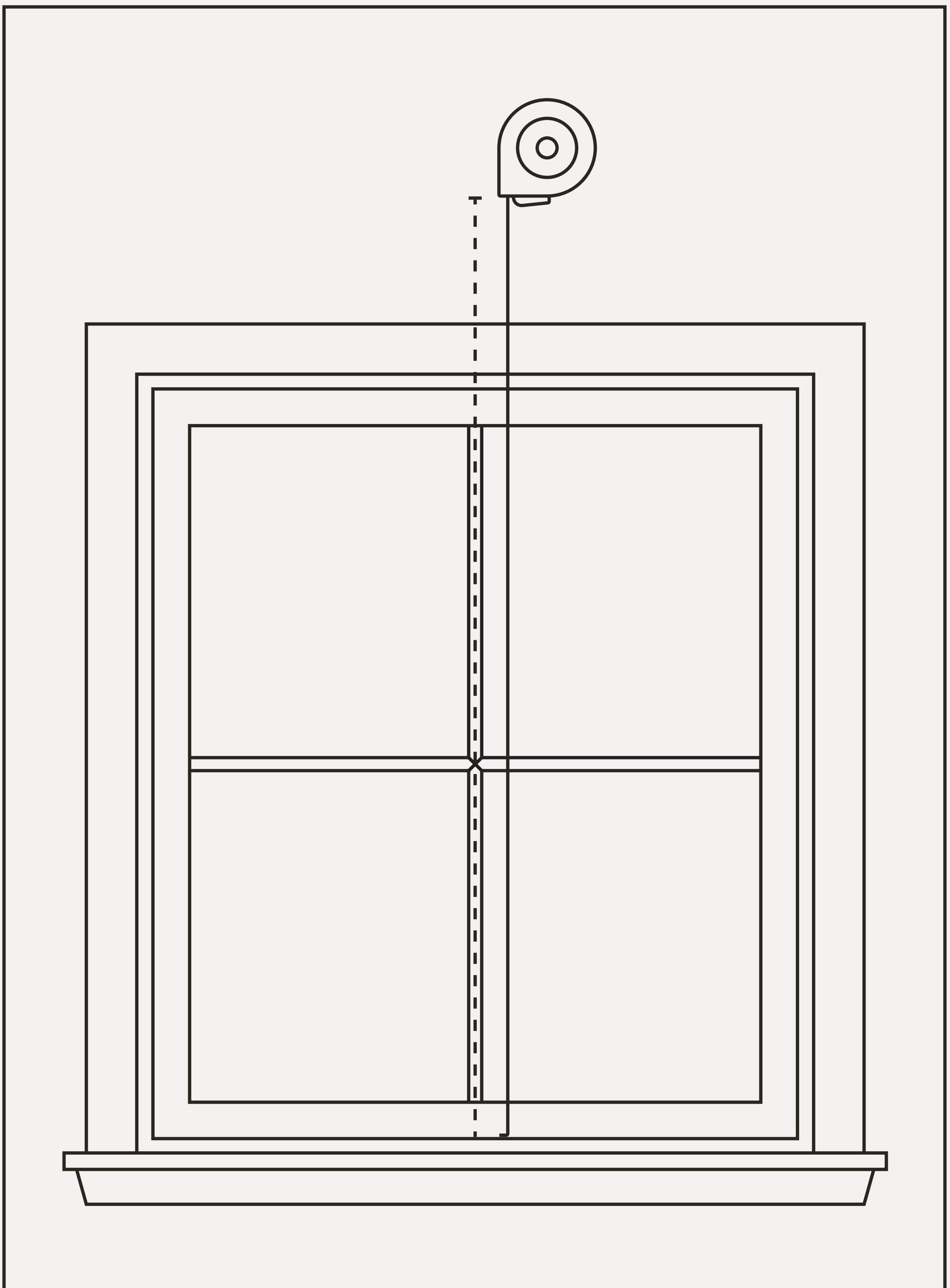Mark the mounting height. Standing at the center of your window, measure upward from the lowest point the shade will cover when closed to the mounting height determined in STEP 1. Align your tape measure with the window center point, then mark the mounting height of your shade.

Step 3

Mark the bracket mounting positions.
Ensuring your shade is centered horizontally
over your window, mark where you will mount
your brackets along the mounting height
marked in STEP 2 . Brackets should be
evenly spaced along the headrail
to support the shade.
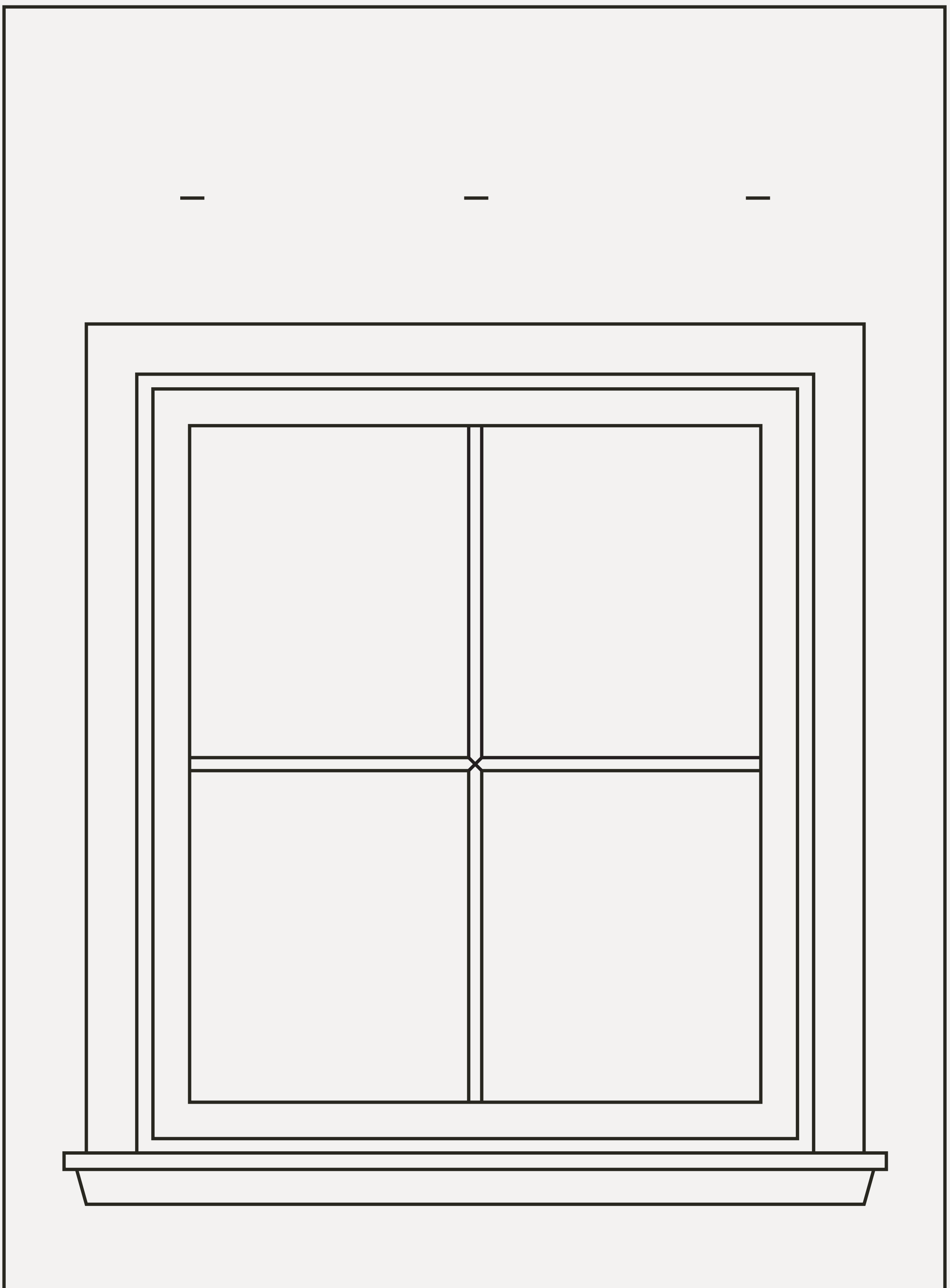
Step 4

