Installation of Leviosa Shades – Square brackets (3" and 4")

Handling – Shades can be damaged without proper care:

- Do NOT use a knife to open packaging.
- Clean your hands before opening the shade.
- Keep sharp tools away from the shades.
- Keep the shade horizontal so the bottom hem bar does not slide out
- For shades wider than 5 feet, a helper is recommended for speedy, safe, and quality installation

Tools required:

- Drill or screwdriver
- Phillips screw bit
- 1/8" drill bit for pilot holes (for Leviosa provided screws). Check recommended pilot hole sizes for other screws.
- Steel measuring tape
- Pencil
- Level

MOTORIZED SHADES

ALL brackets mount OPEN FLANGE SIDE down

Note for "Reverse roll" shades with valance (fabric falls to the front of the shade, not the back as standard): mount the brackets to allow a 0.25" gap at the top to mount the valance.
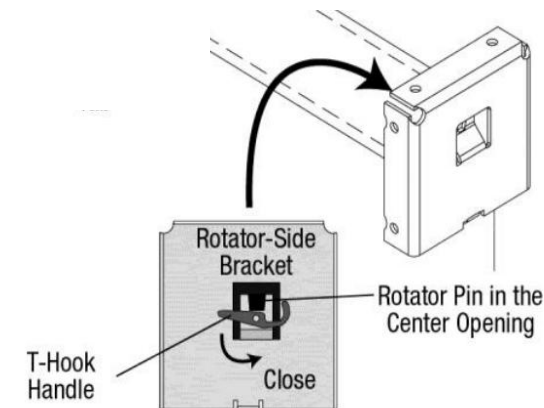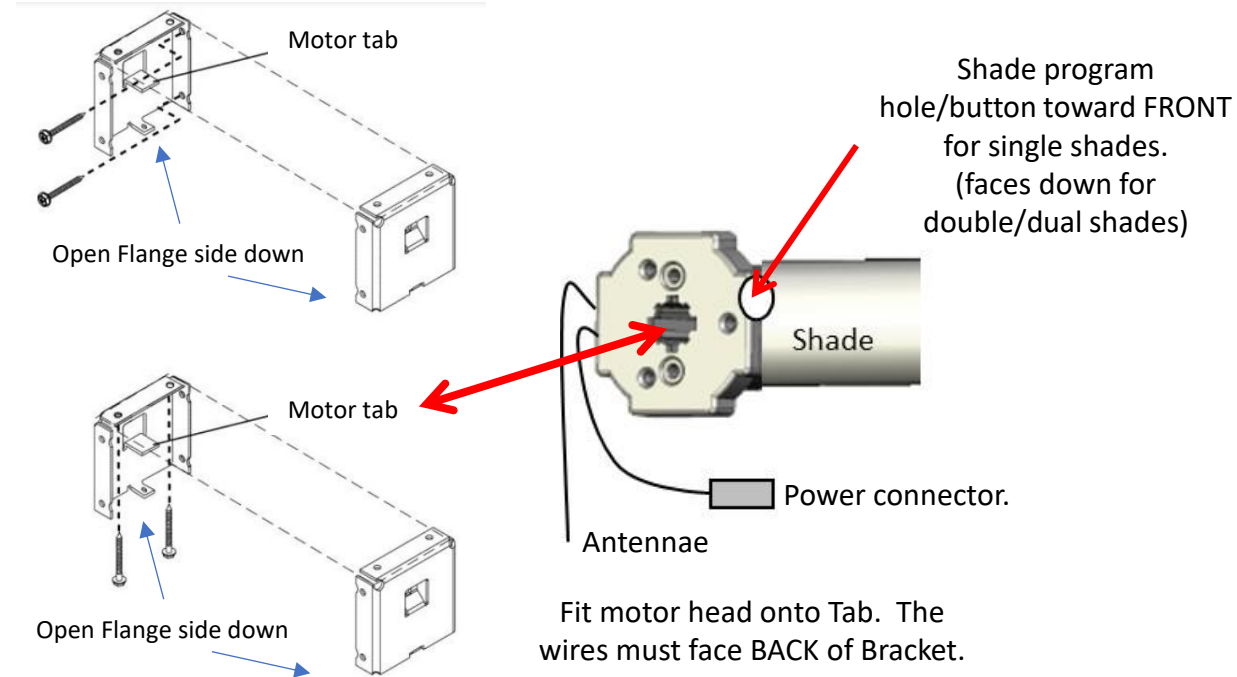
Outside Mount - brackets
- Use the two holes in the rear of each bracket.
- Attach each bracket to the mounting surface with two screws (choose any 2 holes: top, face, back), and embed at least ¾ inch into solid surface (wood, metal concrete, NOT drywall alone).
- Important: With outside mounts, use a level to be sure the top of brackets are horizontal.

