BLINDS TO GO™

Panel Track
Installation Guide

We make it easy!

Before starting

Your new Blinds To Go® panel track is custom made to your specifications from the finest materials available. To ensure proper functioning of your shade, it is extremely important to follow these guidelines.

Mounting Options

Inside mount: Panel track is mounted either inside the window - to the top of the frame, or onto the ceiling.
Outside mount: Panel track is mounted either on or outside the window frame.

Note: Mounting screws provided are suitable for most mounting surfaces.
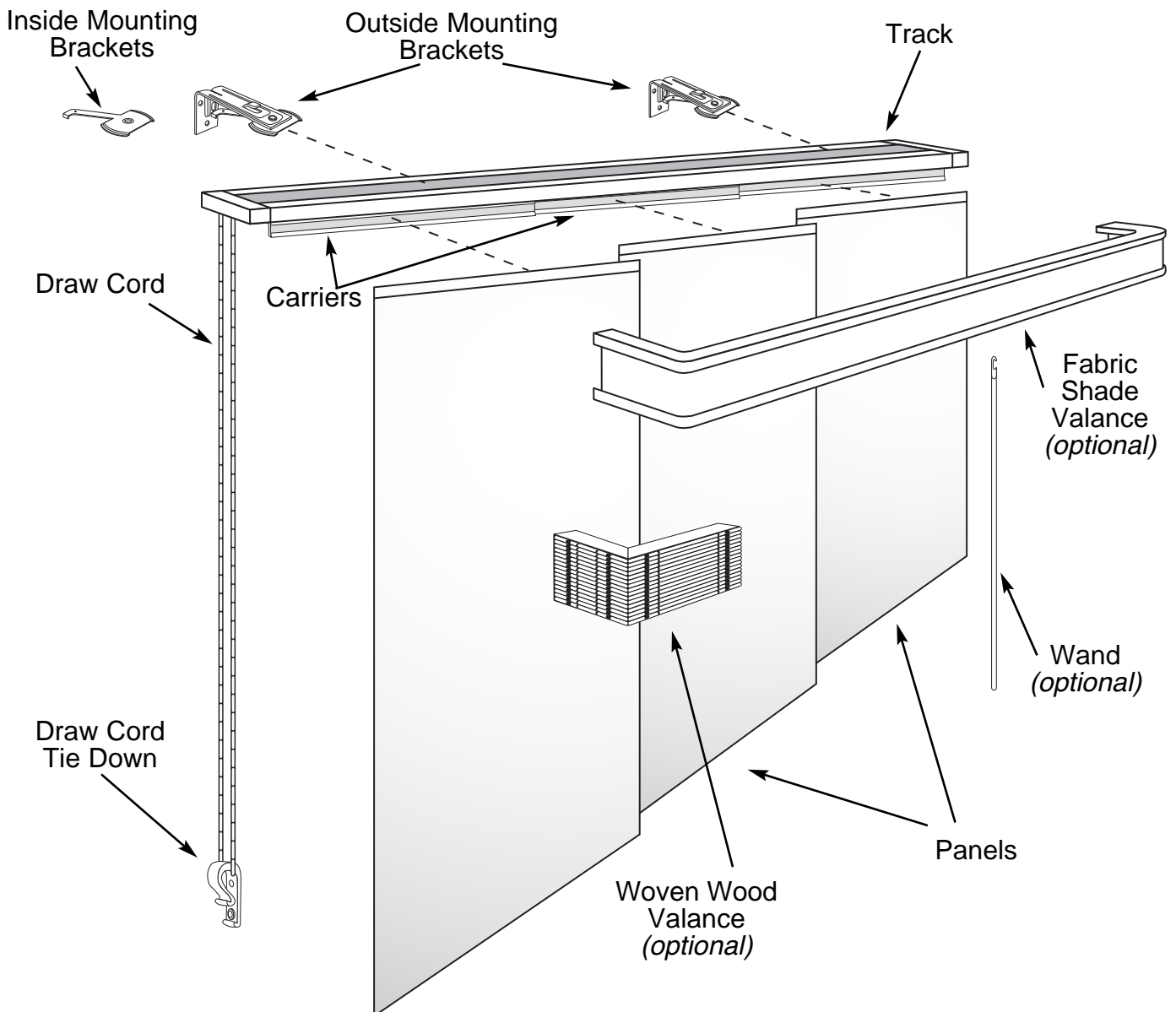See below for additional suggestions.

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

For concrete, stone, brick or tile: Use a carbide drill and appropriate anchors before fastening the screws.