Mark bracket screw holes. Place a wall mounting bracket against the wall and align it so the top is flush with the bracket mounting position mark made in STEP 3. Mark the position of the screw hole on the wall. Repeat this process at each remaining bracket mounting position mark, making sure all screw hole marks are level with one another.
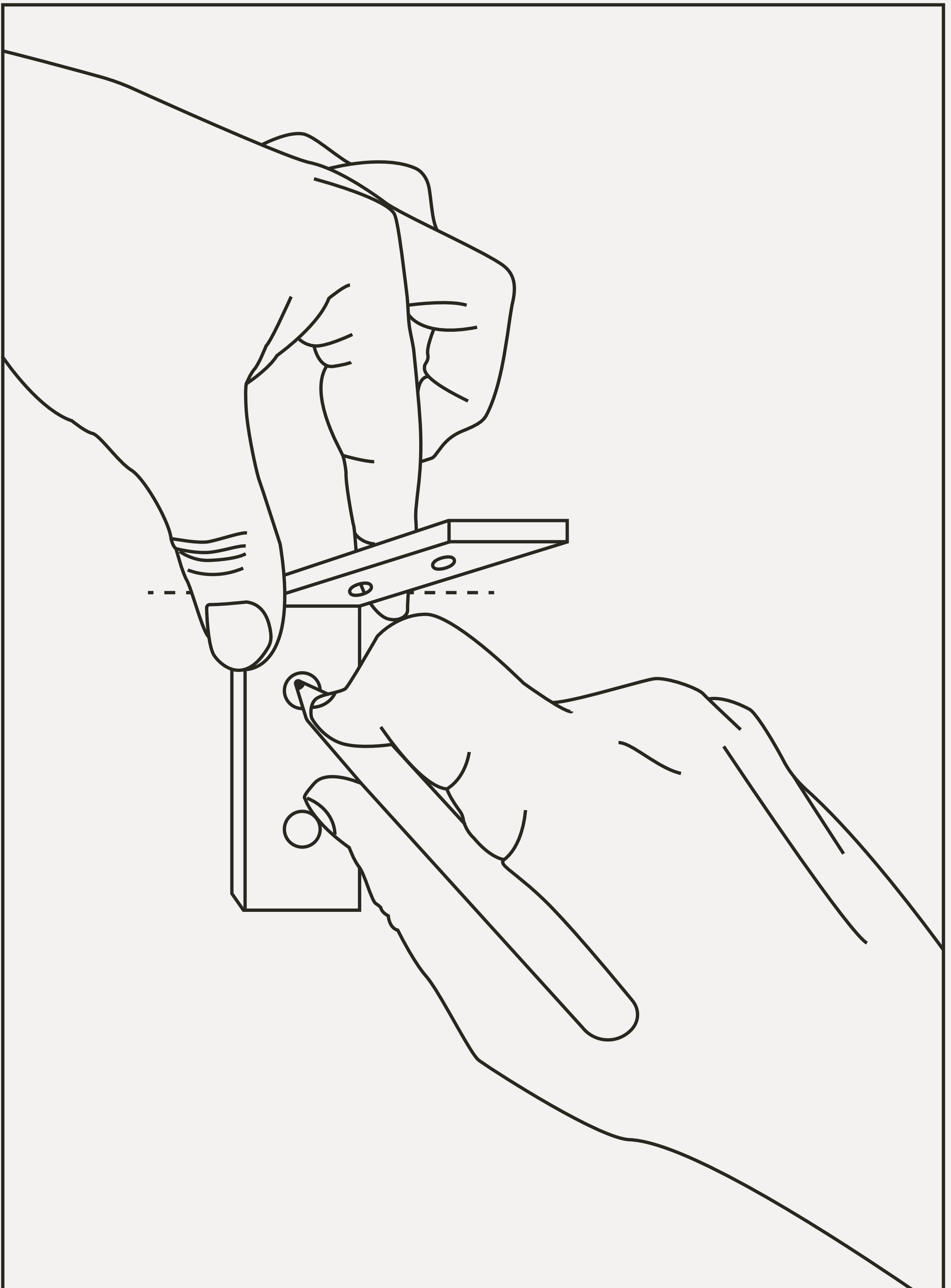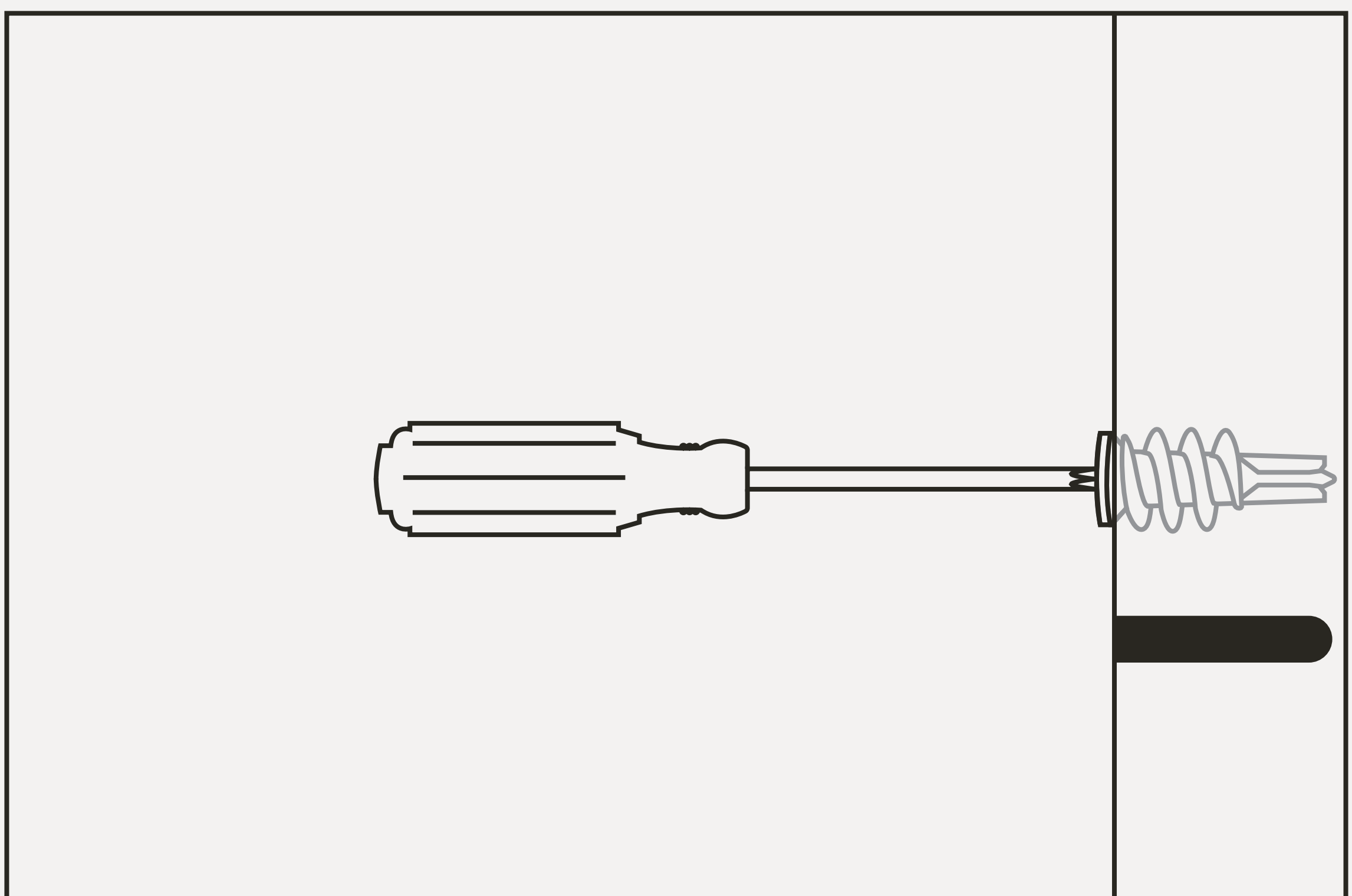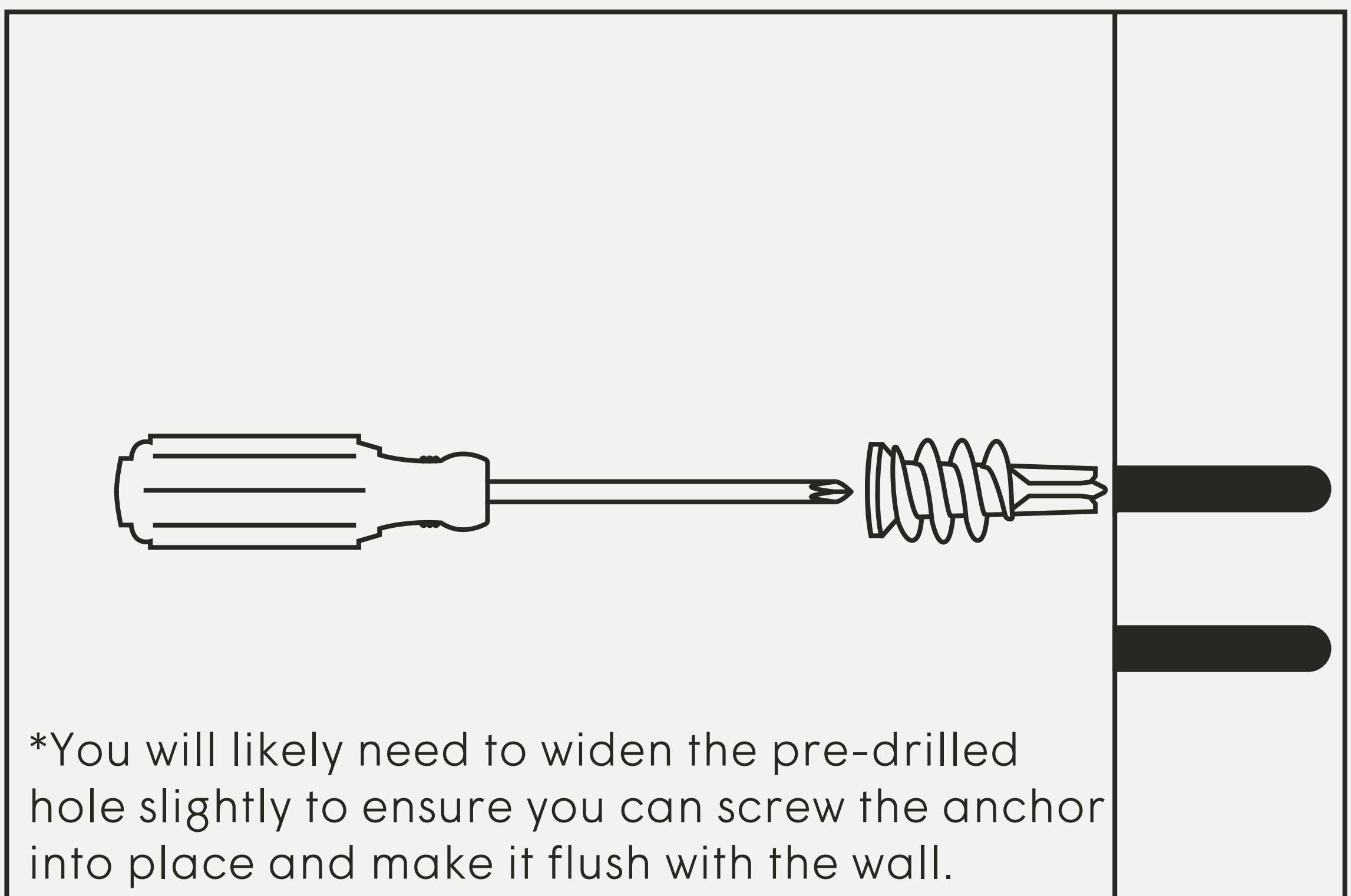
Step 5

