TASK: Correct Shade Levelness on Indoor or Outdoor Shades with Continuous Loop and a Cassette

Use If/When: The shade has a Cassette and hangs crooked, shifting to one side or fraying.

Tools Needed: Level, Adhesive tape, Screw Driver

- Reason shade may not be raising level or Fraying.
  - Brackets may not be level
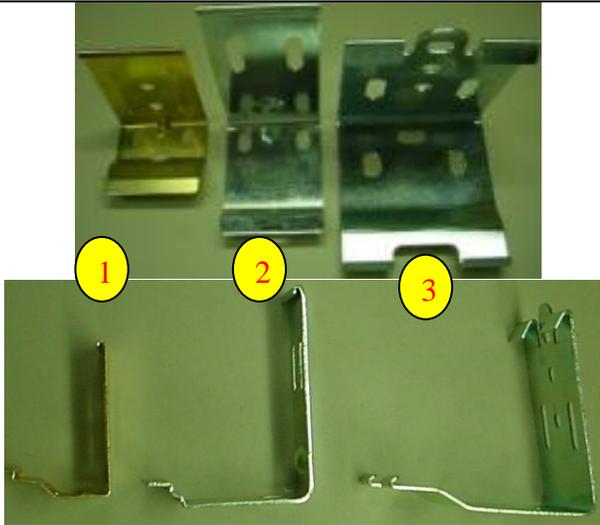 - Fabric shifting to one side

NOTE: Confirm window is square. If window is not square, the shade will still fray regardless. Customer may want to consider outside mounting shade.

Note: Tolerance for telescoping is 3/16" or less.

1. Check levelness of shade with a carpenter's level and adjust the mounting brackets.

Note: ¼" turn of the mounting screw can cause the shade to be un-level. Make sure mounting screws are securely tightened.

Still uneven proceed to step 2
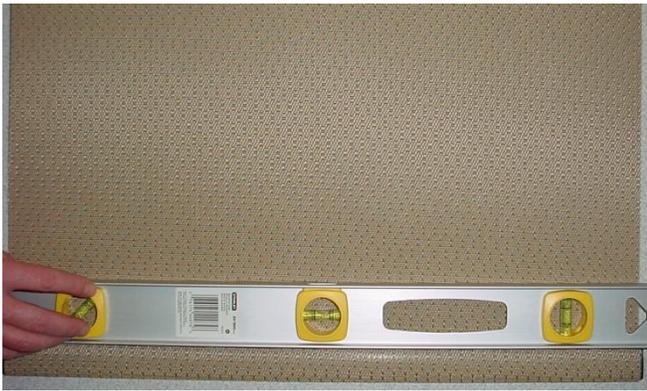
2. Remove the chain guide located at the bottom of the chain loop.

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

OR

Use If/When: The shade has a Cassette and hangs crooked, shifting to one side or fraying.

