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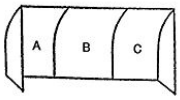
Installation Instructions for Sunshine Rooms Manual Shades

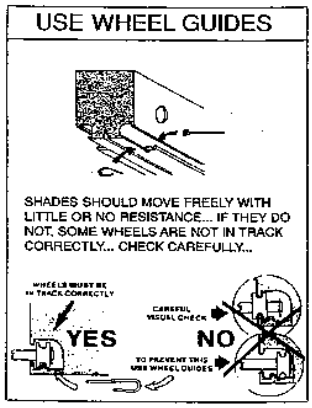
1. Install the Shades



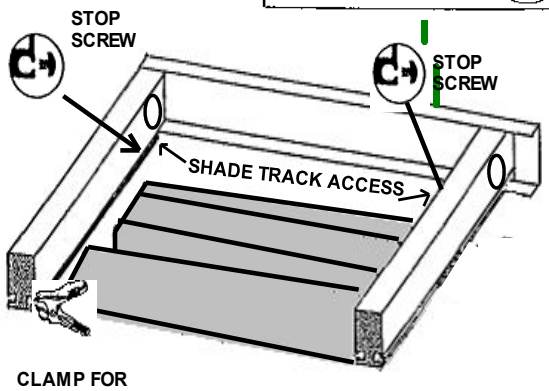
- Shades are labelled in alpha order, left to right, inside looking out.

- Remove ridge cover plates.
- Clean out track with foam brush provided.
- Remove plugs from pre-drilled holes in each glazing bar at ridge.
- Drill holes for shade stops in front of cut-out at top of each track and brush out shavings.

- If installing from a ladder, rest the rolled-up shade on top to hold it while loading into track. The shipping boxes with sides cut off may make a convenient tray for this.

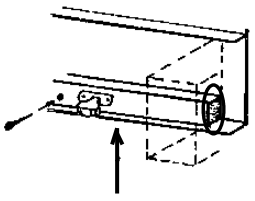


- Place clamp in track 2' down from ridge to keep shade in place during loading.
- Use wheel guides against inside wall of track to ensure proper wheel positioning.
- Once shade is loaded, insert shade stop screws in each track.



2. Mount Headrails and Velstick for Attaching Shades

- Headrails are labelled in alpha order, corresponding with their respective shades.
- Attach pre-assembled headrails between glazing bars. Align headrail pulleys with holes in glazing bars for mounting. Deck screws are provided for pre-drilled holes in headrails. Pre-drilling into back of ridge plate is required.



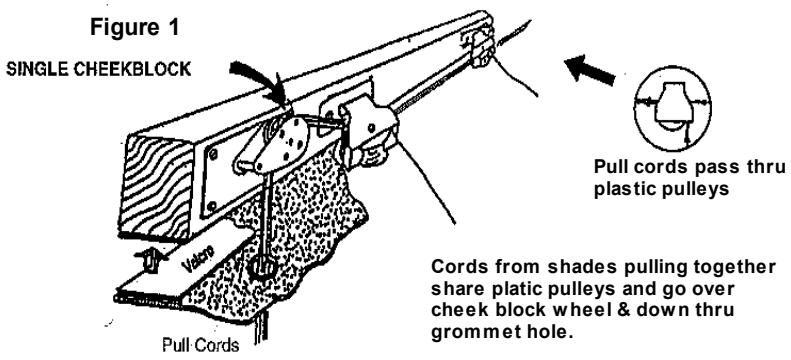
Velstick attaches underneath ridge plate.

- For each shade install a velstick strip which holds the shade in place for operation. Wipe unerside of ridge plate clean. Peel off the double-stick tape, press on and screw velstick underneath lip of ridge plate. Pre-drilling with 1/8" bit is required. Use 7 screws, approximately 5 inches appart, per velstick strip.

3. Cords and pulleys

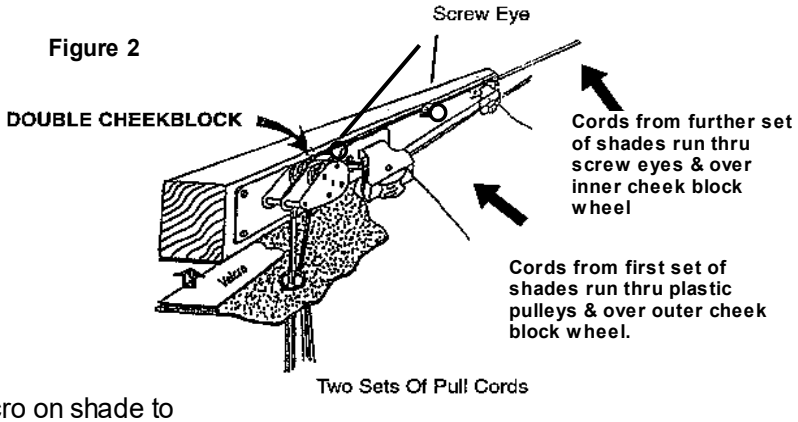
- Unwrap pull cords and drape them over top of shade.
- Lift top of shade to ridge and attach the spring clamp to one of the tracks beneath the top shade pleat. This will hold the shade up while working with the cords.
- Run cords through plastic pulleys on headrail in pre-determined pull direction. Cords go up through bottom of pulleys, over pulley wheel and out the side opening. Cords then run over a cheek block wheel at edge of headrail and down through grommet hole in top corner of shade...
- For one set of shades pulling together (for example, shades A, B & C pull together), all cords pass through plastic pulleys together, then over cheek block wheel at the end of headrail A, and through grommet hole in shade A. (Figure 1)

Figure 1



- For a second set of shades pulling together in the same direction (for example, shades A & B pull together, then C & D follow), run cords from A & B over outer cheek block wheel on headrail A to grommet hole. Run cords from C & D through screw eyes on headrails B & A, then over inner cheek block wheel on headrail A to grommet hole. (Figure 2) (The furthest set of cords runs over inner cheek block wheel.)
- For a third set of shades pulling in the same direction, a larger cheek block with a third wheel and additional screw eyes are provided. (Again, the furthest set of cords runs over inner cheek block wheel)

Figure 2



- As you finish cords for each shade, attach velcro on shade to velstick on bottom of headrail. Remove clamp from track and gently lower shade.

4. Final Steps: Tie Cords, Spray Track

- With SHADES FULLY LOWERED, cut excess cord to desired length. DO NOT cut cords with shade raised to any height.
- With each set of pull cords, tie a knot 4" below grommet hole in shade.
- Slip a tassel onto cord set and tie a knot below tassel. Cord sets can be braided together before adding tassel.
- Mount cord cleats at desired wall location about 12" apart so that cords can be neatly wrapped using both cleats.

Wrap cords around both line cleats to keep them neat when shades are pulled up.

- Raise shades, spray shade track with silicone. Use sparingly by spraying the top half of track first. Run shades up and down gently a couple of times. Spray lower half of tracks if needed. Use only pure silicone spray, NEVER USE WD-40, Triflow or other non-silicon spray lubricants as these collect dirt.
- For shade operation, gently raise and lower the shades using smooth action on the cords to prevent wheels from breaking. Use pure silicone spray in track annually for lasting, smooth operation.