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

Suggested Tools

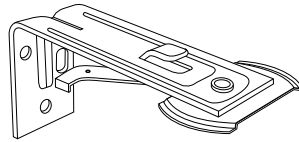- Drill
- Pencil
- Level
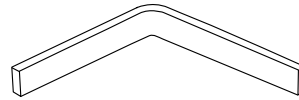- Tape Measure
- Screwdriver

Anatomy of the Panel Track

Inside Mounting Brackets

Outside Mounting Brackets

Track

Draw Cord

Carriers

Fabric Shade Valance *(optional)*

Draw Cord Tie Down

Wand *(optional)*

Woven Wood Valance *(optional)*

Panels

1

Parts

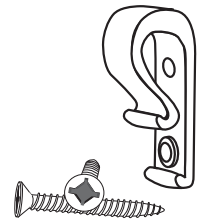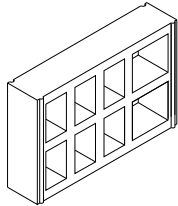**Inside Mounting Brackets**

or

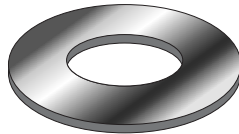**Outside Mounting Brackets**

Valance Side Return 'L' Connectors
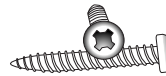*(Only for natural Woven Shades, outside mount)*

Cord Tie-Down

Spacer Blocks (if required)

Washer (if required)

Screws

Screw Anchors (if required)

Getting started

Important: to ensure proper functioning of your shade, it is extremely important to follow these guidelines.
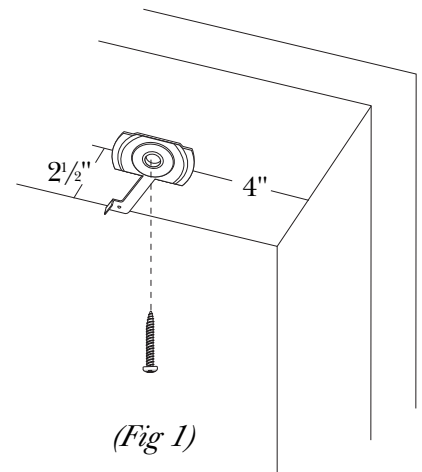
Before Starting:
PLEASE SEE THE VALANCE INSTALLATION INSTRUCTIONS (pg 6)
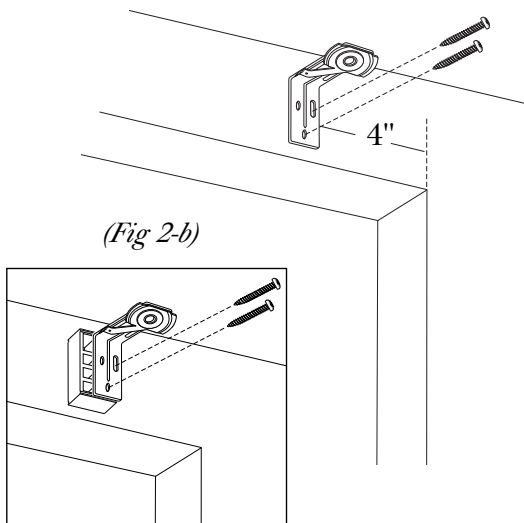BEFORE STARTING THE INSTALLATION.

Step 1. Mounting the brackets

A. <u>Inside/Ceiling:</u> The bracket should be positioned approximately 4" in from each end of the track/window frame and at least 2½" from the back of the frame or nearest obstruction. Then mount with one screw per bracket *(Fig 1)*.

When more than two brackets are supplied, position the additional brackets evenly between the two end brackets.

(Fig 2)

$2\frac{1}{2}$" 4"

(Fig 1)

4"

(Fig 2-b)

B. <u>Outside Mount:</u> We recommend you use a level for the following step. Position the bracket on the mounting surface, approximately 4" in from each end of the track/window frame. Then mount with two screws per bracket *(Fig 2)*.
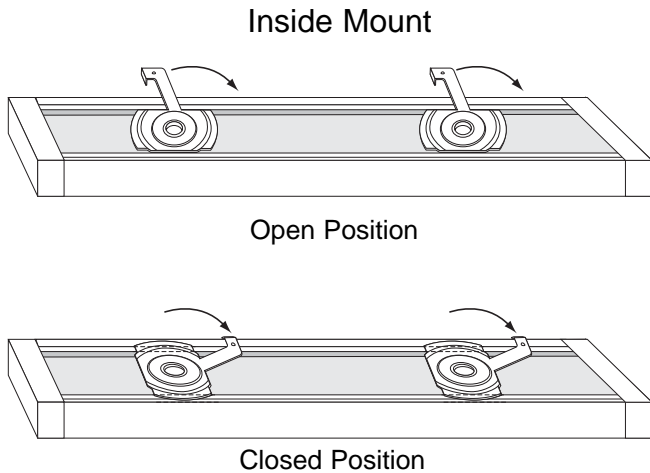
When more than two brackets are supplied, position the additional brackets evenly between the two end brackets.