Inside Mount - brackets
- Attach each bracket to the mounting surface with two screws (choose any 2 holes: top, face, back), and embed at least ¾ inch into solid surface (wood, metal concrete, NOT drywall alone).
- Important: With inside mounts, check that the mounting surface is level. If necessary, add shims to the brackets to make the shade level.

Mounting MOTORIZED shades
- With the motor program hole (button recessed) facing toward the room or downward for later access (wires to the back or top), slip the motor end of the shade onto the tab on the bracket (can mount either side).
- Rotate the T-hook in the idler-side installation bracket in the open position.
- Position the rotator pin on the shade into the center opening on the rotator-side installation bracket.
- Rotate the T-hook, on the rotator-side installation bracket, to the closed position(handle nearly straight down).

Motor tab

Open Flange side down

Motor tab

Open Flange side down

Shade program hole/button toward FRONT for single shades. (faces down for double/dual shades)

Shade

Power connector.

Antennae

Fit motor head onto Tab. The wires must face BACK of Bracket.

Rotator-Side Bracket

Rotator Pin in the Center Opening

T-Hook Handle

Close

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704-800-6722

LS LEVIOSA SHADES

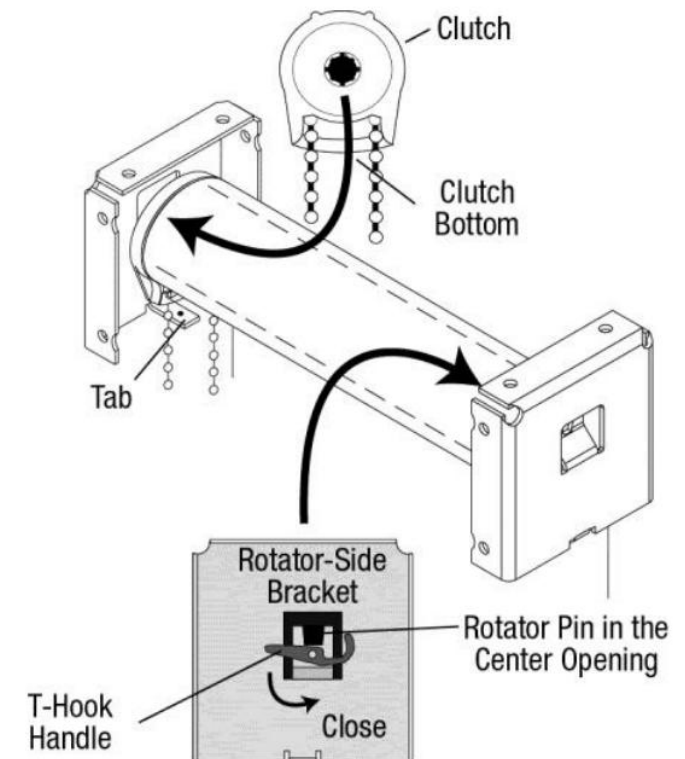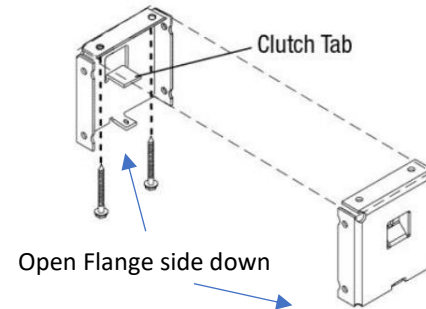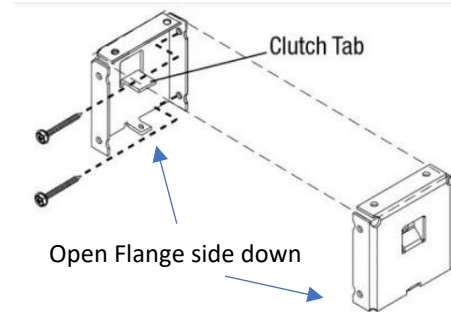## ALL brackets mount OPEN FLANGE SIDE down

