

**BLINDS To Go™**

# Roller Shade Installation Guide

**Important:** If you have ordered a valance for your shade, you must first read the Valance Installation Guide found on your box.



BTG 468116

CAN\_rev11-08

## Before starting

Your new Blinds To Go® roller shade is custom made to your specifications from the finest material available. The installation should be easy and the shade should fit beautifully.

## Mounting Options

**Inside mount:** Shade is mounted inside the window frame, either to the top of the frame or to the sides.

**Outside mount:** Shade is mounted either on or outside the window frame.

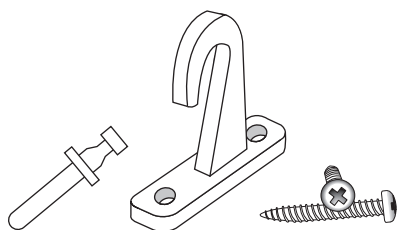
**Note:** Mounting screws provided are suitable for most mounting surfaces. Please see below for additional notes.

**For wallboard or plaster:** Use hollow wall anchors for added support.

**For concrete, stone, brick or tile:** Use an appropriate drill bit and appropriate anchors before fastening the screws.

**For metal surfaces:** Pre-drill holes before fastening the screws.

## Optional Hardware *(only provided when ordered)*



Hold down bracket, pin and screws  
Quantity: 2 sets

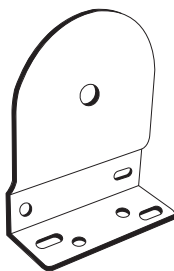
### Suggested Tools

- Drill
- Level
- Pencil
- Screwdriver
- Tape measure

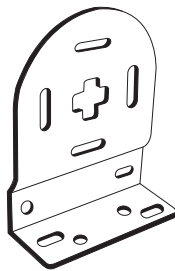
## Installing Roller Shade with *Sidewinder Mechanism*

If you have ordered your shade with *Spring Roller mechanism*, please proceed to page 5 “Installing Roller Shade with *Spring Roller Mechanism*”.

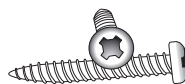
## Parts



Pin bracket  
Quantity: 1



Tab bracket  
Quantity: 1



Mounting screws  
Quantity: 2 per bracket



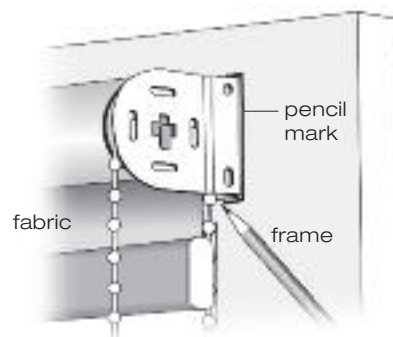
Screw for  
Tie-down device  
Quantity: 1

## Getting started

### Step 1. Mounting brackets *(for most shades, 2 people are required for this step)*

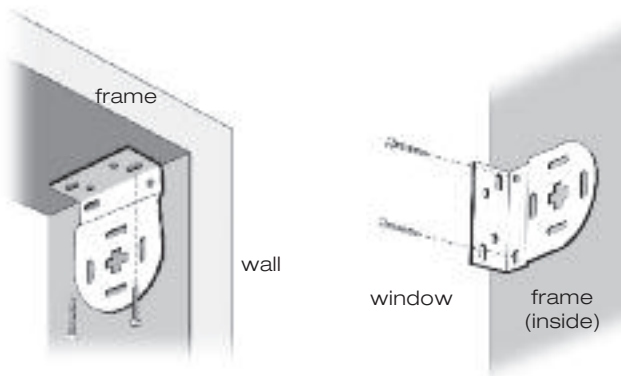
1. **First, mount the tab bracket.** Fit the tab bracket onto the end of shade with the clutch and chain. Hold the shade with the bracket, **fabric rolled up from back of the shade**, to where you want to mount it and make mark for the bracket.

**Note:** The shade illustrated is with clutch and chain on the right end. If you have ordered your shade with clutch and chain on the left end, the tab bracket should be mounted on the left end.

