

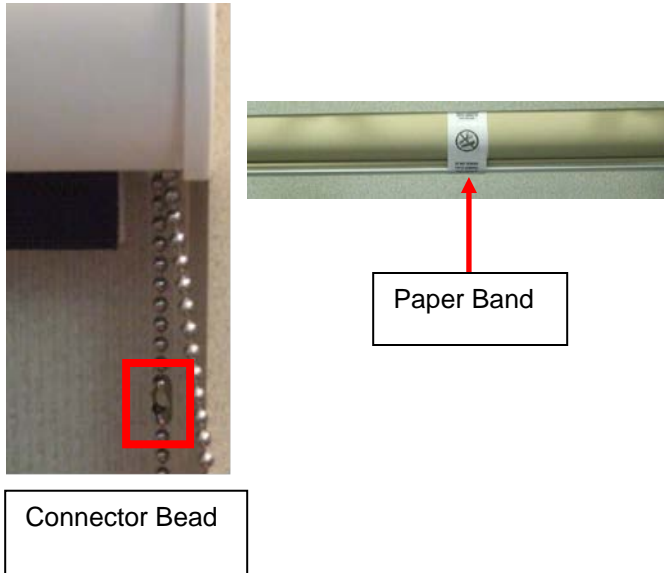
## TASK: Adjust height on Indoor or Outdoor Shades with Continuous Loop and a Cassette Valance

**Use If/When:** The shade has a **Cassette Valance** and will not raise or lower completely.

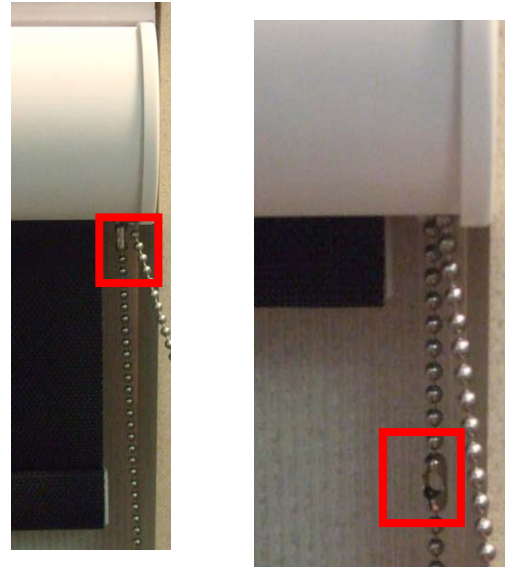
**Tools Needed:** Screwdriver

Reasons the shade may not operate completely.

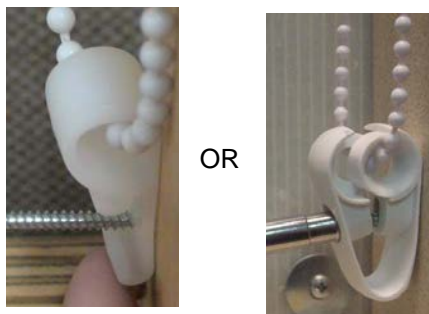
- Paper band removed before installing
- Connector bead needs repositioned



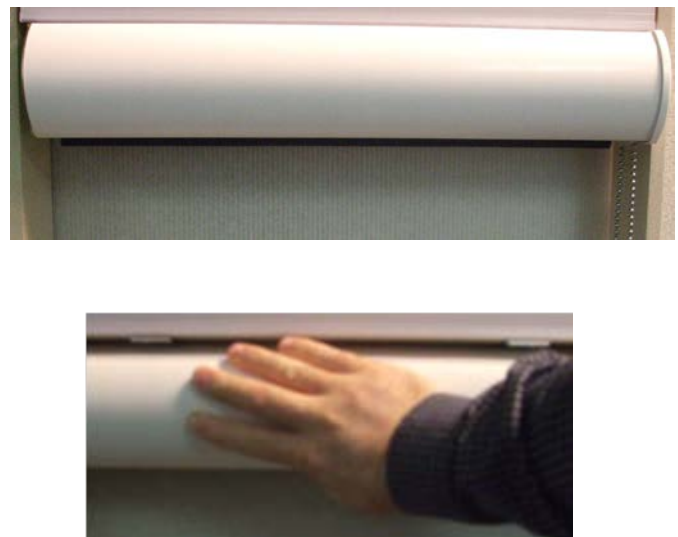
1. Raise shade completely until material is wrapped around the roll or until the chain stops.