Drill the marked bracket screw holes. Using your power drill and the 7/64" drill bit, drill into the first bracket screw hole marked in STEP 4.
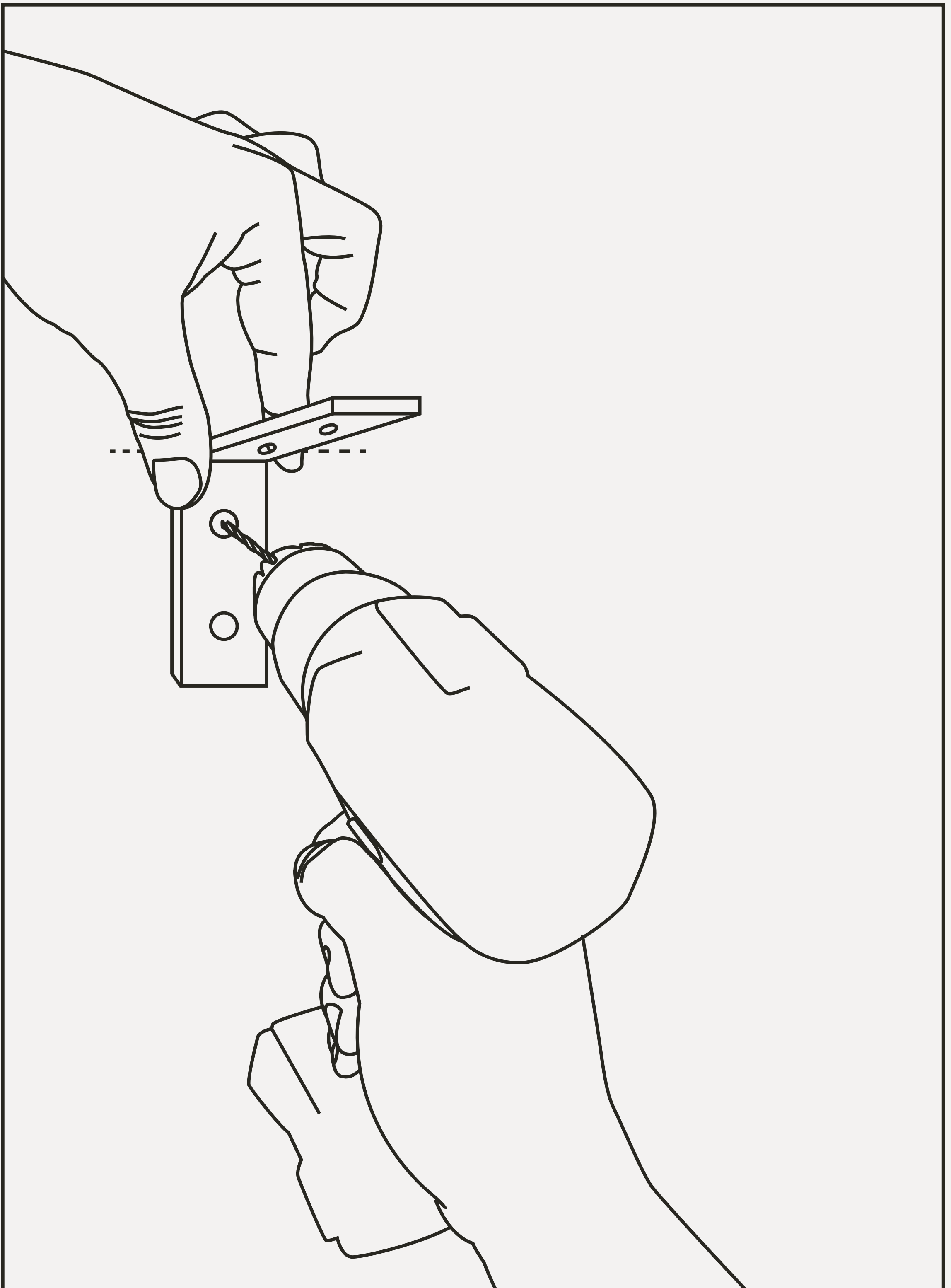
Step 5A

If your drill doesn't hit a wooden stud, install one of the provided wall anchors into the predrilled hole using a Phillips head screwdriver. If your drill does hit a wooden stud, no anchor is required. Repeat this process for each bracket screw hole marked in STEP 4.

*You will likely need to widen the pre-drilled hole slightly to ensure you can screw the anchor into place and make it flush with the wall.

Step 6

Secure brackets to the wall. Using your power drill and ¼ hex socket screw bit, secure each wall mounting bracket to the wall using one of the provided wall mounting screws.
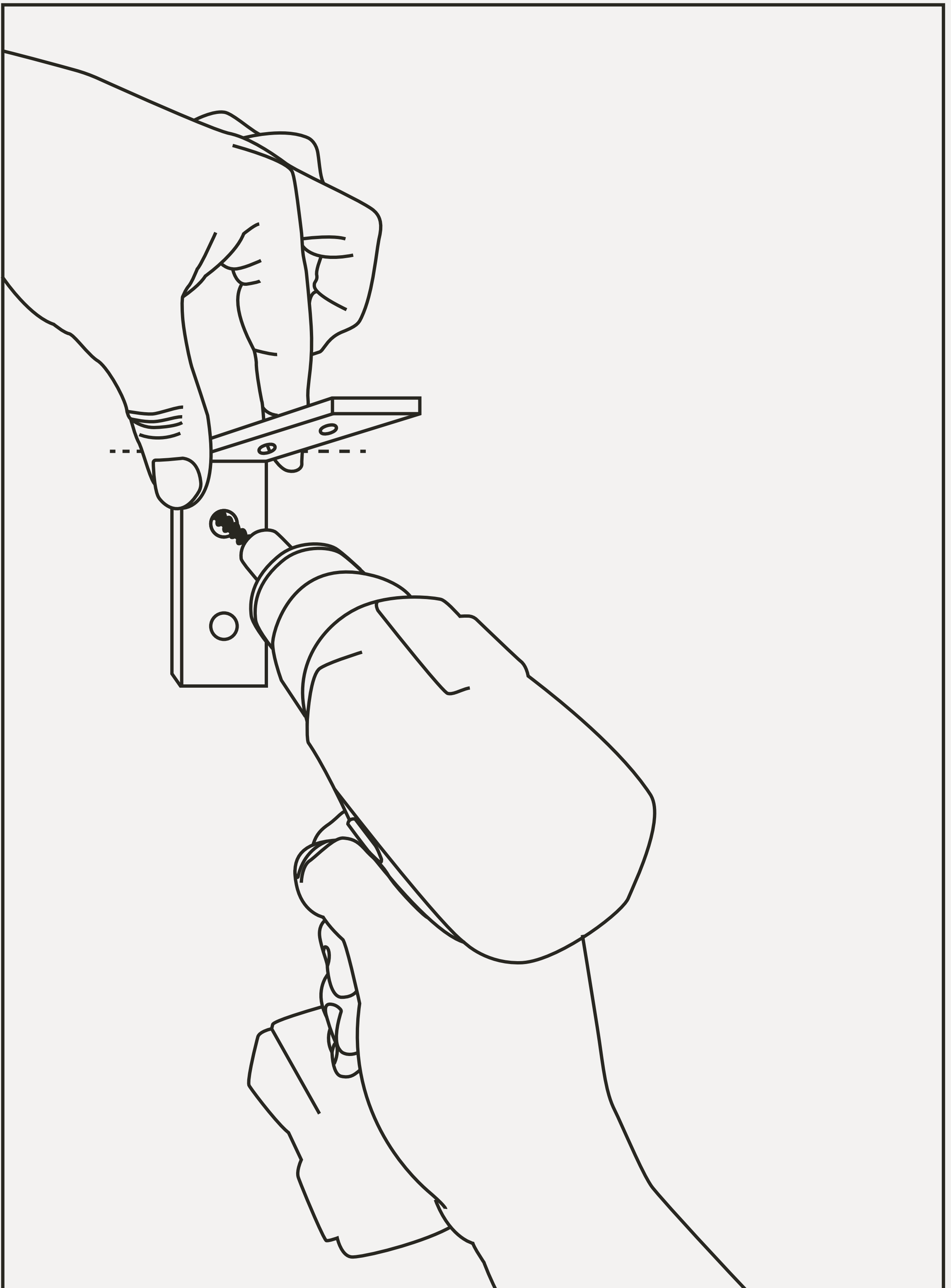
Step 7