If spacer block were ordered, install them directly behing the outside mounting brackets (Fig 2-b)
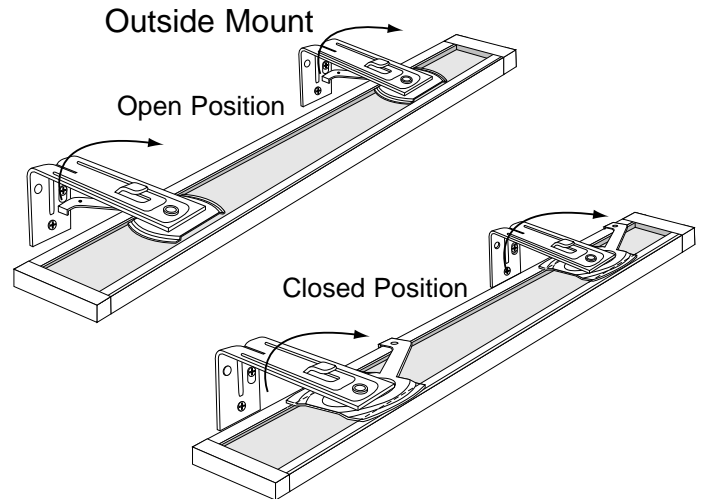
Step 2. Fitting the track into the brackets
Note: For Inside mount see (Fig 3), for Outside Mount see (Fig 4).

1. Align brackets in open position to allow the track to fully fit into the bracket.

2. Insert track into the brackets making sure the Velcro portion of the carriers is facing you.

3. Push the track up into the brackets and lock bracket arms by rotating bracket arm towards you. Closed position bracket will be flush with the back of the track.
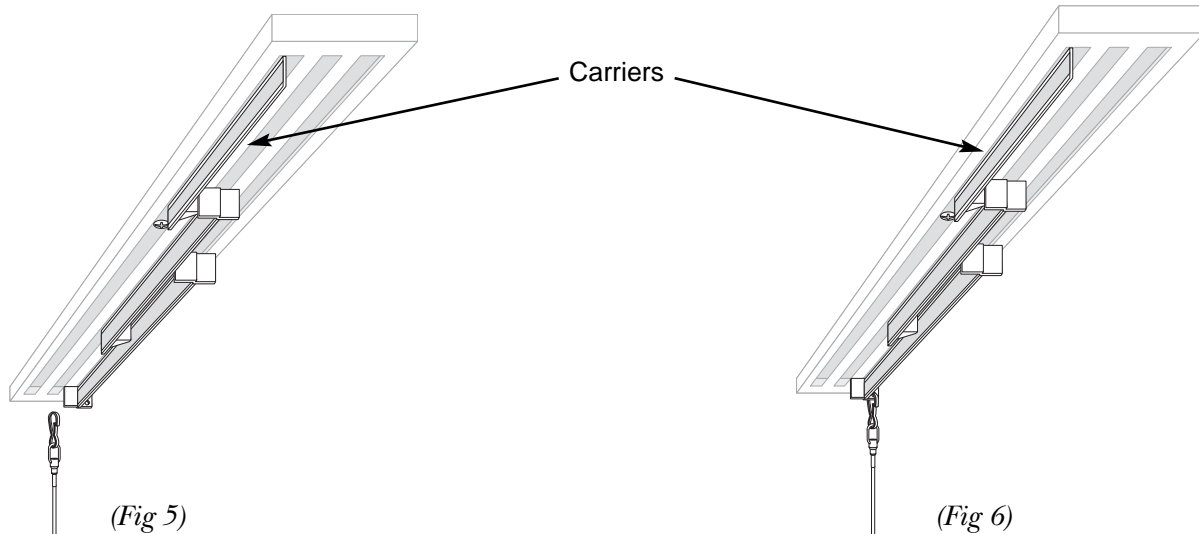
Inside Mount

Open Position

Closed Position

(Fig 3)

Outside Mount

Open Position

Closed Position

(Fig 4)

Step 3. Attaching Wand Mechanism (optional)