Outside Mount - brackets
- Use the two holes in the rear of each bracket.
- Attach each bracket to the mounting surface with two screws, embedded at least ¾ inch into solid surface (wood, metal concrete, NOT drywall alone).
- Important: With outside mounts, use a level to be sure the top of brackets are horizontal.

Inside Mount - brackets
- Use the two holes in the rear of each bracket.
- Attach each bracket to the mounting surface with two screws, embedded at least ¾ inch into solid surface (wood, metal concrete, NOT drywall alone).
- Important: With inside mounts, check that the mounting surface is level. If necessary, add shims to the brackets to make the shade level.
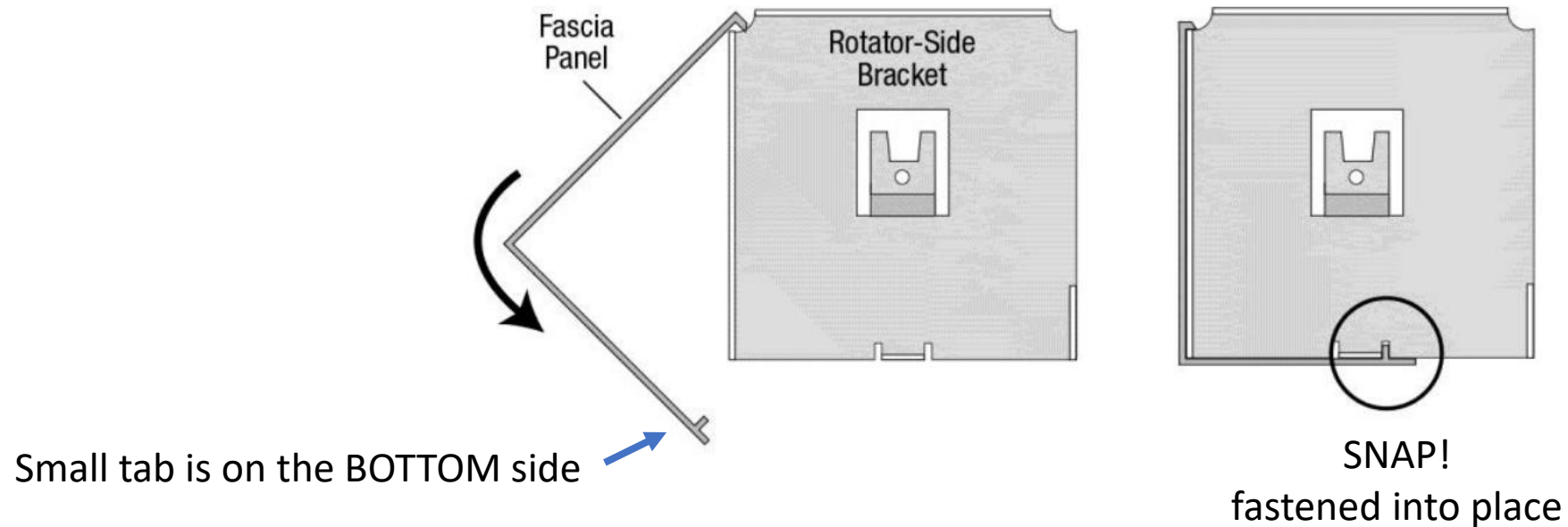
Mounting MANUAL shades
- With the clutch bottom in the down position, slip the clutch end of the shade onto the clutch tab on the clutch-side installation bracket. NOTE: The lower tab, used to secure the cover, goes between the bead chains.
- Rotate the T-hook in the idler-side installation bracket in the open position.
- Position the rotator pin on the shade into the center opening on the rotator-side installation bracket.
- Rotate the T-hook, on the rotator-side installation bracket, to the closed position(handle nearly straight down).