Tools Needed: Level, Adhesive tape, Screw Driver

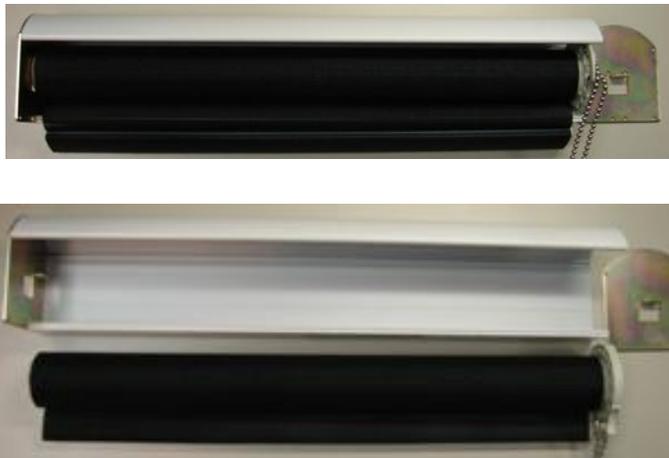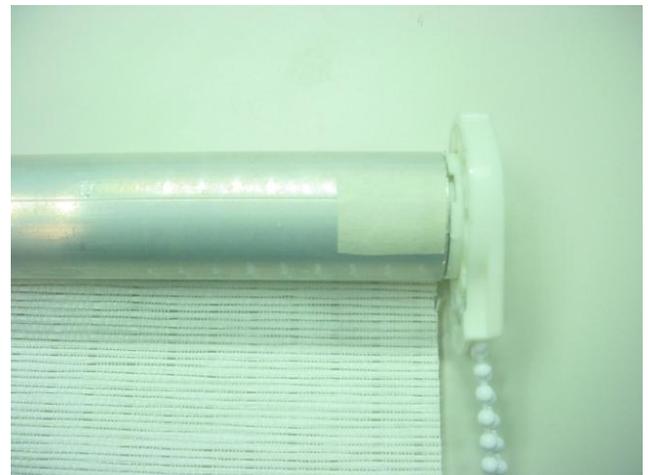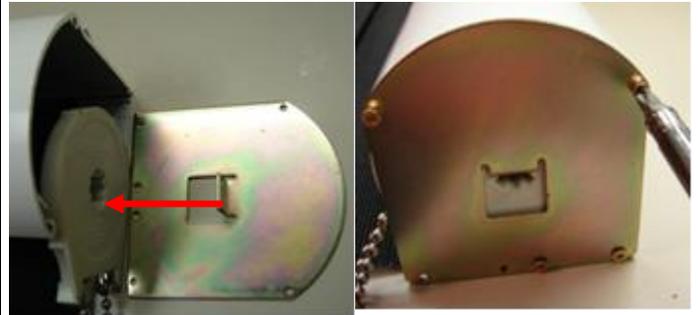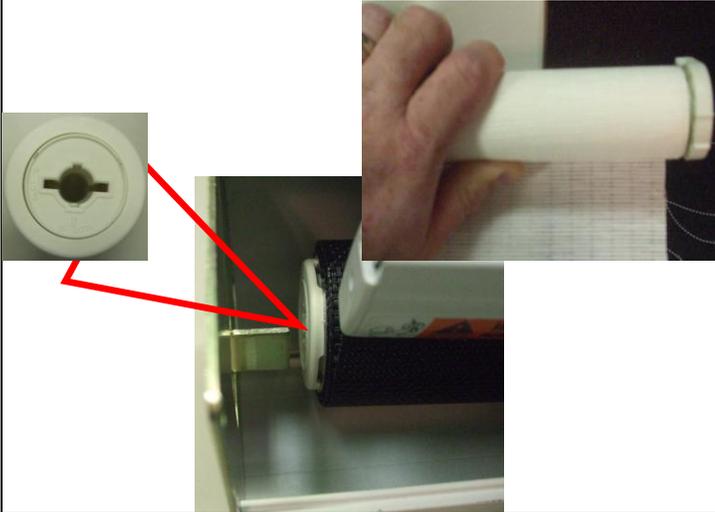|	
4. Identify bracket type. Contact customer service if you have bracket 3 otherwise continue with step 5.	**5.** Remove end cap from control end by pulling away from cassette. Then remove end plate from cassette by removing all four screws and pulling away from cassette.
6. Remove shade from cassette by pulling away from non-control end.	**7.** Unroll shade until silver tube can be seen. Then apply ¾" piece of masking tape to the tube on the opposite side of the telescope/frayed edge.
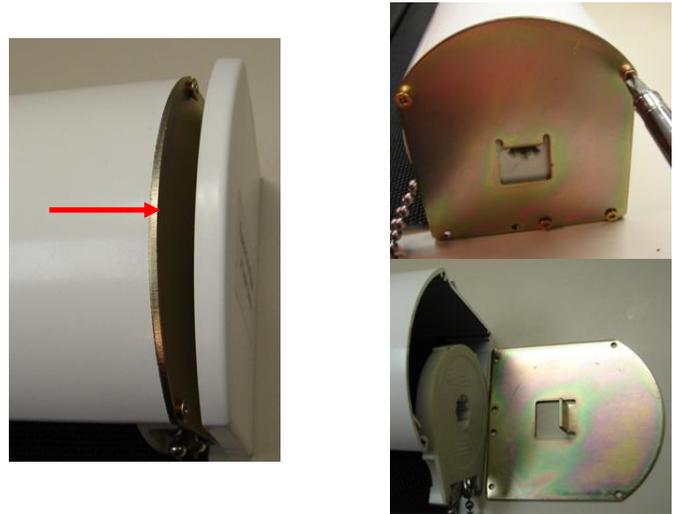
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8. Manually wrap material around tube until shade is fully raised. Then reinstall shade into cassette. Align non control end with the tab on the end plate. Note: You may need to spin the inside of the non-control end to align slot with tab on end plate.	**9.** Reattach end plate from cassette by lining up inside tab with clutch end cavity and then align screw holes and fastening all four screws.
10. Attach end cap by align end cap with end of cassette and then push it on.	**11.** Reinstall shade into installation brackets by pushing back on cassette valance and then rolling front of valance upwards. Release pressure once front of cassette catches brackets

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12. Check to see if shade is level by placing a carpenter's level on top of the hem bar. Repeat steps 3-9 as necessary until shade hangs level. Note: Tolerance for telescoping is 3/16" or less.	**13.** Reinstall the chain guide.
	OR
14. Raise and lower shade several times to ensure proper operation.	