1. Panel tracks with wand mechanism will have a small hole on the end of the Velcro® carriers *(Fig 5)*.

2. Clip the wand(s) into the small hole in the carrier *(Fig 6)*.
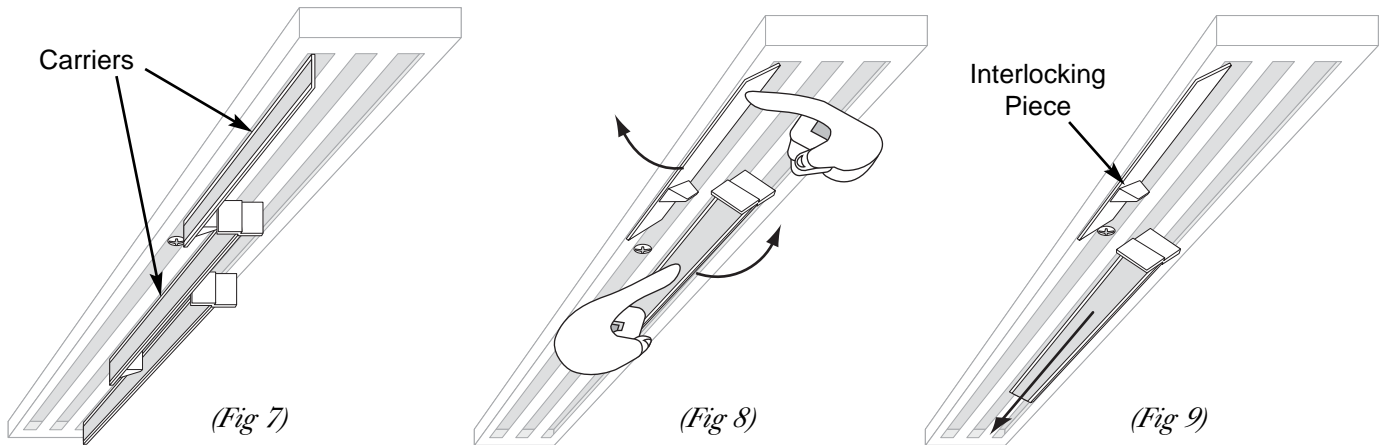
Carriers

(Fig 5)

(Fig 6)
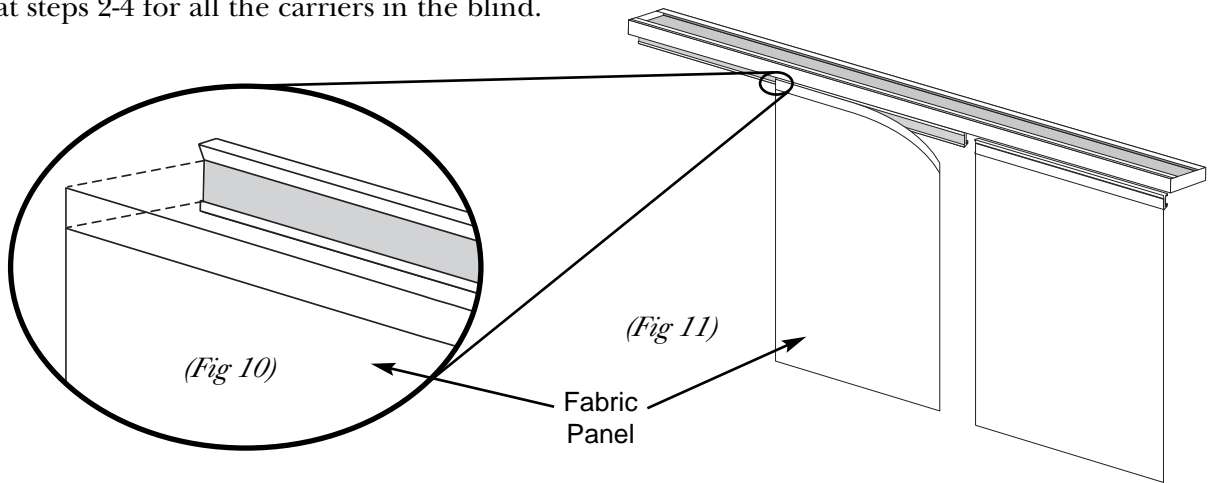
Important: For Wand Mechanisms
One way opening panel tracks will have a hole on the back carrier.
Center opening panel tracks will have 2 holes, one on the back of each center carrier.
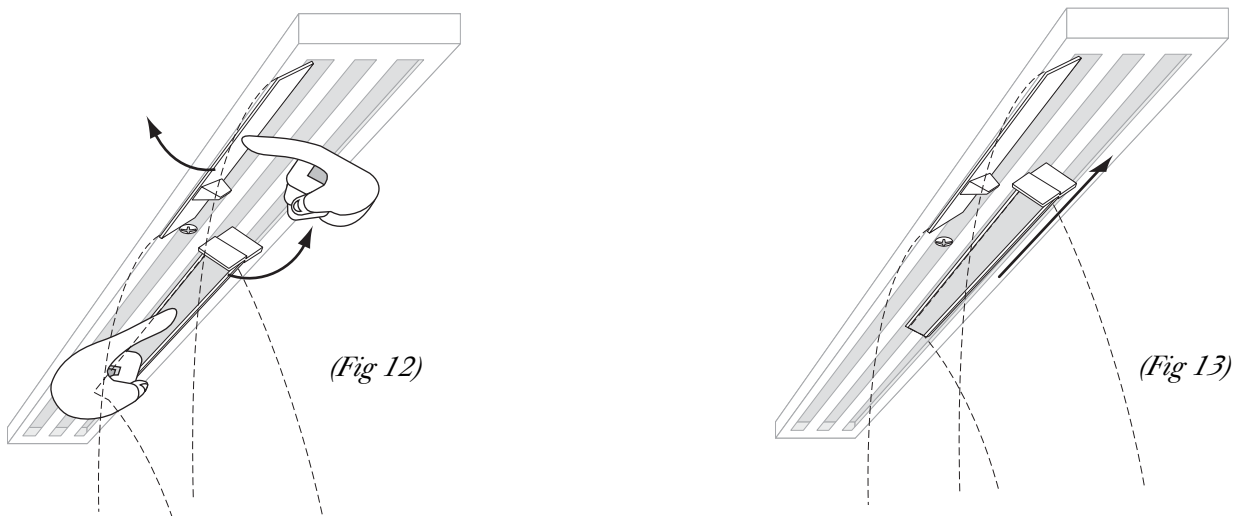
Step 4. Attaching the panels to the carriers