Clutch Tab

Open Flange side down

Clutch Tab

Open Flange side down

Clutch

Clutch Bottom

Tab

Rotator-Side Bracket

T-Hook Handle

Rotator Pin in the Center Opening

Close

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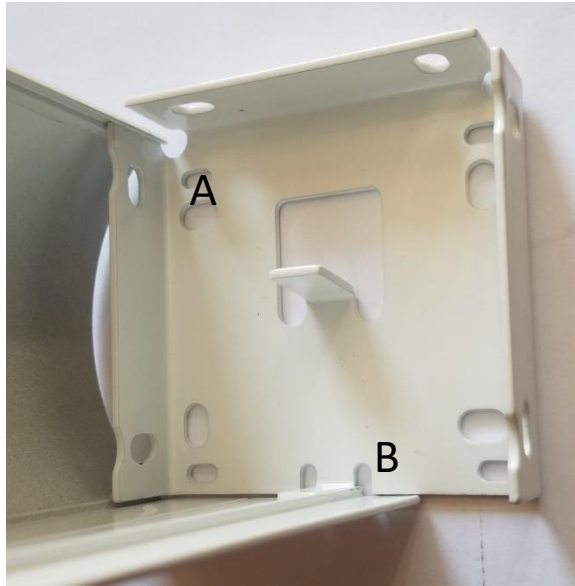FASCIA INSTALLATION: Assembling the two end brackets and the fascia panel.
- The clutch-side bracket attaches to the side of the panel with the notch. The rotator side bracket goes on the side without the notch.
- Place the top of the fascia panel into the top indention of the brackets. Rotate the panel down and push to SNAP it into place.

Fascia Panel

Rotator-Side Bracket

Small tab is on the BOTTOM side

SNAP!
fastened into place

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Valance Installation
For Curved (shown here) or Straight face Valances