Place Valance on the brackets. *Shades wider than 72" may require assistance. With the Valance facing right side up, carefully lift the Valance and firmly set it into place, so that the shade rests on top of the wall mounted brackets. Slowly let go so that the shade remains in place and does not slide off the brackets.
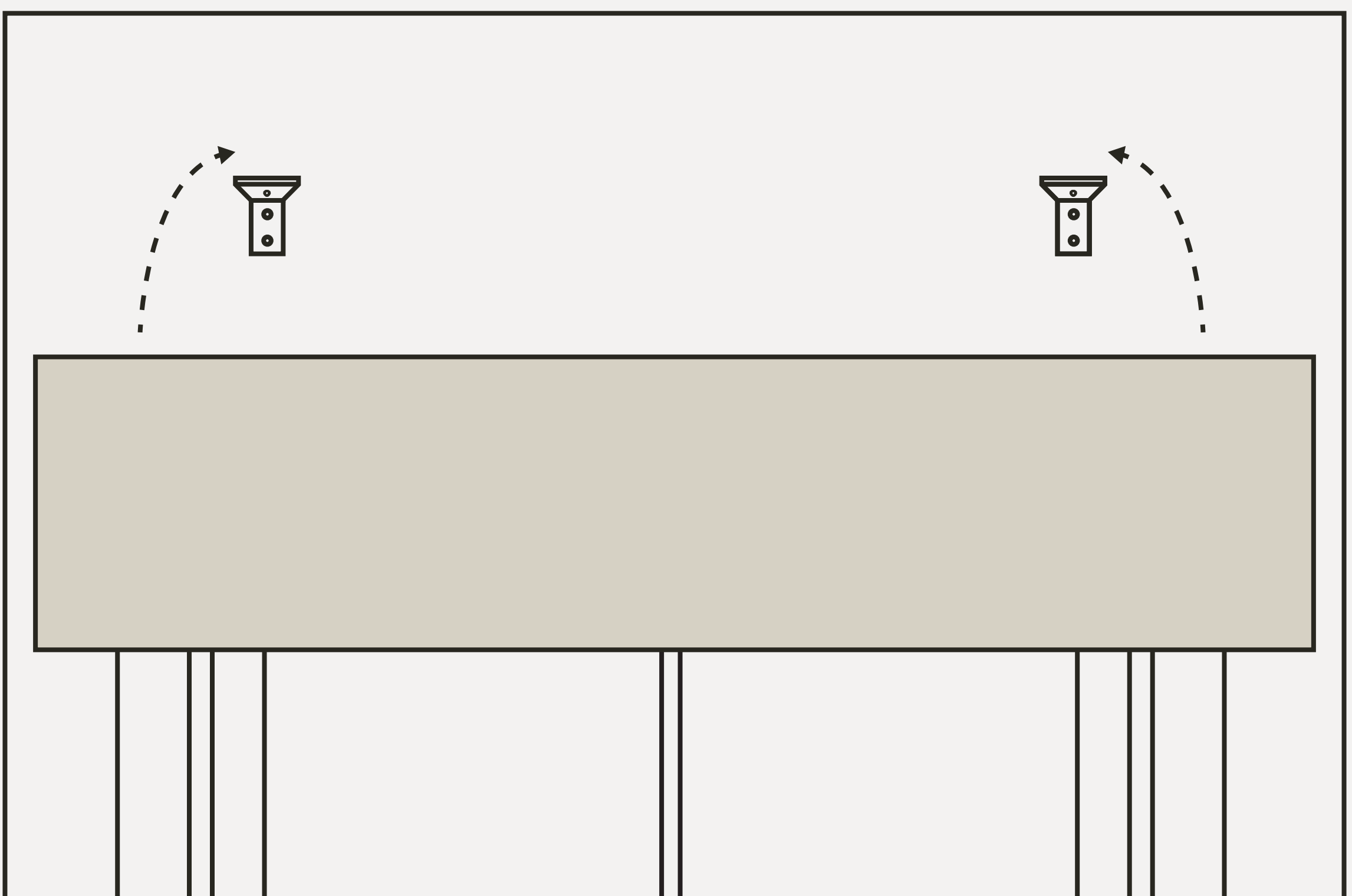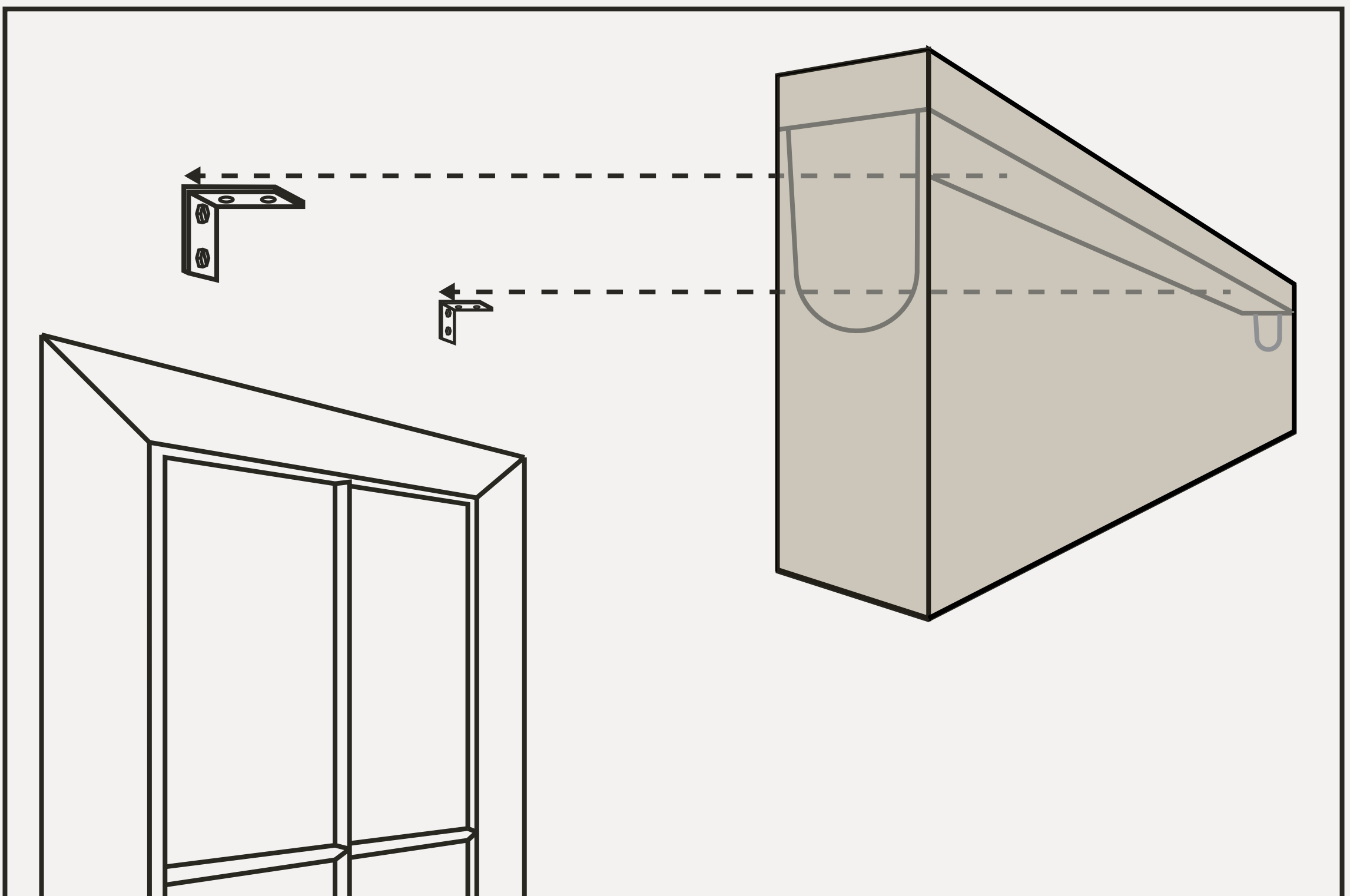
Step 8

Secure Valance to brackets. Making sure your shade is centered, use your power drill, your ¼ hex socket screw bit and the provided headrail mounting screws to secure the brackets directly to the valance's headrail.
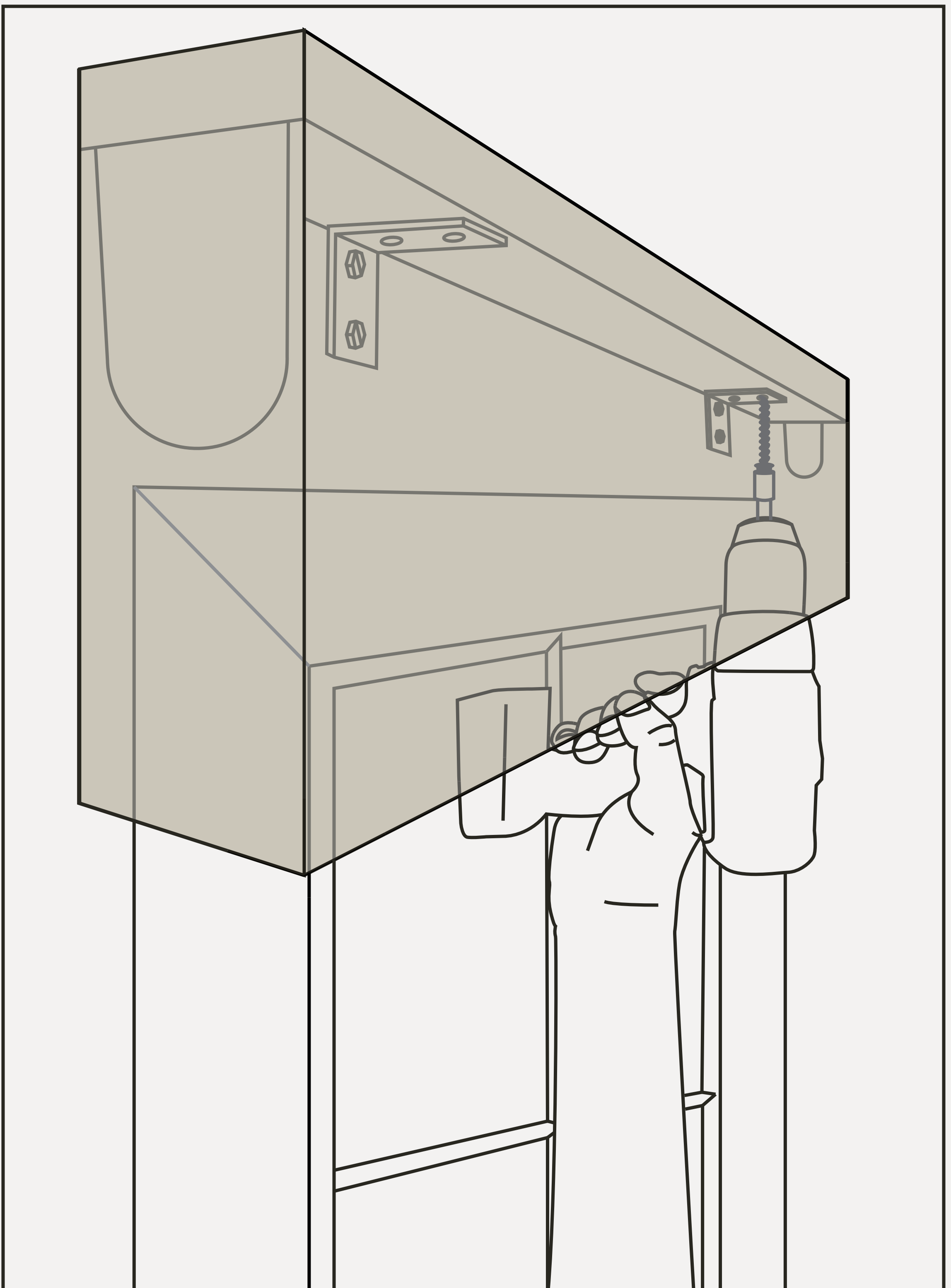
Step 9

Locate Chain and Idler Position. Looking at the tube that corresponds to your window, determine which end has the Chain and idler teeth - this is where your control is located. Now on the other side of the tube, locate the idler spring that can collapse into the tube when pushed.


