

# 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**

## Outside Mount - brackets

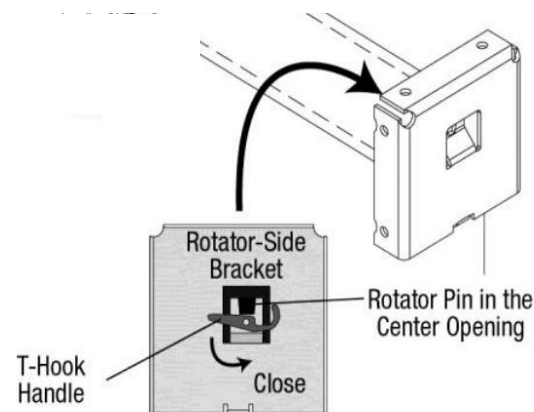
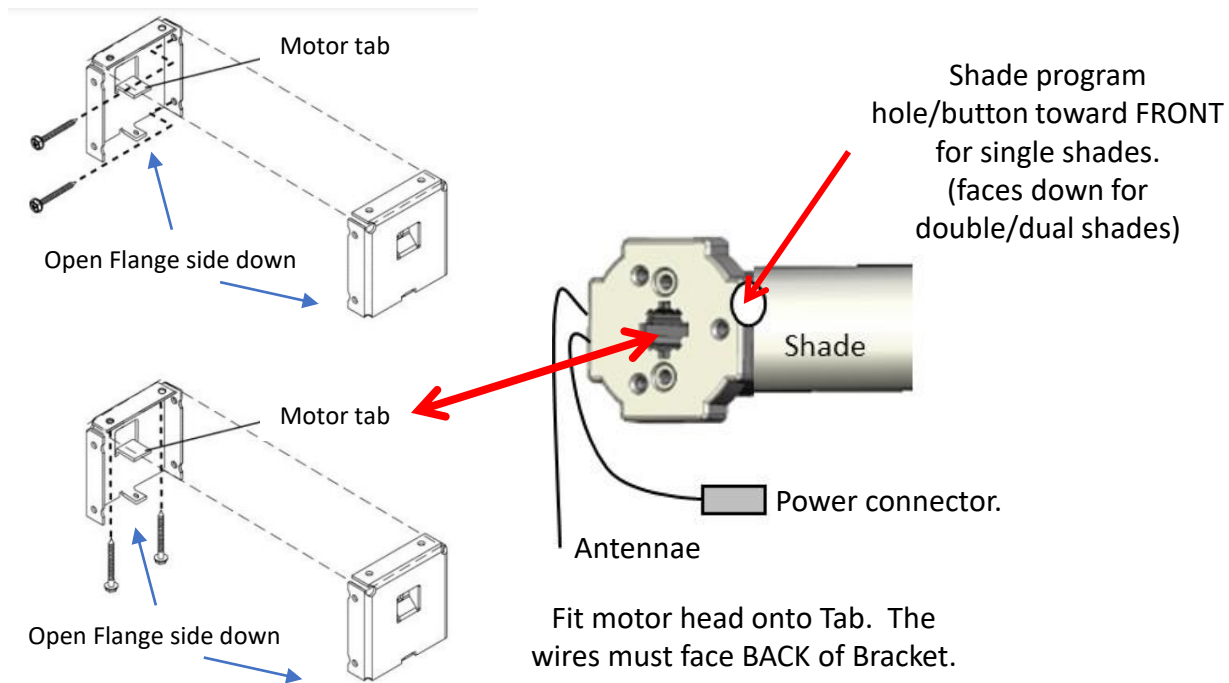
- Use the two holes in the rear of each bracket.
- Attach each bracket to the mounting surface with two screws, embedded at least  $\frac{3}{4}$  inch into solid surface (wood, metal concrete, NOT drywall alone).
- Important: With outside mounts, use a level to be sure the top of brackets are horizontal.

## 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  $\frac{3}{4}$  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).