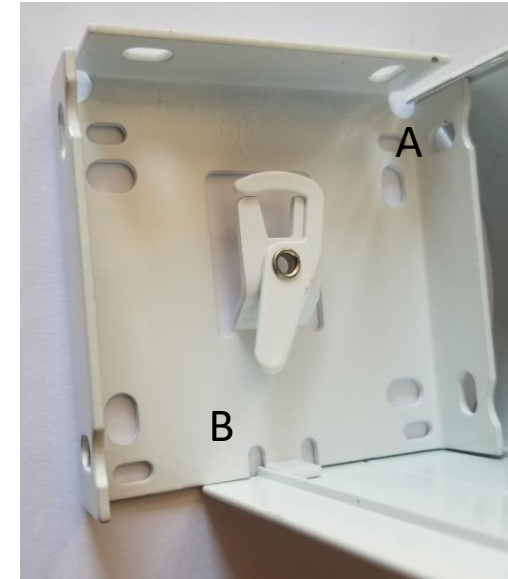## Left bracket

Right bracket

Standard Roll
Fabric rolls to back of bracket

1. Hang valance from Upper front tab (A).
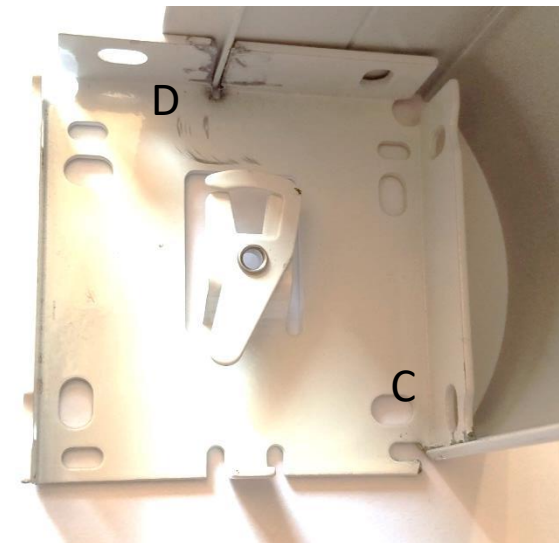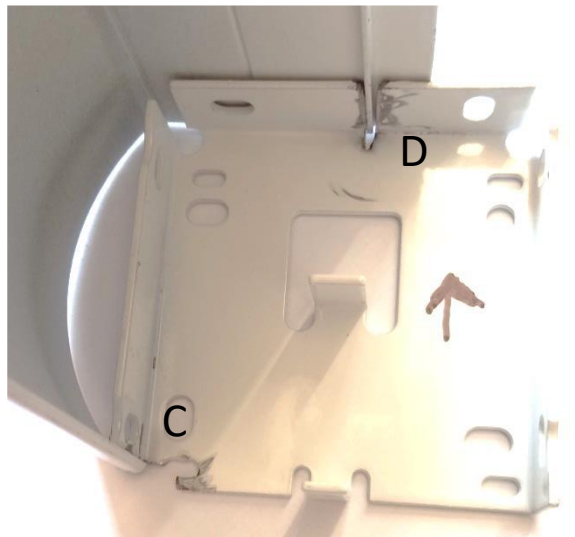2. Swing valance down so it 'clips' behind bottom tab (B).

Reverse Roll
Fabric rolls to front of bracket

NOTE: ¼" space necessary at top to insert valance and fasten.

1. Hold valance from Lower front tab (C).
2. Swing valance UP so it 'clips' into upper slot (D).

The chain holder mounts near the bottom of the shade, on the wall or on the window jamb (side of the window frame). It allows for chain movement, but also locks the chain when not in use so objects are not easily inserted in the chain loop. This helps children stay safe around shade chains.

Installation:

Choose an attachment point for the holder so that:
- The chain hangs straight vertical downward from the shade, does not wrap around a corner or across the window, and the chain should be free to move and not touching anything other than the shade or holder.
- The chain is not loose and does not sag below the chain openings of the holder.
- The chain is not so tight that the spring in the holder compresses.

Mount the holder so the inside spring is facing upward toward the shade.

Use provided screws to mount the holder. Screw into solid material, such as wood. Use screw anchors if mounting to drywall.

Operation:

To operate the shade after the holder is mounted, pull the chain upward to activate the spring. While pulling upward, pull either chain side to move the shade.
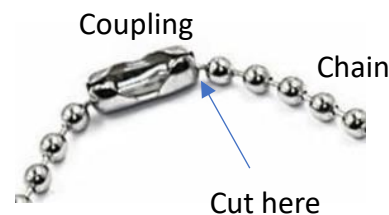
OPTIONAL Chain Length Shortening:
- Use scissors or wire cutter to clip the chain just before the coupling. Remove and discard the chain piece left in the coupler.
- Determine the new length of chain and cut the chain.
- Ensure the chain is pulled through the plastic holder.
- Insert the end-chain ball into the coupling, and pull down from the opening so the chain locks into the side channel of the coupling.
- Remount the Plastic holder according to instructions above.

- Chain is not loose (no sags)
- Mount spring side UP (fat side down)

Inside spring

Plastic holder with Metal chain

Coupling

Chain

Cut here

Installation of Special REVERSE/BACK Valance/Fascia

Available for 4" brackets only

- The 4" valance is 1 straight side of the valance that is designed to fit to the brackets. It does not have the lower 'L' portion of a normal valance, so it accommodates reverse roll installations. It can also be utilized to block the view of the shade from the back side.
- The reverse roll/back valance includes WEDGE blocks that are necessary to hold tight the valance to the brackets.
- Back valance (if ordered) is installed before mounting the shade between the brackets
- Attach valance onto brackets by hooking the top lip of the valance onto the top rear bracket corner for back valance (top front bracket corner for reverse valance), then rotate downward
- Slide the WEDGE block over the lip of the bracket to hold valance into place.

Bracket

Valance

WEDGE block

Slides in groove to hold valance to bracket