2. Remove the chain guide located at the bottom of the chain loop.



3. Remove shade from installation brackets by pushing back on cassette valance and then rolling front of valance downwards.



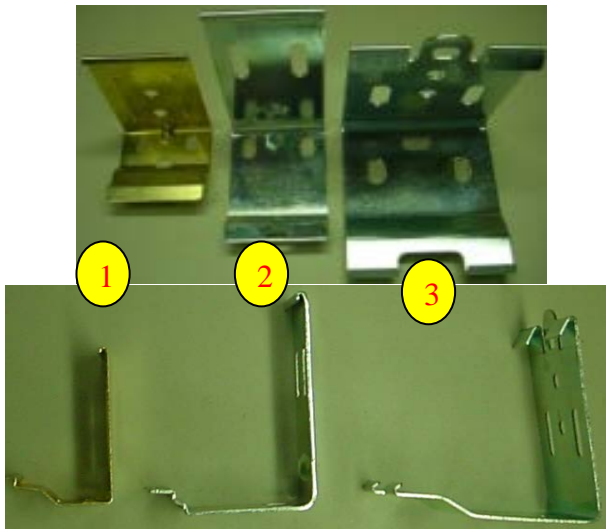
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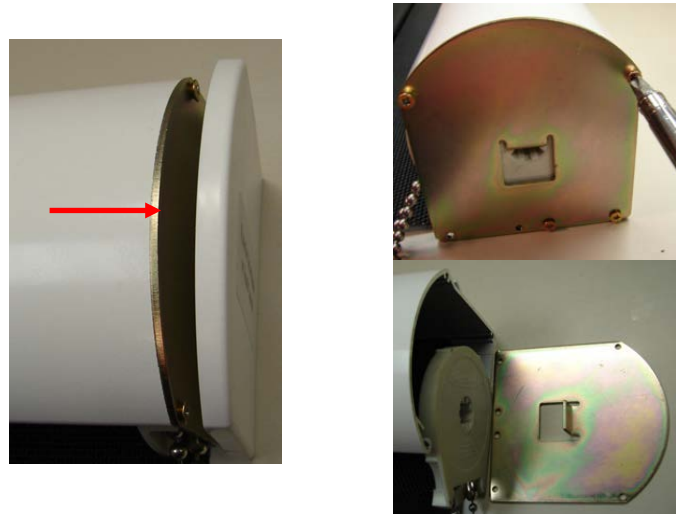
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### 4. Identify bracket type.

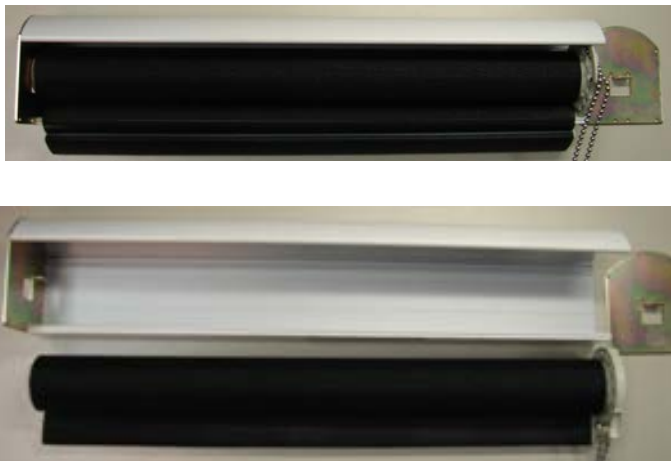
Contact customer service if you have bracket 3 otherwise continue with step 5.



5. Remove end cap from control end by pulling away from cassette valance. Then remove end plate from cassette by removing all four screws and pulling away from cassette valance.

