VALANCE INSTALLATION INSTRUCTIONS FOR

Standard Top Mount

IMPORTANT: You should be using these instructions only if you are installing your shade and valance on the top of your window or ceiling. If you are not using your valance, or you are installing your shade and valance somewhere other than the top of your window (or ceiling), these instructions do not apply to your shade. Please refer to the front page of your original Owner's Manual for help identifying the various components of the shade.

IMPORTANT: The screws included in your hardware kit are for use with wood only. See your dealer for mounting recommendations when attaching your shade to any other material.

INSTALLATION INSTRUCTIONS

If you purchased a custom shade, you can skip steps 1 and 2. We've already done these steps for you.

1. Prepare Shade for Top/ceiling mount.

a. Start by sliding off the Bracket Cover on the Clutch Unit (Figure 1). Remove the screws from Unit.

b. Turn the Clutch Unit 90 degrees so the Chain hangs straight down if the Clutch Unit were mounted from the top (Figure 2).

c. Put screws back in, and slide the Bracket Cover back on.

d. No change is needed to the Idle End Unit.

2. Change to a left Chain control (if desired).

a. Your shade comes with the chain on the right side of the shade, only do this step if you want to move the chain to the left side of the shade.

b. Move Clutch Unit to the left side of the shade, move the Idle End Unit to the right side of the shade.

c. Pull out both End Plugs from the Tube and switch them (Figure 3).

3. Mark your holes

a. Mark the holes where you are going to put your four screws.

4. Install Valance

a. Hold the Valance up to the surface you are using for your installation.

b. Install the Clutch Bracket and Idle End Bracket through the holes in the Valance (Figure 4).

c. Note: You will not be using your Valance Brackets.

5. Install the Shade

a. Insert the Clutch Plug into the Clutch Unit (Figure 5).

b. Then insert the Idle End Plug into the Idle End Unit, and snap the Idle End Unit securely into place (Figure 6).

For information on installing the Tension Device, Tie Downs and maintenance, please see you original Owner's Manual.

Figure 1

Figure 2

SWITCH END PLUGS
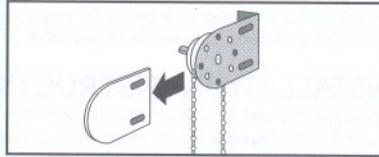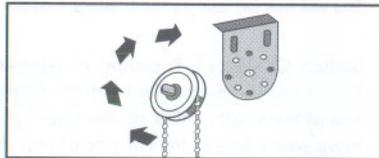Figure 3

Figure 4

Figure 5

Figure 6

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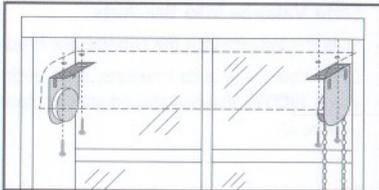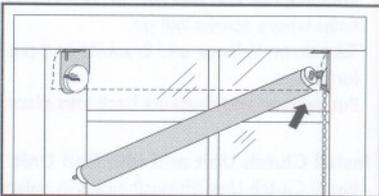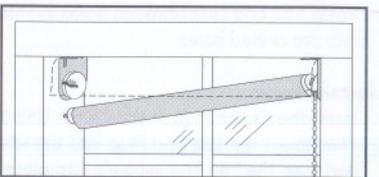
Valance Installation Instruction For Coolaroo Exterior Sun Shades

Standard Wall Mount (PAGE ONE)
Inside Top Mount (PAGE TWO)
Inside Side Mount (PAGE THREE)
Standard Top (PAGE FOUR)

This manual provides instructions for mounting your valance on the outside and inside of your window.

Note: The Valance and its Brackets must be installed a certain way. In addition, there is a right and left hand Valance Bracket, they cannot be interchanged. Please refer to Fig. 1 for an illustration of how the Valance and its brackets should be installed. Please refer to the front page of your original Owner's Manual for help identifying the various components of the shade.

IMPORTANT: The screws included in your hardware kit are for use with wood only. See your dealer for mounting recommendations when attaching your shade to any other material.