# MANUAL (corded) SHADES

## ALL brackets mount OPEN FLANGE SIDE down

### Outside Mount - brackets

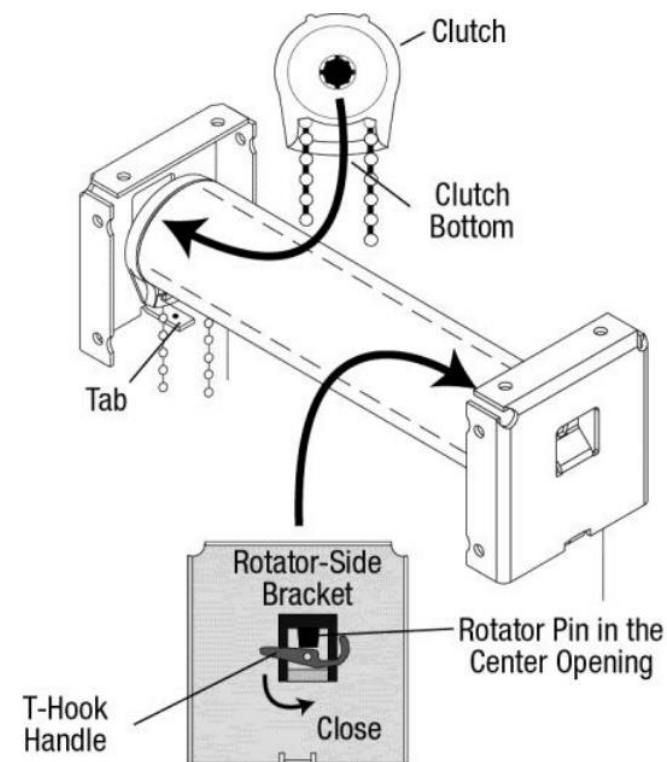
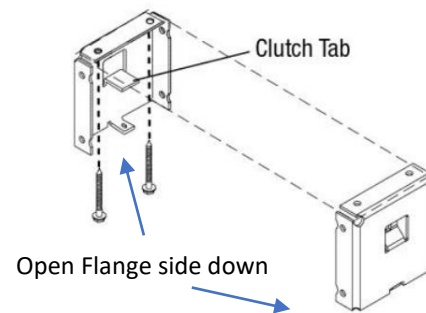
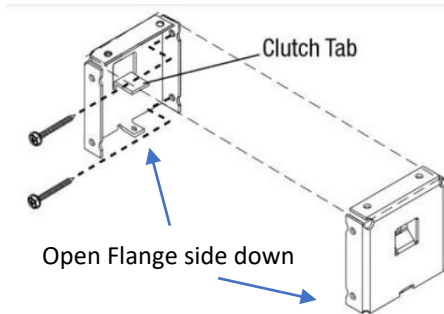
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- Important: With outside mounts, use a level to be sure the top of brackets are horizontal.

### Inside Mount - brackets

- Use the two holes in the rear of each bracket.
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- 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

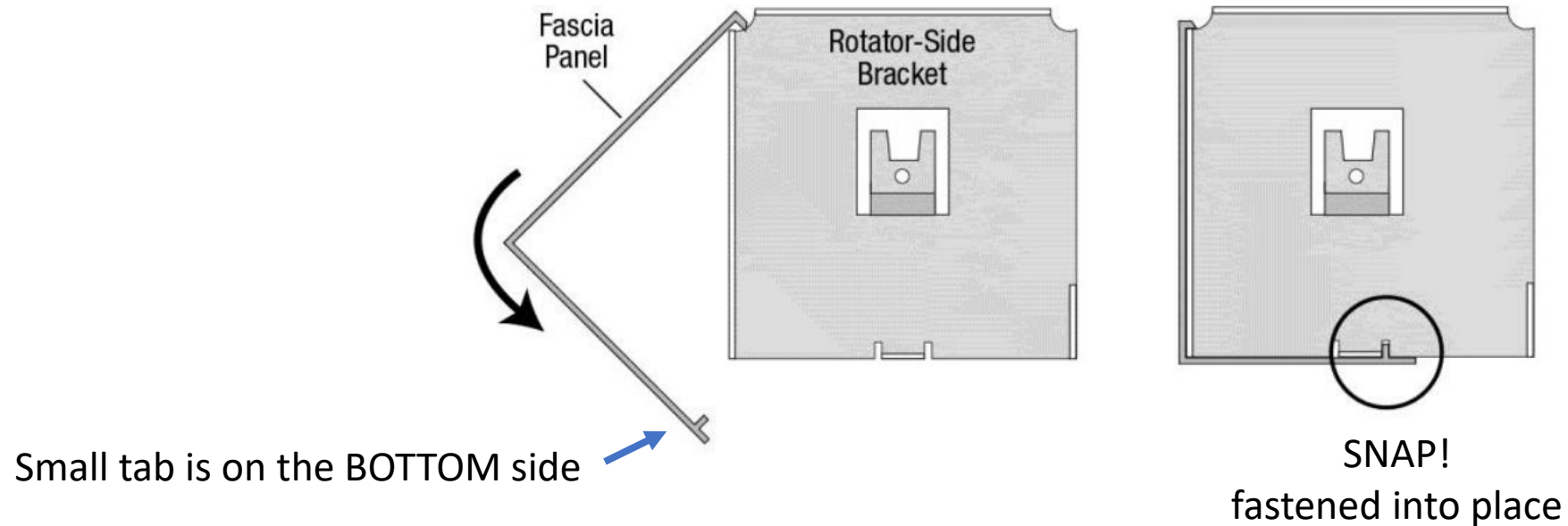
- With the clutch bottom in the down position, slip the clutch end of the shade onto the clutch tab on the clutch-side installation bracket.
- NOTE: The lower tab, used to secure the cover, goes between the bead chains.
- Rotate the T-hook in the idler-side installation bracket in the open position.
- 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).



