

# Vertical Blind Installation Instructions

Attention: Carefully review all installation instructions and diagrams before beginning the installation process. Please make special note that the screws provided with your new blinds are made for mounting into wood surfaces and dry-wall on wood installation. If you are mounting to masonry surfaces, metal or hollow spaces, please visit a hardware store to discuss the best option for your application.

Depending on how you have ordered your new blinds, they have been produced to your specifications whether it is: ceiling, inside or outside mount.

## Suggested items to complete your installation are:

Pencil  
Standard or 1/4" nut screw driver or drill bit  
Level  
Drill  
Drill Bits (7/64 and 1/16)

## Before Mounting the Shade

Hold the headrail of the shade where you would like it to be mounted, ensuring the headrail is level, and there are no obstructions. Use a pencil to mark reference points at each end of the headrail.

## Inside/Ceiling Mount

Secure the brackets, with the tab closest to the window, to the inside of your window jamb or ceiling. Position the screw hole a minimum of 2 3/8" from the window or any obstruction, which may affect the operation of the vertical louvers. For inside/ceiling mount applications, install the bracket screw through the bracket and then valance.

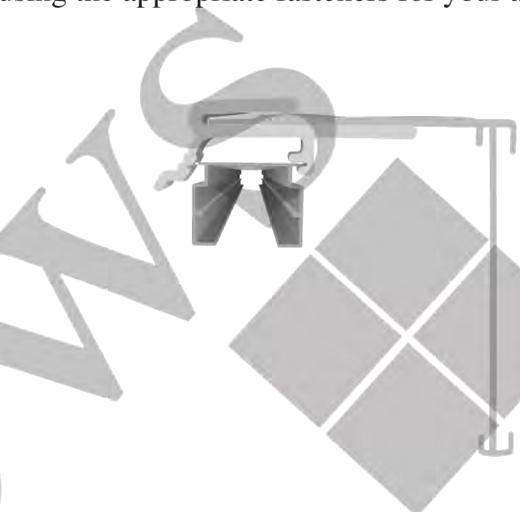


Use spacing of no more than 30" when mounting the brackets. Ensure the locations of all brackets are in line and level with one another and then secure all brackets using the appropriate fasteners for your application.

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## Outside Mount

The outside/wall mount installation brackets are made to clear up to 1 1/2" when the vertical louvers are in the open position. Be sure there are no obstructions before mounting the brackets in the desired location. Determine the height at which you would like to mount the bracket by measuring up from the floor to where you would like the top of the bracket to be. Your height will be determined by the length at which you ordered your vertical plus 1/2" for proper clearance over the floor. Use spacing of no more than 30" when mounting the brackets. Ensure the locations of all brackets are in line and level with one another and then secure the brackets using the appropriate fasteners for your application.



## Attaching the Headrail

Position the headrail with the front lip resting on the top hooks of all the brackets. Push the bottom of the headrail firmly upwards and towards the window, until the groove at the back top of the headrail snaps into place. Ensure that all brackets have snapped and are secure.

Inside/Ceiling Mount

Outside Mount



## Louver Installation:

Push the louvers up into the carrier stem making sure it is full seated on the carrier hook, careful not to pull or twist to hard on the carrier stem, it may snap if forced in udesired position. Please note: Make sure all louvres are facing the same direction when installed.



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## Traversing the Louvers (Cord & Chain Operation)

Tilting: Gently pull chain to rotate louvers.

NOTE: Always rotate louvers to open position before traversing your vertical blind. Gently pull nylon cord to traverse the louvers open.

Alignment of louvers: If the louvers have become tangled or are not in alignment, re-alignment is simple. Make sure all louvers are facing the same direction and that none are over lapping. Gently pull the metal bead chain until you hear a grinding noise. This grinding noise comes from the louver carriers, re-aligning themselves. Now gently pull the chain in the opposite direction, if all has been done correctly, the louvers should be aligned.

## Troubleshooting

It is not abnormal for louvers to cling together when first installed; this is due to static charges which are created during shipping. You can alleviate this by gently wiping each louver front and back with a slightly damp cloth. It may take several days for the louvers to relax.

## Care and Cleaning

The shade fabric is easy to care for. Regular dusting with a soft duster or vacuum cleaner brush is recommended. Most stains can be blotted with a damp sponge and mild detergent.



## WARNING

Young Children can STRANGLE themselves's in the cord and bead chain loops. Please revert to the steps below to avoid seriouse injury of your child.

Always keep cords and bead chains out of children's reach.

Move cribs, playpens and other furniture away from cords and bead chains.

Children can climb furniture to get to the cords and bead chains.

Attach tension device to wall or floor. This can prevent children from pulling cords and bead chains around their necks.

If you require assistance with your installation and/or are missing/require additional hardware please contact customer service by email, at [contactus@windowswest.com](mailto:contactus@windowswest.com)

or by phone: Toll Free at 1-800-385-9195