IDLER TEETH
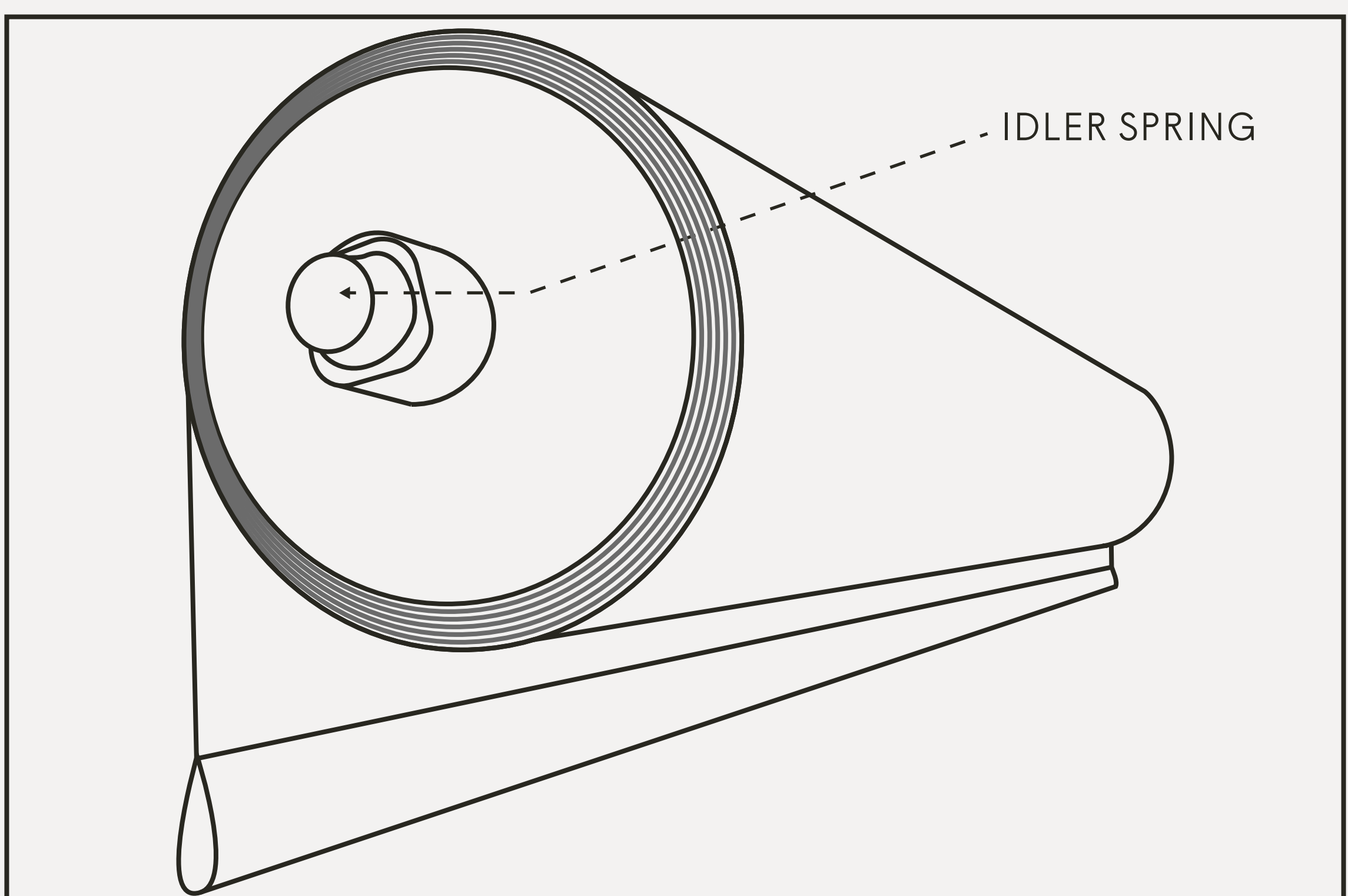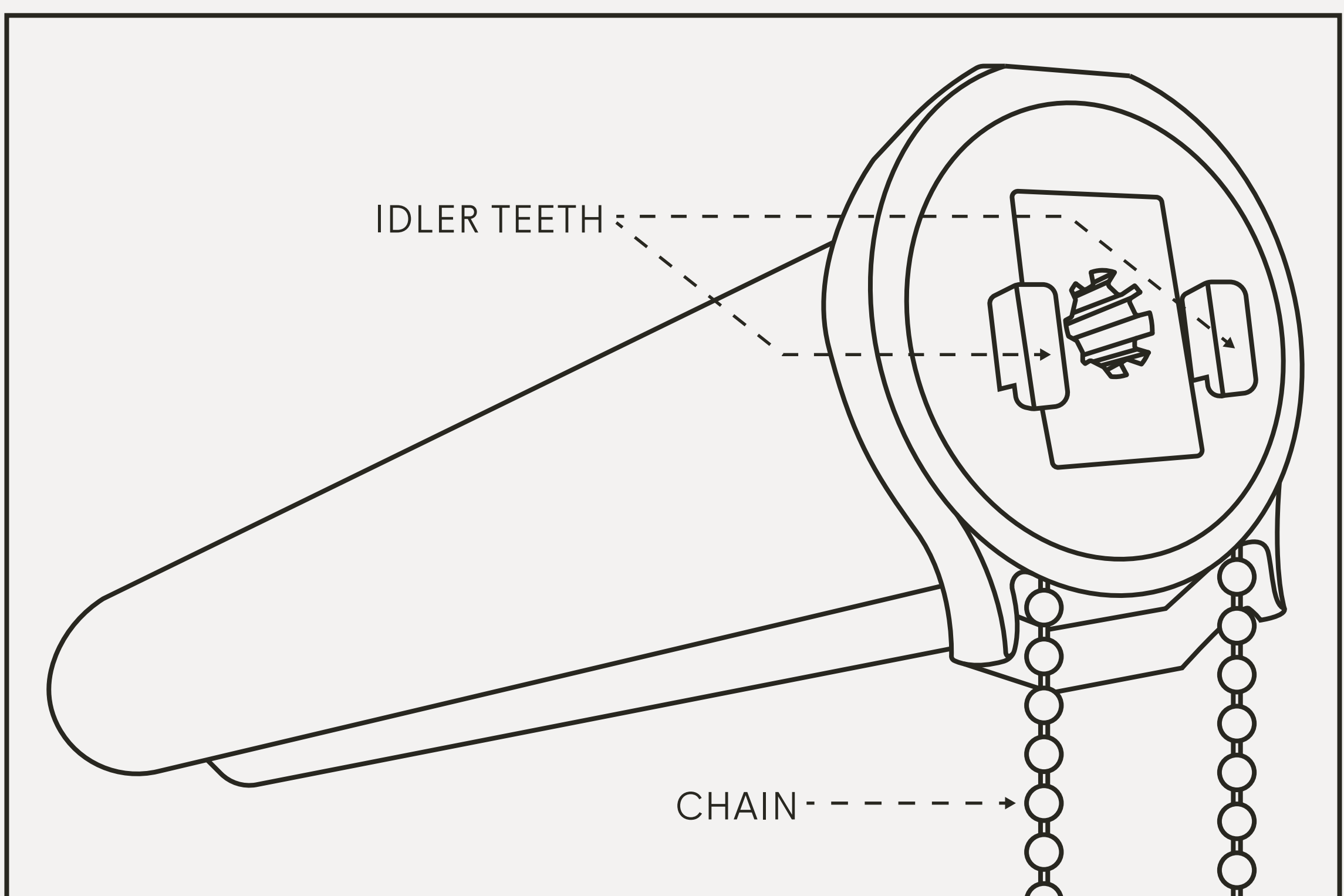
CHAIN