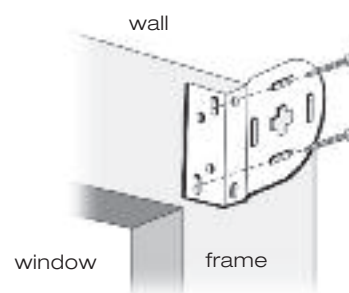


2. Using the pencil mark as a guide, mount the bracket with 2 screws.

#### *inside mount*

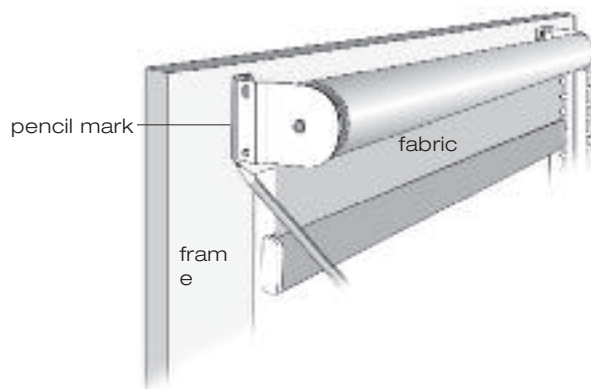


#### *outside mount*

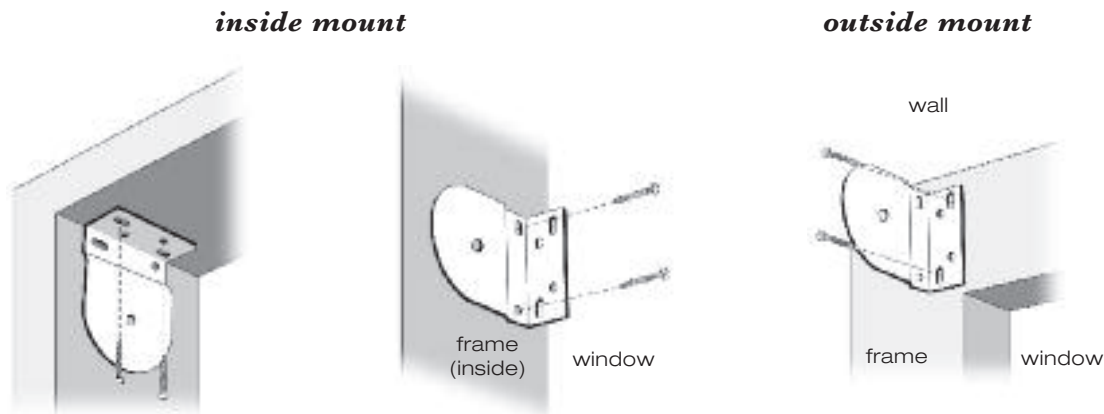


3. **Second, mount the pin bracket.** Hold the shade in the mounted bracket and fit the pin bracket onto the other end of the shade with round pin. **Press in about 1/8" for necessary tension.** Position the pin bracket so that the fabric hangs straight and make mark for the bracket.

**Important:** To ensure the fabric rolls down evenly, it is critical that both brackets are level.



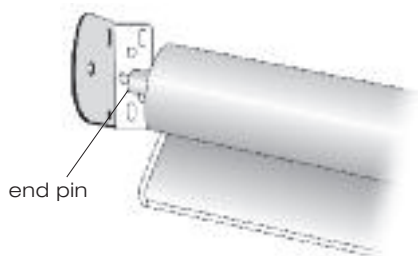
4. Mount the bracket with 2 screws.



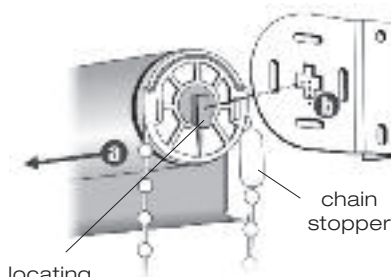
## Step 2. Fitting the shade into the brackets

**Important:** Before fitting the roller into the brackets, make sure that: **(1)** the fabric is fully rolled up evenly. **(2)** the chain stopper is at the closest location in the REAR of the chain (Fig. B).

1. **First slide the end with pin into the pin bracket.** See Fig. A.
2. Hold the roller against the pin bracket so the end pin is depressed (a) while fitting the locating hook of the sidewinder into the tab bracket. **Allow the locating hook to drop downward (b) so that it locks into place in the bracket.** See Fig. B.



(Fig A)



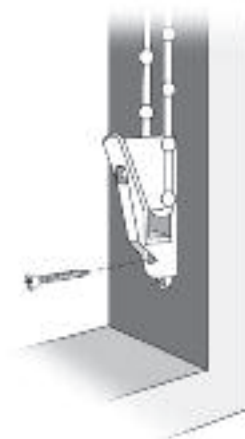
(Fig B)

To remove shade from the brackets, lift the locating hook from locking position and reverse 1 and 2.