## Installation of Valance/Fascia

FASCIA INSTALLATION: Assembling the two end brackets and the fascia panel.

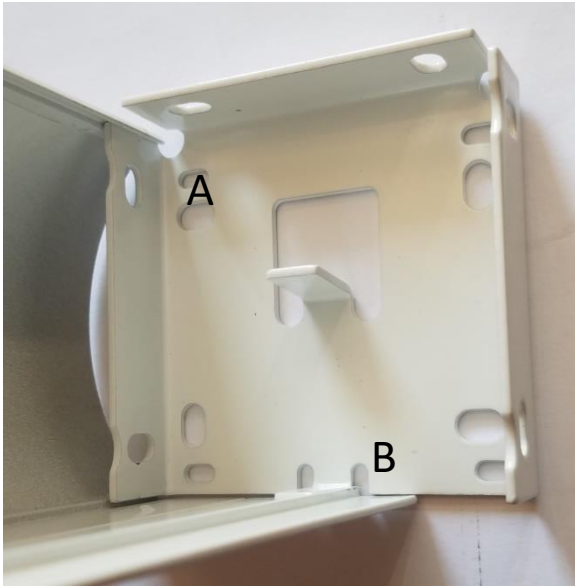
- The clutch-side bracket attaches to the side of the panel with the notch. The rotator side bracket goes on the side without the notch.
- Place the top of the fascia panel into the top indentation of the brackets. Rotate the panel down and push to SNAP it into place.



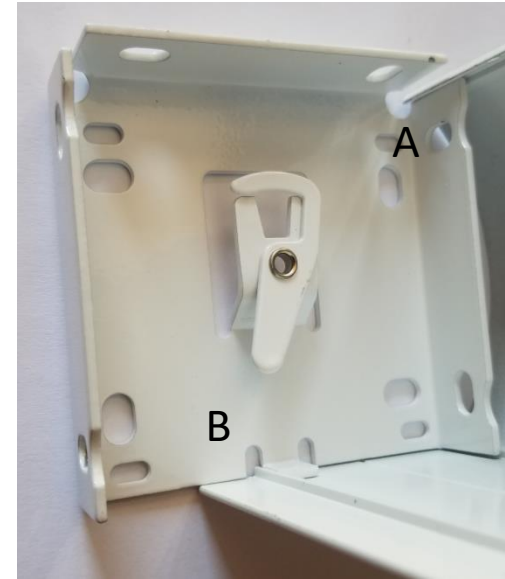
## Valance Installation

For Curved (shown here)  
or Straight face Valances

### Left bracket



### Right bracket



### Standard Roll

Fabric rolls to back of bracket

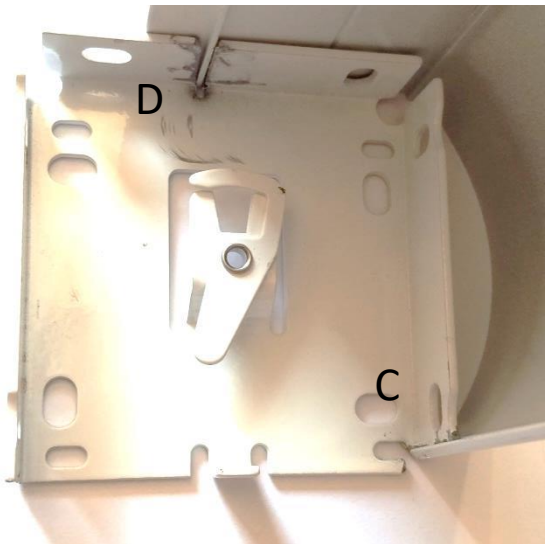
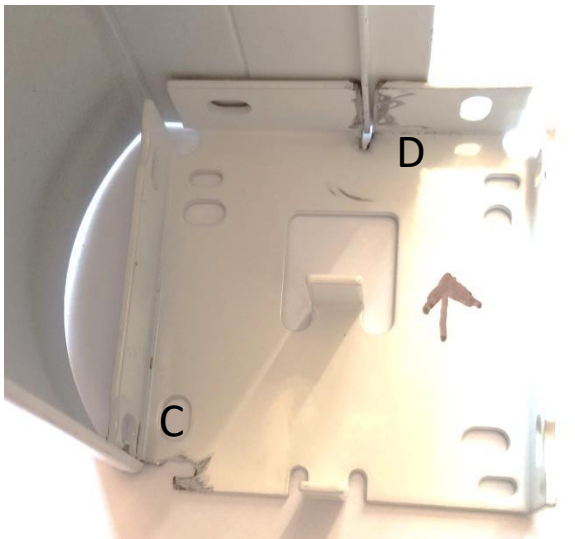
1. Hang valance from Upper front tab (A).
2. Swing valance down so it 'clips' behind bottom tab (B).

### Reverse Roll

Fabric rolls to front of bracket

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

NOTE:  $\frac{1}{4}$ " space necessary at top to insert valance and fasten.



# 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.