VALANCE INSTALLATION INSTRUCTIONS FOR

Standard Wall Mount

IMPORTANT:
Only install your valance after you have installed your shade.
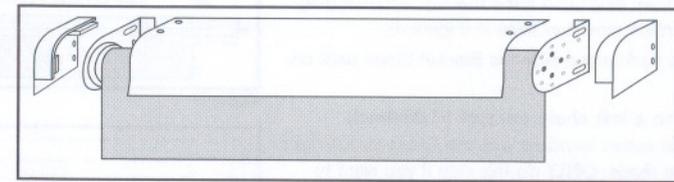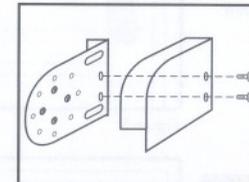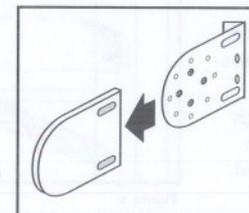UNLESS it is an inside mount, see page 2

FIGURE 1

1. Remove the Bracket Covers
Slide off the Shade Bracket Covers. You will not be using your Bracket Covers.

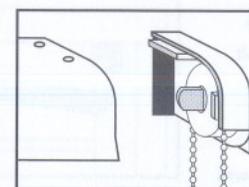**2. Install Right Valance Bracket**
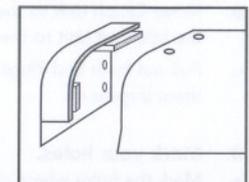Screw the Bracket into place Note: Refer to Fig. 1 for help identifying which bracket goes on which side

3. Insert the Right Side of Valance Into Bracket
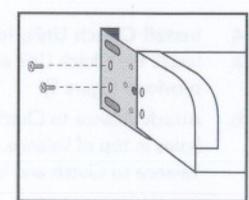Slide the Valance into the right Valance Bracket and screw into place

4. Insert Valance Into Left Valance Bracket
Slide the side of the Valance into the uninstalled left Valance Bracket

5. Install the Left Side of Valance
Slide the Valance (While Attached to the Left Valance Bracket) Over the Left Shade Bracket Screw the Bracket Into Place

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Inside Top Mount
(BRACKETS FACING DOWN)

IMPORTANT: You should only be using these instructions if you are installing your shade and valance on the inside of your window with the Brackets facing down towards the ground. See Figure 1. If you are not using your valance, or you are installing your shade and valance differently than shown in Figure 1, these instructions do not apply to your shade. Please refer to the front page of your original Owner's Manual for help identifying the various components of the shade.

IMPORTANT: The screws included in your hardware kit are for use with wood only. See your dealer for mounting recommendations when attaching your shade to any other material.

INSTALLATION INSTRUCTIONS

If you purchased a custom shade, you can skip steps 1 and 2. We've already done these steps for you.

1. Prepare Clutch Unit for an inside vertical mount
a. Start by sliding off the Bracket Cover from the Clutch Unit (Figure 2).
b. Remove the four screws from the Clutch Unit.
c. Rotate the Clutch Unit 90 degrees so the chain hangs straight down to ground if the bracket were hanging from the inside mount as seen in (Figure 3).
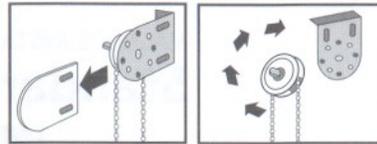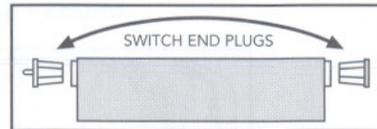d. Put screws back in and slide the Bracket Cover back on.

2. Change to a left chain control (if desired).
a. Your shade comes standard with the Chain on the right side of the shade. **ONLY** do this step if you want to move your Chain to the left side of your shade.
b. Move Clutch Unit to the left side of the shade, move the Idle End Unit to the right side of the shade.
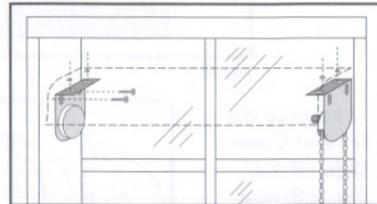c. Pull out both End Plugs from the Tube and switch them (Figure 4).