## Step 3. Securing the chain loop

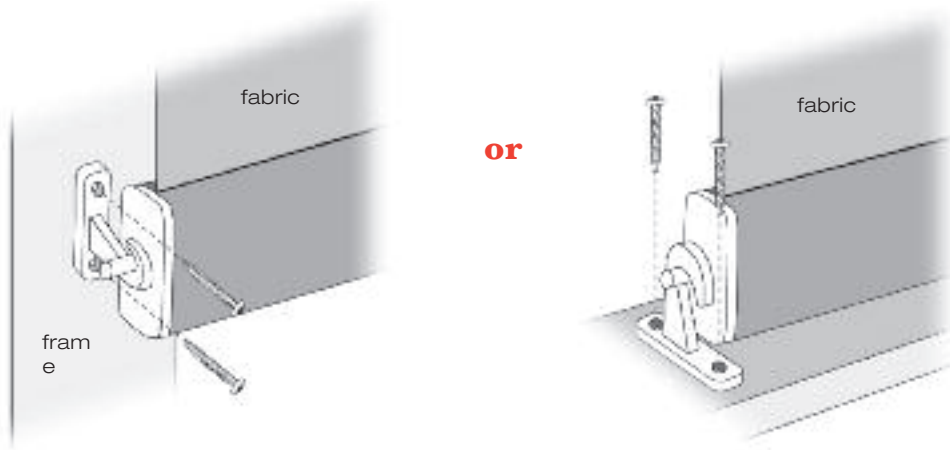
To ensure maximum efficiency of the Sidewinder System and to protect small children from strangulation, you need to secure the cord loop that raises and lowers the shade by using the attached plastic tie-down device.

1. Pull the tie-down device down so that there is no slack in the chain.
2. Attach the tie-down device to the wall/window frame with flat head screw provided.



#### Step 4. Mounting hold down brackets *(only if you have ordered hold down brackets)*

1. Lower the shade to the desired height.
2. Insert plastic pins into the holes at each end of the bottom rail.
3. Position the hold down brackets so that the pins of the end caps fit into the hooks.
4. Mount the brackets with screws provided.

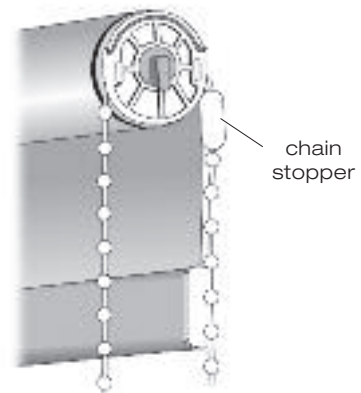


## Troubleshooting

The chain stoppers are pre-positioned to prevent damage to the shade due to excessive pulling. Improper actions during the installation process could result in mis-positioning of the chain stoppers.

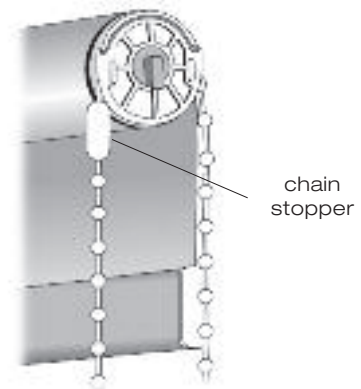
### **Problem:** chain stopper prevents the shade from going up.

1. Pull on the chain until the chain stopper hits **rear top** of the chain and stops the shade from going up.
2. Remove the shade from brackets and manually roll the fabric up evenly until it is fully rolled up.
3. Fit the shade into the brackets as illustrated in Step 2 on page 3.



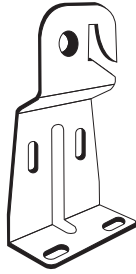
### **Problem:** chain stopper prevents the shade from going down.

1. Pull on the chain until the chain stopper hits **front top** of the chain and stops the shade from going down.
2. Remove the shade from brackets and manually roll the fabric down evenly to the desired full length.
3. Fit the shade into the brackets as illustrated in Step 2 on page 3.