IDLER SPRING

Step 10

Place Shade into Valance. Position your shade to back roll or front roll accordingly, place the idler teeth on the chain side into the relevant vertical bracket slots then depress the idler spring and carefully slot it into the center hole of the opposite side bracket.
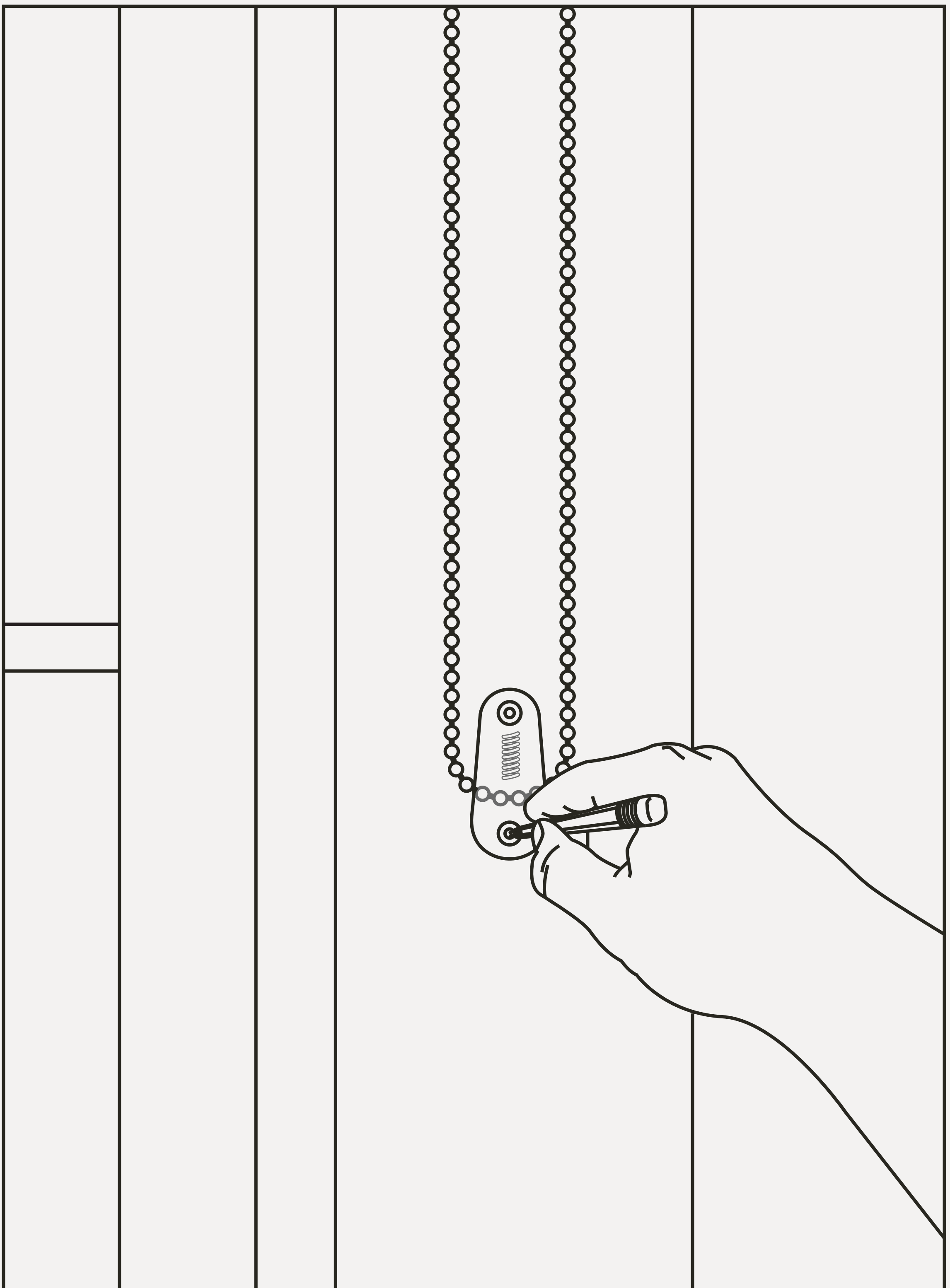

IDLER TEETH

INSERT AND SECURE

IDLER SPRING

1.PUSH

2.INSERT
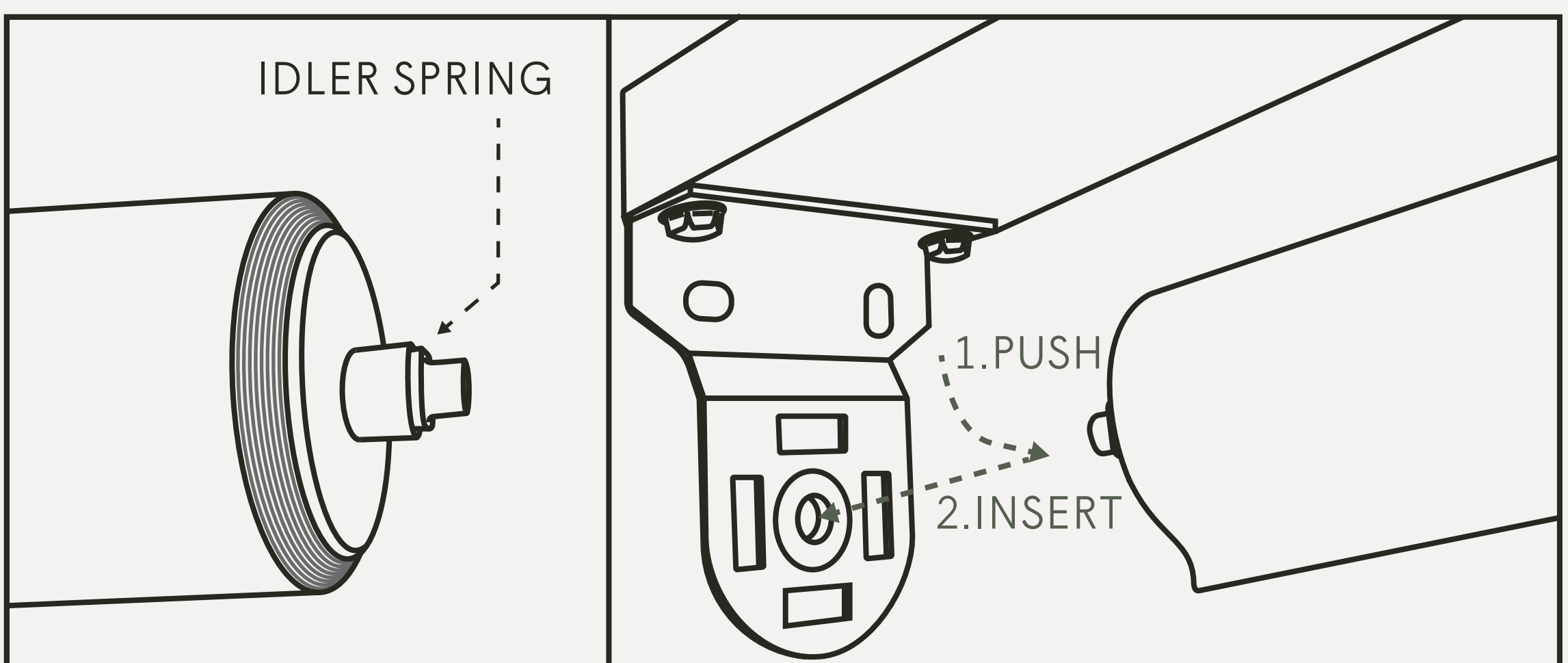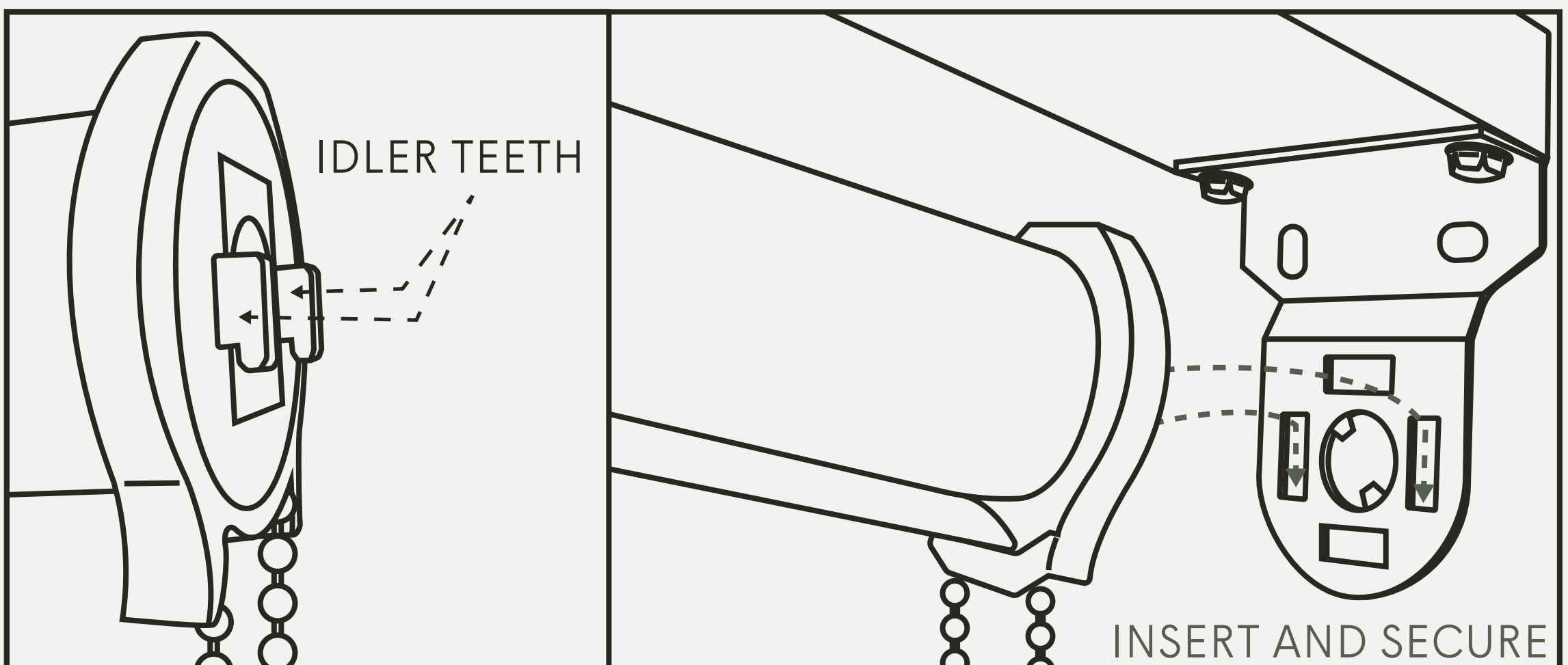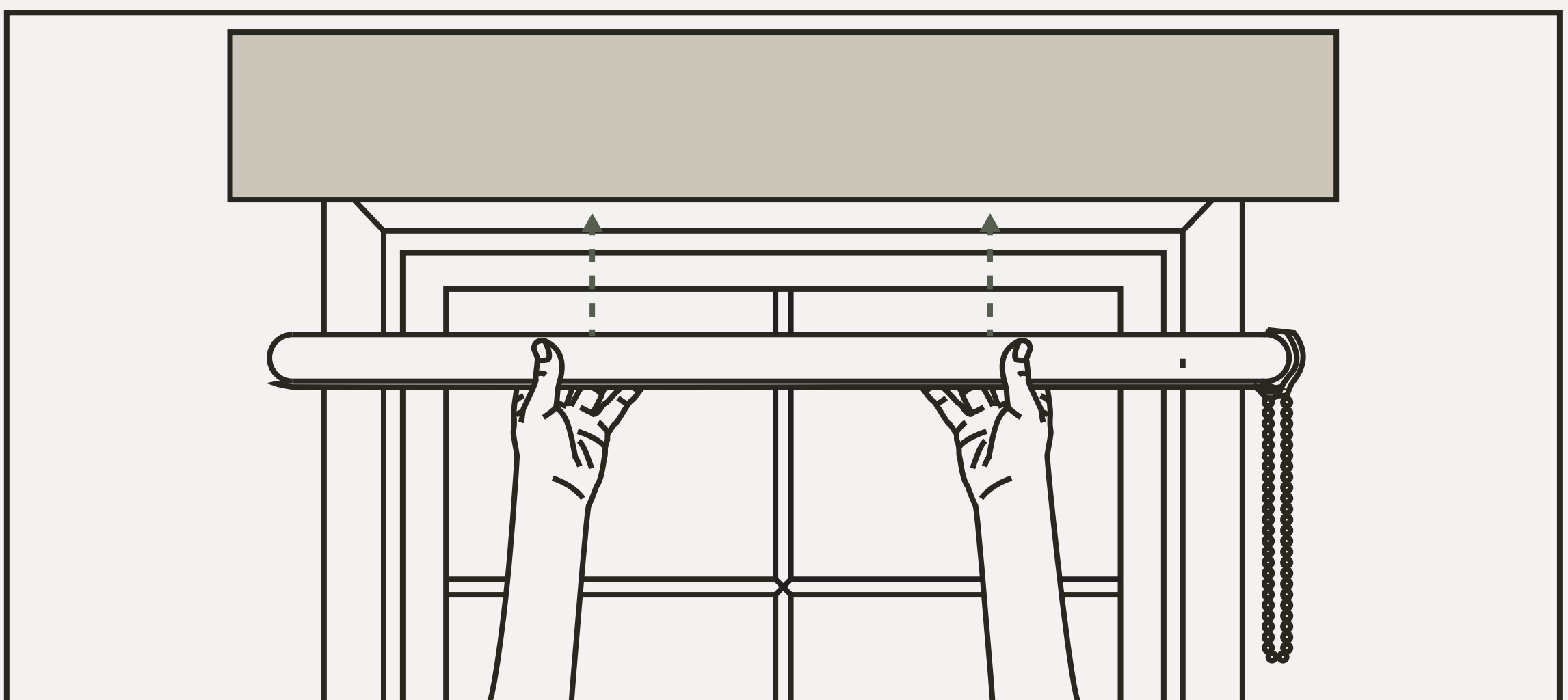
Step 11

