

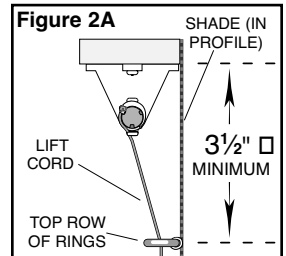
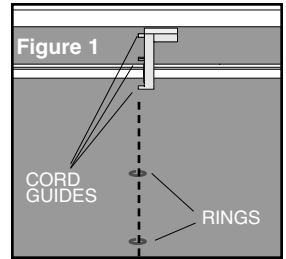
HOW TO STRING A MOUNTING BOARD

IMPORTANT: DO NOT REMOVE THE RUBBERBAND OR THE STAPLES THAT HOLD THE BOBBINS OF LIFT CORD TO THE MOUNTING BOARD.

1

HANG THE SHADE.

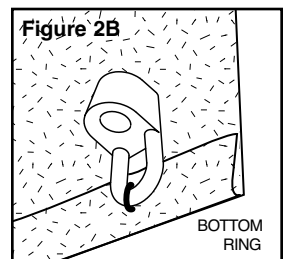
- 1A. Attach the shade to the mounting board as usual. The rings must line up with the cord guides on the back of the bracket. (Figure 1).
- 1B. Temporarily hang the mounting board from wall brackets if possible. The board must be level — both side-to-side and front-to-back. If you cannot hang the shade, stretch it out to its full length on a flat surface, and make sure that the board is balanced on its back edge, not leaning over.



2

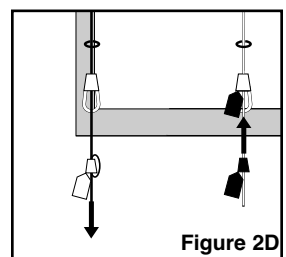
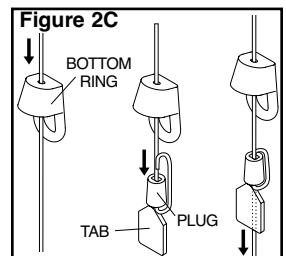
STRING THE SHADE

- 2A. Unstaple the bobbins from the board; unwind the lift cord.
- 2B. Thread each lift cord down through its column of rings (Figure 2A). If the top row of rings is less than 3½ inches below the mounting board, skip the top rings and start with the second row of rings.



ROLLEASE ADJUSTABLE BOTTOM RINGS (if using “old style” bottom rings skip to step 2E)

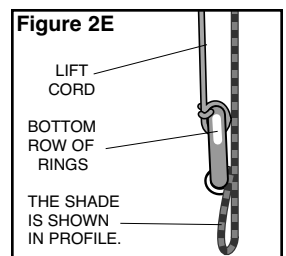
- 2C. Thread the LIFT CORD down through the small hole in the BOTTOM RING and continue through the hole in the plug (tab on plug faces down). Loop it once more through the hole in the plug. (Figure 2C) **Note:** step “2C” is to be repeated for each lift cord.
- 2D. While holding the lift cord taut, slide the plug along the cord until the plug is pressed completely into the bottom ring. (Figure 2D) **Note:** The cord tension may be adjusted by pulling the bottom plug out of the bottom ring and sliding the plug up or down until tension is correct. Insert the plug back into the bottom ring when tension is correct. Repeat for each lift cord until they are all even and there is **no slack**. **IMPORTANT: Tension must be equal on all cords.**



