

Cord Operated Interior Sun Shade



(Exploded view)



Left Valance Cover
(14LVC) x 1



Plug Disc
(14PD) x 1



Plug (with pin)
(14P) x 1



Clutch
(14IC) x 1



Disc
(14MD) x 1



Right Valance Cover
(14RVC) x 1

Screw
(S09)



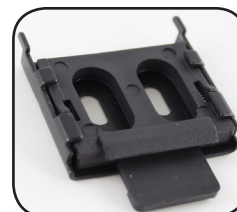
Cord Safety Device
Screw (CSDS14)



Cord Safety Device
(CSD14)



Bottom Tube Plug
(14BTP) x 2



Valance Bracket
(VB13) x 3

Part #	Description	Qty	Location
14VA	Valance	1	Pre-installed
14SC	Shade Cloth	1	Pre-installed
14BT	Bottom Tube	1	Pre-installed
14LVC	Left Valance Cover	1	Pre-installed
14RVC	Right Valance Cover	1	Pre-installed
14PD	Plug Disc	1	Pre-installed
14P	Plug with Pin	1	Pre-installed
14IC	Clutch	1	Pre-installed
14MD	Disc	1	Pre-installed
14BTP	Bottom Tube Plug	2	Pre-installed
VB13	Valance Bracket	3	Hardware Box
S09	Screw	6	Hardware Box
CSDS14	Cord Safety Device Screw	2	Hardware Box
CSD14	Cord Safety Device	1	Pre-attached to cord

BEFORE YOU START

Determine your type of installation. Your sun shade can be hung from a wall or a ceiling. Figure A demonstrates a wall installation. Figure B demonstrates a ceiling installation.



Fig A



Fig B

Step 1: Install the Valance Brackets (please read entire step prior to installation)

Your shade includes a paper template. Use of the template is optional, but recommended. The template is designed to help you align your pilot holes for your Valance Brackets. To use your template, temporarily adhere the template (using tape, staples, etc.) to the installation surface. Make sure the template is level, flat and unwrinkled before adhering it to your surface. The template is the full width of your shade; so if the template fits in your installation area, your shade will fit as well. Before drilling the pilot holes, please consider the following:

1. Your shade includes three (3) Valance Brackets, you must install at least two of them.
2. Install one (1) Valance Bracket near each end of the shade and one (1) Valance Bracket in the middle of the shade. Note: the Valance Brackets cannot be installed on the extreme edges of the shade, you will need to allow at least one (1) inch (2.54 cm) at the ends of each side. We recommend installing the brackets on the closest stud to each end of the shade, remembering to allow at least one (1) inch (2.54 cm) from each end.
3. Install the Valance Brackets into wood studs. If wood studs are not available, you will need to use anchors (not included). See your local hardware store for more information.

It is very important that your brackets are perfectly aligned with each other (your shade will not install correctly unless your brackets are perfectly aligned with each other). We recommend using a laser level or the provided template to align the screw holes.

WALL INSTALLATION

For wall installations, you need to allow at least one (1) inch (2.54 cm) above the bracket to allow the shade to hook onto the bracket (only if there is a ceiling that overhangs the shade). See Figure C.

For a wall installation, make sure the plastic tabs on your Valance Brackets are pointing down, towards the ground (Fig D).

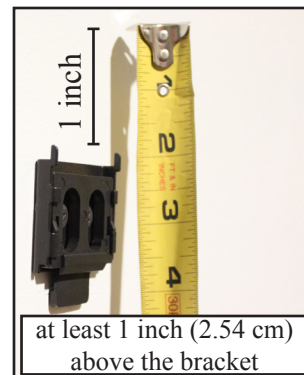


Fig C

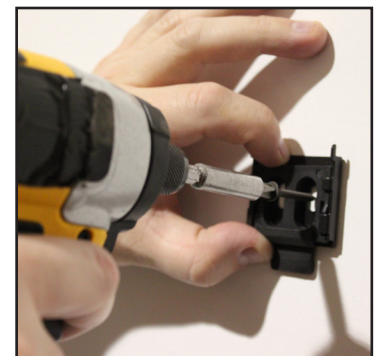


Fig D

CEILING INSTALLATION

For ceiling installations, you need to allow at least one (1) inch (2.54 cm) behind the bracket to allow the shade to hook onto the bracket (only if there is a wall behind the shade). See Figure E.

For a ceiling installation, make sure the plastic tabs on your Valance Brackets are pointing out, towards you (Fig F).

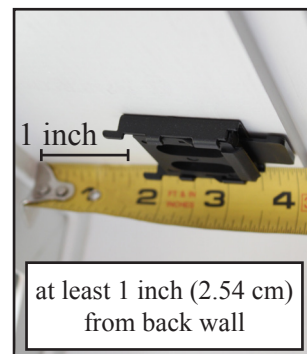


Fig E



Fig F

Step 2: Install the shade

For wall installations, first hook the back of the Valance on the top of the Valance Brackets (Fig G), then rotate the shade down and click into place (Fig H).

Note: you may need to push the plastic tabs on the Valance Brackets to help the shade click into place.

WALL INSTALLATION



Fig G



Fig H

For ceiling installations, first hook the back of the Valance on the back of the Valance Brackets (Fig I), then rotate the Valance upwards and click it into place (Fig J).

Note: you may need to push the plastic tabs on the Valance Brackets to help the shade click into place.

CEILING INSTALLATION



Fig I



Fig J

Step 3: Install the Cord Safety Device

The Cord Safety Device secures the Cord to reduce the risk of strangulation. The Cord Safety Device is pre-installed on the cord. To secure the Cord Safety Device, drill two (2) Cord Safety Device Screws into a wall (Fig K). Make sure the cord is tight before you secure the Cord Safety Device. If a wood stud is not available, you will need to use an anchor (not included). See your local hardware store for more information.

This is a very important step, we strongly recommend that you utilize your Cord Safety Device.

Note: if you do not install this device, your cord will not operate your shade properly.



Fig K

Switching Cord to the Left Side of the Shade

1. Place your shade on the ground. Remove the screws on the sides of the Left and Right Valance Covers (see arrows in Fig L and M).
2. After the screws are removed, remove the shade from the Valance.
3. Rotate the shade 180 degrees so the cord is on the left side of the Valance.
4. Replace the screws that you removed in number 1 (above).

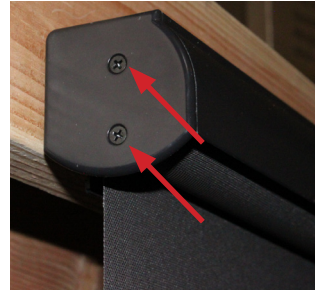


Fig L

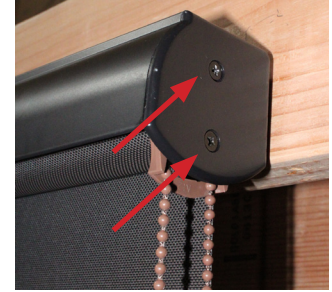


Fig M

Reversing the roll direction of your shade

If you want to reverse the roll of your fabric, simply roll the shade down completely. After the fabric is completely lowered, continue rolling the shade.....it will roll itself back up in the opposite direction.

Maintenance

To clean your shade fabric, simply rinse with water and soap and scrub with a soft brush. Note: using bleach or an abrasive cleaner will void your warranty. Roll the shade completely down to air dry.

Additional information

An instructional video is available on our website (www.KeystoneFabrics.com) if you need additional help installing your shade.

Don't forget to send us your warranty/registration card.