Release the Chain Loop system. Lift the valance and remove the twist-tie(s) securing the chain in place.
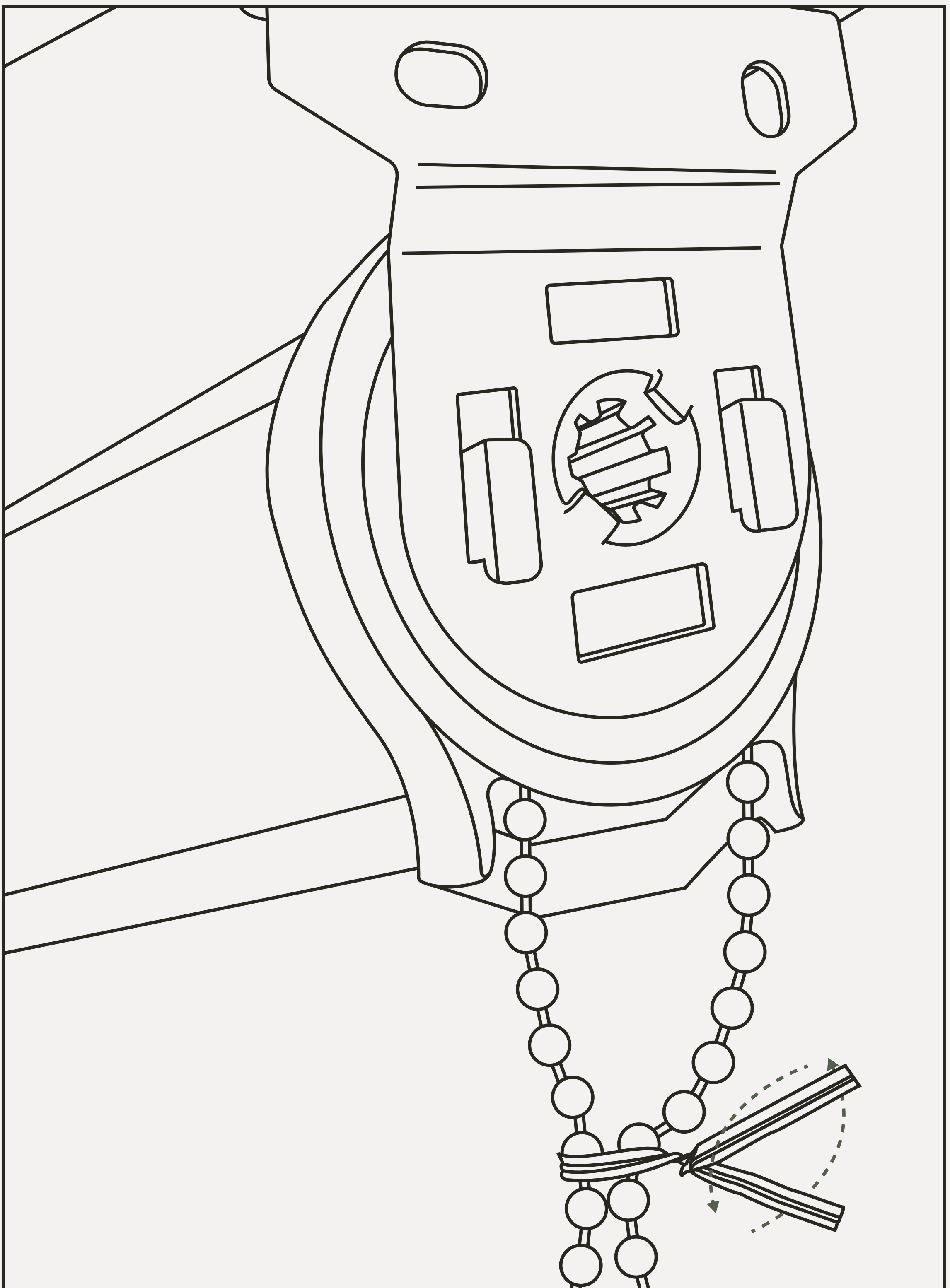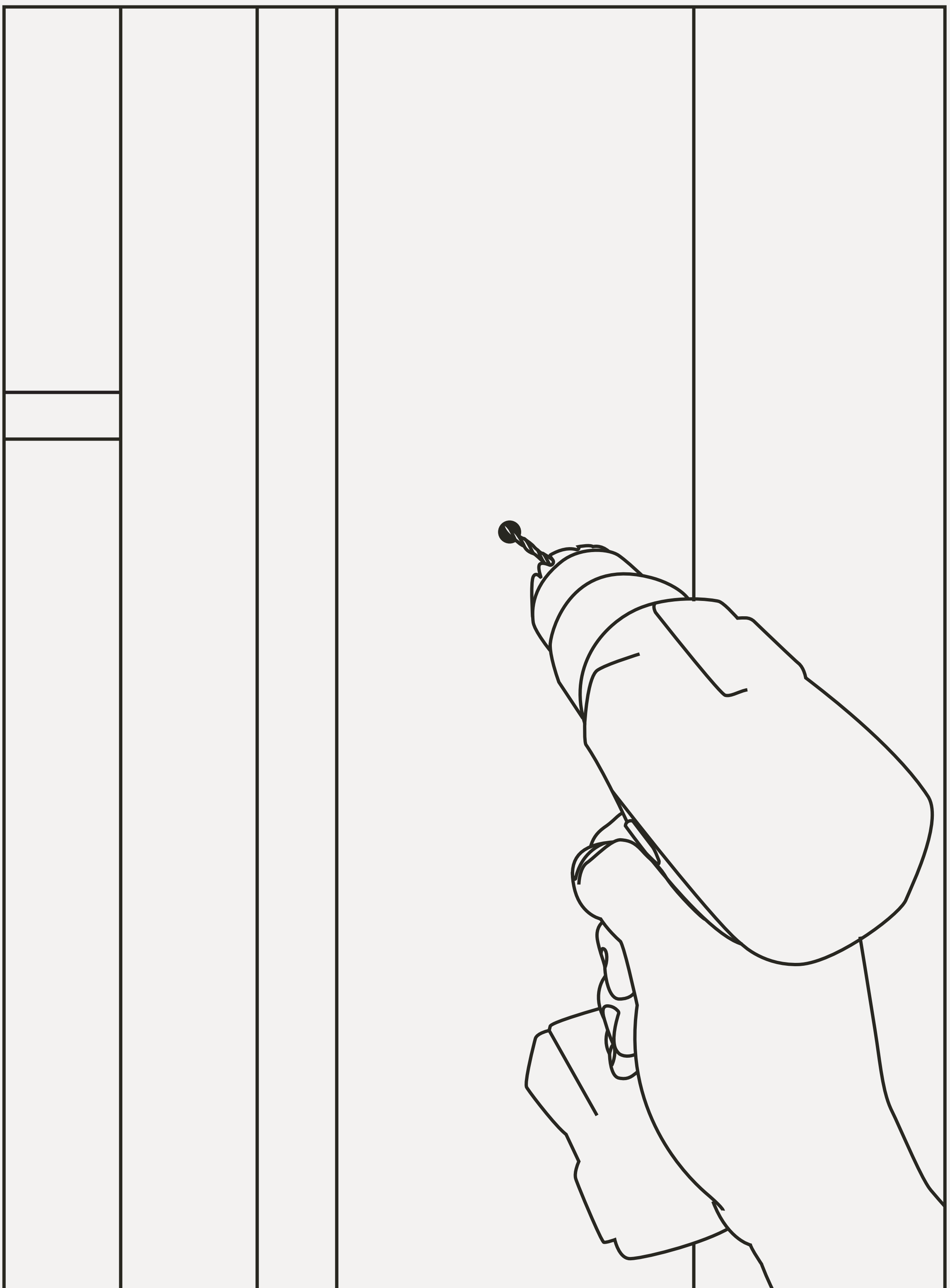
Step 12