1. Close the blind fully (closed blind will have carriers running along the entire track). *(Fig 7)*

2. For easier installation, start with the carrier furthest back and expose it fully. To expose the carrier push that carrier back (towards the window) and lift the carrier in front of it forward (into the room). *(Fig 8)*

   Slide the carriers in opposite directions to separate them from the interlocking piece. *(Fig 9)*

Carriers

Interlocking Piece

(Fig 7)   *(Fig 8)*   *(Fig 9)*

3. Align the Velcro, strip of the fabric panel with Velcro, section of the carrier. *(Fig 10)*

4. Start at one end of the panel and press the Velcro, together. Continue this process for entire length of carrier to ensure a secure hold. *(Fig 11)*
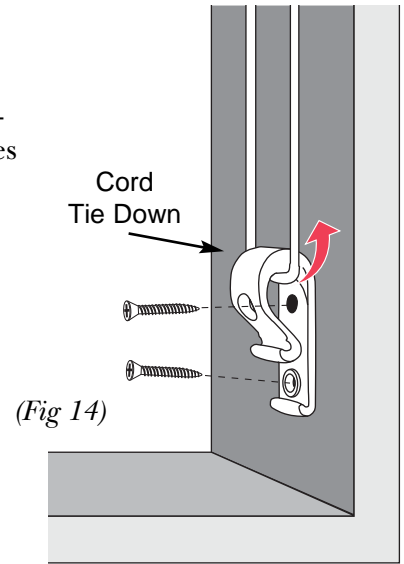
5. Repeat steps 2-4 for all the carriers in the blind.

(Fig 11)

(Fig 10)