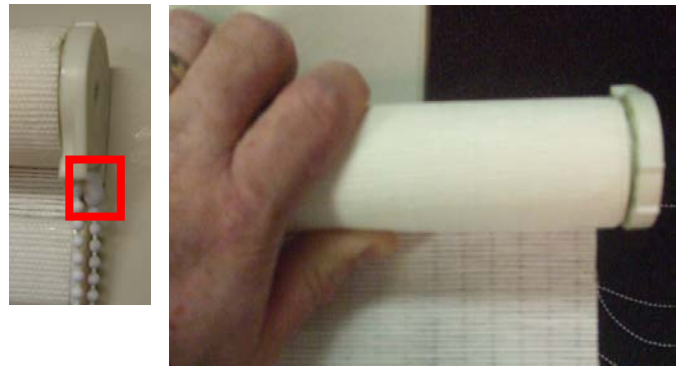


6. Remove shade from cassette valance by pulling away from non-control end.



7. For shades with connector bead against clutch, manually wrap material around tube until shade is fully raised.

**Note:** Roll shade on a clean surface with clutch end hanging over edge.



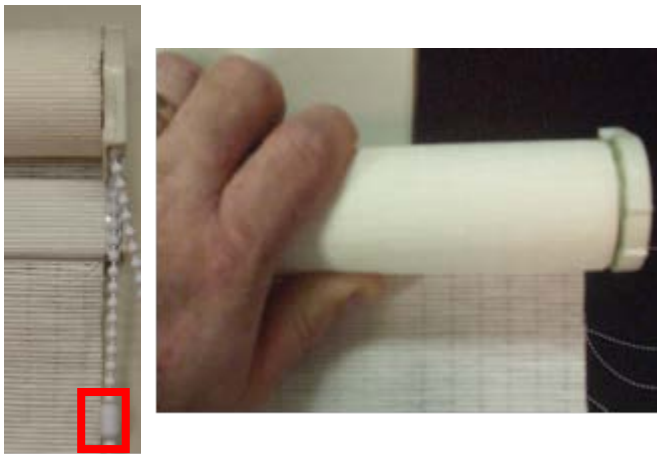
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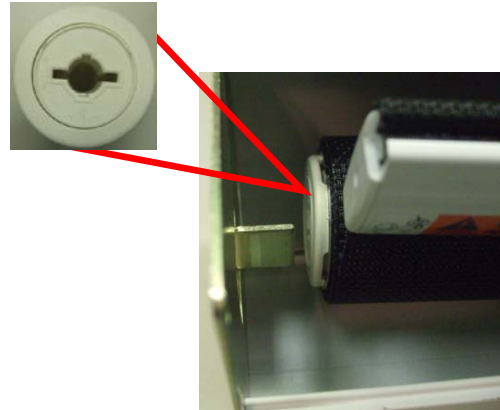
**7A. For shades fully wrapped but connector bead is not against the clutch,** manually unroll material one revolution. Then pull chain until connector bead is against clutch or hem bar is against roll. Repeat as necessary until connector bead is against clutch.

**Note:** For larger shades, more than one person may be needed and/or install shade in brackets to pull on chain. When rolling shades on a clean surface, be sure clutch end hangs over the edge.

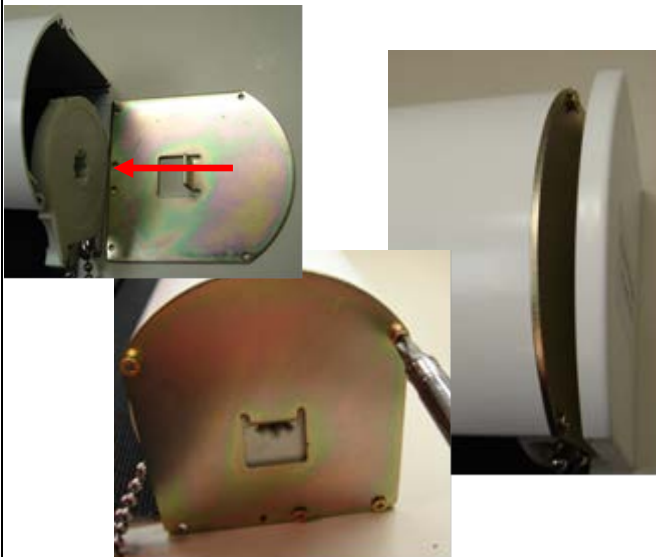


**8.** While keeping the shade completely rolled, reinstall shade into cassette valance. Align non control end with the tab on the end plate.

**Note:** You may need to spin the inside of the non-control end to align slot with tab on end plate.



**9.** Reattach end plate from cassette by lining up inside tab with clutch end cavity. Align screw holes and tighten all four screws. Align and snap the end cap on the end of the cassette valance.



**10.** Reinstall shade into installation brackets by pushing back on cassette valance and then rolling front of valance upwards. Release pressure once front of cassette valance catches brackets



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**11.** Reinstall the chain guide.



OR



**12.** Raise and lower shade several times to ensure proper operation.