Mark Chain Clip mounting position. At your desired height, place the chain clip upright either on the window trim or the wall. Mark the chain clip screw holes.
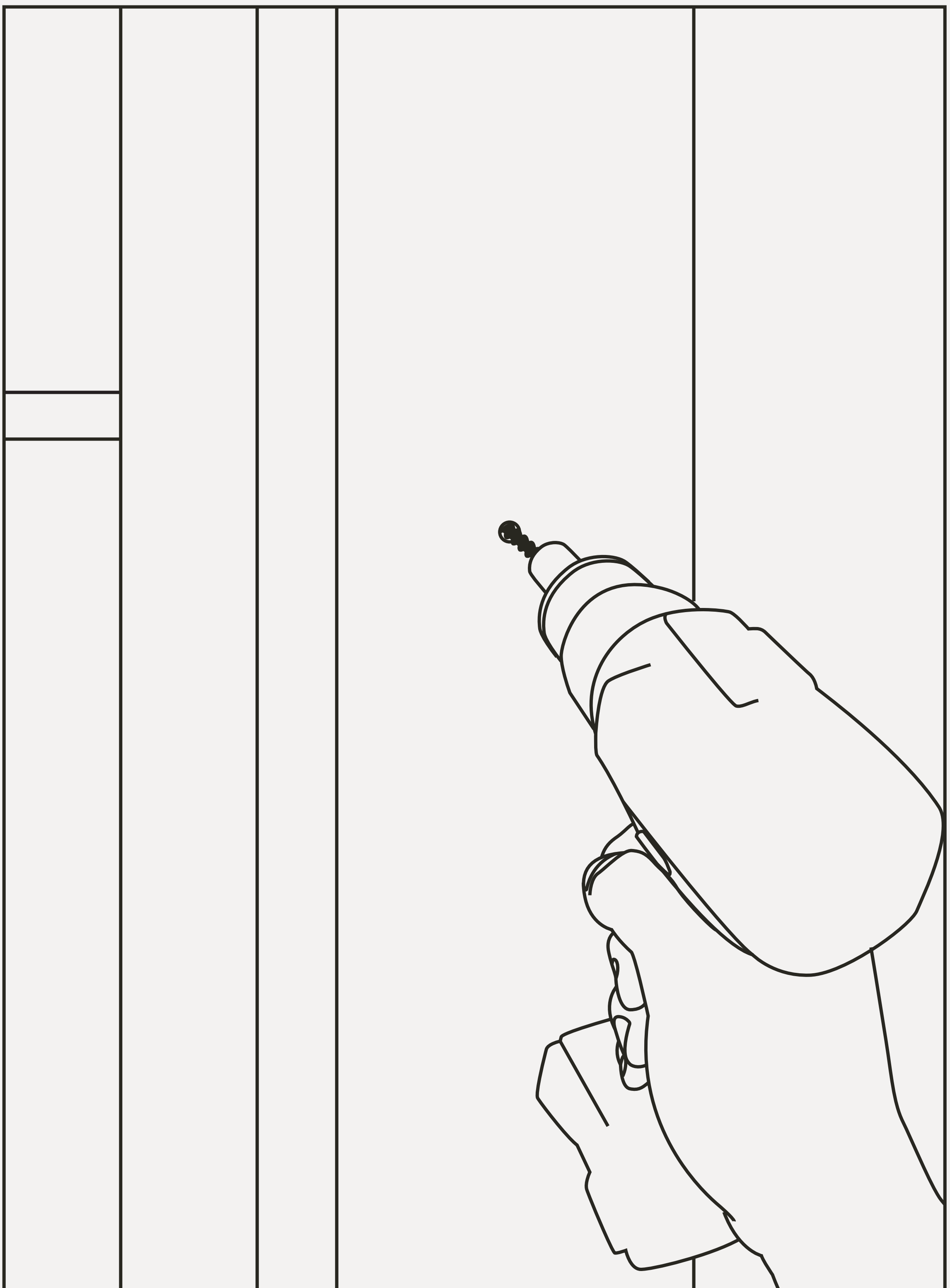
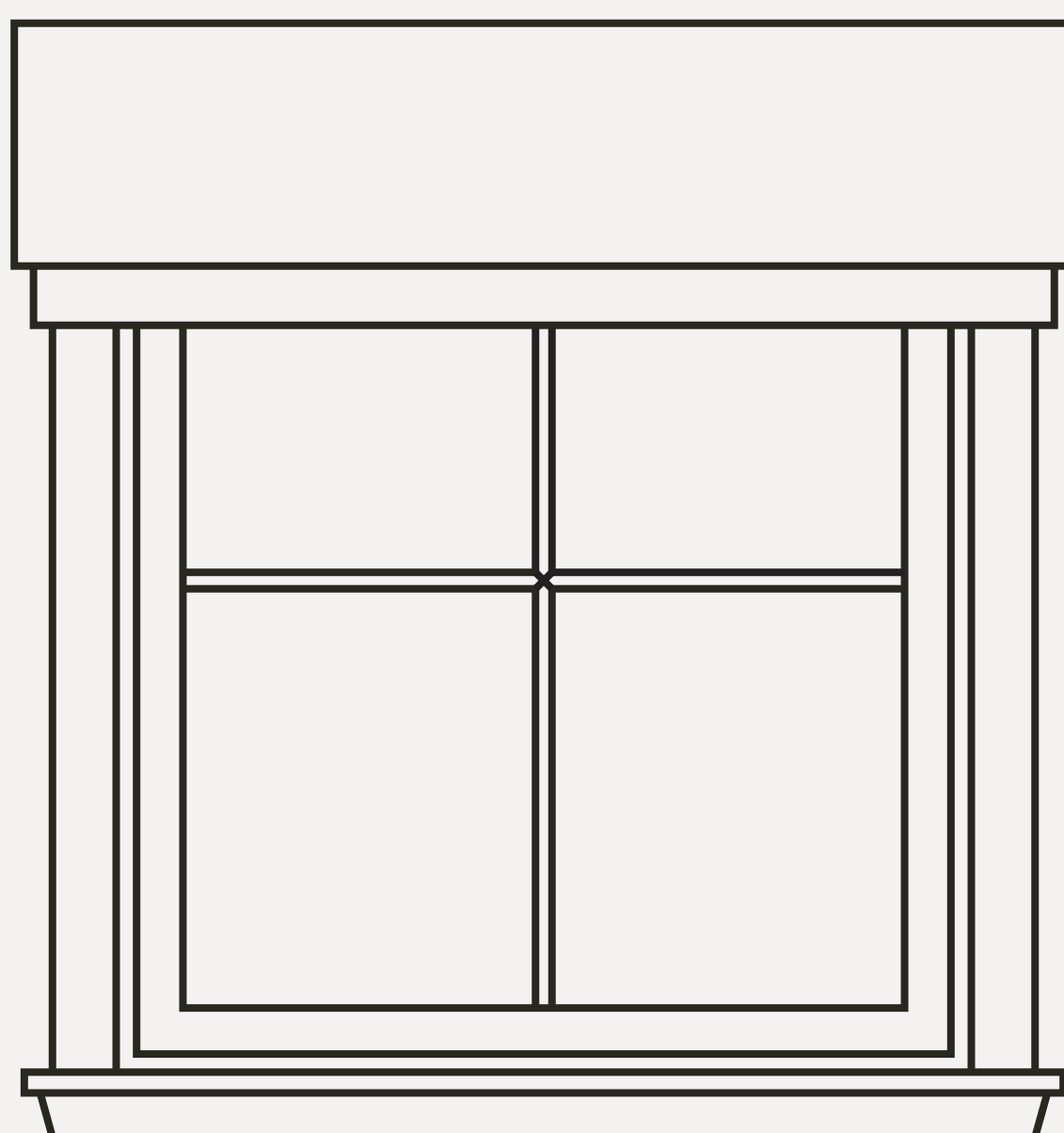Drill Chain Clip screw holes. Using your power drill and the 7/64" drill bit, drill into the marked holes.

Step 14

Secure Chain Clip. Using the provided screws, and your Phillips head screwdriver, secure the chain clip into place.

You're Done!

Now your shade is ready for safe usage.
Pull down on the back side of the chain to
open the shade. Pull down on the front
side of the chain to close the shade.

EVERHEM