Fabric Panel

6. When complete slide the carriers to original position, manually. *(Fig 12) & (Fig 13)*
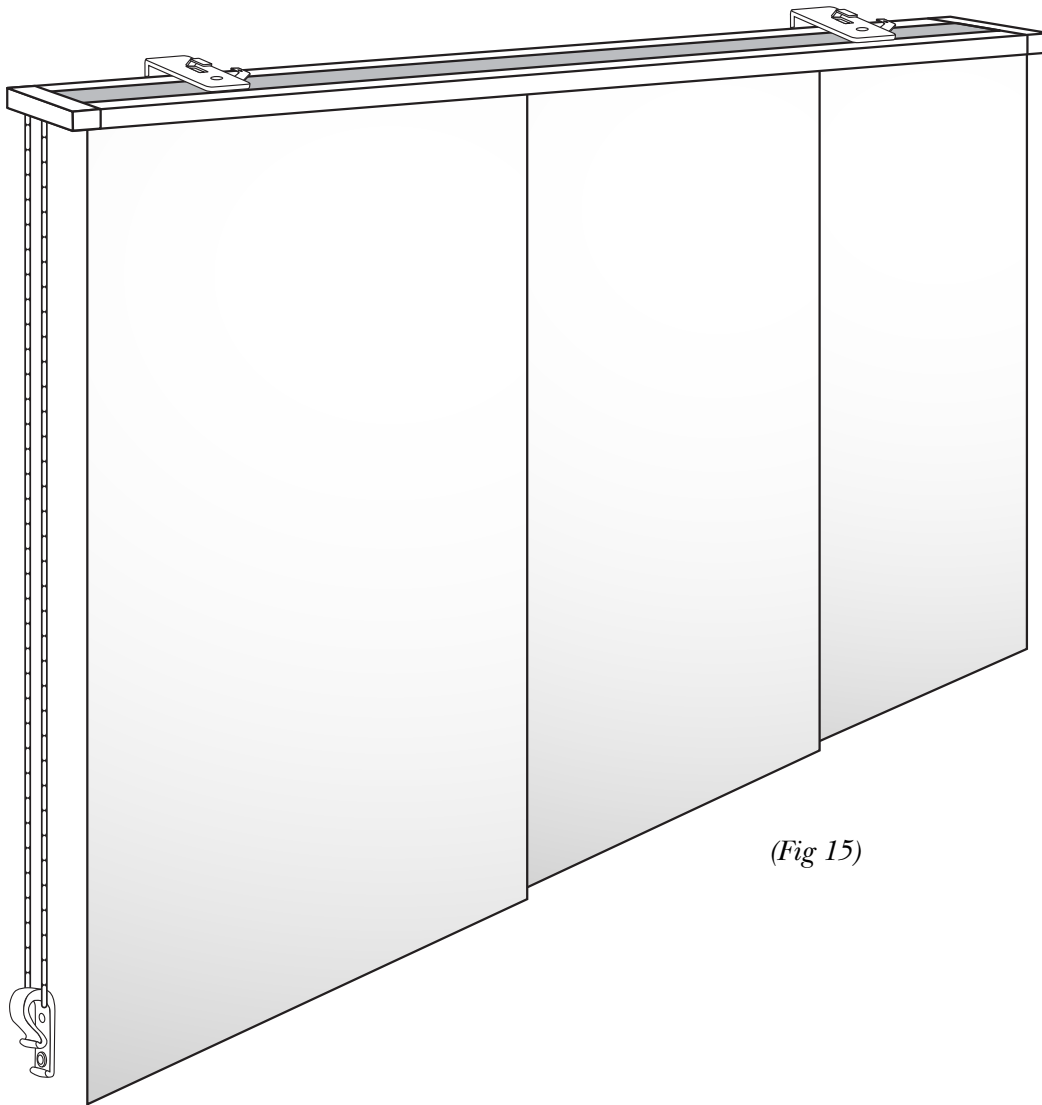
(Fig 12)   *(Fig 13)*

4

Step 5. Securing the cord loop

To protect small children from strangulation, and to ensure maximum efficiency of the operating system, you need to secure the cord loop that moves the panels by using the attached plastic tie-down device.

1. Pull the tie-down device down so that there is no slack in the cord.

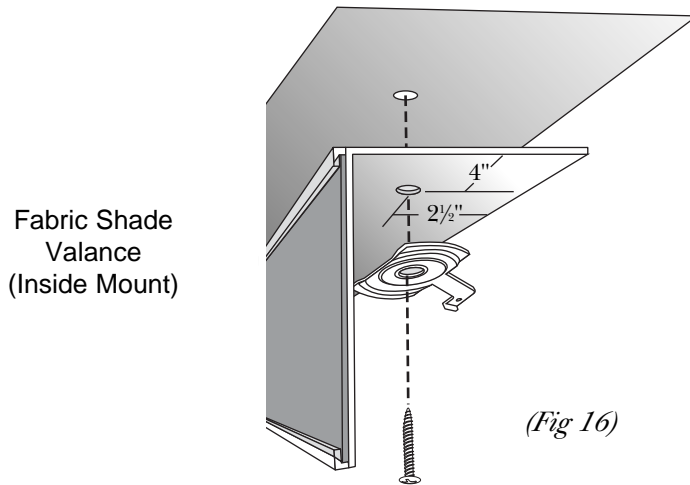2. Attach the tie-down to the wall/window frame with screws provided. *(Fig 14)*