Skip Steps 2E & 2F - GO AHEAD TO STEP 3

IF USING “OLD STYLE” BOTTOM RINGS

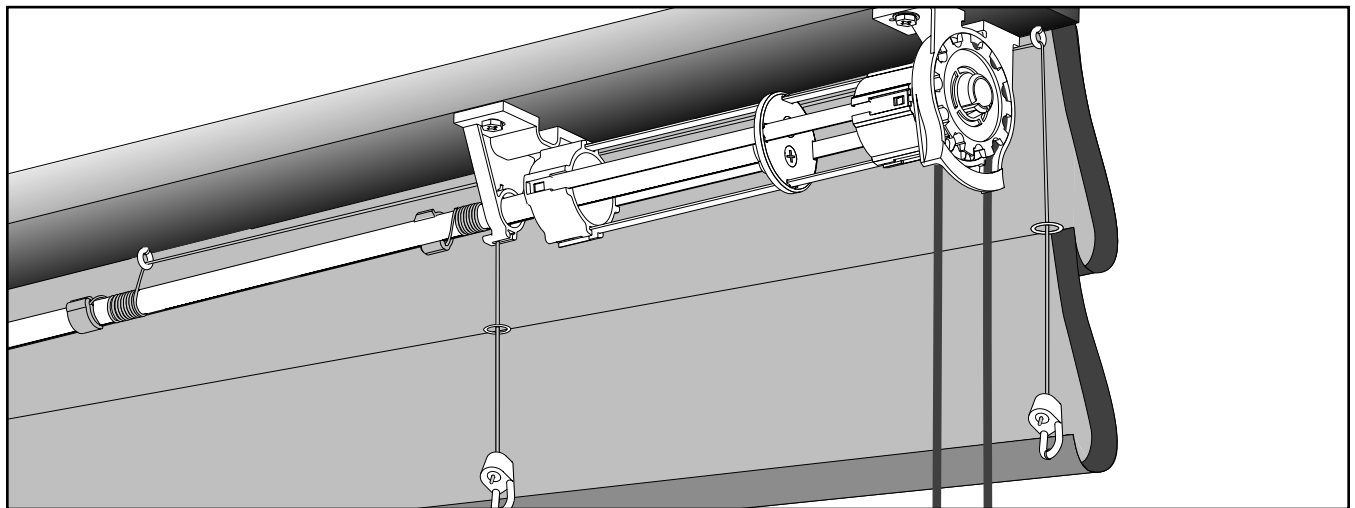
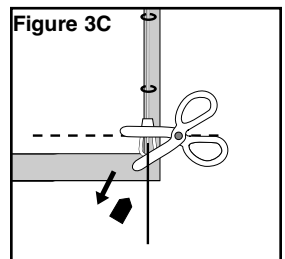
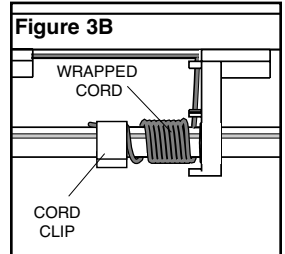
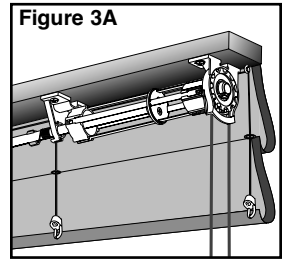
- 2E. Flatten the bottom row of rings up toward the board. (Figure 2E)
- 2F. Tie off the cords at the bottom rings. There must be no slack in any cord, and the cord tension must be the same for all of the cords. To adjust tension un-tie knots and adjust until tension is correct. Carefully re-tie knots.



3

TEST THE SHADE

- 3A.** Remove the rubberband from the clutch and drive disk. The drive disk/shaft assembly will now be free to traverse during shade operation, and the control cord will hang to its full length (Figure 3A).
- 3B.** Make sure the shade hangs level. If the shade is not already hanging, have someone hold it level for you while you test the shade's operation.
- 3C.** Pull down on one side of the control cord to raise the shade. Pull down on the other side to lower the shade. The shade should go up smoothly. Do not force the shade.
- 3D.** Check the wrapping of the cords around the shaft (Figure 3B). All of the cords should be wrapped neatly around the shaft and not around any of the cord clips.
- Note:** A cord that wraps unevenly around the shaft shows there is less tension on that cord than on the others. Equalize tension by re-adjusting RollEase Bottom Rings (repeat steps 2C & 2D or if using "old style" bottom rings...repeat steps 2E & 2F) on one or more cords until tension is equal on all lift cords.
- 3E.** When you are sure shade is operating properly, break off the tabs on the RollEase Bottom Ring Plug. (Figure 3C)
- 3F.** Cut off excess cord. **Shade is Complete.**



Installation Instructions

- Always transport the shade in the all-the-way-up position.
- When installing the finished shade to the wall or frame, position an "L" bracket close to the clutch. This will keep the headboard from flexing when the control cord is pulled.

Some Tips for Your Customers

- Do not continue to pull the cord if it ever becomes difficult to pull.
- Maintain equal tension on the lift cords.
- Do not put objects on the sill where they may interfere with the operation of the shade.
- Do not operate the shade while lifting a corner to peer out the window. If a shade should ever hang unevenly, lower it all the way down and then raise it again.