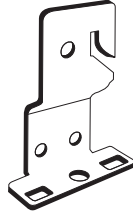
# Installing Roller Shade With *Spring Roller Mechanism*

## Parts

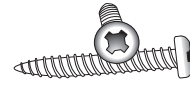


Mounting brackets  
Quantity: 2

or



Mounting brackets  
Quantity: 2

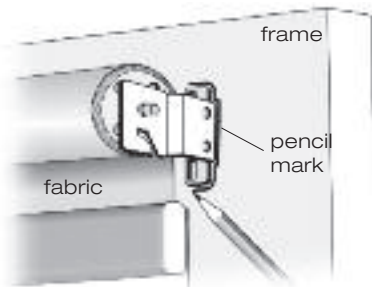


Screws  
Quantity: 2 per bracket

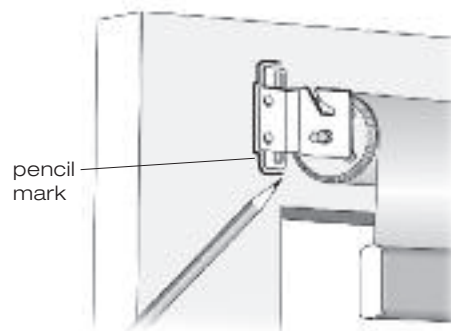
## Step 1. Mounting the brackets *(for most shades, 2 people are required for this step)*

1. **First fit the bracket onto the end of shade with the round pin.** Hold the shade with the bracket to where you want to mount it and make mark for the bracket.

**regular roller shade**  
(fabric hanging from the back of the roller)

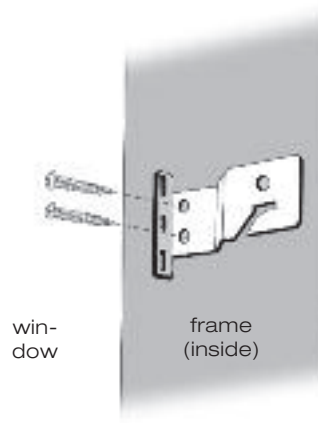
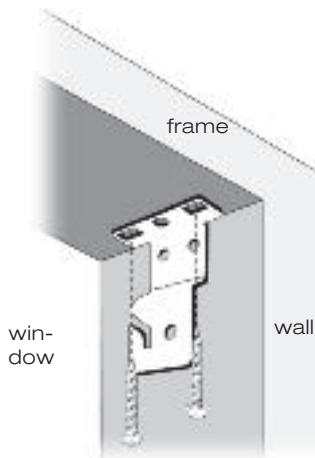


**reverse roller shade**  
(fabric hanging from the front of the roller)

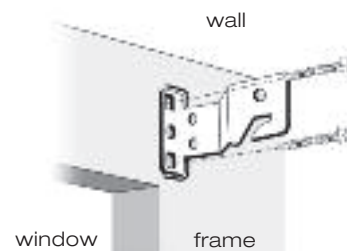


2. Mount the bracket with 2 screws.

**inside mount**



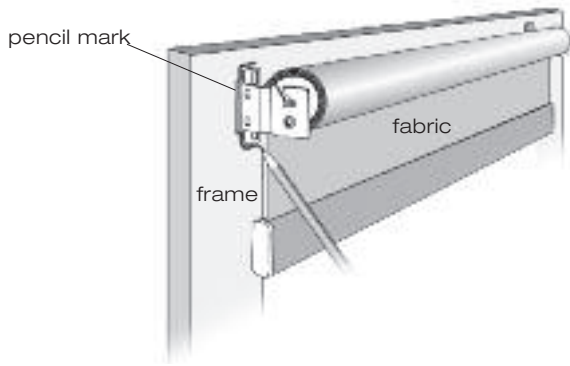
**outside mount**



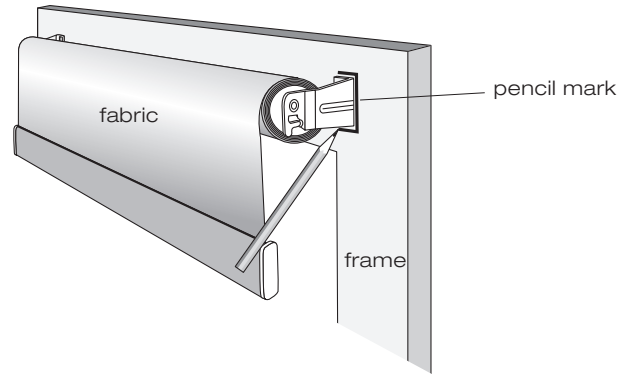
3. Hold the shade with the end with round pin in the mounted bracket. Fit the other bracket onto the end of the shade with flat pin. Position the pin bracket so that the fabric hangs straight and make mark for the bracket.