Cord
Tie Down

(Fig 14)

The Panel Track Installation is now complete. *(Fig 15)*

(Fig 15)

Valance Installation Instructions for Fabric Shades and Woven Shades

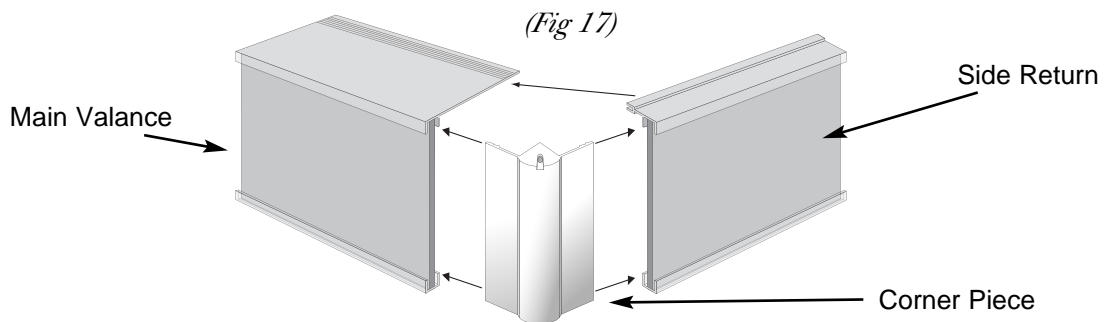## For Fabric Shades: Inside / Ceiling Mount

1. The bracket should be positioned approximately 4" in from each end of the valence and at least 2½" from the back of the frame or nearest obstruction. Then mount the bracket through the valance holes into the frame / ceiling with one screw. When more than two brackets are supplied, position the additional brackets evenly between the two end brackets along the length of the valence. *(Fig 16)*

2. After mounting the brackets and valence, **please follow instructions from Step 2 - Step 5 for Panel Track installation.**

Fabric Shade
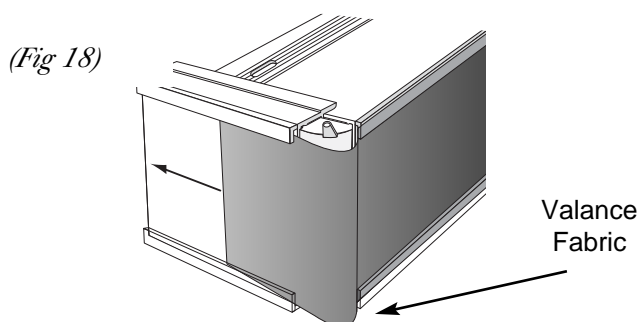Valance
(Inside Mount)

4"

2½"

(Fig 16)

For Fabric Shades: Outside Mount

Before Starting: **The valance is to be mounted after the total installation. Please follow the instructions above from Step 1 to Step 5 to install the Panel Track blind and then start with the valance.**
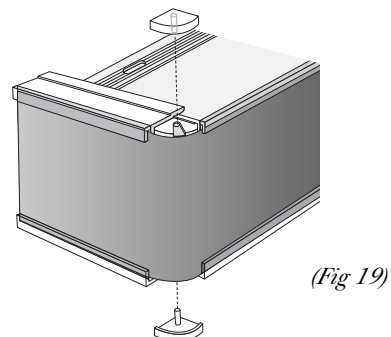
1. Attach the corner pieces into the back slot of the main valance section. Insert the side returns of the valance into the corner pieces. *(Fig 17)*
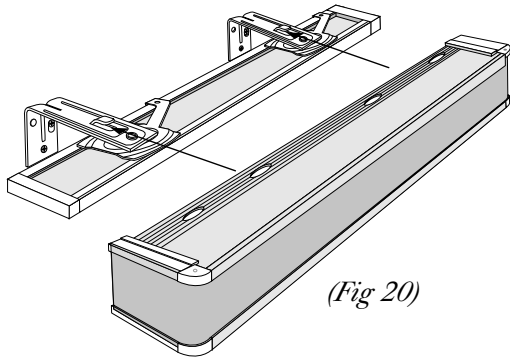
(Fig 17)

