

## TASK: Correct Shade Levelness on Indoor or Outdoor Shades with Continuous Loop and no Cassette Valance

**Use If/When:** The shade does not have a Cassette valance and hangs crooked, shifting to one side or fraying.

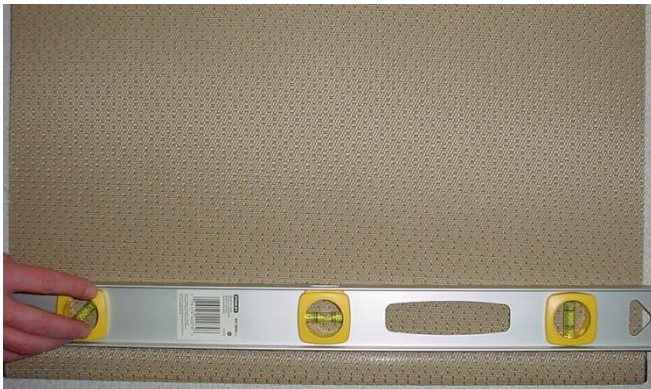
**Tools Needed:** Level, Adhesive tape, Screw driver

Reason shade may not be raising level or fraying.

- Brackets may not be level
- Fabric telescoping to one side

**NOTE:** Confirm window is square. If window is not square, the shade will still fray regardless. Customer may want to consider outside mounting shade.

**Note:** Tolerance for telescoping is 3/16" or less.

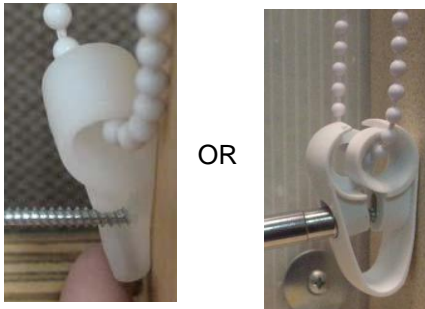


**1.** Check levelness of shade with a carpenter's level and adjust the mounting brackets.

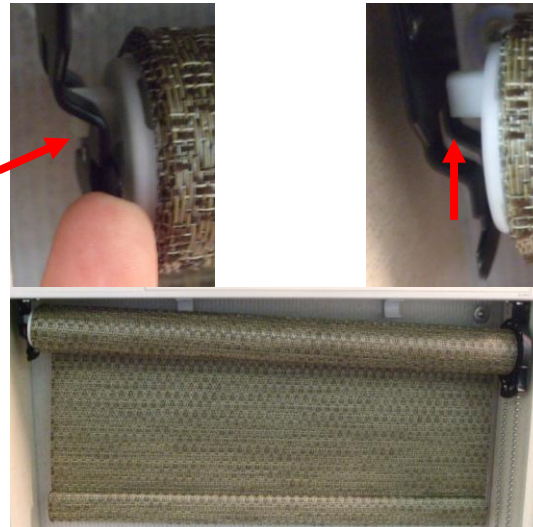
**Note:** 1/4" turn of the mounting screw can cause the shade to be un-level. Make sure mounting screws are securely tightened.

**Still uneven proceed to step 2**

**2.** Remove the chain guide located at the bottom of the chain loop.



**3.** Remove shade from installation brackets. Starting on the non-control end, swing bottom of metal lever towards you. Lift this end out of the bracket, followed by the control end.

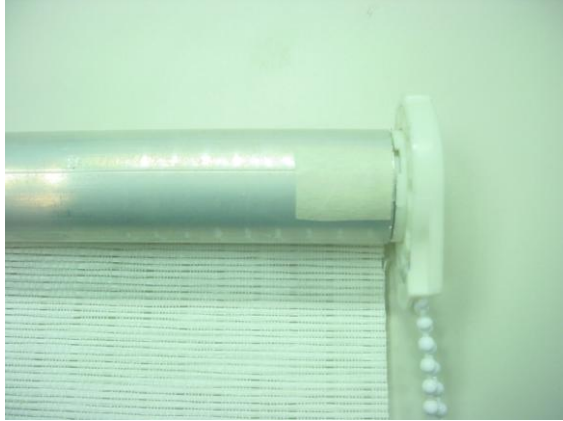


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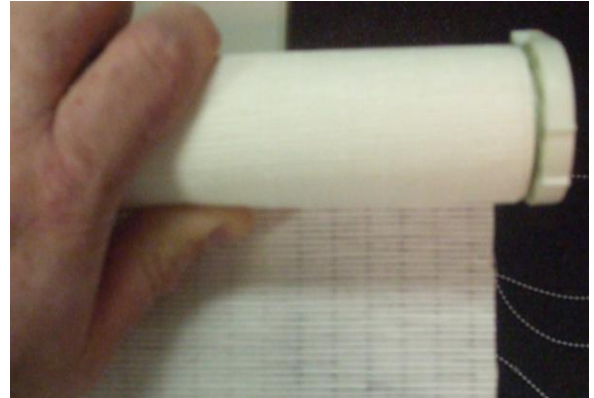
**Tools Needed:** Level, Adhesive tape, Screw driver

4. Unroll shade until silver tube can be seen. Then apply  $\frac{3}{4}$ " piece of masking tape horizontally to the bare metal tube on the same side of the telescope/frayed edge.



5. Manually wrap material around tube until shade is fully raised.

**Note:** Roll shade on a clean surface with clutch end hanging over edge.



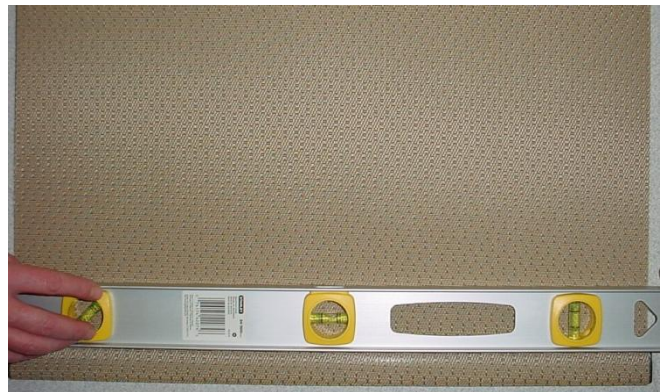
6. While keeping the shade completely rolled, reinstall shade starting with control end. Ensure the latch on the non-control end is open, then place into notch, close lever.



7. Check to see if shade material is level by placing a carpenter's level on top of the hem bar.

**Note:** Repeat steps 4-7 as necessary until shade hangs level.

**Note:** Tolerance for telescoping is  $\frac{3}{16}$ " or less.



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**8.** Reinstall the chain guide.



OR



**9.** Raise and lower shade several times to ensure proper operation.