3. Mark your holes.
a. Mark the holes where you are going to put your screws.

4. Install Clutch Unit, Idle End Unit and Valance
a. Install the Clutch Unit and Idle End Unit using screws provided (figure 5).
b. Attach Valance to Clutch Unit and Idle Unit through holes in top of Valance. **Note:** hardware to attach Valance to Clutch and Idle End Unit is not provided.
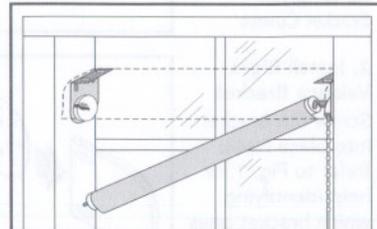
5. Install Shade
a. Insert the Clutch Plug in the Clutch Unit (Figure 6).
b. Then insert the Idle End Plug into the Idle End Unit, and snap the Idle
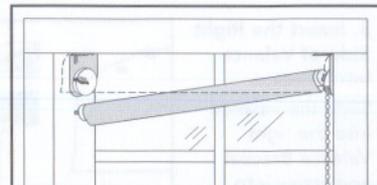End securely into place (Figure 7).

For information on installing the Tension Device, Tie Downs and maintenance,please see you original Owner's Manual.

Figure 1
Figure 2
Figure 3
SWITCH END PLUGS
Figure 4
Figure 5
Figure 6
Figure 7

Inside Side Mount
(BRACKETS FACING AWAY FROM WINDOW)

IMPORTANT: You should only be using these instructions if you are installing your shade and valance on the inside of your window with the brackets facing away from the window. See Figure 1. If you are not using your valance, or you are installing your shade and valance differently than shown in Figure 1, these instructions do not apply to your shade. Please refer to the front page of your original Owner's Manual for help identifying the various components of the shade.

IMPORTANT: The screws included in your hardware kit are for use with wood only. See your dealer for mounting recommendations when attaching your shade to any other material.

INSTALLATION INSTRUCTIONS

If you purchased a custom shade, you can skip steps 2 and 3. We have already done these steps for you.

1. Remove both Bracket Covers (Figure 2)
a. You will not be using your Bracket Covers.

3. Switch Chain to left mount (if desired).
a. Your shade comes standard with the Chain on the right side of the shade, **ONLY** do this step if you want to move your Chain to the left side of your shade.
b. Remove the four screws from the Clutch Unit.
c. Turn the Clutch Unit 180 degrees so the Chain can now hang down from the left side (Figure 3).
d. Put the screws back in.
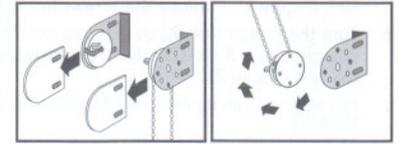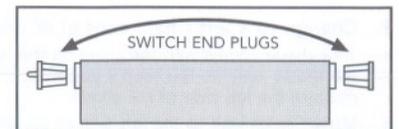e. Pull out both End Plugs from the Tube and switch them (Figure 4).

4. Slide Valance into Brackets
a. Slide the Valance into the two Valance Brackets (Figure 5).
b. Once Valance is in its brackets, slide entire Valance into place. **NOTE:** Valance should stay in place on its own (Figure 6).
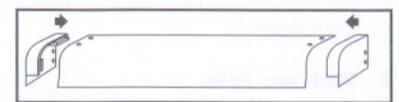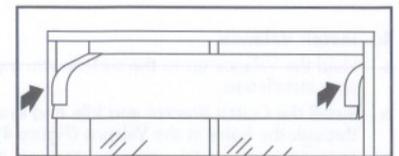
5. Mark your holes
a. With Valance and Brackets in correct position, mark holes where screws will go.
b. Take down Valance and Brackets and pre-drill holes for screws.
c. Put Valance and Brackets back into place.

6. Install Clutch Unit and Idle End Unit
a. Install Clutch Unit (through holes in Valance Bracket) into pre-drilled holes.
b. Install Idle End Unit (through holes in Valance Bracket) into pre-drilled holes.
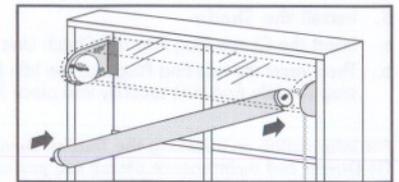
7.Install Shade
a. Insert the Clutch Plug in the Clutch Unit (Figure 7).
b. Then insert the Idle End Plug into the Idle End Unit, and snap the Idle End securely into place (Figure 8).
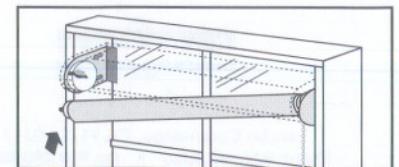
For information on installing the Tension Device, Tie Downs and maintenance,please see you original Owner's Manual.

Figure 1
Figure 2
Figure 3
SWITCH END PLUGS
Figure 4
Figure 5
Figure 6
Figure 7
Figure 8