

AFFORDABLE SHADE WITH 4" HOUSING --INSTALLATION INSTRUCTIONS
Manual (Chain operated) or Motorized

SUGGESTED TOOLS:

DRILL

3/8" METAL DRILL BIT

PENCIL

1/4" MASONRY DRILL BIT

1/2" SOCKET WITH HEX DRIVER

HAMMER

MEASURING TAPE

2' LEVEL

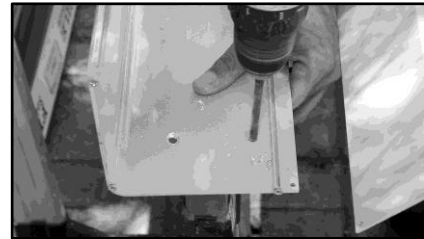
LINESMAN PLIERS

PHILLIPS #2 DRIVER FOR DRILL

HARDWARE NEEDED:

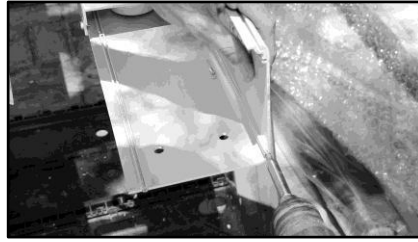
5/16" X 4 1/2" LAG SCREWS OR OTHER APPROPRIATE MOUNTING HARDWARE

1. Prepare Back of Housing



Starting at one at end of housing, make two mounting hole marks 1 1/4" in from end cap on your housing. Using a 3/8" metal drill bit, drill the two mounting holes. Repeat this process on other side of housing with other end cap.

[Note: Top mount holes are on top of the housing, surface mount holes are on back of the housing. Pictures above demonstrate surface mount holes.]



Start at one end of housing and remove 3 screws attached to housing and set aside. Repeat same process on other side of housing. **Slide shade brackets into channel on back of housing and tap in gently with a hammer.** Once brackets are in place attach end caps to back of housing.



2. Hang Back of Housing – 2 Person Job



Once you decide where your housing will hang, hold back of housing up to surface and starting on one

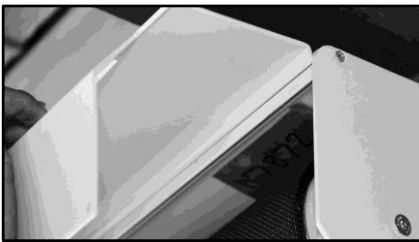
side, drill starter holes into mounting surface and secure first lag screw and washer on top hole. Make sure your housing is level. Repeat process on other side of housing.

Once housing is secure by itself, bolt your final bottom two lags and washers on each side. Bolts must be installed in upper corner of box—keep away from the center of the box.

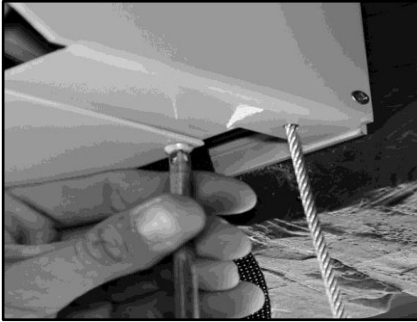
3: INSTALL SHADE IN HOUSING

Put the spring loaded pin end into the round hole in the bracket. Keeping the pin end secured in its brackets, insert the hooks on the clutch straight into the two slots in the brackets. Once the two hooks are through the slots, gently pull down on the clutch until the two hooks have locked securely to the bracket. The bottom of the clutch should point straight down.

4. Install Front/Bottom Housing



Set housing into groove at top and bring down to set into place.



Install the two hood screws you put aside earlier onto bottom of front housing to secure, one on each side.



FOR MANUALLY OPERATED SHADES:

5: INSTALL THE CHAIN SAFETY DEVICE

Do not over tighten the screw as the device may crack. Make sure you have enough slack in the chain, so that any chain joiners can run easily through the device.

6: USE THE BEAD CHAIN TO OPERATE THE SHADE

Pulling gently on the chain in one direction raises the shade; pulling it the other direction lowers it.

7: ATTACH STOPS TO BEAD CHAIN

On metal bead chain, attach a metal stop ball that is at least 5/16" in diameter, so that it touches the clutch when the shade is in the fully raised position.

For metal or plastic bead chain, lower the shade to its fully lowered position, and attach the appropriate metal stop or plastic stop so that it touches the clutch, this prevents the shade from being lowered beyond that point.

NOTE: GALAXY CLUTCHES DO NOT USE STOP BALLS-THEY ARE A CONTINUOUS LOOP.

FOR MOTORIZED SHADES: (Note: Motors come pre-programmed with short limits)

5. SET THE LOWER LIMIT

Send the motor to its current lower limit by pressing the down arrow. Press both the up and down button at the same time until the motor jogs. Adjust to your desired limit and press the "my" button until the motor jogs. This saves your lower limit.

6. SET THE UPPER LIMIT

Send the motor to its current upper limit. Press both the up and down buttons at the same time until the motor jogs. Adjust fabric to your desired upper limit position and press the "my" button until the motor jogs. This saves your upper limit.

Send the shade to both the upper and lower limits. The shade should stop at the programmed limit settings. You're done!

