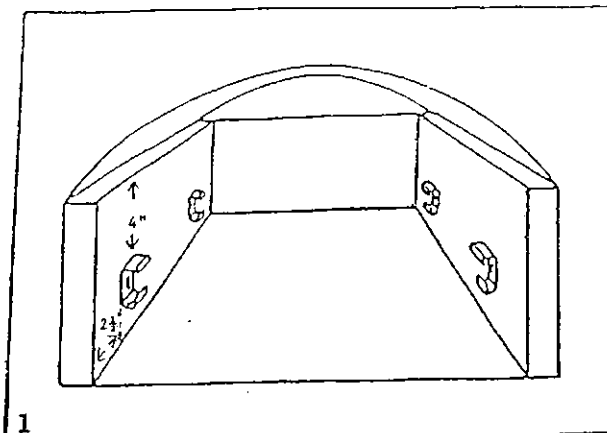


# HOW TO INSTALL YOUR OEM SHADES

## 290 SERIES SKYLIGHT SHADE

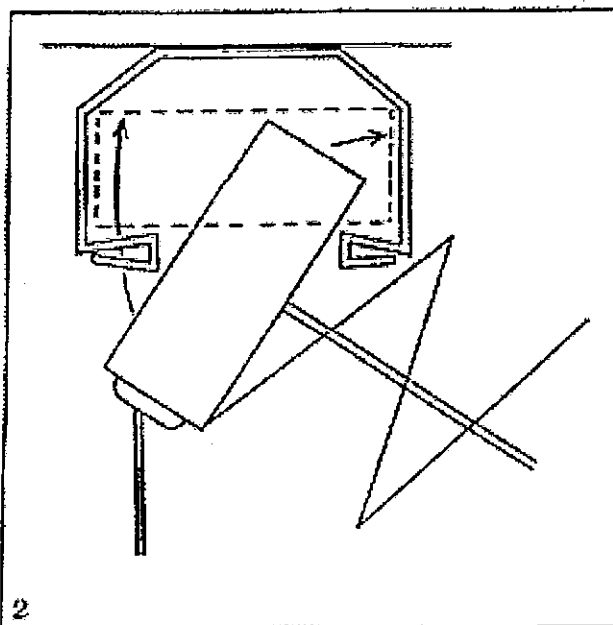
### 1. Mounting Clips

- Mounting clips fasten to the inside of the skylight well. Clips should not be installed into the liner box.
- Measure and mark mounting clips location  $2\frac{1}{2}$ " from the side walls and 4" or more from the top of the skylight well. See Fig. 1.
- For shades greater than 30" width, center clips are provided for proper support. Clip placement should not exceed 24".



### 2. Pleated Shade Installation

- Carefully remove the plastic wrap. **Do not cut the cords.** Unwrap the cords insuring cords do not tangle.
  - Position the back part of the top rail into the upper clips. Push rail against the clips and upward so rail snaps into clips. See Fig 2.
- Note: Ensure handle faces toward the room.
- Repeat procedure for bottom rail. Installation of bottom rail will require slight stretching of shade which provides proper tension on cords.



### 3. Tension Adjustment

- Tension for these shades have been pre-adjusted. However, adjustments can be made while installing the shade.
- Tension should only be adjusted when the shade is difficult to operate (too much tension) or when the shade droops excessively (too little tension).
- Minor adjustment is made with the ball chain located in the bottom rail.
- Remove bottom rail from clips. To tighten, unhook ball chain and pull chain through coupler for proper tension. To loosen, unhook ball chain and release chain through coupler. **Do not disconnect cords from ball chain.** Remount rail in mounting clips and check adjustment. Repeat as necessary. See Fig 3

### 4. Extension Pole

- An extension pole is available to operate Skylight shades that cannot be reached from the floor. Insert ball into slot handle to raise and lower shade.