Main Valance

Side Return

Corner Piece

2. Slide the excess fabric from the end of main valance into the side return groves. *(Fig 18)*

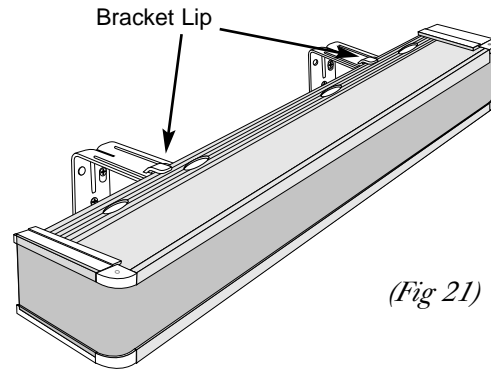3. Insert the plastic top & bottom corners & push to secure the entire valance *(Fig 19)*

(Fig 18)

Valance
Fabric

(Fig 19)

4. Place the completely assembled valance on the bracket lip and push in. *(Fig 20)*
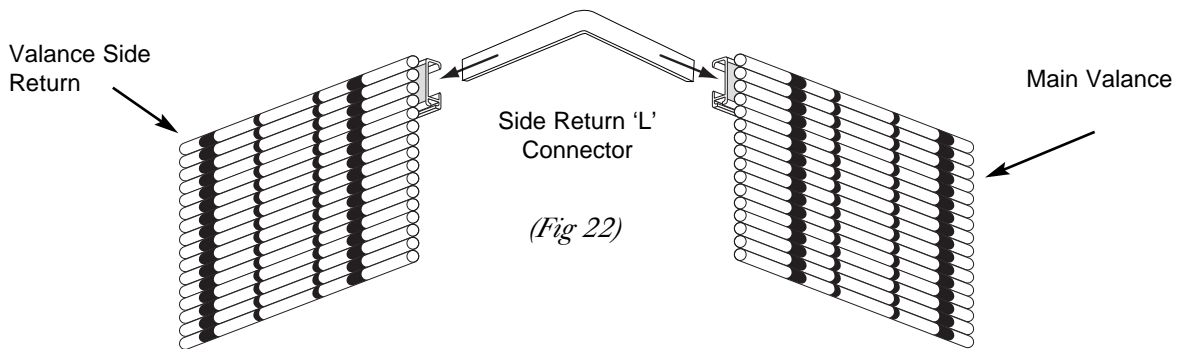   The valance should rest on the bracket. *(Fig 21)*

Bracket Lip

(Fig 20)

(Fig 21)

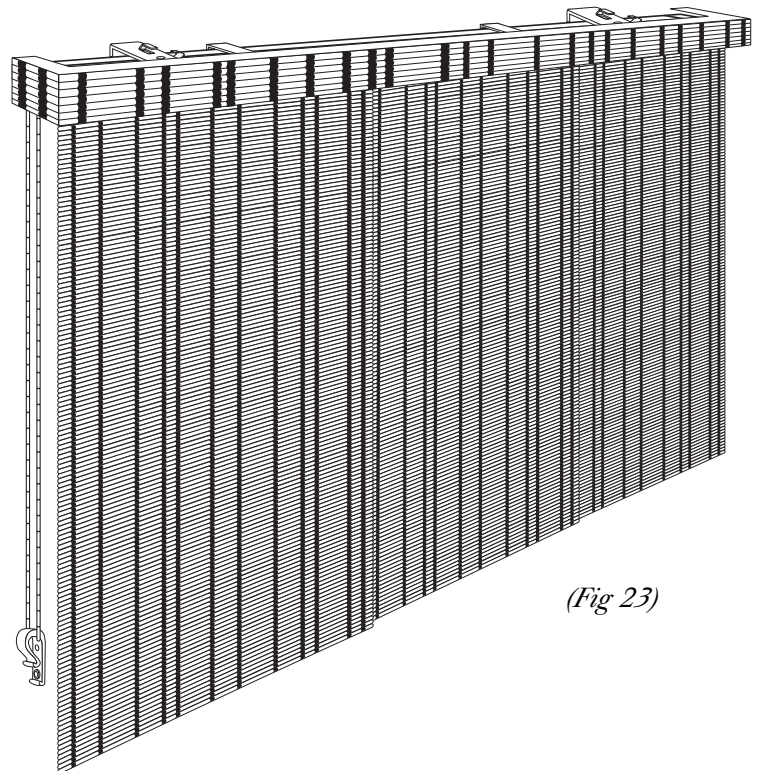## Installing Side Returns for Woven Shade Valance (only if Outside Mount)

The main valance on your Woven Shade Penel Track is pre-installed

1. Insert the 'L' connector into each valance side return

2. Insert the assembly into each of the main valance so the valance looks complete. *(Fig 22)*

Valance Side
Return

Side Return 'L'
Connector

Main Valance

(Fig 22)

The Woven Panel Track Installation is
now complete. *(Fig 23)*

(Fig 23)