**Important:** To ensure the fabric rolls down evenly, it is critical that: **(1)** both brackets are level; **(2)** there is a certain amount of "play" between roller and bracket.

*regular roller shade*

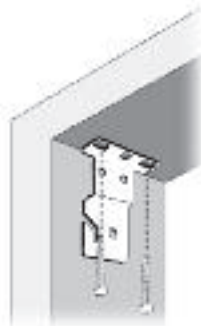


*reverse roller shade*

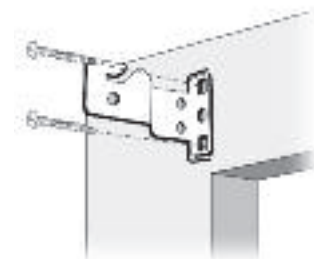
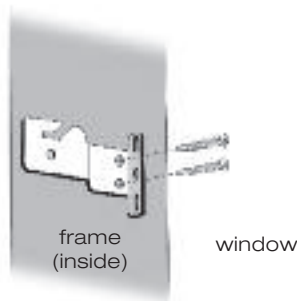


4. Mount the bracket with 2 screws.

*inside mount*



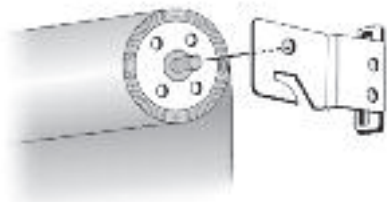
*outside mount*



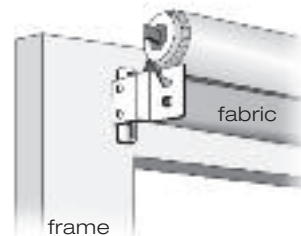
## Step 2. Fitting the shade into the brackets

**Important:** Before fitting the roller into the brackets, make sure the fabric is fully rolled up.

1. First slide the end with round pin into the right bracket (left bracket for *reverse roller shade*). See Fig. A.
2. Fit the end with flat pin into the left bracket (right bracket for *reverse roller shade*). See Fig. B.



(Fig A)

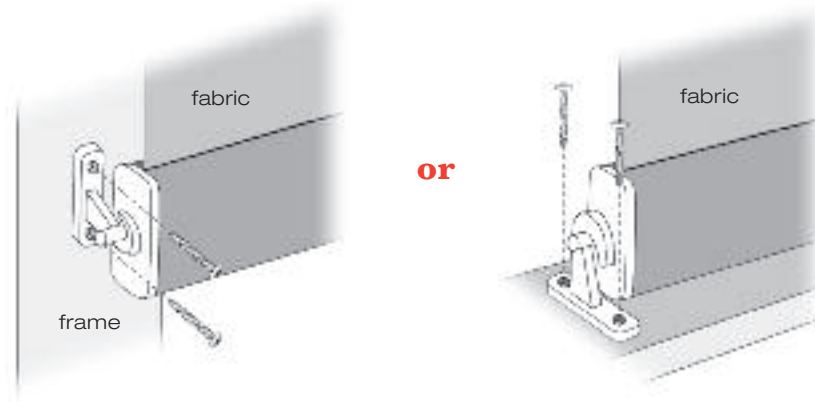


(Fig B)

To remove the shade from the brackets, reverse 1 and 2.

### Step 3. Mounting hold down brackets *(only if you have ordered hold down brackets)*

1. Lower the shade to the desired height.
2. Insert plastic pins into the holes at each end of the bottom rail.
3. Position the hold down brackets so that the pins of the end caps fit into the hooks.
4. Mount the brackets with screws provided.



### Increasing and Decreasing Spring Tension

**CAUTION:** To have the spring roller too tightly tensioned is most undesirable and can cause damage to the fabric. A tension sufficient to rewind the fabric gently back to the fully rolled up position is correct.

To increase tension in the spring roller:

1. Pull shade down approximately 18" and remove carefully from the brackets.
2. Manually roll up the fabric around the roller and refit the shade into the brackets.
3. If there is still insufficient tension, repeat 1 and 2 until tension is just right.

To reduce tension in the spring roller:

1. Pull the shade down 3" or 4" and lock in position.
2. Remove the shade from the bracket and unwind approximately 18" of fabric.
3. Refit unwound shade into the brackets.

### Important operating instructions

1. Always grab and pull shade in middle.
2. To lock, hold in desired position for two seconds.

